

OFFICIALS PRESENT: Mayor Karen Cronin presided and conducted the meeting. Toby Wright, James Taylor, Esther Montgomery, and Nathan Tueller.

OFFICIALS EXCUSED: Brady Lewis

CITY STAFF PRESENT: Greg Westfall, City Administrator
Shanna Johnson, Chief Deputy Recorder
Ryan Arbon, Chief of Police
Scott Hancey, Sergeant Police Officer
Mark Jordan, Police Officer

OTHERS PRESENT: Len Nelson, Kristy Nelson, Allena Pierce, Sherry Nelson, Carsen Limb, Lynn Walker, Nelson Phillips, Joseph Bach, Boyd Montgomery, Devin Miles, and Monica Taylor.

ITEM 1: CALL TO ORDER

Mayor Cronin called the City Council meeting to order.

A. INVOCATION

Council Member Montgomery offered the invocation.

B. PLEDGE OF ALLEGIANCE

Council Member Taylor led the audience in the Pledge of Allegiance.

C. REVIEW AND ADOPT THE AGENDA

MOTION: Council Member Taylor made a motion to approve the agenda. Council Member Montgomery seconded the motion.

ROLL CALL: Council Member Wright, Yes Council Member Taylor, Yes
 Council Member Tueller, Yes
 Council Member Montgomery, Yes

Motion Approved. 4 Yes, 0 No.

ITEM 2: PROCEDURAL ISSUES

A. CONFLICT OF INTEREST DECLARATION

None.

B. PASS OUT WARRANTS TO COUNCIL MEMBERS (AND POSSIBLE DISCUSSION)

Shanna Johnson passed out the warrants.

C. BUSINESS LICENSE(S)

None.

ITEM 3: LETHAL MEANS SUCIDIE PREVENTION PRESENTATION

Allena Pierce of the Bear River Health Department presented a request to work with the City to provide Lethal Means Suicide Prevention materials at the Three Mile Creek Shooting Sports Complex. See attached materials.

ITEM 4: PUBLIC HEARING AND/ OR PUBLIC COMMENT

A. PUBLIC COMMENT

Boyd Montgomery stated he has not been contacted by the City Attorney, Craig Hall and he would like the water off his property. He suggested getting street lights along street 1200 West as it is improved. He thanked the City for fixing the pot holes on his road and the police officers who he sees doing their jobs.

Sherry Nelson inquired why there is such a rush on getting an independent Quick Response Unit for Perry. She also inquired about how to find out if the fire hydrants are operable since the neighborhood maintains them. She also stated her praise of Chief Arbon.

Mayor Cronin invited Ms. Nelson to meet with City Administrator, Greg Westfall regarding her fire hydrant concerns.

Len Nelson stated he is representing the Nelson family and stated he is concerned about the five strand barbed wire fence which was agreed to be built by the City after the City received a Quick Claim Deed from the Nelson family. He stated the City built a good faith one wire fence on plastic poles which has been destroyed and is hazardous to the livestock on his property. He explained he was told by someone it is not the Nelson family's responsibility to remove this fallen wire and broken plastic. He inquired when the fence is going to be built so that their livestock are not in violation in walking onto the City's property.

Mayor Cronin stated the City will work to get the fence in; he can also come and meet with Mr. Westfall or the City Attorney, Craig Hall. She stated the reason the permanent fence has not been built yet is the City is waiting for the water to subside in order to be able to anchor the posts.

Mr. Nelson stated the City also had last year to resolve the issue.

ITEM 5: ACTION ITEMS

A. APPROVAL OF THE WARRANTS

Council Member Wright inquired about the fire response warrant and the power bill warrant. Shanna Johnson explained the fire response is the contract with the Brigham City Fire Department and the power bill is multiple City power related items which are combined into one bill for the City.

MOTION: Council Member Montgomery made a motion to approve the warrants as presented. Council Member Tueller seconded the motion.

ROLL CALL: Council Member Wright, Yes Council Member Taylor, Yes
 Council Member Tueller, Yes
 Council Member Montgomery, Yes
Motion Approved. 4 Yes, 0 No.

B. RESOLUTION 17-05 ADOPTING MEDICAL PROTOCOLS FOR THE PERRY CITY QUICK RESPONSE UNIT

Mayor Cronin stated the presented protocols were written by Dr. Bryce for Brigham City (he is also their medical director) and he used Brigham City's protocols for Perry City's protocols. She stated the only changes Dr. Bryce made was with the city logo and the cover page. Therefore, she

continued, they are the same for Brigham and Perry City, which will make patient hand off easier for Perry's Quick Response Unit to transfer patients to Brigham City medical.

Council Member Taylor inquired if these protocols are different from the current protocols used with Willard.

