

PERRY CITY WORK SESSION
PERRY CITY OFFICES
Aug 01, 2023

6:09 PM

OFFICIALS PRESENT: Mayor Kevin Jeppsen presided and conducted the meeting. Council Member Blake Ostler, Council Member Nathan Tueller, Council Member Dave Walker, Council Member Toby Wright, and Council Member Ashley Young

OFFICIALS ABSENT:

CITY STAFF PRESENT: Shanna Johnson, City Recorder

OTHERS PRESENT: None

ITEM 1: Welcome to Order and Welcome

Mayor Jeppsen welcomed everyone and called the meeting to order.

ITEM 2: DISCUSSION ITEMS

A. City Hall Open House

Mayor Jeppsen presented the estimate for updating and refurbishing the exterior of the new city hall, stating that the bid came in at \$371,000 which is about \$197,000 more than the original bid. He explained that this bid is from a log specialist and would include replacing most of the wood siding. He said that the company could start as soon as August 14th and he has tasked Ms. Johnson with finding the money for the work. He said that we still anticipate funds coming in from the lobbyist the city has been working with, and from the sale of the Francis property, but even without this it looks like we have the money to get this work done. Shanna Johnson noted that a budget amendment would be coming to the council on August 10th to address this expense.

Mayor Jeppsen said that we went out to RFP for the cleaning of the building. He said one company that submitted a proposal was recommended by Jones & Associates; they came and toured the building and cleaned two of the toilets to show that we did not need to replace the toilets like we originally thought. Bob was able to pull the new toilets from the building contract which will most likely save the City \$10,000. He said that Shanna contacted the company and did some further interviewing of the company, and we are ready to move forward with a cleaning service contract. Mayor Jeppsen noted that the annual cost would be \$32,000. He said that they are also set up to do cleanings after rentals at the event center when needed. Mayor Jeppsen said the contract is for 12 months with an auto renewal unless either party decides to end the agreement. He advised that if the council would like to see the details of the cleaning contract, to contact him.

Mayor Jeppsen noted that we have been contacted by non-profit organizations that want to use the facility for free. We will want to set some guidelines regarding this type of use and a decision if we want to allow the use of the facility for free.

Shanna Johnson provided PowerPoint Slides, which included ideas for the City Hall Open House from each Council Member (see attached slides).

The Mayor and Council discussed the date and time of the open house; they determined that based on the completion of the facility this should take place on September 28 or October 12, 2023, from 5:00-8:00 p.m. Each Council Member reviewed their input and ideas for the event (see slides) and took on the following assignments in preparation for the open house.

- Decorations & Refreshments – Council Member Young
- Tour Flow – Council Member Walker
- Posters detailing data about the building and City Projects – Council Member Wright
- The Lodge & City Hall History presentation slides – Council Member Walker
- Utah League of Cities and Towns Highlight video – Mayor Jeppsen
- Contacting Maddox for Historical Pictures of the Lodge – Mayor Jeppsen
- Open House Invitation & Press Release – Council Member Ostler
- Local Officials Tour Day – Council Member Tueller
- Obtaining Local Artwork – Council Member Walker
- Contacting and Coordinating with Local Interior Decorator – Council Member Ostler

B. The Lodge Event Center Rental Fees

Shanna Johnson presented the below recommended Event Center rental rates and details to the Council:

	Non-Resident	County Resident	Perry City Resident
Mon.-Thur. 10a.m.–3p.m.	\$500	\$350	\$250
Mon.-Thur. 5p.m.–10p.m.	\$600	\$400	\$300
Fri.-Sat. 10 a.m.–3p.m.	\$800	\$600	\$400
Fri.-Sat. 5p.m.–10p.m.	\$1,000	\$750	\$500

Other suggested Event Center Rental Details:

- Deposit \$500
- Employees: daytime reservation free, evening 50% (once per year)
- No alcohol permitted
- Cancellations: two weeks prior – free, less than two weeks – 75% refund
- Customers will call or email to obtain details and verify availability

Ms. Johnson pointed out that the City's cleaning service will need 3 hours to clean between events if they are called in and the time blocks may need to be adjusted.

The council discussed the recommended rates and details and suggested the following changes:

- Rental time blocks be changed to 9a.m-2p.m. and 5p.m. – 10p.m. allowing for needed cleaning timeframes.
- Clarify that Employees will get 50% of the resident pricing during evening rentals
- Removing the County Resident discounted rates
- Cancellations within 48 hours will only receive a 25% refund

Ms. Johnson said she made note of the changes which will be presented to the council for approval at a future meeting.

Mayor Jeppsen said we have pricing on different types of chairs for the event space. He said the cheap chairs will cost \$10,000 and the better-quality chairs manufactured out of Orem will cost \$30,000. Ms. Johnson showed the cheap chairs to the council and the fabric for the better-quality chairs. Ms. Johnson noted that the more expensive chairs have a better more flexible frame as well. Council Member Walker said the more expensive chairs would take 120 rentals or 10 years to earn our money back. The council expressed that it may be better to get the cheaper chairs where they may not be treated the best in the event center space.

Shanna Johnson said that public works plans to have the landscape cleaned up and weeding done including some weed barrier and bark at the lodge by September 1st.

Mayor Jeppsen asked about the exterior contract. The Mayor and Council discussed the scope of the work including the replacement of some of the siding, refastening of siding that was in good condition and the stripping, refinishing, and staining the siding. Council Member Walker asked if we could find out if this would extend the life of the exterior and what the maintenance would be. Mayor Jeppsen said he would have Bob Barnhill check on the maintenance that would be required. Council Member Wright thought the work was fair and what is needed. The Mayor said he will get the information requested to the council before our next meeting so that a decision can be made in time for the contractor to start on August 14th.

ITEM 3: ADJOURNMENT

MOTION: Council Member Wright proposed to adjourn the meeting.

Motion Approved. All Council Members were in favor.

The meeting adjourned at 8:03 p.m.

Shanna Johnson, City Recorder

Kevin Jeppsen, Mayor

Anita Nicholas, Deputy Recorder