**Tooele City Council and**

**Tooele City Redevelopment Agency of Tooele City, Utah**

**Business Meeting Minutes**

Date: Wednesday, August 17, 2016

Time: 7:00 p.m.

Place: Tooele City Hall, Council Chambers

90 North Main Street, Tooele, Utah

**City Council Members Present:**

Brad Pratt, Chairman

Steve Pruden

Debbie Winn

Dave McCall

Scott Wardle

**City Employees Present:**

Mayor Patrick Dunlavy

Roger Baker, City Attorney

Lisa Carpenter, Deputy Recorder

Glenn Caldwell, Finance Director

Ron Kirby, Chief of Police

Paul Hansen, City Engineer

Jim Bolser, Public Works and Community Development Director

Rachelle Custer, City Planner

Michelle Pitt, City Recorder

Bucky Whitehouse, Fire Chief

Minutes prepared by Cami Cazier.

Chairman Pratt called the meeting to order at 7:00 p.m. He recognized and welcomed former Tooele County Commissioner and former Tooele City Councilwoman Colleen Johnson and Kathy Taylor from the Tooele County School District Board.

1. **Pledge of Allegiance**

The Pledge of Allegiance was led by former Commissioner Johnson.

1. **Roll Call**

Brad Pratt, Present

Steve Pruden, Present

Debbie Winn, Present

Scott Wardle, Present

Dave McCall, Present

1. **Public Comment Period**

Chairman Pratt opened the public comment period to anyone who would like to come forward and address the Council. He requested that those who come forward to please sign the roster at the podium and state their name clearly because the meeting is being recorded. He asked that comments be limited to 3 minutes.

Katie Carlile addressed the Council to thank them for the recycling bin, and for implementing a curbside recycling program. She’s had many people express their excitement for this new program.

Rebecca Babb-Philips also wished to thank the Council for going forward with the recycling program. She understands that there is a learning curve with recycling, and she appreciates the Council for taking that into consideration.

Chairman Pratt closed the public comment period at 7:15.

1. **Presentation of Certificates of Appreciation to Team Rubicon and the Southern Baptist Disaster Relief Team**

Presented by Bucky Whitehouse

Chief Whitehouse wished to honor two agencies, Team Rubicon and the Southern Baptist Disaster Relief Team, who are part of COAD (Community Organizations Active in Disasters) that were instrumental in the recovery process for the recent Tooele City fire on Van Dyke Way and Coleman. Several slides were shown to display the process of debris removal. Within hours of the fire being extinguished, Chief Whitehouse received phone calls from these two agencies volunteering their assistance with the clean-up. They were on-scene within 72 hours and were absolutely instrumental in the debris removal and clean-up process. They brought valuable experience and knowledge including training in an Ash Out program, where they have the ability to go into neighborhoods affected by fire and sift/sort through the rubble. Through the use of heavy equipment and manpower, they were able to locate valuable belongings, such as wedding rings, antiques, and other prized possessions. Their efforts, combined with local firefighters and other volunteers, made it possible for these families to get back on track to normal life.

These two groups have spent more than a thousand hours over a 72 hour span trying to help our residents get taken care of and get the properties cleaned up. More slides were shown to show the extensive clean-up needed. Team Home Depot, from our local Home Depot store, was present as well to aid in the clean-up process. They will be recognized at a later time. Team Rubicon, who brought 27 members, was founded by veterans and first started assisting with disaster relief in Haiti. Their dedication to helping mankind is humbling. Because of their assistance, the anticipated savings to our community is about $27,000 in the recovery process.

Many citizens desired to help in this process as well, and these two agencies provided the experience and training to them. Many businesses in the community provided assistance as well, in the forms of dumpsters and backhoe equipment. They will also be recognized in the near future.

These agencies were self-contained and brought their own sleeping equipment. Team Rubicon stayed in the Dow James building and the Southern Baptist Team stayed at their church off of Main Street.

Representing Team Rubicon, Kelly Callister, Steve Neilson, and Brett Cross were present to receive the Certificate of Appreciation. From the Southern Baptist Convention, Jon McCartney and Ron Clements received the Certificate of Appreciation in behalf of their team.

On behalf of the City Council, Tooele City, Mayor Dunlavy, and the city staff, Chairman Pratt thanked these two agencies for coming to our community to assist in the recovery of such a serious disaster. Their experience and sacrifice of time is very much appreciated.

