

PLAIN CITY COUNCIL
MINUTES OF REGULAR MEETING
APRIL 20, 2017

The City Council of Plain City convened in a regular meeting on Thursday, April 20, 2017, in the Plain City Hall beginning at 7:00 p.m.

Present: Mayor Bruce Higley, Councilmembers Mike McKean, Buddy Sadler, Brett Ferrin, Natalie Hale and Brad Searle
Staff: Diane Hirschi, Mike Kerswell, Bren Edwards, Tyson Garr, Brandie Kilts
Also Present: Shelly Jackson, Judd Cook, Brett Hancock, Richard Schroeder, Shane McFarland, Ben Hale, Max Hale, Corbin Ellis, Blake Neil

Call to Order: Mayor Bruce Higley
Pledge of Allegiance: Councilmember Natalie Hale
Invocation/Moment of Silence: Councilmember Brett Ferrin

Approval of Minutes

It should be that under that Municipal Wastewater Management Program Resolution that Buddy Sadler, not Councilmember Searle asked if in the last 12 months all the certifications and documents were signed by someone certified to do so. It was also noted that Bren Edwards answered in the affirmative. **Councilmember Ferrin moved to approve the minutes from March 16, 2017 as corrected. Councilmember Searle seconded the motion. Councilmembers McKean, Sadler, Ferrin, Hale and Searle voted aye. The motion carried.**

Comments: Public

None presented.

Presentation/Discussion/Motion: Weber County Elections Office Interlocal Agreement

Weber County Assistant Elections Director, Shelly Jackson began the presentation with an outline of the services provided by the Weber County Elections Office to local governments and election staffs. She explained the Vote by Mail system and presented statistics of local mail-in ballot returns. Locations of existing mail-in ballot drop boxes (18 throughout the county) were conveyed and physical polling locations (9 within Weber County) were discussed. Shelly Jackson expressed, the equipment needed at physical polling locations requires updating and maintenance that Vote by Mail systems do not require. Expenditures for repairing and replacing voting machines can be reduced through increased Vote by Mail participation. She commented on the benefits of the Vote by Mail system provided to elderly voters. Shelly Jackson laid out the steps in the Vote by Mail process and described how mail-in ballots are handled and counted. She addressed the Weber County walk-in voting locations, stating, they have been set up in areas of geographical convenience according to population. She speculated a total of 118 Plain City residents will vote (in person) at the designated physical polling location in the upcoming County Elections. Councilmember Sadler asked for a calculated percentage of ballots returned from communities that adopt 100% Vote by Mail. Shelly Jackson responded, the requested data is not available for presentation but the returns have been perceivably higher where the Vote by Mail program is instituted. Councilmember Sadler inquired on the percentage of mail-in ballots that are disqualified due to errors. Shelly Jackson answered, approximately 12 percent, countywide. Councilmember Sadler asked for details on drop box ballot collection procedures. Shelly Jackson explained the process and complimented Plain City Recorder, Diane Hirschi, on her handling of drop box ballot collection. Councilmember McKean sought clarification on cost-saving assertions. Shelly Jackson gave an analysis of costs pertaining to both Vote by Mail and in-person methods of polling. She closed the presentation, remarking on the importance of voter turnout and the goal of the Weber County Elections Office to increase citizen participation in Vote by Mail balloting. **Councilmember McKean moved to adopt Resolution 2017-03 accepting the Weber County Elections Office Interlocal Agreement. Councilmember Hale seconded the motion. Councilmembers McKean, Sadler, Ferrin, Hale and Searle voted aye. The motion carried.**

Discussion/Motion: Final Approval of Cook Subdivision – 2 lots – 2331 N 4500 W

Judd Cook proposed a subdivision of one lot located at 2331 N 4500 W. He indicated a proper survey of the project had been completed; that the subdivided property will adequately allow for zone specified frontage and setback requirements. Planning Commission Chairman, Blake Neil confirmed the assessment and described adjustments

