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6:00 P.M.

170 N. Main

Kamas, UT 84036

<https://www.youtube.com/channel/UCfvdAe2TE8PKHFJcPRpMMzA>

Comments may also be made by email prior to the meeting at kamascityutah@gmail.com

Mayor McCormick opened the meeting welcoming those in attendance:

COUNCIL MEMBERS: Councilors Larry Gines, Jessica Allen Bateman, Leslie Staples, David Darcey, and Monica Blazzard.

STAFF: City Recorder, Kim Peacock; City Planner, Amanda Curtis; Chief of Police, Brad Smith; Public Works Director Trevor Clegg.

OTHERS IN ATTENDANCE:

Invocation by Councilor Larry Gines

Mayor McCormick led the public in the Pledge of Allegiance

MOTION: Councilor David Darcey moved to approve the City Council meeting minutes dated September 10, 2024 as presented.

Councilor Larry Gines seconded the motion.

The vote was unanimous. Councilors Larry Gines, Jessica Bateman, Leslie Staples, David Darcey, and Monica Blazzard voted aye. Motion passed.

MOTION: Councilor Larry Gines moved to approve the City Council Work Session meeting minutes dated September 12, 2024 as presented.

Councilor David Darcey seconded the motion.

The vote was unanimous. Councilors Larry Gines, Jessica Bateman, Leslie Staples, David Darcey, and Monica Blazzard voted aye. Motion passed.

1 **APPROVAL OF THE INVOICE REGISTER DATED SEPTEMBER 20, 2024**

2
3 **MOTION:** Councilor Monica Blazzard moved to approve the invoice register dated
4 September 20, 2024 as presented.
5 Councilor David Darcey seconded the motion.
6 The vote was unanimous. Councilors Larry Gines, Jessica Bateman, Leslie
7 Staples, David Darcey, and Monica Blazzard voted aye. Motion passed.
8
9

10 **PUBLIC COMMENT – THIS IS THE PUBLIC’S OPPORTUNITY TO**
11 **COMMENT ON ITEMS NOT ON THE AGENDA**

12
13 There were no public comments.
14
15

16 **RESOLUTION 2024-07, A RESOLUTION AUTHORIZING THE**
17 **INCORPORATION OF RECOMMENDATIONS FROM THE SALARY STEP**
18 **RANGE ANALYSIS AND JOB DESCRIPTION CREATION INTO CITY**
19 **POLICIES**
20

21 Councilor Gines appreciates that MAG did this study to get the wage step implemented.
22 It’s a good starting point. There are some items he would like to see tweaked. This is a
23 good baseline.
24 Councilor Gines stated first, benefits are a big discussion. He feels like 20 hours for those
25 that were hired is a contractual agreement that we should keep. Councilor Gines feels the
26 hours worked can be negotiated when new employees are hired and determined in the
27 hire letter.
28 Councilor Darcey asked how many employees fall in the range of 20 hours. Is it a result
29 of not enough work or is it a result of choosing to be part time because of personal
30 circumstances. If we just don’t simply have enough work for them then he agrees there’s
31 some sort of grandfathering for current employees.
32 Mayor McCormick stated when the 20 hours was put into place it was done in October of
33 2003. At that time the city had a hard time with recruitment and finding people that could
34 fill positions. At that time, he doesn’t see any letters agreeing to those hours. There were
35 two people hired after that motion was made. One would fall under that agreement and
36 the other one has a different hiring letter signed. Mayor McCormick doesn’t know how to
37 go any further with this without going into an executive session to discuss people.
38
39 Councilor Gines stated after reviewing the pay in the study he broke it down into three
40 sections. With the Public Works, our two newest employees fall above the Laborer 1 and
41 Laborer 2. Do we want to keep the Laborer 1 for hiring because it’s a pretty low hourly
42 wage. What determines Laborer 1, 2, and 3. Is it the certifications they have?
43 Mayor McCormick stated there is a job description for all of those. He has talked to
44 Trevor Clegg and they would like to keep it in place to give us options.
45 Councilor Gines feels this chart would be an employee with benefits, not seasonal help.
46 Mayor McCormick would like to keep it in as a guideline.

1 Councilor Gines stated both Mason and Jared fall under the overpaid with their current
2 salary rates. He will not agree to cut pay for anyone. Councilor Gines explained when he
3 worked for the government, they have a proven pay system that he feels works. If an
4 employee gets downgraded, they put them in save pay. They keep their current hourly
5 rate, they don't do COLA for the next two years, after that they only get half COLA's
6 until they catch up to the pay scale. Councilor Gines feels within those two years both
7 Jared and Mason would have their certifications.

