

MINUTES
REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS, EPHRAIM CITY HALL
5 SOUTH MAIN, EPHRAIM, UTAH
JANUARY 22, 2020
6:00 PM

CALL TO ORDER

The Ephraim City Council convened in a Regular City Council Meeting on Wednesday, January 22, 2020, in the City Council Room. Mayor Scott called the meeting to order at 6:00 p.m.

OPENING CEREMONY

Penny Kittelsrud offered an invocation. Kade Cherry led the audience in the Pledge of Allegiance.

ROLL CALL

MEMBERS PRESENT

John Scott, Mayor
Margie Anderson, Mayor Pro Tem
Tyler Alder
Alma Lund
Richard Wheeler

MEMBERS EXCUSED

Greg Boothe

STAFF PRESENT

Shaun Kjar, City Manager
Leigh Ann Warnock, City Recorder
Bryan Kimball, Community Dev.
Devan Fowles, Planner
Steve Widmer, Financial Director
Aaron Broomhead, Police Chief
Michael Patton, Rec Director
Cory Daniels, Power Director

PRESENTATIONS

SIX COUNTY/CIB

Travis Kyhl talked about CIB grants. A lot of people think Six County is another layer of government, when in actuality, they are an extension of cities and counties. CIB grant funding is a source most communities use for infrastructure projects. Six County would like to help with the City's Capital Improvements List. CIB requires projects be on their one-year Capital Improvements List in order to fund them. Now is the time to put that list together for the next CIB year. The application deadlines are June 1, 2020, October 1, 2020 and February 1, 2021; the final date to upgrade the Capital Improvements List is April 1, 2020. Six County will mail an online survey to all Cities in the Six County area that must be filled out in order

to complete the list. Shaun Kjar and Mayor Scott would like to sit down with them to discuss options.

Six County also offers other planning services. They could help with a Capital Improvements Plan as well as the list, Capital Assets Inventory, etc. They have a revolving loan fund and do a lot of economic development in the region. They also coordinate CDBG grants through the State, which are due in December and January.

Maureen Allred explained there are thirteen programs in their department including HEAT, which pays for gas, electric. Other programs are available such as crisis funds, weatherization, car repair, etc. They also have a Single-Family Rehabilitation and Reconstruction Program which offers a loan given at low rates for reconstruction using local vendors. CSBG grants help with rent assistance.

Scott Christensen reported on the nine separate programs offered through Aging Services. Money is provided through the Older Americans Act, and the counties participate as well. Senior nutrition “meals on wheels” served 7,820 home delivered meals out of the Manti site last year. These programs are designed to keep people in their homes rather than a care center. Senior and veteran transportation is available as well as care giver services. The Transportation Voucher Program is a means to allow individuals to select someone of their choice to transport them and the driver can get reimbursed at .40 per mile. The Volunteer Income Tax Assistance Program uses volunteer Snow College students to help seniors with their taxes.

SUNRISE ENGINEERING (CONT. FROM WORK MEETING)

Impact fee studies were conducted for the five areas reported on in the Work Meeting. The studies try to find estimated impact fee rates to make sure we are covered in each area for the next 20 years based on projected population growth for Ephraim. The maximum allowed impact fees stated are not mandatory and the City can work out amounts that will be added or raised. In order to create an impact fee or change current fees, a City must have an ordinance, follow noticing requirements, public hearing, advertising, and documents must be available to anyone who would like to learn about it prior to the public hearing. After the public hearing, impact fees can be enacted after a 60-day waiting period.

Shaun asked if they found any areas where Ephraim is currently inadequate. Source capacity, availability to pull water from the ground, is just barely under what it should be. In all other areas, Ephraim is doing well.

Copies of the Impact Fee Studies are available in the City offices for public review.

APPROVAL OF WARRANT REGISTER

The Council reviewed the Warrant Register of January 22, 2020.

Councilmember Alder moved to approve the January 22, 2020 Warrant Register as presented. The motion was seconded by Councilmember Wheeler. The vote was unanimous. The motion carried.

APPROVAL OF MINUTES

The Council reviewed the minutes of the January 8, 2020 Work Meeting and Regular City Council Meetings.

Councilmember Anderson moved to approve the January 8, 2020 Council Work Meeting and Regular City Council Meeting Minutes as presented. The motion was seconded by Councilmember Alder. The vote was unanimous. The motion carried.

ADDITION OF CITY ATTORNEY

Shaun Kjar and Aaron Broomhead spoke regarding the possibility of hiring a City Attorney. Chase Andrizzi has been used for legal services by the City on a regular basis for many issues. The proposal from Cowdell Woolley for an onsite City Attorney includes two days onsite for \$5,500. The City is currently paying \$1,500 - \$1,800 for prosecution and that would be included in that proposal. Every department in the City would have access to his services. Contracts have gone forward without legal review resulting in costs associated with that. Mayor Scott asked Steve Widmer how much more a month we are paying on legal services. He said it fluctuates tremendously. Cowdell and Woolley would be willing to be flexible, depending on need, to spend more days at a time in the office as needed. Chase would also attend Planning & Zoning meetings as needed and all Council meetings. He would have an office in the Police Department and help with code enforcement. \$7,000 was proposed if the City required three days a week. The proposal also includes a 90-day trial period. At determined if adjustments are needed in the arrangement.

Chase commented a major benefit is that services can be billed at a flat rate rather than hourly as is currently the case.

A resident asked if the cost of an in-house attorney have not been budgeted, where would the excess come from. A lot of the expense is already being paid by the City for legal fees, and the budget can be adjusted to move the money from that line item to an in-house attorney. Steve said it would be split out between the departments and some additional money would have to be budgeted. He said it is feasible.

