

# NOTICE OF PUBLIC MEETING

**TO THE PUBLIC AND RESIDENTS OF VERNAL CITY:** Notice is hereby given that the **VERNAL CITY COUNCIL** will hold a regular meeting on *Wednesday, August 7, 2024 at 6:00 p.m.* in the Vernal City Council Chambers at 374 East Main St, Vernal, Utah.

## A G E N D A

### OPENING CEREMONY

1. Invocation or Uplifting Thought
2. Pledge of Allegiance

### STANDING BUSINESS

3. Approval of Minutes for July 17, 2024

### POLICY AND LEGISLATION

4. Consider Amendment to the Vernal City Municipal Code, Extended Stay Hotel / Motel Section 16.20.407 - Ordinance No 2024-16 - Gabby Blackburn
5. Consider Acceptance of Annexation Petition for Weese / Strata at 1545 S Hwy 40 & 2276 W Hwy 40 - Quinn Bennion
6. Update on SAA1 - Quinn Bennion
7. Consider Acceptance of Pavement Marking Bid - Clint Morton
8. Consider approval of an ILA with Uintah Transportation District to Provide Accounting / HR Services - Resolution No. 2024-11 - Carl Morton
9. Discussion regarding Cemetery Budget - Carl Morton
10. Consider Approval of Modification to the Personnel Policy - Relatives and Household Members - Resolution No. 2024-13- Quinn Bennion
11. Discussion about Haven Estates 350 West Street Project - Gabby Blackburn / Keith Despain
12. Discussion on Next Steps with Water Development - Quinn Bennion / Keith Despain

### ADMINISTRATIVE REPORTS

### CLOSED SESSION

13. Strategy Sessions to Discuss the Purchase, Exchange, or Lease of Real Property, Including any Form of A Water Right or Water Shares.

### ADJOURN

NOTE: In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Quinn Bennion, 374 East Main, Vernal, Utah 84078 or phone (435)789-2255 at least three days before the meeting.

## **MEMORANDUM**

**TO: Mayor & City Council**

**From: Quinn Bennion, City Manager**

**RE: Agenda Items for Aug 7, 2024 Council Meeting**

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- 4. Consider Amendment to the Vernal City Municipal Code, Extended Stay Hotel / Motel Section 16.20.407 - Ordinance No 2024-16** - Gabby Blackburn. Currently, there is no defined way for hotels in Vernal City to operate as extended stay hotels; this ordinance aims to provide a framework for allowing extended stay hotels in our area. The ordinance ensures safe, comfortable accommodations for guests staying between 30 and 180 days, with operational and building requirements such as guest registration systems, weekly housekeeping, kitchen amenities meeting IBC standards, and designated parking and landscaping. It ensures compliance through periodic inspections and penalties for violations, while distinguishing these facilities from traditional hotels and residential apartments to maintain community quality and support economic growth. The ordinance includes a process for existing buildings to convert to extended stay use within a year from its effective date.
- 5. Consider Acceptance of Annexation Petition for Weese / Strata at 1545 S Hwy 40 & 2276 W Hwy 40** - Quinn Bennion. This annexation request has been in the works for a few months. The annexation includes three large properties at about 1500 S. Hwy 40. The southwest property is not developed and is planned for a Heritage Chevy dealership. Annexation is the easiest way to secure a water connection. Strata has agreed to join in the annexation at the request of city staff. The additional property includes parcels owned by UDOT (neutral), Vernal City (petitioner) and right-of-way. Once accepted by the City Council, a letter is sent to all property owners within ¼ mile in the County letting them know of the change. Also, affected government entities are notified.
- 6. Update on SAA 1** - Quinn Bennion. SAA 1 (special assessment area) was established in 2022 in anticipation of the completion and need for maintenance of the Zions block public parking and public spaces. The City followed the proper steps to initiate the SAA with all of the notices, mailings, hearings and protest window. No protests were received (40% is needed to halt the SAA). The SAA 1 assessments started a month ago based on square footage of the building. One property owner is challenging the City's ability to charge the assessment amount and feels the assessment is unfair to him and his business. He is also questioning the shared garbage fee.

7. **Consider Acceptance of Pavement Marking Bid** - Clint Morton. The City sent out bids for this year's pavement marking project. The City received one bid.
8. **Consider approval of an ILA with Uintah Transportation District to Provide Accounting / HR Services - Resolution No. 2024-11** - Carl Morton. The County Commission determined to separate the Transportation District from the USSD 1. The transportation district is re-establishing and needs HR/finance services. The Council previously tentatively approved the idea of providing the services similar to Fire District and Animal Control District. Schedule A was calculated based on the district's need. The ILA was drafted by the City Attorney and includes a clear list of services provided and items not included in the agreement. The UTSSD Board approved the agreement last week.
9. **Discussion regarding Cemetery Budget** - Carl Morton. City staff recently reviewed the calculations from the County related to cemetery costs. There are discrepancies compared to the formula within the cemetery ILA. The City Manager and Finance Director met with the County Clerk and reviewed the revised formula. For the last quarter, the city paid about \$15 k less than the previous quarter. It is yet to be decided what occurs with the quarters/years that the City was overbilled by the County. Staff wants direction from the Council on the best approach for past payments. In addition, the Vernal Memorial cemetery recently finished a \$100 k irrigation project which the city is responsible for 50% of the capital costs.
10. **Consider Approval of Modification to the Personnel Policy - relatives and household members - Resolution No. 2024-13** - Quinn Bennion. The City currently has a policy that relatives and household members cannot work within the same City department. This policy was adopted in 2018 and is more restrictive than state law. The definition of relative includes father, mother, aunt, uncle, brother, sister, niece, nephew and cousin. Most other entities use the state law as their policy - relatives and household members cannot supervise each other (without disclosure and proper approval). The police department, the largest department, is seeking a review of this policy to expand the recruitment pool. The proposed policy would allow relatives and household members if the two employees are in a department with four or more supervisors and relatives are on different crews. This policy would only apply to the two largest departments - the police department and public works.
11. **Discussion about Haven Estates 350 West Street Project** - Gabby Blackburn / Keith Despain. The City worked with the developer of Haven Estates at the end of 2023 to enable home owners to move in prior to the street being accepted. This arrangement was to help the residents move into the home with financing while keeping the developer accountable to finish the public infrastructure project. The developer of Haven Estates has missed the April 29th deadline for completing required improvements on 350 W, and temporary

Certificates of Occupancy (C of O's) have been extended twice. Living in a home requires a C of O; without it, homeowners are living in houses illegally and could face challenges with insurance and mortgage companies. The last discussion with the developer included looking into the City pulling the performance bond to complete work. Pulling a performance bond and completing the work as a City involves significant legal, financial, and administrative challenges. Staff is unsure if contractor availability would allow for the completion of work this season. Staff seeks Council's input on the best approach forward.

**12. Discussion on Next Steps with Water Development - Quinn Bennion / Keith Despain.**

**CLOSED SESSION**

14., 15. Property sale / acquisition of real property or water

1 **M**INUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD  
2 JULY 17, 2024 at 6:00 p.m. in the Vernal City Council room, 374 East Main, Vernal,  
3 Utah 84078.

4

5 **PRESENT:** Councilmembers Edward Long, Robin O'Driscoll, Ted Munford, Randel Mills, and  
6 Corey Foley and Mayor Doug Hammond.

7

8 **WELCOME:** Mayor Doug Hammond welcomed everyone to the meeting.

9

10 **INVOCATION OR UPLIFTING THOUGHT:** The invocation was given by Councilmember  
11 Robin O'Driscoll.

12

13 **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Councilmember Ed Long.