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made by the Planning Commission to ensure the project meets zoning requisites. **Councilmember Sadler moved to approve the Cook Subdivision. Councilmember Ferrin seconded the motion. Councilmembers McKean, Sadler, Ferrin, Hale and Searle voted aye. The motion carried.**

Discussion/Motion: Land and Conservation Grant for New Restrooms – Lee Olsen Park

Parks and Recreation Department Director, Tyson Garr announced, he has finalized an application for a Land and Conservation Grant to cover half the anticipated cost of constructing new restroom facilities at Lee Olsen Park. Notification of acceptance is expected in due course. He stated, a RAMP grant would fund the remainder of the project costs but must be applied for and accepted. He referred to a proposed timeline for construction and described alternative financing means. Councilmember Sadler asked for a speculated completion date. Tyson Garr inferred, the restroom facility will be ready for use in May, 2018. Councilmember Sadler asked if working drawings have been produced for the project. Tyson Garr responded in the negative, suggesting the design process will be uncomplicated as the proposed facility is like an existing facility, recently built in Pioneer Park. Councilmember Searle queried if a concessions stand has been considered as part of the project. Tyson Garr answered in the affirmative, indicating an area with flexible use and a roll-up door will be designed into the building that can be utilized for storing and selling concessions. Public Works Director, Bren Edwards asked for clarification on the grant application status and schedule. Tyson Garr responded, the application is ready and will be received by the granting organization prior to the deadline of May 1. Councilmember Searle reviewed options, should the application for the grant be declined. Mayor Higley mentioned federal funding that is available for ADA accessibility purposes, stating a grant under this condition can fund 100% of construction that provides necessary access to disabled persons. Councilmember McKean advised, if an application is approved and a grant is issued, the City is obligated to accept the support, regardless of what percentage of the project it will pay for or how the funding may affect qualification for additional endowments. Tyson Garr reviewed aspects of the Land and Conservation Grant. He spoke positively to the expected acceptance of the application he had finalized. He explained how applying for a federally incumbered grant is a good option for Plain City. Councilmember McKean requested a description of the layout of the proposed facility. Tyson Garr reported the suggested design scheme provided by a landscape architect. Bren Edwards reiterated optimism regarding the anticipated Land and Conservation Grant issuance. Tyson Garr affirmed that the application is ready and can be submitted before May 1, 2017.

Councilmember Ferrin moved to adopt Resolution 2017-04 showing support of the application for the Land and Conservation Grant for New Restrooms – Lee Olsen Park. Councilmember McKean seconded the motion. Councilmembers McKean, Sadler, Ferrin, Hale and Searle voted aye. The motion carried.

Discussion/Motion: GIS System – Sewer & Storm Drain Fund

Public Works Director, Bren Edwards presented an overview of the GIS mapping system proposed for use by the Plain City Public Works Department. He explained how population growth and new developments make an improved mapping system necessary. He spoke to the adaptability of GIS input to inevitable changes produced by an expanding utilities program. He referred to printed information that was distributed to the Council and staff prior to the meeting and touted the advantages of having the ability to collect, store and access mapping data “in house”. Councilmember Searle asked if the purchase of a GIS mapping system was planned for in the Public Works allotment of the city budget. Bren Edwards answered in the affirmative. Councilmember McKean asked if gathering mapping data would necessarily require traveling to, and physically locating landmarks and monuments. Bren Edwards answered in the affirmative, describing a portable device that would be taken to key locations and used to collect electronic geographical information from a Global Positioning System. Councilmember McKean requested a comparison of the previously studied iWorQ application to the proposed GIS mapping system. Bren Edwards delivered a comparison and expressed his preference of the proposed GIS mapping system. He delineated the aspects of the GIS mapping system that are most beneficial to the Public Works Department. Councilmember Searle asked who would be responsible for gathering the essential data. Bren Edwards explained, the device used to receive and store the information will be on hand and data will be retrieved at relevant sites when regularly scheduled maintenance and inspection tasks are performed. Councilmember Searle inquired if the process would require additional man hours. Bren Edwards responded in the negative. Councilmember Sadler asked how often the software is updated and sought a description of other periodic maintenance requirements. Bren Edwards responded, the portable unit will require fewer updates than the systems it relies upon for input and processing. Those systems will be held and maintained by sources outside of Plain City Corporation. The data retrieval and storage application,

