

OFFICIALS PRESENT: Mayor Karen Cronin presided and conducted the meeting.  
Esther Montgomery, Todd Christensen, Peter Gerlach, Brady  
Lewis

OFFICIALS EXCUSED: Jana Nelson

CITY STAFF PRESENT: Greg Westfall, City Administrator  
Shanna Johnson, Chief Deputy Recorder  
Malone Molgard, City Attorney  
Shawn Blauer, Police Officer

OTHERS PRESENT: Lani Braithwaite, Boyd Montgomery, David Ahlstrom, Annette  
Ahlstrom, Toby Wright, Devin Miles, Brett Jones (City Engineer)

**ITEM 1: CALL TO ORDER**

Mayor Cronin called the meeting to order.

**A. INVOCATION**

Council Member Christensen offered the invocation.

**B. PLEDGE OF ALLEGIANCE**

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

**C. REVIEW AND ADOPT THE AGENDA**

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

**ROLL CALL:** Council Member Christensen, Yes                      Council Member Montgomery, Yes  
Council Member Lewis, Yes    Council Member Gerlach, 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: PRESENTATIONS**

## **A. AWARDING OF LIFETIME PASSES**

Mayor Cronin awarded lifetime Range Safety Officer passes to the Three Mile Creek Shooting Sport Complex to the following individuals (per Resolution 15-21):

Eric Halter  
Jared Gallegos  
Jim Keller  
Mike Vause  
Dale Weese

Mayor Cronin awarded lifetime passes to the Three Mile Creek Shooting Sports Complex to be used during regular operating hours to the following individuals (per Resolution 15-21):

Todd Christensen  
Roxanne Christensen  
Peter Gerlach  
Kris Gerlach  
Jana Nelson  
Reese Nelson  
Esther Montgomery  
Ryan Montgomery  
Brady Lewis  
Jamie Lewis  
Karen Cronin  
Mark Cronin  
Boyd Malan  
Trudy Malan  
Marci Parker  
Patrick Parker  
Debbie Nelson (Jerry Nelson was awarded a pass in the last meeting)

Mayor Cronin asked for approval (no action required) from the Council for the awarded passes. All Council Members present approved the awarded passes.

She said that required signatures will be obtained on the certifications and they will then be sent out to the recipients.

## **RECOGNITION OF EXITING COUNCIL MEMBERS**

Mayor Cronin recognized the outgoing Council Members and presented them with a certificate and a picture of George Washington titled "Prayer at Valley Forge". She reviewed the exiting Council Members as Peter Gerlach, Todd Christensen, and Jana Nelson. She explained that Jana Nelson was not able to attend the meeting as she recently had surgery on her knee. Mayor Cronin said that a lot of time and thought goes into the action items reviewed in Council Meetings. She expressed appreciation for the opportunity to work with the Council Members, stating that they have taught her a lot and she thanked them for their hard work.

The Council, staff, and public presented gave a round of applause.

## ITEM 4: PUBLIC HEARING AND/OR PUBLIC COMMENTS

### A. PUBLIC COMMENTS

**Boyd Montgomery:** requested a culvert be installed onto his property located at 1200 West so that water no longer drains onto his property. He said he provided a bid from a potential vendor to the City for the work. He said that he is having a hard time getting Codey Illum to call him back regarding a building permit. He said that he is looking to invest \$80,000 into a development on his property that will increase tax revenue to the City.

He reported at the end of 1200 West there should be an end of pavement sign He sated it is a safety issue.

He requested an answer to his letter from Mayor Cronin within the next week.

He asked what the weight limit is on 1200 West and how long a building permit is good for.

**Dave Ahlstrom:** expressed concerns with the empty lot at 2450 South and 900 West near the park as it is filled with sticker weeds, and a compost pile. He said that it has become too insufferable to bear. He said that it is the right of the people to alter the City's plan as it interferes with their safety and happiness. He said that the children are deprived of walking sidewalks without filling their shoes with stickers. He petitioned to make their neighborhood beautiful again. He said appropriate uses of the land may include:

- Planting grass (for ease of maintenance)
- Winding sidewalks through the grass area
- Couple of park benches
- Volleyball pit
- Exercise station
- Vinyl slats against back fencing

He said that the neighborhood pledges to volunteer to prep this area for the work on community pride day. He provided a signed letter from neighbors all willing to help in the effort to try to turn the area into a nicer place.

He said that this land is residential and if a private business tried to use it for compost the City would not approve it. He said that the fence that was installed is an eye sore and dangerous on the North West corner as there is a pipe sticking out. He said that sticker weeds block the gutter in the summer and they are now shriveled and dried up.