14

15 **APPROVAL OF CITY COUNCIL SPECIAL WORK SESSION MEETING MINUTES OF**  
16 **MAY 29, 2024:** *Councilmember Robin O'Driscoll moved to approve the minutes of May 29,*  
17 *2024. Councilmember Randel Mills seconded the motion. The motion passed with*  
18 *Councilmembers Mills, O'Driscoll, Munford, Foley and Long voting in favor.*

19

20 **APPROVAL OF CITY COUNCIL REGULAR MEETING MINUTES OF JUNE 19, 2024:**  
21 *Councilmember Ed Long moved to approve the minutes of June 19, 2024. Councilmember Ted*  
22 *Munford seconded the motion. The motion passed with Councilmembers Mills, O'Driscoll,*  
23 *Munford, Foley and Long voting in favor.*

24

25 **INTRODUCTION OF ALAN OLIVE, ASHLEY REGIONAL MEDICAL CENTER CEO:**  
26 Alan Olive shared his gratitude for the opportunity to introduce himself and to recognize the  
27 invaluable partnerships with first responders in the area. Having moved from Reno, NV, he spoke  
28 about his eagerness to engage and volunteer within the community, and his dedication to enhancing  
29 local healthcare services. Alan detailed significant community contributions made by the hospital,  
30 including substantial financial donations and capital investments aimed at improving health  
31 services. He concluded by inviting the community to a town hall meeting intended to further  
32 discuss health initiatives. Councilmember Corey Foley commended Alan for his outstanding  
33 community involvement, and Mayor Doug Hammond expressed gratitude to Alan Olive and  
34 ARMC for the commitment to the community.

35

36 **PRESENTATION OF PROMOTED OFFICER, MICHAEL JOHNSTUN TO SERGEANT:**  
37 Chief Mike Gledhill, Sergeant Robert Roth and Assistant Chief Keith Campbell presented newly  
38 promoted Sergeant Michael Johnstun to the Mayor and Council. Chief Gledhill commended  
39 Michael Johnstun for his dedication and service since 2019 and his recent promotion to Sergeant.  
40 He highlighted Michael's academic achievements and his deep understanding of case law, which  
41 make him a valuable asset to the police force. Michael's promotion ceremony included his wife,  
42 McKenzie Johnstun, who honored him by pinning sergeant stripes onto his uniform. Mayor Doug  
43 Hammond officially welcomed Michael to his new role, expressing pride and confidence in his  
44 abilities.

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43 **PRESENTATION BY PROJECT ALLEY COMMITTEE:** Heath McDougal spoke about the  
44 committee's initiative to establish a recovery home for women, addressing the critical need due to  
45 the ongoing fentanyl crisis. He emphasized the importance of a supportive and spiritual  
46 environment for effective recovery. Ken Bassett reflected on his and his wife's joy in seeing the  
47 community's progress and expressed his commitment to supporting women in overcoming  
48 addiction. Deanna, a person in recovery, shared her personal journey and advocated for the  
49 project's necessity in providing dedicated support for women. Ken Bassett noted that it is a  
50 blessing to see Vernal City in such wonderful hands. December Hatch thanked the Council for  
51 the opportunity to speak and make the City part of the solution for women in recovery. She noted  
52 that Quinn Bennion and Megan have helped the program when they were selected as one of the  
53 recipients of funds from the Hotel Haunt. They presented a gift to them for their help.

54  
55 **PRESENTATION AND RECAP OF THE FIRST DOWNTOWN ART WALK- AARON  
56 AVERETT:** Aaron Averett expresses his appreciation for all the good things going on in the  
57 community. He gave an update on the success of the first Downtown Art Walk, which was a  
58 vibrant community event that brought together artists, musicians, and local businesses. He  
59 recounted the positive feedback received from participants and attendees and their desire for  
60 similar events in the future. He noted that the Downtown Alliance received a grant to improve  
61 downtown and used those funds to sponsor this event. Seven different musicians performed and  
62 businesses stayed open late. Councilmember Randel Mills asked if there was a future date set for  
63 another event like this. Aaron Averett stated they are waiting to see if they can get more funding  
64 to pay the musicians. Councilmember Corey Foley asked how much they received from the grant.  
65 Aaron answered it was for \$3000. Discussions followed regarding potential funding sources and  
66 scheduling to ensure the continuation and growth of such community-enhancing events. The  
67 Council thanked him for his update.

68  
69 **REQUEST BY WHITE HOUSE ACADEMY TO EXTEND LEASE TO JUNE, 2026 –  
70 HENDERSONS:** Lisa and Steven Henderson stated the City has been great landlords for the  
71 school and they are grateful to be allowed to use the building for education. Steven Henderson  
72 discussed their longstanding commitment to education in Vernal and outlined their plans to  
73 construct a new school building. They requested an extension of their current lease to  
74 accommodate these plans. Utah has changed the funding and now allows \$8000 scholarships for  
75 students no matter what school they go to. With this financial help they may have more students  
76 attend. They are also working on other funding so they can build. He asked the Council to give  
77 them an extension of the lease until June, 2026. Councilmember Randel Mills asked if  
78 they can accomplish a new building within a 2-year period. Steven Henderson answered yes,  
79 although certain things will have to fall into place quickly and the biggest challenge is getting the  
80 funds into place. Councilmember Randel Mills noted the rental amount from the City has been

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81 very generous and going forward there may need to be an adjustment. Steven Henderson stated  
82 they are prepared for that. The Council discussed the lease extension and determined they would  
83 negotiate the lease terms. Quinn Bennion reminded the Council the competing interest is the  
84 Innovation Hub that has a waiting list. There is a grant available that can be used to remodel that  
85 area for the Hub. He suggested the City wait a year before applying for that grant. After further  
86 discussion, *Councilmember Corey Foley moved to extend the lease for another two-year period*  
87 and do a market analysis and negotiate the rent. *Councilmember Randel Mills seconded the*  
88 *motion. The motion passed with the following roll call vote:*

89  
90     *Councilmember Munford.....aye;*  
91     *Councilmember Mills .....*aye;  
92     *Councilmember O'Driscoll.....aye;*  
93     *Councilmember Long.....aye;*  
94     *Councilmember Foley.....aye.*  
95

**96 CONSIDER APPROVAL OF RESOLUTION TO AUTHORIZE FILING OF STANDARD  
97 FORM 299 FOR THE STEINAKER SERVICE CANAL TRAIL - RESOLUTION NO. 2024-**

98 12: Keith Despain explained this Resolution is for the application to build a trail along the  
99 Steinaker Service Canal. The trail will be placed on the south side of road where there is no  
100 sidewalk, and add sidewalk east to 1500 West. On the west side, the trail will drop down and go  
101 south, parallel to Highway 40. There will also be a spur that will connect the USU campus. The  
102 hope is to connect the educational institutions and Golden Age Center. The resolution is a  
103 requirement of the application to the Bureau of Reclamation for the easement. *Councilmember*  
104 *Ted Munford moved to approve Resolution No. 2024-12. Councilmember Robin O'Driscoll*  
105 *seconded the motion. The motion passed with the following roll call vote:*

106  
107     *Councilmember Munford.....aye;*  
108     *Councilmember Mills .....*aye;  
109     *Councilmember O'Driscoll.....aye;*  
110     *Councilmember Long.....aye;*  
111     *Councilmember Foley.....aye.*  
112

**113 CONSIDER ACCEPTANCE OF REYNOLDS / MCNEEL / VERNAL CITY  
114 ANNEXATION PETITION- PROPERTY LOCATION 420 - 438 NORTH 500 EAST:**

115 Roxanne Behunin presented the petition the City received to annex the property at 420 -438 North  
116 500 East into Vernal City. The largest parcel belongs to Reynolds and McNeil and the other  
117 properties are Vernal City. The request is to only accept the petition so the annexation will move  
118 forward in the process. *Councilmember Ed Long moved to accept the annexation petition.*

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119 *Councilmember Corey Foley seconded the motion. The motion passed with the following roll*  
120 *call vote:*

121  
122 *Councilmember Munford.....aye;*  
123 *Councilmember Mills .....*aye;  
124 *Councilmember O'Driscoll.....aye;*  
125 *Councilmember Long.....aye;*  
126 *Councilmember Foley.....aye.*  
127

