

**West Point City
City Council
3200 West 300 North
January 6, 2012**

Present: Mayor Erik Craythorne, Roger Woodward, Andy Dawson, Gary Petersen, Kent Henderson, Jerry Chatterton, Gary Hill – City Manager, Kyle Laws, Assistant City Manager, Boyd Davis – Community Development Director, Paul Rochell – Public Works Director, Kelly Ross – Recreational Director, Misty Roger – City Recorder, Michelle Bailey – Community Development Secretary

Council Retreat

1. Welcome and Call to Order – Mayor Craythorne

Mayor Craythorne welcomed all the Councilmen and Staff.

2. Review of Policy Priorities & Quarterly Update – Mr. Gary Hill

Mr. Hill stated that he hopes to accomplish a few things today. This typically is a good opportunity to talk in depth about the larger projects and goals. He wants to ensure that Staff and City Council are on the same page. This is an opportunity to look at things from a long term perspective.

Policy Priorities - Staff would like to do this every two years after an election.
Budget & Audit – There were many changes this year, the biggest one was hiring Kyle Laws. He ran the audit process with Julie Gentry. A new auditor was selected this year, Ulrich & Associates. Mr. Laws stated that things went smoothly with the audit this year and Staff was very happy with the way it turned out. The new auditors were very good to work with and there were no problems. There were a couple of areas in the audit where they suggested that the City firm up, particularly with Accounts Payable and Accounts Receivable procedures. We are looking into those suggestions right now. Mr. Laws continued, saying, “It was nice that they gave us a little bit of flexibility in letting us do things the way we wanted and helping us feel reassured that it was okay to do it that way.” Councilman Chatterton asked what the comparison was as far as cost. Staff wasn’t sure exactly what the difference was, but it wasn’t an increase to hire this new firm.

Budget – Mr. Hill stated that they have started on the budget process. They are looking at needs but have not received department requests yet. This will be discussed later in the retreat. Mr. Hill stated that he would like to revisit the benchmarking process with the various departments beginning this next year.

Infrastructure – Mr. Boyd Davis stated that for a long time the city has had a Road Master Plan that shows future needs. They have done a year by year maintenance schedule. Mr. Hill asked Mr. Davis to put together a comprehensive maintenance

schedule of all of the existing roads. This was just completed. The schedule may need to be refined slightly, but Staff now has an idea of what they need to do each year and what those costs will be. They have it all scheduled out now so they can plan better in the budget for those needs. Councilman Chatterton asked what kind of a weight they put on traffic and traffic pattern on these roads. For instance, would there be a heavier weight placed on high-traffic roads since they will need more maintenance and upkeep on a more frequent basis. Mr. Davis said that was not included, but would be a good idea to include in the future. The first assessment was entirely based on existing conditions. Every road was evaluated. This is for maintenance of existing roads only. Councilman Dawson asked how it meshes when waterlines break. Mr. Davis responded that they would like to coordinate water replacement projects with road replacement projects. They plan to do that as much as possible. Mayor Craythorne asked if, after doing the study, they found that we are behind schedule or are doing alright. Mr. Davis stated that our roads are in fairly good shape. This gives a good opportunity to maintain the roads properly and do the maintenance program at the right time so they can extend the life of those projects. Mr. Hill said that he has seen a schedule that suggests that \$1 of maintenance done at the right time is worth \$7 when done too late. Some utility companies contact the city on a yearly basis to find out what their road projects will be for that year. They would like to do their repairs at the same time. Mr. Hill praised Mr. Davis and Brent Page for the job they did on the inspections done on the roads and the evaluations made. Internally, as he has prepared the Capitol Improvement Budget each year, they have wondered if they had enough Class C money to buy vehicles, replace sidewalks, add infrastructure, etc. They have not known the answer until now. The first thing he feels he would like to do with Class C money is maintain what they have as opposed to adding to it.

Future Needs Assessment – Mr. Hill stated that the intent of this is to make sure they are looking far enough in the future at the “bigger ticket” items that are competing for the same funds. Councilman Henderson asked when the city will be taking over the responsibility of 300 North. Mr. Hill said his understanding is that when Highway 193 is completed to 2000 West, we will take the stretch from the city boundary, which is 1500 West to 2000 West. The same thing will happen with Phase 2 if they extend Highway 193 from 2000 West down to the West Davis Corridor. It won't be until then that we would take that stretch of 300 North.