**Annette Ahlstrom:** also expressed frustrations with the lot at 2450 South and 900 West. She presented some pictures of the lot at 2450 South and 900 West and some pictures of areas in her son's subdivision that demonstrate what they would like to see the lot to look like. She said when she walked her neighborhood and talked to people about the lot, they all expressed that they were frustrated. She said the kids hate that they cannot walk on the sidewalk and they hate that their bikes are broken all the time with flat tires. She said the parents are tired of picking stickers out of stroller tires. She said there are hornets that build nests in the fence. There are no caps on the fence as it is just scraps pieced together and it looks tacky. She said that this area is zoned residential; it is not a dump or somewhere to store equipment. She said that this is their neighborhood and should be somewhere that they can be proud, a beautiful place to live. She said that many of the people she talked to were scout leaders and would love to volunteer the scouts to work on the area as a project. She said that the kids loved to hang out in the lot prior to the City

using this for a dump and storage area. She said that the kids would use the space if it was a grassy area and it would be a benefit to the neighborhood. She said that the area was very stinky and it is a fire hazard. She said that it is going to keep getting worse. She asked that the Council seriously consider their concerns and come up with another way to use the space. She said that City Ordinance requires that landowners keep the sidewalks in front of their property clear and free of snow and debris, in order to be compliant with Perry City Ordinance she suggested the City hire someone to keep the area clear of snow and debris.

**Lani Braithwaite:** thanked those who have served on the Council for their time and announced that after 18 years of writing for the Box Elder News Journal this will be her last meeting serving as a reporter for Perry City.

## **ITEM 5: ACTION ITEMS**

### **A. APPROVAL OF THE WARRANTS**

Council Member Christensen asked if the Lewis, Young, Robertson, and Burningham payment was for the Pointe Perry Area. Shanna Johnson said yes, it is for the administration of the Pointe Perry Community Development Area and Special Improvement District bond.

Council Member Lewis asked what the warrant for Spillman was for. Shanna advised that Spillman is a Police program that the Police use to submit all their reports through. Shanna advised that the total of the bill was \$16,600 a portion of the software was paid last year and this is the balance of the bill.

**MOTION:** Council Member Christensen made a motion to approve the warrants. Council Member Gerlach seconded the motion.

**ROLL CALL:** Council Member Christensen, Yes                      Council Member Montgomery, Yes  
Council Member Lewis, Yes                                      Council Member Gerlach, Yes

**Motion Approved.** 4 Yes, 0 No.

### **B. CREATION OF A PART-TIME GUN RANGE MANAGER POSITION**

Mayor Cronin said that there has been a request to move the duties of the gun range from the Police Department. She said that as staff we have talked about where the most logical place for this to go is and most recreations type facilities go under the Community Development department therefore the duties of the gun range have been moved from Police and now fall under the Community Development department. She said as part of this change we need to put in place a position for a Part-Time Gun Range Manager. Mayor Cronin advised that a job description has been created. One of the qualifications is that the individual selected for this position will be required to have the NRA Gun Range Officer certification so that they can train Range Safety Officers. She said in addition to this requirement the selected individual will be required to have 3 or more years experience as a Range Safety Officer. Mayor Cronin said the other qualifications are pretty standard. She said that we have projected budget for the position at 10 hours per week for 52 weeks. Council Member Christensen asked if this would be a part-time position or if it should be set as a seasonal position. Mayor Cronin said that there are a lot of things that can be done during off season, i.e. grants. She said that hours will fluctuate and be more limited during the off season. Council Member Christensen asked if grant writing is listed in the qualifications. Shanna said it is. Council Member Lewis asked how many hours per year.

