

Tropic Town Council Meeting

Minutes of the Tropic Town Board Meeting
Held February 13, 2014 at 6:00 p.m. in the Tropic Town Heritage Center

PRESENT: Mayor WaLon Brinkerhoff **BOARD MEMBERS:** Shilo Richards, Mike Burbidge, Jason Bybee and Travis LeFevre. Marie Niemann – Tropic Town Clerk & Sydney Syrett was excused.

OTHERS: Gaia Greenhalgh, Brett Chynoweth, Raymond Brinkerhoff, Marsha Holland, Kami Brinkerhoff, Mykelle Richards, Jeanne Shakespeare, Annette Chynoweth, Bode Pollock, Echelle, Pollock, Cary Deccio, James Garrard, Irene Von Brockdorff, Dixie Burbidge, Teresa Larson, Joey Shakespeare, Bree Shakespeare, Reed LeFevre, and Angie Steele.

CALL TO ORDER: Mayor WaLon Brinkerhoff

PLEDGE: Marsha Holland

APPROVAL OF MINTUES: A motion was made by Shilo Richards to approve the minutes of the Tropic Town Board Meeting held January 9, 2014 Second by Mike Burbidge. Motion carried.

APPROVAL OF AUDIT MINUTES: A motion was made by Travis LeFevre to approve the minutes of the Audit meeting held January 9, 2014 Second by Shilo Richards. Motion carried.

APPROVAL OF THE AGENDA: A motion was made by Shilo Richards to approve the agenda Second by Mike Burbidge. Motion carried.

THE COMMUNITY

Local Histories: Over the past several years Marsha Holland has been working on the “Southern Utah Oral Research Project”; it started 1998, funded by the BLM and the Grand Staircase National Monument partnered with the State of Utah. Its purpose is to preserve written and cultural history of the area. This research covered three counties – covering about 2 million acres. The project is currently stored in the Utah State Library; some of these histories are in audio digital format. Marsha presented the Town with a copy of written histories pertaining to this area and asked that Tropic preserve them and have the compiled/bound documents available to the community as “in-house” read only; they have been deeded, so photo copies can be made. Mayor Brinkerhoff and the Town Council greatly appreciates Marsha and her dedication to this project and thanked her for this gift; which will be preserved in the Town’s library as a special collection of histories. It is also noted that the Garfield County Newspaper is also available on line at the USU Library.

Beautification: During the administration of Mayor Mecham, Jeanee Shakespeare volunteered and was appointed to chair the beautification committee for Tropic Town. Though currently inactive, Jeanee would like to revitalize the committee; Mayor Brinkerhoff & Council gave Jeanee their support in this undertaking to revitalize the beautification committee. Jeanee asked if notice could be posted on the Town’s webpage, Facebook, etc. asking for volunteers; Marie will follow up and place the notices.

Memorandum of Understanding: In an effort to save the Town and the Shakespeare family a great deal of problems, Jeanee asked for Mayor Brinkerhoff and the Town Council signatures on a document acknowledging the work her husband, Kevin N. Shakespeare, has done throughout town. Council Member Travis LeFevre was asked to present the proposal and felt it was worth the Council’s time to review and consider its content, noting he has not made any commitments. Council Member Mike Burbidge read the “Memorandum of Understanding”. (Attachment)

After the proposal was read, Travis reported the issues addressed have been discussed with him in confidence and may require a closed session. Mayor Brinkerhoff expressed there is some truth in what the proposal stated, but believes it cannot be discussed due to that the content refers to the court case Kevin has with law enforcement. Jeanee disagreed, stating “this is an effort to alleviate some court actions”. Mayor Brinkerhoff agreed with Travis that any discussion and/or action needed to be discussed in an executive/closed session; he personally would like to see the matter resolved, but it is not in his hands. Jeanee disagreed again, stating her in opinion they are not out of the Town’s hands, the matter began here and as a community resolve the issue. Continuing, Jeanee stated Kevin has been taken out of the 70ft strip of “wash property”, which they acknowledge the Town has the right to do so. However the problem exists on their property which is adjacent to the Town’s property as well as the drainage from Joey’s property. There needs to be the “memorandum of understanding” with the Town that if Shakespeare’s are not allowed to clean it, per the agreement with the Garfield County School District, the Town will maintain it. Mayor Brinkerhoff agrees that there should be an agreement on who cleans the wash; unfortunately some of the issues had nothing to do with cleaning the wash. He is open in making an agreement but not until after the proposal has been discussed in a closed session. Travis felt what Jeanee was asking has nothing to do with the legal issues pending. Mayor Brinkerhoff reported that in the past four years there has been more than one involvement with Mr. Shakespeare and the Town and he does not agree with 100% of his dealing in the past. Council Member Mike Burbidge expressed his view stating he is in 100% favor of cleaning the wash, and if Kevin has been the person to do it an agreement should be made.

