

**REGULAR SESSION OF THE
BRIGHAM CITY COUNCIL
August 16, 2018**

PRESENT:	Tyler Vincent	Mayor
	DJ Bott	Councilmember
	Alden Farr	Councilmember
	Ruth Jensen	Councilmember
	Tom Peterson	Councilmember
	Mark Thompson	Councilmember
ALSO PRESENT:	Joseph Bach	Fire Chief
	Rick Bosworth	Human Resource Coordinator
	Mark Bradley	City Planner
	Dave Burnett	Public Power Director
	Mary Kate Christensen	City Recorder
	Paul Larsen	Community Development Director
	Mike Nelsen	Police Chief
	Derek Oyler	Finance Director
	Jason Roberts	City Administrator
	Royce Wilkerson	Information Systems Manager

Mayor Vincent called the meeting to order. The Reverence Period was given by Bishop Crane. The Pledge of Allegiance was recited.

Approval of Minutes: A motion to approve the minutes of the August 2, 2018 Council meeting was made by Councilmember Bott, seconded by Councilmember Jensen and unanimously approved as distributed.

AGENDA

RECOGNITION OF EMPLOYEES

New Hires, Fire Department

CONSENT

Request to Write-off Accounts Due to Bankruptcy or Being Sent to Collections

Request for Acceptance of Annexation Petition from Craynors for 3.75 Acres at Approximately 3100 West Forest

PUBLIC HEARING

Consideration of Ordinance Amending the Adopted Impact Fee Enactment for Power Services

SCHEDULED DELEGATION

Report on Progress of Updating the City's Land Use Code

PUBLIC COMMENT

COUNCILMEMBER COMMENTS

NEW BUSINESS

Continuation of Strategic Goal Setting Process: Cybersecurity Strategic Goal

Continuation of Strategic Goal Setting Process: Economic Development Strategic Goal

Discussion on Proposed Fire Department Staffing

ADJOURN TO CLOSED SESSION TO DISCUSS PENDING OR REASONABLY IMMINENT LITIGATION AND THE PURCHASE, EXCHANGE, OR LEASE OF PROPERTY

RECOGNITION OF EMPLOYEES

New Hires, Fire Department

Maddie Carlsen was introduced as a new part-time Firefighter AEMT in the Fire Department. Chief Bach announced that Race Black and Jeremie Poppleton were reclassified from part-time to full-time Fire Engineers.

CONSENT

Request to Write-off Accounts Due to Bankruptcy or Being Sent to Collections

A list of accounts totaling \$2,921.50 was presented to be removed from the City's system due to customer taking out bankruptcy or being sent to collections.

Request for Acceptance of Annexation Petition from Craynors for 3.75 Acres at Approximately 3100 West Forest

Bret and Marianne Craynor delivered a petition for annexation to the City Recorder on August 1, 2018. This request is for acceptance of the petition. After acceptance, the City Recorder will proceed with the annexation process.

MOTION: A motion to approve the Consent Agenda was made by Councilmember Bott, seconded by Councilmember Jensen and unanimously carried.

PUBLIC HEARING

Consideration of Ordinance Amending the Adopted Impact Fee Enactment for Power Services

Mr. Larsen came to the table and explained that one of the tables for power services was inadvertently not in the Impact Fee Ordinance. This amendment includes the table for big power users.

A motion to open the public hearing was made by Councilmember Farr, seconded by Councilmember Bott and unanimously carried.

Julianna Larsen, Brigham – Ms. Larsen said it was too bad this was not presented in the original public hearing for impact fees when more people were in attendance. She said it would be helpful if everyone had a chance to look at it instead of a quick meeting.

A motion to close the public hearing was made by Councilmember Jensen, seconded by Councilmember Farr and unanimously carried.

MOTION: Councilmember Farr made a motion to approve the ordinance amending the adopted impact fee enactment for power services. The motion was seconded by Councilmember Bott. Councilmember Jensen clarified that this was inadvertently left out of the original ordinance, but the cost is the same as proposed at that time.

Roll Call

Councilmember Bott – aye

Councilmember Farr – aye

Councilmember Jensen – aye

Councilmember Peterson – aye

Councilmember Thompson – aye

SCHEDULED DELEGATION

Report on Progress of Updating the City's Land Use Code

Mr. Bruce Parker came forward and stated that the process to update the City's land use codes started in May. Three items are being discussed: 1) subdivision regulations; 2) business licensing provisions, and; 3) zoning provisions. They will move forward with the subdivision regulations first.

