

**TREMONTON CITY CORPORATION  
CITY COUNCIL MEETING  
November 2, 2010**

Members Present:

David Deakin (Arrived at 6:07 p.m.)  
Diana Doutre  
Lyle Holmgren  
Jeff Reese  
Byron Wood  
Roger Fridal, Mayor  
Shawn Warnke, City Manager  
Darlene S. Hess, Recorder

**CITY COUNCIL WORKSHOP**

Mayor Fridal called the November 2, 2010 City Council Workshop to order at 6:04 p.m. The meeting was held in the City Council Meeting Room at 102 South Tremont Street, Tremonton, Utah. Those in attendance were Mayor Fridal, Councilmembers Deakin, Doutre, Holmgren, Reese, and Wood, City Manager Shawn Warnke, Recorder Darlene S. Hess, Public Works Director Paul Fulgham, and Police Chief David Nance. The Council reviewed the agenda and discussed the following items in detail.

Mayor Fridal told the Council that he received a letter from The Leader requesting that they consider nominating someone for the Andy Rytting Award which will be presented at the Chamber of Commerce Banquet. All nominations need to be submitted by December 10, 2010.

1. Review of agenda items on the 7:00 p.m. Council Meeting:

The Council reviewed the November 2, 2010 Agenda with the following items being discussed in more detail:

- Mayor Fridal requested that the date for the City Council Christmas party be changed to Thursday, December 16, 2010, 6:30 p.m., at his home.
- Councilmember Reese was asked to offer the prayer, and Councilmember Doutre to lead the audience in the Pledge of Allegiance.

Councilmember Deakin arrived at 6:07 p.m.

- 350 North 1000 West – Public Works Director Fulgham stated that 350 North has no streetlights and is very dark. Director Fulgham suggested putting lights at 400 West, 600 West, 800 West, and possibly one at 1000 West. Also, there have

never been streetlights at Stevens Park. Director Fulgham suggested that, for security reasons, two or three lights be placed there, as well. The power poles are already in place. For the poles with transformers, Rocky Mountain Power charges \$400 up front after a \$700 credit for the first couple of years that maintenance won't be required. After that, it will be the flat monthly rate. If a transformer has to be added to the pole, it costs a little more.

Director Fulgham stated that Rocky Mountain Power gave the City an updated inventory of City lights and they had added 64 lights. The City checked the inventory and found that 38 of those lights belong to Garland City, so they will be taken off the list. They are also looking at the lights at Town and Country to see who should be paying for them. Town and Country is a Planned Unit Development (PUD), so the City doesn't take care of their roads. There is a chance that the City shouldn't be paying for lights, either.

Councilmember Holmgren questioned the placement of one of the lights on 350 North as lights are normally placed at intersections. Director Fulgham said that he suggested a light at that location because it is a long stretch of road, about a half mile, without lighting.

Director Fulgham told the Council that the lights on Main Street need painting. He is working with the power company to get them painted either before the Christmas lights are put up or in the spring. The Council discussed the possibility of installing new streetlights. Director Fulgham told the Council that the monthly base fee for a nice decorative light is \$40, or the City could buy the lights from a vendor and either meter or non-meter the power. If the power is non-metered and the City takes care of the light fixtures, the monthly fee to the electric company is \$3 per light instead of \$40. The sidewalk would have to be cut to run the power underground, or a trench could be cut and brick added to make it decorative. There are sidewalks that need to be replaced if this were done. The Mayor and Council felt it would be worthwhile to look into replacing the lights. Director Fulgham is in the process of looking into the cost.

Manager Warnke told the Council that the cost for such a project would come out the power expense line item. If the Council decided to move in that direction, the budget would need to be increased as current costs compared to budget are about even with where they should be. Councilmember Doutre suggested that 1000 North also be considered for adding lights as there are no lights there, either. Director Fulgham said that Rocky Mountain Power was suppose to install lights on 1000 North. Councilmember Reese stated that West Valley City got funding for decorative lighting from the Main Street Project.

