Salem City Council Meeting will also be held electronically, using the Zoom program.
If you would like to participate, please call the city offices (801-423-2770) or email (salemcity@salemcity.org) **before 5:00 p.m. on Wednesday, September 18th to request the link.**

DATE: September 18, 2024 (City Council Chamber 30 West 100 South)

6:30 p.m. WORK SESSION

1. Agenda Item Discussion

7:00 p.m. AGENDA – REGULAR COUNCIL MEETING

1. Volunteer Motivational/Inspirational Message
2. Invitation to Say Pledge of Allegiance
3. Swear in New Officer – Austin De Graw
4. Swear in New Officer – Taylor Harrison
5. Youth Council Report
6. SF / Salem Chamber Report
7. New Fire/EMS Station Update – Lisa Webster
8. Decision: MAG Senior Meal Contract
9. Decision: Resolution Amending Employee Personnel Policy
10. Decision: Sewer Plant Scum Pump
11. Decision: Meeting Minutes
    a. September 4, 2024
12. Decision: Bills for Payment

DIRECTORS REPORTS

13. Matt Marziale, Manager
14. Chief Brad James, Public Safety Dept.
15. Steve Cox, Building Dept.
16. Walter Bird, Attorney
17. Jeffrey Nielson, Finance/Recorder
18. Adam Clements, Electrical Dept.
19. Bradey Wilde, Engineering Dept.
20. John Bowcut, Fiber Dept.
21. Jen Wright, Recreation Dept.
22. James Thomas, Public Works Dept.

In compliance with the A.D.A., individuals needing special accommodations during this meeting should notify the Salem City Office at 30 W. 100 S. or call (801)423-2770 at least three working days prior to meeting.

COUNCIL REPORTS

23. Mayor Kurt L Christensen
    a. Finances/Budget
    b. City Employees
    c. Miss Salem
    d. UMPA Report
    e. Public Safety
24. Councilperson Kelly Peterson
    a. Power
    b. Fiber
    c. SUVPS Report
25. Councilperson Cristy Simons
    a. Parks & Recreation
    b. Chamber of Commerce
26. Councilperson Cynthia Deveraux Rees
    a. Library
    b. Solid Waste/Recycling
    c. Youth Council
27. Councilperson Paul Taylor
    a. Water (Primary & Secondary)
    b. Mt Nebo & SUVMWA
28. Councilperson Tim De Graw
    a. Sewer
    b. Storm Drain
    c. Roads & Trails

29. CLOSED SESSION -The Salem City Council may temporarily recess the regular meeting and convene in a closed session to discuss pending or reasonably imminent litigation; the purchase, exchange, or lease of real property or water; or to discuss the character, professional competence or physical or mental health of an individual as provided by Utah Code Annotated §52-4-205.

Please Note: If you have an item that you would like to have discussed before the City Council, please fill out a request form, which is available online at salemcity.org or at the City Office, and return it to the City Office by 5:00 p.m. the Thursday prior to the meeting you would like to attend.

Minutes of the Salem City Council Meeting held on September 18, 2024 in the Salem City Council Chambers.

6:30PM WORK SESSION

Councilperson Taylor motioned to have Councilperson De Graw serve as Pro-Tem Mayor
Councilperson Rees seconded the motion
Vote: Councilperson De Graw; Aye, Councilperson Rees; Aye, Councilperson Taylor; Aye (3 Ayes)

-Agenda Item Discussions

Agenda item #10

Matt Marziale mentioned the need for a flygt pump and the cost is approximately $10,000. This is a budgeted expense for the sewer plant. The sewer plant currently operates with two flygt pumps, one of which serves as a backup. The damaged pump is being sent off for refurbishment, and the new purchase will be placed on the shelf as an additional backup. Eventually, the plant will have two pumps in reserve. The flygt pumps, which are top-of-the-line and manufactured in Germany, have been effective in both the old and new plants. Due to the three-month lead time for acquiring these pumps from Germany, it is important to maintain a backup in stock. Xylem, the current contractor, handles the procurement of these pumps. Matt Marziale requested to approve the purchase of the new flygt pump at a cost of $10,697. Councilperson Tim De Graw inquired about the cause of the pump damage, specifically referencing an issue with a loose arm mechanism. Matt Marziale confirmed that the problem has been resolved. The arm, which was causing the issue, was repaired separately with assistance from the power department and a specialized fabricator. The repair of this arm is not included in the current pump purchase cost and will be handled separately at a lower cost.

