

PLAIN CITY COUNCIL
MINUTES OF REGULAR MEETING
SEPTEMBER 1, 2016

The City Council of Plain City convened in a regular meeting on Thursday, September 1, 2016, in the Plain City Hall beginning at 7:00 p.m.

Present: Mayor Bruce Higley, Councilmembers Mike McKean, Buddy Sadler (arrived approximately 7:10 p.m.), Brett Ferrin, Natalie Hale and Brad Searle
Staff: Diane Hirschi, Jake Meibos, Jake Jardine, Cody White
Also Present: Sheri Stimpson Barahona, Emily Sip, Zoe Littlefield, Ethan Sip, Kris Carrigan, Jon Beesley, Kathy Taylor, Blake Neil, Kristin Hadley, Spencer Hadley, Robert Seager, Verna Keyes

Call to Order: Mayor Higley
Pledge of Allegiance: Diane Hirschi
Invocation/Moment of Silence: Mayor Higley

Approval of Minutes

The Mayor thanked Francine Polson for filling in for Diane. Councilmember Ferrin noted a couple of typos. **Councilmember Ferrin moved to approve the minutes from the regular meeting and the work meeting on August 18, 2016 as presented. Councilmember Searle seconded the motion. Councilmembers McKean, Ferrin, Hale and Searle voted aye. The motion carried.**

Comments: Public

Jon Beesley noted his concern about spending the money for the public works building. He thinks we need to talk to other contractors and look at different types of buildings. He thinks we should table this and have a public hearing.

Kathy Taylor mentioned her surprise when she found out that the council denied the senior overlay zone on Bill VanHulten's property. She noted that the road and the park area would be maintained by the association. They would have been lovely houses. She mentioned that the senior housing at the Town Square will only have one room. These homes would have had more. She noted that the seniors are the ones who have the time to donate and volunteer and we need them to stay in our community. She feels this was not a logical decision and she is very disappointed in the council's decision.

Kristin Hadley noted her concern about the money to be spent on the public works facility. She noted that the price in March was \$350,000 and how it is up to \$650,000. She feels that the public works facility is beneficial but doesn't think we should spend all the money on that when there are sidewalks to do. She would encourage the council to spread out the money and not go overboard.

Report: Planning Commission

Kris Carrigan reported that they talked with Jay Gresham about developing some of his property. It was noted that he would need a second access that would go up through Phase 3 of Big Cottonwood. His concern was the 10' elevation difference. Kris also noted that they worked on different ordinances. Blake Neil reported that there is a grant from Wasatch Front Regional Council for updating the general plan. He passed out some information to the council. The letter of intent must be in before the end of October. He will get with the Mayor on that. He indicated that he and Rob Scott could work on applying for the grant.

Discussion/Motion: Award 2600 N Crosswalk Project

The Mayor reported that the engineer's estimate for this project came in at \$75,000. We have applied for a TAP grant through UDOT and were awarded half of the project cost. The bids came in higher than expected at \$127,000. The Mayor went back to UDOT and they agreed to give us \$70,000. The rest of the project can be funded by storm water impact fee. Councilmember Ferrin reported that this would put a cross walk at 3425 W 2600 N. Also, the state is willing to put in the crossing lights. This will connect Pheasant Brook Subdivision and Pheasant Hollow Subdivision. **Councilmember Ferrin moved to award the 2600 N Crosswalk Project as outlined. Councilmember McKean seconded the motion. Councilmembers McKean, Sadler, Ferrin, Hale and Searle voted aye. The motion carried.**

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Discussion/Motion: Award Public Works Facility

