

**Perry City Council Retreat
Promontory Charter School
1051 West 2700 South
6:00PM**

Members Present: Mayor Jerry Nelson; Council Member Karen Cronin; Council Member Peter Gerlach; Council Member Todd Christensen; Council Member Jana Nelson; Council Member Marci Satterthwaite (arrived at approx. 6:45PM)

Others Present: Duncan Murray, City Administrator/City Attorney; Susan K Obray, City Recorder; Paul Nelson, Maintenance Supervisor; Chief Dale Weese; James Mackley; Stuart Grover

1. Approx. 6:00PM - Call to Order and Dinner

A. Welcome – Mayor Jerry Nelson

Mayor Nelson welcomed the Council & Staff to the Council Retreat.

B. Dinner

Dinner was served.

2. Approx. 6:30 PM Executive Sessions (Regarding Fitness or Character of a Person(s) and Possible Litigation)

MOTION: Council Member Cronin moved to close the regular meeting and go into an executive session. Council Member Nelson seconded the motion. Roll Call Vote.

Council Member Gerlach yes

Council Member Christensen yes

Council Member Cronin yes

Council Member Nelson yes

At 6:38 PM the Mayor, Council Members, Duncan Murray, and Susan K Obray went into a closed session to discuss Fitness or Character of a Person(s) and Possible Litigation.

MOTION: Council Member Christensen moved to close the executive session and open the regular meeting. Council Member Gerlach seconded the motion. Roll Call Vote.

Council Member Gerlach yes

Council Member Christensen yes

Council Member Cronin yes

Council Member Nelson yes

Council Member Satterthwaite yes

At 7:32 PM the Mayor, Council Members, Duncan Murray and Susan K. Obray returned to the regular meeting.

Stuart Grover addressed the Mayor and Council and told them he is the President of the running club at ATK. He stated they have runners in four different campuses in Utah: Logan, Clearfield, Salt Lake City, and Promontory. He said ATK cut funding on the various clubs they have and a year ago they had a change of heart and now sponsor different events. He said as President of the club he came up with a business plan to encourage membership. He said one of the things is to hold their own annual event which is the 5K run. He stated what they are proposing is a collaboration of the running club and hopefully Perry City. He said they want to use the funds from the event to help offset the medical bills of the boys that were burned in the fire incident back in November. He said it will be a combined 5 K run and a 1 mile walk. Council Member Christensen asked when the event would take place. Mr. Grover stated the proposed date is March 2nd. He said the run/walk will start and end at the Three Mile Creek Elementary School. Mr. Grover stated the club would anticipate collecting the money and then they would cut a check. Council Member Satterthwaite asked if they were open to donate to other charities. She said it has been brought to their attention that the boys medical bills

have been paid by various fundraisers. Council Member Satterthwaite suggested donating the money to the two schools in Perry: Three Mile Creek Elementary and Promontory Charter School. He said they are looking to help the community. Mayor stated the city can make it known and publicize, if there is a community event, He said if the cities name goes on it, we need to have a specific way that the money goes where it is supposed to go. The Mayor suggested calling up the burn center and donating the money in the name of the boys and then they can use it to help offset medical bills. The Mayor said that the donated money could go to the two schools and the burn unit. The Mayor stated that the city has tables, chairs and a sound system if they want to use it.

The Mayor asked if anyone had a concern in changing the order of the agenda: moving Item 4 to Item 3. There was no objection.