Continuing on, Mayor Brinkerhoff agreed, but the content of the letter would need to be changed before the Town could sign off on it. Travis asked what items need to be changed; with once again the Mayor expressing the need for a closed session. Council Shilo Richards would like to see the minutes and agreement made with the School Board, Jeanee stated it isn’t in the minutes it’s on the deed. Jeanee gave a brief history of how the maintenance agreement came about; which included the transferring of ownerships, agreements, etc. and being currently fenced off, it is the Town’s responsibility to clear and keep clean. Jeanee asked when action could be taken, being that this impacts the rest of the legal issues; Mayor reported that within a week the Town can address and reply to the proposal. Addressing Jeanee personally, Mayor Brinkerhoff expressed that he doesn’t want anything bad to happen to her or her family, despite what she made feel about him. Daughter-in-law Bree Shakespeare made a comment regarding accessing this property and those it impacts, stating that her children need a safe access to school. The road is not a safe place to walk, many calls have been made to the Sheriff’s office on the speeding problem; she asked to consider her children and the safe access the wash provides when discussing the issue. Council Member Jason Bybee expressed the importance of having a safe access for everyone; currently the town is working on the “safe sidewalk” project which addresses the concern for everyone to safely walk in town.

A motion was made by Shilo Richards for the Council to arrange an executive session in the next week to address the issue/proposal – Second by Jason Bybee. Motion carried.

Travel Council: Cary Deccio reported \$2,000 was secured from the Garfield County Travel Council for the Farmer’s Market; though it was originally planned for the same weekend as the ½ Marathon, it has been changed to Labor Day weekend; being that there is no produce available in July.

As far as the festivities for the ½ Marathon weekend, Cannonville will be having a Western Jubilee that evening; the idea being proposed for the day activity is “A Taste of Bryce Valley”. A collection of food samples will be available; Clarke’s, Joey Burgers, Taste of Mexico, etc., the cost would be \$10 a person.

Business License: Kirk and Annette Chynoweth have requested a business license to use their rental residence, identified as the home of Gene and Maryetta, as a vacation rental, rather than a home rental; all were in favor.

Discussed funds available for the safe sidewalk project; setting goal to fund another block. A reminder will be placed on Facebook reminding people to make their Amazon purchases through South Central Communication.

FINANCIAL/WARRANTS

Purchasing Policy: Much discussion on setting the limits on purchases with and without a PO, Bids, Emergency purchases, etc.; A Purchase Order was set at \$100, Emergency Purchases \$500 – W/S & R/S maintenance need not get prior approval, anything less than \$500 will need approval before purchasing. A motion was made by Shilo Richards to approve Tropic Town Purchasing Policy #R-2-13-14 as discussed. Second by Mike Burbidge * Motion carried.

Sponsorship Region/State Boys & Girls Basketball: A motion was made by Mike Burbidge to approve \$100 donation toward the tournaments. Second by Shilo Richards – Motion carried.

It was asked that a list of those groups requesting sponsorships and donations be compiled, standard donation is \$100, could change according the availability of funds; need to include this in the purchasing policy and budget.

Sydney was not able to attend, but had a copy of each department head's budget and expenses to review. A motion was made by Shilo Richards to approve the warrants – Second by Mike Burbidge * Motion carried.

PLANNING COMMISSION

Council Member Jason Bybee, planning commission lesion, reported on the currents projects being reviewed by the commission. The building permit packet was studied and changes to the requirements were revised. A few unnecessary items were listed as a requirement to get approval from the Town to build, such as two complete set of plan, proof of financing; these may be items would be needed by the County to issue the permit, but not for the Town's approval.

CULINARY/SEWER

Commercial W/S Inventory: Business connection information was compiled and clarified; it was asked that a letter/memo be sent to businesses listing details of their bill.

Delinquent Water Bills: Council also asked that shut off notices be sent by certified receipt mail.

ROADS/STREETS

Entrance Signs: An Eagle Scout Service Project proposal was received from James Garrard; asked the Council to review the project's design and give their approval and to move forward project. Council Member Jason Bybee – R/S Department Head – has discussed the requirements and upkeep with UDOT. Discussed funding and location; County Funding, Garfield Ready Mix, other Businesses; Mayor proposed using funds from the Energy and Communication tax. A motion was made by Jason Bybee for James to move forward with the project; noting the design will be based on amount of funds available – Second by Shilo Richards. Motion carried. Time frame completion hoping signs are in place before tourist season; making a community event on May 23, 2014 – Tropic Town's Birthday.

