

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

CITY STAFF PRESENT: Greg Westfall, City Administrator  
Shanna Johnson, Chief Deputy Recorder

OTHERS PRESENT: Tate Elegante, Stephen Bailey, Darren Whitaker, Ethan Gee, Austin Bunnell, Jameson Bunnell, Jaron Elegante, Shara Holt, Shawn Godfrey, Keaton Godfrey, Ryan Tingey, Christian Watkins

### **ITEM 1: CALL TO ORDER**

Mayor Cronin called the regular City Council meeting to order.

#### **A. INVOCATION**

Council Member Montgomery offered the invocation.

#### **B. PLEDGE OF ALLEGIANCE**

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

#### **C. REVIEW AND ADOPT THE AGENDA**

**MOTION:** Council Member Wright made a motion to amend and accept the agenda moving Item 5F to a discussion item rather than an action item. Council Member Taylor seconded the motion.

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

**Motion Approved.** 5 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.

Council Member Taylor asked what the payment for clarifloc is. Mayor Cronin said this is a chemical used at the wastewater treatment plant. Shanna said this is for phosphorous treatment and a portion of this will be covered by the phosphorous removal grant.

#### **C. APPOINTMENTS**

Mayor Cronin presented the appointment of Earl Pannebaker to serve on the Special Uses and Appeals Board. She said that this board has special requirement for who can serve on the board, one of which requires that you have 4 years of planning commission experience. Mayor Cronin said Mr. Pannebaker has this experience. She said that the board meets at least once a year and they are looking at having their meeting next month, so we are working to get a full board assembled.

**MOTION:** Council Member Taylor made a motion to approve the Appointment of Earl Pannebaker to serve on the Special Uses and Appeals Board. Council Member Tueller seconded the motion.

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

#### **D. BUSINESS LICENSE(S)**

- None

### **ITEM 3: PRESENTATIONS**

#### **A. CITY HIGHLIGHTS**

Mayor Cronin reported that Utopia connections have started and based on the report received from Utopia today there has been a 10% take rate in the 9 days that the services have been available. She said that this is the highest take rate in that short of time of any City at start up. She advised that is only the completed applications, they have other applications in progress.

Mayor Cronin reported that we have received a sizeable grant from the Friends of the NRA. She said that we should be hearing whether or not grant funds were awarded from the tourism board in the next couple of weeks.

Mayor Cronin said that she and Greg attended the Transportation Action Program Committee meeting yesterday. During this meeting they make recommendations for transportation projects based on project submittals received all the way from North Salt Lake to Brigham City. Mayor Cronin said that they are only able to fund a small portion of the project submittals. She reported that Perry City submitted 2 projects applications.

Greg Westfall stated that one project was to widen and add a bike trail along the North end of 1200 West heading toward Wal-Mart. He advised the project cost was estimated at approximately \$500,000. He said originally our project was not considered but after they approved several projects there was just enough money left to fund our project and they did recommend this to move forward to the next level for board approval.

He said that second project is the 1200 West road and trail heading south to Willard. He said this project is estimated to cost \$2.1M. This project was initially recommended for approval by the staff, but after some jockeying there was a motion to remove the project, which after further discussion failed. He reported that there was a subsequent motion to approve the project and this passed. He reported that this equates to \$2.6M between the two projects and explained that the projects will need to go to one more board for approval, which Mayor Cronin sits on as a voting member. He said that the City is hopeful that these projects will be approved.

Council Member Taylor asked about the timeframe for the funding. Greg answered that this is scheduled to be funded in 5 years but if funding becomes available it could be awarded within the next 18 months so the City will want to get prepared.

Mayor Cronin thanked City Engineer, Brett Jones, and his team at Jones and Associates for their help in getting the project information ready and in the meeting.

Mayor Cronin announced that the National Honor Society and the FBLA from Box Elder High School are currently stuffing over 2000 eggs for our annual Easter Egg Hunt.