Code Enforcement – Mr. Davis stated that Staff is able to keep up with code enforcement needs right now. They aren't receiving many complaints. They aren't doing active code enforcement the way Mr. Bruce Dopp did when he was employed here. Mr. Dopp was out patrolling. Currently, we are only following up on complaints as they are received unless there is a health and safety issue. Staff plans to continue on in the manner unless directed otherwise. Staff is also looking into what other cities are doing as far as issuing tickets. This has been discussed numerous times in City Council meetings trying to decide if we should get to the point where we issue fines and tickets that our own City Code Enforcement officer can issue. This will be discussed more in the future.

Economic Development – Mr. Hill stated that there isn't a lot to report on this besides the 7-Eleven that is underway. Mr. Hill feels that once Highway 193 is completed we

will see more commercial development on 2000 West. There are tools that need to be put in place. He would like to put in an RDA at some point once we have people seriously looking at developing the property, specifically, the property that Gary Wright owns, as well as the farm property to the west. There haven't been many proactive steps taken in the last year outside of the zoning and planning. The small commercial building standards were completed. We now need to address large commercial building standards. Councilman Chatterton asked if Staff has seen any indications that 7-Eleven has been a catalyst for economic development. Mr. Hill responded that mostly he has just had conversations with Gary Wright regarding his property. Other than that, there hasn't been any interest shown yet.

Code Update – Mr. Davis stated that the Zoning Code has been on their minds. There is nothing new being added to it, they would just like to reorganize it to make it easier to read.

General Plan Update – The General Plan is basically on hold until the decision is made on the West Davis Corridor. The next goal for the General Plan is to look at the west side of the city. They are still looking at the zipper process with Syracuse and Clearfield. There will be an announcement in the next newsletter regarding a public meeting for the joint planning process. This plan is basically for the three cities to have a common vision of what is going to happen on all of the property surrounding the Highway 193 Corridor. It is mostly the church farm property. They have removed some properties from the plan. Councilman Petersen asked about the tax increment dollars that were discussed awhile ago. This would have a huge impact on the city and the fire district. If you open up that big industrial park, and then you don't get any tax dollars for it, but yet you have to provide police, fire protection and public works, it could really be a drain on the city. We need to be cautious about that. Mr. Davis brought up a potential project on the Syracuse side of that property by a group called Ninegrat. They are proposing a big industrial project out there. They are a big national firm. Mayor Craythorne added that there is a big multi-family component of that there too. They are east of 2000 West. It is the property north of Syracuse High School. Mr. Hill said they are hoping to get some recommendations from the consultants regarding how to mesh the three city's uses and then some design standards so that it all looks similar or compatible.

Recycling – This will be discussed later in the day.

Firearms – Mr. Laws said there will be a few revisions that will need to be made to the ordinance. This will be discussed later in the year. They will address specifically training dogs and allowing slug ammunition for depredation use. Mayor Craythorne said the ordinance says you can discharge shotguns during a normal season of a particular hunt. That didn't take into consideration if people wanted to take their dogs out and train them to gun fire or plant birds or use pigeons. Another thing they found out is that some landowners that have property west of 5000 West, have been issued tags by the DWR to take the deer off of their property. It specifically says on those tags that it is for slug-use only.

Recycling – Mr. Laws said that green waste recycling is at approximately 54%. That may decline because January is the first month residents are allowed to cancel their service. Councilman Petersen asked if there is a deterrent for the residents to discourage them from stopping and starting services throughout the year. Mr. Hill said that the requirement to keep the cans for six months was the deterrent. It was determined that Staff would monitor the situation to determine if other regulations need to be put into place. Mr. Rochell said there were approximately 400 second black cans replaced by the green waste cans. There are approximately 1,500 green waste participants. It has turned out to be a very successful undertaking. There is some on-going education that will need to take place.

Recreation Programs – Mr. Kelly Ross said they have decided to do a background check on all head coaches starting with the baseball season. This will be required of all coaches regardless of if they have coached for West Point City previously. It is an expensive process even if they just do the head coaches. Councilman Chatterton asked how Mr. Ross sees this working with other cities that come in to participate in our program. Mr. Ross responded that many cities require some type of testing be done before the coaches are allowed to coach in the city. All coaches that have teams participating in our city rec. programs will be required to have a background check. They have been very successful in cutting costs without losing the quality of the programs.