128 **CONSIDER APPROVAL OF PURCHASE OF 3 POLICE VEHICLES:** Keith Campbell  
129 initiated the discussion by explaining the police department's strategy for updating their vehicle  
130 fleet. He detailed the department's decision to partially lease and partially purchase new vehicles  
131 to balance financial efficiency with operational needs. The plan involves converting six of the  
132 current leases to a new leasing company and purchasing three new vehicles outright. Keith  
133 highlighted the financial implications, comparing the costs of leasing versus owning, and  
134 emphasized the long-term benefits of owning the vehicles, including potential savings on resale.  
135 Councilmember Corey Foley questioned the specifics of the vehicle costs and the rationale behind  
136 choosing local dealerships. Keith clarified the selection process, stressing the limitations due to  
137 immediate availability and fitting requirements. The discussion concluded with the Council  
138 expressing support for the initiative, acknowledging the strategic approach to fleet management.  
139 *Councilmember Ted Munford moved to approve the purchase of the three police vehicles.*  
140 *Councilmember Ed Long seconded the motion. The motion passed with the following roll call vote:*  
141

142 *Councilmember Munford.....aye;*  
143 *Councilmember Mills .....*aye;  
144 *Councilmember O'Driscoll.....aye;*  
145 *Councilmember Long.....aye;*  
146 *Councilmember Foley.....aye.*  
147

148 **CONSIDER APPROVAL TO ADD THE POSITION OF PROJECT MANAGER:** Quinn  
149 Bennion presented the necessity for a new project manager position to manage the City's growing  
150 number of capital projects. He described the current workload and the strain it places on existing  
151 staff, making a compelling case for the dedicated position. He detailed the projected  
152 responsibilities and the expected duration of employment, linked to the continuation of capital  
153 projects funded by City revenue and grants. Councilmember Ted Munford expressed support,  
154 noting the potential for growth and development through these projects. Councilmember Randel  
155 Mills, however, urged caution and suggested exploring other avenues like redistributing  
156 responsibilities or contracting before committing to a new hire. After further discussion,  
157 *Councilmember Ed Long moved to approve the addition of a project manager position.*

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158 *Councilmember Ted Munford seconded the motion. The motion passed with the following roll call*  
159 *vote:*

160 *Councilmember Munford.....aye;*  
161 *Councilmember Mills .....*aye;  
162 *Councilmember O'Driscoll.....aye;*  
163 *Councilmember Long.....aye;*  
164 *Councilmember Foley.....aye.*

165  
166 **APPROVAL OF SALARY SCALE FOR FY2025 - RESOLUTION NO. 2024-10:** Carl  
167 Morton addressed the City's salary scale following a comprehensive market study completed by  
168 the human resource department. He outlined the changes, which included upgrading certain  
169 positions to remain competitive and fair in the job market. Resolution No. 2024-10 is a result of  
170 that detailed comparison and evaluations of job roles within the City relative to similar positions  
171 in other municipalities. Councilmember Robin O'Driscoll and Councilmember Ted Munford both  
172 recognized the importance of keeping salaries competitive to attract and retain qualified personnel.  
173 *Councilmember Ted Munford moved to approve Resolution No. 2024-10. Councilmember Robin*  
174 *O'Driscoll seconded the motion. The motion passed with the following roll call vote:*

175  
176 *Councilmember Munford.....aye;*  
177 *Councilmember Mills .....*aye;  
178 *Councilmember O'Driscoll.....aye;*  
179 *Councilmember Long.....aye;*  
180 *Councilmember Foley.....aye.*

181  
182 **APPROVAL OF THE FY2024 FRAUD RISK ASSESSMENT & APPROVAL OF THE**  
183 **FY2025 FRAUD RISK ASSESSMENT:** Carl Morton presented the annual fraud risk  
184 assessments for FY2024 and FY2025, which is a statutory requirement to evaluate the City's risk  
185 management strategies against fraud. He assured the Council that Vernal City scored well,  
186 indicating robust controls and measures in place. The discussion briefly touched on the  
187 methodologies used in the assessments and the importance of ongoing vigilance in risk  
188 management practices. *Councilmember Robin O'Driscoll moved to approve both assessments*  
189 *FY2024 and FY2025. Councilmember Corey Foley seconded the motion. The motion passed*  
190 *with the following roll call vote:*

191  
192 *Councilmember Munford.....aye;*  
193 *Councilmember Mills .....*aye;  
194 *Councilmember O'Driscoll.....aye;*  
195 *Councilmember Long.....aye;*  
196 *Councilmember Foley.....aye.*

197

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198 **FY2025 STATEMENT OF ETHICAL BEHAVIOR:** Carl Morton noted the City is blessed to  
199 have the current elected officials. Each year the Mayor and Council need to sign a paper saying  
200 they will act in an ethical manner, follow State regulations, be professional and respectful of others.  
201 The Council and Mayor signed the statement.

202  
203 **REQUEST TO DECLARE PROPERTY SURPLUS:** Carl Morton displayed a list of items that  
204 need to be surplussed and sold including a Honda four wheeler, air compressor, water pump etc.  
205 There are also two vehicles, a Ford Focus in the planning department and a Ford Ranger.  
206 Councilmember Ed Long asked how those would be disposed. Carl Morton stated usually by  
207 placing them on a public surplus auction site. Councilmember Randel Mills asked if there would  
208 be a benefit to another department such as the airport before disposing of them. Quinn Bennion  
209 stated they would check although most of this equipment has seen better days. *Councilmember*  
210 *Corey Foley moved to declare the items presented as surplus plus the Ford Ranger and Ford*  
211 *Focus. Councilmember Ed Long seconded the motion. The motion passed with the following*  
212 *roll call vote:*

213  
214 *Councilmember Munford.....aye;*  
215 *Councilmember Mills .....*aye;  
216 *Councilmember O'Driscoll.....aye;*  
217 *Councilmember Long.....aye;*  
218 *Councilmember Foley.....aye.*  
219

220 **CLOSED SESSION:** *Councilmember Randel Mills moved to go into closed session to hold a*  
221 *strategy session to discuss the purchase, exchange, or lease of real property, including any form*  
222 *of a water right or water shares and discuss the sale of real property, including any form of a*  
223 *water right or water shares and return to open session after the discussion. Councilmember*  
224 *Corey Foley seconded the motion. The motion passed with the following roll call vote:*

225  
226 *Councilmember Munford.....aye;*  
227 *Councilmember Mills .....*aye;  
228 *Councilmember O'Driscoll.....aye;*  
229 *Councilmember Long.....aye;*  
230 *Councilmember Foley.....aye.*  
231

232 **RECONVENE INTO OPEN SESSION:** The meeting reconvened into open session.

233  
234 **CONSIDERATION OF DEPOSIT INTO COURT ESCROW ACCOUNT IN**  
235 **ASSOCIATION WITH CONDEMNATION PROCEEDING:** Michael Harrington presented  
236 the possibility of presenting a complaint to the court for eminent domain for the old Lamplighter

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2024**

237 property. The owners have agreed to allow the City to take occupancy if a deposit in the sum  
238 equal to or greater than what the property appraised for is placed in escrow. *Councilmember Ed*  
239 *Long moved to deposit \$3 million dollars into the escrow acct using the State / Fed ARPA funds*  
240 *from the County through an ILA. Councilmember Randel Mills seconded the motion. The*  
241 *motion passed with the following roll call vote:*

242

243      *Councilmember Munford*..... aye;  
244      *Councilmember Mills* ..... aye;  
245      *Councilmember O'Driscoll*..... aye;  
246      *Councilmember Long*..... aye;  
247      *Councilmember Foley*..... aye.

248

249 **ADJOURN:** There being no further business; *Councilmember Robin O'Driscoll moved to*  
250 *adjourn. Councilmember Randel Mills seconded the motion. The motion passed with a*  
251 *unanimous vote and the meeting was declared adjourned.*

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Mayor Doug Hammond

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ATTEST:

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## Roxanne Behunin, City Recorder

( S E A L )

**VERNAL  
ORDINANCE 2024-16**

**AN ORDINANCE OF THE VERNAL CITY COUNCIL ADDING SECTION 16.20.407  
- EXTENDED STAY HOTELS.**

**WHEREAS**, the City Council finds that the regulation of extended stay is necessary for orderly growth and conduct of business within the City, and;

**WHEREAS**, the City Council deems it to be in the best interest of the health, safety and welfare of the citizens to incorporate the following changes to the provisions of the Vernal City Code, and;

**WHEREAS**, the City Council has received input from the public at large in duly noticed open meetings, and has considered and discussed the advantages and disadvantages of such regulation.

