

PERRY CITY COUNCIL RETREAT WORK SESSION
GOBLE LOUNGE – 1950 SOUTH HIGHWAY 89
JANUARY 15, 2011

9:20 AM

OFFICIALS PRESENT: Mayor Jerry Nelson presided and conducted the meeting.
Tom Peterson, Karen Cronin, Boyd Malan, Bill Walker

OFFICIALS ABSENT: Marci Satterthwaite

CITY STAFF PRESENT: Duncan Murray, City Administrator
Shanna Johnson, Chief Deputy Recorder
Paul Nelson, Public Works Director (arrived at 10:30am)

OTHERS PRESENT:

ITEM 1: CALL TO ORDER

Mayor Nelson called the meeting to order.

ITEM 2: GENERAL DISCUSSION ITEMS AND PLANNING FOR FISCAL YEAR 2012

A. COUNCIL ASSIGNMENTS

- i. Boyd Malan:** Council Member Malan questioned what the status was with getting the Flood Control Board moved back under the City's management. Duncan Murray said he is still working on this and will get with the new County Commissioners on Tuesday of the following week. Council Member Malan questioned if any recent Appeals meetings had taken place. Duncan said there had not been any recent meetings. He said they are required to have an annual meeting, which will be scheduled soon.
- ii. Marci Satterthwaite:** Absent.
- iii. Karen Cronin:** Council Member Cronin advised the Economic Development Committee is working with the County Economic Development Alliance and they are working on some grants and funding to help with development in the area. She advised the Youth City Council is helping the Centennial Committee with a Perry City History picture presentation.
- iv. Bill Walker:** Council Member Walker stated the First Responders need \$580 to put air lifts on their truck to help with the cargo they carry. He said he his working with Senator Hatch and Congressman Bishop on getting a grant for streetlights and some park lighting.
- v. Tom Peterson:** None.
- vi. Mayor Nelson:** Mayor Nelson advised that the State of the City would take place in February. He said the State is putting together a steering committee for the study of the Willard Spur. He advised he is working on assigning an individual to be on the committee and that they need to make sure that they are studying the data and not petitioning for money. He said they need to identify some locations to store CERT equipment the locations will be at residential homes and they should be on the CERT Team. He said he has been working with the Mayor's Association. He said there has been a staff change in Brigham City and there will be changes in transportation and economic development. Council Member Peterson said they are rebuilding Taco Time and they want to build a larger building, but Brigham City cannot allow this because of limited

parking in the area. He recommended someone get in touch with Taco Time and talk with him or her about moving to Perry City. He said the parcel north of Maverik would be perfect. Council Member Walker said the person to contact would be Kyle Smooth. Council Member Peterson recommended the Economic Development Committee work on this.

B. Fiscal Year Projects

i. Roads

1. Dedication of 3450 South
2. Dedication of Maddox Lane
3. Maddox Lane Repairs
4. 1200 West (South End to Willard Boundary)
5. 900 West Repairs (2350 to 2450 South)

The Mayor and Council reviewed the road project list. Mayor Nelson said the section of road at 2450 South and 1200 West should be added to the list. He said the road is crumbling and may not make it through the spring, it needs to be replaced. Council Member Peterson recommended Paul Nelson look at the projects and come up with cost estimates and a priority list for the projects. Mayor Nelson said he would like to see a couple of streets dedicated each year and there should not be much money involved in the dedications. Duncan Murray said Lorin Gardner would be getting a cost estimate for the dedications. Mayor Nelson said no projects could take place on a road until it is dedicated. Shanna Johnson advised there is only about \$140,000 in B&C road funds that can be used for these projects. Council Member Cronin said that she has talked with people in law enforcement and they told her that the City may be able to get grants to help the completion and maintenance of 1200 West due to this being used as a secondary road when the freeway is closed. Mayor Nelson said Lorin Gardner usually puts in for these and we have not successfully received funding yet, but we need to continue to try. Paul Nelson said 2000 South phase II will also need to be chip sealed this Spring/Summer.

ii. Parks Development

1. Soccer Park-Ribbon Cutting/Naming Ceremony

Shanna Johnson advised she has contacted Lance Greer from Clyde Companies about paperwork needed to get matching dollars from our grant for work they completed there. She said that he is almost done with the paperwork. One employee who worked on the project is no longer with the company and he is trying to get his signature on the time card worksheet. Shanna said Lance reported the delay in getting this paperwork complete is due to the workers being spread out on different projects in Utah, Wyoming, and Idaho. Shanna said she would contact the State and see if the park can be used before final completion. Council Member Peterson questioned how much money is left to be spent at the park. Shanna advised if paperwork is received and the value of the work is matched by the state an additional \$150,000 could be received in funding. If no matching funds are received, there will be only \$40,000 left in impact fees. Council Member Peterson asked what work was left to be done at the park. Shanna Johnson said there are plans for a sidewalk around the perimeter of the park, parking lot completion, lighting, a monument/sign, ADA ramps and a restroom.