Mayor Cronin stated Willard has a different medical director (Dr. Markeson) and so they may be different.

Chief Bach stated these protocols from Dr. Bryce have been approved by the State and were built around the State's medical protocols.

Council Member Taylor inquired if these were different from Willard's and felt that there ought to be a standard template for them.

Mayor Cronin invited Monica Taylor to answer this inquiry. Ms. Taylor stated the Willard protocols have followed the general standard, however, there are some differences according to their medical director. She stated these varying differences make it more complicated when Brigham City's ambulance comes to pick up a patient. She explained the differences are not massive, but exist.

MOTION: Council Member Montgomery made a motion to approve the Resolution 17-05 Adopting Medical Protocols for the Perry City Quick Response Unit. Council Member Wright seconded the motion.

ROLL CALL: Council Member Wright, Yes Council Member Taylor, Yes
 Council Member Tueller, Yes
 Council Member Montgomery, Yes
Motion Approved. 4 Yes, 0 No.

C. RESOLUTION 17-06 ADOPTING STANDARD OPERATING GUIDELINES (SOGS) FOR THE PERRY CITY QUICK RESPONSE UNIT

Mayor Cronin stated when the City Council met last she was under the impression these SOGs would not be needed for the application, however, after further research it was made known they would be needed for the application. She explained she reached out to Russel McKay the current Assistant Chief, as well as, Van Mund, and Dr. Bryce, as well as, Monica Taylor, Cami Brewer, and Chief Bach to help put together the SOGs. She explained Chief Bach gave a standard template for SOGs from which the City could use to build their SOGs. She stated Russell, Monica, and Cami took portions of this template to fully integrate Perry City's needs. She explained Russel sent the fully drafted SOGs to every First Responder who had the opportunity to give feedback. She stated most of the feedback regarded grammatical corrections. Mayor Cronin reviewed the feedback and suggestions given one by one.

Council Member Taylor inquired if these suggestions have been reviewed by those who helped write them.

Mayor Cronin stated they have been reviewed by Monica, however, Russell who has been working has not had the opportunity to review them.

Council Member Wright stated the SOGs will constantly be evolving over time.

MOTION: Council Member Wright made a motion to approve Resolution 17-06 Adopting Standard Operating Guidelines for the Perry City Quick Response Unit with the noted changes. Council Member Taylor seconded the motion.

ROLL CALL: Council Member Wright, Yes Council Member Taylor, Yes

Council Member Tueller, Yes
Council Member Montgomery, Yes
Motion Approved. 4 Yes, 0 No.

D. RESOLUTION 17-07 APPROVING A MUTUAL AID AGREEMENT FOR PERRY/WILLARD EMERGENCY SERVICES

Mayor Cronin stated the Mutual Aid Agreement puts in place an agreement between the agencies. If there is an emergency situation the City could combine emergency aid with Willard. She stated this agreement is simply putting things in place ahead of time, so if the situation arises things can run smoothly and the legal paperwork will already be in place.

Council Member Wright inquired if the City had any agreement previously in place regarding a Mutual Aid Agreement.

Mayor Cronin stated the last known agreement was from 1999. She stated she met with Mayor Braegger (Mayor of Willard City) and he said he would take it to the Willard City Council for consideration and action.

MOTION: Council Member Montgomery made a motion to approve Resolution 17-07 Approving a Mutual Aid Agreement for Perry/Willard Emergency Services. Council Member Tueller seconded the motion.

ROLL CALL: Council Member Wright, Yes Council Member Taylor, Yes
Council Member Tueller, Yes
Council Member Montgomery, Yes
Motion Approved. 4 Yes, 0 No.

E. RESOLUTION 17-08 APPROVING A DISPATCH AGREEMENT FOR THE PERRY CITY FIRST RESPONDERS

Mayor Cronin stated the City already has a Dispatch Agreement in place for Perry City Police and this will put one in place for the Perry City First Responders. She stated she spoke with Nicole Richards who has reviewed this and she sent back to Perry City written confirmation that Dispatch is willing to enter into this agreement.

MOTION: Council Member Tueller made a motion to approve Resolution 17-08 approving a Dispatch Agreement for the Perry City First Responders. Council Member Taylor seconded the motion.

ROLL CALL: Council Member Wright, Yes Council Member Taylor, Yes
Council Member Tueller, Yes
Council Member Montgomery, Yes
Motion Approved. 4 Yes, 0 No.

F. RESOLUTION 17-09 ACCEPTING THE 2016 MUNICIPAL WASTEWATER PLANNING PROGRAM

Mayor Cronin stated this is a report which goes in every year about the Wastewater Treatment Plan. She stated Jeff Hollingsworth (as the Plant Manager) and Shanna Johnson (as the Finance Director) each fill out portions of this document. She explained the Council will be giving her, as the Mayor, the authority to sign this document tonight in representation of the City.