3. Approx. 7:15 PM Grants

Duncan Murray stated that they are working on 3 grants. He said the first one is the tourism grant he said we are going to do the 4th of July again this year, a small grant with the shooting range, and trails (1200 West on the boarder of Willard and Perry). He said the second set of grants is the Wasatch Front Regional Council grants; he said the paper work on this grant is already turned in and should know in the next three months if we got the grant. He stated our city engineers helped with this grant. He said the first WFRC grant is the south end connecting to Willard, but it is just the road surface instead of the trail, the curb and gutter and maybe sidewalk on the other side where we don't have the planned trail. He said that is a 7% match with 93% paid. He said with this grant you can apply every year. He said the other grant is the one where we are working with Brigham City on the intersection on 1100 South. He said this grant is also turned in. He said we should find out in the next 3 months if we get this grant. Mr. Murray stated the only thing about this grant is Perry City is not yet a member of the Wasatch Front Regional Council. Mr. Murray stated the last grant is the CDBG grant. He said that we hired an expert really inexpensively to do the mini survey for us and he did excellent work.. He said Perry City has never been able to qualify for a CDBG grant because 51% or more (majority) of the residents have to be at the 80% of median income level or lower. Mr. Murray stated that we only have 15%, so we don't qualify. He said we took a neighborhood where we thought it was one that could qualify by income levels of the residents that lived on the street. He said it happened to be the one of the few remaining streets in the city that really needed some major help with the street. He stated the one place we do qualify and the one place that needs the most help happened to be the same place. Duncan stated that how we would qualify is if out of the 42 sets of residents we could show (we surveyed 90%) that 51% or more were at 80% or lower median income. He said that when the survey came back it was 76% that qualified. He said that we are waiting for the cost estimates from the city engineer. He said this road project will be done in four phases. Mr. Murray stated if we do not get the grant this year, he expects we would get it in the next 5 years.

4. Approx. 7:35PM Department Head Reports

Mayor Nelson asked the Department Heads to attend the meeting and report to the council regarding their budget and the .

Chief Dale Weese: Chief Weese stated he loves his new truck. Chief Weese stated the police department is 50% through the year on the budget. He said things are going as he expected. He stated the police department has used 57% of their wages due to holiday overtime and part time help covering at the range.

Council Member Cronin asked if the Chief was working with Duncan in getting the Port of Entry annexed. He stated that he has been working on getting some revenue such as annexing the Port of Entry so that Perry City gets credit for the citations issued there. He said it is getting close. The Chief stated that he has been working with the Chief of Willard in merging with them and their Justice Court. The Chief went to Chief Thompson and proposed to them that all the monthly fees be paid up front for the Judge, Prosecutor and Records Clerk and they would have no way of losing money. He stated that we would pay them 10% of our net after the state takes their share. He said they like that formula. He stated that with the county they get 50% and Perry City gets 50%. He said with Willard it will be 70% Perry and 30% Willard. Council Member Christensen asked if the agreement has been drawn up between both cities. Chief Weese stated the agreement has been both Mayors and the next step is to talk to the Judicial Council. Council Member Christensen asked if there was any contract with the county. Mr. Murray stated that there is no written inter-local agreement between Perry and the County. Mr. Murray stated he has talked to the County Commission was fine with it and the Judge was fine because he

is also the Judge for Willard Justice Court. Mr. Murray stated it will become a new court, Willard-Perry Justice Court. The Chief stated it would be easier to go will Willard's Attorney, so that there would not be two attorneys. He said that Brandon Maynard is the Prosecutor; he is \$500.00 per month cheaper.

The Chief stated he has tracked one officer's citations for the last 30 days. He said this officer did not work 10 days during Christmas and brought in \$1,700 of Perry City's share after the state and county took their shares. Chief Weese stated that is an average amount for an officer. He said we are not supporting our city with traffic citations. He said there more serious citations that need to be addressed such as no insurance and by pass port of entry. He stated this does not hurt the general public of Perry. He said this officer did not stop anyone that was not going over 70 mph on 1100 south. The Mayor said we can make revenue if it is for safety purposes. Council Member Christensen asked if the Chief talked to Willard about port of entry pull over's in Perry City limits. The Chief stated he has not talked to them about this; he said there is no jurisdiction; he said legally he cannot tell them they cannot pull someone over in our city. He said citations are Willard's main revenue. The Mayor stated that he expects if a Willard officer pulls someone over in our city we should have the revenue and the same if a Perry officer pulls someone over in Willard. The Chief stated they should call Perry for them to handle it, but they are not. He stated Perry handles a lot of calls for Willard. The Chief stated that Willard city averages about \$120,000 a year in revenue from their Police Department. The Chief stated that Perry Police Department does the Traffic School and gets quit a few people from the Willard Justice Court.