### **ITEM 4: PUBLIC HEARINGS AND PUBLIC COMMENTS**

**A. PUBLIC HEARING REGARDING ORDINANCE 16-A STORM DRAIN CAPITAL FACILITIES PLAN AMENDMENT**

Brett Jones reviewed the proposed amendment to the Storm Drain Capital Facilities Plan advising that they plan to add a regional detention basin project in the Evans Canyon area that will consolidate several smaller detention basins into one large basin. He said that in order to use impact fees for the project we need to amend and add the project to the capital facilities plan.

**MOTION:** Council Member Montgomery made a motion to open the public hearing for Ordinance 16-A. Council Member Wright Seconded the motion.

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

No comments were made.

**B. PUBLIC HEARING REGARDING RESOLUTION 16-03 FISCAL YEAR 2015-2016 BUDGET AMENDMENT**

**MOTION:** Council Member Lewis made a motion to close the public hearing for Ordinance 16-A and open a public hearing for Resolution 16-03 Budget Amendment. Council Member Montgomery Seconded the motion.

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

Shanna Johnson reviewed the proposed amendment stating that each year around this time the Three Mile Creek Shooting Sports Complex evaluates revenues received and so far their collected revenues are \$4,388 better than planned and we would like to add these funds to their budget and make them available for spending. Shanna reviewed the below proposed changes to budget:

Budget Changes - Gun Range				
GL Account		Change		Details
		Increase	Decrease	
4111	Staff Hours	\$202.00		Due to staff need, based on payroll projections
4113	Benefits		\$2,030.00	
4224	Office Supplies	\$935.00		Based on Trend
4225	Equipment/ Supplies		\$150.00	Based on Trend
4226	Bldg. Grounds & Maint.	\$500.00		Tourism Grant funds being used for a storage shed, proposed increase based on projected cost.
4229	Range Mtgs. & Promotions	\$2,500.00		Money to be used for NRA Matches and for a brochure for the 2016 season.
4337	Prof & Technical	\$9,300.00		Proposed increase to allow for a Master Plan (\$8,000), State negotiation (\$1000), and Trend.
<b>Total</b>		\$13,437.00	\$2,180.00	
<b>Change</b>		<b>\$11,257.00</b>		

Shanna explained that the \$4,388 in additional revenue will help to fund these budget changes and it is proposed that the City bring in fund balance to cover the remainder. Shanna advised that this

fund balance would have been generated from funds not used the previous year. She explained that in Fiscal Year 2015 the Three Mile Creek Shooting Sports Complex budget ended \$5,998 better than plan and they collected \$2,582.61 more than we had anticipated in revenues. Council Member Lewis asked how much in fund balance would be needed. Shanna advised \$6,896. Council Member Taylor asked how much of the budget is made up of grant funds. Shanna said there is \$8,250 in tourism grant funds already included in the budget.

Mayor Cronin opened it up to the public for comment.

No comments were made.

**MOTION:** Council Member Taylor made a motion to close the public hearing for Resolution 16-03. Council Member Lewis seconded the motion.

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

### C. PUBLIC COMMENTS

**Steven Bailey:** said he is representing his son Kurt Bailey. He stated that Kurt sent a letter via email to the Council on Monday and he wanted to confirm that it was received. Mayor Cronin said the Mayor and Council do not engage during the public comments. Mr. Bailey read from the letter which thanked the Council for not reappointing the former Chief of Police. The letter from Kurt Bailey also noted concerns regarding the previous Chief and the appointment of the current Interim Police Chief.

Steven Bailey said that Kurt Bailey recommends that the City do their due diligence in the hiring of a Police Chief for the Police Department and that Perry City obeys all laws including GRAMA laws. He said that the Police Chief should not be interested in having his officers be a main source of revenue such as the Mantua Police Department. He said that the citizens and visitors should not be unprotected and they should not receive citations unnecessarily. He said it important that Perry City have open, honest and experienced Police Chief.