**NOW THEREFORE**, be it ordained by the Council of the Vernal, in the State of Utah, as follows:

**SECTION 1:** **ADOPTION** “Section 16.20.407 Extended Stay Hotels” of the Vernal Municipal Code is hereby *added* as follows:

**ADOPTION**

Section 16.20.407 Extended Stay Hotels(*Added*)

- A. The purpose of this ordinance is to ensure extended stay facilities provide safe, comfortable, and well-managed accommodations for transient guests staying for extended periods, while preventing their misuse as long-term living accommodations. This ordinance aims to promote economic growth while promoting harmonious development and ensuring the well-being of both guests and the surrounding community by preserving the character and quality of this community. Furthermore, in recognizing extended but non-permanent occupancy, the city acknowledges that an extended stay hotel does not provide “temporary sleeping accommodations.” Therefore, the Innkeeper’s Rights Act, Utah Code Annotated Title 29, Chapter 2, shall not apply.
- B. For the purposes of this chapter Extended Stay Hotel shall be defined as a facility offering lodging services primarily to guests staying for extended periods of 30 days or more to not exceed 180 days in a 12 month period, with amenities such as kitchen facilities, housekeeping, and concierge services. Extended stay hotels are intended for extended, non-permanent occupancy and are therefore distinct from traditional hotels, which provide temporary sleeping accommodations. Additionally, extended stay hotels differ from residential apartments as they do not provide for permanent residency.

C. Extended stay hotels are permitted in the following zones:

1. C-2 Commercial Zone
2. CC-1 Central Commercial Zone
3. CP-2 CCP-1 Planned Commercial Zones
4. I-1 Industrial Zone
5. MX Mixed Use Zone

D. Operational Requirements shall be as follows:

1. Maximum Length of Stay: Guests may not stay for more than 180 days in a 12 month period.
2. Guest Registration: Extended stay hotels must maintain a guest registration system, including check-in and check-out dates, to verify compliance with maximum length of stay requirements. Records must be available for inspection by the city upon request.
3. Room Amenities: Each unit must meet IBC standards and be equipped with:
  - a. A minimum of two (2) seventy (70) square foot living/ sleeping spaces.
  - b. A bathroom with a toilet, sink, and shower or bathtub.
  - c. All furniture shall be provided by the hotel.
4. Kitchen Facilities: Each unit must be equipped with a kitchenette that meets the International Building Code (IBC) standards, including:
  - a. A minimum of 50 square feet of kitchen space.
  - b. A sink with hot and cold running water.
  - c. A sanitary sink for washing dishes.
  - d. A refrigerator with a minimum capacity of 5 cubic feet.
  - e. A microwave oven.
  - f. A cooktop (not a hot plate).
  - g. At least two dedicated electrical outlets in the kitchen area.
  - h. A countertop area of at least 4 linear feet.
  - i. Full kitchen facilities (i.e., stove, oven) are not permitted.
5. Housekeeping Services: Housekeeping services must be provided at least once a week for each unit and documentation kept to show compliance with housekeeping requirements to be available for inspection by the city upon request.
6. Signage: Extended stay hotels must display signage at the entrance and within each unit indicating that the facility is an extended stay hotel and not intended for permanent residence.
7. Mixed Use Within a Building: Portions of a building may be designated for extended stay use while other portions are designated for short-term stays or other uses. The designation must be clearly documented on the approved master site plan and in guest registration systems.

E. Building and Site Requirements shall be as follows:

1. Parking Requirements in accordance with 16.26 of this code parking shall include:
  - a. Extended stay hotel rooms: 2 parking spaces per unit.

- b. Non-extended stay hotel rooms: 1 parking space per unit.
2. Landscaping requirements in accordance with 16.27 of this code landscaping shall include:
  - a. Extended stay hotels must provide a minimum of 10% of the lot area as landscaped open space.
3. Common Areas:
  - a. Extended stay hotels must include a minimum of one (1) indoor common area(s) such as a lobby, fitness center, business center or other joint indoor amenity accessible to all guests.
4. Building Design:
  - a. Extended stay hotels must have a central check-in desk and provide concierge services.

F. Compliance and Enforcement of Extended Stay Hotels shall be as follows:

1. Inspection and Reporting: The City shall conduct periodic inspections of extended stay hotels to ensure compliance with this ordinance. Extended stay hotels must submit any guest registration or housekeeping reports to this city when requested by the city at a rate not to exceed once every 6 months.
2. Violations and Penalties: Any extended stay hotel found to be in violation of this ordinance shall be subject to penalties, including fines and revocation of permits. The property owner will be given a 90-day period to come into compliance following notification of non-compliance. Repeated violations may result in reclassification of the facility as an apartment. Furthermore, the city shall have the sole discretion to revoke the business license of the hotel through designation of Vernal City Staff. Continued operation of the business without a license may result in criminal penalties.
3. Service Desk Requirement: Extended stay hotels must maintain a central check-in desk to manage guest registration and provide concierge services. This service desk must be staffed during business hours to ensure proper operation and guest support.
4. Appeal Process: Any person who deems themselves aggrieved by a decision of the City staff under this Section may appeal from such decision by making written application for an appeal hearing before the Vernal City Appeals Officer. The notice of appeal shall be made within ten (10) days after notice of the decision appealed from. The Appeals Officer shall grant a hearing, and after consideration of the matter may uphold, modify, or reverse such decision.

G. Severability: If any provision of this ordinance is found to be invalid or unconstitutional by a court of competent jurisdiction, such finding shall not affect the remaining provisions of this ordinance, which shall continue in full force and effect.

H. Effective Date: No provisions allowing the legal operation of extended stay hotels previously existed prior to this ordinance. As such all existing buildings with a valid Certificate of Occupancy (C of O) and business license as of September 1, 2024, may seek approval to convert portions or their entire operation to extended stay hotel use. Such approvals must be obtained within one year from this date, ensuring compliance with the requirements set forth in this ordinance.

PASSED AND ADOPTED BY THE VERNAL COUNCIL

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	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Councilmember Robin O'Driscoll	_____	_____	_____	_____
Councilmember Corey Foley	_____	_____	_____	_____
Councilmember Ted Munford	_____	_____	_____	_____
Councilmember Edward Long	_____	_____	_____	_____
Councilmember Randel Mills	_____	_____	_____	_____
Presiding Officer	Attest			

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Doug Hammond, Mayor, Vernal

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Roxanne Behunin, City Recorder,  
Vernal

# PETITION FOR ANNEXATION

## NOTICE:

- THERE WILL BE NO PUBLIC ELECTION ON THE ANNEXATION PROPOSED BY THIS PETITION BECAUSE UTAH LAW DOES NOT PROVIDE FOR AN ANNEXATION TO BE APPROVED BY VOTERS AT A PUBLIC ELECTION.
- IF YOU SIGN THIS PETITION AND LATER DECIDE THAT YOU DO NOT SUPPORT THE PETITION, YOU MAY WITHDRAW YOUR SIGNATURE BY SUBMITTING A SIGNED, WRITTEN WITHDRAWAL WITH THE VERNAL CITY RECORDER. IF YOU CHOOSE TO WITHDRAW YOUR SIGNATURE, YOU SHALL DO SO NO LATER THAN 30 DAYS AFTER VERNAL CITY RECEIVES NOTICE THAT THE PETITION HAS BEEN CERTIFIED.

