**Tooele City Council and**

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

**Business Meeting Minutes**

Date: Wednesday, November 16, 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

Dave McCall

Scott Wardle

Debbie Winn

**City Employees Present:**

Mayor Patrick Dunlavy

Roger Baker, City Attorney

Glenn Caldwell, Finance Director

Chief Ron Kirby, Police Department

Paul Hansen, City Engineer

Jim Bolser, Public Works and Community Development Director

Heidi Peterson, Communities that Care Director

Michelle Pitt, City Recorder

Lisa Carpenter, Deputy Recorder

Kami Perkins, Human Resources Director

Minutes prepared by Cami Cazier.

Chairman Pratt called the meeting to order at 7:00 p.m.

1. **Pledge of Allegiance**

The Pledge of Allegiance was led by Lucas Carter of Boy Scout Troop #4400.

1. **Roll Call**

Brad Pratt, Present

Steve Pruden, Present

Debbie Winn, Present

Scott Wardle, Present

Dave McCall, Present

Chairman Pratt recognized and welcomed Boy Scout Troop #4400 who were present to work on their Building a Better World merit badge, and Troop #203 who were present to work on their Citizenship in the Community merit badge.

1. **Mayor’s Youth Recognition Awards**

Presented by Mayor Dunlavy, Heidi Peterson and Chief Ron Kirby

Mayor Dunlavy welcomed those present and expressed his gratitude and appreciation for being able to present the Youth Recognition Awards. It is the highlight of City Council meetings because it gives the elected officials the opportunity to recognize some very special young people. He believes that the future of our community is upon these young people, and Tooele City is in good stead.

Mayor Dunlavy introduced and turned the time over to Heidi Peterson, the Director of Communities that Care, and Chief Ron Kirby. The police department is always involved in this ceremony because of their vital involvement in the schools with the youth and helping them handle the challenges that they face.

Ms. Peterson welcomed and thanked those in attendance. She said that we are fortunate in our city to have a Communities that Care department. For many years people have been trying to figure out how to help kids succeed, and how can we best support them and encourage them to make positive choices in their life. A lot of guesswork has been done in the past. Decades of science research has been done to help us understand how we can best prevent harmful behaviors in our children. We are fortunate to be one of the first cities in the nation to have these programs, and the only city to have a system like this that we can plug in and customize prevention. Our city’s leadership has been so supportive in these programs and continue to fund them because they have placed a high priority on our children and families.

Communities that Care is able to gather data and assess where our children are at the most risk. They have been able to bring in evidence-based programs that have had several years of research conducted, and their success has been proven. We have these programs available in our community at no cost.

Guiding Good Choices is one of the programs offered free to families. It’s a five week workshop, with four of the weeks being for parents only. Ms. Peterson encouraged all parents to attend. It gives them great tools to help their families. Families can learn about specific risks in our community, improved communication, and how to lesson fighting within families. The next workshop starts in January. Registration can be done on the Tooele City website.

Another, relatively new, program is called QPR, or Question, Persuade, and Refer. This is a three step process that is used to help people recognize the signs of suicidality, and become armed with a skill set to help people that may be struggling with suicide. Unfortunately we know that suicide has increased, not just within our community and state, but overall as a nation. Since this program has been brought to our community, over 3,000 people have been trained to recognize when someone is in crisis and give them meaningful help. Rates have decreased since implementation of this program. Ms. Peterson invited families to participate in this program as well. The next public training will be offered next spring. This training can also be brought to groups, such as work or church.

The last program highlighted is called Second Step. It’s an evidence-based curriculum taught in public schools for all kids ages K-8. They learn fantastic skills, such as how to resist pressures to use drugs and alcohol, how to handle anxiety and anger, how to make and keep good friends, and how to achieve their goals.

In order for kids to do great things, they need to be recognized. We often hear about the negative things going on, and it’s important to recognize the outstanding job that many of our youth are doing at home and school. We truly have some the best, and Ms. Peterson is always impressed and amazed as she prepares the narratives for the youth receiving this award.

The students receiving this award will be receiving backpacks that include donations from local agencies and business that want to congratulate and support these students. There is also a certificate signed by the Mayor.

Ms. Peterson then presented the Mayor’s Youth Recognition Awards to the following students:

Breezie Tomlin, Tooele Jr. High School

Marissa Krish, St. Marguerite’s Catholic School

Mason Hansen, Stansbury High School

McKay Pollmann, Tooele High School

Benito Chavez-Villegas, Stansbury High School

Jaxson Duersch, Stansbury High School

Mayor Dunlavy again expressed his pride for each of the youth and thanked them for who they are and what they have already accomplished. He also thanked the parents, grandparents, and others who have supported and encouraged these kids.