When they began this process they conducted 30 interviews, including elected and appointed officials, City staff members and various representatives of the community organizations. The priorities from those interviews include:

- 1) Continue economic development for the City, but recognize and try to protect the small town rural feel of Brigham City.
- 2) Make a distinction between the commercial zones on 1100 South and the commercial areas on Main Street.
- 3) Address impacts to connectivity between new developing areas and existing areas of the City, making sure there are appropriate connections and recognize the amenities of both areas.
- 4) Address the issue of housing affordability and providing additional opportunities for entry level housing.
- 5) Establish consistency between the City's land use goals, zoning and subdivision regulations and the practices that occur within the City.
- 6) Increase the accessibility and understanding of all land use ordinances and regulations in the City.
- 7) Require consistency between ordinances adopted and the general plan of the City.

Mr. Parker continued that while staff is reviewing the subdivision matters, they are moving forward on business licensing and working on a draft, as well as the zoning regulations.

PUBLIC COMMENT

David Walker, Main Street Program – Mr. Walker discussed the Academy Conference Center since the termination of the contract with the restaurant. In googlemaps there is a virtual tour of the Academy Center. They have had about 300+ visitors a month on this site. Hopefully this converts into some events. They also have a landing page on their website that is active. They have substantial resources that were allocated for advertising the conference center. Given the resources they have invested and the interest, and how important the facility is to the historic district, he asked that they be part of the conversation about future plans.

Heather Crockett, Habitat for Humanity of Northern Utah – Ms. Crockett said they would like to partner with Brigham City to support families and individuals in need for their Annual Day of Caring on Saturday, September 22 from 9:00 to noon. They will have 50-100 volunteers helping Brigham City residents with minor garden maintenance and home exterior projects. The goal is to support families but also to connect them with resources in the community. She requested assistance from Brigham City by identifying homes that need this type of support, in-kind donations for projects, such as 3-4 dumpsters placed in strategic locations near homes receiving help, possibly the use of tools or equipment such as lawnmowers and rakes, any volunteers from the City, possibly providing lunch for volunteers.

Monica Holdaway – Ms. Holdaway announced that Peach Days will be September 6-8. She presented the Council with gift baskets. They will be on Channel 2's Fresh Living, Channel 4's Good Things Utah, and Fox 13's The Place making peach dishes and promoting Peach Days. She invited the Mayor and Council to participate in the lip sync battle on September 7. The main entertainment and on Saturday is Party Rock Project.

Julianne Larsen, Brigham – Ms. Larsen commented on Mr. Parker’s comments. Trying to make things match between the City Plan and the zoning is really important. She was concerned with someone coming in and the commonalities in the community being overlooked. She felt it would be a disaster if the City adopted new zoning ordinances just because it seems like the right thing to do, without looking at the community being impacted. What does it mean for the community? How does it change the land use? What does it do to the use of the land? What does it do to the style of life we have in Brigham? She asked before anything happens that the City be transparent, and to include the community members that have lived in Brigham for a long time and have helped form the community. Sometimes new ideas are great, but sometimes the older ideas get passed over and are ignored.

COUNCILMEMBER COMMENTS

Councilmember Thompson reported that mosquito population is lower, but the species that carries West Nile Virus is at the same levels. These mosquitos are out from dusk to dawn. There were four people in Box Elder County affected by this virus.

Councilmember Bott said he has enjoyed driving around the City and seeing all the public works projects. He recognized Tyler Pugsley and the Public Works Department for their great job this summer.

Councilmember Peterson attended the Habitat for Humanity Board Meeting. There are some things they are working on that will help the community. This is not through taxpayer money but through work they are doing with their volunteers and through private donors.

Councilmember Peterson said in the last two weeks two municipal employees in the State of Utah were killed while performing their job, a firefighter and a code enforcement officer. He recommended the City have training on how employees should deal with hostile situations. City employees put themselves in dangerous positions, whether it be firefighters, code enforcement, or lineman. Even employees at the front counter take verbal abuse and are in danger. He asked for a moment of silence to recognize the loss of the two municipal employees and to show appreciation for Brigham City employees.

Mayor Vincent said he has had discussion about the City’s law enforcement officers and other employees. He agreed that it would be good for all employees to have training.

Councilmember Jensen said Kathy Price asked her to read the following letter into the minutes.

“I can’t make it to City Council tonight but I’m wondering if there is a way in your councilmember remarks you can address the issue of trailers being parked and left on the road and also that the City feels like it is the citizen’s responsibility to turn it in before they will do anything about it. I think that part is a lot of crap.”

Mayor Vincent said the splash pad open house was held August 14. He expressed appreciation to the employees, those who donated their time, and the Rotary. It will be a great addition to the City. Last week the City held the summer social. They cooked 450 hamburgers and 290 hot dogs. It was a great success. He appreciated local vendors that donated food.

