

1 PERRY CITY COUNCIL MEETING
2 PERRY CITY OFFICES
3 March 22, 2018
4

7:02 PM

5 OFFICIALS PRESENT: Mayor Kevin Jeppsen presided and conducted the meeting. Esther
6 Montgomery, James Taylor, Andrew Watkins, Nathan Tueller, and
7 Toby Wright.
8
9

10 CITY STAFF PRESENT: Shanna Johnson, Chief Deputy Recorder
11 Scott Hancey, Police Sergeant
12 Craig Hall, City Attorney
13

14 OTHERS PRESENT: Stuart Grover, Michael Duke, Nelson Phillips, Kobe Arrintgon, and Jaxzen Dabell
15

16 **ITEM 1: CALL TO ORDER**

17 Mayor Jeppsen called the City Council meeting to order.

18 Mayor Jeppsen recognized the Boy Scouts in attendance and presented them each with a Perry City
19 Pin.

20 **A. INVOCATION**

21 Council Member Wright offered the invocation.

22 **B. PLEDGE OF ALLEGIANCE**

23 Council Member Tueller led the audience in the Pledge of Allegiance.

24 **C. REVIEW AND ADOPT THE AGENDA**
25

26 **MOTION:** Council Member Wright made a motion to approve the agenda. Council Member
27 Montgomery seconded the motion.
28

29 **ROLL CALL:** Council Member Montgomery, Yes Council Member Wright, Yes
30 Council Member Taylor, Yes Council Member Tueller, Yes
31 Council Member Watkins, Yes
32

33 **Motion Approved.** 5 Yes, 0 No.
34

35 **ITEM 2: PROCEDURAL ISSUES**

36 **A. CONFLICT OF INTEREST DECLARATION**

37 None.
38

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

40 Shanna Johnson passed out the warrants.
41

42 **C. BUSINESS LICENSE(S)**

- 43 • JK Accounting Service LLC
- 44 • Amanda's Place Salon, Bookkeeping, and Product Sales
- 45 • Quickhatch Armory- Tabled
46

47 Shanna Johnson reviewed that JK Accounting Services LLC will be a business run mostly
48 online, where she will go and visit her clients in their homes. She stated the other two
49 businesses (Amanda's Place Salon, Bookkeeping, and Product Sales and Quickhatch
50 Armory) which have been recommended by the Planning Commission. She reviewed the
51 contingencies both business applications came with from the Planning Commission.
52

53 Mrs. Johnson stated she has received the approved fire inspection for Amanda's Place Salon
54 application.
55

56 Stuart Grover (Planning Commissioner) explained the contingencies set on Quickhatch
57 Armory's home business application are due to the home not being completed at this time.
58

59 The Council and Staff discussed the application for Quickhatch Armory and the matter of
60 approving the application with the home not being currently completed.
61

62 **MOTION:** Council Member Taylor made a motion to approve the business license for JK Accounting
63 Service LLC, Amanda's Place Salon, Bookkeeping, and Product Sales, and put Quickhatch Armory on
64 hold. Council Member Tueller seconded the motion.
65

66 **ROLL CALL:** Council Member Montgomery, Yes Council Member Wright, Yes
67 Council Member Taylor, Yes Council Member Tueller, Yes
68 Council Member Watkins, Yes
69

70 **Motion Approved.** 5 Yes, 0 No.
71

72 **D. Appointment: Aging Council- Shelia Harper** 73

74 **MOTION:** Council Member Tueller made a motion to approve the appointment of Shelia Harper to
75 the Aging Council. Council Member Wright seconded the motion.
76

77 **ROLL CALL:** Council Member Montgomery, Yes Council Member Wright, Yes
78 Council Member Taylor, Yes Council Member Tueller, Yes
79 Council Member Watkins, Yes
80

81 **Motion Approved.** 5 Yes, 0 No.
82

83 **ITEM 3: PUBLIC HEARING AND/ OR PUBLIC COMMENT** 84

85 **A. PUBLIC HEARING REGARDING ORDINANCE 18-B CREATING A NEW ZONE AND** 86 **DESIGNATION FOR AGGREGATE EXCAVATION AND ADOPTING A REVISED ZONING** 87 **MAP**

88 Craig Hall explained this ordinance creates a zoning ordinance for an aggregate excavation
89 zone, which the City currently does not have in their land use chart and needs with the new
90 Gravel Pit Ordinance. He advised the deletion of paragraph F regarding permitted uses and
91 correcting the numbering in the document.
92

93 Mayor Jeppsen opened the public hearing for Ordinance 18-B.
94

95 No public comment received.
96

97 Mayor Jeppsen closed the public hearing for Ordinance 18-B.
98

99 **B. PUBLIC HEARING REGARDING ORDINANCE 18-C AMENDING THE PERRY CITY OFFICE**
100 **ADMINISTRATIVE PAY MATRIX TO ESTABLISH NEW PAY RANGES FOR THE**
101 **POSITIONS OF CITY ADMINISTRATOR AND CITY PLANNER**

102 Craig Hall stated the pay ranges for the potential hiring of the new City
103 Administrator/Planner exceed the current pay matrix, therefore, the pay matrix needs to be
104 amended to fit the updated pay ranges (formulated and updated by survey).
105