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in his estimation, will require little maintenance. Councilmember Searle asked if information gathering can be handled by the entity (Engineer) tasked with its processing. Bren Edwards answered in the affirmative and added, the expense of employing an Engineer to collect the data would be greater than having it done by the Public Works Department. Mayor Higley spoke of the future advantages use of a GIS mapping system would provide. Councilmember McKean agreed with the premise that having access to up-to-date digital mapping data is beneficial and asked for clarification on funding terms of the system. Bren Edwards evoked, the system will be paid for with funds already set forth in the Public Works Budget. Councilmember Ferrin asked Shane McFarland, representing J-U-B Engineers, for an evaluation of the proposed GIS mapping system. Mr. McFarland remarked, it is a great system and continued with a list of its particular merits. Bren Edwards pointed out, the portable unit is a used product that is still under factory warranty. Councilmember Searle asked if the unit will be purchased outright without an ongoing contract of lease agreement. Bren Edwards answered in the affirmative. Councilmember McKean requested of Mr. McFarland, a review of the GIS mapping procedure. Mr. McFarland summarized the procedure for the Council. Councilmember Searle asked if the Council will have access to the stored data. Bren Edwards answered in the affirmative, noting the stored data will not be generally legible before processed through a map generating application. Councilmember Ferrin deliberated on the retention of a firm with compatible equipment for map generation. Mr. McFarland acknowledged, the stored information will remain in the portable unit and can be processed through a variety of commonly available GIS map generating programs. Councilmember Sadler asked Mr. McFarland if the stored raw information will be retrievable, even if there is no contracted source for processing and if there is a charge for retrieving the data. Mr. McFarland reviewed the process of storing and retrieving data and answered, the information gathered belongs to the entity that owns the portable device, stored and retrieved at no additional cost. The process of generating maps that include the stored data will require additional applications. **Councilmember McKean moved to approve the purchase of a GIS system with funding from the Sewer and Drain Fund, for use by the Public Works Department. Councilmember Ferrin seconded the motion. Councilmembers McKean, Sadler, Ferrin, Hale and Searle voted aye. The motion carried**

Discussion/Motion: Purchase of Portable Smart TV

Parks and Recreation Department Director, Tyson Garr presented details about two large-screen smart television units. The details included pricing. He compared the elements of product options. Councilmember Searle requested an explanation of purpose for the new device. Tyson Garr described the drawbacks of the existing display and explained, the proposed TV would replace it, as well as provide additional advantages to City departments. Councilmember Searle suggested, the existing large screen display is not used often. Bren Edwards countered, the device is frequently used in court and would be used more if it could provide the advanced service of the proposed unit. Mayor Higley asked from where the funding will come to pay for the proposed smart television. Tyson Garr answered, the funding will come from the Technologies budget. Councilmember Sadler stated, the new device will be used by the Planning Commission at every meeting. Councilmember McKean contrasted the proposed new technology with the capabilities of the display unit currently used by the City. Councilmember Ferrin asked, which of the previously described large-screen smart television options would be preferred by the propositioning parties. A 60 inch and a 70 inch option were reviewed. Tyson Garr replied, either option would be acceptable. In his opinion, the 70 inch is a better value. Councilmember Ferrin asked if there is money in the budget to cover the cost of the 70 inch option. Councilmember Sadler responded, there is about \$10,000 in the budget for technologies. Councilmember McKean stated, he is not convinced there is benefit in replacing the existing display with the proposed device. Councilmember Searle interjected, the existing display serves the same purpose as the proposed system. Councilmember Ferrin pointed out, the existing display is not portable and the proposed smart TV is. Councilmember Searle responded, the existing system could be as efficiently used with the addition of a longer cable. **Councilmember Ferrin moved to approve the expenditure for the proposed 70" Portable Smart TV. Councilmember Hale seconded the motion. Councilmembers Sadler, Ferrin, and Hale voted aye. Councilmembers McKean and Searle voted nay. The motion carried**