The Mayor reported that we have studied this and done a lot of homework. He appreciates the inputs and the concern about the money. He speaks for the council and feels that they wouldn't spend money frivolously. We have a professional staff that works hard. It was noted that Bren prepared a list of items that could be cut off the original bid. The list of items would take off \$108,669. Councilmember Ferrin noted that he and Councilmember Sadler looked over the list. There was a line item for \$24,000 for cleanup labor that could be cut. Councilmember Sadler feels that our guys could do the sewer and water lines because the city has a laser level. Jake Meibos didn't know we had one. Councilmember Sadler said that Don Weston said there was one a couple years ago. He also noted that the concrete sealant could be done in house. With those things we are down about \$10,000. Councilmember Hale asked if that means we are cutting the office, the HVAC, and the rest of the items that Bren suggested taking off from the last proposal. Councilmember Ferrin noted that Bren took the latest proposal of \$595,461 and took \$108,669 off of that proposal. Councilmember Ferrin noted that out of that list, he would like to leave the 30 x 60ft covered storage area. **Councilmember Ferrin moved to proceed with the public works facility with the elimination of all the items on Bren's list with the exception of the 30x60 covered storage area for a total of around \$506,000.** Councilmember Hale asked if these items can be added later. Councilmember Ferrin felt that they could. Councilmember Searle feels that by cutting things out we are building a bare and naked building and it will still cost \$750,000 when everything get all done. Maybe we are saving now but will cost more in the future. He feels that that will set us up to keep adding for the next couple years. Councilmember McKean noted his concern about asking for another bid from another brainstorm that we never saw. He just got an objection and not a bid for a much lower cost similar to the Syracuse building. He noted that he is in favor of the project, just not the cost. He mentioned using the newer building and remodeling it a little by putting in heat and a drain, but he never received a bid for that and feel it would be at a lower cost. The Mayor noted that we are growing and we can't just throw everything out to bid on that. We have spent \$30,000 on an architect to draw up something that we can bid on. Councilmember McKean thinks that is backwards. Councilmember Searle asked for hard numbers. He thought we had them from Bren showing \$114,000 for a 50 x 100 building in Syracuse that included the electrical, insulation and cement floor and remodeling the newer building. He appreciates Bren's research but wants to get to a lower cost. The Mayor noted that the intent is for a building that will last and be there for the future. We refer to the Syracuse building as a pole building but it is just a shell. He mentioned Helper City didn't spend anything on infrastructure for the last 80 years, but now is costing \$25 million to bring it up to standard. Councilmember Hale asked if OSHA were to come in and fine us, where the money would come from? Councilmember Ferrin noted that the original bid was for \$811,000 and we have it wedeled down to \$505,000. Councilmember Searle noted that if we do that we will spend the next two years piece milling it together. Councilmember McKean feels we need to table this and have a public hearing. **Councilmember Ferrin moved to amend his motion to \$486,792 with the elimination of the 30 x 60 covered storage area, the office areas, HVAC, Electrical for office area and covered parking, two fire-rated windows, doors, concrete waterway and all the asphalt.** Councilmember McKean never saw a bid for the building like Syracuse has. Councilmember Hale feels that we need to work with the money and get this worked out. The current facility is deficient and we have an amazing public works department that we don't want to lose. Jake Meibos noted that that Syracuse building is a shed, not a shop. It is good for parking and storage. He noted that remodeling will cost because there is no drain in the building so they will have to redo the floor once a drain is put it. He noted that the current parks building would be great for parks and recreation as it would be a great place to store the recreation equipment. It was noted that we need a wash bay. There was a lengthy discussion about what the building needs. Councilmember Searle noted that the cost is too much. The Mayor noted that the architect drew up the plans for a 50-60 year build out. Councilmember Hale noted that we talked about it being \$500,000 at the last budget meeting. **The Mayor asked for a second. There was none. Motion died.** **Councilmember McKean moved to table this item and look at other options and look at the electrical and another contractor about remodeling.** There was a discussion about bids. **Councilmember Searle seconded the motion. Councilmembers McKean, Sadler and Searle voted aye. Councilmembers Ferrin and Hale voted nay.**

Discussion: Schedule for working on Capital Project Fund List

The Mayor asked the council to come up with some ideas for the capital projects fund. There was a discussion that it can be equipment and should be a one-time purchase. It was noted that road funds and impact fees can be used for sidewalks. This will be discussed in a future meeting.

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Discussion/Motion: Changes to Personnel Policy