Child Safety – Mr. Ross stated that he is very concerned with the safety and welfare of the players and coaches. He has drafted a policy that he would like to have adopted so there are guidelines of appropriateness in place for the coaches and the recreation staff to follow. Mr. Hill said they will be proposing a policy that would apply to all city employees and would apply to all city functions. Councilman Dawson commented that he feels this policy will be helpful in two ways. First, it will help the parents feel more comfortable allowing their children to participate in our recreation programs. Second, if there are people that have inclinations to this, this policy will make them aware that we are taking safety precautions for our children.

There has been a state-wide Code that has come out regarding head injuries. This states that if there is any suspicion of a concussion, the child must be taken out of the game and not allowed to play again until he/she has been checked by medical personnel and has a doctor's signature stating the child is ok to play. There are guidelines for the parents to follow before the child is allowed to play again. Mr. Ross said they have not issued these yet but he would like the Council to review them and give him any input they may have. A State law has been passed regarding this policy and each city is required to have this policy in place. It must be given to each participant and they must sign the policy and return it to the city. If a coach or staff member suspects a concussion, the child must be pulled from the game and they may not play again unless they have a signed note from their doctor saying they are cleared to play. This policy has been reviewed by the City Attorney. Council agreed to the policy. Mr. Ross will begin handing out the policy immediately.

(The remainder of these items were discussed after Mr. Jeffries' presentation but added here in the minutes for continuity purposes.)

Community Celebrations & Events – Things went very well last year. Roger & Cindy Woodward along with Jolene Kap did a great job of planning the event. Jolene is planning to meet with the committee to get started on the celebration this year. The committee will have recommendations at that time regarding any changes that may need to be discussed. They don't anticipate many changes.

Parks, Trails & Open Spaces – Mr. Rochell explained what improvements still need to be completed at East Park. They still need to install the power and are in the process of doing that. There are bleachers and dugout benches that have been put in. That field is one of the best fields in the city parks right now. Councilman Dawson mentioned previous discussions regarding purchasing an access for an entrance into the park. Mr. Hill said that has been discussed internally. They would like to possibly have an entrance to the park so the neighborhood to the east could walk into the park rather than drive around to the north or the west sides. This has not been discussed with the land owners yet. Councilman Petersen asked about property that the City owns that would allow for an access into the park off from 300 North. Mayor Craythorne responded that there is property that they own and the City has a shed on that property currently. Mr. Rochell said there is about 10 feet on the side of the shed that would allow for a walk-in access.

Councilman Chatterton asked for an update on the plans for an additional restroom at the East Park. Mr. Rochell said that has been put on hold due to the funding of that restroom. That is a \$120,000 facility to build. They need the power at the park before the restroom is constructed. Councilman Chatterton also asked about a restroom at the Loy Blake Park. Mr. Hill responded that they will talk about that during the Future Needs discussion later in the retreat.

Open & Responsive Government – Mr. Hill said that he is working on updating the Personnel Policies and Procedures manual with Laura Gammon. They are in the draft phase now. They will be bringing portions to them for approval as they go along.

As far as Property Tax information, they are still looking at rates. If the valuation happens to go up this year, Staff will discuss with the Council maintaining the property tax rate which would otherwise go down, which would require Truth in Taxation. This was discussed two years ago, but they haven't had any increase in valuation in two years so it wasn't necessary.

Regional Cooperation, Coordination & Involvement by Council & Staff – Mr. Hill stated that the legislative session is about to start. They will bring items back to discuss as necessary.

Active Emergency Preparedness – Mr. Rochell stated that CERT Training will be held in the spring, hopefully April – June. Sign-ups will begin in February. The Fire District will help do the training again.

Mr. Rochell stated that he has been working with Mr. Hill a lot on the Emergency Management Basic Plan. They have changed the direction they were taking it. They have scaled it down and customized it to fit West Point City. They will be putting all of the NIMS requirements in that. They plan to organize with ecclesiastical leaders and utilize their emergency plans as well.