Discussion/Motion: Appointment to Nominating Committee for New Judge

Upon introducing this matter, Mayor Higley alluded to an age stipulation, making necessary the retirement of Plain City's present Judge, James Beesley. He declared, a committee must be organized to select his successor for the District Court to approve. He announced members to be considered for the selection committee; Jon Call and

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Brandon Richards. It was clarified that the members of the selection committee cannot be elected officials. Discussion was had over the title and position of the nominated committee members. Councilmember Sadler asked, who would be submitting names to the selection committee for consideration. Councilmember Hale answered, the State would be providing a list of acceptable candidates for the selection committee to interview. **Councilmember Hale moved to appoint Jon Call and Brandon Richards to the nominating committee for a new Judge for Plain City. Councilmember Searle seconded the motion. Councilmembers Sadler, Ferrin, McKean, Searle and Hale voted aye. The motion carried.**

Discussion/Motion: Resolution Amending Personnel Policy and Establishing Step Increases for Employees
Councilmember Ferrin sought the origination of the presented wage scale. Councilmember Searle responded, the presented wage scale is the existing Plain City employment gradation. Councilmember McKean explained, the existing scale was arranged by the Council, previously, to address a range covering minimum to maximum compensation for each position, without providing details of step increases between. The proposed scale includes step increases to provide guidelines for movement through the range. Councilmember Searle asked if performance was considered in the creation of the proposed step increases. Councilmember McKean responded, employee management will be charged with approving step increases based on criteria they deem creditable. Public Works Director, Bren Edwards commented, the step increases are not guaranteed on a timeline basis, but can be awarded on earned certifications, performance excellence, etc. Councilmember Searle asked if step increases are typical in government pay scales, adding, the step increase system is not found in his line of work in the private sector. Councilmember McKean reviewed the intent of step increases, defining them as guidelines for incremental pay raises. Councilmember Searle asked if the incremental increases are in addition to fixed annual pay raises. Councilmember McKean answered in the negative. He explained, the step increases are as pay raises due to positive annual reviews, but do not have a timeline constraint. Councilmember Sadler stated, to clarify, the fixed annual pay raise mentioned by Councilmember Searle is a cost of living increase - not part of the step increase program, nor based on performance. Councilmember Ferrin reiterated, the step increase proposal is for merit increases, not for cost of living increases. Councilmember Searle stated, employees will get both a cost of living increase and a merit increase. Councilmember Ferrin evoked, the Council must approve the cost of living increase. Councilmember McKean outlined the proposed step increases and identified the program as “a guideline” and “merit based”. He suggested, the responsibility for the step increases is held by management, to be issued according to performance and job description criteria, at their discretion and above and beyond an annual cost of living raise. He also spoke to the City Council’s discretionary authority over cost of living raises for City staff. Councilmember Searle asked if approving the proposed step increases would remove Council leverage in employment compensation decisions. Councilmember McKean answered in the negative. All matters of City employee pay increases must be approved by the City Council. Mayor Higley agreed. Bren Edwards addressed the benefits of having defined wage step increases when dealing with budget planning. Councilmember Searle queried, if passed, will step increases be allowed to contravene the approved budget constraints on pay range. Councilmember answered, the guideline of instituted step increases will allow for better budget planning by department heads. They will be able to more accurately anticipate merit based raises and include them in the annual budget, submitted to the City Council for approval. Councilmember Searle asked about the City Council’s role in determining the salary of City employees. Councilmember Ferrin answered, overall budget for salaries of City employees is approved by the City Council. Decisions on individual wages and raises is the responsibility of City department heads. He also addressed the role of the Mayor in the hiring and termination of employment. Councilmember Hale stated, part of good management is proper salary budget planning and correct application of the salary step increase program. Mayor Higley gave an example of a recent employee hiring and salary budget consideration. Councilmember Searle questioned the authorization of step increases that may be earned by an employee but have not been provided for in the approved budget for salaries. He commented on the generality of the submitted budget for salaries and how the Council is not informed sufficiently to anticipate step increases that may cause a budgetary overrun. Councilmember McKean suggested, the City Treasurer formulates the salary budget according to the calculations of the department heads. The City Council, in turn, accepts or rejects the proposed budget numbers with the understanding that the figure is a sum of numbers produced by competent managers and analyzed by the City Treasurer. Councilmember Searle agreed, the approval of defined step increases will help in budgeting. He restated his concern over ratifying a program that cannot be checked by Council approved budgetary constraints. Councilmember McKean verified, the existing personnel policy will not change. The approved salary budget will be fixed. If a department manager