The Chief presented a power point. He stated he is always trying to find ways to save money. He said he is not a fan of part-time officers. He said they are not stake-holders; they work somewhere else and work for Perry 6 hours a week. He said the only savings in having part time officers is they do not need to be paid as much in benefits. He said with 5 part-time officers an average at 45 hours a week is \$39,000 a year in the wages and \$450 for uniforms. He said they need Post training; whether they work 1 hour or 40 hours the department still has to provide 40 hours, a year in training. The Chief stated the Police policy requires that they have firearms training regardless if they have had it at another agency, which is another \$250 per officer. He gave an example of Officer Kinghorn who works for the State of Utah and his training is different than for Perry. The Chief stated Social Security and FICA is still paid on them at 6%, which is \$2,300. He said the spare vehicle wear and tear: 75 miles per shift x 4 per 7 days = 300 miles (15,600 miles year). He said the grand total is \$54,040 for part-time officers. He stated it is really hard to schedule part-time officers. He said it is hard to get them to come in on short notice and so a full time officer ends up covering the shift, which leads into overtime. The Chief stated that Officer Kinghorn has been with the department for 2 years and he would like to keep him at 1 shift per week. He said Kelly Zaugg teaches the Traffic School and is really good about coming out and covering a shift if someone is sick, and if we merge with Willard City Justice Court, he would be ideal as the bailiff. He stated he would like to keep about 15 hours for the part-time hours. Council Member Cronin asked how many part-time officers we have. The Chief stated that we have 6 part-time officers.

Chief Weese stated he has an officer in mind for full-time. He has made an offer, Juan Trujillo, he said Juan may be leaving in 6 months since he is number one on the list for Highway Patrol in Montana. The Chief stated that Juan is fluent in Spanish, is a drug recognition expert, and is an expert in K9. He stated that Juan's wife has full coverage on benefits and is willing to sign a waiver for no insurance. The Chief stated that by opting out of Insurance, it is a \$12,629.71 savings. He said Juan is willing to be a full-time temporary. The Chief stated he has already started this process 2 weeks ago with the Mayor's and Duncan approval. Council Member Christensen expressed concern that given past experience with a similar issue, he said what if Juan's wife gets fired and he comes back and wants insurance. Council Member Christensen asked Mr. Murray how iron clad is the waiver. Mr. Murray stated that we would probably have to make insurance available in such a situation. Juan's hours will be held at 32 hours a week which is still part-time, but with a lot more hours. The Chief said it is legal to opt out of insurance. He said if you have a life changing occurrence, then you can get insurance.

The Mayor stated the part-time officers are not consistent enough; they are either on vacation or working their other jobs. He said a lot of times the part-time officers don't have the experience in what he needs, such as burglaries, suicides, etc. He said in these incidents, he ends up calling out one of the full-time officers.

The Chief reported that the Gun Range has totaled \$1,000 per week from public use. The Chief stated that he attends gun matches that receive revenue in the amount of \$6,400 from an Annual 3 Day Match and \$450.00

from a Monthly Match. The Chief stated that the operating budget decreased \$16,000 (2012) even while providing 24 hr/7 day a week coverage. He stated the Bureau of Justice recommends 2.2 officers per 1,000 residents (Perry has 4,512 residents as per 2010 census); he stated currently we have 1 officer per 1,000 residents. He said that his goal is to replace the Lieutenant position that was lost. The Chief stated that the Lieutenants duties are shared by him and the Sergeant. The Chief stated that the Lieutenant does different things that a Sergeant can't do, such as grants.