WE THE UNDERSIGNED owners of certain real property lying contiguous to the present municipal limits of the City of Vernal, Utah, hereby submit this PETITION FOR ANNEXATION and respectfully represent the following:

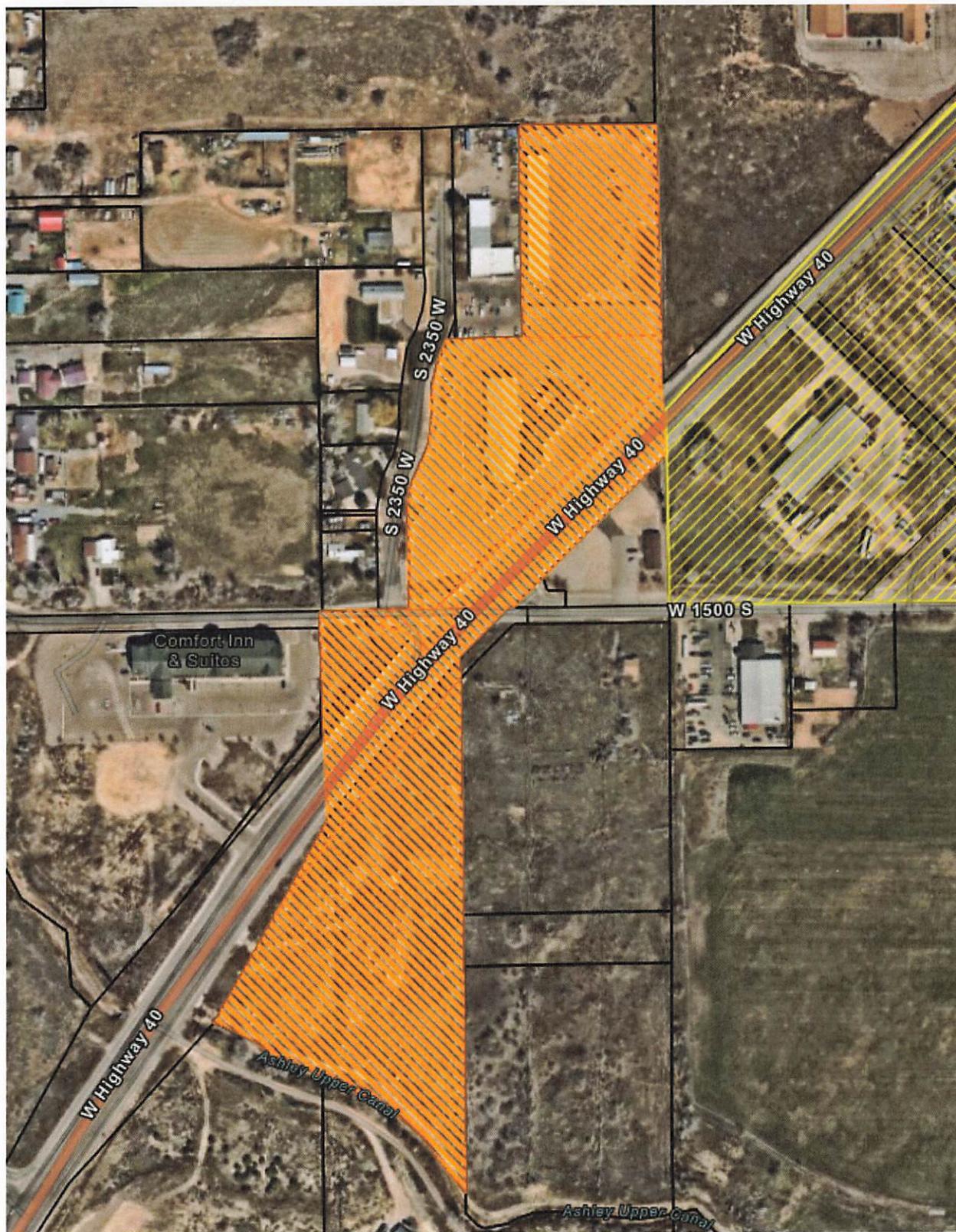
1. This petition is made pursuant to the requirements of Section 10-2-403, Utah Code Annotated (UCA).
2. The property subject to this petition is an unincorporated area contiguous to the boundaries of the City of Vernal and the annexation thereof will not leave or create an unincorporated island or peninsula.
3. This PETITION FOR ANNEXATION does not propose annexation of all or a part of an area proposed for annexation in a previously filed petition that has not been denied, rejected, or granted.

WHEREFORE, the petitioners hereby request that this petition be considered by the Vernal City Council at its next regular meeting, or as soon thereafter as possible, and that the City take such steps as required by law to complete the annexation herein petitioned.

Dated this 15<sup>th</sup> day of July, 2024.

The petitioner(s) hereby sign(s) this PETITION FOR ANNEXATION and designate no more than five of the signers as "Sponsor," one of whom has been designated "Contact Sponsor/Petitioner," and has provided the mailing address and phone number of each sponsor.

CONTACT SPONSOR/PETITIONER PRINT NAME:	PETITIONER(S)	ADDRESS	PHONE
Vernal City SIGNATURE	Quinn Bennion, City Manager <u>Quinn Bennion</u>	374 East Main St. Vernal, UT 84078	435-828-1002
SPONSOR/PETITIONER PRINT NAME:	Douglas Hammond, Mayor <u>Douglas Hammond</u>	374 East Main St. Vernal, UT 84078	435-769-2255
Weese Family Investments, LLC SIGNATURE	Jon M. Weese, Owner <u>Jon M. Weese</u>	647 South Main St. Brigham City, Utah 84302	435-720-1469
UBTA-UBET Communications, Inc. dba Strata Networks SIGNATURE	Bruce H. Todd, CEO/General Manager <u>Bruce H. Todd</u>	2276 West Highway 40 Vernal, UT 84078	435-622-5007
SPONSOR/PETITIONER PRINT NAME:	E84870EBB551486B78F503D27820333A contractworks		
SIGNATURE			







Paint Striping Bid Opening

Monday, July 16, 2024 1:30 pm

Present: Carl Morton, Roxanne Behunin

One Bid Received:

Straight Stripe Paint Striping

\$49,675.00 / year

**ARTICLE 1—OWNER AND BIDDER**

1.01 This Bid is submitted to: Vernal City / Naples City.

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2—ATTACHMENTS TO THIS BID**

2.01 The following documents are submitted with and made a condition of this Bid:

- List of Proposed Subcontractors;
- List of Proposed Suppliers;
- Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;
- Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids;
- Required Bidder Qualification Statement with supporting data; and

**ARTICLE 3—BASIS OF BID—LUMP SUM BID AND UNIT PRICES**

3.01 Unit Price Bids

A. Bidder will perform the following Work at the indicated unit prices:

Base Bid

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
1.	Mobilization/Demobilization	Lump	100%	\$1,500.00	\$ 1,500.00
2.	Yellow Pavement marking with Glass Beads	Gallons	660	\$47.00	\$ 31,020.00
3.	White Pavement Marking with Glass Beads	Gallons	365	\$47.00	\$ 17,155.00
Total of All Unit Price Base Bid Items					\$ 49,675.00
Total Unit Price Base Bid (in words): <u>Forty Nine Thousand Six Hundred Seventy Five Dollars and Zero cents</u>					

Note: The quantities above include both Vernal and Naples City quantities at 6 mil thickness. Naples City will only be painted every other year beginning in 2024. Quantities for Naples City are approximately 100 gallons White and 80 Gallons Yellow. Owners may request less or more areas to be painted at the quoted prices.

Naples City reserves the option to approach the successful bidder to perform work in the odd numbered year in conjunction with the annual Vernal City painting for streets that would, due to unusual circumstances need painted in the odd year.

B. Bidder acknowledges that:

- each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item,

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B. Bidder acknowledges that:

- each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item,

**INTERLOCAL COOPERATIVE AGREEMENT PROVIDING FOR CERTAIN  
FINANCIAL AND HUMAN RESOURCE SERVICES TO THE UNTAH  
TRANSPORTATION SPECIAL SERVICE DISTRICT**

This interlocal agreement, effective as described below, is made by and between Vernal City ("City") and Uintah Transportation Special Service District ("UTSSD").