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decides to grant step increases to an individual, those increases must have been planned for or will result in a lesser allowable allocation of the remainder of the salary budget. Assistant Fire Chief Brandie Kilts gave an example of how department heads can predetermine the quantity of step increases attainable annually, in order to effectively plan their salary budget. She explained how increases may be earned by an employee, but not paid until an approved budget supports the increase. Councilmember Searle expressed appreciation for the example as it put better perspective on the issue. He initiated discussion on service provided by City staff without expectation of immediate returns. Bren Edwards referred to the proposal, indicating the step increases are not large steps. Mayor Higley acknowledged, a city government pay structure is different than one of private sector employment. Councilmember Searle sought verification that the matter can be revisited in the future, regardless of its approval at this time. Councilmember McKean answered in the affirmative, noting it is a simple change to the personnel policy. **Councilmember Ferrin moved to adopt Resolution 2017-05, amending the personnel policy to adopt a general pay scale with step increases. Councilmember McKean seconded the motion. Councilmembers Sadler, Ferrin, McKean, Searle and Hale voted aye. The motion carried.**

Discussion/Motion: Approval of Hiring a Full-time Public Works Position

Public Works Department Director, Bren Edwards proposed the hiring of a full-time employee to work in his department. He noted budget adjustments have made the action financially viable to the City. Councilmember Ferrin asked if the position is to be filled July 1, 2017. Bren Edwards responded, no. He explained, the budget presently allows for the additional employee, thus it is feasible to approve the hiring, interview, and select a person for the position by the first part of June, 2017. Councilmember McKean asked if the budget adjustment included the transfer of the whole of Public Works staff member Jake Meibos salary to a different area in the budget. Bren Edwards answered in the positive. He explained that the salary for the proposed employee will come from the Streets and Sewer budget, now enhanced by the implementation of the Storm Water Fee. He stated, Jake Meibos would be tasked with storm water and building inspections. Referring to a previous conversation with Bren Edwards, Councilmember Searle clarified, Jake's modified job description and resulting budget alteration does not free-up funds to cover the proposed salary. He pointed out that the Public Works Department budget has been enlarged, within the overall budget, thus sufficiently covering the salary of the new employee. Councilmember Hale noted, past Public Works budget figures and employment demands were based on a smaller population. Councilmember Ferrin remarked, Plain City has not hired a worker to fill a full-time position in the Public Works Department in many years of growth. Councilmember requested an accounting of positions, currently filled, within the Public Works Department. Mayor Higley determined, a total of five full-time employees are presently employed in that department. Councilmember Sadler mentioned the employment of a part-time building inspector, also part of the Public Works Department budgetary expenditures. Bren Edwards indicated, the part-time position will be closed as soon as Jake Meibos attains certification to perform the duties of a building inspector. Councilmember Searle asked, with what tasks the new employee will be charged. Bren Edwards answered, the high sewer department demands will be better handled with the employment of an additional worker. He suggested many street maintenance tasks will also be assigned to the new employee. He provided an illustration of how the addition of another hand will allow experienced staff to more effectively perform duties requiring specific knowledge and certification. He proposed, for safety sake, a minimum of two men should be involved on dangerous tasks. Councilmember McKean advised, hard numbers for expected man-hours that need to be covered and other verifiable justification is in order, when requesting the approval of the Council for a new full-time employee. Bren Edwards evoked previous offers to allow councilmembers visits and physical access to daily work efforts in order to provide better understanding of the Public Works detail. Councilmember McKean responded, the declaration that the department is overworked, though truthful, is opinion, not math. Bren Edwards declared, the facts exist. Mayor Higley responded, calculations of man-hours etc. are possible, but there are many unseen variables that contribute to the required undertakings of the Public Works Department. Councilmember McKean suggested a percentage of emergency work can also be figured and presented as evidence of the need for a new employee. Bren Edwards stated, an advantage of having another staff member will be the ability to accomplish duties that have previously been contracted out. He suggested that this will be cost saving and provide better service through more efficient project control. Councilmember Searle expressed concern over committing long term funding to a permanent employee when growth may not support the decision in the future. Bren Edwards remarked on the continued growth of Plain City and the service required of the Public Works Department to provide for the growing population.