Mayor Cronin said 520. Council Member Lewis asked if the 10 hours per week will be listed in the job description. Mayor Cronin said no but it would be listed in the job posting. Council Member Lewis asked how the job will be posted. Mayor Cronin said it will be posted like all positions. Shanna said it will be listed in the newspaper and posted with the Division of Workforce Services. Council Member Lewis asked who was doing these duties previously. Mayor Cronin said that some of the duties were performed by the police chief, some were performed by the Chief Range Safety Officers, and some jobs were handled by staff. Council Member Lewis asked what the pay range will be. Mayor Cronin said the pay range will be between \$10.50 to \$13.00 per hour. Council Member Christensen asked what the expectation is for the individual and will they be able to hold a full-time job. She said that the schedule will be flexible and some of the hours could be completed even on Saturdays. She said this may also be a good position for someone who is retired. Shanna said that most of the work will be during the operating hour of the range, which is Friday, Saturday, and Sunday. Mayor Cronin said that this is a position she talked to the Chief of Police about back in June and offered him to be able to hire someone if needed. He did not choose to do this at the time. Now that this has been moved to the Community Development area, it is needed. Council Member Christensen said he understands that we are trying to stay cost neutral with the position. He asked if this funding out of the Community Development department and is there budget available. Mayor Cronin said that we are trying to fund this position by fees from use of the range. She said that we will be talking about the budget for this position a little later in the meeting. Council Member Lewis asked if 3 or more years experience as a Range Safety Officer and 3-5 years of management experience is necessary. Mayor Cronin said that last year there were 72 volunteer Range Safety Officers and this individual will be supervising these volunteers so she believes 3-5 years experience is appropriate. She said that 3 years would be the minimum. Council Member Lewis asked if we can broaden the requirement for experience with Microsoft Office as he does not even have much experience with this. Mayor Cronin said this is listed as this is the main software the City office uses. Council Member Lewis said that this item and the next two items are all gun range related and all 3 are very large overhauls. He feels like we can use more discussion prior to taking action, especially between Council Members, other Board Members, and new Council Members coming in. He said he would really like them to be part of the discussion as they will help to manage the changes.

**MOTION:** Council Member Lewis made a motion to table Item 5B Creation of a Part-Time Gun Range Manager Position. Council Member Christensen seconded the motion.

**DISCUSSION:** Mayor Cronin said that right now is when we are applying for a lot of the grants, which is how we keep this position cost neutral. She said that she can see tabling some of the items, but the position shouldn't be in question. Council Member Montgomery said she did not see a reason for delaying the position. Mayor Cronin said that we have the funding and need for the position now.

**ROLL CALL:** Council Member Christensen, Yes  
Council Member Lewis, Yes  
Mayor Cronin, No

Council Member Montgomery, No  
Council Member Gerlach, No

(Mayor voted due to tie vote)

**Motion Failed.** 2 Yes, 3 No.

**MOTION:** Council Member Montgomery made a motion to approve the Creation of a Part-Time Gun Range Manager Position. Council Member Gerlach seconded the motion.

**ROLL CALL:** Council Member Christensen, No                      Council Member Montgomery, Yes  
Council Member Lewis, No                      Council Member Gerlach, Yes  
Mayor Cronin, Yes  
(Mayor voted due to tie vote)  
**Motion Approved.** 3 Yes, 2 No.

### **C. AMEND GUN RANGE POLICIES**

Mayor Cronin explained that we just went through the policy in depth last August and the only thing being amended is changing out the wording for duties that used to go to the Chief of Police putting these duties under the Shooting Sports Complex Manager. Council Member Lewis asked where these are in the document. Mayor Cronin reviewed the changes as follows:

- At the front of the document it refers to the different positions of the management team, adding the Shooting Sports Complex Manager.
- On page 6 it talks about who has a key to the range and adds the Shooting Sports Complex Manager, and leaves the Chief Range Safety Officer, and the Perry Police Department.
- On page 6 it changes the person to call if a key is needed from the Chief of Police to the Shooting Sports Complex Manager.
- On page 11 it talks about the closure of the range. It used to state the Mayor and Chief of Police, it now reads the Mayor and the Shooting Sports Complex Manager. Council Member Christensen recommended keeping the Chief of Police as able to close the range for emergency situations. Mayor Cronin said that the Chief of Police has this authority any way. Greg Westfall said ultimately the Chief of Police is over the safety of the City and if he deems it necessary for a public safety issue he could close the range. Mayor Cronin said we can add the Chief of Police.
- Mayor Cronin said the other change is under the cash handling policy so that if there is a discrepancy with the cash box, they would contact the Shooting Sports Complex Manager instead of the Chief of Police.

Council Member Christensen asked if it would make sense to include the treasurer on these discrepancies. Greg Westfall said a lot of this is already resolved at this level. Shanna Johnson explained that when the cash box comes in Robin Matthews counts the cash and enters this into cash receipting. Jolene Eddington, the City Treasurer then balances this with cash receipting. The report from cash receipting and the logs from the gun range are then given to Shanna to verify that these match and if there is a discrepancy she would then notify the Shooting Sports Complex Manager to work with the volunteer to resolve this.

Council Member Lewis asked if in the future these changes can be highlighted in the document. Greg Westfall asked if he prefers the changes be highlighted or tracked. Council Member Christensen said tracking the changes would be best. Shanna advised that once to activate the track changes on word the changes will change each time you open the document and you must mark the document final each time to remove the tracking. She said that people who are not comfortable with word can find this cumbersome.