Agenda item#9

Matt Marziale mentioned the first amendment addresses the use of marijuana and CBD oils by employees. Procedures have been developed to ensure employees with a prescription follow proper disclosure protocols, along with guidelines for disciplinary actions if necessary. Currently, there are no known employees using prescribed CBD, but the amendment ensures clarity on how such cases will be handled.

Mattt Marziale stated the second amendment introduces a vacation time buyback policy. Due to staffing shortages, many employees often forgo vacation time, finding it easier to remain at work. The new policy allows employees to sell back unused vacation time at a percentage based on their years of service. This policy was modeled after similar programs in other cities and aims to alleviate staffing pressures while providing a benefit to employees. The Council expressed support for the policy, noting it would reduce the need for additional hires, though employees are still encouraged to take time off as needed. Questions were raised about the ability to donate sick time and the administrative burden of the buyback

process. Jeff Nielson confirmed that while vacation time can be donated, sick time cannot. Jeff Nielson stated the buyback process will require supervisor approval to ensure smooth implementation. Overall, the Council expects the policy to be well-received by employees and enhance the city's competitiveness as an employer.

Chief James shared that he met with Mike Stagg from the Trust Insurance Company, who noted that 48% of their traffic accidents last year involved employees backing up vehicles. The Trust is pushing for new policies to address this issue.

Agenda Item #8

Jen Wright provided an update on the amended agreement with MAG (Mountainland Association of Governments) regarding the senior meal program. The agreement outlines that for each day the senior center is open, the city receives $25, plus an additional 30 cents per meal served. This subsidy helps offset costs for staff, utilities, and keeping the center operational. The agreement also includes a clause allowing MAG to cap the number of meals ordered if there is a shortage in federal funding. Although this has only occurred during and shortly after COVID, it remains a safeguard in the agreement. Jen Wright noted that despite these provisions, the city has never been restricted in ordering congregate meals for the senior lunch program. As part of the agreement, the city must report on who is being served and advertise meal services beyond city limits to ensure the program remains open to all seniors, with a suggested donation of $3 per meal. Jen Wright also mentioned that services like the shuttle and day trips are offered independently and do not fall under the MAG agreement.

MEETING CONVENED AT: 7:00 p.m.

CONDUCTING: Mayor Pro-Tem Tim De Graw

COUNCIL PRESENT:

Councilperson Cynthia Deveraux Rees
Councilperson Paul Taylor
Councilperson Tim De Graw
Councilperson Cristy Simons-via zoom

STAFF PRESENT:

Jeffrey Nielson, Finance/Recorder
Chief Brad James, Police Chief
Adam Clements, Electrical Dept.
Matt Marziale, City Manager
Steve Cox, Building Dept.
John Bowcut, Fiber Dept.
Jen Wright, Recreation Dept.
James Thomas, Public Works Dept.
Robyn Mortensen
Mashaylie Harrison

OTHERS PRESENT

Please See Attached Document at Bottom

1. VOLUNTEER MOTIVATIONAL/INSPIRATIONAL MESSAGE

Jen Wright stated she would like to offer a motivational message in the form of a prayer.

2. INVITATION TO SAY PLEDGE OF ALLEGIANCE

Adam Clements invited those who wish to participate, to stand and say the pledge of allegiance with him. He then led the pledge of allegiance for those who wanted to participate.

3. SWEAR IN NEW OFFICER -AUSTIN DE GRAW AND
4. SWEAR IN NEW OFFICER -TAYLOR HARRISON

Chief James introduced two new police officers, Austin De Graw and Taylor Harrison, who are filling vacancies in the police department. Chief James emphasized the importance of family and highlighted both officers' backgrounds, including their local ties, education, and personal interests. Both officers were sworn in by Jeff Nielson, the City Recorder. The council expressed excitement about their potential contributions to the city.

5. YOUTH COUNCIL

Annie Hill and Kristen Hornibrook from the Youth Council shared details about their recent service project, assisting the City Library with moving books. Annie Hill also announced that

the Goosebump Gala is scheduled for October 26th. Councilperson Rees expressed that Councilperson Simons wanted her to tell the Youth Council how much she appreciated working with them and will be stepping down from helping Youth Council. Councilperson Rees added that she will now be overseeing the Youth Council and is excited about the opportunity. The City Council extended their thanks to the Youth Council for their service.

