

ELK RIDGE  
CITY COUNCIL MEETING  
February 22, 2011

TIME & PLACE  
OF MEETING

This Regularly Scheduled Meeting of the Elk Ridge City Council, was scheduled for Tuesday, February 22, 2011, at 7:00 PM; this was preceded by a Public Hearing at 6:00 PM to consider the proposed Amended Budget for the 2010/2011 Fiscal Year. The City Council Work Session was scheduled to begin at 6:15 PM. The meetings were held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda of these Meetings were provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on February 18, 2011.

6:00 PM –

**PUBLIC HEARING – AMENDED BUDGET FOR THE 2010/2011 FISCAL YEAR**

Public Hearing/To consider the proposed Amended Budget for the 2010/2011 Fiscal Year, for the operation of Elk Ridge City

ROLL

*Mayor:* Kenneth O. Lutes; *City Council:* Julie Haskell, Sean Roylance, Weston Youd, Erin Clawson, & Derrek Johnson; *Building Official:* Corbett Stephens; *Sheriff:* Deputy Butters; *Public:* Lecretia Thayne, Jamie Towse, Nelson Abbott, Sha Mayne Mason, Russ Lundberg, Zack Lundberg, Jacqueline Taylor, Quinton Taylor, Joseph Moeai, Tricia Gunnerson, Mark Moeai, Alvin Harward; and the *City Recorder:* Janice H. Davis

Mayor Lutes opened the Public Hearing at 6:00 PM.

The City Recorder reviewed some of the changes to the 2010/2011 Budget:  
(Memo to Council from Recorder, dated 2-22-2011)

*"This is the mid-year Budget Amendment. Once it is decided what will be done regarding hiring a Public Works employee, the budget can be amended again; or just wait until the final amended budget in June.*

*See Budget Notes on the budget worksheet*

*General Fund:*

**Revenues:**

*The revenue sources to keep an eye on:*

- *General Sales Tax*
- *Fee in lieu – Personal Property (Not property tax...this is for motor vehicles)*
- *Building Permits (This is looking up; three applications were turned in just today...all at once)*
- *Class C Revenue (From the State)*

*Energy Grant: The City has been approved for the Energy Grant for \$24,000 (lights & heaters/furnaces for the City Hall-Fire Station) The money must be spent by April, 2011.*

*\*A new Revenue account was created to address the Youth City Council (10-36-315); as well as a corresponding expenditure account (10-41-390).*

**Expenditures:**

*"Non-Departmental"*

- *Town Planner & Engineering is considerably lower for mid-year than prior years (But then, not much development is going on).*

- *Class C Roads:*

*"Street Repair": What is planned for the spring and early summer? There is about 65,991 balance*

*(Council Member Clawson indicated that figures are needed to assist the Council in making an informed decision; so I have been reviewing the budget "creatively" to look for possible options.)*

**Capital Projects**

- *Town Hall/Fire Station: (Pg 11) There is an Accrued Fund Balance in that particular Capital Projects Fund of \$16,588 + current year transfers which = 13,600 (Sum = 30,188)*

**\*Suggestions:**

1. *Transfer 4,000 back into the General Fund to pay back the Volunteer Project money. True, it was approved on a "pay-back" basis; but only about 1,000 (total from last year and this year) has been paid back...the donations have slowed considerably (205 since July 1, 2010). The City still got a great deal to get all the work that was done for about 3,500 (4,565 spent last fiscal year; less 1,000 paid back).*

2. *I met with Chief Wait regarding budget items and he mentioned the possibility of taking the money (Fund Balance) accrued in the "Capital Projects Fund - Fire Apparatus" - Pg 12: (for eventual replacement of a fire truck) and transferring it to the Capital Projects Fund for Town Hall – Fire Station to build up money for expansion of the Fire Dept. Bay area. (His thinking is that we cannot add to the fleet of fire trucks until there is a place to park any added vehicles.)*

- *I have not spoken to Chief Wait about this further possibility; but there is also an accrued Fund Balance in the Special Revenue Fund – Fire Dept. that stood at 32,235 at 7-1-2010 (see page 20 of the budget worksheet...acct. 43-30-320). Part of that Fund Balance is being used this year to help pay for insurance (3,153) and is used to balance the Fund to "0" at the end of the fiscal year.*

*Some of that could also be transferred into the Town Hall – Fire Station Fund to further build up money for possible expansion of the Fire Bay area. Considering all these possibilities, there could be 75,000 or 80,000...or more...to get a good start on building onto the Bay area."*

Fund Balance/General Fund: The proposed amendment = \$100,356 (Revenue over Expenditures): Expenditures will likely come in lower than the current amendment indicates; the City could save about 31,000+ by the end of the current Fiscal Year (it is still too soon to take these expenditure figures down to be closer to the "actuals").

(Memo, cont.)

