

PERRY CITY COUNCIL RETREAT WORK SESSION MEETING
Utah State University – Brigham City Campus
989 S Main St.
February 2, 2017

11:00am

OFFICIALS PRESENT: Mayor Karen Cronin presided and conducted the meeting. Esther Montgomery (arrived at 11:15am), Toby Wright (arrived at 11:25am), James Taylor, Nathan Tueller, Brady Lewis

CITY STAFF PRESENT: Shanna Johnson, Chief Deputy Recorder
Craig Hall, City Attorney (present from 11:00am to 2:05pm)
Greg West Fall, City Administrator (present from 12:45 to 2:10pm)
Ryan Arbon, Chief of Police (present from 12:45 to 2:10pm)

OTHERS PRESENT: None

APPROX. 11:00 – 11:360 AM

ITEM 1: CALL TO ORDER

Mayor Cronin called the meeting to order.

The Council participated in the marshmallow challenge team building event. This activity required the council to build a structure from spaghetti noodles, masking tape, and string that would hold a large marshmallow on the top of the structure. The goal was to have the highest standing structure.

Mayor Cronin showed a video explaining that this activity shows how different teams work together, the importance of working as a team, and how it is best to build a prototype and at times change or correct as we work through projects, processes, and policies.

APPROX. 11:30 – 12:47 AM

ITEM 2: TRAINING

A. GOOD GOVERNANCE

Shanna Johnson presented training related to the concept of good governance. She explained that the Mayor and she attended training at the Utah Local Governments Trust office regarding this concept. The training covered the concept that the members of the City Council wear different hats with different responsibilities; it is important to only wear the Council hat when in a City Council meeting as the decisions of the City Council are collective and the City Council only has power when acting collectively. The training reviewed working within a proper hierarchy, expressing that the Council represents the people and has legislative power to set policy, budget, and ordinances. It also reviewed that the Mayor (who acts as the CEO) of the City represents the City Council and administers the City within the parameters set by the City Council. See the attached presentation for additional training details.

APPROX. 2:19 – 2:56PM *(Lunch & Executive Session took place prior to this agenda item)*

ITEM 3: 2017 Outlook

B. OVERVIEW OF GOALS, PROJECTS, AND UPCOMING EVENTS

The Mayor and Council reviewed projects for 2017. Mayor Cronin handed out a list of projects already planned or in motion and asked if the Council had anything they would like to add.

Mayor Cronin indicated that there will be a large focus on updating our city codes. She explained that the reason Greg Westfall was only in attendance at the retreat for a small portion of time is that she has asked him to dedicate a large portion of his time on municipal code and ordinance review and updates. She said that she will be taking his recommendations for change to a committee for review and then it will go to the Planning Commission and the Council for action.

Mayor Cronin noted that the City is working on Economic Development, particularly in the Pointe Perry Commercial area and will need to mitigate some wetlands in the area. She said Verizon is another source of economic development. Council Member Wright asked for more information about Upland Square. Mayor Cronin advised that this is the area near 1100 South, which Brigham City just constructed a new intersection. She said that a portion of this area belongs to Brigham City (they have named this Brigham Crossing) and the other portion is Perry City. The entire area used to be called Upland Square and Perry City has not renamed their portion as of yet. She reminded the Council that in the past they have discussed the area; Brigham City submitted a plan for development on their portion, which has been reviewed by a Joint Advisory Board (that meets periodically regarding the development of the area).

Mayor Cronin referred to a City map and stated she she is working with the County Commission and Mayor Vincent to get a petition signed to move the front runner stop from the originally planned area in Brigham City on Forest Street to the 1100 South area. She reported that the developer in Brigham City has already said that they would donate the land needed for the station and this area makes more sense because of the transportation corridor coming along 1100 South from Cache Valley, and the I-15 corridor. She said that they are meeting on February 21st to discuss this further.

The Mayor and Council discussed the Pointe Perry commercial area and potential business looking at the area. Mayor Cronin said that she has been contacted by another contractor wanting to dump fill in the area.

Mayor Cronin reported changes in the administration of the gun range stating that Eric Halter has volunteered and helped with this for years, but has just taken a new job that will not allow him the time needed to provide this service. She reported that the City's workers compensation insurance increased quite a bit due to a (trip and fall) accident on the gun range grounds; because of this she would like more supervision and oversight at the gun range. She recommended that two range safety officers be required to be at the range in order to access the range. She added that the City will lose many volunteers if this is implemented. She suggested possibly funding a part-time seasonal worker to be at the range during operating hours; she indicated that this will cost approximately \$8,000 a season. The Council discussed wanting the range to be self funded and reviewed the possibility of increasing the user fee to help fund a new employee and other costs. They also discussed hiring 2 part-time seasonal workers and opening during the week Tuesday - Sunday, during normal business hours.