Paul Nelson reported that in the last couple of weeks we have had residents with frozen pipes and meters. He said the freezes are from the main to the meter and there is very little that can be done during current weather conditions. He said most of them have been in cul-de-sacs. He said they have got water from the neighbors to help with getting water to them. Paul stated that the freezes have been mostly on the east side of Perry. Paul stated that we have had 4 major leaks in the last month.

He said his plan for streets is to do 900 West and this will take a portion of the money in the streets budget. He said they want to seal the streets they did last year, and widen the shoulders 4 or 5 feet on the north end of 1200 West, the road to Wal-Mart, so it appears to be wider. Paul stated after the winter is over there will be repairs that will have to be made. Council Member Christensen stated he gets asked by residents regarding the walkway on the east side of 1200 West. He said it has been approved by the Corp of Engineers but knew there was not enough money to complete it, and asked if a grant could be looked into for this. Paul stated that the storm drains at the bottom on 2000 South need to be updated. He said they would be working with UDOT to complete this project. He said the Flood Control is planning a project on Maddox Lane; most of the storm runoff goes down into that pasture behind the Lodge. Paul stated that the State is slowly moving north with their storm drain management program; he said that the city will have to have a Storm Drain Operator and will have to comply with the state laws regarding environmental protection.

Paul stated there are not any plans for the sewer. He said they have hired a company to clean and TV the sewer lines for the next 5 years. He said they are pleased with the work they have done. Paul stated that in 2016 the state has a sewer management plan that every community will have to comply with. He said that Perry City will have to comply by 2014, but is already doing these things, such as cleaning and TVing the lines, because our insurance company requires it.

Paul stated he wants to put a chlorinator in the east bench well, but the capital facilities plan does not have that in there so they can use impact fees. He said he has a bid for 25,000 to install a chlorinator and the equipment. Council Member Christensen asked how often the water is tested. Paul reported that he tests the 3 days a week. The Bear River Health Department comes once a month and tests at 5 different locations in town. Paul said this year we have had to sample for lead and copper. He said we have to go to 10 residents to give a sample of their water to check for lead and copper. He said that they also have tested for extra chlorine, nitrate, inorganic and metals, and pesticides. He said these samples are on 3, 6 and 9 sampling. Mr. Murray stated this is a consumer confidence report that has mailed to the residents.

He said they are starting the GIS work with Jones and Associates. Paul stated the following regarding the employees that work for the maintenance department. He said that Greg Braegger helps with public works in the winter and is also the Parks Superintendent; Ty Thompson worked part time for the sewer plant and is now full time with the maintenance department; Jared Quayle works 3-9 hr days a week at the sewer plant and 13 hours per week for Perry; Paul Nelson; John Oyler; and Zach Allen. Paul stated that Zach works 10 hours a week while he goes to school; when summer comes, he would like to work more hours. Paul said he was budgeted for 159 hours a week and right now he is using 137 ½ hours a week.

Paul reported that John works 34 hours a week and his status is part-time permanent, grandfathered with part-time benefits. The Mayor stated that part-time hours are 20 hours or less according to the ordinance. Paul said that he would like to continue to work John the 34 hours. Council Member Christensen asked what John's responsibilities were. Paul stated that he picks up dead animals up for the police; he takes care of the garbage cans (delivery and pick up broken cans); mechanic work; and cleanup work. Paul said he has a good understanding of the water meters including trouble shooting. The Mayor stated that the part-time individuals are listed as 1040 hours a year (20 hours a week). He said this needs to go to the council because once the 1040 part time hours is gone then John would have to be furloughed for the rest of the year. Council Member Cronin

asked if Codey's hours were part of the budget hours. Paul stated yes. Council Member Cronin stated when Codey left those hours should have been subtracted out. The Mayor stated the council needs to make a decision on the hours. Paul suggested that the council keep the hours the same for John. The Mayor stated that we don't budget by hours we budget according to people. The Mayor told Paul that if he wants John to keep the same hours he needs to present what John's duties are going to be to the council at a regular city council meeting.