106 Mayor Jeppsen opened the public hearing for Ordinance 18-C.
107

108 No public comment received.
109

110 Mayor Jeppsen closed the public hearing for Ordinance 18-C.
111

112 **C. PUBLIC COMMENT**

113 No public comment received.
114

115 **ITEM 4: ACTION ITEMS**

116 **A. APPROVAL OF THE WARRANTS**

117
118
119 **MOTION:** Council Member Taylor made a motion to approve the warrants. Council Member
120 Watkins seconded the motion.
121

122 **ROLL CALL:** Council Member Montgomery, Yes Council Member Wright, Yes
123 Council Member Taylor, Yes Council Member Tueller, Yes
124 Council Member Watkins, Yes
125

126 **Motion Approved. 5 Yes, 0 No**
127

128 **B. ORDINANCE 18-B CREATING A NEW ZONE AND DESIGNATION FOR AGGREGATE**
129 **EXCAVATION AND ADOPTING A REVISED ZONING MAP**

130 Council Member Taylor asked to see paragraph F of the document.
131

132 The Council discussed and reviewed this paragraph and agreed there is no need to review
133 permitted uses.
134

135 Criag Hall explained with the approval of this resolution, the Council will be rezoning the
136 Geneva Gravel Pit currently in operation.
137

138 **MOTION:** Council Member Montgomery made a motion to approve Resolution 18-B creating a new
139 zone and designation for aggregate excavation and adopting a revised zoning map with the
140 amendment of deleting paragraph F and editing the numbers. Council Member Taylor seconded the
141 motion.
142

143 **ROLL CALL:** Council Member Montgomery, Yes Council Member Wright, Yes
144 Council Member Taylor, Yes Council Member Tueller, Yes
145 Council Member Watkins, Yes
146

147 **Motion Approved. 5 Yes, 0 No**
148

149 **C. ORDINANCE 18-C AMENDING THE PERRY CITY OFFICE ADMINISTRATIVE PAY MATRIX**
150 **TO ESTABLISH NEW PAY RANGES FOR THE POSITIONS OF CITY ADMINISTRATOR AND**
151 **CITY PLANNER**
152 The Council and Staff reviewed and discussed the proposed pay matrix in comparison to the
153 current pay matrix.

154 **MOTION:** Council Member Tueller made a motion to approve Ordinance 18-C Amending the Perry
155 City Office Administrative Pay Matrix to Establish New Pay Ranges for the positions of City
156 Administrator and City Planner. Council Member Wright seconded the motion.

157
158 **ROLL CALL:** Council Member Montgomery, Yes Council Member Wright, Yes
159 Council Member Taylor, Yes Council Member Tueller, Yes
160 Council Member Watkins, Yes

161
162 **Motion Approved. 5 Yes, 0 No**
163

164 **D. MOTION TO APPROVE A TEMPORARY MORATORIUM ON FILLING THE CITY**
165 **ADMINISTRATOR POSITION**

166 The Council and Staff discussed if this option was needed at this time in the City and agreed
167 it was not.

168
169 Item Tabled.
170

171 **E. MOTION TO APPROVE THE HIRING OF A CITY PLANNER/ OFFICE ADMINISTRATOR**

172 Shanna Johnson clarified the correction of removing City Planner 2 from the job description
173 document and simply have it listed as City Planner.

174
175 The Council discussed whether to add in the job description working with graphic designers
176 and decided the current description was sufficient at this time.

177
178 **MOTION:** Council Member Wright made a motion to approve the Hiring of a City Planner/ Office
179 Administrator. Council Member Watkins seconded the motion.

180
181 **ROLL CALL:** Council Member Montgomery, Yes Council Member Wright, Yes
182 Council Member Taylor, Yes Council Member Tueller, Yes
183 Council Member Watkins, Yes

184
185 **Motion Approved. 5 Yes, 0 No**
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187 **ITEM 5: DISCUSSION ITEMS**
188

189 **A. GUN RANGE OPERATIONS**

190 Mayor Jeppsen stated he has had a few meetings regarding this matter and has a few more
191 scheduled this week. He explained the Council will be having an executive session this
192 evening regarding a possible appointment at the gun range.

193
194 Mrs. Johnson inquired if any of the fees would be changing as there are public members
195 seeking out punch passes.

196
197 The Council discussed and reviewed the fee schedule and agreed to keep it the same for this
198 season.

199 The Council discussed the Smith and Edwards's Range Day event at the gun range which
200 will take place in June.

201

202 **B. POSSIBLE BUDGET AMENDMENTS (CITY VEHICLES AND EQUIPMENT)**

203 Shanna Johnson asked the Council to review the spreadsheet she sent regarding these
204 amendments.

205

206 The Council reviewed and discussed the requested amendments for the Public Works and
207 Police Department.

208

209 The Council agreed to adjust the Budget Schedule to better fit the schedules of the Council,
210 and meet on April 24th for a work session at 6pm.