3. SR 193 Update & Residential Impact Discussion – Mr. Randy Jeffries, UDOT

Mayor Craythorne prefaced the presentation by Mr. Jeffries by saying that the city would like to know what the impacts will be with the plan the way it is currently as well as with changes that are being proposed by Syracuse City. Mr. Hill stated that they all know how important Highway 193 is and the great benefits that it will provide to the community. There will be impacts to our residents depending on where the intersections line up. We want to understand what the impacts are and what the lesser impacts are that they can choose.

West Davis Corridor Update: Mr. Jeffries stated that they have a significant update in Syracuse with alignments. That doesn't necessarily impact West Point City directly but it does have a significant impact because they have different alternatives to consider. This update will be shared on January 18, with the farmers and the public. This process was started in January 2010 with an open house to figure out what the problems are and learn about the area. Then they went into their purpose and need which is regional mobility. Then in August 2010 they started brainstorming ideas. They had 46 alternatives. There were two open houses held. They received a lot of feedback and recommendations. They spent most of 2011 making changes based on comments from residents, farmers, agencies and from cities. They have now moved into the impact analysis phase. They are taking the two alternatives that they have and studying them in great detail so they can make an informed decision. In late summer of 2012, they will put all of that information in the draft DIS and then they will hold public hearings after that. They will then take the comments from those public hearings and by May 2013 they will have a final DIS and a final recommendation. In August 2013, they will have a final decision. Mr. Jeffries displayed some maps and discussion followed regarding the different alternatives. They discussed wetlands, residential areas, farmlands and intersections. Both options have advantages and disadvantages. Option A has advantages such as fewer impacts to homes and wetland areas along the bluff. Disadvantages of Option A are that it is very far west and it is close to the entrance of the causeway so it won't be able to function as efficiently as Option B. That is important to Federal Highways, cities and UDOT. Mr. Jeffries discussed the routes of each option. Option B has two routes, one that goes out to the west and follows where Option A went and the other comes back on the Bluff. This route has much more wetlands impact, but it has far fewer farmland impacts. They are studying about farmlands, Ag protection areas, crop productions, as well as learning more information about water sources for the wetlands etc, will help them make a determination as far as which option would be best. Option B doesn't go as far north as Option A, which saves quite a few home impacts and costs. Option A is about \$40 million more than Option B, due to length and additional impacts to homes.

But Option B has more wetland impacts. Councilman Chatterton asked why Option A goes farther north. Mr. Jeffries said it all comes down to the location in Syracuse. When you have an interchange this far west, as shown with Option A, it doesn't efficiently draw the traffic from both sides. So to get the regional benefit, Option A has to go farther north to achieve the same benefit that Option B does. Option B is more efficient per mile, so Option A has to go farther to get that same benefit. Brief discussion on Ag Protection areas took place. Mr. Jeffries said that an Ag Protection area does not protect the land owner from eminent domain, but it is a factor in the decision. Mr. Jeffries explained the three impact levels: Ag Protection Areas, Century Farms, and Prime & Unique Integrated Soil. He stated that Option B has 100-120 acres of wetlands that would be impacted. Option A has 76-80 acres that would be impacted.

UDOT has been working with the farmers and the City of Syracuse. The farmers have presented interchange ideas and concepts to UDOT. They looked at a variety of routes to get farther east because the two routes both impact a lot of farmland in Syracuse. After going over many suggestions, they found an interchange that would fit and they are very excited about it. As they looked at the home impacts of the current alignment, with one alternative they had 12 homes that were impacted and 40 acres of prime farm land, that prime and unique soil. The other alternative has only two more homes impacted, but it saves the 40 acres of the prime and unique soil. The trade off there is two homes versus the 40 acres of prime soil and the Ag Protection Area. They felt that was appropriate. The wetlands are exactly the same with both alternatives. A short discussion took place regarding the phases of the road and the funding of the road.