**MOTION:** Council Member Montgomery made a motion to approve the amendments to the Gun Range Policies with the change as suggested to add the Chief of Police as authorized to close the gun range for safety issues. Council Member Gerlach seconded the motion.

**ROLL CALL:** Council Member Christensen, Yes                      Council Member Montgomery, Yes  
                    Council Member Lewis, Yes                                      Council Member Gerlach, Yes  
**Motion Approved.** 4 Yes, 0 No.

**D. RESOLUTION 15-23 THREE MILE CREEK SHOOTING SPORTS COMPLEX ADVISORY BOARD**

Mayor Cronin said that this Resolution was drafted to create an advisory board to assist the City in achieving its goals for the gun range. She likened this to the Utah State University (USU) Advisory Board. She stated the USU Advisory Board is made up of 12 people who are community members that help the Dean to research issues and assist him in projects such as fund raising. She said this is more of a support group and helps to achieve the organizations goals. Council Member Gerlach asked how this is different than the gun range board that we have had. She said that the current board is restrictive in its members. There are 9 members and the members had to meet certain criteria. She said the board can have the same members but they will not be held to these specific criteria. Greg Westfall said that currently if a member of the NRA that would be a great asset to the board wanted to join the board, we would not be able to add them as they do not meet any of the criteria set out for the current board. Council Member Gerlach asked if the people who are currently on the gun range board would automatically be placed on the new advisory board or would the current board be dissolve. Mayor Cronin said that this Resolution would repeal the current board; however the current board members are set to rotate every other year. Mayor Cronin said that current members may be automatically placed on the board or they may not. We need to create the board and get the Shooting Sports Complex Manager hired and then decide if that is appropriate. Council Member Gerlach said that the concept makes sense to him but he has been contacted by someone who is concerned that the changes may shut out people who have volunteered in the past. He said he is not sure if there concern is valid or not. He said that the concept makes sense and the flexibility makes sense, but he also wants to make sure we are not accidentally stepping on people who have volunteered in the past. Greg Westfall explained that the proposed Resolution states that board members will be appointed by the Mayor with the consent of the Council, so the Mayor will bring a list to the Council for their consent or approval. Council Member Lewis asked how the current board members are chosen now. Mayor Cronin said that the current board positions are pretty detailed as to who can serve in that role. She said some are to be picked by the Mayor and some were to be picked by the Police. Council Member Christensen said that is not so bad, when the board was created about 4 years ago we listed specifics because we needed certain skill sets to help represent the board. He stated that may not serve its purpose anymore, but he is not sure that is the case and that we no longer need the current board. Council Member Montgomery stated she believes there will be the same sort of collaboration. She explained when appointments take place for the Planning Commission and other boards there is an interview and their qualification are taken into account. Members are selected based on those who meet criteria that the City is looking for at that time. Council Member Montgomery said that she believes this is a great launching platform for this advisory board, but suggested including a 2 year term limits for members, and specifying the number of board members to serve on the board. She said this could be

5-10 members, etc. Council Member Gerlach advised that one of the problems with specifying the size and term is that if someone from the NRA comes and wants to participate in the Board for 6 months and we have hit the maximum number of members and set a 2 year term. This could discourage participation. Council Member Montgomery suggested setting a minimum of 5 members. Council Member Christensen asked who the 3 members identified in the current Resolution would be. Mayor Cronin explained that this would be the Mayor, the Shooting Sports Complex Manager and a member of City Staff to record the meeting. Council Member Lewis asked if the member of staff would be on the board or just there to record the meeting. Mayor Cronin said that they would be on the board. She said that this could be the Deputy Recorder, the Recorder or even the City Administrator. Council Member Lewis asked if this person could switch out to be any of those individuals at any time. Mayor Cronin stated it would probably be the same person for whatever length of time is identified. Shanna said that if the person was absent another recorder could attend and record the meeting. Council Member Lewis said his concern is that on day one we are looking at only 3 people serving on the board. Mayor Cronin said that this sets up the board and then next time additional members would be appointed. Greg said he would look at it differently there would only be 2 members and therefore no action could be taken until additional members are identified. He said this is just an advisory board and they will only be issuing suggestions and recommendations. These suggestions will come back to the staff and Mayor in an effort to help in the management of the Three Mile Creek Shooting Sports Complex. Council Member Lewis asked what the rush is on this action item. Mayor Cronin indicated that there was no rush. She stated that in January several of the board members will be rotating therefore it would be a good time to make a change to the structure of the board. Council Member Lewis asked whose terms were up. Mayor Cronin and Greg Westfall were unsure at that time who in specific. Mayor Cronin said that some rotate on odd years and others on even years. Council Member Lewis said we should still be left with at least half of the current board. Mayor Cronin said yes and she foresees that these board members would continue on the advisory board. Council Member Lewis asked what the current board thinks about the suggested change to the board structure. Mayor Cronin stated there has not been a board meeting since August of 2015. Council Member Gerlach asked why. Mayor Cronin said that these meetings are called by the Chief of Police and he has not called a meeting to order since August. Greg Westfall said that the suggested change will help in this effort as the staff could call meetings. Council Member Lewis said we currently have staff on the board so this does not change anything. He said he is unsure what we are gaining with this change other than to let a bunch of people go. Mayor Cronin responded that we are not letting anybody go. Council Member Lewis disagreed because we are repealing the current board. Council Member Montgomery stated that is just a formality. Council Member Lewis also expressed discomfort with the fact that the current board has not given any input in regards to the changes.

