



# Bryce Canyon City

## Town Council Meeting

January 11th, 2021

12:00 P.M.

70 West 100 North

**Attending:** Mayor Shiloh Syrett, Mike Stevens, Nick Pollock, Gary Syrett, Bryce Syrett, Cherrie Tebbs, Sydney Lamas, Deanna Moore, Taryn Syrett and Jean Seiler

**Others:**

### 1. Welcome

**A. Prayer:** Taryn Syrett

**B. Pledge**

**2. Approve Minutes of 12/17/20 Council Meeting:** Motion to approve the minutes made by Mike, 2<sup>nd</sup> by Cherrie, Gary yes, Bryce yes, Nick yes

**3. Adopt the Agenda:** Motion to adopt the agenda made by Mike, 2<sup>nd</sup> by Cherrie, Nick yes, Gary yes, Bryce yes

### 4. Other Business:

**A. COVID Relief Funding Grant extension through June 30<sup>th</sup>, 2021-:** The time frame to expend the funds has been extended through June 30<sup>th</sup>, 2021. Will assign a council member in item G. to come up with ideas on how to spend the remaining funds.

**B. FM Broadcast Station – Jean follow up:** No updates, still waiting on consultant to file application. They will let us know when to submit it. Will take off agenda for now.

**C. Five Counties Capital Projects List Due January 2021-** Mayor reviewed the proposed list. We have sidewalks and streets/lights on the list for \$2 million, split grant/loan. Not sure if we can financially take on a loan right now. We need to make sure the economy stabilizes first. We can also plan to do the project in phases and pay in cash as we go. Will push this project to 2023. We are in the process for planning the main street enhancement and will need to put funds towards this project first. Another project on the list is the Clinic for a half million. Will move this project to 2024. Keep cost the same. We will add the sewer and water system on the 5-Year plan in 2025. Maybe put it for 2022 cycle and we can push back if needed. Mayor will call Gary at Five Counties and get his thoughts on this project. The total cost is estimated at \$15 million. This is value Ruby's will be taxed on.

Motion made by Mike to approved the proposed list as discussed, 2<sup>nd</sup> by Cherrie, Bryce yes, Gary yes, Nick yes. Mayor will the list sent out today.

**D. New Year's Party Follow Up:** Had a few sound issues in the beginning, but were able to get it fixed. It had to do with the DVD player freezing then had to connect to a phone to show the movie. Locals were excited to have the activity. We also had lots of guests that were appreciative of everything. Estimated that we had 70 vehicles there. BV Prevention Coalition does have all the movie equipment and FM station we can use for other movie plans. Very appreciative for all the help to make it a successful night.

**E. Executive Session to Discuss Employee Performance:** The Mayor and Council will have an executive session to discuss possible Christmas Bonus and hold the annual employee performance reviews. Motion to open executive session made by Mike, 2<sup>nd</sup> by Cherrie, Gary yes, Bryce yes, Nick yes

Executive session ended with a motion to close made by Nick, 2<sup>nd</sup> by Mike, Cherrie yes, Bryce yes, Gary yes

**F. Employee Compensation:** The Mayor and Council have approved Christmas bonuses as follows: Taryn \$2,000.00, Sydney \$1000.00, and Jean and Deanna \$250.00/each. It is also proposed that Taryn receives a 4% cost of living increase each year, effective January 1<sup>st</sup>. Council would like to pay the Christmas bonus now.

Motion to approve cost of living increase for Taryn and approve the Christmas bonuses made by Nick, 2<sup>nd</sup> by Mike, Cherrie yes, Gary yes, Bryce will abstain from voting on Taryn's cost of living increase but will vote yes on the proposed Christmas Bonuses.

Will schedule Jade to come in next meeting to meet with council on performance review.

