

**TREMONTON CITY CORPORATION
CITY COUNCIL MEETING
April 3, 2012**

Members Present:

Diana Doutre
Jeff Reese
Byron Wood
Roger Fridal, Mayor
Shawn Warnke, City Manager
Darlene S. Hess, Recorder

CITY COUNCIL WORKSHOP

Mayor Fridal called the April 3, 2012 City Council Workshop to order at 6:00 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 Doutre, Reese, and Wood, City Manager Shawn Warnke, Recorder Darlene S. Hess, and Police Chief David Nance. Councilmembers Deakin and Holmgren were excused. Also in attendance was Ed Quinn, Public Works Lead (left at 6:12 p.m.).

1. Review of agenda items on the 6:00 p.m. Council Meeting:

The Council reviewed the April 3, 2012 Agenda with the following items being discussed in more detail:

Agenda – Recorder Hess explained that the Youth City Council will be unable to attend this evening so Agenda Item 6a will be tabled. Mayor Fridal requested that discussion of Agenda Item 7h, Awarding of the Bid for the 312 West Main Sewer Line Relocation Project, be moved up so Mr. Quinn could leave if he chooses to do so.

Amending 2011-2012 Budget – City Manager Warnke stated that the most significant amendments this Budget proposes is the appropriation of some Fund Balance to pay off the balance on the Sewer Treatment Bond and also to do another sewer line project. Additionally, funds are being moved from the General Fund to the Capital Projects for roads.

The Staff also proposes retaining all of the 20% tax increment that would otherwise be passed to BRAG (Bear River Area Government) for housing projects. Manager Warnke said that he spoke to Roger Jones at BRAG and he was fine with the City retaining all of the 20% tax increment. Mr. Jones also told Manager Warnke informally that BRAG has \$613,000 in their custody for Tremonton City housing projects. The Council has, in the past, discussed doing an emergency shelter for victims of domestic violence which would also serve as administration offices for New Hope Crisis Center. Another discussion has been to possibly extend utilities to the other side of the Interstate to do affordable housing there. Both could potentially be done.

Manager Warnke explained that there is a lot of vacancy in affordable housing units that are already built. Now may not be the time to create additional housing projects on the other side of the Interstate. The domestic violence shelter appears to be something that could be used right away. Councilmember Reese asked if the City could still sell taking the utilities across the street for the future of housing when the rent went up. Then, when the housing filled up, the City would be ready. Manager Warnke said there are some things that could be done to show good faith that that is what the funds are being used for. The funds should be spent according to the City's housing needs and should be identified in the City's Housing Plan which BRAG is working on.

Councilmember Reese asked if the Staff has any cost estimates on extending the utilities on the other side of the Interstate for an affordable housing project. Manager Warnke replied that Director Fulgham put together some bid estimates several months ago. There are several different locations that are logical points to go under the Interstate. The cost ranged between about \$150,000 and \$250,000. Councilmember Reese expressed the opinion that the City should try to put the utilities under the Interstate. Councilmember Wood felt that it would be worthwhile to spend that money in preparation for future development.

Councilmember Wood asked if Roger Jones had been approached about spending some of the money BRAG is holding toward the 2000 West loan. Manager Warnke said he had discussed this with Mr. Jones and reminded the Council that the 2000 West loan was paid off in one of the last budget amendments. This was done using General Fund Balance.

Manager Warnke explained that some of the budget amendments are in preparation for next year's budget: creating different structure, paying for UTOPIA out of the General Fund, and transferring money from the RDA into the General Fund to help pay for the \$75,605 the RDA is obligated to pay on UTOPIA.

Councilmember Doutre asked if the water tank is finished. Mr. Quinn stated that it should be done by the end of this week. It will still need to be tested to make sure there are no leaks; then it can be filled and it should be ready to go.

Awarding of bid for the 312 West Main sewer line relocation project – Ed Quinn, Public Works Lead, recommended to the Council that they award the bid for the 312 West Main Street sewer line relocation project to Grover Excavation. Grover Excavation had the lowest bid of \$38,550. Mayor Fridal asked if that figure is close to what Director Fulgham had estimated for this project. Councilmember Reese replied that Director Fulgham's estimate was \$36,220. Councilmember Reese was surprised at the gap between the three bidders with submitted bids.