**RECITALS**

WHEREAS, the Utah Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated, as amended (the "Act"), permits local government units, including cities and and other political subdivisions of the State of Utah, to make the most efficient use of their powers by enabling them to cooperate with other public agencies on the basis of mutual advantage and to more effectively provide governmental facilities, services and improvements to the general public; and

WHEREAS, Uintah County has created UTSSD; and

WHEREAS, UTSSD is desirous of providing transportation services within the boundaries of UTSSD; and

WHEREAS, UTSSD at the present time lacks sufficient employees to administer the financial and human resource tasks associated with these services; and

WHEREAS, the UTSSD Board has determined that it is beneficial to contract with the City to administer the financial and human resource services for UTSSD.

WHEREAS, the City is willing to provide such services to UTSSD under the terms and conditions set forth herein;

NOW, THEREFORE, based upon the mutual promises and conditions contained herein, the Parties agree as follows:

## **Article I**

### **SCOPE OF FINANCIAL SERVICES**

The City shall provide financial and budgeting services to UTSSD as outlined below:

a. Processing Financial Transactions: City will manage the processing of financial transactions for UTSSD, which includes handling Accounts Payable (AP) to ensure timely payments to vendors and Accounts Receivable (AR) to record incoming payments. These services include sending out invoices to accounts receivable and sending out W-9 forms. The City will upload the beginning and final annual budgets, AP and AR transparency report and the financial certification to the State Auditor's website.

b. Annual Audit Facilitation and Preparation: City will facilitate and prepare for the annual audit for UTSSD, utilizing the same auditor as the City to ensure consistency and reliability. The preparation work for the audit will be billed separately, in addition to any fees described herein. UTSSD pays the auditor directly. The City will upload the standard annual audit to the State Auditor's website.

c. Monthly Financial Reports: City will provide UTSSD with monthly financial reports. These reports will include detailed bank reconciliations, accurate balances and interest for the Public Treasurers Investment Fund (PTIF), and up-to-date budget and expense status reports.

d. Budget Preparation: City will assist UTSSD in the preparation of their budget by handling the necessary paperwork and setting up spreadsheets for review and monitoring of the budget. The City will organize and present the financial data, but the amount and allocation of funds will be determined by the UTSSD Board. This service

includes, if necessary, city staff attending two UTSSD Board meetings. The fiscal year budget will be in the form produced by the City's financial software.

e. Payroll Services: City will provide payroll processing services for UTSSD. This includes calculating and issuing employee paychecks, managing deductions and withholdings, and ensuring compliance with all relevant tax and labor laws and regulations. These services include sending out W-2, 1094C and 1099 forms. The City will upload the annual salary transparency report to the State Auditor's website.

f. Inventory and Asset Management: City will handle the accounting of UTSSD's inventory and assets (purchases, value, depreciation) based on information provided, tracked and managed by UTSSD. This includes maintaining records of asset value and conditions as reported by UTSSD.

g. Accounting Software: In addition to any fees outlined herein, UTSSD will be responsible for covering the cost of the accounting software, which must be the same software used by Vernal City.

h. Setup Services: In addition to any fees outlined herein, City will charge separately for setup services, which include establishing financial systems and processes for UTSSD. Setup services do not include the determination of beginning account balances, funds transferred from other entities, debt service balance and balances of chart of accounts.

i. Board Meeting Attendance: If it is deemed necessary for a Vernal City representative to attend UTSSD board meetings, UTSSD will compensate Vernal City for the employee's time, in addition to any fees described herein excluding budget meeting(s) as described.

j. The following services are specifically excluded from this agreement and shall not be provided by Vernal City:

- Determination of beginning account balances, funds transferred from other entities, debt service balance and balances of chart of accounts.
- Determination of asset list and values which requires a five year period
- Audit risk assessment and submission to the State
- Financial advising
- Impact fee study, evaluation and submissions to the State
- Receiving, reviewing, evaluating, authorizing, approving, signing or verifying Accounts Payable invoices
- Monitoring, plan review, providing testing, verifying quantities and assessing quality of projects
- Analysis of costs, estimates and expenses for a policy or projects
- Debt management advising
- Contacting engineers or contractors for paperwork, finances, or quantities
- Contacting vendors for paperwork, invoices or finances
- Managing contracts and agreements
- Legal services (see below)
- Grant reporting, grant writing or grant acquisitions
- Single Audits (must be arranged separately)
- Budget decisions and determination
- Financial policy creation or oversight
- IT services
- Management Discussion & Analysis (MD&A) and audit responses

- Financial charts, forecasting, research, or other report interpretations (standard ledgers and financial reports will be provided, but interpretation, presentation, or use of the information is the responsibility of UTSSD).

If any of these excluded services are requested of the City by UTSSD, they shall only be provided upon agreement by the City, and upon agreement between the Parties as to the rate of compensation for those services.

## **Article II** **SCOPE OF HR/PERSONNEL SERVICES**

The City shall provide human resources and personnel services to UTSSD as outlined below:

- a. Recruitment: City will manage the recruitment processes for UTSSD, including advertising job openings, screening candidates, conducting initial interviews with UTSSD appointed panelists, and coordinating the interview process.
- b. Hiring and Onboarding: City will facilitate the hiring processes for UTSSD, including preparing job offers, conducting background checks, and managing the onboarding process for new staff.
- c. Benefit Administration: City will handle the management of employee benefits for UTSSD, including enrolling employees in benefit programs, managing benefit inquiries, and ensuring compliance with relevant regulations.
- d. Compliance: City will ensure that UTSSD complies with all federal and state HR regulations, including maintaining accurate records, updating policies as necessary, and providing guidance on regulatory changes to ensure ongoing compliance.
- e. Personnel Policy Administration: City will manage the administration of UTSSD personnel policies, including implementing policies, providing guidance to

employees (upon demand), and ensuring adherence to established procedures and standards.

f. The following services are specifically excluded from this agreement and shall not be provided by Vernal City:

- Employee training, including harassment training
- Obtaining and maintaining insurance policies
- Disciplinary actions against employees
- Wage/salary recommendations, benefit studies
- Producing meeting agendas and minutes
- Posting notices and minutes to the State public notice website
- Prepare, draft, notice or post RFP's, RFQ's, NOI's, bids, proposals and quotes for professional services or contractors
- Track and maintain contractor and engineer eligibility lists

### **Article III JOINT COOPERATION AGREEMENT**

It is not the intent of this agreement to create a new entity or agency, but rather to provide a method and mechanism for the administration of financial and human resource services of UTSSD.

### **Article IV ADMINISTRATION**

Pursuant to Utah Code Section 11-13-207, this joint cooperative undertaking agreed to pursuant to this interlocal agreement shall be administered by the Board and/or Director of UTSSD.

**Article V**  
**ADOPTION**

This interlocal agreement shall become effective immediately upon adoption and execution of a resolution approving this agreement by the governing body of each party in accordance with Utah Code Section 11-13-202.5, the approval by legal counsel for each entity, and the filing of this agreement with the keeper of records of each of the parties to this agreement.

**Article VI**  
**POLICIES & PROCEDURES**

City shall provide the services as described herein in accordance with policies and procedures for such services as adopted by UTSSD and in accordance with any other applicable State and Federal laws.

**Article VII**  
**PAYMENT FOR SERVICES**

During the term of this agreement, UTSSD shall compensate Vemal for the costs and expenses associated with the services as provided herein in accordance with Attachment A of this agreement. City shall provide a billing statement to UTSSD on a calendar quarterly basis. UTSSD shall make payment to the City within 30 days of receiving such billing statement. UTSSD will pay for their share of the city's financial software (currently Pelorus).

**Article VIII**  
**RECORDS**

All records maintained by City for the purpose of providing the services outlined herein shall be made available to UTSSD at all times with the approval of the UTSSD Board Chairperson and/or District Director, excepting for records that are determined

to be public records according to State law which in such case shall be made available to the public after the appropriate requests for such records have been made.

## **Article IX** **LEGAL ADVICE AND SERVICES**

This Agreement, in itself, does not constitute legal advice nor the provision of legal services. Both parties understand and agree that Vernal City is not responsible for offering legal counsel, legal opinions, or representing UTSSD in any legal matters under this Agreement.

