

September 21, 2022

**APPROVED**

CITY OF GRACE, IDAHO  
MINUTES OF THE REGULAR MEETING  
HELD AT CITY HALL  
SEPTEMBER 21, 2022

Mayor Barthlome called the public hearing to order at 6:00 p.m.

Mayor Barthlome stated the purpose of the public hearing was to discuss a Community Development Block Grant Application for the Grace Wastewater Upgrade.

Mayor Barthlome asked those present to state their names for the record. They are as follows: Riley Crookston, Colleen Fluckiger, Kathy Tillotson, Mike Ridenour, Larry Allen, Loy Raye Phillips, Jackie Barthlome, Scott Rasmussen, David Pristupa, Diana Saxton, Krystal Denney, Matt Loertscher, Jake Wright

Mayor Barthlome turned the meeting over to Crystal Denney from Southeastern Idaho Council of Governments (SICOG).

Ms. Denney stated that SICOG is the grant writers and administrators on the Community Development Block Grant Application for the Grace Wastewater Upgrade. The City of Grace as a sponsor can apply for a grant to help with the cost of the sewer upgrade. The grant is for \$500,000.00. The grant had been scheduled for September 2021. Funds are tighter for wastewater. The grant would be scheduled for July 2023 and construction should start in November 2023 to upgrade 2000 feet of sewer line, 7 new manholes, electrical upgrades at the wastewater treatment plant and to upgrade equipment.

Mayor Barthlome asked Ms. Denney if she found out why the City of Grace scored so low on the application for grant money? Ms. Denney stated that grant applications were very competitive. Most of the time it is not that competitive, but last year it was very competitive. Many of the applications had severe environmental issues or the applicant was under a consent order from the Department of Environmental Quality (DEQ). Ms. Denney stated that the City of Grace was proactive, unfortunately that made the score lower.

Commission member Tillotson asked if there is anything more that the city could do? Ms. Denney stated that there is really nothing more the city could do. The city could apply for all available funds from the FDA through Keller Associates. SICOG is working with Keller Associates to maximize all the funds available.

Mayor Barthlome asked Diana Saxton if she had questions about the wastewater? Ms. Saxton asked what the price increase on the sewer would be? Mayor Barthlome stated that the city was hoping the increase in the fee would stay around \$20.00. Mayor Barthlome stated that the city bonded for \$3.2 million for a wastewater bond. The city could have bonded for more but had scaled the bond back to keep the cost down hoping that grants can help the cost to be lower.

Mayor Barthlome asked for any questions from the city council members and those in attendance. There were none.

Mayor Barthlome closed the public hearing at 6:06 p.m.

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**PRESENT:** Mayor: Jackie Barthlome  
Councilmembers: Colleen Fluckiger, Kathy Tillotson, Mike Ridenour, Larry Allen  
Superintendent: Riley Crookston  
Deputy Clerk: Loy Raye Phillips

**OTHERS PRESENT:** Zoning Commission Chairman Dave Pristupa, Zoning Commission Member Scott Rasmussen, Diana Saxton, Crystal Denney, Jake Wright, Matt Loertscher

Mayor Barthlome called the regular city council meeting to order at 6:06 p.m.

Mayor Barthlome excused Clerk Shelley Reeves.

Councilmember Larry Allen gave the invocation.

Deputy Clerk Phillips led the Pledge of Allegiance.

The minutes of the regular meeting held on September 7, 2022 were discussed. Motion to accept the minutes as written for 9/7/2022 was made by Councilmember Allen. Councilmember Fluckiger seconded the motion. Motion passed unanimously.

Bills in the amount of \$28,258.57 and payroll in the amount of \$9,552.69 were reviewed for payment approval. Councilmember Tillotson moved that the bills be approved as reviewed. Motion was seconded by Councilmember Allen. Motion passed unanimously.