S.R. 193 Update: Mr. Jeffries stated that they are moving forward with this project. It is three miles, five-lane highway, with a bridge over the railroad; \$70 million dollars has been funded. They have already taken down the homes on 700 South. There are still a couple more that need to be taken down before they begin the project. Clearfield City has already moved forward with one contract for utility work boring under the railroad. They've got another awarded already for the north side utilities and they are advertising another for the south side utilities. This project, particularly in the 700 South area where they are building up and over the railroad and have 30 feet of fill, they had to get all of the utilities out from underneath that. This is a utility project before it's a roadway project. Syracuse City is also doing some advanced waterline work and irrigation work between 1000 West and 2000 West. The major construction will be later this spring and extend through the summer. Ideally, over the winter the dirt will settle at the overpass over the railroad and then next year they will finish that. The completion is Fall 2013. They are still clearing property for the project. There are two major land owners, Freeport Center and Utility Trailer, that are working out some access agreements and easements between them. This needs to be worked out before either can close the deal with UDOT. He feels they are within weeks of having that closed and then they can advertise the project.

Mr. Jeffries explained the plans for where the road will go and the intersections they will construct. S.R. 193 is for moving traffic; it is a high speed road. This will be the best east west facility in Davis County for moving traffic. There is a half-mile spacing

required between traffic signals. He discussed some issues they are facing with an interchange at 1550 West. There is a potential development in Syracuse. UDOT supports this development, but they must make sure they're goals are met as far as the intent of this highway. The new developer would like to place the intersection at 1660 West. UDOT is concerned about that because that would be 1/3 of a mile from 2000 West. That doesn't fit the required spacing for traffic lights. On a brand new facility, UDOT feels that that wouldn't be a desirable compromise. It decreases capacity by 16% through that section. From a mobility standpoint, it would be better to place the intersection at 1550 West. Having an intersection at 1660 West also causes more traffic on 1660 West because that is a straight shot road to 300 North. That would significantly impact that neighborhood due to cut-through traffic. They wouldn't have that same problem by putting the intersection at 1550 West. Studies have shown that the closer the traffic signals are, the higher the risk for traffic accidents. There are national guidelines that state that spacing traffic lights a minimum of half a mile apart is optimum. Mr. Jeffries stated that "On 1660 West, the way that the design is right now, during peak hour, you would have about 21 vehicles. That is if the intersection is located at 1550 West. That is with this new development. With the new development and the intersection at 1660 West, that increases to 111 vehicles in peak hour on 1660 West. You would see an increase in 90 vehicles. That new development is going to produce 550 new trips and they are all going to come to that 1660 West or 1550 West intersection. Most of them will go East or West. They will get on S.R. 193 and disperse, but our model shows that 90 of them will go north." This would be cut-through traffic on 1660 West not destination traffic. UDOT feels that it is a good option for the developer and will not be a fatal flaw to their development to have the intersection at 1550 West.

Councilman Petersen stated that he feels it's important that while the whole council is there, they should tell him that West Point City is concerned about those traffic issues as well and they fully support having the intersection at 1550 West.

4. Council Business – Mayor Craythorne

Mayor Craythorne wanted to discuss liaison appointments and city representation. Mayor Craythorne stated that with all of the liaison appointments to different boards that the Council serves on, and since the same councilmen have been serving so long, they will probably need to redo those assignments to give people chances to serve on different boards or committees. He asked for discussion on the matter. Councilman Chatterton mentioned that he wouldn't mind a change in his assignment. He has been serving on the Mosquito Abatement Board for 12 years. Councilman Dawson said he agreed with Mr. Chatterton because his first appointment was to be the liaison to the Planning Commission. He did that for three years. Then he was assigned to serve on the Sewer District. He recognizes the benefit of having a change. Mayor Craythorne doesn't expect to make changes soon, but as their terms come up, he will look at making some changes to give them a chance to learn new things. Mayor Craythorne serves on the Wasatch Integrated Board, Mr. Davis serves on the Davis Weber Canal Board, Councilman Chatterton serves on the Mosquito Abatement Board, Councilman Henderson is the Council liaison to the Planning Commission, Councilman Dawson is on the Sewer

District Board, Councilman Petersen is on the Fire District Board, and Councilman Woodward is over the Emergency Preparedness Program and City Celebrations.

Mayor Craythorne asked the Council to take notes regarding significant items discussed at their Board meetings so they remember to inform the Council when giving their updates during City Council meetings. He also reminded the Council that they are on the Boards representing the City Council, as well as West Point City, not themselves individually. Discussion took place regarding representation and communication between the Council and the special service district boards that they serve on.