Councilmember Holmgren commented on the non-intersection light on 350 North stating that it had once been mentioned that the idea of lights is to light up an

intersection, not to light up neighborhoods. Director Fulgham said that it was up to the Council, but that light is an easy one as the pole has a transformer on it. It was decided that the light which is not on an intersection would not be considered at this time and that Director Fulgham would get pricing on the rest and bring the figures back to the Council for consideration.

- Water Storage Tanks – Director Fulgham reported to the Council regarding the City’s water storage needs. According to the City’s Master Plan and the requirements of the State, Tremonton is behind on water storage by roughly one million gallons. The City has always made the current storage work, but what determines a municipality’s needs is the State Standards. The State looks at things like a City’s fire requirements, its population, etc. The new well will help a lot. Though it doesn’t provide storage, it does provide source capacity, which means that, should the City need water, it can be pumped from all directions.

Right now the bids for concrete storage tanks are going at about sixty cents (\$0.60) per gallon. Last year, they were going for one dollar plus. Councilmember Doutre asked about the life expectancy of a tank, and Director Fulgham told her that the City has a small one, about 120,000 gallons, that was built in 1934 and is still useable, and a 300,000 gallon tank that was built in 1939. Concrete lasts when it is buried. Metal tanks constantly have to be maintained.

Director Fulgham recommended that a new tank be placed on the east side as that is where most of the City’s water is and the lines could feed right into it. The plumbing cost would be minimal. Councilmember Doutre asked about the Marriott Subdivision tank. Director Fulgham explained that it wouldn’t help the core part of the City much as it would have to go through too many pressure stations before it gets back to the City. He further explained that for every 100 feet of elevation, the pressure of water has to be broken or too much pressure will develop and it will blow up lines.

Director Fulgham explained that this is just a discussion so the Council is not caught unawares when the City is suddenly unable to keep up with its storage.

- Section XV Reimbursable Expenses – Manager Warnke explained that the main change to this Section is increasing per diem amounts to track with State rates. The per diem rate would be paid in lieu of the City reimbursing for actual costs. The employee would not be expected to return any unspent per diem amounts. The per diem for the day they travel and the day they return is pro-rated at 75% of the per diem amount. There is also some clarification on the accommodations. The same policy would apply to elected officials should they travel for the City.

Councilmember Deakin expressed concern about the practice of paying for motel rooms, registration, and meals for spouses. Mayor Fridal commented that, except

for League of Cities and Towns meetings, the Council doesn't travel much. Councilmember Reese said that, if you look at all the time Councilmembers spend on City business, the \$200 or so that the City pays for a spouse to attend their scheduled meetings is not very much.

Recorder Hess reminded everyone that hotel receipts must be turned in to Accounts Payable. Manager Warnke said that no receipts are necessary for per diem, and no per diem is allowed for any meal which is included as part of the conference registration unless it is a continental breakfast.

- Section III – Employee Hiring, Promotions, In-House Recruitment and E-Verify Policy and Procedure – Manager Warnke said that his policy change just makes some clarifications regarding how the City should treat volunteers and when it might be permissible for an employee to be a volunteer.

Councilmember Deakin said that Policy states that all employees must be 16 years of age and asked if all the soccer officials were 16 years old. Manager Warnke replied that they are not, but they are hired as independent contractors.

- **Leaves of Absence** – Manager Warnke stated that the City is currently self-funding short-term disability. If someone gets hurt and is unable to perform their duties, the policy states that the City will start paying them compensation during the three month period until the long-term disability insurance kicks in. There is a waiting period of 28 days, and the employee has to use their sick-leave and vacation time before the policy starts to advance sick-leave and vacation time. At some point, the City could start paying a disabled employee 80% of their salary.

The meeting adjourned at 6:45 p.m. by consensus of the Council.

## CITY COUNCIL MEETING

Mayor Fridal called the November 2, 2010 City Council Meeting to order at 7:00 p.m. The meeting was held in the Tremonton City Council Meeting Room at 102 South Tremont Street, Tremonton, Utah. Those in attendance were Mayor Fridal, Councilmembers Deakin, Doutre, Holmgren, Reese, and Wood, City Manager Shawn Warnke, Recorder Darlene S. Hess, Public Works Director Paul Fulgham, and Police Chief David Nance.