Superintendent Crookston presented the following permit that was approved:  
#2022-27 David Saxton - Shed

Councilmember Allen asked if there was a setting permit for the Glen Gibson home? Discussion was had that Mr. Gibson had received a letter in 2018 that the setting permit had expired. Mr. Gibson does not have a current setting permit. Councilmember Allen stated that the city does not have anything in place to allow occupancy on an ongoing project. Councilmember Allen stated there had been a sewer problem that had been fixed at the home.

Mayor Barthlome opened discussion on the Impact Area Ordinance and the Impact Area Map. The red line on the map shows the old boundary and the blue line indicates the new boundary for area of impact. The new map includes the city springs. Mayor Barthlome stated if the impact area ordinance and the impact area map are approved the city will have to hold a public hearing. After the public hearing and approval by the city council it will go to Caribou County for approval. Mayor Barthlome stated that the county is hoping to approve a new impact area ordinance in October or November and have it approved and passed before December. The city needs to have a hearing and approval on the Impact Ordinance and Impact Area Map and present to the county for approval before December. Councilmember Tillotson asked if the ordinance was a new ordinance. It was explained that this is the updated ordinance, and the city council could make any changes that they need to make before the public hearing. The ordinance has been corrected to cover the needs of the city. Chairman Pristupa stated that the descriptions had been corrected on the map and would go from the southwest of section 14 from Two Mile Road to the southeast corner across the gravel pit going all the way to the Bear Lake and Caribou County line following the area to the north to Burton Canyon to cover all the

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potential springs. The area shows that there are eleven springs registered to the City of Grace shown on a record dated 1910. Superintendent Crookston state that the springs were not listed on the old map. The ordinance and map hearing would possibly be held at the city council meeting on October 19, 2022. Mayor Barthlome asked for a motion to clarify that the city council was in approval of the impact area ordinance and impact area map. Motion to approve the impact area ordinance and the impact area map was made by Councilmember Tillotson. Motion was seconded by Councilmember Fluckiger. Motion passed unanimously.

Mayor Barthlome turned the time to Diane Saxton to get clarification on the bill from the city for the labor to hook up her water meter. The hook up fee for water and for sewer was \$2,600.00. The labor fee was \$1,414.00 and then 100 gallons of diesel fuel for \$417.00 which made the total bill \$1,831.00 on top of the \$2600.00. She asked where the labor comes from as far as city employees on the bill. Superintendent Crookston stated that the labor was billed on the time for digging, installing taps, and placing the meter to the property line. Ms. Saxton asked if it was a total of 14 hours. Superintendent Crookston stated it was for 14 hours for digging and getting the rock out and getting everything prepared to set the meter. Ms. Saxton asked about the diesel. Superintendent Crookston stated that it was in exchange for the 2 ½ hours that Mr. Wilkerson busted rock out of the alley way. Ms. Saxton stated that all that was needed was a clarification of the charges on the labor and the diesel fuel.

Mayor Barthlome read Resolution 2022-2, authorizing the mayor to sign all application, funding agreements, and other documents relating to the drinking water study (see attachment). Mayor Barthlome called for a roll call vote. The votes were as follows, Councilmember Fluckiger – yea, Councilmember Tillotson – yea, Councilmember Ridenour – yea, Councilmember Allen – yea. Motion passed unanimously.

Mayor Barthlome opened discussion on the Auditor for the fiscal year 2021-2022. Discussion was had that Clerk Reeves had called Mr. Hatt about the increase of the audit for this year. Mr. Hatt thought the city had received more than \$750,000.00 in federal funds this fiscal year, which means there are additional reports that he must prepare. Clerk Reeves explained that this fiscal year the city had not received that much in federal funds, so Mr. Hatt stated that the price would be closer to last year's price, slightly higher due to inflation. Mayor Barthlome asked for a motion to approve the Morgan Hatt as the auditor for the 2021-2022 year. Motion was made by Councilmember Tillotson to approve Morgan Hatt for the fiscal year 2021-2022 audit. Motion was seconded by Commission Member Ridenour. Motion passed unanimously.