Mayor Craythorne stated that for the coming year, Mr. Hill suggested that they have a Mayor Pro Tem and an alternate. If ever the Mayor is not present and the Mayor Pro Tem is also absent, there will be someone else that can take charge. Also, in case of emergency management there would be another person to help shoulder the responsibility in case the Mayor or Mayor Pro Tem are not available.

5. Future Needs Discussion – Mr. Gary Hill

Gary Hill stated that the city was in a very different place six to eight years ago. We were high growth and there was an expansion of population, services and facilities. Then about three years ago, the economy took a down turn. The major focus shifted to maintaining a reasonable level of service despite a downturn in revenue. There has been discussion of prioritization of services. It appears to be a transition period at this time and it seems that the economy is coming back. He feels that we will see a period of slow growth, particularly with the transportation corridors that are coming to town. We may need to catch up on some of the services that have been minimized or cut.

Mr. Hill has narrowed the focus to items that are primarily funded with General Fund resources, general property tax and sales tax. This will not include things like water infrastructure that has its dedicated funding source or even new roads or utilities that will be paid for by impact fees or through developer contributions. This list is just things that will compete for the General Fund surplus. Some of these are mandatory, like police services, for example, versus a non-mandatory thing which might be an expansion of a park. Mr. Hill feels that these items will need to be addressed within the next few years.

City Hall Repairs & Maintenance – building security issues, re-key the locks, paint, carpet, blinds, furniture & fixtures. None of these items need to be done immediately, but some of these items need to be addressed in the very near future. Councilman Chatterton asked about the building security system. Mr. Hill said that is something they will be implementing soon because it will not cost anything to begin using that again.

City Cemetery – Mr. Hill stated that at the current rate at which people are purchasing plots, the cemetery will not have any available plots left in nine years. There are limited options to remedy this problem. The General Plan shows that where the Public Works facility is was intended to be an expansion site for the cemetery. That would require the City to buy land somewhere else and build a new Public Works facility. Mr. Hill feels

that they have a few options. They could purchase land elsewhere for a new cemetery location; they could do nothing and let the plots sell out; or, they could limit access by raising fees to delay build out.

Road Maintenance – Mr. Hill has asked Mr. Davis to do a schedule for each of the next three years and then to do them by five year increments as part of his preliminary analysis. In 2025, we would need to redo some of the roads that are being done now. It doesn't take into account new roads that would be added to the system. Also, that cost doesn't include any of the parking lots, trails or sidewalks. The list is actually more expansive than is shown. Right now, we receive about \$260,000 per year in Class C money. The schedule roughly works out to be \$150,000 - \$160,000 per year. We also use Class C money to pay for our salt, sidewalk repairs, street vehicle repairs, etc. We are in good shape with our roads. Once some of these other things are added in, it's evident we will need to find a different funding source. It's the same funding source that we will want to use to buy a cemetery and fix City Hall and other things. This doesn't take into account grants that the City might receive. Most grants would be for expansion.

Existing Park Maintenance & Improvements – Mr. Hill stated that we have a number of needs in our existing parks.

Loy Blake Park – We have parking needs, not only refurbishment of our existing parking lots, but the west side area that tends to be used as overflow parking. They have discussed improvements there; making that so there is less dust, or expanding parking. There is a need for a new set of bathrooms. The playground equipment is getting older. The tennis courts need repairs. Eventually we will need to replace boweries, tables etc.

East Park – We need to add power to the boweries, additional storage, and possibly a water park or pad, as discussed previously.

Blair Dahl Park – We will pay the debt service off in three years. That is \$135,000 that will become available. The improvements to be done there will dictate the cost of that facility. There will be utility agreements, parking and roads, and then the list of what we want the park to be. We could have sports fields, trails, playgrounds, boweries, camping areas. Also, with a park that size we would need more staff. We estimate a need for about two additional full-time employees if we add that much green space.

Nature Park – Councilman Woodward asked what is currently going on with the nature park. Mr. Hill responded he was thinking that if we were in the position where we were going to enter into an inter-local agreement about the junior high that would have been a good time to re-address the nature park. He would like to see that agreement that would be forever changed to have an end date. Currently, they get it forever. It is essentially useless to the City. The School District does have the liability and maintenance, but they are solving that problem by just fencing it off and not allowing anyone to use it.