2. Nature Park

Duncan Murray said Rocky Mountain Power donated the old sub-station land to the City. The city is required to clean up the area. He said the thought is that this area will be a trailhead to Perry Canyon. He said Rocky Mountain Power would like to do a groundbreaking, Arbor Day celebration and donate a few trees in April.

Mayor Nelson advised the Dale Young Nature Park did have 200 feet of trail installed in the fall and now goes to the water on the backside. He said a bridge would need to be installed in order to continue the trail. Council Member Peterson said he would like to see the pond dredged and stocked with fish.

Council Member Peterson questioned what the status is with the House that is vacant and borders the nature park. Duncan Murray advised it is still vacant because they are unable to get utilities to the home. He questioned if the home can be condemned. Mayor Nelson expressed concern with the basements by the nature park in Walker Springs, stating this is an attractive nuisance. He requested research be done to see if the basements can be condemned. Duncan Murray said he would have Codey Illum research the City's options.

Mayor Nelson asked how much in Park impact fees can be used to place permanent restrooms at some of the smaller parks. Shanna Johnson said she believes there is \$38,000 in impact fees and money could be used on restrooms if matching grant funds from the Soccer Park are received.

iii. Land Issues

1. Discussion regarding small parcel on 1200 West

Duncan Murray reported that Greg Young is petitioning the City for \$500.00 in reimbursement for a piece of land on 1200 West. Duncan said he believes this is high and will continue to negotiate with Mr. Young. Council Member Peterson recommended offering \$250.00 and negotiate with the Mr. Young from there. Mayor Nelson said to bring this to the Council once an amount has been agreed upon. Mayor Nelson requested a list of all City owned property be put together and presented to the Mayor and Council.

iv. Centennial Celebration/Fourth of July

Council Member Peterson said the Centennial Events have been successful. He said they have the beard-growing contest starting in January and a health fair next weekend. He reported that in February there would be a dinner dance. He said they are still looking for someone to head up the March Madness Basketball Tournament. He requested that Shanna work on submitting an application for the Tourism grant from Box Elder County and play up the fact that this is our Centennial Celebration. He said Kim Barnard wants to head up the Fourth of July parade and expand this; she wants to contact the governor and other representatives of the State. He said Council Member Satterthwaite would need to start attending the Centennial Committee meetings, as the Fourth of July gets closer. He said he would like to contact Coca-Cola to get an electronic reader board to be placed on Highway 89 to advertise events.

v. Community Development

Council Member Cronin said she has been attending meetings with the County about Economic Development. They have created the County Economic Alliance with meetings taking place twice a month. Their focus is on implementing within the County a BEAR program, which stands for Business Expansion and Retention. They are working on grants including the AmeriCorps grant, which the County applied for this year. This grant will be used for interviewers to contact businesses and gain feedback and needs for supporting agencies to help with. She said each city is looking at about \$0.50 per resident to get all of the systems and support needed. She said as this moves forward they are looking at joining groups like the Utah Alliances of Economic Development, which will cost \$250.00 to join. This group contacts businesses and lets them know about opportunities in the State. They are also looking at Buxton International, a group that uses credit card data to study purchasing in areas and contacts businesses based on economic development needs in communities. The cost of this service is approximately \$1.00 per resident. Council Member Cronin said the Economic Development Committee would need \$1,500.00 in Fiscal Year 2011 and approximately \$5,000 in Fiscal Year 2012 in order to continue in this initiative.