NEW BUSINESS

Continuation of Strategic Goal Setting Process: Cybersecurity Strategic Goal

Mr. Roberts and Mr. Wilkerson came to the table. Mr. Wilkerson stated that 80% of security breaches are from human error. This was discussed at the retreat and the council and staff recommended creating a program to address cybersecurity awareness and to automate things that are being done manually, and have a good way to track progress.

Staff will discuss some of the components wanted in the plan for security awareness and to educate employees. Some of these include:

- 1) Baseline Security Testing
- 2) Security Awareness Training
 - a. Interactive Modules
 - b. Videos
 - c. Games
 - d. Posters
 - e. Newsletters
- 3) Social Engineering Test
 - a. Phishing Tests
 - b. Vishing Tests
 - c. Smishing Tests
- 4) Comprehensive Reporting

They have set the following timeline:

- 1) October-December 2018 - Evaluate tools
- 2) January-June 2019 - Once the tool is selected, staff will prepare a budget request for implementation.
- 3) July-September 2019 - The tool will be purchased and program implemented in.
- 4) July-September 2019 - Human Resources and IT will train employees in using the new tools and ensure training is conducted regularly.

Once the program is implemented, staff will conduct periodic tests to determine the program's effectiveness. This will be an ongoing effort.

Continuation of Strategic Goal Setting Process: Economic Development Strategic Goal

Mr. Larsen joined Mr. Roberts at the table. Mr. Roberts explained that as staff reviewed this goal, they felt it would be better to split this into two types of development – preparing for growth and reinvestment needs.

In preparing for growth, they felt that when the City is looking at new industries or retail and they want any kind of participation from the City, it should be looked at on a case-by-case basis and brought to the Council on a case-by-case basis.

For reinvestment needs, the City should identify and prioritize areas in the City that qualify for improvement projects. The three they identified were Main Street, North Main Street and the Campus District. There are other areas, but they felt these three were higher priorities.

Councilmember Bott cautioned about what the City is taxing. He and Councilmember Farr met with the Utah Transit Authority (UTA) and realized that the quarter cent tax the residents of Brigham City are paying is for a target that will more than likely never be attainable without increasing that tax. The big merchants are losing some sales to Tremonton because on a vehicle purchase the quarter cent tax amounts to about \$500.

Discussion on Proposed Fire Department Staffing

Chief Bach came forward and stated that in June 2018 the Council instructed him to continue looking for qualified fulltime paramedics. By July 5 he had two conditional offers being processed and both positions filled. For the first time in the Fire Department's history, there are vetted and tested driver engineers behind the wheel on two of the three shifts. There is a part-time employee in the department that is qualified and Chief Bach would like to promote him.

Last week they interviewed a highly qualified individual who is certified as a paramedic and is willing to meet the rest of the requirements. He would like to make a conditional offer to this individual.

Mr. Oyler said there is nothing in the budget to cover this expense and explained that the paramedic position is not in the budget. If the Council approved a paramedic position it would net the budget approximately \$43,000. The promotion for an additional driver/paramedic position would be an additional \$7,500. The new paramedic position and the driver/paramedic would be net \$50,000 per year in the future. The Fire Department budget can cover \$15,000 of it. It is difficult to estimate where the budget will be in June 2019. He suggested the Council approve the position then give him until March 2019 to determine where to fund the position. In addition there have been some open vacancies that could cover part of that.

Councilmember Peterson said the City continues to increase the level of service provided and Brigham City residents subsidize it. He felt that the municipalities in the service district should pay part of the burden. After further discussion, the Chief was directed to look at a broader spectrum and come up with ideas to make this work.

Councilmember Farr recommended moving forward. Mr. Oyler is always over conservative and the budget always works at the end of the year. In a previous meeting the Council told Chief Bach if he could find someone to fill the positions to hire them. He didn't think it was right to tell him no now.

MOTION: Councilmember Peterson made a motion to approve the current proposed staffing promoting a current employee to a driver engineer and funding the paramedic position, with discussions to be held before next budget year. The motion was seconded by Councilmember Bott.

Mr. Roberts suggested the motion state *hiring* the paramedic rather than *funding*.

AMENDED MOTION: Councilmember Peterson amended his motion to approve the current proposed staffing promoting a current employee to a driver engineer and *hiring* the paramedic position, with discussion to be held before next budget year. Councilmember Bott seconded the amended motion. The motion unanimously carried.

ADJOURN TO CLOSED SESSION

A motion to adjourn to a closed session to discuss the pending or reasonably imminent litigation and the purchase, exchange or lease of property was made by Councilmember Peterson and seconded by Councilmember Jensen. A roll call vote was taken with all councilmembers voting aye. The meeting adjourned to a closed session at 8:41 p.m.

The Council returned to an open meeting at 9:20 p.m. and adjourned.

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

Dated this 20th day of September 2018.

Mary Kate Christensen

Mary Kate Christensen, Recorder