### 1. Opening Ceremony.

Mayor Fridal informed the audience that he had received no written or oral request to participate in the Opening Ceremony. He asked anyone who may be offended by listening to a prayer to step out into the lobby for this portion of the meeting. The prayer was given by Councilmember Reese and the Pledge of Allegiance was led by Councilmember Doutre.

2. Approval of agenda.

Mayor Fridal asked if there were any changes to the agenda. There were no comments.

**Motion by Councilmember Deakin to approve the November 2, 2010 agenda.** Motion seconded simultaneously by Councilmembers Wood and Holmgren. Vote: Councilmember Deakin - aye, Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved.

3. Approval of minutes – October 19, 2010.

Mayor Fridal asked if there were any changes or corrections to the minutes. No comments were made.

**Motion by Councilmember Wood to approve the minutes of October 19, 2010.** Motion seconded by Councilmember Doutre. Vote: Councilmember Deakin - aye, Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved.

4. Introduction of guests.

Mayor Fridal welcomed all those in attendance.

5. Request to be on the agenda (not an action item)

a. Malt-O-Meal Presentation – MOM Care Foundation – Tina Fulgham

Tina Fulgham explained that she was representing the MOM Care Foundation which is an employee funded foundation which gives hardship grants. There is no overhead. Every dime received goes to help people. Ms. Fulgham presented the Tremonton Food Pantry with a check for \$500 to help them during the holiday season and expressed appreciation to Food Pantry Director Kathy Newman for all she does for the community. Councilmembers Doutre and Reese expressed appreciation to Malt-O-Meal for all they do for the City and for the Food Pantry.

Councilmember Wood asked Ms. Newman how the Food Pantry did with its food drive. Ms. Newman replied that they received about 7,000 pounds less food than last year. Hopefully donations will increase. Director Fulgham reminded everyone that the Youth Council is holding their food drive this coming Saturday.

Manager Warnke added that Ms. Newman and the Food Pantry had a USDA inspection today and it came in at 100%. There were some great comments which are a tribute to the way Ms. Newman runs her department and that City facility. Mayor Fridal added that the Food Pantry is a great asset to Tremonton City.

b. Reports – Steve Krebs, Questar

Mr. Steve Krebs of Questar explained to the Council about the HEAT Program which is funded by the Federal Government to help people with their heat bills. Last August the State Legislature implemented a Bill which places a small charge of \$0.15 per decotherm on heating bills to help fund the HEAT Program. Mr. Krebs provided a brochure to the Council which gives the qualifications for participation in the HEAT Program and recommended that the City distribute the information in the City Newsletter.

Mr. Krebs told the Council about the Questar ThermWise Program which is designed to help improve the energy efficiency of homes. Rebates are available for adding insulation, installing energy efficient windows, insulating pipes, and/or replacing appliances with energy efficient models. Both ThermWise and Rocky Mountain Power offer rebates, so people can get double rebates. The program applies to businesses as well as existing and new homes. Applications and information can be obtained by going to [thermwise.com](http://thermwise.com).

Mr. Krebs stated that Questar will audit the efficiency of homes for \$25.00 and provide a report on how to make their homes more efficient. If owners follow the recommendations on the report, the \$25.00 paid will go toward their gas bill. People can also do a self-audit send it in.

c. Bear River Health Department Annual Report – Mike Wybul

Mr. Mike Wybul, Government Affairs Coordinator for the Bear River Health Department, provided the Council with a copy of the 2010 Annual Report and touched on the following areas:

- **H1N1 Statistics** - Medical Reserve Corps volunteers provided more than 644 hours helping with vaccination clinics. In a three month period, 25,774 vaccinations were given in local schools and 19,050 vaccinations given at Health Department offices.
- **Emergency Services** - Disneyland volunteers tracked down and identified inactive Medical Reserve Corps volunteers to determine if they wished to be active. Now the database contains names of 60 – 80 volunteers that can be relied on for things like H1N1 vaccinations.
- **Environmental Health** - The Environmental Health Division staff met their Director's challenge by achieving a 100 percent inspection rate for all food establishments in Box Elder, Cache and Rich Counties. This has not been done for a very long time, due to lack of personnel.
- **Health Promotions** - In January 2010, members of the Bear River Governing Youth Council educated local legislators about new high nicotine content products being introduced in the tobacco market such as e-cigarettes, sticks, strips, orbs and snus. This is an obvious attempt by the tobacco industry to market to children.
- **Public Health Nursing Program**
- **Substance Abuse** - This year, 42 women were linked to services that provide parenting classes, a crisis nursery, housing assistance,

employment counseling, etc. The Health Department worked with partner agencies. DORA, the Drug Offender Reform Act, has been very effective in Box Elder and Cache Counties. Rather than throwing someone in jail, the judges try to look at what other problems offenders have and try to fix those issues in hopes of preventing future crimes.

- **Women, Infants and Children (WIC) Program** - The WIC staff obtained 1,000 free bags which were filled with items that new mothers would need that they are not getting free from other places. Hospital staff distributed these bags to new mothers.

6. Department Head Reports:

- a. Discussion and approval of streetlights at 350 North 1000 West – Director Paul Fulgham

Director Fulgham said he has been contacted about how dark 350 North is. There are no streetlights. He asked for direction from the Council on whether to pursue the cost of adding lights to that street. Streetlights cost the City, depending on bulb wattage, about \$12.50 to \$13.00 per month. This pays for power costs and maintenance.

Stevens Park is being used more and more as a park and ride, but there is no lighting in the parking area. Director Fulgham requested that he be authorized to look into the cost of having Rocky Mountain Power put some lights there, as well. The Council agreed that Director Fulgham should proceed with obtaining pricing for these projects.

Councilmember Holmgren asked if these lights fall under the light pollution regulations. Director Fulgham said that, whenever streetlights are put up, power companies are always looking at the spillage issue.

Councilmember Doutre called attention to a light on 1000 North just off the Freeway. It blinks off and on. Director Fulgham said he would find out what the pole number is and call Rocky Mountain Power to repair it.

- b. Discussion on Water Storage Tanks needs for now and into the future – Director Paul Fulgham

Director Fulgham told the Council that projects costs are lower now because of the economy. The City Master Plan shows that by 2010 the City would need 4.7 million gallons of water storage. Currently, the City has 3.2 million gallons of storage. By 2030 the City will need 6.7 million gallons of storage which is double what the City now has. He suggested that this might be a good time to consider adding additional storage. A one million gallon tank could probably be built now for around \$600,000.

The City recently paid off a 2001 project for the addition of .75 million gallons of storage. That project was paid for with impact fees. Though impact fees aren't

coming in like they were two or three years ago, they are coming in. They need to be spent on items like upsizing City storage, the source, and the main sizes. If there are extra revenues in the Water Utility, this would be a good time to look at adding additional water storage.

The purpose of storage is to meet the demand as determined by population growth. Tremonton City has a constant demand because of our industries. Not one that goes up and down dependant on the time of the day or season of the year.

Director Fulgham stated that the Well Project is coming to a close. There are expenditures of about \$200,000 left for finishing the pump house, dropping the new well pump, and some piping. The total project cost will be about \$350 K to \$400 K below the original estimate. The well will be turned on in December.

Mayor Fridal asked how the Salsnes Filter Project is coming. Director Fulgham said that it should be finished in December, as well. Councilmember Wood commented that the roads that were just completed really look nice. The Council agreed.

Manager Warnke stated that for the past year or so the City has been in the process of dividing and separating out some of the Enterprise Funds. The Water Fund has always been a healthy Enterprise Fund. The Finance Director is in the process of working on the Balance Sheets in preparation for the Audit, but he believes there is money to do this project. Manager Warnke said he would get some final numbers once the Finance Director finishes. Also, the City is generating quite a bit in Impact Fees. Even though last year was a slow year, there was one Building Permit which generated about \$200,000 in Impact Fees. There is still money in Reserves in that Fund.