However, the parties may enter into a separate contract for legal services in the future without needing to amend this Agreement. Such a contract would explicitly outline the scope, terms, and conditions of the legal services to be provided by Vernal City to UTSSD.

Until such a legal services agreement is executed, UTSSD is responsible for consulting with its own attorney to address any legal issues, concerns, or questions that may arise. UTSSD must ensure that their attorney is adequately informed about the activities and transactions covered under this Agreement.

Additionally, UTSSD must facilitate and pay for communication between their attorney and the City when necessary to address legal needs associated with this agreement. This may include sharing relevant information, arranging meetings, and coordinating discussions to ensure that any legal aspects of the services provided are appropriately managed. The parties anticipate that such communication between the City and the UTSSD attorney shall be on rare occasions.

**Article X**  
**COUNTERPARTS**

This interlocal cooperative agreement shall be executed in at least two counterparts, any one of which shall be regarded for all purposes as one original. Each party agrees that it will execute any and all instruments, documents and resolutions necessary to give effect to the terms of this interlocal cooperative agreement.

**Article XI**  
**ENTIRE AGREEMENT**

This interlocal cooperative agreement merges and supersedes all prior negotiations, representations and agreements between the parties relating to the subject matter hereof and constitutes the entire contract between the parties concerning the subject matter hereof.

**Article XII**  
**AMENDMENT**

This interlocal cooperative agreement shall not be modified or amended, except in writing, which shall be signed by the duly authorized representatives of the parties after the adoption of a resolution by City and by UTSSD approving the modification or amendment.

**Article XIII**  
**WARRANTIES**

Each party hereby represents and warrants that: (a) it is a public agency or public entity within the meaning of the Utah Interlocal Cooperation Act; (b) it is duly authorized to execute and deliver this interlocal agreement and has complied with all applicable laws of the state of Utah and rules, regulations, or bylaws of that entity in its authorization and approval of this agreement; and there is no litigation or legal or

governmental action, proceeding, inquiry or investigation pending or threatened by governmental authorities or others or to which such participant is a party or to which such participant would individually or in the aggregate (1) affect the validity or enforceability of this interlocal agreement, or (2) otherwise materially adversely affect the ability of each party to comply with its obligations hereunder or the transactions contemplated hereby, or (3) that there are no known claims or causes of action filed by any employee to be transferred pursuant to this agreement.

#### **Article XIV** **TERMINATION**

This interlocal agreement shall be held in full force and be legally binding upon UTSSD and City only after its execution and approval by resolution of the City City Council and the Uintah Transportation Special Service UTSSD Board of Directors. Thereafter, this interlocal cooperative agreement shall continue as a binding contract and shall not terminate for one year after the effective date of this interlocal agreement or until otherwise agreed in writing by both parties, provided that after six (6) months from the effective date of this agreement, both UTSSD and City shall review the terms of this agreement and make necessary amendments only after approval, in writing, by both parties.

Neither UTSSD nor City may assign any interest herein without consent of the other party to this interlocal cooperative agreement. The terms of this interlocal cooperative agreement shall inure to the benefit of and be binding upon the respective representatives and successors of UTSSD and City.

**Article XV**  
**SEVERABILITY**

Whenever possible each provision of the interlocal cooperative agreement shall be interpreted in such a manner as to be valid; but, if any provision of this Interlocal cooperative agreement shall be held in a final judicial determination, to be invalid or prohibited under applicable law, such provision shall be ineffective to the extent of such invalidity or prohibition without invalidating the remained of such provision or the remaining provisions of this Interlocal cooperative agreement. Notwithstanding the foregoing, however, should such judicially determined invalidity of any provision of this interlocal cooperative agreement frustrate the intended purpose of the parties, as expressed herein, such invalidity shall cause this interlocal cooperative agreement to be terminated, with the parties, to the extent possible, to be restored to the status quo as though this interlocal cooperative agreement had not been signed.

IN WITNESS WHEREOF, the hands of the parties are set below:

**Vernal City**

---

Doug Hammond, Mayor

ATTEST:

---

Roxanne Behunin, Recorder

**Uintah Transportation Special Service District**

---

Shawn Labrum, Board Chairperson

**RESOLUTION NO. 2024-11**

**A RESOLUTION OF THE VERNAL CITY COUNCIL APPROVING THE INTERLOCAL COOPERATIVE AGREEMENT BETWEEN VERNAL CITY AND THE UNTAH TRANSPORTATION SPECIAL SERVICE DISTRICT FOR THE PROVISION OF ADMINISTRATIVE, FINANCIAL, AND HUMAN RESOURCE SERVICES.**

**WHEREAS**, Utah Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated, as amended (the "Act"), permits local government units to make the most efficient use of their powers by enabling them to cooperate with other public agencies on the basis of mutual advantage and to more effectively provide governmental facilities, services, and improvements to the general public; and

**WHEREAS**, Vernal City (the "City") and the Uintah Transportation Special Service District ("UTSSD") desire to enter into an Interlocal Cooperative Agreement (the "Agreement") to provide administrative, financial, and human resource services to UTSSD; and

**WHEREAS**, UTSSD lacks sufficient employees to administer the financial and human resource tasks associated with providing transportation services within its boundaries; and

**WHEREAS**, the UTSSD Board has determined that it is beneficial to contract with the City to administer these services, and the City is willing to provide such services under the terms and conditions set forth in the Agreement; and

**WHEREAS**, the Agreement has been reviewed by the legal counsel for both entities and has been found to comply with the Act and other applicable laws; and

**WHEREAS**, the City Council finds that approval of the Agreement is in the best interests of the residents of Vernal City and will enhance the cooperative efforts between the City and UTSSD.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF VERNAL CITY, UTAH:**

- 1. Approval of Agreement.** The City Council hereby approves the Interlocal Cooperative Agreement between Vernal City and the Uintah Transportation Special Service District for the provision of administrative, financial, and human resource services, substantially in the form attached hereto.

**VERNAL CITY COUNCIL RESOLUTION NO. 2024-11**

2. **Authorization to Execute.** The Mayor and City Recorder are hereby authorized and directed to execute the Agreement on behalf of Vernal City and to take all necessary actions to implement the terms of the Agreement.
3. **Severability.** If any provision of this Resolution shall be held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect any other provision, and this Resolution shall be construed and enforced as if such invalid or unenforceable provision had not been included.
4. **Effective Date.** This Resolution shall take effect immediately upon its adoption and approval.

**PASSED, ADOPTED, AND APPROVED** by the City Council of Vernal City,  
Utah, this \_\_\_\_ day of \_\_\_\_\_, 2024.

---

Mayor Doug Hammond

ATTEST:

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Roxanne Behunin, City Recorder

( S E A L )

in it.

4. There shall be no change in ownership of the real property on which Vernal Memorial Park Cemetery is located, as well as any and all improvements.

5. The County and the City each shall be responsible for one-half of the cost of operating and maintaining the Vernal Memorial Park Cemetery, plus one-half of the cost of capital expenditures dedicated solely for Vernal Memorial Park Cemetery.

6. The County shall assume all administrative, accounting, billing, and fiscal responsibilities. Each quarter, the County shall bill the City for its half of operational and maintenance expenses of the Vernal Memorial Park Cemetery. The following formula shall be used to determine those expenses: The number of burials within Vernal Memorial Park Cemetery shall be divided by the total number of burials within all County cemeteries within the County including Vernal Memorial Park Cemetery. The resulting figure will be a percentage. That percentage shall be multiplied by the total cost of all operational and maintenance expenses for all County cemeteries within the County including Vernal Memorial Park Cemetery, plus capital equipment purchases benefitting all County cemeteries within the County including Vernal Memorial Park Cemetery. The City shall pay fifty percent (50%) of the cost thus calculated, less fifty percent (50%) of the revenues that the County receives for opening and closing of graves at all County cemeteries and purchase of burial spaces at Vernal Memorial Park Cemetery. Such payment shall be made by the City to the County within twenty (20) calendar days after receipt of each quarterly billing statement.

7. Each year, the County shall propose to the City a budget for operating and maintaining all County cemeteries within the County including Vernal Memorial Park Cemetery. The proposed budget shall be submitted to the City no later than November 15. The budget must be agreed to and accepted by the City, prior to it becoming effective.