Mayor Dunlavy also expressed his appreciation for our great community, and for the assistance offered by these agencies. Recognizing the many people involved in this disaster relief is important and will continue.

1. **Resolution 2016-41 A Resolution of the Tooele City Council Adopting the 2016 Pre-Disaster Mitigation Plan: Tooele County, Utah**

Presented by Bucky Whitehouse, Tooele County Emergency Management

Chief Whitehouse requested approval for the formal adoption of the 2016 Pre-Disaster Mitigation Plan. This plan was revised in 1993, 1998, 2003, and 2008. Updates to this plan became particularly important in 2008 and 2015 when there was an increase in natural hazards and the emergencies that they caused. This plan attempts to identify Tooele County natural hazards and help people to understand the vulnerabilities that we have in this county. Then solutions can be crafted to reduce the threat to life and property. Hopefully the threats can be reduced without creating new problems as we develop and expand into the future.

The actual plan is 228 pages, with several sections outlining the document and processes involved. Chief Whitehouse showed summaries of this document on several overhead slides, which are included at the end of these minutes as Exhibit A. The document goes through the risk assessment that occurred for each of the municipalities as well as the county. It also talks about the mitigation strategies and how they will be implemented. One of the main goals was coordinating amongst all the municipalities. The whole project took two years from start to finish. There were several community-based meetings, and they worked with each of the municipalities to establish what the risks were for them, and their mitigating strategies.

The next slide stated the overall goals, which include POL (protection of life), emergency response capabilities, early warning systems, and making sure the EMS and medical facilities are safe and accessible during disasters. They also want to identify the critical facilities, talk about government collaboration, and outline what they can do to protect property, homes, businesses, and our educational sources.

The next slide showed summaries of specific disasters and their potential damage. In Tooele City, there are various levels of risk depending on jurisdiction and municipality. Since the city sits below Settlement Canyon Reservoir, dam failure is listed as one of the greatest risks, followed by wildfire and unsuitable soils. As shown on the slide, in the case of the dam failure, there are 16,352 potential residents at risk. They also look at what critical facilities could be impacted by these disasters.

Additional slides showed the impact of disasters to infrastructures, the environment, and recreational facilities as well. The last slide showed the agricultural impact and how they can be mitigated.

Not only is it a good idea to have good practices and a planning tool to work from, FEMA requires that we have a Pre-Disaster Mitigation Plan. This makes it possible for them to know how to help us in the case of an emergency. Having the plan also makes it possible for us to apply for and receive grant money to take care of these problems.

If adopted, the plan is in effect for five years until the next review takes place in the year 2021. The plan can be open and changes can be made at any time if the priorities of the Council or community change to make it more accurately reflect our needs.

Councilman Wardle expressed his appreciation for the work that has been done on this plan.

**Councilman McCall moved to approve Resolution 2016-41**. Councilwoman Winn seconded the motion. The vote was as follows: Councilman McCall, “Aye,” Councilman Wardle, “Aye,” Councilwoman Winn, “Aye,” Councilman Pruden, “Aye,” and Chairman Pratt, “Aye.”

Chairman Pratt recognized and welcomed Tooele County Commissioner Shawn Milne to the meeting.

1. **Annual Report on Tooele County Health & Aging Services**

Presented by Jeff Coombs and Sherrie Ahlstrom

Mr. Coombs stated that Utah Code requires Health Departments to submit an annual report to their governing entities. The purpose is also to educate the municipalities as to the role and relationship between the Health Department and the City and County. The Health Department is really a City/County Health Department. All of the personnel budgets and finance run through the County. The Board of Health is their governing entity, as required by Utah Code. Each local health district has by-laws that dictate the make-up of the Board. In Tooele County, the Board is made up of a County Commissioner and other appointed positions to represent specific groups, such as minority issues or school issues. The individual cities have Boards made up of members that represent their own issues. For example, Kathy Taylor of the Tooele County School District is a member of the Tooele City Board, and has been the Chairperson for 16 years.

As the City/County Health Department, they enforce ordinances that are at the county and municipal level. One of the unique distinctions of the health ordinances is that the jurisdiction for the ordinances include all of the county and municipalities, so it has been beneficial to pass ordinances that apply to both cities and counties.