**"Storm Drainage Fund (Pg 22):**

*We need one more sump up by Vance's (about 15,000)...after next year and our last payment for "Vac" trailer, this account needs to contribute an Administration Fee (like the Water & Sewer Funds do)...that will add to the General Fund.*

**Water Fund: (Pg 24):**

*Due to savings in power...just thus far there has been a savings of more than 25,000...Conservatively I have upped the Water Administrative Fee by 10,000 (to the General Fund). As we continue to save, the Water Fund should pay more into the General Fund through this fee to adequately cover costs...currently, the General Fund is still subsidizing the Water Fund."*

**Grants:**

- CERT Grant: zeroed out
- Fire Dept Grant: \$0.00
- EMS Grant: \$0.00

00:14:18

**Discussion:**

**Erin Clawson:**

**1. Volunteer Projects:**

The Council voted in a Council Meeting (possibly in September, 2010) to extend the pay-back of the original \$5,000 "up-front" money to get the volunteer projects started, to January, 2011. Since that time, there have been no additional expenditures out of this account. She proposed that whatever money is budgeted for the current year be put toward paying that debt off.

One thing that was not figured into the "pay-back" of that debt was the labor costs...the time and expertise that people have donated to the City. She wanted to know if that is something the Council would consider.

Julie Haskell: She was not sure how labor would be "priced out".

Erin Clawson: Most of the time donated was by professionals and their time typically comes at a certain cost per hour. No other work will be done until that money is paid back.

*(The City Recorder referred to a suggestion she had made in the memo to the Council to take part of the Fund Balance in the Town Hall/Fire Station Capital Projects Fund and transfer it back into the General Fund to pay that debt back, since donations have all but stopped coming in.)*

\*Council Member Clawson and the Recorder are to meet to review all finances associated with the volunteer projects to determine exactly how much is left to pay back.

Council Member Clawson asked if the budget for this account could be carried over into the next fiscal year to continue with these projects.

00:22:16

Julie Haskell: She inquired about contracted labor for Woodland Hills; has the City done work for them and if so, how much money has been received?

*(Corbett Stephens responded that the bill to Woodland Hills is in the process of being drawn up and sent for work done on the water system. The work on crack-fill here in Elk Ridge was done in trade for work done for them. The work on crack-fill was done with Woodland Hills' equipment and some of their summer help.)*

Erin Clawson: She extended her appreciation to the City Recorder for the work on the City Budget and Audit.

Mayor Lutes closed the Public Hearing at 6:25 PM.

00:24:41

6:25 PM -

**CITY COUNCIL WORK SESSION AGENDA ITEMS:**

ROLL

*Mayor:* Kenneth O. Lutes; *City Council:* Julie Haskell, Sean Roylance, Weston Youd, Erin Clawson, & Derrek Johnson; *Building Official:* Corbett Stephens; *Sheriff:* Deputy Butters; *Public:* Lecretia Thayne, Jamie Towse, Nelson Abbott, Sha Mayne Mason, Russ Lundberg, Zack Lundberg, Jacqueline Taylor, Quinton Taylor, Joseph Moeai, Tricia Gunnerson, Mark Moeai, Alvin Harward; and the *City Recorder:* Janice H. Davis

YOUTH CITY COUNCIL

*The members of the Youth Council were not present at this time. Mrs. Towse was not aware they were on the Agenda for the Work Session.*

Mrs. Towse reported that the Youth Council will hold their meetings on the third Thursdays of the month; and will come to the regular City Council Meetings as they are able to see how the Council functions.

- The Youth Council fund raiser (Valentine cookies) brought in \$262; this will likely go toward service projects or perhaps the Legislative Council at the State Capitol.
- They are planning A City-wide garage sale. Plans will be reported to the Council as they are solidified.
- The Youth Council also wants to be involved in the City Celebration; one of the Youth Council Members contacted Council Member Youd and indicated he was interested in the 10K and Mile Race. Mrs. Towse added that they could be used in whatever way the Council felt appropriate. Any suggestions would be appreciated.

\*Council Member Youd is to let either Mrs. Loree or Mrs. Towse know when he would like to meet with the Youth Council.

The Mayor expressed the Council's gratitude for the work done with the Youth Council.

1  
2  
3 UTAH COUNTY  
4 SHERIFF'S DEPT.  
5 CONTRACT

Copies of the draft of the contract were provided to the Council in their packets for review. The City has been using the contract from 2006.  
Deputy Butters: In reviewing the contracts with Woodland Hills and Elk Ridge, it was discovered that they had both expired in 2006. The Sheriff's Office has been honoring the old contract. Based on the old contract, a new one was sent over and a few corrections made; those changes were taken to the County Attorney's office and he made those requested changes (reflected in the proposed draft that the Council has now). Deputy Butters feels the new contract is an improvement over the expired one. There is no price change and this contract will renew automatically each year unless either party cancels.  
Mayor Lutes: The corrections were minor and mainly had to do with consistency in numbers; also the City wished to be referred to as the "City" of Elk Ridge, rather than "Town".