Shanna Johnson stated Jeff Hollingsworth wanted her to forward on his comments regarding this matter. She explained he stated the City has always been in compliance in terms of our use of the plant and water quality testing. She explained he said the City is only using about 1/3 of the plant's

capacity what they are allotted and there is only one lab test which gives him concern; it is a lab test taken in July. She explained Jeff watches this closely to make sure it never exceeds its limit. She explained he stated this lab has never exceeded its limit but has come close to reaching it. She explained her portion of the document regards the financing and budget of the Wastewater Planning Program document. She stated the Wastewater Plant is functioning within budget.

Ms. Johnson stated the rates of the two cities (Willard and Perry) are differing but each city has to cover their costs regarding the Wastewater Treatment Plant. She explained the growth of Perry City has assisted with the cost coverage.

MOTION: Council Member Taylor made a motion to approve Resolution 17-09 Accepting the 2016 Municipal Wastewater Planning Program. Council Member Montgomery seconded the motion.

ROLL CALL: Council Member Wright, Yes Council Member Taylor, Yes
 Council Member Tueller, Yes
 Council Member Montgomery, Yes
Motion Approved. 4 Yes, 0 No.

G. RESOLUTION 17-10 AMENDING THE THREE MILE CREEK SHOOTING SPORTS COMPLEX SHOOTING PASS PRICES (TMCSSC)

Mayor Cronin stated she emailed out the suggestions concerning the pricing of passes at the TMCSSC to the Council and the RSO's, as well as having discussed them with the City Staff members. She explained the proposed changes will be for a five day punch pass to cost \$20.00 and a \$3.00 cost for children under the age of 12 with paying adult. She stated the resident fee would remain the same.

Council Tueller asked if the City tracked the numbers last year to see how these changes would affect the TMCSSC.

Ms. Johnson said the City Staff can run numbers to see how these changes will affect the TMCSSC.

Mayor Cronin explained a \$20.00 punch pass will be a popular purchase and promote people coming more often.

Council Member Montgomery felt this doesn't represent a cost increase at all.

Ms. Johnson explained there used to be a family pass which was \$10.00 for 5 people, this has been removed and replaced with the cost of \$5.00 for anyone over the age of 12 and \$3.00 for anyone under. She clarified this is the major cost change which will help to cover the TMCSSC operational costs for being open more days during the season.

Sherri Nelson inquired if the punch pass would roll over to the next year or could only be used for this season.

Mayor Cronin stated it could probably only be used for this season.

Len Nelson inquired about what the punch pass would be exactly.

Mayor Cronin stated the punch pass would have 5 punches on it for \$20.00 which would in effect save the purchaser \$5.00.

Mayor Cronin inquired if there are any more suggestions from the Council.

Council Member Tueller felt this would be a great starting place to allow for the increased operating days for the TMCSSC.

MOTION: Council Member Wright made a motion to approve Resolution 17-10 Amending the Three Mile Creek Shooting Sports Complex shooting pass prices. Council Member Taylor seconded the motion.

ROLL CALL: Council Member Wright, Yes Council Member Taylor, Yes
Council Member Tueller, Yes
Council Member Montgomery, Yes
Motion Approved. 4 Yes, 0 No.

H. MOTION TO MOVE THE MAY 25, 2017 CITY COUNCIL MEETING TO MAY 23, 2017

Mayor Cronin explained the 25th of May is the Box Elder High Graduation, therefore, it is proposed to move the May 25th City Council Meeting to the 23rd of May, as this is near the end of the budget planning process and so a meeting most likely will still need to be held.

MOTION: Council Member Wright made a motion to approve the movement of the May 25, 2017 City Council Meeting to May 23, 2017. Council Member Montgomery seconded the motion.

ROLL CALL: Council Member Wright, Yes Council Member Taylor, Yes
Council Member Tueller, Yes
Council Member Montgomery, Yes
Motion Approved. 4 Yes, 0 No.

ITEM 6: MINUTES & COUNCIL/MAYOR REPORTS

A. APPROVAL OF CONSENT ITEMS

- **March 23, 2017 City Council Meeting Minutes**

Tabled.

- **March 28, 2017 City Council Meeting Minutes**

MOTION: Council Member Montgomery made a motion to approve the movement of the March 28, 2017 City Council Meeting Minutes. Council Member Wright seconded the motion.

ROLL CALL: Council Member Wright, Yes Council Member Taylor, Yes
Council Member Tueller, Yes
Council Member Montgomery, Yes
Motion Approved. 4 Yes, 0 No.

B. MAYOR'S REPORT

Mayor Cronin stated she attended the Utah League of Cities and Towns Conference (ULCT). She stated they tracked over 500 bills and they said around 300 of those bills passed are directly related to cities and towns. She explained these bills can be found on ULCT's website so cities can see what will affect them directly.