**G. Council Member Department & Responsibilities:** Mayor brought up a list of City duties and responsibilities. We will change agenda item #5 to Department Reports. Council members will be responsible to add items to the agenda

through Syd if they need to be voted on. Mayor has listed out responsibilities and ranked them based on estimated time per duty. Have also included the temporary projects that are in the works. Council members will work with Taryn/Jean or Deanna on duties they are in charge of. It is also the council member's responsibility to understand the rules for each department and be responsible for the budget.

The following is the outline for each member duties:

Mayor - Planning Commission, Mayors Meeting/Partner Meeting, Bryce Canyon Recreation Member, Cares Act Funding, FM Radio

Bryce - Roads, Bike Path, Water, Law Enforcement, Elections

Cherrie – Cemetery, Canyon2Canyon, Event Planner, Scholarships

Mike- Treasurer, Public Safety, Fire Department, Donations, Vehicles

Nick – Wellness Center, Employees, Town Park, BV Prevention Coalition

Gary – Shuttle, Sewer, Web sites/Social Media, Mayor Pro Tempore

Mayor will email the list out to everyone as proposed. We will add a statement of ethics to each council member's duty sheet for the State Auditor Fraud Assessment review.

Motion to approve the allocation of duties made by Mike, 2<sup>nd</sup> by Cherrie, Gary yes, Bryce Yes, Nick Yes

**H. Trello Board for Tracking Projects:** Mayor, Taryn and Jean have been users of the Trello Board. It is used to assign duties and status of jobs. You can also upload documents to it. It is an app that everyone could have access to. Could possibly use this to upload receipts for Mike. Mayor will help everyone get it set up. Might need to set up the new City emails first and connect to those. Motion made by Nick to add everyone as a user to Trello with costs not to exceed \$1500/annually, 2<sup>nd</sup> by Mike, Bryce yes, Gary yes, Cherrie yes

**I. G-Suite for Email:** To switch over to G-Suite it will cost around \$6 a month per email. The price includes cloud storage. Motion made by Nick to approve the cost not to exceed \$1000.00 year, 2<sup>nd</sup> by Mike, Gary yes, Bryce yes, Cherrie yes

**5. Department Reports:** This will be the new layout of the agenda. Duties have been assigned in item G. Council members will be responsible for reporting each meeting on their department and to get items added to the agenda as needed.

**6. Planning Commission-Gary Syrett:** no discussion- Take Gary's name off, Mayor will be in charge of now.

## **7. Financial**

**Profit Loss/Balance Sheet/Budget Report (First Meeting of the Month):** Reviewed

**a. Budget Report – Sydney Lamas (First Meeting of the Month):** Reviewed

**b. Warrants-Mike Stevens: -**

Fireworks America \$2,300.00, Garkane Energy \$958.88, Jean Seiler \$70.50, Canon \$117.02, Garkane Propane \$2,988.97, Imaging Concepts \$37.86, PEHP Group Insurance \$807.06, Southern Utah University \$500.00, Superior Asphalt \$6,500.00, Utah High School Sportscast \$4,000.00, Hagen Miller \$500.00, Garfield County \$3,505.00, South Central Communications \$445.92, Ruby's Inn Inc \$147.36, Scholzen's Products Company \$1167.86, ALSCO \$140.00, Zions Bank CC \$2,667.02, L.N. Curtis & Sons \$350.00, R and S Wild Woods \$870.00, Best Western Ruby's Inn \$1,100.00

Motion to approve the warrants made by Bryce, 2<sup>nd</sup> by Cherrie, Mike yes, Gary Yes, Nick Yes

**8. Review Next Meetings Agenda:** Next meeting is January 21st

## **9. Local Building Authority:**

Motion by Mike to open LBA meeting, 2<sup>nd</sup> by Bryce, Nick Yes, Gary Yes, Cherrie Yes

No discussion

Motion by Mike to close the LBA meeting, 2<sup>nd</sup> by Bryce, Nick Yes, Gary Yes, Cherrie Yes

**10. Adjournment of Council Meeting:** Motion to adjourn the council meeting made by Mike, 2<sup>nd</sup> by Cherrie, Bryce yes, Gary Yes, Cherrie Yes