8 Trevor Clegg explained how the operator certifications work.

9 Councilor Gines feels like the two-year window would work for them.

10 Trevor Clegg explained in their hire agreement they get \$1 per certification. This will
11 bump them up above the scale.

12 Councilor Gines feels the employees are all over the board. Some are underpaid and we
13 need to look at that as well. Each person would jump into this pay scale where they are
14 currently at depending on what they are making. Once an employee maxes out they
15 would still receive yearly COLA's and we could also look into a yearly bonus.

16
17 Councilor Gines stated when he looks at the office workers he struggles with three
18 different pay scales for three essential workers. They are all vital and feels they should all
19 be put under the Records pay scale. They are all interchangeable. They have different
20 job descriptions but does that deem that they are at a different pay. They could have the
21 different titles, but they are all close enough they could all fall under the same pay scale.

22
23 Councilor Gines feels the police looks good where it's at. The engineer and attorney
24 wages look good. He's had no experience with them and feels we should follow the
25 recommendation if the time comes.

26 Councilor Gines feels those employees that are above their pay, two years save pay.
27 Those employees that are in the window, they will fall under the step above closest to
28 their pay scale. Those employees that are below their wage, to be fair to the budget, when
29 we implement this, we give them two step raises each year instead of one. This will fast
30 track them to the amount where they should be. Our police officers are way below what
31 this study says they should be. To implement that now is a significant raise, which he is
32 fine with, but can the budget handle that. If not, we could do it two steps every year. That
33 would mean maybe in four years they're up to where they should be. Do we want a
34 budget amendment now, or wait until June? Also, the mayor could budget so much
35 money in bonuses each year. When the Mayor does his reviews, if they are exceeding, he
36 can give them a certain percentage. We would come up with criteria for bonuses. This
37 would incentivize the employees to work hard and have something to look forward to.
38 Councilor Darcey verified this is a bonus that does not go into their permanent pay.
39 Councilor Gines stated it's just an annual bonus that the mayor can determine after the
40 employee review. He would also like to see the bonuses reported to the council.

41
42 Councilor Bateman started this as an opportunity as an option that we could look at
43 compared to other options. Councilor Bateman asked if we paid for this study.
44 Mayor McCormick told her no.

45 Councilor Bateman stated with that caveat sometimes you get what you pay for, but
46 really appreciates the thoroughness of this. It was more involved than she thought it

1 would be. She knew we needed to work on job descriptions and to have them as thorough
2 as they are is amazing. For the comparisons across the rest of the state and similar sized
3 cities was appreciative. Councilor Bateman fears we don't need another option, we just
4 need different ways to implement and get to the end result to reward our employees for
5 the work they are doing. For her it's a combination of their reviews, performance, and
6 pay accordingly. She would like added to the personnel policy manual that a council
7 member be present at the reviews as a general precaution for the city and staff. She would
8 like to see it implemented as a regular practice.

9 Councilor Gines asked how that member would be chosen.

10 Councilor Bateman feels it could be details that could be ironed out. Whether one of the
11 council wants to be appointed, or whether it's somebody that's got more of a background.
12 It could be revolving. How are these steps in the future going to affect the budget. Since
13 the 2025 budget has already been approved, it would be in our best interest to implement
14 this as a key to adopt and use as a resource. Then we would implement it in the 2026
15 budget. She worries about the water and sewer budgets. She likes the idea of the bonuses.
16 This needs to be implemented as part of this resolution. It's a matter of adopting the steps
17 and using this as a guide based on performance reviews. Maybe the reviews need to be
18 tweaked based on the department, certifications, or education.

19 Councilor Bateman would have liked to see a Building Inspector description included in
20 this review. She feels this was a great education for her. For them to calculate that it's a
21 2.2%-2.9% increase, her concern is it's still under the average 3% COLA that's typically
22 seen across the board. That's why she really wants to implement some type of bonus
23 structure, because she doesn't think sometimes that's enough. We don't know how that's
24 going to be implemented yet. She really appreciates the information and if we were to
25 move forward she doesn't feel prepared to accept this resolution as written.