She explained one of the bills which directly affect Perry City is in regards Food Truck Regulations. She explained a city can regulate if food trucks are allowed in the city and, where they are allowed in the city, but the city can't regulate the distance a Food Truck is from brick & mortar stores. She stated a city cannot charge a duplicate Business License Fee to a Food Truck if they already have a Business License in another city with similar parameters, however, Perry can charge them an administrative fee. She explained the Utah League of Cities and Towns are still

working through this bill to determine the impact it may have on cities, like where the sales tax should go for a Food Truck servicing many towns and cities.

Mayor Cronin said a new bill, regarding code enforcement, states the City cannot have a code enforcement with a criminal penalty unless the City is considering jail time and the citation must be administered by a Police Officer. She explained Perry has already started moving towards having more civil penalties versus criminal and are better prepared for this bill which is good. She continued, however, if penalties keep accruing without the resident complying then a city could, by ordinance pursue a criminal penalty.

Chief Arbon stated there are many State laws which already outline the criminal side of penalties. Therefore, the City shouldn't have to be overly concerned on criminal penalties, as many of these instances are taken care of at a State level.

Chief Arbon discussed the changes regarding the enforcement's of DUI's in the State.

Mayor Cronin stated the next ULCT Conference is September 13th- September 15th.

Greg Westfall encouraged the attendance of Council members to this conference.

Shanna Johnson stated this conference would take place in Salt Lake City instead of St. George.

Mayor Cronin stated the Smith & Edwards Range Day is going to be June 17th and the Mayor's Invitational will be on June 16th. The Invitational will be by invitation only and the City is working on getting the invitations out to key people, she stated if the Council has anyone they would like to add to this list to please let her know.

Mayor Cronin said July 4th Planning is starting, she asked for suggestions on Family Friendly Movies.

Mayor Cronin stated the applications for tourism grants were both awarded one for \$5,000 for welcome signs and the other grant for \$8,700 for the short range pistol venue.

Mayor Cronin stated the City received a \$200.00 grant to celebrate Arbor Day which will be celebrated on Thursday the 27th. She said the City is reaching out to the schools to invite the students to participate. The City will be planting 3 trees.

Mayor Cronin stated the City has road damage near the Peak due to the excess amounts of water coming up through the cracks. She explained there is a well to the east which is estimated to be spewing 50 gallons of water per minute.

Mayor Cronin reported the Public Works Department has been working hard to patch all the holes in the roads and thanked them for their diligence.

Mayor Cronin stated the City is still working with Geneva on Gravel Pit regulations.

C. COUNCIL REPORTS

None.

D. STAFF COMMENTS

Mayor Cronin began to review the possible City projects to the Council and asked Shanna to explain the time card project.

Shanna Johnson explained a project on using an electronic time card keeping system for City Employees. She stated this will reduce error, assist in speeding up the payroll, and will also allow those who are offsite working to be able to clock in away from the City.

Council Member Montgomery inquired the cost.

Shanna Johnson explained it would be a setup fee of \$4,391 and monthly fee \$800.00 a year.

Mayor Cronin stated Melani Nish, Administrative Clerk has looked into updating the City Website and the estimated cost would be a \$10,000 setup fee and a \$1,500 yearly fee. Shanna Johnson explained a few of the issues with the current site.

Mayor Cronin stated Chief Arbon had an idea for a Citizen Patrol Project which would cost \$4,300 a year.

Chief Arbon explained this is a volunteer option who would patrol the City in pairs in a marked citizen patrol vehicle. He explained the shifts would work in 4 hour shifts, they would not carry firearms or weaponry, and (in his experience) will mostly be older citizens. He explained they can help with parades, events, and so forth.

Mayor Cronin stated the Street's Department has requested a budget for getting a new truck which would be \$60,000. She explained this would help with plowing, sanding, and so forth.

Mayor Cronin said the City is increasing the money the City puts into road maintenance as this is the number one priority currently for the City.

Mayor Cronin stated during the audit of the ULCT it was found that entities need to have cell phone policies in place for those employees who have a phone paid by the City but also use this cellphone as a personal phone. She proposes the use of some type of tiered program where the City pays for a portion of the phone service and the employee pays for the rest of the service fee. She explained this would only be for those employees who have a City phone and are using it for both work and personal use. She said she would bring a proposed policy to the Council's next meeting.

E. ITEMS FOR NEXT CITY NEWSLETTER

None.

ITEM 7: ADJOURNMENT

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

Motion Approved. All Council Members were in favor.

The meeting adjourned at 8:40 pm.

Susan O Bray, City Recorder

Karen Cronin, Mayor

Shanna Johnson, Chief Deputy Recorder