**Ryan Tingey:** said he appreciates all that the elected officials do and he hopes that the new members are enjoying their new spots on the Council. He encouraged them to keep up the good work.

Mayor Cronin recognized the scouts in the audience with Perry City pins.

### ITEM 5: ACTION ITEMS

#### A. APPROVAL OF THE WARRANTS

Council Member Tueller asked about the warrant for payable to Utah Local Government Trust. Shanna explained that this is our auto premium. Shanna Johnson advised that there is a warrant pre-approval for a new 2016 Ford F150 truck for the Wastewater Treatment Plant and for a pre-approval for a warrant payable to Fifth West Rental and Repair for some equipment (lawn mowers and decks) for the Parks and Streets departments. Mayor Cronin said that mower and decks were budgeted. Council Member Talyor asked when the purchase will show up on warrants. Shanna advised next month. Council Member Taylor asked if the deck is part of the lawn mower. Greg Westfall explained this is a mower deck that goes behind the tractor to mow along the sides of the roads. Council Member Taylor asked if the City purchases these new every year. Mayor Cronin answered that these are purchased about every 2 years.

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

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

**B. ORDINANCE 16-A STORM DRAIN CAPITAL FACILITIES PLAN AMENDMENT**

Mayor Cronin explained that when we originally created the capital facilities plan for Storm Drain we were not aware of the possibility of this project. She said this came forth during the year (based on a new subdivision being developed) and we would like to amend the capital facilities plan to include the project. Mayor Cronin said although we did not know about this project a year ago, it is being recommended by the City Engineer and Public Works staff as a project that should be completed. She said this Ordinance amends our Capital Facilities plan to include the project.

**MOTION:** Council Member Montgomery made a motion to approve Ordinance 16-A Amending the Storm Drain Capital Facilities Plan. Council Member Wright seconded the motion.

**DISCUSSION:** Council Member Taylor asked what percentage of the project can be funded by impact fees. Mayor Cronin answered 100%.

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

**C. RESOLUTION 16-03 FISCAL YEAR 2015-2016 BUDGET AMENDMENT**

Mayor Cronin explained that Resolution 16-03 will amend the current year's budget bringing in the additional revenues from this year as well as some of the funds not utilized by the Three Mile Creek Shooting Sports complex last year to spend on projects at the shooting sports complex this budget year.

**MOTION:** Council Member Montgomery made a motion to approve Resolution 16-03 Amending the Fiscal Year 2015-2016 Budget. Council Member Tueller seconded the motion.

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

**D. APPROVAL OF A REGIONAL DETENTION BASIN PROJECT TO BE PAID FOR WITH IMPACT FEES**

Mayor Cronin advised that this item is to approve the project that was just added to the Storm Drain Capital Facilities plan and funds to be allocated for the project. She said this project is impact fee eligible. Council Member Tueller asked if this is the regional basin that will be located along the highway. Brett Jones confirmed that this would be the regional basin located at 1850 South Highway 89. He explained that this would replace the small detention basins along 1850 South from the Highway to 100 West, which are undersized and have the potential for flooding. Council Member Tueller asked if the lots adjacent to the new regional basins are residential lots. Brett said yes, they are owned by the property owner who is deeding the land to the City for the regional basin project. Council Member Taylor asked what happens with the current detention ponds. Brett stated that these would be abandoned and this detention basin (currently located in the Ansley Subdivision) is owned by the City and will become a saleable lot. The other basins are privately owned and will be turned over to the owners for their use. Brett said the other benefit to the project is that the storm line coming from Evans Canyon is really meant for flood flow coming from mountains, but residents have been connecting into it. He said this project will free this line back up, with a new line which is a lot better for the system. He said that is why we are able to use impact fees because it is for the new development. Council Member Wright asked if there is a fence that will be installed around the basin. Brett said we are currently not planning to fence this. He

said the current depth is probably a safe depth. He said another problem is that the fence would have to be in close proximity to the basin and it could be more of hazard if a kid got over the fence, got in the pond and could not get back out. Council Member Lewis asked if there is an amount associated with the approval of the project. Mayor Cronin said no. Shanna Johnson explained that this will go out for competitive bid and the amount will be disclosed after the close of the bidding process the bid will come back to the City Council for approval.