Councilmember Wheeler moved to approve the proposal by Cowdell and Woolley for Chase Andrizzi to work in-house two days per week. The motion was seconded by Councilmember Anderson. The vote was unanimous. The motion carried.

ADDITION OF SUMMER REC POSITION

Shaun Kjar and Rec Director Michael Patton spoke regarding the addition of a position for the Rec Department. Michael explained that over the past couple of years the sport side of the Department has been run by two people and during summer there is a lot more to do. With Michael remaining mainly in the office to do grant-writing and program development, Reece is taking on the workload of two people in the summer months. They would love to have summer help for the sports programs. They have proposed 25 hours a week at \$12.50

per hour as a seasonal part-time position without benefits. Shaun suggested they bring it to more of a field crew leader type of position rather than someone who takes over sports from Reece. It would be helpful for someone to help Reece with the field assignments. Previous directors have done all of that and Michael and Reece are hoping to get more quality with this program. The position would begin May 4th when baseball/softball begins and end in mid-August when games are slowing down and Michael can take over and finish up. Mayor Scott commented it has worked fine in the past, and the Department was just expanded when Reece was made an Assistant Director. He felt things are expanding a little too quickly.

A resident commented that two years ago we had Phil doing it all by himself. It wasn't fair, but he did it.

Councilmember Wheeler asked for the Council to be able to give it more thought without a decision being made tonight.

Shaun commented he felt it would be a good addition to the department. Events are being added and other programs that Michael is working on and he won't be helping Reece as much with sports as prior Rec Directors.

Mayor Scott would like to see the issue work through the Rec Board before another presentation to the Council. Shaun pointed out the Rec Board would not have anything to do with Staff approval and funding, but more what duties the additional person would have if approved.

Due to lack of motion, topic died.

ENVIRONMENTAL SURVEY: MONTGOMERY ARCHAEOLOGICAL CONSULTANTS

Bryan Kimball explained that in order to qualify for funding for a new well, we had to get environmental work done. This was done on an urgent basis because the Corps of Engineers must have documentation and the City needed the report before the snow fell.

Three bids were solicited and at the recommendation of the Engineer, the winner was not the lowest bidder, but another that sounded more reasonable and came with good recommendations. Their bid was more realistic in terms of the scope-of-work. Two existing sites were to be done. They found a total of seven sites that needed work, at \$800 per site for an overrun of \$4,000 which was added to the original quote. An invoice was submitted for \$9,209.90, which Bryan felt was cutting the City a break. Changes were added by the City at the last minute. That invoice will be submitted for reimbursement from the grant money. The Council and Shaun felt they remembered that the City would be informed in advance if there were additional sites. Bryan said they were asked to do extra work to add in another project with the grant funding.

Resident - did they do the work at those additional sites, or just identify them? Bryan explained they had to research the sites and do paperwork in order to cross-section the area.

A \$2 million grant was received for this project. All expenditures will be reimbursed from this grant.

Councilmember Anderson moved to approve payment to Montgomery Archaeological consultants in the amount of \$9,209.90, including the overrun of \$4,000 with the explanation that it will be reimbursed. The motion was seconded by Councilmember Wheeler. The vote was unanimous. The motion carried.

APPOINTMENTS AND COUNCIL REPORTS

Tyler Alder

Recreation Board – Thanked Michael for work done in the Rec Department.

Margie Anderson

Tax Referendum – enough signatures were collected, and the referendum will go on the ballot in November.

Census - We need to take the census very seriously because that is a source of C and D road funds and could put Ephraim into another level of distribution, which could be very good for all of us. We need to make sure it gets done efficiently and properly. Shaun said we have been asked to help with the census and a group at the college will be helping with that. The timeline goes out March 12th – 20th with an invitation to respond to the 2020 census. We can put together a presentation if we would like and advertise it. We want to make sure we are one of the sources of the information. A lot of emphasis has been placed on responding online to cut down on the amount of home visits required. Between March 16-24, a reminder letter will be mailed. If people have not responded, they will receive a reminder postcard and letter and paper questionnaire. April 20-27 final reminder postcards will be sent and then they will start live visits.

CITY MANAGER REPORT

Impact Fees - Impact Fee changes will be a taxing experience. It will be a tough decision and we will do the best we can to keep you informed with recommendations and actualities the firm has put together.

Vehicles – We have had three deer hits and another vehicle backed into, so four vehicles are receiving repairs. Aaron Broomhead commented that because we are purchasing explorers, we will look at push bumpers to protect them a little more.

CLOSED SESSION

Councilmember Wheeler moved to go into a closed session pursuant to the provisions of the Utah State Code, Section 52-4-205(c) pending or reasonably imminent litigation. The motion was seconded by Councilmember Alder. A roll call vote was called. Voting yes: Councilmembers Scott, Wheeler, Anderson, and Alder. The vote was unanimous. The motion carried.

The Closed session began at 8:07 p.m.

At 8:29 p.m. Councilmember Alder moved the Council adjourn the closed session and reopen the public meeting. The motion was seconded by Councilmember Wheeler. The vote was unanimous. The motion carried.

ADJOURNMENT

There being no further business to come before the Council for consideration, Councilmember Alder moved the Regular Council Meeting adjourn at 8:29 p.m. The motion was seconded by Councilmember Anderson. The vote was unanimous. The motion carried.

The next regular City Council meeting is scheduled to be held on Wednesday, February 5, 2020, starting at 6:00 p.m. in the Ephraim City Council room.

MINUTES APPROVED:

John Scott, Mayor

Date

ATTEST:

Leigh Ann Warnock, City Recorder

Date