

**SPECIAL MEETING OF THE
BRIGHAM CITY COUNCIL
615 S Riverwoods Parkway
Logan Utah
March 16, 2018**

PRESENT:	Tyler Vincent	Mayor
	DJ Bott	Councilmember
	Alden Farr	Councilmember
	Ruth Jensen	Councilmember
	Mark Thompson	Councilmember
ALSO PRESENT:	Joseph Bach	Fire Chief
	Rick Bosworth	Human Resource Dave Burnett
	Dave Burnett	Public Power Director
	Mary Kate Christensen	City Recorder
	Donna Pett	Mayor's Executive Assistant
	Paul Larsen	Community Development Director
	Kristy Law	Community Activities & Services Director
	Mike Nelsen	Police Chief
	Derek Oyler	Finance Director
	Tyler Pugsley	Public Works Director
	Jason Roberts	City Administrator
EXCUSED:	Tom Peterson	Councilmember

MARCH 16, 2018, 4:10 P.M.

Brian Muir from Madison Group facilitated discussions to determine new vision and value statements.

Attendees did a self-evaluation on their leadership style. There were four possible styles: intuitor, feeler, thinker and sensor. Discussion was held on the positive traits and challenges of each category.

Vision Statement

The group also reviewed the City's history and highlighted what they felt were previous major accomplishments. They were asked to list their top 10 community accomplishments. These were presented in a list and each individual was asked to choose their #1 and #2 top choices.

Mr. Muir divided those in attendance into three teams. From the top two in each category, the teams were asked to create a vision statement. The following three statements were created by the teams:

- 1) Brigham City supports a safe environment where citizens have opportunities to prosper and sustain their heritage.
- 2) **Brigham City, a community with values, vision and innovation...a place to call home.**
- 3) Brigham City is a community that honors and preserves the best of its heritage while planning for and investing in its best possible future.

Each member of the group was asked to vote on the above three vision statements. Number two received the most votes.

The Council recessed at 8:00 p.m. and reconvened at 8:32 a.m. on March 17, 2018.

MARCH 17, 2018, 8:12 A.M.

Mission Statement

The group was directed to come up with a list of internal strengths and weaknesses and external strengths and weaknesses. All suggestions were brought together and each staff member and councilmember voted on their number one and two top strength and weakness in these categories.

These were gathered and listed for the staff and councilmembers to vote on their top 1 and 2 strengths and weaknesses. The teams were asked to create a mission statement based on these choices.

The teams came up with the following three mission statements:

- 1) To build and maintain a quality community while providing essential services and amenities for our citizens.
- 2) Enhancing life by serving, protecting, innovating, planning and preserving.
- 3) **Safe, Open, Accountable, Reliable presented as:**

SAFE
OPEN
ACCOUNTABLE
RELIABLE

Number 3 received the most votes.

The Council recessed at 12:00 for lunch and reconvened at 1:00 p.m.

Goals

Mr. Muir explained the best way to set goals. They should be specific, measurable, ambitious, realistic and have a timeline.

The Mayor and Council were each asked to submit up to three goals for the next 2-5 years before these meetings. During this session, they prioritized them as follows:

- 1) Economic development and growth
- 2) Power (electric/natural gas)
- 3) Secondary water
- 4) Sports/museum/civic/senior/recreation center
- 5) Maintain what we have and save to keep maintaining
- 6) 1200 West transportation
- 7) Moderate tax load
- 8) Improving customer service

Staff was also asked to submit up to three goals prior to the meeting.

- 1) Determine a strategy for correct staffing levels within all Brigham City departments. This should include an evaluation of workload and staffing changes over time as justification.
- 2) Develop a detailed strategy for composition of the Brigham City Power source portfolio. The strategy should include details for how the ending portfolio may look, and the evaluation criteria of possible power sources.

- 3) Maintenance of City infrastructure assets.
- 4) Succession planning
- 5) Improve engagement and communications between supervisors with employees.
- 6) More frequent supervisor training
- 7) Financial resiliency- specifically in the general fund
- 8) Increase capital project monies available.
- 9) Increase efficiencies in operations of financial transactions.
- 10) GIS Centric Unified Work Order System (including online permitting and Business licensing)
- 11) Automate internet security awareness trainings for employees
- 12) Website re-design including a responsive design and site-wide SSL
- 13) Plan for replacement of aging infrastructure (street maintenance needs it top priority)
- 14) Retaining valued employees through career progression, and succession planning for aging workforce
- 15) Improving Public Works Department efficiencies while maintaining a high level of customer service
- 16) Facilities - new/upgrades
- 17) Community outreach
- 18) Sustainability
- 19) Staffing at five full time and four part-time positions on each shift.
- 20) Establish a location and significant progress on the fire training facility. Apply for and gain approval for AFG grant for a training tower.
- 21) Establish a location for the second fire station and architect designing finished.
- 22) We would like to increase our staffing each year. We would like one additional Law Enforcement Officer added each year for the next four years to our current number of Officers.
- 23) Increase community outreach.
- 24) North Main revitalization guided by SDAT or equivalent visioning process, supported by CRA tax increment districts, other incentive programs.
- 25) Downtown revitalization to achieve critical mass – minimum of 10 restaurants or food related businesses, 10 businesses open after 6:00 p.m., and 10 specialty retail businesses.
- 26) Full time business license specialist, full time code enforcement officer, full time assistant planner, full time administrative assistant.
- 27) Power supply for future generations and project involvement.
- 28) Internal transmission infrastructure
- 29) Update modeling for our system.

Mr. Muir will send an Executive Report of the results of these meetings to the Mayor and City Council. After review and discussion, the report should be approved in a future City Council meeting.

The meeting adjourned at 3:30 p.m.

The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing is a true, accurate and complete record of the March 16, 2018 City Council Meeting.

Dated this 5th day of April 2018.

Mary Kate Christensen

Mary Kate Christensen, Recorder