6. SF/SALEM CHAMBER OF COMMERCE

Kathleen Leavitt with the Chamber reported that a new member, Prime Plumbing LLC, owned by Jaden Black from Salem, joined the Chamber. Although she hasn't met him yet, she will reach out to arrange branding and networking opportunities. Kathleen Leavitt and the chamber are excited to welcome him as a platinum member and will schedule a ribbon-cutting event soon. The next Chamber networking luncheon is scheduled for tomorrow at the Hampton Inn, featuring Custom Fit. The presentation will educate attendees on reimbursement programs for leadership development and higher education, including the upcoming Business Summit. The Business Summit will take place on October 10th, with Salem City allotted six tickets. Kathleen encouraged city staff and council members to attend. The summit will feature leadership and business education, with keynote speakers, including a TEDx speaker on employee retention. Kathleen highlighted the increased budget for this year's event, with $40,000 in support, which has allowed for better facilities, catering, and event equipment. The goal is to use proceeds to build future events. The Business Summit will run from 8:00 a.m. to 3:30 p.m., with breakout sessions, keynotes, and networking opportunities throughout the day. Wi-Fi will be available, and space for working during the event will be provided.

7. NEW FIRE/EMS STATION UPDATE – LISA WEBSTER

Lisa Webster provided an update on the new Fire EMS Station project, noting that it is progressing well and nearing completion. The primary focus at this stage is on brick masonry, which is detailed and time-consuming, particularly around the building and columns. Roof installation has begun, and Trenstrains in the at-bay are complete, with concrete pouring scheduled for later this week or early next week. Inside the building, HVAC, electrical, and plumbing rough ins are being completed, bringing the project closer to its final shape. In terms of milestones, the at-bay slab pour is expected by the end of the month. Drywall installation is set to begin in early October, followed by the installation of windows and overhead doors in November. Signage, including the large "Station 151" sign, is expected to go up at the beginning of November. The original completion date of early January has been adjusted to the end of January due to delays with electrical equipment, specifically the CT cabinets. However, the project team chose not to incur extra costs by purchasing temporary equipment, allowing the budget to remain intact. The current contract amount is $10,758,623, with $195,000 in change orders. Most of this adjustment is related to the access controls, bringing the effective change order total to $140,000, or about 1.3%—well below the national average of 3-5%. Invoices to date total $6 million, and 59% of the project has been completed. Lisa shared photos of the progress, including images of the day room, fitness courtyard, and training room. Council members praised her excellent project

management and expressed excitement about the station's progress and its importance for the community. No further questions were raised, and the council expressed their appreciation for the update. The project is expected to be completed by the end of January, with regular updates and photos to be provided.

8. DECISION: MAG SENIOR MEAL CONTRACT

Jen Wright provided the updated contact from Mountainland Associations of Governments (MAG). Jen Wright stated this renewal with MAG will help to provide funding for the City's Senior meal program, which includes both congregate meals and Meals on Wheels. The contract is re-evaluated every three years.

Mayor Pro-Tem Tim De Graw asked for a motion to accept the contract from Mountainland Associations of Governments (MAG)

MOTION BY: Councilperson Rees motioned to accept the contract from Mountainland Associations of Governments (MAG)
SECONDED BY: Councilperson Taylor
VOTE: Councilperson Rees; Aye, Councilperson Taylor; Aye, Councilperson De Graw; Aye (3 Ayes)

9. DECISION: RESOLUTION AMENDING EMPLOYEE PERSONNEL POLICY

Matt Marziale introduced a resolution to amend the employee personnel policy, addressing three key topics. First, updates were made to the controlled substance policy, specifically relating to the use of medical marijuana. These changes outline the city's and employees' responsibilities regarding disclosure, the need for a prescription, and the procedures for managing required time off and approved uses of controlled substances. Second, the resolution introduced a policy allowing employees to sell back excess vacation time to the city. This applies to employees with at least 200 hours of unused vacation, and the maximum sell-back is 80 hours. The percentage of vacation time eligible for sale increases based on years of service: 50% for five years, 75% for ten years, and 100% for fifteen years of service. The third change added safety requirements for operating city vehicles, with a focus on backing vehicles safely. This is a requirement of the city's insurance policy and will be covered in upcoming safety training.