13 00:29:39  
14 VERACITY PHONE  
15 SERVICE

The City is currently paying Quest about \$336 per month for phone service. Staff looked into Veracity and found the prices seemed to be less. Mr. Wil Wilde (Veracity) came out to talk about the advantages of using Veracity and was asked to draft a proposal for the City Council to consider. Comparison: Veracity would charge about \$161 for phone service + Internet; which would also save the bill to Digis (about \$55/month). Veracity would not require a contract; simply a service agreement and they would take care of the transfer over from Quest. Mr. Wilde was present to address the Council and answer any questions.  
Wil Wilde: (The proposal was provided to the Council in their packets) Mr. Wilde reviewed the above information with the Council; as well as offering additional services to replace the actual phone system with a more sophisticated one (cost: \$260/month + \$1,000 up-front to replace phones...the monthly would still be less than current payment to Quest. It was felt that the additional equipment would not be necessary at this time.  
Mr. Wilde gave a brief history of Veracity and who they service: BYU, Orem City, Provo City & Highland City...there are cities being added at this time (Elk Ridge, Mona, Willard & Santaquin).  
He read from a notice that said: Veracity has received the "Best of State Award"...ranking them the number one telecommunications company in Utah. The same organization ranked Veracity #27 of the "best run companies" in Utah.  
*There was discussion about the added features in replacing the phone equipment. Though it was decided the replacement was not necessary at this time; changes could easily be made in the future.*

32 00:43:04  
33 CITY COUNCIL  
34 ASSIGNMENTS

Mayor Lutes: He has given a great deal of thought to assignments to the City Council Members; he provided a list of proposed assignment to the Council in their packets for the Meeting that night. He asked for comments and any discussion.  
*Discussion:*  
Weston Youd: He was concerned that some of the proposed assignments seemed to be more "executive" functions than "legislative"...referring to the separation in government of Administration, executive and Legislative. He mentioned particularly "Code Enforcement"; he felt that should be at the executive level. His perspective is that anything that "over-sees" is more executive in nature. Example: He feels "staffing" is an Administrative function.  
Mayor Lutes: He mentioned that at the last Council Meeting it seemed to be pointed out that the Council felt the Mayor was not doing well in his Administrative role; so he felt that part of that might best be served by assignment.  
Erin Clawson: She felt that the Council established that they wanted to be involved and to be informed of what is occurring.  
Weston Youd: He mentioned David Church's point of view of the different responsibilities of the Mayor and Council; and that the Council should be able to review, advise, give consideration to and work together. He felt that the Council was attempting to establish their role in the operations of the City.  
Erin Clawson: Regarding the issue of a Public Works employee: the Council did not feel they were prepared at the last Council Meeting to decide on the position and the amount of money without further consideration. She spoke to David Church and he felt that the proposed assignments were all "legal" in nature...any one of the members of the Council can accept or deny the proposed assignments. The assignments are by consent of the Council.  
*There was a question if the "consent" had to be a unanimous vote... (No; only if the Council were attempting to take powers from the Mayor without his consent. Assignments need consent only by a majority vote of the voting members.)*  
Sean Royslance: He disagreed with the concern expressed by Council Member Youd regarding the division of responsibilities; he felt that if the Mayor is in agreement and has made the assignments, then it is up to the individual Council Member. He does like the difference in the way the assignments were proposed as compared to past assignments of entire departments. Mayor Lutes has assigned specific portions of the various departments instead.

64 00:48:42

*Discussion of Individual proposed assignments:*  
1) Erin Clawson: There was concern of a possible "overlap" in responsibilities: Volunteers that work in "Park Maintenance" should be under the Council Member assigned to Parks (Derrek Johnson).  
- Traffic Safety: She felt that could be under "Roads"; but she would be "happy to take Traffic Safety...it is a passion"...but she felt those things should be clarified.  
Mayor Lutes: He explained that assignments were made partially based on expressed interests; Council Member Clawson has interest in traffic calming issues...she would have to work with "Roads" to work out details. Volunteerism had already been part of what Council Member Clawson was doing.  
Erin Clawson: (Clarification) "Public Works Staffing"...she asked for the Mayor to clarify his intent..

Would this include hiring and firing and being completely over Public Works staffing?

City Recorder: She pointed out that this particular assignment read that Council Member Clawson would be recommending to the Mayor and Council regarding any action to be taken.

Mayor Lutes: That is what the assignment says: to “recommend to the Mayor and City Council”; she could be the person communicating with SOS Temp. Services and figuring out a preferable job description. He is simply seeking to give the Council “the reign the want to have”.

*(Council Member Clawson asked if the Mayor was reacting to the Closed Session at the previous Council Meeting.)* He responded that he was reacting to the requests made of him to make certain assignments; as well as the topics brought up in the Closed Session.

