The Englewood Board of Commissioners met in regular session on Monday, Feb. 10, 2014 at 6:00 P.M. The meeting was held inside the Community Center.

**ROLL CALL**

Mayor Hawn called the meeting to order with Commissioners, Jeanne Nichols, Alan Phillips, Jerry Shirk, and Wes Atwell present.

**INVOCATION**

Commissioner Shirk gave the invocation.

**APPROVAL OF JANUARY 2014 MINUTES**

**Motion** was made by Phillips, seconded by Nichols to approve the January 2014 minutes. All Ayes.

**COMMUNICATIONS FROM THE MAYOR**

There were none at this time.

**COMMISSIONER REPORTS**

There were none at this time.

**OLD BUSINESS**

**DOC STAR DOCUMENT IMAGING**

Town Manager Moses addressed the board concerning the presentation that Doc Star showed a few weeks ago, she said that Local Government , who we already have software with, wants to come give us a presentation, Moses said it would be her recommendation to hold off on Doc Star until we see what Local government says. **Motion** was made by Phillips, seconded by Atwell to ***table*** a decision on the Doc Star imaging until the March 2014 meeting. All Ayes.

**MATTHEW AND HEATHER CHEEK WATER BILL**

Heather Cheek addressed the board concerning a water leak and the sewer part of her water bill, she stated that she is willing to pay the water part of the bill but feels that because the water didn’t go into the sewer she shouldn’t have to pay the sewer portion of the bill and requests that it be taken off the bill. Mayor Hawn asked if she had already had an adjustment regarding a leak in the past five years, she responded; yes in September. Hawn then said it is in our policy to only adjust a bill for a water leak once every five years, Cheek said she is not asking for an adjustment she is asking that the sewer just be taken off. Phillips stated that he didn’t want anyone to think we were playing favorites and if we adjusted for one we would have to do it for everyone, Phillips said as far as the sewer, since it didn’t touch it, he could see removing the sewer, however; he didn’t want it to look like we are discriminating between customers. Atwell said he thinks that because the sewer is so high that the board may need to look into our policy on adjustments, Nichols agreed that the policy needs to be looked at and maybe even changed. Town Manager Moses asked City Attorney, Russ Blair what his recommendation would be concerning the situation, Blair answered that the Board would just need a work session to go over the policy. Phillips said”, maybe table the decision until we can meet for a work session.” Phillips then said Ms. Cheek would need to continue to pay her normal bill plus $20.00 monthly on the leak until a decision is made. **Motion** was made by Phillips, seconded by Atwell to ***table*** decision on taking the sewer off of the Cheek bill until a work session is scheduled and discussed. All Ayes.

**RESOLUTION #108 A RESOLUTION TO APPROVE 2014 CDBG APPLICATION FOR SEWER SYSTEM IMPROVEMENTS PROJECT**

**Motion** was made by Phillips, seconded by Nichols to adopt **Resolution #108** t; which is a Community Development Block Grant Application Sewer System Improvements project. The town is applying for a 300,000.00 grant with the town’s match of $8,000.00. A copy of the resolution can be obtained at City Hall and will be attached to the minutes in the minute book. All Ayes.

**NEW BUSINESS**

**JANUARY FINANCIAL REPORT**

Town Manager Moses read the January 2014 financial report. Moses said that revenues are coming in well and expenditures are over because of gas repairs. Phillips said he doesn’t like the way the water fund is looking and Moses responded that 7,000.00 was spent in gas repairs and that last year there were lights put on the Tahoe and we just received the bill last month, when it should have been paid last year. **Motion** was made Phillips, seconded by Shirk to approve the January 2014 Financial report. All Ayes.

**FIRST CHURCH OF GOD WATER BILL**

Mike Dingess addressed the Board concerning the First Church of God’s water bill. The church had a leak and Dingess stated that the line did in fact break. He further stated that he figures it was due to the zero degree weather conditions. He also said the bill will be hard for the church to pay. Dingess further stated that he didn’t see how that much water had been used (542,400) gallons, he said for it to be that much usage there would have to be water evidence somewhere. Shirk asked Public Works director, Joe Hardwick if there was water evidence; Joe answered saying that it was only visible in the meter box but when the line was dug up the 2 inch line had broke in half because of weight from a concrete block that had been placed on the water line by whomever installed the line to the church and the vibration from the water flowing through the pipe had obviously caused the block to move around on the line causing it to bust. Hardwick said when the line was dug up you could see the water flowing through rocks that the church has down the ditch and into the culvert. Mayor Hawn said that the penalty for this month would be waived and for that there will be a work session to decide what needed to be done about this bill. **Motion** was made by Phillips, seconded by Shirk for the account to be made penalty exempt until a work session is scheduled. All Ayes.

**AMENDMENT TO ORDINANCE #01-20-14-79 COMMERCIAL RATES**

**Motion** was made by Shirk, seconded by Phillips to pass on first reading **Ordinance#02-17-14-80**; an ordinance which will amend Ordinance#01-20-14-79. The amendment will delete the wording of small and large business and will be replaced with inside and outside commercial rates. The ordinance will also delete section 2 of Ordinance#01-20-14-79 and will amend the all over 2,500 gallon rates on the outside commercial customers to the same as the inside city customer commercial rates. All Ayes.

**DISCUSSION OF COMMERCIAL RATE ADJUSTMENTS**

Sondra Denton, Englewood’s certified municipal finance officer said the Board needed to look at the January large commercial statements and adjust the bills to the small business rate. **Motion** was made by Phillips, seconded by Nichols to adjust the January customers who had received the large business inside city rates to the small business inside city rates and the customers who had received the large business rates on the all over 2, 500 gallon commercial rate to the all over 2,500 small business rates. All Ayes.

**FIRE DEPARTMENT REPORT**

There was no report at this time.

**POLICE DEPARTMENT REPORT**

Police Chief Darrell Wright read the January 2014 police report.

**ALL OTHER BUSINESS**

Representatives with McGill Enterprise addressed the Board concerning improvements that are needed at the water plant. The Board decided they would need to have a work session to speak more with McGill about what needed to be done at the water plant.

Town Manager Moses addressed the Board about the cities TDS and Fleet bills, she said that due to the bills never getting to us in time to pay them before they are late she has now began paying the bills online. Moses also said that Equifax who we use to run our credit checks for new customers has again went up on their monthly charge to the city and that we do not do enough credit checks to make up for the bill. She recommended possibly not doing credit checks anymore and if the tenant moved out without paying their last bill and it exceeds the deposit, to have the landlord pay the bill before the water can ever be turned on at the address again. City Attorney Blair stated that legally the city can’t do that unless the land lord had co- signed. Denton stated that Equifax have agreed to charge the city a monthly bill of $60.00 for 12 months. Atwell suggested that we sign back keep Equifax for the 12 months and after that if the city is still losing money we can look at other options at that time.

Public works director, Joe Hardwick addressed the Board about the old meter at the Maple Groves apartments; he said that the man that works where we will be purchasing a new meter ask if he could have the meter to put into his museum being that the meter is in an antique. The Board said for Joe to find out how we could work a trade since we have to replace it with a new meter. Hardwick said he would find out and let the Board know.

**ADJOURNMENT**

**Motion** was made by Phillips, seconded by Shirk to adjourn the meeting. All Ayes.