Mr. Quinn left the meeting.

Tourism Tax Advisory Board Grant – Manager Warnke explained that funds from this grant would be for used for a Christmas display with flashing lights synchronized to

music. Val Bennett created and hosted a Christmas light display at his home in Tremonton. The display has outgrown his location and resources, so he has approached the City about picking up the project. Director Fulgham believes that he will be able to learn the software program necessary to program the lights to dance to music. It is felt that the best location for the display would be the grassy area at the Civic Center. Director Fulgham would run conduit and boxes so all the electrical wire, for the most part, would be underground. The computer which would run the display would be in the Civic Center.

The Staff feels that the City would be able to use in-house resources for this on-going project. Director Fulgham feels the Public Works Staff could build frames that the lights would be mounted to. More storage area would be necessary. There is a float in the Public Works bay that has been used by civic groups in years past. That space could be used if the Council wants to move the float.

Mayor Fridal said he talked with Joan Hammer with the Tourism Board, and she was excited about the display. She said that the display at Willard Bay began with a small display and they add to it each year. Ms. Hammer said that the display Tremonton is contemplating would fit in that category. It was obvious that the Tourism Tax Advisory Board really liked Tremonton's proposal. The Tourism Board awarded Tremonton \$15,000 for this project. This gives the City the opportunity to create a display without any financial risk.

Resolution No. 12-15, City compensation and classification plan – Manager Warnke explained that there are two amendments which are being proposed. One is minor as it merely proposes that a title be changed within the schedule from “Receptionist” to “Billing Clerk.” “Billing Clerk” is more reflective of the work they do and the title matches up with the Tech-Net job description the City uses to benchmark for salary surveys.

The other item is more significant. Tamara Judkins, who has worked for the City for twenty-five years as Court Clerk, has announced that she is going to retire on May 15th. The Staff has been looking at the Court Clerk position deciding how to proceed in filling the position. There is an element associated with this position that is a little unknown. The Staff is proposing that the salary pay level be reduced from B-2 (Clerk III) to B-1 (Clerk II). When the City was going through the Salary Survey process last year, the Staff looked at this position. One of the factors that went into classifying the position as a B-2 was that Ms. Judkins had progressed up through the wage scale and was at the top end. She also had a lot of autonomy and was self-directed in her work. Manager Warnke believes that the new Court Clerk is going to need more supervision.

Another element that is not clear, but it is thought it could be taken incrementally, is that Manager Warnke is not sure that the position is a full-time position. The thought is that the City would hire as a part-time position and see how the individual does within the position and then make adjustments as needed. The biggest issue is that City Court

filings have decreased over time. The City hit a low and now the filings are starting to come back up a little bit.

Councilmember Reese asked what caused the filings to drop. Police Chief Nance said that he doesn't feel tickets have changed. Filings refer to informations, subpoenas, etc. One thing the Police Department has done to try to reduce City Attorney costs is to try to issue more citations rather than send it in for Complaint Questionnaires where they end up issuing a summons.

Manager Warnke added that the salary survey data places the position in the middle of the B-1 and B-2 grade. The City Policy allows someone to be hired at midpoint depending upon the candidate and their qualifications, etc. Councilmember Wood asked if Manager Warnke was thinking about hiring someone in-house. Manager Warnke said that is something that is still being worked on, depending upon who would be the supervisor. In the past, Recorder Hess has been the joint supervisor along with Judge Christensen. The Judge is not at the City offices much of the time. It would be nice to provide a promotion opportunity for someone. The problem, since it is being brought from a full-time position to a part-time position, in some cases it wouldn't be much of an advancement for current employees. The suggested workload requirement for the Court Clerk that Manager Warnke has heard ranges between twenty to forty hours per week.

Resolution No. 12-17 – City Assets to be insured – Manager Warnke said that this is something the City did last year and which will be done every year. Councilmember Reese stated he looked through the schedule and it looks reasonable and is exactly what the City did last year.

