

**REGULAR SESSION OF THE  
BRIGHAM CITY COUNCIL  
February 3, 2011**

PRESENT:	Dennis Fife	Mayor
	Bruce Christensen	Councilmember
	Scott Ericson	Councilmember
	Ruth Jensen	Councilmember
	Bob Marabella	Councilmember
	Tyler Vincent	Councilmember

ALSO PRESENT:	Rick Bosworth	Human Resource Coordinator
	Rene Cedello	Water Supervisor
	Mary Kate Christensen	City Recorder
	Paul Larsen	Economic Development Director
	Bruce Leonard	City Administrator
	Tyler Pugsley	Public Works assistant Director
	Jason Roberts	Finance Director
	Paul Tittensor	Chief of Police
	Dennis Vincent	Police Lieutenant

Mayor Fife called the meeting to order. The Reverence Period was given by President John Ferry of the Brigham City West Stake.

**Approval of Minutes:** The minutes of the January 20, 2011 meeting were unanimously approved as distributed.

**PUBLIC COMMENT**

**CONSENT**

- New Hire, Public Works Department
- Appointment to the Shade Tree Commission
- Appointment to the Neighborhood Pride Council
- Appointment to the Recreation and Parks Commission
- Updates to the Employee Policies and Procedures Manual

**SCHEDULED DELEGATION**

- Donation of \$5,500 for the Police Department Gun Range Project
- Dating Violence Awareness Month
- Annual Engineering Report

**NEW BUSINESS**

- Discussion on Secondary Waterline on 1200 West Waterline Loop Project
- Request for Approval to Purchase Property for the 1200 West Waterline
- Discussion on Cemetery Well #2 Failure
- Update on Conversion of Utility Billing from Three Residential Billing Cycles to One Residential Billing Cycle
- Presentation of 2010 Audit Report

**OTHER BUSINESS**

**PUBLIC COMMENTS**

There were no comments from the public.

## CONSENT

### **New Hire, Public Works Department**

It was recommended Chance Baxter be hired as a Water Systems Operator I, Grade 42, effective February 14, 2011.

### **Appointment to the Shade Tree Commission**

It was also recommended Iva Beth Wilcox be appointed to the Shade Tree Commission.

### **Appointment to the Neighborhood Pride Council**

It was recommended Wilbur Fowler serve as a member of the Neighborhood Pride Council in the Lakeview District.

### **Appointment to the Recreation and Parks Commission**

Christine Lehr was recommended to serve as a member of the Recreation and Parks Commission.

### **Updates to the Employee Policies and Procedures Manual**

Changes were presented to the Policies and Procedures Manual. These changes included use of City electronic mail, voicemail, the Internet, phone and computer systems policy. These changes were recommended by Utah Risk Mutual Management Association (URMMA).

## SCHEDULED DELEGATION

### **Donation of \$5,500 for the Police Department Gun Range Project**

Chief Tittensor came forward and introduced Dr. Lance Bryce, Dr. Hess, CEO Spuhler and Suresh Kulkarni. Dr. Bryce explained that the local physicians hope to spend more time with the Brigham City EMS and Police Department at Brigham Hospital. He and Dr. Hess recently participated in firearm training at the Gun Range. This is when they noticed there are no lights. Since most police confrontations occur at night, they felt night training was important. They approached other physicians about using some of their physician dues to install lighting at the Gun Range. He added that Dr. Barry Gardner donated \$1,000 of his own money. He presented the City with a \$5,500 check.

### **Dating Violence Awareness Month**

Ms. Annette McFarland came forward and introduced Annette Dickamore, Board Chair, and Shauna Barfuss, Education Director. Ms. Barfuss stated that she teaches prevention education for dating violence at Box Elder schools. She teaches the 6<sup>th</sup> grade classes about healthy relationships, and also teaches trust and respect, communication problem solving and being a role model. Statistics show that one out of three youth will experience some kind of violence in their dating years.