Councilmembers Reese and Wood agreed that it would be a good time to do this project as the City would realize about a 40% savings in construction costs.

7. New Council Business:

- a. Discussion and consideration of approving Resolution 10-41 amending and adding to Section XV Reimbursable Expenses of the City's Personnel Policies and Procedures Manual

Manager Warnke stated that this and some of the following resolutions are part of an ongoing effort to look at the City's Personnel Policies and Procedures and to make changes where they are out of date or need clarification. This policy applies to both employees and elected officials. It gives more guidance on how travel is approved. It addresses the per diem associated with travel, how accommodations are made, and administrative guidelines related to filling out the proper forms. The amendment proposes following the State guidelines for per diem rates.

**Motion by Councilmember Reese to adopt Resolution 10-41 amending and adding to Section XV Reimbursable Expenses of the City's Personnel Policies**

**and Procedures Manual.** Motion seconded by Councilmember Holmgren. Mayor Fridal asked Manager Warnke to address the health insurance refund which insured employees have been receiving. Manager Warnke explained that, at some point in the past, in an effort to reduce insurance premiums, the deductible was increased from zero to \$100. The City found it was less expensive for the City to increase the employee deductible by \$100 and reimburse the employee for their deductible payment than to stay with a zero deductible policy. The City Council last approved the policy on July 16, 2002, but it was never included in the City's Personnel Policies and Procedures. Any employee who is paying health insurance premiums is eligible for the \$100 reimbursement. The check is issued at the Open House prior to Thanksgiving. For most of the employees, it is perceived as a Christmas Bonus, but, in reality, it is a reimbursable expense for the increase in deductibles. Mayor Fridal asked how many employees were affected by this policy. Manager Warnke replied that it affects approximately forty employees. Vote: Councilmember Deakin - aye, Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved.

- b. Discussion and consideration of approving Resolution 10-42 amending the Tremonton City Policy and Procedure Manual Section III Employee Hiring and creating employee promotion and In-House Recruitment and E-Verify Policy and Procedure

Manager Warnke stated that, while the City policy has always included in-house promotions and recruitment, this amendment clarifies instances where the City can promote from within and do internal advertising. If a vacancy is filled in-house, it tells how to treat things such as accrued vacation, sick leave, etc.

The amendment addresses E-Verification which is a recent Federal Law which the City needs to abide by. This law verifies someone's legal employment status within the country. It also addresses how the City treats volunteers in accordance with State Statutes, and that registered volunteers are covered by Workman's Compensation Insurance. There is also a section which defines how the City will consider employees of the City who also serve as volunteers for the City, defining instances in which employees may be considered as City volunteers.

**Motion by Councilmember Wood to approve Resolution 10-42 amending the Tremonton City Policy and Procedure Manual Section III Employee Hiring and creating an employee promotion and In-House Recruitment and E-Verify Policy and Procedure.** Motion seconded by Councilmember Doutre. Vote: Councilmember Deakin - aye, Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved.

- c. Discussion and consideration of approving Resolution 10-43 adopting the Consolidated Capital Improvement List for Tremonton City

Manager Warnke explained that this is an annual resolution that the City considers. The resolution is then sent on to the Bear River Association of Governments (BRAG) and they administer two programs for which they need this information. One is the Community Impact Board (CIB) and the other is the Community Development Block Grant (CDBG). The City has, in the past, received funds from both programs. Most recently, the City received a \$500,000 CIB loan and a \$100,000 grant from CDBG for the Senior Center. Manager Warnke suggested that the Council consider adding the build out of Fire Station No. 2 to the Capital Improvement List. The land is secured, but the City needs to look toward building that station at some point in the future.

The Council discussed whether Fire Station No. 2 would be included as a medium term or a long term item. Manager Warnke explained that a lot of the Capital Improvement Projects are growth dependent. The list will be adjusted as growth occurs. Their inclusion on the list allows the Council to consider these items as potential projects during the budgeting process. When the City gets to the point of building the fire station it will be a phased in project beginning with the bays.

