

PERRY CITY COUNCIL MEETING
PERRY CITY OFFICES
February 13, 2025

7:02 PM

OFFICIALS PRESENT: Mayor Kevin Jeppsen, Council Member Nathan Tueller, Council Member Toby Wright, Council Member Blake Ostler (online), Council Member Ashley Young, and Council Member Dave Walker

OFFICIALS ABSENT: None

CITY STAFF PRESENT: City Recorder Shanna Johnson, Chief of Police Scott Hancy, City Administrator Bob Barnhill, City Attorney Bill Morris and Deputy Recorder Misty Moesser (online)

OTHERS PRESENT: None

ON-LINE: None

ITEM 1: CALL TO ORDER

Mayor Jeppsen welcomed everyone and called the City Council meeting to order.

ITEM 2: PROCEDURAL ISSUES

A. Conflict of Interest Declaration

None

ITEM 3: PRESENTATION

A. State of the City

Mayor Jeppsen presented the State of the City report. He highlighted the city's 2024 priorities, which included the gun range, roads, master plans, public works facility, staff, citizen engagement, parks and trails, and Highway 89.

Mayor Jeppsen reported that they had streamlined the registration process for the gun range and increased public usage. He also mentioned a major contract with a group that trains at the range, which would be a good source of income.

Regarding roads, the mayor discussed the street scan project completed in 2024. He mentioned that Jones & Associates was analyzing the information and developing a plan. The 1200 West Central Trail and Road Improvements project was progressing, with some early work being done due to favorable weather conditions. He also touched on the corridor preservation project from Highway 89 to the new State Safety Building, noting that all acquisitions had been completed.

In terms of master plans, the mayor mentioned that capital facilities and impact fee analysis were completed for water and parks, resulting in adjusted impact fees. He also noted that the city had recently been awarded money for a park master plans study.

Mayor Jeppsen reported on upgrades to the Supervisory Control and Data Acquisition (SCADA) system and plans for interior construction on the Public Works Facility. He mentioned that Public Works Director Zach Allen had a plan for reorganizing the yard and that the first responders would remain in their original area.

The mayor highlighted the city's staffing situation, noting that the city is 100% staffed with an 8% attrition rate and competitive wages and benefits. He also mentioned the positive impact of the new city hall on employee morale.

Mayor Jeppsen shared improvements in citizen engagement, including the implementation of Xpress Bill Pay for utility accounts and plans to use it for the gun range. He mentioned the desire to implement a reservation system for the gun range and noted that the NRA offers software specifically for managing gun ranges.

City Administrator Bob Barnhill presented information on the event center usage for 2024. He reported 48 paid reservations and 21 free events, with weddings being the most common type of event. The gross revenue for the event center in 2024 was \$25,000. Mr. Barnhill noted that only three non-resident reservations were made at the higher rate, indicating strong local community usage.

He also presented financial information compiled by Ms. Johnson related to the city hall building. He mentioned that lease revenues from the two commercial spaces in the building were increasing year over year. For the upcoming fiscal year, over half of the bond payment for the building would be covered by lease revenues. When combined with event space revenue, 62% of the bond payment would be covered.

Mr. Barnhill provided updates on various city projects. He mentioned progress on the Mountain View Bike Park and improvements at Mountain View Park. He noted that cell phone data tracking showed increased usage of Mountain View Park after the new equipment was installed. Barnhill also discussed the street scan project, ongoing work on the Highway 89 project and the parks master plan grant.

Mr. Barnhill presented financial highlights, including a 15% increase in net position to \$35 million, a 6.7% decrease in long-term debt to \$8.3 million, and a \$209,000 increase in tax revenue. He noted that the unrestricted fund balance was approximately 30%, or \$2.2 million. He also noted that the city received a clean audit showing that the city was in compliance.

Mr. Barnhill provided an update on building permits, showing that total permits remained consistent at 40-50 per year over the past four to five years. He noted that multi-family permits had taken the lead in the last two years but anticipated a shift back towards single-family homes in the coming years.

Chief Scott Hancey shared a presentation reviewing the year 2024 for the Perry Police Department. He shared that the department was given a Gold Star Award from Lexipol for their policy management and training management. This was the 4th year in a row receiving an award. The department also earned their accreditation from the Utah Chiefs of Police

Association. (UCOPA) He noted that Perry Police Department is the only accredited agency in Box Elder County right now.

He noted funding received including: \$13,000 from the state for DUI enforcement, \$4,500 for JAG funding, just over \$7,000 for handheld LIDar devices, and \$7,000 to implement an early intervention system.

Chief Hancey added that they completed their Juvenile Justice and Delinquency Prevention (JJDP) Training. Some other updates shared were reaching 68,000 people reached on social media, upgrading all of the radios, switching from Verizon to T-Mobile.

Chief Hancey shared some statistics, including an increase in total case numbers by 17%, a decrease in property crimes, increased trend in violent crime, an increase of sex offences, a decrease in use of force, a small decrease in traffic accidents with no fatalities this year, and 2,600 traffic stops with 437 resulting in citations.

He explained the departments affiliation with the Internet Crimes Against Children Task Force (ICAC) and reported that they had recovered hundreds of child sex abuse material (CSAM) files resulting in federal charges on one case, 30 first degree felonies and 2 second degree felonies.

Ms. Johnson reported on grants. She shared that the city received over \$1 million dollars in grants over the last year. These included the grant for the pump house for the Nielsen Well, the Parks Master Plan, police grants and a tourism grant.

She also reported on the strong economic development of the city sharing that there are 126 active business licenses. She added that there are new tax generating businesses under construction including Heritage Dodge at Pointe Perry and Young Ford in the 1100 South Commercial Area.