**MOTION:** Council Member Lewis made a motion to table Resolution 15-23 until additional discussion can take place between the Council and current Three Mile Creek Gun Range Board. Council Member Christensen seconded the motion.

**DISCUSSION:** Council Member Christensen said supports tabling this with a different point of view than expressed by Council Member Lewis. He agrees more with Council Member Montgomery's suggestions and would like to see some provisions for honorary or special assignees to the board for short amounts of time i.e. a NRA Member for 6 months. He would like to set term limits, identify requirements of the board members, and define at



least a bi-monthly schedule. Council Member Lewis said he does not want his motion to sound negative, he likes where this is going, but he thinks there is a lot of points to still go over. Mayor Cronin said she agrees with a lot of the suggestions made, but one thing she has learned as she has worked with Gary Crane on other boards and he often says to get the board set up, then put the bi-laws in place. She said this gets the ground work and foundation in place, instead of trying to build the whole house in one day. Council Member Christensen said that his final thought would be that he feels the Three Mile Creek Shooting Sports Complex Manager should be hired and be able to help us to set this board up. Greg said the proposed advisory board is modeled on successful boards across Utah, such as the USU Board. He said that this is the type of board that allows the Council to have some direction. Boards serve at the pleasure of the City Councils and the Mayor and a lot of times this perception gets skewed. He said an advisory board helps to prevent this from happening. Council Member Montgomery said she hopes a lot of the suggestions made tonight will come back to the City Council next month in a draft form and at that time the City can complete the implementation of the advisory board.

**ROLL CALL:** Council Member Christensen, Yes                      Council Member Montgomery, Yes  
                         Council Member Lewis, Yes                                      Council Member Gerlach, Yes

**Motion Approved.** 4 Yes, 0 No.

#### **E. RESOLUTION 15-24 SUBDIVISION PROCEDURES**

Greg Westfall said in the previous meeting we discussed the reasons for putting in place Subdivision Procedures. He said as you review Resolution 15-24 you will see that the first 2 items are designed to address issues with developers might finish only 20 feet of sidewalk request an escrow draw, then the next week do the same thing. He said this gets cumbersome and our fees do not cover this type of request. We have tried to put together a procedure that will be not only responsible to the developer, but also to the tax payer and the City's time. He said currently we have a code that requires conditional acceptance at the end of a development and that is when the 1 year warranty period starts. He said unfortunately our code is a bit ambiguous as to what defines conditional acceptance. Item 3 listed in the proposed Resolution identifies what is required for conditional acceptance. Greg explained that this provides up front clarification to the developer and the City. He explained the need for item 4 stating that we get a fee up front from the developer that is to cover all City work associated with the development. He said sometimes the developers believe this opens up a free and unlimited line of contact to our engineer, which is actually an hourly charge to the City. He said item 4 requires that the City coordinates all communication between the City and the Engineer. Brett Jones said that they have informally put this in place. If a developer calls him, he refers them back to the City. Greg said item 4 formalizes this and gives Brett some back up when he refers developers back to the City. Greg said that item 5 notifies the developer that all meetings regarding their development will be recorded in an effort to document the meeting and avoid any confusion regarding what transpired after the fact. Council Member Christensen asked if this would be an audio recording. Mayor Cronin confirmed that it would be an audio recording and said these will not be transcribed. Mayor Cronin said there are a few other items the City would like to include in the subdivision procedures, but they are researching to ensure that these items are legal. Council Member Christensen said that item 5 will take some work to implement including letting developers know that they are being recorded and a filing system for the recordings.