Mayor Pro-Tem Tim De Graw asked for a motion to accept the resolution to amend the employee personnel policy

MOTION BY: Councilperson Taylor motion to accept the Resolution to amend the Employee Personnel Policy.
SECONDED BY: Councilperson Rees
VOTE: Councilperson Rees; Aye, Councilperson Taylor; Aye, Councilperson De Graw; Aye (3 Ayes)

10. DECISION: SEWER PLANT SCUM PUMP

The council discussed the need to purchase a new Flygt pump from Xylem to replace a damaged one at the sewer plant. The plant's standard practice is to always have a backup pump on hand to avoid service interruptions. A backup pump was already in place and is now in use, but Mike Prichett requested approval to purchase a new backup pump, which was already budgeted. Given that Flygt pumps are manufactured in Germany and take about three months to replace, having a spare on the shelf is essential to avoid prolonged downtime. After a brief discussion, the council agreed this was a necessary precaution.

Mayor Pro-Tem Tim De Graw asked for a motion to approve additional sewer plant scum pump.

MOTION BY: Councilperson Rees motion to approve the sewer plant scum pump
SECONDED BY: Councilperson Taylor
VOTE: Councilperson Rees; Aye, Councilperson Taylor; Aye, Councilperson De Graw; Aye (3 Ayes)

11. DECISION: MEETING MINUTES OF SEPTEMBER 4, 2024

The council reviewed the meeting minutes from September 4, 2024. Adjustments were made to a couple of motions for Councilperson Rees, Line 59, Line 90, and Line 106. Changed Councilperson Rees vote to Aye.

Mayor Pro-Tem Tim De Graw asked for a motion to approve the minutes of September 4, 2024 with the said changes.

MOTION BY: Councilperson Taylor motion to accept the minutes of the September 4, 2024 with the said changes
SECONDED BY: Councilperson Rees
VOTE: Councilperson Rees; Aye, Councilperson Taylor; Aye, Councilperson De Graw; Aye (3 Ayes)

12. DECISION: BILLS FOR PAYMENT

The Council discussed a couple of the items on the bills.

Mayor Pro-Tem Tim De Graw asked for a motion to pay the bills in the sum of $1,911,006.32

AMOUNT: $1,911,006.32
MOTION BY: Councilperson Taylor motioned to pay the bills in the sum of $1,911,006.32
SECONDED BY: Councilperson Rees
VOTE: Councilperson Rees; Aye, Councilperson Taylor; Aye, Councilperson De Graw; Aye (3 Ayes)

13. MATT MARZIALE, CITY MANAGER

The discussion on the Lyman property revealed a desire to accelerate the development process, although it is not yet ready for development. Conversations indicate a potential fast-tracking of the timeline, which typically spans about 12 months. While some aspects may progress more quickly, planning is realistically projected to take about a year.
Further outreach to the city council has not yet occurred, as the focus remains on coordinating with the DRC and planning and zoning before advancing discussions. More updates are expected soon.

14. CHIEF BRAD JAMES, PUBLIC SAFETY DEPT.

Chief James didn't have anything to add to tonight's meeting

15. STEVE COX, BUILDING DEPT.

Steve mentioned interviews for a new inspector are scheduled for Thursday, with three candidates lined up. Updates on hiring will follow. Steve Cox stated Dr Horton has recorded their first phase and next week will start pulling permits. Steve said the UCLT gave comments on de-certifying inspectors and Steve stated he voiced his opinion on the matter. Steve commented DOPL started the process to eliminate and HBA seen this as a way to get private inspectors. Steve Cox spoke with Walter and waiting to send a letter they have drafted in that matter.

16. WALTER BIRD, CITY ATTORNEY

Walter Bird was excused from tonight's meeting
.

17. JEFFREY NIELSON, CITY FINANCE DIRECTOR/CITY RECORDER

We have a new hire, Mashaylie Harrison and her official start date is Sept 30th. We are excited to have her.

18. ADAM CLEMENTS, ELECTRICAL DEPT.

Adam Clements didn't have anything to add to tonight's meeting

19. BRADEY WILDE, ENGINEERING DEPT

Bradey Wilde mentioned they have two new hires in the Engineering department. Hunter Rasmussen and he has started working, and Devin Sear will start September 30th

20. JOHN BOWCUT-FIBER DEPT.

John Bowcut stated we now have 1,800 Fiber Customers

21. JEN WRIGHT, RECREATION DEPT.

Jen Wright provided an update on the kindness creates peace initiative, expressing excitement over the overwhelming support from local schools. Each of the three elementary schools will nominate one student per grade per month to receive a kindness award. The first ceremony was held last Friday, with the mayor presenting awards. The award package includes items like certificates, stickers, and bracelets. The secondary schools will nominate one student per month, who will be honored at council meetings and receive a "swag bag." Schools will also give out tickets to students for small acts of kindness, with winners being recognized at a high school football game in October. The program is receiving support from local businesses. Yard signs promoting the initiative are now available, and the council encouraged using social media to spread awareness. Banners have been ordered to further promote the initiative, and additional assemblies are scheduled throughout the year.
Jen Wright also mentioned the day of service projects went well. They had 8 different locations and over 400 volunteers.