Police Contract – Mr. Hill stated that our contract with Davis County expires in three years. Currently, we are paying approximately \$75,000 a year contractually, for 3.09 hours per day. Clearly, we are receiving a lot more hours than that and they are not charging us for the additional time. Also, with that fee, we get any lab, investigative, detective services etc. We are getting an incredible deal. If they wanted to, they could easily double their fee and it would still be an incredible deal to the City. There is potential of seeing police costs increase when the contract is up. We participate in the County Narcotics Task Force for approximately \$4,500. Mayor Craythorne said this has been an item of discussion in his COG meetings. There is a possibility of cost redistribution which would make our costs for this service rise.

City Recreation – Mr. Ross asked the Council to read the Child Protection Policy he distributed. He asked for input on anything else they felt should be included. Mr. Ross said he feels that they can make the recreation programs work with the facilities they currently have without having to spend a lot of money within the next three to five years. They are using West Point Junior High at almost capacity right now. He continued saying that if they reach capacity and are not able to get the new junior high, no one is using Syracuse Junior High right now, so that would be an option for us to use. In the future, it would be good to tie Syracuse Junior High up so that no other city does.

The most urgent need by 2013 is for another football field. In the future, Mr. Ross said he feels that we need to construct a little league baseball complex which would fit in nicely at the Blair Dahl Park.

Vehicles & Equipment – Mr. Hill said Staff made a commitment last year to start replacing some of the City vehicles. They are finding that they don't have enough Class C money for vehicle replacement. They need that money for the roads. Councilman Chatterton asked about exploring the idea of charging a park fee on the utility bill like some of our neighboring cities do. Mr. Hill said personally he feels that every time a city adds a fee for something that the Legislature believes property tax should be spent on, they threaten to take away a city's fee ability.

Code Enforcement – Code Enforcement was scaled back a few years ago, but Staff realizes that will have to come back at some point.

Cost of Services – There has been a natural increase in cost of services, materials, supplies, maintaining market pay for employees, retirement increases, and other capitol items. Brief discussion took place regarding retirement funds.

6. Recreation Center Update – Mr. Boyd Davis

Mr. Davis reminded the Council that last year when this was discussed, the School District was planning on doing their bonds in 2015. They have now put that on hold. Because of the numbers they are seeing now, they probably won't do that until 2017, maybe even as late as 2019. If they build the junior high discussed, it won't be done as

soon as anticipated. This gives the City time to do some planning & discuss funding options. Staff would like to get a feel for how the Council feels about building a Rec Center. Mr. Ross explained the agreement that the City has with the School District regarding use of their facilities for recreation purposes. Currently, the city is not charged for the use of the gym. In exchange for that, they are responsible to clean all of the space that is used. They clean the bathrooms, vacuum the foyers, etc. It takes about half an hour after the games are over to clean up. The recreation staff strives to leave the facility better than it was when they got there. Mr. Ross said that he has been checking into starting a fall volleyball league to offer another sport for the young ladies. Mayor Craythorne asked if the Council supports putting aside the idea of contributing to building a City Rec Center. They agreed to do that. Using the school under this new agreement saves the city approximately \$10,000 - \$15,000 per year. We had to put some of this savings into paying Staff members to monitor the halls and to clean afterwards. This is a huge savings for the City.

7. City Finance Update & Budget Preview – Mr. Kyle Laws

Mr. Laws reviewed the General Fund revenues & expenditures and showed the comparison of where the City is this year compared to where they were the past two years. The numbers shown were up-to-date as of November 30, 2011. Mr. Laws displayed a spreadsheet with comparisons. Discussion took place regarding these numbers.

Mr. Laws reviewed the Enterprise Fund discussing waste, water, storm water, etc.

Mr. Laws reviewed Budget issues.

Recreation: As discussed earlier, they will implement the background checks which will cost \$10 per person. There is a possible need to overrun the football and soccer budgets due to increase in participation, although, the revenue has increased. Mr. Ross commented that with the new law regarding concussions, cities are not allowed to use football helmets that are older than 10 years old. The city had to purchase a lot of new helmets this year to replace the oldest helmets being used.