Skid Steer-Weed/Snow Removal: Town has an opportunity to purchase, contract, or leasing equipment for mowing side-streets, snowplowing, etc. Council discussed the cost to contract out the services vs. purchasing or leasing the equipment. There is the option of leasing to buy. A motion was made by Shilo Richards to lease the skid-steer and purchase the snowplow; mower will wait until summer. Second by Jason Bybee – Motion carried.

Street Shoulder Damage: Council discussed road damage caused by water drainage; assisting property owners in placing culverts to help resolve the issue; property owners purchase the culvert with the Town installing it. Other possible options to help keep roads from chipping were discussed.

PARKS/RECREATION

Playground equipment/Splash Pad: New playground equipment will cost at least \$20,000 depending on size, activities, etc. Lifetime equipment store out of St. George was replacing a playground set displayed and offered to sell it for \$2,000; knowing the Town was looking to invest in new playground equipment and seeing it was a good deal, Council Member Mike Burbidge purchased it. He proposed that the Town buy it, using the park funds collected from the 4th of July Celebration, if not, he use it at his place of business.

Along with playground equipment, Mike has also been working on a splash pad for the community. In his research Mike met up with a representative from Splash Pad USA; after introductions, the gentleman was a family friend and offered to install a \$100,000 splash pad for \$35,000. In funding the project, Dixie Burbidge reported that the ½ Marathon will donate \$12,000 toward this if the Town would match it; she has talked with a few of the local businesses, all are in favor of it. Council discussed sponsorships, donations, fundraising, etc. to fund the balance.

Concerns – design & project cost, water testing, long-term maintenance, Travis expressed concern with placing additional work on Brett & Raymond; with Main Street, water/sewer, roads/streets, etc. is the Town taking on more than our maintenance crew can handle and would need to hire another worker.

Mike reported there in one draw-back, a decision is needed ASAP; due to the gentleman would like to oversee the project himself and his time is limited. The project will be discussed, along with the “memorandum of understanding” in the work meeting scheduled for next week.

The idea of a “Dream Meeting” was discussed; it was proposed that this be followed up with.

Council Member Travis LeFevre expressed his appreciation for Mike’s dedication and involvement in the Town Park and asked Mayor Brinkerhoff to re-assign Mike to be over the Town Park and he would oversee the Baseball Complex; request was approved.

FIRE DEPARTMENT

Justice of the Peace Officer: Council Member Travis LeFevre contacted Escalante City to inquire having their own City law enforcement was financial feasible. Travis reported Escalante loses money every year; the State takes a big portion. It is not practical at the time for Tropic Town to employing a law enforcement officer.

EMPLOYMEE REPORT

IRA Retirement Plan: The retirement plan needs to be approved annually; Tropic Town matches the individual’s contribution to their IRA, up to \$25 a month. A motion was made by Mike Burbidge to approve the retirement plan as outlined – Second by Shilo Richards. Motion carried.

Life Insurance: A Liberty Mutual Life Insurance representative spoke with Town employees regarding life insurance policy; SCC also has offers this same plan, there is no expense to the Town. A motion was made by Jason Bybee to approve Sydney to deduct fees from employee’s paycheck for this benefit. Second by Shilo Richards – Motion carried.

Maintenance Assistant: Looking to the future, Council Member Mike Burbidge expressed the need for hiring an assistant; begin training someone in the daily operations of maintaining the Town for long term employment. Brett reported that Raymond is looking at coming back to work towards the end of March; but doesn’t feel the Town should be acting on replacing Raymond until the time comes.

Recording/Codification: The cassette tape recording system of Tropic Town meetings is outdated and impractical with current technology; cassette tapes are obsolete, storage and preservation is a concern. Marie asked the council to consider updating the Town's recording system with a Digital and Audio recording system. It's not too far distant that the State will be requiring rural Utah to have meetings accessible; currently larger cities are required to digitize their meetings.

Also, the organization and correctness of the Town's laws is extremely important. Ordinances have not been codified since 1984; many are obsolete. Codification can be expensive, research has been made quotes are being collect. Council Member Jason Bybee expressed the need to upgrade the Town's current recording system; Marie will research neighboring towns on their form of recording, information on codification will also be looked into. These purchases will need to be budgeted for.

MAYOR'S REPORT

Meeting Schedule Resolution: A motion made by Travis LeFevre to approve #R-21314-B; adopting the changes in the Town's meeting Schedule. Second by Michael Burbidge – Motion carried.

ADJOURN

A motion was made by Travis LeFevre to Adjourn – Second by Jason Bybee * Motion Carried

Approved this 13th Day of March 2014

Marie H. Niemann – Town Clerk/Recorder