Resolution No. 12-18 – Bear River Valley Museum property – Manager Warnke explained that this is just a housekeeping item. When a resolution is adopted and it is no longer needed, it is beneficial to create a paper trail by repealing the resolution. The following two Resolutions are the same situation. The circumstances no longer exist which inspired the Council to create the resolutions and as such are being proposed to be repealed.

Resolution No. 12-19, Morgan County Constable – This is a Resolution which the City cannot carry out and have the contract executed by Jack R. Howell. Mr. Howell has lost his appointment to be Constable. According to State law, Constables have to be appointed by a County Sheriff. Mr. Howell is in transition of appointments right now. He no longer has Morgan County's appointment but he is trying to work with Davis County. If that materializes, the Council could consider entering into a future Resolution.

Resolution No. 12-20, Intermountain Health Care (IHC) - Chief Nance explained that IHC wants to hire officers to provide security for them when they have someone who is unruly. The City prepared the contract and went back to IHC to finalize it, but IHC's attorney told them to look at what is being done with all of the IHC facilities and make everything consistent. IHC is still working on that. The City Police Department may still be called upon to provide this service in the future.

Councilmember Wood asked if City Police Officers have been called to the hospital in the past, and Chief Nance replied that it happens all the time. It is a little frustrating because the County will bring someone in who is suicidal and then they will leave and Tremonton gets called upon to control the individual. It is difficult - especially after hours. Because of some recent legislation, the officer would be paid by the City and then the City would bill the hospital at the rate of about \$40 per hour. Without a formalized agreement, all the calls to IHC are now being provided free gratis.

Councilmember Reese commented that the City needs to pass an Ordinance preventing people from burning their fields within the City limits. There was discussion about whether farmers can be prevented from burning. Manager Warnke stated that he spoke with the City Attorney after the incident yesterday and he felt that the City could stop the burning within City limits. The Staff will look into this.

Councilmember Reese said that he became aware of a push for a splash pad in Tremonton. It was decided to look into what a splash pad would cost.

The meeting adjourned at 6:48 p.m. by consensus of the Council.

CITY COUNCIL MEETING

Mayor Fridal called the April 3, 2012 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 Doutre, Reese, and Wood, City Manager Shawn Warnke, Recorder Darlene S. Hess, and Police Chief David Nance. Councilmembers Deakin and Holmgren were excused to be at the Box Elder County Convention where they are both delegates.

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 offered by Councilmember Wood and the Pledge of Allegiance was led by City Recorder Hess.

2. Introduction of guests.

There were no visitors in attendance.

3. Discussion and approval of agenda.

Mayor Fridal asked if there were any changes to the agenda.

Motion by Councilmember Wood to approve the April 3, 2012 agenda with the deletion of Agenda Item No. 6a . Motion seconded by Councilmember Doutre. Vote:

Councilmember Doutre - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved.

4. Approval of minutes – March 20, 2012.

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

Motion by Councilmember Reese to approve the minutes of March 20, 2012.

Motion seconded by Councilmember Wood. Vote: Councilmember Doutre - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved.

5. Public Hearing

A Public Hearing was called to order at 7:05 p.m. to consider amending the 2011-2012 Budget. In addition to the Council, there were two people in attendance.

- a. To consider amending the budget entitled "The Tremonton City Annual Implementation Budget 2011-2012 (General Fund, Capital Fund, Enterprise Fund(s), Special Funds, and Special Improvement District #1)", for the period commencing July 1, 2011 and ending June 30, 2012

There were no public comments. The Public Hearing was closed at 7:06 p.m.

6. Request(s) to be on the agenda

- a. Report by the Youth City Council on attendance at the 30th Annual Youth City Council Leadership Institute

This agenda item was removed from the Agenda.

7. New Council Business.

- a. Discussion and consideration of accepting the 2012 Tourism Tax Advisory Board Grant awarded to Tremonton City for Tremonton City Christmas Lights Display

Manager Warnke stated that the City Staff submitted a grant application for a Christmas light display, synchronized to Christmas music, which has previously been done by Val Bennett. Mr. Bennett is desirous to turn the display over to the City. A Tourism Grant for this purpose was received from the County in the amount of \$15,000.