*(Council Member Clawson said she was not “demanding” anything...she simply feels the Council needs to work together.)*

The Mayor continued that there is so much to do in the City...and for a year he has been trying to do more than he should...the Council Members have young families and the newer members have all been trying to “feel our ways” in new responsibilities. In looking to the coming year, he feels it would be good to have some help...so he tried to think of how best to divide the responsibilities...according to existing duties and the needs of the City.

He, as the Mayor, has “plenty to do” and would appreciate the assistance. There is work attached to the various assignments, should the Council decide to accept them.

Erin Clawson: She mentioned the raise that former Mayor Dunn initiated due to the level of work to be accomplished and the hours required. She asked if the proposed assignments would result in a change in pay, since the Mayor would have less to do.

00:53:45

Mayor Lutes: He does not believe there would be changes...there are still many hours of work to do.

City Recorder: She asked if she might comment (Council Member Clawson agreed): The Recorder pointed out that former Mayor Dunn did make Council Assignments...he was not doing everything; yet he did spend a great deal of time at the City taking care of the other obligations and duties required of a Mayor. Mayor Lutes is not proposing to assign all of the responsibilities out. She listed some of the greater duties he would still have: Water (one of the biggest areas of concern, with the most work to be accomplished), the Mayor is the Budget Officer...he is still the General Administrator...he would still be over much that would require many hours. Mayor Dunn’s Administration initiated the pay change due to the number of hours required to be available as the Mayor...and Mayor Dunn had the time to dedicate to the City.

She explained that the pay is based on the number of hours spent doing City business.

Sean Roylance: Though a valid question; the pay is actually stipulated in an ordinance...it is based on hours worked: if the Mayor spends over a certain number of hours, then the pay would be \$1,000 per month...if not, then the pay is less (\$500).

City Recorder: The pay is month-to-month; the Mayor turns in a time-card with hours listed...like the rest of the staff does. The pay is based on the number of hours worked.

*(Council Member Clawson commented that she was expressing some concerns mentioned to her from various sources; and that she was not aware of the basis of the pay received.)*

00:57:23

Derrek Johnson: The proposed assignments look like there is a lot being handed out; but the difference is that Mayor Dunn simplified the assignments into overall departments: Roads, Parks, etc.; whereas Mayor Lutes has detailed it out more.

Weston Youd: He still had two main concerns: “staffing” and “code enforcement”. He feels those are Administrative roles...Council Member Clawson would not have the insight with the staff, since she does not work with them every day.

*(The Recorder pointed to the actual wording of the proposed assignment: that after the hiring/firing interviews, recommendations would be made to the Council and Mayor for action. She felt that indicated the Mayor is willing to allow the Council the opportunity to advise and consent to any action. SOS would be taking care of initial applications for employment.)*

It was clarified that the performance appraisals would be restricted to Public Works; not the rest of the staff.

1:00:04

Sean Roylance: He suggested postponing acceptance of the assignments to give more time to review them and decide on acceptance; since this is the first time these have been presented to the Council. He sees this as similar to what former Mayor Dunn did in assigning out responsibilities; just in a different format.

He personally would like to address some of the things assigned.

Erin Clawson: She did not want to postpone the acceptance. She felt the Council could discuss the concerns in the Meeting and take action.

Weston Youd: Considering his assignments: He felt he has no expertise in Storm Drain, sumps and Sewer...

*(The City Recorder pointed out that no one has any expertise in anything until experience is gained over time.)*

He simply wanted to make sure the areas are covered properly.

*There was discussion about the assignment given to Council Member Haskell of “House Numbers”...there needed to be clarification that this had nothing to do with “address changes”...it was meant to be simply gathering information on houses that do not have clearly marked numbers...it ties into Public Safety and being able to locate addresses. Mayor Lutes explained that the code requires that houses have numbers that can be seen from the street...and that the information would be turned over to the Code Enforcement Officer to take care of contacting the home owners.*

Sean Roylance: He actually would like to be involved in “address changes” (not assigned out).

*(The Mayor felt that “address changes” should not be assigned right now...there is so much else to do currently.)*

Weston Youd: There are assignments not proposed that are of interest to him and other Council Members.

Council Member Youd mentioned some things he is interested in:  
- Working with Mr. Stephens on renewable energy / water flow  
- Working with Salem, Payson & Woodland Hills to look into fiber-optic networking (like Spanish Fork)  
Could these assignments be adjusted? Could there be discussion on this?  
Sean Roylance: He still felt the discussion should be postponed to give more time.  
Mayor Lutes: The proposed assignments are basic; “we are not looking for a lot of extra work to do”.  
“These are all things that have to be done right now...these are the requirements we have”. He felt the other things mentioned are for future consideration; once the actual work gets done this year. There are decisions that need to be made on current issues.  
- Garbage  
- Storm Drain fees  
- Collections is a constant problem; particularly with the rental property  
- House numbers: This is a safety/security issue  
- City Celebration: Everyone is going to need to assist with this  
- Cleaning out sewer lines and storm drains  
He welcomes discussion on these other ideas in the future; but there are so many things that must be done first. If the Council wants to think about the assignments, that is fine..., he appreciated the comments made.