**Motion by Councilmember Holmgren to approve Resolution 10-43 adopting the Consolidated Capital Improvement List for Tremonton City with the addition of Fire Station No. 2 to the list as a long term item.** Motion seconded by Councilmember Deakin. Vote: Councilmember Deakin - aye, Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved.

- d. Discussion and consideration of approving Resolution 10-44 declaring certain found personal property as surplus and authorizing Police Chief Nance to dispose of the property

Police Chief Nance explained that about once a year the Police Department tries to get rid of their accumulation of bicycles and other items. Most of the property is bicycles, but there are some other things: fire extinguishers, scooters, skateboards, etc. Mayor Fridal asked how these things are acquired, and Chief Nance said it is often a result of people calling in about something left on their yard that doesn't belong to them. The fire extinguishers were probably stolen and then used to vandalize some property. The owner was never located.

- e. **Motion by Councilmember Holmgren to adopt Resolution 10-44 declaring certain found personal property as surplus and authorizing Police Chief Nance to dispose of the property.** Motion seconded by Councilmember Reese. Vote: Councilmember Deakin - aye, Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved.
- f. Discussion and consideration of approving Resolution 10-45 amending and adding to Section XVIII LEAVES OF ABSENCE of the City's Personnel Policies and Procedures Manual

Manager Warnke stated that this item is not ready for action as he wants to look at some options for the City Council to consider relating to the Short Term Disability Leave. There is currently a policy in place to help employees between the time they are disabled and unable to work and when the Long Term Disability coverage takes effect. This policy is self-funded by the City. Manager Warnke said he would like to look at moving from a self-funded program to one covered and administered by an insurance company.

There is a proposed change to consider Christmas Eve as a City Holiday. In the past, the City has closed its doors part way through the day and it has added to some confusion on how to treat the different employees throughout that day. By the City Council declaring it a holiday, it relieves some of those issues.

Manager Warnke also recommended that the Council consider eliminating the 401K option to the Sick Leave Buy-Out Program. Once employees reach the maximum of 720 hours sick leave they can accrue, there is an option for the City to pay the accumulated sick leave dollar amount into a 401K. It takes 9 years of not using any sick leave for an employee to accumulate the maximum of 720 hours. It is not highly used and may never have been used. There have been some employees who have reached the 720 hours, but they opted to have the City buy down the hours they have accumulated. This program could end up adding \$3,000 per year to the employee's compensation.

**Motion by Councilmember Holmgren to table Resolution 10-45 amending and adding to Section XVIII LEAVES OF ABSENCE of the City's Personnel Polices and Procedures Manual for further consideration.** Motion seconded by Councilmember Doutre. Vote: Councilmember Deakin - aye, Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved.

- f. Discussion on creating a process for the review and approval of Tremonton City's department policies

Manager Warnke informed the Council that, in addition to the City's Personnel Policies and Procedures Manual, there are other departmental policies which are enforceable, sometimes through discipline. For that reason, Manager Warnke recommended that there be a formal approval process.

There are several ways in which these policies can be approved so they are enforceable. One would be to delegate that authority from the City Council to the City Manager, though Manager Warnke said he feels the City Council should review and approve those policies and procedures.

The Police Department, the Fire Department, and the Recreation Department have these types of departmental polices, as does the Library. The Library Board is the approval authority for the Library operating policies and procedures by virtue of the State Statutes. The City adopted an ordinance which mirrors that State Code. Some of these policies and procedures apply to personnel, some, as in the case of

the Recreation Department, apply to the public. Manager Warnke recommended that any policy or procedure which relates to the public should be approved by an elected official that the public has the option to vote for.

The policies and procedures for the Police Department and Fire Department are extensive and very technical. The Police Department uses a professional service to update their policies and procedures annually. This firm is well versed and follows the changes in State and Federal law as well as court cases.

One advantage to delegating the approval process to the Mayor, or the City Manager, or the Department Head is that the Council doesn't get caught up in some of the details. Most of the items are technical and relate to industry standards and practices.