Motion by Councilmember Doutre to accept the 2012 Tourism Tax Advisory Board Grant for \$15,000 for Christmas lights. Motion seconded by Councilmember Reese. Vote: Councilmember Doutre - aye, Reese - aye, and Councilmember Wood - aye. Motion approved.

- b. Discussion and consideration of adopting Resolution No. 12-15 repealing Resolution 12-02 and adopting a revised Tremonton City compensation and classification plan for employee job positions

Motion by Councilmember Reese to adopt Resolution No. 12-15. Motion seconded by Councilmember Doutre. Vote: Councilmember Doutre - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved

- c. Discussion and consideration of adopting Resolution No. 12-16 amending the budget entitled "The Tremonton City Annual Implementation Budget 2011-2012 (General Fund, Capital Fund, Enterprise Fund(s), Special Funds, and Special Improvement District #1)", for the period commencing July 1, 2011 and ending June 30, 2012

Motion by Councilmember Wood to adopt Resolution No. 12-16 amending the budget for 2011-2012. Motion seconded by Councilmember Reese. Vote: Councilmember Doutre - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved

- d. Discussion and consideration of adopting Resolution No. 12-17 identifying City assets to be insured

Motion by Councilmember Reese to adopt Resolution No. 12-17. Motion seconded by Councilmember Doutre. Vote: Councilmember Doutre - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved

- e. Discussion and consideration of adopting Resolution No. 12-18 repealing Resolution No. 09-38 – A Resolution Declaring intent to enter into a long-term lease with the Bear River Valley Museum on City owned property and Resolution No. 10-14 – a Resolution of Tremonton City Corporation entering into a ground lease with the Bear River Valley Museum, Inc. for property located at 614 North 1000 West as the property is no longer needed for the Museum

Motion by Councilmember Wood to adopt Resolution No. 12-18. Motion seconded by Councilmember Reese. Vote: Councilmember Doutre - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved

- f. Discussion and consideration of adopting Resolution No. 12-19 repealing Resolution No. 11-71: A professional services agreement between Tremonton City Corporation and Jack R. Howell, INC. doing business as Morgan County Constable

Motion by Councilmember Reese to adopt 12-19 as stated. Motion seconded by Councilmember Wood. Vote: Councilmember Doutre - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved

- g. Discussion and consideration of adopting Resolution No. 12-20 repealing Resolution No. 11-34 authorizing a services agreement between Tremonton Police Department and Intermountain Health Care (Bear River Valley Hospital hereafter referred to as BRVH) as Intermountain Health Care desires to make these services available for all of their facilities

Motion by Councilmember Doutre to adopt Resolution No. 12-20 repealing Resolution No. 11-34. Motion seconded by Councilmember Reese. Vote:

Councilmember Doutre - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved.

- h. Discussion and consideration of awarding the bid to the low qualified bidder, Grover Excavation, on the project located at 312 West Main sewer line relocation

Motion by Councilmember Wood to approve Grover Excavation as the low qualified bidder for the 312 West Main sewer line relocation. Motion seconded by Councilmember Doutre. Vote: Councilmember Doutre - aye, Councilmember Reese - aye, and Councilmember Wood - aye. Motion approved.

8. Comments:

- a. Administration/City Manager Advice and Consent.

There were no Advice and Consent items.

- b. Council Reports:

Councilmember Doutre reported that she went to West Liberty Foods for the Landfill Free Award Ceremony. It was very interesting. She then went to the Boys and Girls Club and had a really good meeting. Later that night she attended Disaster Training. There are a lot of things happening in town that are very interesting.

Mayor Fridal said that he attended the same meetings Councilmember Doutre attended. He found the Boys and Girls Club meeting to be extremely informative, but depressing.

9. Public comments: Comments limited to three minutes.

There were no public comments.

10. Adjournment.

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

The meeting adjourned at 7:14 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 _____, 2012.

Darlene S. Hess, Recorder