1:08:07

CITY CELEBRATION

The Mayor asked Council Member Youd to update the Council on the City Celebration:  
Weston Youd: He submitted a notice to the Daily Herald and to the City for the newsletter; it should be going into the next Bugle. He would also like to get a notice on the bulletin board. The hope is to have a Committee Meeting on March 17, 2011; at 7:00 PM after the Youth City Council Meeting at 6:00 PM.  
He has met with Council Member Johnson and got a lot of great information with which to move forward; as well as the necessary contacts.  
There is a planned Eagle Scout project to help coordinate the 10 K and Mile Run (Zack Lundberg).  
He would like to consider paying the Committee Chairperson...he has a budget for the Celebration.  
\* He would like to decide on the budget specifically for the Chair person on the agenda for 3-8-2011.

1:12:17

Mayor Lutes closed the Work Session. There was a slight break prior to the start of the Regular Session.

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CITY COUNCIL MEETING  
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TIME & PLACE  
OF MEETING

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7:19 PM -

**CITY COUNCIL REGULAR SESSION AGENDA ITEMS:**

ROLL

*Mayor*: Kenneth O. Lutes; *City Council*: Julie Haskell, Sean Roylance, Weston Youd, Erin Clawson (Absent: Derrek Johnson); *Building Official*: Corbett Stephens; *Sheriff*: Deputy Butters; *Public*: Lucretia Thayne, Jamie Towse, Nelson Abbott, Sha Mayne Mason, Russ Lundberg, Zack Lundberg, Jacqueline Taylor, Quinton Taylor, Joseph Moeai, Tricia Gunnerson, Mark Moeai, Alvin Harward; and the *City Recorder*: Janice H. Davis

1:12:33

OPENING REMARKS &  
PLEDGE OF  
ALLEGIANCE

An invocation was offered by Jamie Towse; and Zack Lundberg led those present in the Pledge of Allegiance, for those willing to participate.

AGENDA TIME  
FRAME

**WESTON YOUD MOVED, SECONDED BY ERIN CLAWSON, TO APPROVE THE AGENDA TIME FRAME AND TO ADJUST THE START TIME TO 7:19 PM**  
**VOTE: YES (4) NO (0) ABSENT (1) DERREK JOHNSON**

PUBLIC FORUM

1. *Introductions of the Youth City Council present:*  
- Youth City Mayor: Joseph Moeai  
- Youth City Council Member: Zack Lundberg (Youth Mayor Pro-tempore)  
They were asked to tell the Council why they want to serve on the Youth City Council:  
Joseph Moeai: He said he simply wants to make a difference in the Community.  
Zack Lundberg: He likes to serve and be involved. He has recently taken an interest in government and wanted to be a part of it in his Community.  
Mrs. Towse: She commented that they are a “great bunch”. She added that the age to be a member has dropped to 8<sup>th</sup> grade.  
\*The drop in age should be posted on the City Web Page as well as in the newsletter.

2. Alvin Harward (Former City Council Member):

He wanted to express his appreciation for the Public Works Dept. in how well the streets are maintained in Elk Ridge as compared to the other communities in Utah County he has to travel through. Elk Ridge's streets are always cleaned of snow; whereas there is always snow in the other city streets.

1:17:14

UTAH COUNTY  
SHERIFF'S CONTRACT

No further comments.

**SEAN ROYLANCE MOVED, SECONDED BY JULIE HASKELL, TO APPROVE THE NEW CONTRACT WITH THE UTAH COUNTY SHERIFF'S DEPARTMENT FOR POLICE SERVICES FOR ELK RIDGE CITY, AS PRESENTED**

**VOTE: YES (4) NO (0) ABSENT (1) DERREK JOHNSON**

Mayor Lutes expressed great appreciation for the good job that Deputy Butters is doing for the City. He is always anxious to help.

VERACITY PHONE  
SERVICE

It was decided that the extra services and equipment offered are not needed at this time. The present phone system functions well.

*There was a brief explanation of the reasoning behind considering the switch in service...mainly to save money.*

The Council was in agreement to change to Veracity.

**ERIN CLAWSON MOVED, SECONDED BY SEAN ROYLANCE, TO ACCEPT AND AUTHORIZE THE MAYOR TO SIGN THE SERVICE AGREEMENT WITH VERACITY, AS PRESENTED; AT THE QUOTED PRICE OF \$160 PER MONTH**

**VOTE: YES (4) NO (0) ABSENT (1) DERREK JOHNSON**

1:21:54

AMENDED BUDGET  
2010-2011 FISCAL  
YEAR

The City Recorder asked if the Council wanted the suggested transfer of money from the *Capital Project Fund - Town Hall Fire Station* to the General Fund for the pay-back of the Volunteer Project money still owing (the amount is to be determined between Council Member Clawson and the City Recorder).