Mr. Coombs appreciates the great working relationship with the cities, in particular Tooele City. He appreciates their professional staff and their diligence in taking care of issues. They have about a $5.1 million budget and $3 million of that comes out of contracts and federal grants to perform health services in the community. An additional $1.3 million comes from fees that are acquired from performing services. $900k comes out of our general tax fund from the County and their assessments.

The annual report, included as Exhibit B in these minutes, highlights some of the programs that have been done over the past year. The organizational chart shows the types of services provided by the Health Department, such as Environmental Health programs, Women, Infant & Children programs, Health Promotion, Public Health Nursing, and Emergency Services. Recently, Aging Services was added to the Health Department.

Mr. Coombs turned the time over to Sherrie Ahlstrom, who has been the Nursing Director for the Health Department for a number of years. When the Health Department acquired Aging Services, she became the Aging Director.

Ms. Ahlstrom wished to share some data of interest to the Council regarding Aging Services. One of the main roles of Aging Services is providing meals to low income seniors who are 60 years of age or above. The home delivery program is for those who have no other way of receiving food and are homebound. Oftentimes, these seniors have no other contact with people during the day, so these deliveries mean so much to them. In the past year, from July 2015 to July 2016, they served over 16,000 home delivered meals to Tooele City residents. The meals provided to seniors at the Tooele Senior Center totaled 15,000 meals. In the past year, they have also been providing in-home services to 60-70 very frail, elderly residents that would otherwise have to go live at a nursing home, which is very costly for them and taxpayers.

Aging Services also provides Medicare information to seniors and helps them choose and enroll in plans. This past year in Tooele City, over 650 seniors were assisted with Medicare. With Baby Boomers aging, more and more seniors will have a need for these services. Every year, they have seen growth in their numbers.

Their transportation program is continuing to grow as well. The Mobility Manager, Sissy Morton, has been able to expand transportation for Tooele. They’ve added another bus route and have been giving 700 rides per month to seniors, mainly on the route that goes up and down Main Street. The new route from TATC to the Tooele Senior Center over to Broadway and down to 400 South has been servicing about 300 per month and continues to grow each month. When Grantsville’s route was decreased, they started their shuttle program which provides rides for anyone in Grantsville, Stansbury, Lakepoint, and Stockton to Tooele City and back home. The program also takes Tooele City residents to these cites as well. Since its inception last September, 741 rides to seniors going from Tooele City to Stansbury Park have been provided. From Stockton to Tooele, 21 rides were provided, which shows the need for these services. Another transportation program is for medical assistance locally and to Salt Lake City. This past year they served about 100 per month. This program is run by volunteer drivers. Ms. Ahlstrom believes the need for senior transportation will continue to grow.

Mr. Coombs addressed the Council again to inform them of some upcoming projects this year. They are in the process of conducting a comprehensive evaluation of the impact of onsite wastewater systems in the Tooele Valley. Our valley continues to grow, and as a result it puts stress on our resources, particularly water quality. Another concerning current trend is the significant increase in opioid abuse. Utah has an above average rate of abuse for the nation and Tooele County has an above average rate for the state. Grants are being secured to help address this issue.

Chairman Pratt expressed his appreciation for the many volunteers who help with these programs.

Chairman Pratt recognized and welcomed Tooele County Commissioner Myron Batemen to the meeting.

1. **Resolution 2016-40 A Resolution of the Tooele City Council Declaring Surplus Certain Technology-Related Equipment, and Authorizing Its Disposal**

Presented by Michelle Pitt

Ms. Pitt stated that the Information Systems Division, Police Department and Library have identified a number of technology-related equipment items that the City is not able to use.

City administration implemented a written policy for the disposal of surplus technology-related equipment, which states, in part, that the equipment be kept for at least three months to make sure that nothing needs to be retrieved from it, and then, if it can be salvaged, break it down for parts.

It has been determined that the items on this list have been kept for at least three months, and that they are not able to be salvaged, and not needed for parts.

Information Systems is asking that the equipment be declared surplus, and that they be allowed to take the equipment to a local recycling company for recycling and disposal.