**MOTION:** Council Member Montgomery made a motion to approve Resolution 15-24 Subdivision Procedures. Council Member Christensen seconded the motion.

**ROLL CALL:** Council Member Christensen, Yes                      Council Member Montgomery, Yes  
                    Council Member Lewis, Yes                                      Council Member Gerlach, Yes

**Motion Approved.** 4 Yes, 0 No.

Council Member Christensen asked now that this is passed will a copy of the Resolution be given to the developer when we receive their application. Greg said yes. Council Member Christensen asked when these procedures will be on the Municipal Code online. Greg said that this is a Resolution therefore will not be placed in the code at this time. He said that we passed it as a Resolution so that it could be enacted immediately. He said that there will be follow-up and some additional items that they will put into ordinance format and bring back to the Council for approval. Upon that approve the procedures will be added to the City Code.

#### **F. APPROVAL OF VALLEY VIEW LOOP WATER LINE (IMPACT FEE) PROJECT**

Mayor Cronin stated that the City Engineer, Brett Jones is in attendance to explain the project. She advised that this project was approved on our impact fee project list last year. Brett said that he is here tonight to get approval to begin talking with property owners and get as much land deeded as possible, in exchange for their access to a free waterline. He said that this is a new waterline therefore impact fee eligible. Brett explained that this water line will be located in the Maple Hills Subdivision, which is in a higher pressure zone than the rest of the City. It gets its pressure from a water tank above the subdivision and there is a pressure reduction station below the subdivision so that pressure does not get too high as gravity flows. Brett stated the idea would be to install a new waterline connection above that pressure relief valve, which as a side benefit will improve pressure for the North East section of the City. He said the waterline is needed for future development and in order to loop the water system together. There are also plans for a future additional reservoir in the area, although this is probably a long way into the future due to cost. He said that the main thing is that this is a fully funded impact fee project due to the new infrastructure, but there are some added benefits to the existing system. He explained the entire area adjacent to the new line is fed currently by a waterline located at Highway 89. He said currently if there is a water problem the area would be out of water. This provides a second redundant feed of water to the area. Brett advised there is a lower connection project that has been approved by the Council in the past, but the City plans to work on this connection first as it provides better pressure to the North East section of Perry.

**MOTION:** Council Member Christensen made a motion to approve the Valley View Loop Water Line Project. Council Member Gerlach seconded the motion.

**ROLL CALL:** Council Member Christensen, Yes                      Council Member Montgomery, Yes  
                    Council Member Lewis, Yes                                      Council Member Gerlach, Yes

**Motion Approved.** 4 Yes, 0 No.

#### **ITEM 6: DISCUSSION**

##### **A. CDBG GRANT PROCESS**

Shanna Johnson reported that Greg Westfall and she attended the CDBG Training last month. She said there were some changes to income levels on the Low to Moderate Income

Survey and she met with Brian Carver (who is checking with representatives from CDBG) to see if our survey from last year still qualifies. She reported that our survey was conducted right when the income levels changed therefore we may have to resurvey the area. Shanna reviewed items that would need to be completed if the City plans to apply for the grant funding:

- The City would need to conduct a Public Hearing in a format specified by CDBG. Shanna explained this includes noticing in a specific way and gathering input from the public on suggested projects. She said that the only place that projects can be completed are in areas that meets the low to moderate income level as defined by HUD and if the project area is small the entire area must meet this requirement.
- The City will need to accept the CDBG Thresholds and General Policies, and
- The City will need to approve and provide to CDBG a Capital Improvements Project List.

Shanna advised that the deliverable must be submitted along with the application by January 29, 2016. Council Member Christensen asked if we are still focused on the three areas along 900 West and 2700 South. Shanna said that the City would like to look at these areas as that is where our low to moderate income area is suspected to be, but before we begin to focus on a project we do need to gather input first.

## **B. FY2015 FINANCIAL REPORT AND AUDIT UPDATE**

Shanna Johnson advised that this is our last meeting of the year and she is sure that the Council is wondering why there is not an audit report. She stated due to new reporting requirements for retirement and it causing the preparation of the financial report and audit to take slightly longer than usual. She said that we are confident that the Financial Statement and Audit will be completed and submitted by December 31<sup>st</sup> as required by State Law, but the Audit report will not be presented until the first meeting in January. Council Member Christensen asked if this is allowed. Shanna replied yes, the State requires that the audit and financials be submitted to them by December 31<sup>st</sup> and although cities do put the audited financials on the agenda for Council acceptance, the Council really can't approve or disapprove the audit results. The results from the audit are what they are. Shanna stated she talked with our auditor and asked if we needed to have a special meeting for Council acceptance and the auditor advised that the acceptance is ceremonial and this could be done the first meeting in January. She said the main compliance item is getting this submitted to the State Auditor by December 31, 2015.