Julie Haskell: She agreed with the suggested transfer; and the Council agreed.

*No further comment of questions.*

**SEAN ROYLANCE MOVED, SECONDED BY WESTON YOUD, TO APPROVE THE PROPOSED AMENDED BUDGET FOR THE 2010/2011 FISCAL YEAR; WITH THE TRANSFER OF ENOUGH MONEY FROM THE FUND BALANCE IN THE "CAPITAL PROJECTS FUND – TOWN HALL/FIRE STATION" TO THE GENERAL FUND TO PAY BACK THE MONEY STILL OWING FOR THE VOLUNTEER PROJECTS**

**VOTE: YES (4) NO (0) ABSENT (1) DERREK JOHNSON**

1:24:30

CITY COUNCIL  
ASSIGNMENTS

The question: to postpone any action or vote on the assignments?

Erin Clawson: She preferred accepting some of the assignments at that point; with the understanding that the motion could state that the Council can come back and amend some of the proposed responsibilities.

*The Council agreed with this suggestion; they were willing to accept many of the assignments, but were not ready to commit to all of them and needed more time.*

Each Council Member reviewed his/her proposed assignments and indicated which they could accept without further consideration:

Erin Clawson:

- Public Works Staffing: (Yes)
- Public Works Expenditures: (Yes)
- Traffic Safety: (Yes)
- Volunteers: (Yes) (Continuation of any projects would be dependent upon available funding)
- 911: (Yes)

(To be considered: Code Enforcement)

Weston Youd:

- SUVMWA: (Yes)
- Legislative Rep.: (Yes)
- City Celebration: (Yes)

(To be considered: Roads; Storm Drains, Sumps & Sewer; Manhole & Valve Collars...he would like to talk with Corbett Stephens and the Mayor to determine the scope of the work to be done and the expectation.)

Derrek Johnson:

- Parks
- City Celebration (Work with Council Member Youd)

Julie Haskell:

- Fire & Rescue: (Yes)
- City Celebration – Assist when possible: (Yes)
- House Numbers: (Yes) (Follow-up would be through the Code Enforcement Officer)

Sean Roylance:

- City Website: (Yes)
- City Celebration – Assist: (Yes)
- Storm Drain & Sewer Fees: (Yes)
- Garbage: (Yes)

(To be considered: Rental Property; Collections)

**ERIN CLAWSON MOVED, SECONDED BY SEAN ROYLANCE, THAT THE CITY COUNCIL ACCEPTS THE PROPOSED COUNCIL ASSIGNMENTS AS NOTED ABOVE; ALL OTHER PROPOSED ASSIGNMENTS SHALL BE REVEIUED FURTHER AND ADDRESSED AT A LATER TIME**

**VOTE: YES NO (0) ABSENT (1) DERREK JOHNSON**

1:29:47

CITY CELEBRATION

No action at this time.

PERSONNEL

1. Discussion was tabled and requires a motion to “un-table” (according to David Church) to continue discussion:

**ERIN CLAWSON MOVED, SECONDED BY SEAN ROYLANCE, TO UN-TABLE THE DISCUSSION OF PERSONNEL**

**VOTE: YES (4) NO (0) ABSENT (1) DERREK JOHNSON**

2. Discussion of Personnel (Continued from previous Council Meeting):

Erin Clawson:

Since Council Member Roylance was not present at the last Council Meeting, she up-dated him on the previously discussed issues: she felt the biggest issue was not necessarily whether we need someone to help Corbett; it seems to be the “money issue”. The Council did not feel the City could count on a partnership with Woodland Hills; it was the Council’s opinion that they may not be financially stable enough for that. If any work were contracted to Woodland Hills, the revenue from that would be considered a windfall; but the City must be able to meet the associated financial obligation unassisted.

*(Council Member Roylance asked if the Council was in general agreement with the necessity of hiring an additional employee.)*

Council Member Clawson responded that the Council was not in total agreement; there were suggestions of part-time vs. full-time and possibly postponing any hiring until after Wayne Frandsen retires. With Council Member Johnson’s involvement, she felt there was more of a consensus that that it needs to happen before Wayne Frandsen retires (about 20 months).

*(Council Member Clawson asked for correction in summarizing the Council’s thoughts from the previous Meeting, if there were any.)*

Weston Youd: He added that the “profile” of the position needed clarification. Would the City be considering an employee at an “entry level” that can grow into the position?

Erin Clawson: “...Or, do we start out at the top wage; which is what SOS and others said?” She felt the general consensus of the Council was not to start at the high end of the wage range; “because where do you go from there?”