**Councilman Pruden moved to approve Resolution 2016-40**. Councilman McCall seconded the motion. The vote was as follows: Councilman Pruden, “Aye,” Councilwoman Winn, “Aye,” Councilman Wardle, “Aye,” Councilman McCall, “Aye,” and Chairman Pratt, “Aye.”

1. **Resolution 2016-42 A Resolution of the Tooele City Council Authorizing a Purchase Agreement with Spillman Technologies, Inc., for Law Enforcement Computer Software Licensing**

Presented by Police Chief Ron Kirby

To support Chief Kirby with this Resolution, Tyler Jensen from Spillman Technologies and Sgt. Jason Potter, who is over IT in the Police Department, were in attendance.

About a year ago, Sheriff Paul Wimmer of the Tooele County Sheriff’s Office, informed Chief Kirby that he was planning on switching his records management system to Spillman Technologies. He was already using their computer aided dispatch system and also wanted to expand that to his jail software. Chief Kirby looked at the benefits of switching at the same time, and he believed them to be significant. The cost will be relatively minimal, and over the long run, the cost of records management will actually go down. Chief Kirby has been working with Tyler Jensen of Spillman Technologies over the past many months, and they have reached a mutual agreement. They are willing to allow us to spread the cost over a five year period. Some grant funding will be used for this cost. The total price of the project is $200,315. It is anticipated that the increased cost per year will be $16,700 over the next five years. There will be minimal impact on their operating budget as most of this cost should be covered with the grant funding. In the long run, their records management cost will actually go down by about $8,000 per year. This will dramatically increase their ability to have improved communications with the Sherriff’s Office in terms of records management and conducting investigations because they will have a shared server for their data.

**Councilwoman Winn moved to approve Resolution 2016-42**. Councilman Wardle seconded the motion. The vote was as follows: Councilman Pruden, “Aye,” Councilwoman Winn, “Aye,” Councilman Wardle, “Aye,” Councilman McCall, “Aye,” and Chairman Pratt, “Aye.”

Councilman McCall complimented Chief Kirby on his ability to obtain grant funding to help with their operating expenses.

1. **PUBLIC HEARING & MOTION on Ordinance 2016-14 An Ordinance Amending the Zoning Map for Property Located at 251 East 1000 North from RR5 to General Commercial (GC)**

Presented by Jim Bolser

This is a request for an amendment to the city’s zoning map for a piece of property along 1000 North. The applicant is desiring to construct a skilled nursing facility on this property. They are seeking this re-zone simply to provide a greater constructability of the site for their facility. The facility is allowed in the current zoning as well as the proposed zoning, so they are simply seeking this for constructability purposes. The land use map currently adopted by the city code does support this re-zone. A slide was presented to show the land use map and where the subject property is located. A slide showing the zoning map was also displayed. The Planning Commission has reviewed this ordinance, held a public hearing, and has forward a unanimous positive recommendation for the Council’s consideration.

Chairman Pratt stated that this is a public hearing if anyone would like to come forward and address the Council regarding this ordinance.

No one came forward. Chairman Pratt closed the public hearing at 7:50 pm.

**Councilman Wardle moved to approve Ordinance 2016-14**. Councilwoman Winn seconded the motion. The vote was as follows: Councilman Pruden, “Aye,” Councilwoman Winn, “Aye,” Councilman Wardle, “Aye,” Councilman McCall, “Aye,” and Chairman Pratt, “Aye.”

1. **Minutes: August 3, 2016**

**Councilman Pruden moved to approve the minutes for the meeting held on August 3, 2016 as presented**. Councilman Wardle seconded the motion. The vote was as follows: Councilman Pruden, “Aye,” Councilwoman Winn, “Aye,” Councilman Wardle, “Aye,” Councilman McCall, “Aye,” and Chairman Pratt, “Aye.”

1. **Invoices**

Presented by Michelle Pitt

There were no invoices to present.

1. **Adjourn**

**Councilwoman Winn moved to adjourn the meeting**. Councilman Wardle seconded the motion. The vote was as follows: Councilman Pruden, “Aye,” Councilwoman Winn, “Aye,” Councilman McCall, “Aye,” Councilman Wardle, “Aye,” and Chairman Pratt, “Aye.”

The meeting adjourned at 7:52 p.m.

*The content of the minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.*

Approved this 7th day of September, 2016

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Brad Pratt, Tooele City Council Chair