Shanna reported that she has completed the Fiscal Year 2015 year end journal entries and adjustments for retirement and all funds look healthy.

## **C. CITY CENTER SUBDIVISION IMPROVEMENTS**

Greg Westfall said we have talked about City Center Subdivision a couple times. He said that this is an approved subdivision, but the original plan was not feasible so some adjustments were made to the plans and the subdivision has been before Planning Commission and they have given concept and preliminary approval. He said that this will go back before the Planning Commission in January and then to the Council for final approval. He said that the rough estimate for lot sales based on the new subdivision plans is that the City will have 5 lots to sale at approximately \$12,000 in expenses to improve

each lot or \$60,000. He said that with the sale of 1 lot we should hopefully be able to recoup these costs. He said the other added value to the City is that if we do the improvements we the City will be the ones digging in the street as opposed to each individual homeowner doing the work, cutting the street, making connects, etc. He said his suggestion is to present these lots for sale as improved lots, which will come with a cost, but also a higher return in value. Council Member Christensen asked if the City would sale the lots on our own or hire a realtor. Greg said the City has the option to do either but his suggestion is to hire a realtor. Council Member Lewis asked when the lots would be ready for sale. Greg replied that final approval of the subdivision will take place in January or February. Brett said that there will be some concrete work so you will not want to do this until May. Council Member Lewis said that we could have these on the market by summer. Greg confirmed this. Mayor Cronin said she would like to have them sold by the end of the fiscal year.

**D. POSSIBLE BUDGET AMENDMENTS**

Mayor Cronin said she asked Shanna Johnson to put together areas where the City has projected increased or reduced costs and where we have additional revenues. Mayor Cronin reviewed the below table with the Council:

	<u>Increased Costs</u>	<u>Reduced Budgets</u>	<u>New Revenues</u>	<u>Balance</u>
<b>POLICE Department</b>				
Spillman Reporting Software	\$9,161.00			
Incentive Pay	\$4,825.00			
PT Police Officer	\$16,410.00			
Reduced Equipment Budget		(\$3,000.00)		
Reduced Phone Budget		(\$2,000.00)		
Reduced Tech & Prof		(\$500.00)		
Reduced Training Budget		(\$1,300.00)		
Reduced Fleet Budget		(\$6,000.00)		
<b>Totals</b>	<b>\$30,396.00</b>	<b>(\$12,800.00)</b>		<b>\$17,596.00</b>
<b>Three Mile Creek Range</b>				
Shooting Sports Complex Manager	\$2,076.00			
2015 Gun Range Revenues Better Than Planned			(\$1,393.36)	
<b>Totals</b>	<b>\$2,076.00</b>		<b>(\$1,393.36)</b>	<b>\$682.64</b>

	<b>Increased Cost</b>	<b>Reduced Budgets</b>	<b>New Revenues</b>	<b>Balance</b>
City Center Subdivision Improvements	\$60,000.00			
Planned Revenue from Sale of 1st lot in City Center Subdivision in FY2015			(\$50,000.00)	
<b>Totals</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>(\$50,000.00)</b>	<b>\$10,000.00</b>
Projected addtl FY2016 Sales Tax			(\$19,378.00)	<b>\$8,900.64</b>

<b>Budget Trend Oct 2015</b>	
Projected Revenues w/o Fund Balance	\$ (1,904,368.00)
Projected Expenses	\$ 1,874,262.00
<b>Balance</b>	<b>\$ (30,106.00)</b>

Mayor Cronin explained that the Police had planned to pay for the Spillman Software with grant monies, but we were not able to get this funding so we are now looking at how we can cover the expense. She stated that nationally and within Utah Police officers are at a premium and larger agencies are recruiting officers from smaller agencies. She said that we do know of a couple officers who are interviewing with other agencies the incentive money listed within the proposed budget changes would be monies that we may be able to put out there to try and help keep some of the officers that may get offers from other departments. She said she also included monies to hire a part-time officer to help with scheduling. She said that she talked with the Chief about the department's budget needs and they discussed that the priority is the Spillman Software and the other items are nice to have. Chief Weese identified budget items that he felt he could cut and these items are identified on the chart as reduced budget items. She advised that you can see that even with the reduced budget items we are still about \$17,000 short in the Police area.