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Councilmember Searle requested accounting of the growth during the previous year. Bren Edwards responded, in 2016, 137 new homes were built and occupied within the city boundaries. Councilmember Searle asked how that figures in to the demands on the Public Works Department. Mayor Higley answered, more sewer lines, more pressure on the system, and more inspections, among other things. Councilmember McKean explained, in his experience, a request for an additional employee must include mathematically verifiable evidence of need. He spoke of his appreciation for the service provided by the Public Works Department. He suggested, detailed justification will be helpful to future City Councils. Councilmember Searle agreed, giving a brief example of the details that will be helpful in the process. Bren Edwards acknowledged the lack of detail provided with the request. He appealed to the Council to respect his intentions as an endorsed department head. He confirmed the needs of his department. Councilmember McKean stated, his request for hard evidence is not out of lack of trust. As an elected official, he is expected to be able to justify, with hard numbers and facts, public funding of an employee. Bren Edwards revisited the invitation extended to the City Council for a hands-on experience with the Public Works Department. He expressed regret that the invitation was not accepted. Mayor Higley reminded the Council of the experienced personnel the Plain City Public Works Department comprises. Councilmember Searle acknowledged the expertise of the Department. He explained, the Council represents the citizens that are not involved with the decision making yet are taxed to pay for additional personnel and services due to growth. He inferred, the questions raised by the public concerning higher taxes will be easier to answer if there are hard numbers and details. Councilmember Ferrin indicated, the funding for a new Public Works employee will be taken from Enterprise Funds. Councilmember Hale asked that Councilmember Ferrin explain what Enterprise Funds are. Councilmember Ferrin described Enterprise Funds – revenues acquired from fees collected from every resident, every month, to cover services. Councilmember Hale added, those fees can be adjusted as needed. Mayor Higley stated, the constant is, with growth comes the requirement for more service. Councilmember Ferrin offered to meet with Bren Edwards; to compile the information relevant to the request for a new employee, in order to provide the justification sought by members of the Council. Shane McFarland offered to assist in providing calculatable evidence to back the request. He spoke of recent experience in obtaining and presenting facts for similar circumstances in other communities. He added, the results of the aforementioned study presented justification for one full-time employee to handle the storm sewer system alone. Bren Edwards referenced a State regulation requiring a minimum of four, full-time employees to manage a collection system the size of Plain City’s. Mayor Higley stressed the importance of worker safety. Councilmember McKean suggested, the preceding conversation would have been much shorter had the Council been presented with numbers. He acknowledged his agreement with the principles presented. He asked if Bren would come back to the Council, prepared with firm data. Councilmember Ferrin pointed out, the request would postpone the decision and hiring process, two weeks. Councilmember Sadler noted, the employment of a part-time inspector will continue until residential inspection certification is granted to a Plain City staff member. Councilmember Ferrin reminded the Council, the learning curve of the new employee should be considered when estimating the transition time. Councilmember McKean reiterated, his request for written data is not intended to prove the trustworthiness of the petitioner, but to acquire evidence needed to justify the additional expenditure to the taxpayers. Bren Edwards stated, he understood. Councilmember Sadler agreed with the request for more information and commented on the common awareness that “fee” is just another word for “tax”. **Councilmember Ferrin moved to table the decision pending further information, including hard numbers, to provide adequate justification for approval. Councilmember McKean seconded the motion. Councilmembers Sadler, Ferrin, McKean, Searle and Hale voted aye. The motion carried.**