8. The City shall have one representative on a recently created County-Wide Cemetery Advisory Board, as established by resolution of the County, as shown on Attachment B.

9. The County, by separate ordinance, shall adopt and have in place all necessary policies and ordinances so that the beauty of the Vernal Memorial Park Cemetery grounds are maintained and the cemetery otherwise is operated in a professional and efficient manner.

CEMETERY - 2ND QTR 2024					
EXPENDITURES	APRIL	MAY	JUNE	TOTAL	
110 Salaries	\$ 18,584.96	\$ 31,519.32	\$ 21,295.21	\$ 71,399.49	
130 Benefits	\$ 9,320.04	\$ 10,432.59	\$ 8,774.44	\$ 28,527.07	
220 Public Notices				\$	-
230 Travel				\$	-
240 Office Supplies	\$ 18.65			\$	18.65
250 Equip, Supplies & Maintenance	\$ 2,133.49	\$ 3,035.63	\$ 4,279.95	\$	9,449.07
260 Non-Capital Equipment				\$	-
270 Bldg & Grounds Maintenance	\$ 2,961.69	\$ 5,768.70	\$ 1,629.90	\$	10,360.29
280 Utilities	\$ 2,222.20	\$ 12,025.40	\$ 13,558.87	\$	27,806.47
290 Telephone				\$	-
292 Cell Phone				\$	-
310 Professional & Tech				\$	-
350 Indigent Burial		\$ 950.00		\$	950.00
340 Sexton Subsistence				\$	-
490 Fuel	\$ 1,566.43	\$ 1,181.99	\$ 2,251.83	\$	5,000.25
510 Insurance				\$	-
610 Uniforms				\$	-
620 Top Soil				\$	-
740 Equipment Purchases					
790 Vernal Capital Expend	\$ 5,264.25			\$	5,264.25
<b>TOTAL</b>	<b>\$ 42,071.71</b>	<b>\$ 63,963.63</b>	<b>\$ 52,740.20</b>	<b>\$</b>	<b>158,775.54</b>

General Ledger 86-4590

This should be excluded from Expenditures total and then 1/2 will be added in at the bottom

REVENUES	APRIL	MAY	JUNE	TOTAL	# GRAVES
860 Sale of Lots- Vernal	\$ 1,500.00	\$ 7,500.00	\$ 2,700.00	\$ 11,700.00	
760 O & C Fees - Avalon	\$ 500.00			\$ 500.00	1
770 O & C Fees - DryFork				\$	1
780 O & C Fees - Gusher				\$	0
790 O & C Fees - Hayden				\$	0
800 O & C Fees - Jensen	\$ 1,300.00	\$ 500.00		\$ 1,800.00	4
810 O & C Fees - Lapoint	\$ 800.00	\$ 1,500.00		\$ 2,300.00	4
820 O & C Fees - Leota				\$	0
830 O & C Fees - Maeser		\$ 1,000.00	\$ 1,600.00	\$ 2,600.00	7
840 O & C Fees - RockPoint	\$ 1,000.00	\$ 3,100.00	\$ 2,600.00	\$ 6,700.00	12
850 O & C Fees - Tridell		\$ 1,300.00		\$ 1,300.00	2
860 O & C Fees - Vernal	\$ 6,200.00	\$ 3,800.00	\$ 2,600.00	\$ 12,600.00	24
86-3620-0 Disinterment Vernal Cemetery			\$ 10,000.00	\$ 10,000.00	
<b>TOTAL</b>	<b>\$ 11,300.00</b>	<b>\$ 18,700.00</b>	<b>\$ 19,500.00</b>	<b>\$ 49,500.00</b>	<b>55</b>

General Ledger 86-3481 through 86-3830

	Avalon	Dryfork	Gusher	Hayden	Jensen	Lapoint	Leota	Maeser	Rockpoint	Tridell	Vernal	
APRIL					2	2		1	3		10	18
MAY					1	2	2	4	2	7	7	18
JUNE	1	1			1		4	5	2	7	12	19
	1	1	0	0	4	4	0	7	2	24	55	

Need to discuss at the 7/31 meeting whether the disinterment is going to be included as an O&C Fee. We will have another one in July for \$5,000

BREAK DOWN	
Expenditures	\$153,511.29
Vernal City %	43.6%
VC Share of Expenditures	\$33,465.46
Less 1/2 Revenues	\$ (24,750.00)
Vernal City Share	\$8,715.46
Vernal Capital Expend	\$ 2,632.13
<b>TOTAL VERNAL CITY SHARE</b>	<b>\$11,347.59</b>

**VERNAL CITY  
RESOLUTION NO. 2024-13**

**A RESOLUTION OF THE VERNAL CITY COUNCIL AMENDING SECTION 9.01.010 -  
EMPLOYMENT OF RELATIVES AND HOUSEHOLD MEMBERS.**

**WHEREAS**, The Vernal City Council is considering changes to the Vernal City Personnel polices; and,

**WHEREAS**, The policy for the hiring of relatives and family members has guidelines to prevent conflicts of interest.

**NOW THEREFORE, be it ordained by the Council of the Vernal, in the State of Utah, as follows:**

**SECTION 1: AMENDMENT** “Section 9.01.010 Policy.” of the Vernal Personnel Manual is hereby amended as follows:

**AMENDMENT**

**Section 9.01.010 Policy.**

Vernal City recognizes the sensitive nature of having family members employed by the City. This policy establishes guidelines for the employment of relatives and household members to prevent conflicts of interest and maintain the integrity of our City operations: within the same department, and in order to avoid such situations, the following policy is established:

- A. Vernal City may hire relatives or household members of current City employees if the new employee works in an entirely different department from his relative.
  
- B. The employees may work within the same department if there are at least four (4) supervisors in the

department; and

1. The relatives cannot be assigned to the same crew or directly report to one another.
- C. Under no circumstances will the City hire, promote, or transfer a relative or household member in a supervisor /subordinate relationship.

~~Under no circumstances will a person in a position, the compensation for which is paid out of City funds, be allowed to employ, appoint, vote for or recommend the appointment of a relative or household member of an employee to any position or employment, when the salary, wages, pay, or compensation for such appointee is to be paid out of any City funds.~~

D. E. Definitions:

1. "Household member" means a person who resides in the same residence as a public officer.
2. "Public officer" means a person who holds a position that is compensated by public funds.
3. "Relative," for the purposes of this policy, means father, mother, husband, wife, son, daughter, sister, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

E. In the event two current employees of the City, working in the same department, become relatives or household members as defined in this Section during the course of their employment, they both may not continue in the employ of the City unless:

1. The employees work within a department with at least four (4) supervisors in the department and they cannot be assigned to the same crew or directly report to one another.
2. The employee will be compensated from funds designated for vocational training;

3. The employee will be employed for a period of twelve (12) weeks or less;
4. The employee is a volunteer as defined by these policies;
5. The City Manager determines that the employee is the only or best person available, qualified, or eligible for the position.

F. If direct supervision does occur, between relatives or household members the public officers shall immediately submit a complete written disclosure of the relationship in the same manner as required under UCA 10-3-13 - the Municipal Officers' and Employee's Ethics Act.

1. The public officer may not evaluate the job performance of or recommend salary increase for the relative or household member.
2. The written disclosure submitted under this Section is public and the City shall make the disclosure available for public inspection.

(Amended 11/03/2004, Res. 2004-15, 02/21/2007, Res. 2007-06, 04/25/2018, Res. 2018-05)

PASSED AND ADOPTED BY THE VERNAL City COUNCIL ON \_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Councilmember Robin O'Driscoll	_____	_____	_____	_____
Councilmember Corey Foley	_____	_____	_____	_____
Councilmember Ted Munford	_____	_____	_____	_____
Councilmember Edward Long	_____	_____	_____	_____
Councilmember Randel Mills	_____	_____	_____	_____

Presiding Officer

Attest

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Doug Hammond, Mayor, Vernal

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Roxanne Behunin, City Recorder,