Mayor Cronin reviewed budget changes in the Three Mile Creek Shooting Complex area. She reviewed the costs planned for this fiscal year for the new Shooting Sports Complex Manager and the increased revenues at the gun range and stated that there is still \$682 that would need to be collected to cover the added expense. Mayor Cronin said that looking out at next season we feel that we will be able to cover this with revenues from gun range use.

Mayor Cronin reviewed the expenses and planned revenues from the City Center Subdivision. She said that we are confident that if we can get the improvements in we can sale at least one lot to help offset the costs, leaving a budget item of \$10,000.

Mayor Cronin reported we are trending higher than planned sales tax revenues and when you take into account all budget presented budget changes we are still about \$8,900 short.

She said that is where we are looking whether or not it is good idea to hire an additional part-time officer at this time.

Mayor Cronin review the total General Fund budget trend which shows that we are trending to receive less revenue than planned, but we are also spending less than planned. If both items keep on the same trend we will end the year under budget and with \$30,000 in revenues over expenditures. She said so in answer to the City Center Subdivision we did not plan to spend funds on this subdivision but we feel that we will have budget to cover this.

Shanna Johnson added that these are projections and if the City decides to change the budget there will be further discussion and the City will go through a formal amendment conducting the required public hearings with proper noticing.

Council Member Christensen cautioned cutting police training unless it was a training they missed and no longer need funding for. Shanna Johnson said that we talked with Chief Weese and he advised that he was comfortable with all the presented changes.

Greg Westfall said that if anyone is not comfortable with the City Center Subdivision improvements going forward to please contact him.

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

### **A. APPROVAL OF CONSENT ITEMS**

- **November 12, 2015 City Council Meeting** – Tabled

**B. TODD CHRISTENSEN:** said he has been glad to serve the City for many years. He said he started his role in City Government in 2005 when he ran for City Council. He said it has been a good run and he has asked the Mayor and offered to continue to serve on the Utopia Board after his term as a City Council Member ends in January. He said that he would like to see something come out of that. He suggested additional improvements on 900 West as it is just a safety hazard. He said that the street is narrow and hoped that we can look at purchasing land to widen the road. Mayor Cronin said that monies were budgeted this year to start working on this. She said it is on the radar and would be a great CDBG project if it qualifies and if not it will need to be future City project.

**C. PETER GERLACH:** Nothing reported.

**D. JANA NELSON:** Absent.

**E. ESTHER MONTGOMERY:** reported that the Holiday movie will be Saturday, December 5, 2015 at 9:00am and 11:00am. The City will be showing the “Minions” movie and Santa Claus will be there. Mayor Cronin thanked Council Member Montgomery for coordinating the movie.

**F. BRADY LEWIS:** Nothing reported.



**G. MAYOR CRONIN:** said as we roll over to a new year and have a transition of Council Members she wanted to thank the Council Members for their help in assisting her with the duties delegated to them. She said as we bring out a new Council there will be some changes and as of January 1<sup>st</sup> the slate will be clean and she will be looking at how and where the duties will be delegated.

**H. STAFF COMMENTS:** Greg Westfall and Shanna Johnson expressed their appreciation for the exiting Council Member and thanked them for serving.

**I. ITEMS FOR NEXT NEWSLETTER**

- None.

**ITEM 8: EXECUTIVE SESSION**

**MOTION:** Council Member Montgomery moved to close the Public Meeting and open an Executive Session to discuss character and fitness of an individual and potential litigation. Council Member Lewis seconded the motion.

**ROLL CALL:** Council Member Christensen, Yes                      Council Member Montgomery, Yes  
                    Council Member Lewis, Yes                                      Council Member Gerlach, Yes  
**Motion Approved.** 4 Yes, 0 No.

The Regular Public meeting closed at approximately 8:41pm.

**MOTION:** Council Member Christensen moved to close the Executive Session and return to the Public Meeting. Council Member Gerlach seconded the motion.

**ROLL CALL:** Council Member Christensen, Yes                      Council Member Montgomery, Yes  
                    Council Member Lewis, Yes                                      Council Member Gerlach, Yes  
**Motion Approved.** 4 Yes, 0 No.

The Regular Public meeting reopened at approximately 9:15pm.

**ITEM 9: ADJOURNMENT**

**MOTION:** Council Member Gerlach made a motion to adjourn the council meeting. Council Member Christensen seconded the motion.

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

The meeting adjourned at 9:16pm.

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Susan Obray, City Recorder

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Karen Cronin, Mayor

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Shanna Johnson, Chief Deputy Recorder