26
27 Councilor Blazzard appreciates the information. She likes the step ranges and how it's
28 laid out. It's shows how much they can expect. We need to get everyone adjusted to
29 where they need to be. Regarding how to implement it, on page 15 it says consider
30 developing a phased implementation plan with short term and long-term adjustments. It
31 does reference the city's budget allowing it. She doesn't want to feel rushed to get this
32 done. It's a great time for us to take what everyone is saying and absorb it. She wants to
33 make sure we get it right. Councilor Blazzard has concern that the city employees were
34 hired on and agreed to for a certain way. We need to honor what we said we were going
35 to do. We can be flexible with what they hired on. Our city is a family-oriented city, we
36 can make adjustments. If the employee can get their work done in a few days we
37 shouldn't pay an employee to sit in the office just to be available. If needed people can
38 make appointments. We also need to be competitive with our wages. If we lose any
39 employees, we will need to hire new with the new wage. We need to come up with a plan
40 on how to implement it. It needs to be done quickly, but organized.

41
42 Councilor Staples asked Mayor McCormick to explain how the step ranges and COLA
43 work together.

44 Mayor McCormick pulled up a spreadsheet on the screen for the council to review.

45 Mayor McCormick agrees nobody should lose money and agrees with Councilor Gines
46 they could be placed in the next highest step. Mayor McCormick explained he visualizes

1 just shortening their time to the max step. Mayor McCormick feels the council has a
2 couple of options according to the way he reads policy. Mayor McCormick showed the
3 council on a spreadsheet how the COLA would affect each step. There's a 15-max range,
4 but the pay scale won't be frozen.

5
6 Councilor Gines agrees with all employees except those that would be put into save pay.
7 Mayor McCormick stated he wouldn't put anyone under save pay, it would just shorten
8 the amount of time that they got to the end of the scale.

9 Councilor Gines stated some are already getting paid more than what this shows.

10 Mayor McCormick feels with their experience they would be at a different level and
11 suggested putting Jared at a Laborer 3 because of experience.

12 Trevor Clegg stated he also has his certifications.

13 Councilor Gines stated other than those two employees everyone else would still be
14 getting the COLA every year.

15
16 Councilor Darcey asked on the scale if each step is a year.

17 Councilor Bateman stated she disagrees.

18 Mayor McCormick stated it could be, but the council has options.

19 Councilor Darcey stated there has been a lot of discussion about the budget. When the
20 council looks at the budget, the first step we need to consider the COLA. The next step
21 would be the step changes. With the advice from the mayor the council would determine
22 the step range in the budget.

23 Mayor McCormick stated the council would budget up to a certain level and the
24 performance review would determine that.

25 Councilor Darcey explained he is intrigued with Councilor Gines' suggestion for
26 bonuses. These would all be performance based at the end of the year.

27 Councilor Gines with the bonus instead of using a percentage you could do a lump sum
28 of money.

29
30 Councilor Staples read from the Personnel Policy "The mayor, in conjunction with the
31 City Council, shall be responsible for the development and maintenance of a uniform
32 and equitable pay plan for Kamas City which shall consist of minimum and maximum
33 rates of pay for each position and such intermediate steps as deemed necessary equitable.
34 Salaries shall be linked directly to the position classification plan and may take into
35 consideration the following factors: Ranges of pay for other positions, prevailing rates of
36 pay for similar employment in both public and private organizations, cost-of-living
37 factors, other benefits received by employees and the financial policy and economic
38 conditions of Kamas City."

39 She reads that as the council is responsible for having a salary step range. She appreciates
40 the work that been done because we're now getting something in place that we're
41 required to do in the policy and procedures. She also likes the idea of the job descriptions.
42 We have to consider the benefits that are received by the employees and we have to
43 balance that to our budget. It's all in the policy and procedures manual now we just need
44 to be responsible for implementing that. This also says this pay scale study shall make
45 adjustment recommendations to the City Council at least every three (3) years. This is a
46 moving document that can be adjusted with the market conditions.

1 Councilor Staples has concerns about the Laborer 1, but is fine to keep it in. Councilor
2 Staples is on board with no one loses money, likes the idea of a bonus, not opposed of
3 being flexible with current employees. Moving forward the benefits should be for full
4 time employees. This pay scale is based on a 40-hour work week. Councilor Staples
5 would like to explore different insurance plans to see if we could find one cheaper.
6 Councilor Staples stated Councilor Gines commented the Recorder, Treasurer, and
7 Planner are all the same. She disagrees. They all have different jobs, responsibilities, and
8 different demands. They should be separate job descriptions and different pay. Councilor
9 Staples feels if we are only moving 3 employees up this may not have a big affect on the
10 budget.

11
12 Councilor Darcey asked about the difference in health insurance plans prices for Oakley.
13 Kim Peacock stated there are different plans within PEHP. The council agreed to do
14 some research regarding the insurance plans to bring back to the council.

