

**Francis City Council Meeting**  
**Thursday, August 10th, 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:** Councilmembers Shana Fryer, Sam Hunter, Clayton Querry and Clint Summers

**Excused:** Mayor Jeremie Forman

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

**Others Attending Council Meeting:** Justin Harding

**Welcome, Call to Order, and Pledge of Allegiance---**Councilmember Hunter welcomed everyone and explained that the Mayor was out of town, and he was filling in. Councilmember Hunter then lead the Pledge of Allegiance.

**1. Consent Agenda**

**A. Approval of Check Register Dated August 10th, 2023, and Approval of the Minutes of July 13<sup>th</sup>, 2023—***Councilmember Fryer motioned to approve the check register and the minutes of July 13<sup>th</sup>, 2023. Councilmember Querry seconded the motion. Councilmembers Hunter, Fryer, Querry and Summers all voted in favor; the motion passed.*

**2. Public Comment---**No Public

**3. Public Hearing**

**A. Resolution 2023-06 Adopting Certified Tax Rate---**Recorder Gillett explained that this is something we do every year, and we haven't changed the tax rate, so we just need to approve the Resolution. Councilmember Querry motioned to adopt Resolution 2023-06. Councilmember Fryer seconded the motion. Councilmembers Hunter, Fryer, Querry & Summers all voted in favor; motion passed.

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

**A. Discussion on Building Rentals, Payment, and Refund Policy---**Discussion on Fee and Rate Ordinance. Recorder Gillett explained that we had an incident where someone had their name written in the book to rent the building, but they never paid the deposit and then we had a former Mayor pass away and her husband wanted to rent the building, but we couldn't rent it to him because someone already had their name in the book. There were several attempts made to reach that person to see if they still needed the building because they hadn't paid, but they would not return the calls.

She asked for direction from the Council on how they wanted to handle these kinds of issues.

The Council asked what the current fees were. Recorder Gillett explained what the fees were for Francis, Kamas Valley and then outside of the valley. The Council asked why the rates weren't all the same and it was explained to them. Recorder Gillett also explained some of the problems and issues that we have had with renters.

The Council decided that we should have a \$500 deposit on all rentals. That fee will be returned if the building is left clean. If the building is not left clean, then the deposit will not be given back, and you may be charged \$100 an hour for the cleanup if the City has to do the work.

Recorder Gillett informed the Council that she would send them a copy of the Fee and Rate Ordinance for them to review and see if there are any other changes they would like to make. She then asked Council if they are good if the City looks into some different website companies. The Council thought it was a good idea.

Councilmember Hunter wanted to know if we wanted to put the time frames in for rental of the building and he was told it was already in the paperwork. He also asked about the field fees and is the City responsible for chalking the fields.

**B. General Plan Survey Results---**Councilmember Hunter turned the time over to Planner Henneuse.

Planner Henneuse explained what she had received back, and she reviewed her staff report with the Council. She explained that she did a word cloud with all of the responses, she reviewed all of the responses with Council.

Councilmember Hunter asked if they were supposed to take these ideas and work with them. Planner Henneuse explained that this will all be incorporated in the General Plan. She reviewed with Council some the questions that were asked and had a chart of the percentages on the questions.  
(See attached Staff Report and Survey).

Another item Planner Henneuse informed Council of is that they are looking at is to update the design and architectural review codes.

**C. Fair Donation---**Councilmember Hunter asked Recorder Gillett to explain this item. Recorder Gillett explained that this is a donation the City has made to Summit County Jr. Livestock each year. Tom Snyder, who is a member of the board, usually comes in every summer and asks if we will support them. The City Council normally donates \$300.

***Councilmember Fryer motioned to donate \$300 to Summit County Jr. Livestock sale. Councilmember Hunter seconded the motion. Councilmembers Fryer, Hunter, Querry and Summers all voted in favor; the motion passed.***

**D. Pre-Qualification Contractors---**Engineer Kettle informed Council that 5 contractors put in for the Prequalification. They were Webster Construction, Vancon Construction, Northridge Construction, Design Build and Keller Construction. This will be our selection. He said it would probably be a month or so.

He explained why we do pre-qualification and when we get ready to send out to bid it will go to the five people.

**E. Frontier Days---**Councilmember Hunter explained that the Corn Dog vendor here in town has spoken with him and he will be here. He then explained what the Lions Club was planning on having in their trailer. He received a call from the Duncan Brothers, and they make fresh lemonade, roasted nuts, and cotton candy. He explained that would be a conflict with the Lions Club. He also wanted to do kettle corn, but the Lions Club does popcorn so he told him he would talk with the Council

Councilmember Fryer didn't care either way and neither did Councilmember Query or Summers.