ITEM 3: Lunch Break

The work session closed at approx. 12:05pm and resumed at approx. 1:30pm

ITEM 4: FINANCIAL ISSUES

A. DISCUSSION REGARDING FY2011 BUDGET AMENDMENT

Shanna reported that the Utility and Sewer funds are doing fine, but advised there are some challenges in reference to the General Fund Budget. She said the City ended Fiscal Year (FY) 2010 with a \$24,000 negative fund balance, revenues in FY2010 were lower than anticipated and sales tax revenues are down due the a new Bill passed by the State. She explained House Bill 206 removed indirect sales tax and allows business to include indirect sales in their regular sales; this means that the funds go back to where product originated from and not from where the point of sale took place. The city has lost approximately \$25,000 so far from this and projections show a total loss of \$87,000 by the end of FY2011. Shanna said this issue was reviewed in the Utah City Managers meeting that took place earlier that week and many cities are being affected. She said projected General Fund revenues are estimated at \$1,428,084.75 and \$168,642.25 in cuts are needed. Shanna said the department heads came up with \$81,874 in possible cuts. She looked at the budgets and has identified \$121,054.56 in cuts. She reported she sent the possible cuts to the departments and has not had a lot of feed back. She said the police are concerned about training and uniforms, but said they could make it work. She stated this leaves \$47,587.69 in cuts needed; at the beginning of the year \$47,589.20 was placed in a suspense account in hopes of getting a 2.5%-5% buffer in revenues over expenditures, which is what the State likes cities to have. She said if we use these monies to cover the rest of the shortfall, the City would be left with a positive fund balance of \$1.51. Shanna recommended operating under this tentative amended budget and monitoring the budget monthly. She said the actual amendment could take place closer to the year-end, to ensure that all budget issues have been addressed. Mayor Nelson said to watch overtime pay. Shanna advised some of the cuts will not be able to be made next year; Utopia will cost \$25,000 more next year than this year. Shanna recommended the Council review each department's budget in detail and let her know if they have any concerns with the possible cuts presented.

B. DEPARTMENT HEAD INPUT REGARDING POSSIBLE FY2011 BUDGET AMENDMENT

Duncan Murray advised this year the training budget can be cut, but in order to keep certifications the training budgets will need to be increased next year. Public Works Director Paul Nelson expressed concern with the cuts in the Parks department, stating the soccer park doubles the amount of grass to be taken care of. Shanna Johnson advised at the beginning of the year the Parks Superintendent requested an additional \$500.00 to care for the soccer park and she did not cut any of these funds or his temporary wages. Shanna said parks should still be able to maintain the new grass. Council Member Malan said user fees need to be established for the Soccer Park and this will also help with these expenses. Paul Nelson said Greg Braegger is working on this. Shanna Johnson recommended presenting a proposed fee to the Council.

C. FY2012 BUDGET PLANNING

No discussion took place, due to the review of projects above.

ITEM 5: EXECUTIVE SESSION

No Executive Session took place.

ITEM 6: PERSONNEL ISSUES

A. REVIEW OPERATIONAL AND STAFF NEEDS

Mayor Nelson said he needs to work with Police on compensatory time. He said he would like to see them have a set time of year when they can use their time. He said he would put together an example of how this would work and meet with the department and the Council to review this. Shanna Johnson advised that we might want to look at police administrators and place them in an exempt status. Shanna said she is going to meet with the police more often to try to open lines of communication and address any of their concerns. Mayor Nelson said he would like to make it required for each officer to meet with H.R. once a year. Shanna said an annual voice of the employee survey could also be conducted.

Mayor Nelson stated the 4-10 workweek schedule needs to be evaluated to ensure that it is working. He said we need to get stricter with the scheduling to ensure that everyone is there at 3-5 in the afternoon. He said he would discuss this with Duncan Murray and Susan Obray. Mayor Nelson said the 4-10 work week is not saving money. Council Member Peterson said it causes problems with Council Meeting being Thursday and follow up not being able to take place until Monday.

B. REVIEW PERSONNEL EXPENSES FY2012

- i. Benefits:** Shanna Johnson advised there are reports that insurance costs are raising 12-18%.
- ii. Payroll:** Mayor Nelson said the community continues to have people being laid off or losing their jobs and this will make it hard to award pay increases in the next year.

ITEM 7: UPCOMING MEETINGS AND ADJOURNMENT (JANUARY 27, 2011 AT 7:00PM, For THE NEXT REGULAR CITY COUNCIL MEETING)

The meeting adjourned at 2:00 PM.

Susan Obray, City Recorder

Jerry Nelson, Mayor

Shanna Johnson, Chief Deputy Recorder