22. JAMES THOMAS, PUBLIC WORKS DEPT.

James mentioned road painting is underway, with the west half completed and work on the east half expected in the next few days. Crosswalks are also being addressed, though there have been delays due to service treatment backlog. The goal is to finish painting near schools before winter.

COUNCIL REPORTS

23. MAYOR KURT CHRISTENSEN

Mayor Christensen was excused from tonight's meeting

24. COUNCILPERSON KELLY PETERSON

Councilperson Peterson was excused from tonight's meeting

25. COUNCILPERSON CRISTY SIMONS

Councilperson Simons was home via zoom and typed in a message for Jen Wright to Share. Jen Wright stated the Little Miss Salem pageant will likely be scheduled for the same week as the Miss Salem pageant to streamline preparations. The proposed timeline includes 10th graders on Thursday, the Little Miss on Friday, and the Miss Salem on Saturday, allowing for a smoother transition for participants. Directors Sherry and Bailey support the plan, raising

only minor concerns. This scheduling change would also enable the community theater to hold performances during the same timeframe, enhancing collaboration and maximizing venue use. The community theater has grown significantly and can now produce quality shows with strong volunteer support. Incorporating their events into promotional materials is also planned, with general agreement among council members.

26. COUNCILPERSON CYNTHIA DEVERAUX REES

Councilperson Rees stated there will be a library auction meeting tomorrow to discuss improving attendance for the Salem Days Library Auction, which had a low turnout this year. Ideas include moving the event to a larger venue like the Civic Center or the ballpark, though weather concerns are noted. Staff recommend either keeping it outside or relocating it. The band's schedule complicates logistics. Jeff Nielson mentioned the absence of a BBQ dinner has reduced turnout. There is a general consensus that changes are needed to boost attendance and revenue, and further research on similar events in other cities has been conducted.

27. COUNCILPERSON PAUL TAYLOR

Councilperson Taylor expressed his appreciation to the staff and thanked them for inviting him to different events.

28. COUNCILPERSON TIM DEGRAW

Councilperson De Graw mentioned the August WRF report indicates ongoing projects and training for the flygt pump. Maintenance work is being conducted on various equipment, including rebuilding gearbox motors and cleaning tasks. James Thomas provided an update on road and trail maintenance, noting that the team is finishing up projects for the season. Work on Reflections Park is progressing, with equipment on-site for curb installation. The goal is to complete this work before winter.

29. CLOSED SESSION

There was no closed session tonight

ADJOURN CITY COUNCIL MEETING
MOTION BY: Councilperson Taylor motioned to adjourn the council meeting
SECONDED BY: Councilperson Rees
VOTE: Councilperson Rees; Aye, Councilperson Taylor; Aye, Councilperson De Graw; Aye (3 Ayes)
MEETING ADJOURNED AT: 8:06pm

_____
Jeffrey Nielson, City Recorder

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VOTE: Councilperson Rees; Aye, Councilperson Taylor; Aye, Councilperson De Graw; Aye (3 Ayes)
MEETING ADJOURNED AT: 8:06pm

Jeffrey Nielson, City Recorder

Salem City Council Meeting Attendance Record For Council Meeting held on September 18, 2024		
	Please Print Name	Please Sign Name
1	Lisa Webster	
2	Cameron Webster	
3	Emily Hansen	
4	Grant Hansen	
5	Patrice Jentzsch	
6	K. Reed Jentzsch	
7	SID CARTON	
8	PHILLIP HARRISON	
9	DEANN HARRISON	
10	Parker Swenson	
11	Kal Swenson	Kal Swenson
12	Charleston Swenson	Charleston Swenson
13	McKinley Swenson	McKinley Swenson
14	Brittany Harrison	
15	Zak Harrison	
16	MATTHEW L. HARRISON	
17	Matthew Linford	
18	Crishelle Linford	
19	Kathleen Leavitt	
20	ANNIE HILL	
21	KRISTEN HORNIBROOK	
22	Triston Shepherd	
23	Dominique Jex	
24	Jefferson Bryce	
25	Hannah Bryce	
26	Karen Boothe	
27		
28		
29		
30		