Councilmember Summers asked if they had ever settled on a fee. Councilmember Hunter explained what he learned from Kamas.

Councilmember Hunter explained the menu so far. He explained we are going back to fair food, burgers, fries, chicken breast for chicken sandwiches and chicken tenders and fries for the kids. There was some discussion on the different types of food and prices on them. What made money and what didn't. Councilmember Hunter has reached out to Diamond Event and is getting a propane grill, fryer and two griddles. The refrigerator they rented last year they didn't utilize it, but they will need the extra space this year. He talked with Heather today and they have a meeting set up with Scott and Foodtown tomorrow.

Councilmember Summers asked if they were planning on making lettuce, tomato and pickle and things like that. Councilmember Hunter explained he has taken care of all of that. He also informed Council that they are doing waffle fries. He explained to the Council that he is making price comparisons on things, and they are trying to use local markets.

Councilmember Summers reviewed his duties and asked about vendors and bounce houses. He was told the bounce houses were ordered. The Council discussed what to charge the truck vendors. Councilmember Summers suggested they stick to the vendor price and see what happens, then they will learn some lessons for next year. Councilmember Hunter has told them they all have to be self-sufficient, and they were all ok with that.

Planner Henneuse brought up the banners last year and do we want to print on banner material or not. She needs everything by the 21<sup>st</sup> of the month.

Councilmember Query mentioned that he would like interchangeable signs. Councilmember Hunter asked about the digital signs.

It was explained that Luke and AJ set up the stage and tent. They will bring the trailer in earlier and clean up.

Councilmember Fryer will not be there for the horse games, so she will need help. Councilmember Querry will ask his dad if he will run Shana's route so she can do the horse games. Also Councilmember Hunters wife will help.

Planner Henneuse asked who was in charge of the movie night. Councilmember Querry will talk with Byron and help set up the movie. Councilmember Querry will get the movie. Concessions will be open for the movie night.

**F. Donation/Soccer Team for Frontier Days---**Councilmember Hunter explained that Heather brought to his attention a while ago and asked about tips for the soccer team. Attorney Christopherson had some concerns about that, and he sent a letter to the staff. (See attached)

Councilmember Hunter explained that what we can do to help is donate. He explained they budgeted for donations. Councilmember Querry wanted to know how many people will be there to help. If there are a lot of them there to help, he doesn't mind giving the \$700, but if not then he doesn't feel they give it all. Councilmember Hunter explained what some of the other cities did. Councilmember Querry would rather use it all to get the volunteers.

***Councilmember Hunter motioned to approve the remaining \$700 in donations to go to the soccer team. Councilmember Fryer seconded the motion. Councilmember Fryer, Hunter, Querry and Summers all in favor; motion passed.***

## **5. Council Business**

**A. Council Reports---**Councilmember Hunter wanted to say thanks to everyone for all of the help with the water issues this last month. He also thanked Councilmember Summers for taking care of the interviews. He also wanted to thank the public for their help in handling the request for less water.

Councilmember Querry asked about the EMS meeting, and he was told that they had heard from every city except Francis. Engineer Kettle explained that they haven't reached out to the City yet.

**B. Planner Reports---**Planner Henneuse explained that she has been going to meetings on the Ure Property. They don't want to spend all of the money and have some ideas about annexing into Francis and they would like to see what some of our priorities are. They would like to meet with Oakley, Kamas, and Francis. She would like to know who is interested in going to the meetings. She explained she would like to know what days would work and who wanted to attend.

All Council present would like to attend. Dates were suggested. The number one choice is the 19<sup>th</sup>, the 26<sup>th</sup>, and 28<sup>th</sup>.

**C. Engineer Reports---**Engineer Kettle explained there was a big payment on tank on the check register. The CBDG project has been bid on, and he explained they need to figure out how they are going to pave it all.

Councilmember Query asked if the access road was going to be the same up to the tank. Engineer Kettle feels that they can get up there. Councilmember Query wanted to know about the winter months. Engineer Kettle explained there wasn't electrical equipment up there. They are working on how to leave the road. Councilmember Hunter asked about projected pay estimates before the final. He was told two more.

**D. Mayor Reports---**Not present.

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 Query motioned to adjourn. Councilmember Hunter seconded the motion. All in favor, meeting adjourned.*

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Mayor Jeremie Forman

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City Recorder Suzanne Gillett