Superintendent Crookston stated that last week Direct Communications was installing fiber down to the old Heritage Safe building which is under new ownership. Mr. Wright had asked what the cost of the fiber would be to continue to the treatment plant. Direct Communications stated it would cost \$200 per month. Mr. Wright visited with Verizon about a hot spot for the treatment plant and the cost is around \$220 per month. Superintendent Crookston feels there is a need to have a computer at the treatment plant. Mayor Barthlome questioned if the decision could be held off and put in with the update on the wastewater project. City Worker Loertscher stated that there is no guarantee that there will be enough money to add this to the remodel at the treatment plant because of the cost to upgrade.

Mayor Barthlome asked Superintendent Crookston about the supervisory control and data acquisition (SCADA) system. Superintendent Crookston stated that Automation & Controls from Smithfield, Utah came and went through the system. Superintendent Crookston gave the city council a breakdown of

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the phases of suggested repairs. The first phase would be going through the system the city currently has and updating it. There are quite a few things in the system that are outdated. There are also a lot of things that can still be used. The lift station high level did not register when it was tested. When the city workers are away after hours or weekends there is nothing until the workers come back on Monday. When the well went down there was no notification from the well. Well #1 had gone down at 11:00 p.m. the night before. When looking at the SCADA screen in the shop the next morning there was notice that the well was down, but the alarm did not go off at twelve feet as it was designed to do, and the tank was down to seven feet. Superintendent Crookston stated that Automation & Controls had found a lot of communication problems between the well sites, the treatment plant, and the lift station. Superintendent Crookston stated that Automation & Controls indicated an upgrade could build off the system in place. The first phase would be \$16,000 to update and the next phases would be for more upgrades to the treatment plant and the lift station system. Ms. Denney stated that a Gem Grant could help with the SCADA system. The city could apply to add fiber and update the system and update items needed. Ms. Denney stated it would be for \$50,000.00 and would take three or four months. Discussion was had that the grant would help.

Mayor Barthlome stated that in talking with Mr. Richens. Mr. Richens stated the was going to investigate an AG grant for the center street bridge. Mayor Barthlome stated that Mr. Richens had information the bridge might have to be enclosed. Mayor Barthlome stated that the farmers would not approve of the enclosure of the bridge, but there might be a possibility of enclosing just under the bridge. If enclosed the loss of water would be less. Ms. Denney stated that is why the grant is available because it is a water saving grant. Mayor Barthlome stated that the tri-county meeting will be held the first week in October and the city is going to put in for Local Highway Technical Assistance Council grant money.

Superintendent Crookston stated that the cement was done at the lift station and needs to cure for seven or eight days then the generator can be set. When the generator is set Generac will come and will do the initial startup. Then the city will have on the warranty on the generator.

Superintendent Crookston stated that work on well # 1 would be done tomorrow and should only take one day. Superintendent Crookston stated the well will have to be flushed three or four times after the installation of the new parts and a bacteria sample will be taken for testing. When the results are back then well # 1 can be put back into the system. Superintendent Crookston stated that when well #1 is back online then there will be an inspection on well #3. There is a possibility of severe wear and stress on the shaft and bushings on the well after sitting for such a long time. Superintendent Crookston stated that Pump Co would provide the city a bid on the cost to replace bushings so that the city is not in this situation in the future. Superintendent Crookston stated that then both wells will be on the monitor system.

Superintendent Crookston updated the councilmembers on the aerators. Aeration Industries will be in Grace on October 4, 2022 through October 6, 2022 for installation and startup of the aerators at the wastewater plant. The control panel has not arrived. The Aeration Industries representative promised Wastewater Operations Manager Wright that the panel will be here.

Superintendent Crookston stated that work on the sweeper includes electrical, and hydraulic control problems. Superintendent Crookston stated that instead of spending \$5,000.00 Councilmember Allen had been able to find replacements for about \$800.00.

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Mayor Barthlome thanked the city employees and the office for the hard work keeping things moving.

Mayor Barthlome adjourned the meeting at 6:45 p.m.

Shelley Reeves  
CLERK

Jackie Barthlome  
MAYOR

10-5-22  
DATE