Manager Warnke recommended that the policies and procedures be adopted by resolution so there is a clear record of how, when, and what they approved, with a copy being maintained at the Recorder's Office. Manager Warnke said he would like to prepare an ordinance to define this process and asked for direction from the Council on how they would like him to proceed.

Councilmember Deakin commented that he feels this is a good idea. Some of the problems the City has had in the past could have been avoided if the Council had had some say in the policies. It would also give some consistency across the City in taking into consideration special issues. Manager Warnke was authorized to proceed with preparing the ordinance.

8. Comments:

a. Administration/City Manager Advise and Consent

1) City Activities planned:

a) The Senior Center Thanksgiving Dinner will be held November 19<sup>th</sup> at 11:30 a.m. and the Senior Center Christmas Dinner will be held December 17<sup>th</sup> at 11:30 a.m. Senior Center Director Marion Layne has asked the City Council to help serve the dinners. Manager Warnke asked those who are able to help to contact Director Layne, or let Manager Warnke or Recorder Hess know and they will pass the information on to Director Layne.

b) The Recreation Department has the following activities planned:

- \* November 13<sup>th</sup> 9:30 to noon – Turkey Trot
- \* December 4<sup>th</sup> – Merchant Ping Pong Drop
- \* December 10<sup>th</sup> at 4:00 p.m. – Candy Cane Hunt at Midland Square

2) Report on the City being a Certified Local Government

Manager Warnke stated that he had looked further into Tremonton City becoming a Certified Local Government (CLG). This program is related to historic preservation within a city. One of the primary benefits is that there are grants available to make improvements to facilities, buildings, and structures which have been put on the National Register of Historic Places. The program is run through the National Park Service. Within the City, the Holmgren Historic Farm has received that designation. There is not a lot of regulatory control that comes with being on the National Register, so property owners can use their property without regulations. The CLG Grants range from \$3,000 to \$6,000 and they require matching funds, either cash or in-kind services, from the City. It has to be a City project. They prefer that some of the improvements are to the exterior of the buildings where the public can see and appreciate them.

The City is part way through the process of becoming a Certified Local Government. The Council needs to decide if they want to proceed with obtaining this designation. An ordinance has been adopted which creates a Historic Preservation Commission. It is a five member commission to which the Council would need to appoint members. They would be responsible for identifying, improving, and preserving historic features within Tremonton City utilizing a small pot of funds available through the CLG Grants. CLG recommends and, in some cases, requires training on historic preservation. They prefer to see someone on the Commission who has a professional background such as an architect, planner, archaeologist, or someone who has a professional background in history.

Councilmember Doure asked if they would be able to work with the Museum Board. Manager Warnke replied that it can't be used to benefit a museum unless the museum is housed in a facility designated on the National Register for Historic Places. The funds could be used to paint the Holmgren Barn or to repair structures on the farm. The City could also use the funds to create a historic walking tour with plaques. It could also be used to sure up some of the parapet walls on Main Street to help those structures withstand earthquakes.

The next step would be to appoint members to the Historic Preservation Commission and then enter into an agreement assuring the City will abide by some of the rather benign requirements of the program.

Councilmember Wood asked if there would be any annual fees or other costs involved. Manager Warnke replied that the associated costs would be the potential training; the Commission would have to follow the Open Meetings Act so there would be some time spent facilitating and recording the meetings; there would also be some costs associated with the matching funds on any grants. The grants can be applied for every other year and, by applying, the City would be pretty much guaranteed of getting at least a portion of the amount requested. The City would have 18 months to spend

the funds. There is about \$100,000 available in grant funds each year to expend across the State. The next grant cycle begins in January.