Motion: Approval of Business Licenses

New

Art Studio – Darryl Erdmann	Darryl Erdmann	2414 N 4350 W	private art studio
Wasatch Concession, Inc	Chad Felter	1915 N 3500 W	concession business/off-site

Renewals

Taylor Techniques	Andrea Taylor	4322 W 2425 N	salon
Old School Yard Maintenance	Ben Carnahan	3805 W 2200 N	lawn care
Yard Care by Leonard	Leonard Trujillo	1511 N 4700 W	yard care
Frog Pond Preschool	Julie DellaLucia	2414 N 4350 W #C	preschool
Personal Touch Transcription Services	Renee Terrell	4433 W 1650 N	medical transcription
RB Hall Construction	Blake Hall	4211 W 2575 N	construction company

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Halling Custom Fence	Brock Halling	1748 N 5100 W	vinyl fences
Talk To Me Crisis Communication	Mark Lowther	5039 W 1500 N	home office – police training
ZDZ USA LLC	Nicole Mitchell	3364 W 2200 N	online sales – remote control engines
Town Square Boutique	Nova Lott	2414 N 4350 W	boutique
Marigold Maid Service	Lisa Shank	4735 W 2200 N	cleaning company

Councilmember Hale moved to approve the business licenses as presented. Councilmember Searle seconded the motion. Councilmembers McKean, Sadler, Searle, Hale and Searle voted aye. The motion carried.

Motion: Approval of Warrant Register

See warrant registers dated 03/15/17 to 03/31/17 and 04/01/17 to 04/19/17. It was noted that the trailer from Big Bubba's is for the stencils for painting roads. The reimbursement to Jeremy Crowton was for the purchase of a surface for Spillman which is a fire department reporting program. The Rocky Mountain Power bill for running power to the new shop. **Councilmember McKean moved to approve the warrant registers as presented. Councilmember Hale seconded the motion. Councilmembers McKean, Sadler, Ferrin, Hale and Searle voted aye. The motion carried.**