Mr. Barnhill gave an update on current projects including the Highway 89 Master Plan, corridor connections, 1200 West Trail, Nielsen Well, well generators and the City Hall Police Expansion.

Mr. Barnhill also presented the areas of focus moving forward. These included:

- 1200 West Central Trail & Road Project
- Additional improvements to City Hall (landscaping and event space)-grant funded
- Emergency preparedness and services
- Additional park improvements including Mountain View Bike Park
- Park Masterplan
- Updating capital facilities plans for sewer & gun range
- Highway 89 Masterplan completion
- Commercial sector development
- Completion of Nielsen Well and Well Generator Projects
- Continue improvements and compliance with city utilities and infrastructure

B. Training- Open Meetings Act

City Attorney Bill Morris provided training on the Open Meetings Act. He explained that the purpose of the act is to provide procedural due process, ensuring public notice and opportunity to be heard. Morris covered the definition of a meeting, requirements for public notice, minutes and records, closed meetings, and enforcement of the act.

Key points included:

- Meetings must be open to the public unless closed as provided by state law
- Public notice must be given at least 24 hours before a meeting
- Minutes should include basic summaries of discussions and decisions
- Closed meetings can only be held for specific purposes outlined in the law
- Final actions taken in violation of the Open Meetings Act can be voidable by court

C. Training- Harassment & Discrimination Prevention

Mr. Morris also provided training on workplace conduct, focusing on harassment and discrimination prevention. He covered protected classes under federal and state law, types of sexual harassment, and workplace violence.

Key points included:

- Protected classes include race, color, religion, sex, national origin, age, disability, and others
- Sexual harassment can be quid pro quo or create a hostile work environment
- Workplace violence can include threats, harassment, or intimidation
- Employees should report any instances of harassment or discrimination to management, human resources, or the proper authorities
- Confidentiality applies to investigations, and retaliation is illegal

ITEM 4: PUBLIC HEARING

Ms. Johnson presented proposed budget amendments for fiscal year 2025. She explained that the general fund would use \$984 from fund balance and recognize \$6,000 from a tree grant received in June 2024. Additionally, \$28,818 was proposed to be added as a line item for subdivision billing revenue, with an offsetting expense item of the same amount.

She detailed the proposed expenditures, including an increase in the employee assistance program contract, allocation of the tree grant funds for tree inventory and removal, and the subdivision billing expenses.

For the utility fund, Ms. Johnson proposed using \$5,550 from available fund balance to cover increased credit card merchant fees due to the city now covering the credit card processing fee and higher usage of credit cards to pay utility bill through Xpress Bill Pay.

In the capital projects fund, Ms. Johnson requested an allocation of \$33,001.89 for roof repairs at city hall, leaving \$1,811 for future improvements.

Council members asked questions about the employee assistance program contract, the roof repairs, and the subdivision billing process. Ms. Johnson and other staff members provided clarifications on these points.

Mayor Jeppsen opened the Public Hearing at 8:06 PM.

No public comments were made.

Mayor Jeppsen closed the Public Hearing at 8:07PM.

ITEM 5: ACTION ITEMS

A. Resolution 2025-02 Fiscal Year 2025 Budget Amendment

MOTION: Council Member Wright made a motion to approve Resolution 2025-02- Fiscal Year 2025 Budget Amendment. Council Member Walker seconded the motion.

ROLL CALL: Council Member Walker, Yes
Council Member Ostler, Yes
Council Member Wright, Yes
Council Member Tueller, Yes
Council Member Young, Yes

Motion Approved. 5 Yes, 0 No

ITEM 6: Discussion Items

A. Fiscal Year 2025 Budget Update

Shanna Johnson provided a budget update for the current fiscal year. She reported that as of January, 59% through the fiscal year:

- The general fund had earned 67% of projected revenues
- The utility fund earned 53% of projected revenues (58% when including projected interest)
- The sewer fund earned 53% of projected revenues (58% when including projected interest)
- Non-operating utility funds were at 50% of projected revenues

Ms. Johnson noted that property taxes had started to come in, providing a better picture of the city's financial position.

Regarding expenditures:

- The general fund had spent 45.2% of its budget
- The utility fund had spent 47% of its budget
- The sewer fund had spent 45% of its budget

She highlighted that all departments were within budget, with community development being the only area of concern, which was addressed by the recently approved budget amendment.

She also reported that sales tax revenue was slightly lower than projected, coming in 0.66% less than the prior year. She advised keeping an eye on this trend, as sales tax usually increases year over year.

Council members asked questions about the beginning fund balance and sales tax projections. Ms. Johnson provided clarifications.

ITEM 7: MINUTES & COUNCIL/MAYOR REPORTS (INCLUDING COUNCIL ASSIGNMENTS)

A. Approval of Consent Items

- January 23, 2025, City Council Meeting Minutes
- January 25, 2025, City Council Retreat Meeting Minutes

MOTION: Council Member Wright made a motion to approve the consent items. Council Member Tueller seconded the motion.

**All Council Members were in favor.
Motion Approved.**

B. Mayor's Report

None

C. Council Reports

None

D. Staff Comments

None

E. Planning Commission Report

None

ITEM 8: CLOSED SESSION

Not needed.

ITEM 9: ADJOURNMENT

MOTION: Council Member Walker made a motion to adjourn the meeting.

Motion Approved. All Council Members were in favor.

The meeting adjourned at 8:17 p.m.

Kevin Jeppsen, Mayor

Shanna Johnson, City Recorder

Misty Moesser, Deputy Recorder