Ms. McFarland reported that they received 4,094 crisis calls in 2010 and 2,123 primary and secondary victims of domestic violence; in 2009 there were 1,711. Also in 2010, 384 adult women came to the shelter that had experienced dating violence some time in their lives, 64 girls ages 16-17 and 21 girls from 13-15.

Ms. McFarland read the proclamation declaring February Dating Violence Awareness Month.

### **Annual Engineering Report**

See attached presentation by Brett Jones of Jones and Associates.

## NEW BUSINESS

### **Discussion on Secondary Waterline on 1200 West Waterline Loop Project**

Mr. Pugsley came to the table and explained that the Council previously suggested that while the 1200 West waterline was being installed, a secondary pressurized irrigation pipe also be installed. However, he and Mr. Fonnesebeck have some concerns doing them at the same time. There needs to be a good separation between irrigation and culinary waterlines. This is to protect from cross connections. In addition, if one line has a leak, it is probable the other line would as well.

Mr. Brett Jones said one reason to do them at the same time is the cost savings. By sharing a trench, the savings would be 50¢ to \$1.00 per foot, which is minor. It was estimated the total savings could be \$5,000-\$18,000.

Mr. Jones felt the bigger issue would be to look at the possibility of reuse, especially the return water from Procter and Gamble (P&G). However, there are two issues with doing that. One is that the Division of Water Rights (DWR) has a calculation on depletion and would not allow the City to fully deplete the water. For example, if there is two million gallons a day returning from P&G, the City could not use it all. The DWR would determine how much could be used.

The other issue is that even if it is clean water, the DWR requires that it go through tertiary treatment. He estimated the additional equipment to do this would cost \$1-2 million. Even with this treatment, some agencies have been denied by Water Quality.

There is the possibility of transferring water rights and using a well, combined with drain water to irrigate the park, similar to Pioneer Park. This would have to be looked at in detail.

Councilmember Marabella felt that even though it would be an expensive endeavor, the City should look into this further. The City has plenty of water now, but as Brigham City starts to grow there will be more demand for water. The Council needs to look ahead. Mr. Jones agreed, stating that if that is the direction the City wants to go, the Council would need to make a decision whether to irrigate the park via wells or try to use the effluent at some point, because it would change the size of the pipe required.

There is a possibility P&G will need more water than what is in their original contract. The waterline is almost double what is needed, so the City could deliver almost double what was promised. Mr. Jones recommended a pressurized irrigation system go in the City, which would free up more culinary water to provide to P&G. They have proposed reusing what they are getting. He gave a rough estimate of \$220,000 to install the 16" pipe.

Councilmember Ericson added that if 1200 West is not going to be paved now, it doesn't matter if the irrigation pipe is done now or not. Mr. Jones agreed, other than the cost of construction is currently very low. Councilmember Ericson suggested talking to the contractor to see what it would cost to add this to the project.

Mr. Jones said he would contact the Assistant State Engineer over water rights and get his opinion on how much water the City could get out of what is left with P&G.

#### **Request for Approval to Purchase Property for the 1200 West Waterline**

Mr. Jeff Packer and Mr. Leonard came forward. Mr. Packer stated that he started pursuing easements across the property south of 400 South on the intersection of 1200 West. The two property owners are Reese Beeton and Roger Whitaker and family. During the discussions, it was felt purchasing the properties would be better for what is needed in the future. He offered them \$5,000 for .4 acres. The property owners were concerned about their cattle getting loose, so the City agreed to build a fence on the east end of the property. There was also concern about the water that runs through the Whitaker property that services the animal rights west of 1200 West and the Beeton property. The City may have to provide a diversion.

Councilmember Marabella and Councilmember Jensen expressed concern with the City building the property owners a new fence. Mr. Leonard explained that the existing fence will need to be removed. It will be the City's right-of-way fence, so the City should build it.

MOTION: A motion to approve the purchase of property for the 1200 West waterline as presented was made by Councilmember Christensen, seconded by Councilmember Vincent and unanimously carried.