211

212 **C. STAFF PAY SURVEY**

213 Shanna Johnson stated this item will be on the next budget meeting's agenda for the Council
214 to review.

215

216 **D. USU ADVISORY BOARD**

217 Mayor Jeppsen explained he has been contacted twice by USU and they have requested to
218 have a Council Member be part of their advisory board. He inquired if any of the Council
219 Members were interested in filling this role.

220

221 The Council inquired for details on the commitment to being part of this board.

222

223 Mayor Jeppsen stated he would email them the information he had received and they could
224 then make their decision from there.

225

226 **ITEM 6: MINUTES & COUNCIL/MAYOR REPORTS**

227

228 **A. APPROVAL OF CONSENT ITEMS**

229

- 230 • **March 8, 2018 City Council Retreat Meeting Minutes**
231 Tabled.

232

- 233 • **March 14, 2018 City Council Meeting Minutes**

234

235 **MOTION:** Council Member Taylor made a motion to approve the March 14, 2018 City Council
236 Meeting Minutes. Council Member Wright seconded the motion.

237

238 **ROLL CALL:** Council Member Montgomery, Yes Council Member Wright, Yes
239 Council Member Taylor, Yes Council Member Tueller, Yes
240 Council Member Watkins, Yes

241

242 **Motion Approved.** 5 Yes, 0 No.

243

244 **B. MAYOR'S REPORT**

245 Mayor Jeppsen asked Craig Hall to discuss with the Council streamlining the business license
246 process.

247

248 Craig Hall stated unless there is a specific reason a business license should come before the
249 Council, the Administration should have the authorization to approve business licenses. He

250 advised this change of process, stating it will be more efficient for both the City and the
251 public.

252
253 The Council agreed with this change of process and asked for the Codes to be checked to see if
254 they would need to adjust them to make this change possible.

255
256 Council Member Montgomery requested having the Staff in the Staff Comments section
257 review any new business licenses that have been approved, so the Council can be aware of
258 the continued growth of the businesses within the City.

259
260 The Council, Staff, and Stuart Grover discussed the business licenses with conditional use
261 permits and visiting clientele, and if those should still come before the Council or be approved
262 Administratively.

263
264 Mayor Jeppsen stated the County should be forwarding the documentation regarding the COG
265 grant they have awarded the City, therefore, the City will then be able to move forward with
266 the list of projects they have planned for the use of this grant.

267

268 **C. COUNCIL REPORTS**

269 Council Member Tueller reviewed the matters discussed at the Sewer Plant Board Meeting.
270 He explained the plant is running at 32% of capacity currently. He explained they need to
271 have two gear boxes replaced and a few other smaller items which need to be repaired. He
272 explained there is no change to the budget with these repairs. He praised Jeff Hollingsworth
273 in all his excellent work in keeping things running well at the Wastewater Plant.

274

275 Council Member Watkins stated he spoke with Brady Lewis regarding the welcome signs and
276 would like to move things forward on that front.

277

278 The Council decided to add this to the next agenda for the Council to review.

279

280 Council Member Watkins inquired about reviewing the option of having a Perry Youth
281 Council started and asked to have that added to the next agenda as well.

282

283 The Council agreed to have this item added to the agenda.

284

285 The Council and Staff reviewed the 4th of July and how to best delegate responsibilities this
286 year.

287

288 **D. STAFF COMMENTS**

289 Shanna Johnson stated the Easter flyers have been sent out to the two schools. She stated she
290 attended a Tourism meeting on Monday and it was a very beneficial meeting. She recognized
291 Officer Scott Hancey who won the quarterly excellent award for the City and was nominated
292 for officer of the year.

293

294 Craig Hall reviewed with the Council the State legislature currently being proposed and
295 having action taken which effect the City directly (firework regulations, law enforcement
296 quotas, toll road regulations, education funding, medicinal marijuana, gravel pit regulations,
297 etc.)

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E. ITEMS FOR NEXT CITY NEWSLETTER

- 4th of July Volunteers

ITEM 7: EXECUTIVE SESSION: DISCUSSION OF THE PURCHASE, EXCHANGE, LEASE, OR SALE OF REAL PROPERTY, WHEN PUBLIC DISCUSSION WOULD DISCLOSE THE VALUE OF THE PROPERTY OR PREVENT THE AUTHORITY FROM COMPLETING THE TRANSACTION OF THE BEST POSSIBLE TERMS.

MOTION: Council Member Tueller made a motion to close the regular meeting and open the Executive Session regarding Item 8B (Strategy session to discuss the character, professional competence, or physical or mental health of an individual). Council Member Taylor seconded the motion.

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

Motion Approved. 5 Yes, 0 No.

The Regular Meeting Closed at 8:45pm

MOTION: Council Member Tueller made a motion to close the executive session and open the regular session. Council Member Wright seconded the motion.

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

Motion Approved. 5 Yes, 0 No.

The Regular Meeting Reconvened at 9:51pm

ITEM 8: ADJOURNMENT

MOTION: Council Member Montgomery made a motion to adjourn the City Council Meeting.

Motion Approved. All Council Members were in favor.

The meeting adjourned at 9:51 PM.

Susan Obray, City Recorder

Kevin Jepps, Mayor

Shanna Johnson, Chief Deputy Recorder