*(Council Member Roylance asked what the recommended wage range was.)*

Weston Youd: He recalled that about \$50,000 + benefits, was recommended by SOS (add about 30%).

Erin Clawson: She asked the City Recorder to refresh their memory as to the money available and the range discussed.

1:32:38

City Recorder: General Fund Balance (revenue over expenditures) is projected at a little over \$100,000 for the current fiscal year. (Accrued fund balance for the General Fund is over \$500,000.) She had included some suggestions in the memo to the Council (packets) as to various options to transfer money back into the General Fund from Capital Projects Funds.

*(Erin Clawson: Mr. Stephens has also provided her with information regarding different ways the City has saved money.)* Ms. Davis continued: It is not just the revenue sources that should be considered; the probable savings in the General Fund expenditures should also be included in the overall view of the financial position. Barring any unforeseen emergencies, it is likely that the General Fund will come in at about \$31,000 less than the budget shows now...this would be in addition to the \$100,000 + fund balance. (It is too soon in the fiscal year to take those expenditures down.)

This would indicate what is available for any projected wage for a new employee in Public Works

*(Erin Clawson added that there could be additional revenue from contracting to Woodland Hills.)*

Ms. Davis continued: Mayor Lutes has spoken with the Mayor of Woodland Hills and the topic of sharing an employee has been taken to their Council and was met with a favorable opinion.

*(Council Member Clawson suggested even setting a minimum amount to charge for contracting to Woodland Hills.)*

*Comment on postponing hiring until after Mr. Frandsen retires:* Typically when hiring a new employee, there will be an “overlap” to allow for adequate training of the new employee. There will still be regular work that needs to be done during the training period and Mr. Frandsen knows how to do the work.

Erin Clawson: She added that the wage range could be lower than the highest end to allow increases in wage based on accomplishment of certain expectations in the job description (example: obtaining a CDL license, or getting certified as a “water operator”)...this could act as an incentive to accomplish these things sooner. Based on applications and existing qualifications, the starting wage could be set accordingly.

Weston Youd: If an employer demonstrates an investment in an employee, that results in employees staying. He added that one of the biggest expenses businesses experience is turn-over in employees.

Erin Clawson: She feels that the City is in a good position to find a good employee that is looking for a “place to stay”, considering the job situation currently.

*(Sean Roylance: He wanted to know where the discussion was left and what the direction should be taken from that point.)* Council Member Clawson continued: By March 22, the Council needs to:

- Set a wage range the Council is comfortable with
- Come up with a job description (She would like everyone’s input on this; including from Mr. Stephens.)

She requested a copy of the job description that the Mayor and Corbett Stephens drafted; so it can be used as a basis for review for the Council.

*(Council Member Haskell commented that she thought the Council was still discussing whether to hire or not.)*

Council Member Clawson responded: if the Council is going to hire an additional employee, then those things need to be decided.

Weston Youd: Then there will be a position and a wage to either approve or reject on March 22.

Erin Clawson: She expressed her concern that if the City is not going to hire someone, then she does not see "going through the work"...since it is now her responsibility; she wanted this understood.

1:39:17

Sean Roylance: "My input on that is: we just got through going through this list of tasks and one of the things that the Mayor mentioned is that before we can really get to work on new ideas, there are just the basics that need to be taken care of." Due to the fact that there is a lot of work just to get the basics taken care of; he said he would like to hire someone to be able to get a point where the Council can move beyond the basic list.

Erin Clawson: She said she was in agreement with Council Member Roylance. She asked if the Council was ready to move forward.

Julie Haskell: She understood that the discussion was tabled until March 22.

Erin Clawson: The topic was to be on every agenda for continued consideration and the decision was to be made by March 22.

Weston Youd: "That is what I understood" (referring to Council Member Clawson's comment).

City Recorder: She was directed (after the Closed Session ended and the Regular Session re-convened) to place the topic on the agenda for the next three Council Meetings.

Erin Clawson: The date was set to avoid the issue becoming an on-going topic for the next year.

Weston Youd: He also understood that the topic was to be an agenda item on each agenda until March 22.

Julie Haskell: She wanted to know why it is so hard to get projects done; "we've got two employees and that's what we've always had...doing these projects".

Erin Clawson: She recalled that for a period of time the City had Corbett Stephens, Kent Haskell and Wayne Frandsen.

Julie Haskell: "But, Corbett didn't do much in Public Works." She reiterated that she could not understand why things are not getting done.

Erin Clawson: "I think there's just too much." The list of projects is even incomplete; there is more. She recalled Mr. Stephens doing quite a bit with Public Works even before she was elected.

*(Council Member Haskell added that he acted as a "back-up"; and the City has back-up snowplow drivers.)*

Council Member Clawson went back to the point of making a decision by March 22.

Julie Haskell: She expressed concern when Mayor Lutes stated that he and Corbett Stephens had been trying to hire someone for over a year. She said the Mayor also stated that Mr. Stephens had someone in mind to hire.