**MOTION:** Council Member Lewis made a motion to approve the Regional Detention Basin Project to be paid for with impact fees. Council Member Wright seconded the motion.

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

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

#### **E. MATT HANSEN LOT LINE ADJUSTMENT**

Greg Westfall advised that this lot line adjustment has been before the Planning Commission and it has been recommended for approval. He explained that two lots currently owned by Matt Hansen (Lot 13 and Lot 15) will be combined to make one large lot and will become Lot 31. He said he spent about an hour with Matt Hansen talking with him about the pros and cons of combining the lots i.e. property tax values, the process to change them back to 2 lots, etc. Greg said he is pretty well informed of the details associated with the lot line adjustment and would like to move forward with the process. Greg said the Planning Commission unanimously recommended this request be approved. Council Member Taylor asked for a quick rundown of the pros and cons. Greg said that it helps the property owner with property taxes and if they ever want to refinance. He said that the con is that if they ever want to separate the lots again it is a more difficult process than combining. Council Member Taylor asked if there are any City issues. Greg said no.

**MOTION:** Council Member Lewis made a motion to approve Item 5E Matt Hansen Lot Line Adjustment. Council Member Taylor seconded the motion.

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

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

#### **❖ DISCUSSION ITEMS:**

#### **F. PERRY-WILLARD WASTEWATER TREATMENT AMENDMENTS**

Mayor Cronin said as noted before Council Members Tueller and Wright have been working with two of Willard City's Council Members and the attorneys to draft some language to clarify and amend the current inter-local agreement. Mayor Cronin stated her understanding that the changes have been discussed and drafted but is not yet in final form. Council Member Tueller agreed explaining that the final draft is not quite ready, there are a few corrections needed but this will be coming forth and should be on its way to them tonight. Greg Westfall said the good thing is that the Mayor and Council should get this with plenty of time to review before action at the next meeting. Council Member Tueller said that they did not want to try to push this through tonight without time for review by the elected officials. He said that Willard is going through the same process and this will also allow them time for review. Mayor Cronin said one other thing that the City will do by next meeting, is that we will put the document in Resolution form. Council Member Tueller said it has been a good process and has been good working with Willard on the changes. Council Member Wright said he hopes we can move forward and not sideways. Mayor Cronin expressed appreciation for the work and time that has been put in by Council Members Tueller and Wright and the Willard City Council Members. She said we look forward to the next meeting and being able to get this back on as an action item.

## ITEM 6: MINUTES & COUNCIL/MAYOR REPORTS

### A. APPROVAL OF CONSENT ITEMS

- **February 25, 2016 City Council Meeting Minutes:**

Council Member Montgomery noted that she sent some minor grammatical changes to Shanna Johnson.

**MOTION:** Council Member Montgomery made a motion to approve the February 25, 2016 City Council Meeting Minutes with the minor grammatical corrections. Council Member Tueller seconded the motion.

**ROLL CALL:** Council Member Taylor, Yes    Council Member Tueller, Yes  
Council Member Wright, Yes    Council Member Montgomery, Yes  
Council Member Lewis, No  
**Motion Approved.** 4 Yes, 1 No.