Report from Planning Commission

Planning Commission Chairman, Blake Neil reported, a grant was applied for, to cover the expense of updating the General Plan for Plain City, but was not awarded. He asked the Council if any funds are available in the City Budget to pay for the services required to generate an updated General Plan for Plain City. Councilmember Searle requested an estimated cost for the project. Blake Neil answered, \$50,000 to \$55,000. He mentioned that Councilmember Ferrin has been helping members of the Planning Commission with a quest for DAT funding. Councilmember Ferrin commented, finalized information has not been received. Blake Neil spoke to the options, including delaying the process, which has been put off for ten years to date. Councilmember Searle remarked, in his opinion, the General Plan should be a priority because of recent growth and speculated expansion. He asked Shane McFarland for his view on delaying the General Plan endeavor. Shane McFarland asserted, all the Plain City plans need to be updated – including Sewer, Storm water, Streets -along with the General Plan. Councilmember Searle agreed. Shane McFarland pointed out, the expected addition of a large commercial development to the community will present circumstances that have not been addressed in previous plans. He gave his opinion that seeking alternative funding in order to avoid further delay would be appropriate. Shane McFarland was happy to comment that a \$3,000,000 grant that was recently approved for Plain City Street Projects. Councilmember Searle asked when the funds for the Street Projects will be available. Shane McFarland answered, it is six years out but will be an important parameter of planning and budgeting much sooner. Councilmember Sadler suggested the matter of funding an update to the General Plan be put on the agenda for the next City Council Meeting. Councilmember Searle asked if it is possible to schedule a decision for the next City Council Meeting. Councilmember McKean advised, the City Treasurer will need to be involved in finding possible funding within the City budget. Blake Neil expressed his opinion that the General Plan be updated soon. He remarked on the benefits Plain City residents will see with an update to the General Plan. Councilmember Sadler spoke to the urgency of the update, considering rapid residential growth and the introduction of a large commercial development. Councilmember Searle agreed. Shane McFarland presented some alternative funding options and offered to research availability and application requirements. Councilmember Ferrin asked Blake Neil if the acceptance board gave indication as to why Plain City's bid was declined. Blake Neil conveyed, the only remarks made to the verdict were; we were close and to apply next year. Mayor Higley queried if an impact fee can be dedicated to funding the update. Blake Neil responded, planner fee requirement provisions are currently in place on subdivision applications but not approved for execution, as an amount for the charge has not been set by the City Council. Councilmember Sadler explained, according to City ordinance, a planner fee can be charged with each subdivision application submittal. Councilmember Ferrin asked if a professional planner be under contract for the collection of planner fees to be legal. Councilmember Sadler evoked, a part-time planner is already retained by the City. Planner fees would cover wages paid to the part-time planner as well as reimburse outside planner transportation costs, etc. Mayor Higley suggested, the matter of implementing of a planner fee be researched more thoroughly. Councilmember Sadler stated, planning services should not be costing the City when provisions are already present in the City ordinance for the collection of fees to pay for planning. Shane McFarland commented on the feasibility of committing impact fees to planning services. Blake Neil continued his presentation, reporting on the approval of phase 4 of the S-Curve development and the progress made in commercial use ordinance formation. Councilmember Ferrin asked if commercial zoning

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has been deliberated that will allow for feedlot operations. Blake Neil responded, because of the many revisions made to the current commercial ordinances, the answer would require a review of the changes. He committed to find the answer and respond to Councilmember Ferrin's question soon after.

Report: Council

Councilmember Ferrin commented on the progress of the new Public Works Building, noting the apparent completion of the demolition phase.

Councilmember Hale drew attention to the condition of the American Flags, currently displayed at City Hall and the Fire Station. She proposed replacement of the tattered flags that have flown at City Hall and the Fire Station. She asked for the status of the 1975 N Four-Mile project. Bren Edwards reported, phase one has been completed. Phase two has yet to be started due to the process of regulation compliance. Councilmember Hale also sought a report on retained water levels throughout the city and comment from the Public Works Department on the possibility of more weather related flood situations this season. She referred to puddling water on 2200 North Street. Bren Edwards reported, the retained water levels are high but do not pose a flooding risk, at this time, and pledged to look into the reported water issue.

Councilmember Searle declared, if the certified tax rate is to be raised, it needs to be raised by June 22. He proposed a meeting be held to discuss the increase and to schedule public open houses to inform the citizens of the expected tax rate. He requested long term projected service costs from the City department heads – to be reviewed at the aforementioned meeting. Councilmember Sadler suggested the matter be put on the agenda for the next City Council Meeting. Councilmember Searle asked for an outline of the hiring policy as it is applied to the hiring of a City Attorney. Mayor Higley described the process and interjected his opinion that the contract program for certain positions in city government is a good thing. Councilmember Searle suggested, City department heads produce a periodic, written report of upcoming projects, of the status of current projects, and of personnel issues to be made available for City Council review. The matter was discussed, briefly, among Councilmembers, Mayor Higley, and attending City staff members.

At 9:02 p.m. Councilmember Ferrin moved to adjourn and was seconded by Councilmember Searle. The vote was unanimous.

City Recorder

Mayor

Date approved