Operating: We don't know what the increase will be on health insurance, but Staff is budgeting for a 12% increase. State retirement will be a 2 – 3% increase. Worker's compensation is about 11% increase. Cost of living adjustment is 2%. Mr. Hill reminded the Council that a few line items had been deleted a couple of years ago, and he would like to begin implementing them again where possible.

Capital: City Hall maintenance and repairs would include a new IT server, roads and sidewalks, and a vehicle replacement schedule.

Mr. Laws stated that we have officially outsourced our utility bills as of January 2012. There have been a few changes made to the statement layout. There will be a usage

comparison which will show the gallons per thousand used each month for the past 13 months so you can see the same month a year ago as well as throughout the year. Also, on any statement that shows that the water meter has turned for 24 consecutive hours, it will show up on their statement as a possible water leak. Before we started outsourcing our utility bills, we were paying approximately \$.41 in postage per statement. By doing it as a group through the data center, that cost has gone down to \$.34 per statement. There will be a significant savings in postage alone. The analysis that was done shows that it could potentially save us up to \$5,000 per year. We will still print the newsletter and then have them sent out with the bills.

8. General Recycling Program – Mr. Kyle Laws

Mr. Laws stated that we are six months into the green waste recycling program. Last fall, the Council discussed the recycling program. Staff was asked to follow up on a few different items. Particularly, the Council wanted to continue with the opt-out approach like they did with the green waste program, rather than make it mandatory or an opt-in program. They were to look at recovering City costs, as well as obtaining a service term with the hauler that would coincide with the current contract with Econowaste. Mr. Laws distributed a list of items that could be recycled.

Collections would be every two weeks on the same day as regular trash pickup. Residents will be able to choose not to participate. The plan is to begin this program in April. The hauler said if we have less than 30% participation, it isn't worth doing the program. If we have 30% - 50% participation it will cost us \$3.85 per can per month. If we have more that 60% participation, it will be \$3.65 per can. The hauler will deliver and maintain the cans.

Econowaste has asked that we renew a five year contract, which would cause us to add another year to the existing contract since that was just renewed with green waste. The reason for that is the cost recovery for the cans. They will give an opt-out period. After that time has passed, residents are committed. Also, new residents are automatically committed to doing it. The costs that need to be recovered would be the hauler fee and any staff/administration costs. Discussion took place regarding cost analysis and comparisons. Mr. Hill suggested that Mr. Laws contact the hauler to see if they would give rate cuts at 30/50/70% participation. Second, would be to sharpen their pencils and see how comfortable they would be going down and maintaining somewhat of a surplus. They could implement a rate, see how it goes, and then change the rate if necessary. Staff prefers not to do that. Staff is being cautious with charging \$5.50 per can but they could try to cut the cost. They are merely trying to cover the hauler fee and trying not to lose money from the fund. Mayor Craythorne asked if the Council would like to implement a stricter, mandatory program, or would they rather remain flexible in letting people opt in and out. They discussed a grace period and implementing a hardship exit. Mr. Hill stated that Staff would talk to the hauler about a 70% participation rate cut, and make it mandatory to participate after the 30-day grace period if they didn't opt out.

9. Other

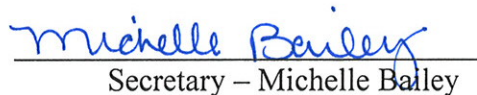
Councilman Chatterton stated that he has been in contact with Stan Hall, who is a son-in-law to Stan Wise regarding the property where the old cannery is located. Councilman Chatterton is wondering if the Council is interested in continuing those discussions to see if they would like to sell or donate the property to use as a museum or as a Senior Citizen Center. Councilman Petersen said he thinks it is a great idea, but acknowledged that no one knows much about the building. He suggested that they have a building engineer or inspector look at the building to see what would need to be done to restore it and if it is even feasible to consider doing that. Mayor Craythorne stated that the building is completely rundown. It would have to be a full restoration. Mr. Hill said that if the Council is interested in pursuing this, then let Staff get in touch with someone who could give them a cost estimate at restoring the building. Mr. Hall said it would be four to five years before they would be interested in selling the property.

10. Adjourn

Councilman Chatterton made a motion to adjourn at 4:15 pm. Mayor Craythorne seconded the motion. All voted aye.



Mayor – Erik Craythorne



Secretary – Michelle Bailey