A brief recess was taken for a picture of the recipients and their certificates with the City Council members and Mayor. The photo will be included in the Tooele Transcript.

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.

No one came forward.

Chairman Pratt closed the public comment period at 7:30 pm.

1. **Ordinance 2016-19 An Ordinance of Tooele City Amending Sections of the Tooele City Policies and Procedures Manual**

Presented by Kami Perkins

Ms. Perkins expressed her appreciation for the Council’s continued confidence and support. She also thanked Mayor Dunlavy for providing her with the privilege to lead the personnel matters of Tooele City.

This ordinance represents the 20th change since 1998. Ms. Perkins believes that it’s important that what is put in writing actually matches what is being done. This ordinance contains some clean-up, as well as changes in strategies on some matters within the City organization. It also includes some legal requirements as discussed two weeks ago in the Work Session. There have been some changes in the laws that will impact the City and the policies will help us stay compliant and make sure that our operations are meeting the needs of those laws. The process in the handbook has been followed, which establishes how these ordinances are brought to the Council. They have been presented to the Policy and Procedures Committee for review. Although not required to do so, Ms. Perkins has also sent them to the workforce. She has found their feedback to be very valuable and it has helped her department to formulate good policy within the organization. The ordinance was also forwarded to the Mayor and brought to the Council in their Work Session. She requested approval for the inclusion of these changes in the Tooele City Personnel Policy and Procedures Manual.

Councilwoman Winn thanked Ms. Perkins for her efforts in keeping the manual updated and current for the benefit of the City employees.

Chairman Pratt thanked Ms. Perkins for the many questions asked of her regarding this issue, and for making sure the Council understood the changes.

Councilman Wardle pointed out that this issue has been discussed for three months, and he appreciates Ms. Perkins for walking through the process with them. He appreciated her professionalism in her answers which helped to clear up some assumptions that were incorrect.

Mayor Dunlavy added how much he appreciates the exemplary work that Ms. Perkins does in Human Resources, as well as advising him in budget and other matters.

Councilman McCall added his appreciation for Ms. Perkins as well.

**Councilman Wardle moved to approve Ordinance 2016-19.** Councilman McCall seconded the motion. The vote was as follows: Councilman McCall, “Aye,” Councilman Wardle, “Aye,” Councilwoman Winn, “Aye,” Councilman Pruden, “Nay,” and Chairman Pratt, “Aye.”

1. **Resolution 2016-51 A Resolution of the Tooele City Council Accepting the Completed Public Improvements Associated with the Canyon Cove Subdivision**

Presented by Paul Hansen

The Canyon Cove Subdivision is located to the southeast of the city cemetery, south of Skyline Drive. It’s a small subdivision in terms of the number of lots. This is a housekeeping action; the work has been completed for a period of time now. This action is to formally accept those public improvements. An inspection report has been obtained, as well as evidence that everything has been completed to their satisfaction.

**Councilman McCall moved to approve Resolution 2016-51**. 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.”

1. **Minutes: November 2, 2016**

**Councilwoman Winn moved to approve the minutes for the meeting held on November 2, 2016 as presented**. Councilman Pruden seconded the motion. The vote was as follows: Councilman McCall, “Aye,” Councilman Wardle, “Aye,” Councilwoman Winn, “Aye,” Councilman Pruden, “Aye,” and Chairman Pratt, “Aye.”

1. **Invoices**

Presented by Michelle Pitt

Ms. Pitt presented the following invoice for Tooele City Council approval:

\* Broken Arrow Inc. for Type C road salt in the amount of $50,000 (open P.O.).

**Councilman McCall moved to approve the invoice as presented by Ms. Pitt.** 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 turned the time over to the RDA Chairman, Chairman Pruden, for approval on an RDA invoice.

Ms. Pitt presented the following invoice for Tooele City Redevelopment Agency approval:

\* Tooele Applied Technology College for the Tooele Business Resource Center in the amount of $45,000.

**Chairman Pratt moved to approve the invoice as presented by Ms. Pitt.** Councilwoman Winn seconded the motion. The vote was as follows: Councilman McCall, “Aye,” Councilman Wardle, “Aye,” Chairman Pratt, “Aye,” Councilwoman Winn, “Aye,” and RDA Chairman Pruden, “Aye.”

1. **Adjourn**

**Councilman Wardle moved to adjourn the meeting**. 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.”

The meeting adjourned at 7:40 pm.

*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 December, 2016

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Brad Pratt, Tooele City Council Chair