**B. MAYOR'S REPORT:** Mayor Cronin advised that the Annual Easter Egg Hunt will take place on Saturday, March 26th. She said that the volunteers will be at Perry Park at 8:00am to keep guard as the Easter Bunny hides the eggs and the hunt will start right at 9:00am. She warned that if you come at 9:02am you will have missed it. The Mayor informed the Council that the Utah League of Cities and Towns conference is on April 7-8 and if they are interested in attending they need to let her know quickly so that they can be registered. She stated that there is a Range Safety Officer training coming up and said to let her know if anyone wants to participate. Council Member Tueller asked if the Grant Award amount from the Friends of the NRA can be released. Mayor Cronin explained that they just received this grant and they have not yet read through the award completely so she is not sure yet of the full award amount. She said they applied for \$21,000.

**C. COUNCIL REPORTS:** Council Member Wright recognized the quick work by Greg Braegger in getting a stop sign that had fallen repaired and back up. He expressed his appreciation for the Public Works efforts in keeping the City safe.

### D. STAFF COMMENTS:

Shanna Johnson said she will be reviewing budget projections for Fiscal Year 2016-2017. She said that this is a working document and the numbers are subject to change.

Shanna Johnson provided a budget update for Fiscal Year 2016 through February. She reported that we have received 77% of planned revenues in the General Fund, 67% through the fiscal year. Perry City has collected 57% of the utilities funds due and after the planned transfer from fund balance; it will show that the City is right on target. The Sewer revenue is 55% collected and once reimbursements are collected from Willard City and the State Phosphorous grant, and we make the transfer of Municipal Energy Tax from the General fund the Sewer fund will be fine. Shanna reported that the utilities non-operations funds are reflective of impact and connection fees and we are currently showing 91% of planned revenues have been collected. She said that this shows we have higher than anticipated building permits.

She reported that the City has only spent 56% of the General Fund 67% through the year. The trending shows us spending \$1.9M by the end of the fiscal year and we budgeted a little over \$2M. She stated if we were to look at revenue trends for the General fund, we are projected to receive \$2.4M which includes our fund balance, so currently the fund balance that will be carried forward into Fiscal Year 2017 is projected to be at 20%. Utility fund spent 46.2% of its budget. The Sewer Fund has spent 45.7% which is low, but will increase once our Wastewater Treatment Facility bond payment is made. Shanna stated she has looked at trends for the Sewer Fund and it appears that we will end the year within budget. Shanna noted that expenses are currently low

but we are heading into the summer months and as infrastructure projects are completed these percentages will increase. She reported that the sales tax received for the month of February was 5.4% better than that collected in February 2015 and year to date sales tax revenues are 4% higher than the prior year.

Shanna said she has been working on revenue projections for the Fiscal Year 2016-2017 (FY2017) Budget. She advised that as she works with the Mayor to prepare budgets they look at the previous year's actuals, the current year's actual and year end projections, and comes up with a budget based off these numbers.

Shanna reviewed the projected FY2017 General Fund revenues as follows:

• Taxes:	\$1,617,650
• Licensing:	\$ 119,074
• Intergovernmental:	\$ 279,095
• Charges for Service:	\$ 65,875
• Miscellaneous:	\$ 31,400
• Transfers Out:	
o Sewer Fund	-\$ 142,628
o Capt. Project	-\$ 25,000
• Avail. Fund Balance	\$ 457,178
<b>Total GF Revenues:</b>	<b>\$2,402,644</b>

Shanna stated that they will begin to review proposed expenditures at the next meeting.

#### **E. ITEMS FOR NEXT NEWSLETTER**

- Perry City Clean Up (dumpster locations)
- Promontory School Fund Raiser

Mayor Cronin advised that the first Fourth of July Committee meeting will take place next Wednesday at 4pm. She encouraged the Council Members to let her know if they would like to help with any of the events. She also encouraged everyone to submit nominations for City Awards.

#### **ITEM 8: EXECUTIVE SESSION (if needed)**

No Executive Session took place.

#### **ITEM 9: ADJOURNMENT**

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

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

The meeting adjourned at 8:06pm.

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Susan Obray, City Recorder

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Karen Cronin, Mayor

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Shanna Johnson, Chief Deputy Recorder