

**Francis City Council Meeting**  
**Thursday, July 13<sup>th</sup>, 2023, 6:00 p.m.**  
2319 So. Spring Hollow Rd. Francis Utah

*The meeting will be streamed via Francis City YouTube channel*

<https://www.youtube.com/channel/UC-9wahpEELShvGQZShXGIXg>

**You can also comment by email to [comments@francisutah.org](mailto:comments@francisutah.org)**

**Council:** Mayor Jeremie Forman, Councilmembers, Shana Fryer, Sam Hunter, Clayton Querry and Clint Summers

**Staff:** Engineer Scott Kettle, City Planner Katie Henneuse, and City Recorder Suzanne Gillett

**Others Attending Council Meeting:** Bob Murphy, Brad Christopherson City Attorney, Antini Henderson City Treasurer, Hillary Mitchell, AJ Mitchell Public Works, Suzanne Querry, Bob Murphy, and Melissa Kotter

**Welcome, Call to Order, and Pledge of Allegiance---**The Mayor welcomed all in attendance and asked Councilmember Fryer to lead in the Pledge of Allegiance.

**1. Consent Agenda**

**A. Approval of Check Register Dated June 13<sup>th</sup>, 2023, and Approval of the Minutes of June 8<sup>th</sup>, 2023—***Councilmember Querry motioned to approve the check register from June 13<sup>th</sup>, 2023 and the minutes of June 8<sup>th</sup>, 2023. Councilmember Hunter seconded the motion. The Mayor and all Councilmembers voted in favor.*

**2. Public Comment---**None

**3. Public Hearing**

**A. Comprehensive Study Summary/Melissa Kotter---**Melissa introduced herself and explained that she grew up in Enterprise, Utah and she raised her family in Morgan, Utah for 20 years. She has known Brad Christopherson City Attorney for several years and she explained how long she has worked with organizations in the public sector and the years of experience that she has. She has worked hard to find comparable market wages for companies.

When she looked for areas to look for data for our area, she had a hard time with the larger cities and county, and we live in an area with a higher cost of living. She looked to see what our market is. They looked at public sector data, they used a very reputable data base, and they used that information to compile the data. She explained why the pay might be different than other areas as the employees are wearing multiple hats.

They looked at what Cities in Utah had a similar population up to 25,000 people. She explained how she aged the data and used a 5% calculation. She then added 4% to try to compensate fairly for the market. She explained that the City had never defined a pay range.

Using compensation best practices she used a 40% calculation with 50% of the market. She will provide a final report for everyone. It will go into more detail of the process. (See attached 2023 Compensation Analysis Final Report)

She reviewed the levels that they came up with and explained how and why they are the way they are. She explained the mid-range. She has a salary penetration that will be provided. She went into detail on each range.

The next analysis she does is where do they fall within the ranges. Three employees were below, one above and one close. With doing a 5% cola there are three employees that will have less than a 5% increase and two employees will have more than a 5% increase based on market adjustment.

Attorney Christopherson explained that this did not impact the budget as the wages approved in the budget fell in line with these adjustments, including the new employee.

Mayor Forman explained his thought process on this. He likes having the steps to increase so you can look and see the pay scale and how you can plan your long term. The increases in the future should be a cola and a merit increase with a review.

This is dependent on inflation. So you need to make changes with the market yearly. The recommendation for a wage study is every three to five years. A lot of companies will adopt something and then never follow through with it.

Melissa was also asked to look at what they pay for the Mayor and City Council compensation. She explained what the market was and that they had a hard time finding Cities to compare with Francis City size. This is only data that has been reported in the last 24 months, so what she pulled was data that has been pulled in the last two years. This is the median data point she came up with. That is significantly higher than the City now.

The Mayor said the elected official compensation is not based on the high number, but the median number of populations from 1,000 to 25,000.

Attorney Christopherson said there are Cities that participate and subscribe to this data base and that Melissa can verify if there is error in the data. One of the other things she did on matching these positions was reviewing the job descriptions. Part of the calculation is done by pulling comparable job descriptions and mixing them together because everyone wears several different hats.

The Mayor feels it's important that everyone is compensated appropriately as everyone where's so many hats. That's part of the deal here, and they need to be compensated for what they are doing.

The Mayor explained that it means no cola or merit increase, but a market rate raise to get everyone where they should be with the proper compensation in their range. Then we can get back to the cola and the merit increases.

This was a public hearing, so the Mayor opened the meeting to the public. There was no public in attendance, so no public comment was made.

The Mayor brought it back to the Council.

Councilmember Fryer asked when this would take effect. She was told July 1<sup>st</sup>, 2023, everyone would be back paid.