15
16 Councilor Darcey feels the three-year requirement is essential. We need to get this done
17 quickly, but feels Heber and Summit County should be included in this study. We're all
18 paying higher a cost of living. Councilor Darcey feels like we need to go into a closed
19 session at some point to talk about some of this. Councilor Darcey wants the employees
20 to know nobody is going to be losing money. Councilor Darcey likes the comment from
21 Councilor Blazzard that we are family oriented.

22
23 Councilor Gines feels we need to digest this and go into specifics on the tables and
24 insurance.

25 Councilor Blazzard likes the momentum that we have. She wants something the
26 employees can fall back on and have security. There's an understanding of what the pay
27 will be. It will provide comfort.

28
29 Councilor Staples has no problem tabling this but we need to have homework. We need
30 to look into some of these items before we come back.

31 Councilor Staples asked if there's anything discussed tonight that we need to start
32 researching.

33 Councilor Bateman feels realistically, when will we have a closed-door session and when
34 can this be finalized. October would be ideal, worst-case November. We need to look at
35 our sewer and water budgets. The wages could add to these funds. The other factor that
36 we need to take into account is the engineer.

37
38 Mayor McCormick read an email from MAG regarding the building inspector.

39
40 Councilor Gines asked if there are any items we can assign tonight to come back with.

41 Councilor Blazzard will work with Kim Peacock and compare insurance plans.

42 Councilor Darcey stated we talked a lot about the processes. Do we need to adopt any
43 language or does our personnel policy cover the correct language.

44 Mayor McCormick stated the personnel policy covers it and read the Salary Planning
45 section. There isn't any discrepancy.

1 Councilor Bateman would like more clear verbiage on the save pay, COLA, and catching
2 up pay. She didn't know about the \$1 pay raise for the public works certifications.
3 The council scheduled an executive session to be held on October 22, this will be back on
4 the agenda at the first meeting in November.
5 Councilor Gines feels a lot of items could be resolved in the closed meeting.
6 Councilor Staples asked that we have an Executive Session listed as a possibility on each
7 agenda so we don't have to wait so long.

8
9 **MOTION:** Councilor Jessica Bateman moved to table Resolution 2024-07 until October
10 22, 2024.

11 Councilor Monica Blazzard seconded the motion.

12 Mayor McCormick asked for a roll call vote:

13 Councilor Darcey voted "aye"

14 Councilor Blazzard voted "aye"

15 Councilor Staples voted "aye"

16 Councilor Bateman voted "aye"

17 Councilor Gines voted "aye"

18 The vote was unanimous. Motion passed.

19 20 21 **COUNCIL REPORTS**

22
23 Councilor Darcey reported he is putting together a RAP Tax application that's due
24 September 30. He is getting bids from Scott for a pavilion and benches for the new
25 playground.

26
27 Councilor Gines reported Terina Darcey is working on the Veteran's Memorial by getting
28 a proposal for the bronze plaques for each branch of service. Mayor McCormick asked
29 Councilor Gines to follow the purchasing policy procedures. Councilor Gines stated he is
30 trying to get volunteers, but if that doesn't work, they will follow the policy procedures.

31
32 Councilor Staples asked if we need to talk about a member being part of the technical
33 assistance grant committee.

34 Amanda Curtis stated we can talk about it tonight or have it on the next agenda.

35
36 Councilor Staples asked if we can put the water and sewer increases on an upcoming
37 agenda and get the process started.

38
39 Councilor Bateman reported the website is coming along. We have a training Thursday
40 and Friday morning. We are still in the very early stages.

41
42 Mayor McCormick reported Intermountain Health sent a letter regarding our donation
43 regarding the Primary Children's auction and we were included in their brochure.

1 **ADJOURN**

2
3 **MOTION:** Councilor Leslie Staples moved to adjourn at 7:50 p.m.
4 Councilor Larry Gines seconded the motion.
5 The vote was unanimous. Councilors Larry Gines, Jessica Bateman, Leslie
6 Staples, David Darcey, and Monica Blazzard voted aye. Motion passed.
7

8
9 *The content of the minutes is not intended, nor are they submitted, as a verbatim*
10 *transcription of the meeting. These minutes are a brief overview of what occurred at*
11 *the meeting.*
12

13 Approved on the 8th day of October, 2024.
14
15
16
17

18
19 _____
20 Matt McCormick
 Mayor

Kim Peacock
City Recorder