Susan Obray reported that the city office is working on getting a Caselle (financial software) upgrade called Clarity. This will be at no cost. Council Member Christensen asked if it is just a module or will it be the whole system. Susan stated that it will be the whole system. She said that the city office will have to go to American Fork for the training, but it would be two at a time.

She stated the regular city audit is finished and went well. She said that she is now working on the audit with BCI for the police. She said that it is done in 3 phases, so it is not so overwhelming. She said that BCI audits the police departments every 3 years. Council Member Christensen asked if they send a follow-up. Susan stated that they send a report on things that need to be improved on and things that the department has done well on. She said that when she completed the audit and the report comes back she will report in City Council.

She reported that 70% of the business licenses are renewed. Susan stated that they had a dog clinic the second Saturday in January; it did not go as well as expected because of the weather.

She stated that the training is going well and Shanna has set up some monthly training for the City Office and the Maintenance (Public Works) Department. Susan stated that some of the training topics are Time Management, Election Etiquette, Emergency Response, and other trainings from the Trust and Bill Morris. The Mayor stated to make sure the training is related to their jobs so when they come back from training they can report at a department meeting. She said the budget worksheets are being done by the Department Heads. Susan stated Robin has been cross trained on fingerprinting and the Eagle Web which is the Box Elder County website to look up property descriptions and documents.

The W2's and 1099's will be complete next week. The Records room is cleaned up and the records that needed to be destroyed were taken to the burn plant. She said that the first election notice will be posted on January 23rd in the Box Elder News Journal and is posted on the State Website. She reported that the Mayor and two council seats are up for re-election. The Mayor stated that the Department Heads need to be the ones that put their budgets together. The Mayor stated that the front city office is working really well.

5. Approx. 8:00 PM Policy Issues

The Mayor reminded Duncan to talk to the Department Heads about being in charge of their budget.

6. Approx. 8:45 PM-General Discussion Items and Planning for Fiscal Years 2012- 2013 and 2013—2014

- A. **Todd Christensen:** Telecommunications (including UTOPIA), Information Technology, City Website/Facebook Page, Economic Development Day, Sanitary Sewer, 4th of July
- B. **Marci Satterthwaite:** Mayor Pro-Tem, City Staff, Land Use, Easter, City Website/Facebook Page, Parks, 4th of July
- C. **Karen Cronin:** First Responders/Fire, UTA/Commuter Rail, Economic Development, Youth Council, Planning Comm. Rep., Employee Benefits, Overall 4th of July (and Annual Awards)
- D. **Peter Gerlach:** Police, Streets/Streetlights/Trails, Youth Council, 4th of July
- E. **Jana Nelson:** Culinary Water, Storm Drain, Flood Control (Non-voting Board Member), Christmas, Parks, 4th of July
- F. **Mayor Nelson:** City Staff (incl. Employee Pay Schedules), County Mayors Board, Public Safety (Police/First Responders/Fire), CERT, UDOT/UTA, City Website (incl. Businesses), 4th of July, Mosquito Abatement, Planning Commission/Land Use, Future Cemetery

Council Member Christensen stated he has been trying to meet with Keith Keller regarding the computer rotations and other IT issues. He said he is working with Council Member Cronin on the Economic Day. He said the Facebook page is not well circulated; there are not a lot of people looking at it. He said we need to identify how we want to use this site; whether we want it to be an information site, picture site, etc.

Council Member Cronin stated she and Council Member Christensen are working on the Economic Day. She said she met with the County Government Advisory Board for the Northern Utah Chambers and they went over their goals. She said USU did not put the Brigham campus as one of their top 5 projects. She said the 4th of July is on Thursday this year and will start the build up of early activities on Monday, July 1st.

7. **Approx. 9:30 PM Upcoming Meeting(s) and Adjournment** (January 31, 2013 at 7:00 PM, for the Next Regular City Council Meeting, preceded by a 6:15PM RDA Meeting)

MOTION: Council Member Christensen moved to adjourn. Council Member Gerlach seconded the motion. All in favor.