*(The City Recorder stated that those discussions were around last summer and that a certain name came up of an individual that is not even available.)*

Erin Clawson: The Council has had discussions about this and had even approved using SOS Temp Services to assist in the meantime. Mr. Frandsen is due to retire *(Council Member Haskell reminded her that it is nearly two years until his retirement.)* Council Member Clawson went on to say she felt it is in the best interest of the citizens in the City to "start looking at that person now".

1:43:50

Julie Haskell: She thought that the whole point of eliminating positions was to save money...she has heard this comment several times. "That is why we have so much money to spend on these projects; if we do that, how will we have money for these projects?"

Erin Clawson: "We are also creating money by saving in these different areas that Corbett has taken on and done." *(Council Member Haskell asked: "Such as what?")* Mr. Stephens was asked to address this question.

Corbett Stephens:

- Crack -fill was done "in-house" as opposed to contracting it out. (Saved about \$35,000 to \$40,000)
- Over \$25,000 saved on power in Water
- Curb & Gutter: Rather than contracting it out; as much of the labor was done in-house.

*(Council Member Haskell commented that the City has always done things in-house; she feels that Mr. Stephens is not saving any more than anyone else has.)*

- Jetting sewer lines & cleaning out the storm drain system has never been done in-house...

Erin Clawson: These are things the Council has voted to take on this year. Twin D has been hired in the past to do this work on sewer and storm drain.

Julie Haskell: This cannot be counted as a savings when the City had to purchase the equipment; which cost more than hiring Twin D.

Erin Clawson: Over time this will save the City money; that is why the Council voted in favor of the purchase.

Corbett Stephens: The cost of the equipment is the same as what has been budgeted in the past for Twin D to contract with the City (\$15,000 per year).

*(Council Member Haskell added that the City has not done the work; so there has just been the expense...no savings.)*

Erin Clawson: Still maintained that over time the City will save money. *(Council Member Haskell added: "If it gets done.")* Council Member Clawson continued: "That is why we voted for it."

1:45:49

She felt that the Council needed to decide that night (2-22-2011) if they were going to move forward or not; if not, there is no reason to continue the discussions. If the Council is going to move forward, then decisions must be made about the position, wage range and job description before the Meeting on March 22.

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*There was a question as to what action, if any, would be appropriate. The only formal action taken was to table and then to "un-table" discussion. Council Member Clawson added that the Council could continue discussions either in Open or Closed Sessions. But why continue if no one is to be hired?*

Sean Roylance: Council Member Roylance asked that he might just say, "I think we all understand and I think we all feel Julie's pain that what really is being said is, 'why are we going to hire someone if we had to fire Kent?'. The bottom line is what's done is done...either we did need somebody extra or we have taken on enough things...or perhaps a combination of both...where, in my opinion, we do need someone now. Because of that, I think we need to move forward with going ahead and putting out a job description and getting someone hired."

Erin Clawson: "I agree; and I don't think it's anything against Kent. I was not a part of that..."

Sean Roylance: With that said, he was not sure if a motion would be appropriate. He understood if Council Member Haskell does not want to move forward with hiring someone; but if the majority of the Council wants to, then he felt they should move forward and keep making progress.

Weston Youd: He also felt discussion should continue on to the next Meeting.

*The City Recorder asked for clarification as to what is continuing forward...discussion of what?*

Erin Clawson: She was suggesting: If the Council wants to hire someone, then she is asking each Member wishing to participate to look at the job description as presented and to decide on any changes (if any) they would like to make and be prepared for the next Council Meeting...either in Open or Closed Sessions...they can take action. She felt that the majority of the Council is agreeing that someone needs to be hired and to move forward from that point...she deferred to the Council to agree or disagree.

*Both Council Members Youd and Roylance agreed with Council Member Clawson.*

\*Council Member Clawson asked that the topic of Personnel (hiring a Public Works employee) be placed on the next City Council agenda; and that the Council Members come to the Meeting prepared with job descriptions, wage range and to create the position; as well as the possibility of moving to a Closed Session to discuss it all.

*(Council Members Youd and Roylance agreed.)* She also asked that Corbett Stephens come to the Meeting prepared as well.

Weston Youd: If Council Member Haskell does have strong objections, she should have the opportunity to bring in any added information as well.

*It was not felt any action needed to take place that night.*

1:51:39

CITY COUNCIL  
MINUTES

*A. City Council Meeting 2-8-2011:*

**WESTON YOUND MOVED, SECONDED BY ERIN CLAWSON, TO APPROVE THE CITY COUNCIL MINUTES OF 2-8-2011; AS PRESENTED**  
**VOTE: YES (4) NO (0) ABSENT (1) DERREK JOHNSON**

EXPENDITURES:

General: None

ADJOURNMENT

At 7:58 PM, the Mayor adjourned the Meeting.

\_\_\_\_\_  
City Recorder