Mayor Forman explained that the Mayor and Council were added just for informational purposes, but they could discuss if Council wanted to. He feels the employees need to be brought to the level they should be. It's hard to hire new people, train them and keep them here. He feels it is in the budget.

Councilmember Querry thanked Melissa and he agrees that the City employees need to be paid what they should be. He doesn't like giving themselves a raise either, but after all it is the median income.

The Mayor asked if the Council amounts were in the budget. He was told that there was money to cover things.

The Mayor stated that there was money in the budget for the new City building as well. Attorney Christopherson commented there is an art to budgeting and Recorder Gillett has done a good job at it. He explained to everyone what she had been doing to come up with that money over the last 11 years. She has done an exceptionally good job.

The Mayor asked for a motion.

Attorney Christopherson explained they were approving those ranges and then in the report it points out what each person would receive based on the recommendations put forth. If they want to modify the Council wages, they can.

The Mayor wanted to make sure we did things correctly.

***Councilmember Querry motioned to approve Ordinance No. 2023-06. Councilmember Hunter seconded. Roll call vote Mayor Aye, Councilmembers Fryer, Hunter, Querry and Summers all voted Aye. Motion passed.***

#### **4. Discussion, Updates and Approval on Potential Action Items**

**A. Stewart Ranch Phase 11 Extension---**Planner Henneuse explained what was going on with Stewart Ranch Phase 11. (See attached staff report and letter.)

Planner Henneuse feels they should grant the extension and in the future, she would like to extend the deadline for two years. They are asking to extend it to July 13<sup>th</sup>, 2024.

***Councilmember Hunter motioned to approve the extension. Councilmember Summers seconded the motion. The Mayor and all Councilmembers voted in favor; motion passed.***

**B. Frontier Days---**Councilmember Fryer thanked Councilmember Summers for his participation in the parade. The Mayor thanked him as well.

The Mayor said we need to get everything ironed out on the flyer. Planner Henneuse explained that Trilby will print it out again for us. The Mayor said the layout should be pretty much the same. Councilmember Summers would like to include a talent show. The Mayor is good with anything that is traditional. He explained that Kamas will be changing their celebration next year so we will be the only traditional event. He feels we can capitalize on that aspect. Councilmember Hunter wanted to know if we had to define it a little bit more. There was some discussion.

The Mayor has talked with the Military, and they will be doing a fly over on Saturday. Sunday they will have slack and then barrel racing. The movie Sunday night will be Top Gun Maverick edited if not Babe. Shacks will be open during the movie.

There was discussion on having food trucks if they are self-contained, but they can't compete directly with food in the shack.

Councilmember Query thought they should do a survey to find out where people are coming from. Where from, how did you hear, favorite event. Then have some sort of drawing for those that responded.

Mayor Forman informed Councilmember Fryer that the horsemanship clinic is open for our Royalty to attend free of charge.

Mayor Forman and Councilmember Summers will work on the grand entry and patriotic program.

## **5. Council Business**

**A. Council Reports---**Anyone who sees watering going on during the day let Planner Henneuse know so she can send enforcement letters.

Councilmember Query is bothered by everyone wanting to know why we are not sending out more information. We are doing everything, and they are not figuring it out for themselves.

Mayor Forman explained we can add information to the website, but will people go to the website.

**B. Planner Reports---**Planner Henneuse explained she met with the Kamas Valley History Group and that they will include some information for the general plan. They asked if we would like to adopt a historic preservation ordinance. It makes the City eligible to receive matching grants. She wanted to know if the Council was interested in looking at this more.

Mayor Forman said yes and asked her to ask them for historical facts and photo's to add to the new building.

Planner Henneuse said it sounded like they were interested in doing that. The survey that has been sent out is due tomorrow. She will have things ready for the next meeting to go over with them.

**C. Engineer Reports---**Engineer Kettle explained that they have poured the floor and sections of the wall on the tank, then they will work on the deck. The CDBG project is out to bid, and they will start on the 1<sup>st</sup> of August. For the City building they have put out the prequalification requests and that is due July 20<sup>th</sup> and should be ready to go out to bid in August.

Councilmember Fryer asked about the roads on Rock View Court. Engineer Kettle explained once they get the contractor that is doing 1000 East, he was going to have them look at that.

**D. Mayor Reports---**All he had was the water update and that has been addressed.

6. (As Needed) Closed Executive Session to Discuss Pending or Reasonably Imminent Litigation, Purchase, Exchange, or Lease of Property and/or the Character, Professional Competence or Physical or Mental Health of an Individual.

**7. Meeting Adjourned---***Councilmember Hunter motioned to adjourn. Councilmember Fryer seconded the motion. All in favor, meeting adjourned.*

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Mayor Jeremie Forman

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City Recorder Suzanne Gillett