### **Discussion on Cemetery Well #2 Failure**

Mr. Pugsley explained that this well was drilled in 1992. Last summer, staff noticed a silica sand issue with the well and it plugged up all the sprinkler heads and cost several thousand dollars. Kyle Widdison from Widdison Turbine Service was contacted for assistance. Several problems were found.

When the well was well and drilled, there should have been 4200 perforations in the casing. This allows the water from the aquifer to enter the pumping areas. However, it was found that there were only approximately 1,650 perforations. This caused the water in the aquifer to force its way through the perforations at such a high velocity that the screened areas in the well were eaten away. This allowed the silica to enter the drinking water system.

To fix this problem, the inner well casing has to be completely redone and additional perforations need to be made in the outer casing. This well currently produces approximately 900 gallons of drinking water per minute. When the problems are fixed, this could double.

Staff is pursuing insurance to see how much they will cover.

### **Update on Conversion of Utility Billing from Three Residential Billing Cycles to One Residential Billing Cycle**

Mr. Roberts came forward and reported that almost all the automatic meters have been installed. This has cut down the meter reading time to two days. After some issues have been worked out, this will be cut down to one day.

Currently, Cycle 1 is read close to the first day of the month, the second cycle is read on approximately the 8<sup>th</sup> day and the third cycle on the 15<sup>th</sup>. Mr. Roberts proposed moving to one cycle and reading the meters on the 10<sup>th</sup> day of the month and bill seven days later. The Administration Department plans to do this with the March billing because February is a short month and people are not using much water yet. This will result in seven more days in Cycle 1 and 2 and seven fewer days in Cycle 3. There will be a flier in all the utility bills explaining this conversion and how it will affect the citizens.

The Council recommended trying to cut down on the time to review bills. This is currently being done manually. They suggested looking at electronic programs that could do this.

### **Presentation of 2010 Audit Report**

See attached presentation given by Jason Roberts.

Jody McFall and Cathy Hershey from Wiggins & Company came forward and reviewed the Management Report. Ms. McFall reported that the City is in compliance. They found immaterial incidences of noncompliance, but nothing significant.

### **Review of Journal Entries and the General Ledger**

They found many of the journal entries were missing backup documentation and had little or no support. It was recommended someone other than the preparer review the journal entries along with the supporting documentation.

### **Budgetary Compliance**

The Building Department, Administration and Golf Course were over budget.

### **Cash Management**

All public funds must be deposited within three days of receipt. There were a few departments that collect money and do not turn it into the City Treasurer within this timeframe. This has been a write-up for the last several years.

### **Other General Compliance Issues**

There were some checks on the bank reconciliations that were not sent to the State Treasurer as required by law. This is probably due to the turnover in the Treasurer position.

#### State Retirement Systems

The IRS requires that if a City pays for an employee's portion of their retirement, that this be formally adopted each year. This was a new requirement a year ago.

#### Payroll Documentation

The auditors noted that there were methods of pay that should be better documented. This documentation should be kept in the Payroll Office.

#### Journal Entries

There were not always supporting documentation attached to the filed copies of the journal entries. The reviewer should not sign off on the journal entry without documentation.

#### Cemetery Revenue Analysis

The money from the sale of plots at the cemetery is now being deposited in the Administration Office.

#### Payroll

The auditors recommended that there be consistent policies for standby, on-call, overtime and comp pay.

### **OTHER BUSINESS**

#### Heating Unit at the Senior Center

Mr. Larsen reported that the heating unit in the ceramics area at the Senior Center went out. He requested authorization to use funds from the Senior Center Trust Fund to replace the unit. It is estimated it will cost \$6,185 to replace the entire unit. The Council authorized him to use funds to purchase a new heating unit.

#### Work Session

The Council scheduled a Work Session for February 17, 2011 to discuss major projects the council might want to do in the upcoming budget.

A motion to adjourn to a Redevelopment Agency meeting was made by Councilmember Christensen. The motion was seconded and carried unanimously. The meeting adjourned at 9:30 PM.