Council Member Tueller brought forth concerns about the City infrastructure, water, sewer, future growth, and how to address these issues going forward. Mayor Cronin said the residents were asked during the general plan open house events if they would like to put money toward infrastructure for future growth and the answer was a resounding no. She asked if paying for infrastructure is something the Council wants to consider funding. Council Member Tueller said he figures that the developer should pay for it. Council Member Taylor said for residential growth the developer should pay, but he feels that the City should be willing to pay for infrastructure to bring commercial growth. Mayor Cronin said the next thing that the City needs for growth in terms of infrastructure is develop a new well and a storage tank on the southeast side of the City. She said that currently there is only enough water with the current well and distribution for 50 new homes in the southern portion of the City. She said she thought the estimate for this well and storage tank would be around \$3M.

Mayor Cronin stated that the winter season has been very hard on roads and has caused potholes. She said that if somebody hits a pothole and it damages their vehicle they can put in a claim for payment either from the City directly or via insurance. She said that the pot holes are a liability. Mayor Cronin said that she has had one person bring forth a claim and she talked with our City Attorney who said that the person needs to bring a picture of the pothole, a written statement of claim, and a bid and if the pothole has been there for an unreasonable amount of time. It may be the City's responsibility to pay. She said that there will be a higher amount of maintenance because of the pot holes and this may require some added funds in this area. Mayor Cronin stated the Council had talked once about a road maintenance fee to help with the cost of maintaining roads and she asked if the Council would like the City Engineer, Brett Jones, to come back and present what he has found out through research. Council Member Montgomery said she would be interested in hearing from Brett.

APPROX. 12:47 – 1:17 PM

ITEM 4: LUNCH BREAK *(Held in conjunction with the Executive Session)*

Shanna Johnson gave an overview of Government Finance, the Budget Process, Purchasing, and Checks and Balance (see attached presentation).

APPROX. 1:20–2:04 PM

ITEM 5: TEAM BUILDING

A. JEOPARDY – TEAM BUILDING ACTIVITY

The Council participated in a game of jeopardy with the following topics:

- Land Use
- Utah Public Governance
- Police
- H.R. & Finance
- Perry By the Numbers

Council Member Montgomery scored the highest points and was declared the winner.

APPROX. 2:56 – 3:30 PM

ITEM 6: CITY BRANDING

ROLL CALL: Council Member Wright, Yes
Council Member Montgomery, Yes
Council Member Lewis, Yes
Motion Approved. 5 Yes, 0 No.

Council Member Tueller, Yes
Council Member Taylor, Yes

The regular meeting reopened at 1:17pm.

Approx. 1:17 – 1:20 PM

Mayor Cronin reviewed a request from the Wastewater Treatment Board for approval funds from budget outside of the Wastewater Treatment Plant to be expended on the Sewer Vacuum Truck. She advised that maintenance work is estimated to cost approximately \$3,500 of which the cost will be divided between Perry and Willard. She said that they would like to also sell the Vacuum Truck and then pay this amount back from a portion of revenues gained. She added that because this truck was purchased with grant monies originally, the funds from the sale of the truck will be required to be allocated back to Wastewater Treatment/Sewer Fund (either in emergency funds, or maintenance funds) as mandated by the State. Greg said that this recommendation for the maintenance expense and sell of the Vacuum Truck came from a unanimous vote from the Wastewater Treatment Board. Mayor Cronin asked Shanna from what funds this can be paid. Shanna explained that typically this would be paid from the Wastewater Budget as it is part of the Sewer Fund and their monies come from the same place. She stated that if the Council approved these funds being paid from elsewhere she would recommend that they come from the sewer collections budget. The Mayor asked if the Council had any thoughts. The Council was fine with this coming as an action item at a later date.

APPROX. 3:49 – 4:08 PM

ITEM 10: FINANCIAL COMPLIANCE

A. REVIEW OF RECENT STATEWIDE AUDITS

B. FRAUD PREVENTION

Shanna Johnson reviewed the fraud triangle explaining that fraud usually occurs when three things are present:

- Opportunity
- Rationalization
- Pressure

She explained that good fraud prevention practices include:

- Separation of duties – creating a check and balance
- Independent checks – cash drawer counts, bank reconciliation, following P&P
- Good Policies

Mayor Cronin reviewed some of the findings from the audit of Utah League of Cities and Towns and expressed the need for the City to review its current processes and policies to ensure that we have good fraud prevention in place.

C. BUDGET PROCESS Q&A – Tabled

ITEM 11: ADJOURNMENT

Mayor Cronin closed the meeting at 4:08pm.

Susan O'Bray, City Recorder

Karen Cronin, Mayor

Shanna Johnson, Chief Deputy Recorder