The Mayor noted that there are some proposed changes to the personnel policy. In chapter 9, section 2 it is proposed to allow new employees to accrue annual leave from the date of hire, but can't use it until their six month introductory period is over. The next proposed change was changing annual leave for 16 years and over from 20 to 25 days per year. Currently, only 240 hours of annual leave can be accumulated. The proposed change is "An employee may accrue a maximum of 240 hours of annual leave. The cut-off date for calculating excess hours is the first pay period ending date which occurs on or after January 1st each year. When computing leave balances for excess hours, the hours accrued during this pay period will be included. It is the employee's responsibility to maintain knowledge of accrued annual leave and schedule leave appropriately." Also proposed is to add: "In lieu of taking all of the annual leave to which he/she is entitled, an employee may convert hours of annual leave to cash each year pursuant to the following guidelines. Full-time employees may convert up to 40 hours of annual leave to cash once each fiscal year. Payments for annual leave converted to cash shall be subject to withholding pursuant to state and federal law. Employees who have accrued more than their maximum number of annual leave hours will lose those hours at the last day of December if they are not used. New full-time employees are eligible for leave to cash on the next fiscal year after completing one year of service." Sick leave was addressed. It was also proposed that sick leave can be accrued from the date of hire, but the employee is not eligible to use it until have the six month introductory period is over. It is also proposed that the maximum accrual be raised from 480 hours to 960 hours. There was a proposal that the 40 hours of sick leave could be turned to annual or to cash once a year, but there was a discussion about if the employee is sick they should use their leave rather than have an incentive to save it for a cash or annual. There was also a discussion about how sick leave accrual will be addressed at retirement. This will be looked at in the future. In chapter 11, there was a proposal to add "Contribution amounts shall be valid only as long as they do not conflict with any IRS regulations or state or federal tax laws." There was also a proposed change to change "may" to "will" to match full-time employee contributions to the 401(k) and 457 plan. Councilmember Sadler felt it wasn't good to change the "may" to a "will" in the case of harder times when the city has to cut back. Chapter 12 was addressed. Concerning overtime and compensatory time off, the proposed changes are to add the option of compensatory time off. Currently we only have overtime. Comp time will be allowed once the employee has physically worked 40 hours. It is up to the department head to grant overtime or comp time. Overtime will be paid within the pay period for which it is earned. Comp time will be allowed to accrue at the department head's discretion for a maximum of 40 hours. On-call Duty was addressed. Currently the policy reads, "Employees may be eligible for one hour of straight time pay for each 12 hour period of limited on-call status (weekends & holidays). Limited on-call pay is in addition to the 40 hour work week and will not be used for overtime." The proposal will read, "Eight (8) hours of compensatory time off for each week of on-call status." **Councilmember Hale moved to approve the changes to the personnel policy with the exception of changing the "will" to a "may" in chapter 11 and the sick leave cash in chapter 9. Councilmember Ferrin seconded the motion. Councilmembers McKean, Sadler, Ferrin, Hale and Searle. The motion carried.**

Discussion/Motion: Information Specialist

Diane reported that she would like to hire a part-time person to help in the office. This person would help with meeting minutes, the website and newsletters and basically getting information to the public. It would be about 20 hours a week. Councilmember Sadler noted that he would like to see that person here from noon to 5 on Fridays. Diane noted that she is trying to staff the office so no one is here alone. There was an incident the other day that reaffirmed that. **Councilmember McKean moved to approve the job description for the Information Specialist. Councilmember Hale seconded the motion. Councilmembers McKean, Sadler, Ferrin, Hale and Searle voted aye. The motion carried.**

Discussion/Motion: Cancel September 15 Meeting

It was noted that the Utah League of Cities and Towns convention is September 14-16. **Councilmember Hale moved to cancel the September 15 meeting. Councilmember Searle seconded the motion. Councilmembers McKean, Sadler, Ferrin, Hale and Searle voted aye. The motion carried.**

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Motion: Approval of Business Licenses

There was none.

Motion: Approval of Warrant Register

See warrant register 08/13/2016 to 08/31/16. The Mayor noted that we bought two new generators from Farr West. Councilmember Searle asked about paying Michelle Koford. He wants to talk about it at the next meeting. It was noted that the Randy Marriott bill was for the 4th of July. An agreement was made that the city would pay half of the temporary fence so people could park there for the 4th of July celebration. **Councilmember Ferrin moved to approve the warrant register as presented. Councilmember McKean seconded the motion. Councilmembers McKean, Sadler, Ferrin, Hale and Searle voted aye. The motion carried.**

Report: Council

Councilmember Hale thanked the public works department for their work. Plain City is a good place and we have some good employees.

Councilmember Searle noted that Tyson Garr is great. Football and flag football are up and running. Tyson is working on a system and fee schedule for reserving the parks and the ball diamonds. This will help offset some of the costs for maintaining the diamonds for other tournaments.

Councilmember McKean thanked the parks department as the parks look great.

Councilmember Sadler reported that the crossing guard at 2200 N and 3600 W need some lines painted. He would like the Sheriff's office to be present during drop off and pick up times and have Zero Tolerance. He asked if Taylor Parks Phase 1 has an escrow yet. The Mayor said he hasn't heard anything for a while. Councilmember Sadler noted that when we approved Stillcreek Phase 2 we were trying to get the original contractor to finish some items in phase 1. Blake Neil noted that he is contacting Brandon on that issue.

Councilmember Ferrin noted that they are working on the roads. We haven't got a third bid for striping yet. Verna Keyes explained the line she needs painted at the crosswalk.

The Mayor noted that we are looking on a weight limit ordinance on Stephens Subdivision and by the elementary school. There was a concern about limiting bus access. Councilmember Ferrin thinks we need to have a truck route that bypasses the school and asked the Planning Commission to look into it.

At 8:48 p.m. Councilmember Ferrin moved to adjourn and was seconded by Councilmember Searle. The vote was unanimous.

City Recorder

Mayor

Date approved