The Council agreed that the City should move forward with obtaining this designation. Manager Warnke suggested the Council give some thought to who would be good to serve on the Commission. Tamara Zollinger's name was once mentioned as a possible appointee to the Commission.

b. Council Reports

**Councilmember Deakin** reported that some of his neighbors had contacted him. They are still angry about a snow removal issue which occurred on Christmas Day last year. Though the snow plows were out early in the morning, the storm became worse and temperatures dropped during the lunch break and some streets were driven upon before the new snow could be removed resulting in snow packed roads. It was almost a month before the streets could be cleared. He suggested reviewing the procedure. Director Fulgham reported that this was an unusual occurrence and that there is a procedure in place. Councilmember Deakin asked what the policy is so he can tell people. Director Fulgham said he usually doesn't call his people out until there are a couple of inches of snow on the ground. If they are called out with less snow, it wears out blades and roads and doesn't do any good. Only key places are sanded, such as intersections, because the City doesn't have a budget to do more. Tremonton wasn't the only community that had problems last year. It was an unusual occurrence.

Councilmembers Reese and Wood commented that people shouldn't still be complaining about that event. Public Works does a great job. If the Council wants to make it perfect, they need to give Public Works enough budget for salt.

**Councilmember Wood** stated that he would like to turn his time over to the Youth City Council so they can talk about food pickup. But first, he encouraged all of the Council to come out and help serve for the wonderful Thanksgiving and Christmas dinners at the Senior Center.

Youth City Council (YCC) Mayor, Abigail Payne, reported that the Food Drive is something the Youth Councils in the valley do every year as a competition. She requested help from the Council. Food will be collected at 5:00 p.m. on Thursday.

The Friday before Halloween, at Midland Square, the YCC did painting for the kids. It was a lot of fun. They hope to do a dance next year.

The YCC decided to get some new shirts. They helped Director Fulgham with popcorn at Fair time and he said he would give them some money. If

there is anything the Council would like the YCC to help with, they are more than willing to help out.

**Councilmember Holmgren** reported that he had the opportunity to attend the Box Elder Employers Seminar recently. He shared some interesting statistics. The unemployment in Box Elder County is at 9%. It is the second highest unemployment rate in the State. The State's average is 7.5% and the national average is 9.6%. From 2008 to 2009, Box Elder County lost 10% of their jobs. The County can expect 8% to 9% unemployment until 2012. 36% of the non-farm jobs in the County are manufacturing jobs. These statistics put into black and white what everyone is feeling. One can only hope that it will get better.

Roger Jones, from the Bear River Association of Governments, told the Council that they provide Human Services for low income families. One of the helps that can be provided now is the Utility Assistance Program. This program is administered out of the Perry office, but for those unable to get to Perry, they can call the Senior Center for an appointment. The Perry office comes to Tremonton twice a month. Eligibility is 150% of poverty, and they provide one assist per year of approximately \$500 which goes directly to the Utility Company.

The foreclosure rate is very high in Box Elder County at this time. The Neighborhood Non-profit Housing Group is taking on that responsibility. If a person is going to be evicted they can also help with a month's rent or mortgage payment.

9. Public comments: This is an opportunity to address the Council regarding your concerns or ideas. Please limit your comments to three minutes. There were no Public Comments.

**Motion by Councilmember Deakin to move into a closed meeting for the purpose of discussing pending or reasonably imminent litigation and the purchase, exchange or sale of real property.** Motion seconded by Councilmember Reese. Vote: Councilmember Deakin - aye, Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved.

The Council moved into a closed meeting at 7:34 p.m.

10. **Closed meeting to discuss pending or reasonably imminent litigation and the purchase, exchange or sale of real property**

**Motion by Councilmember Doutre to return to open meeting.** Motion seconded by Councilmember Holmgren. Vote: Councilmember Deakin - aye, Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved.

The Council returned to open meeting at 8:54 p.m.

11. Adjournment

**Motion by Councilmember Deakin to adjourn the meeting.** Motion seconded by consensus. Vote: Councilmember Deakin - aye, Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved.

The meeting adjourned at 8:55 p.m.

The undersigned duly acting and appointed Recorder for Tremonton City Corporation hereby certifies that the foregoing is a true and correct copy of the minutes for the City Council Meeting held on the above referenced date. Minutes were prepared by Norene Rawlings.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Darlene S. Hess, Recorder