

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, January 7, 2015 at 7:00 p.m.** in the Vernal City Council Chambers at 374 East Main St, Vernal, Utah.

A G E N D A

7:00 p.m.

OPENING CEREMONY

1. Welcome
2. Invocation or Uplifting Thought
3. Pledge of Allegiance

STANDING BUSINESS

1. Approval of Minutes of December 17, 2014 Regular Meeting

PUBLIC BUSINESS

1. Presentation of 2014 Audit – Doug Rasmussen

7:15 p.m.

PUBLIC HEARING

1. CDBG Funding 1st Public Hearing for 2015 – Ken Bassett

POLICY & LEGISLATION

1. Council Appointments to Council Committees - Mayor Norton
2. Sale of Property – Ken Bassett

ADMINISTRATIVE REPORTS

- | | |
|---------------------------------|---------------------------|
| 1. Uintah Impact Mitigation SSD | 4. Sewer Management Board |
| 2. Airport Board | 5. Uintah Health SSD |
| 3. Youth City Council | 6. Consolidated Dispatch |

ADJOURN

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

January 6, 2015

MEMORANDUM

TO: Mayor & City Council

FROM: Ken Bassett, City Manager

RE: *Agenda Items of January 7, 2015 Council Meeting.*

PUBLIC BUSINESS

1. **Presentation of 2014 Audit – Doug Rasmussen:** Mr. Rasmussen has met with the Administrative Committee to go over the preliminary findings of the audit and will be ready to make the formal presentation to the City Council at the Council meeting. I appreciate the hard work of the Finance Department and our Finance Director as all this work was completed and ready for the auditors.

PUBLIC HEARING

1. **CDBG Funding 1st Public Hearing for 2015 – Ken Bassett:** This hearing is for the purpose of receiving any comments from the public, as well as suggestions from the Council regarding use of CDBG funding for 2015-2016. As you recall in 2014, the City did complete some improvements to low income housing owned and operated by the Uintah Basin Assistance Council. We simply need to discuss possible projects for this upcoming round of funding.

POLICY & LEGISLATION

1. **Council Appointments to Council Committees - Mayor Norton:** Mayor Norton will be ready to discuss with the Council the committee assignments for 2015. A copy of the 2014 assignments has been provided for you in your binders.
2. **Sale of Property – Ken Bassett:** We have discussed this item two or three different times in the past. There was one proposal for one of these pieces, but the individual backed out of it, indicating that he was no longer interested. We do have proposals for each of these properties located adjacent to the Vernal Gardens. One is on 300 South and one is on 1350 West.

MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD,
DECEMBER 17, 2014 at 7:00 p.m. in the Vernal City Council room, 374 East Main,
Vernal, Utah 84078.

PRESENT: Councilmembers Ted Munford, JoAnn Cowan, Dave Everett, Samantha Scott and Bert Clark and Mayor Sonja Norton.

WELCOME: Mayor Norton welcomed everyone to the meeting.

INVOCATION OR UPLIFTING THOUGHT: An invocation was given by Councilmember Ted Munford.

PLEDGE OF ALLEGIANCE: The pledge of Allegiance was led by Councilmember Dave Everett.

APPROVAL OF CITY COUNCIL MINUTES OF DECEMBER 3, 2014: *Councilmember JoAnn Cowan moved to approve the minutes of December 3, 2014. Councilmember Samantha Scott seconded the motion. The motion passed with Councilmembers Munford, Cowan, Everett, Scott and Clark voting in favor.*

RECOGNITION OF GLADE ALLRED FOR HOLLY DAYS CELEBRATION – MAYOR NORTON: Mayor Norton stated that the City would like to recognize the work done by Glade Allred throughout the year for the Holly Days festival. He has been spearheading this event for the last eleven years with the help of his family. Glade Allred stated that his son, Dale Allred, has been the co-chair and through their tireless efforts the community is able to enjoy this show. Mayor Norton presented a poster to Dale and Glade for all their hard work. The Council and Mayor thanked the Allred’s for their contributions to the community.

REQUEST FOR SPONSORSHIP OF DINO TRI – KATIE BULLOCH: Erin Bradley stated that she and Katie Bulloch have taken over the dino-triathlon and requested the City sponsor the event in the amount of \$5,000. Councilmember Clark noted that the City contributed \$2000 last year. Erin Bradley stated they are hoping to have this event become a regional qualifier within the next few years. Councilmember Bert Clark asked what the schedule is for this event. Erin Bradley answered it is scheduled for the last weekend in June. *Councilmember Cowan stated that she appreciates Ms. Bradley and Ms. Bulloch’s work to keep this event going and moved to continue to support the Dino-tri with a \$2000 sponsorship, the same as in the past. Councilmember Bert Clark seconded the motion. The motion passed with the following roll call vote:*

- Councilmember Munford..... aye;*
- Councilmember Cowan..... aye;*
- Councilmember Everett..... aye;*
- Councilmember Scott..... aye*
- Councilmember Clark..... aye.*

**MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD,
DECEMBER 17, 2014**

44 Mayor Sonja Norton requested they report back to the Council after the event.
45

46 **AMENDMENT TO THE VERNAL CITY PERSONNEL POLICIES & PROCEDURES -**
47 **PROBATIONARY TIME FOR EMPLOYEES SELECTED OFF THE**
48 **REAPPOINTMENT REGISTER RESOLUTION NO. 2014-21:** Ken Bassett explained that
49 the City has established a reappointment register for quite a long time, however, this is the first
50 time that an employee who has left employment and then came back has asked that their
51 probationary time be shortened to take in the amount of time they were originally employed. The
52 reappointment register is for employees leaving in good standing, and their name remains on that
53 hiring roster for a year. If a position is available and they want to come back, the Department
54 Head can take them off the register if they are qualified. Recently a police officer resigned and
55 within days he decided he wanted to come back. His year probation was almost completed so
56 he questioned why he would have to start over. The current policy requires him to start over
57 which sometimes policy gets in the way of good reasoning. Resolution No. 2014-21 allows an
58 employee that is hired from the reappointment register for the same position, to not have to go
59 through another probationary period. If that person has not finished their initial probationary
60 period, they will be required to finish it. This policy will also apply to merit increases.
61 *Councilmember Bert Clark moved to approve Resolution No. 2014-21 as presented.*
62 *Councilmember Samantha Scott seconded the motion. The motion passed with the following*
63 *roll call vote:*

64 *Councilmember Munford..... aye;*
65 *Councilmember Cowan..... aye;*
66 *Councilmember Everett..... aye;*
67 *Councilmember Scott..... aye*
68 *Councilmember Clark..... aye.*
69

70 **REQUEST FOR APPROVAL OF ASHLEY ESTATES PHASE II TRANSFER OF**
71 **IMPROVEMENTS:** Allen Parker presented the request to accept the transfer of public
72 improvements for Ashley Estates phase II completed by Kimball Glazier. The improvements
73 were inspected and signed off by the City departments. These improvements are located at 1000
74 South on the east side of 500 West and include the cul-de-sac. Councilmember Bert Clark
75 asked what the warranty period is. Allen Parker stated it is two years under the City code for all
76 public infrastructure. Mayor Norton asked if the private drive meets the minimum access.
77 Allen Parker stated it is 24 feet wide and does meet City standards. After further discussion
78 *Councilmember Dave Everett moved to accept the transfer of the public infrastructure for Ashley*
79 *Estates Phase II. Councilmember Ted Munford seconded the motion. The motion passed with*
80 *Councilmembers Everett, Munford, Cowan, Clark and Scott voting in favor.*
81

82 **APPOINTMENT TO UINTAH IMPACT MITIGATION SSD – MAYOR NORTON:**
83 **Mayor** Norton stated that she has been serving on the Board for the Uintah Impact Mitigation
84 Special Service District and would like to continue. *Councilmember JoAnn Cowan moved to*
85 *accept the recommendation to reappoint Sonja Norton to the Uintah Impact Mitigation SSD*
86 *Board. Councilmember Ted Munford seconded the motion. The motion passed with*
87 *Councilmembers Cowan, Munford, Everett, Scott and Clark voting in favor.*
88

**MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD,
DECEMBER 17, 2014**

89 **REQUEST TO AMEND THE VERNAL CITY MUNICIPAL CODE – BUSINESS**
90 **LICENSE REGULATIONS, ALCOHOLIC BEVERAGE LICENSE & REGULATORY**
91 **PROVISIONS- ORDINANCE NO. 2014-42:** Ken Bassett explained that the alcoholic
92 beverage licensing provisions need to be revised to require applicants to comply with all federal,
93 state and local regulations. If the businesses does not comply, that is grounds to revoke their
94 business license. The second part of this ordinance eliminates the requirement for the City
95 Council to approve alcohol licenses. Over the years the Council has gotten away from having
96 to approve each and every license that came before the City. There is still one area where City
97 Council reviews the license and can revoke it without good reason and that section should be
98 changed. Mr. Tyler Orr asked for clarification on what this Ordinance will change. Ken Bassett
99 explained it will change the language so when an applicant applies for a liquor license they have
100 to comply with certain provisions through the State as well as the City. The staff handles the
101 licensing process, and once the applicant has completed all the requirements, the license is
102 issued. In the past the application went to the Council first. This ordinance changes one
103 section that still required review by the Council. Councilmember Clark asked if there is any
104 enforcement with the State or do they rely on Vernal City. Councilmember Everett stated that the
105 Liquor Commission does annual and regular inspections for establishments and does a thorough
106 job. Tyler Orr asked if the number of liquor licenses issued is based on population.
107 Councilmember JoAnn Cowan answered yes - the State only allows so many liquor licenses with
108 the majority of those being on the Wasatch Front. The City has not denied any licenses.
109 *Councilmember Samantha Scott moved to approve Ordinance No. 2014-42. Councilmember Ted*
110 *Munford seconded the motion. The motion passed with the following roll call vote:*

111 *Councilmember Munford..... aye;*
112 *Councilmember Cowan..... aye;*
113 *Councilmember Everett..... aye;*
114 *Councilmember Scott..... aye*
115 *Councilmember Clark..... aye.*

117 **REQUEST FOR APPROVAL OF SEWER RATES INCREASE VIA SEWER**
118 **MANAGEMENT BOARD INCREASE – RESOLUTION NO. 2014-20:** Ken Bassett
119 explained that the City received a notice from the Sewer Management Board that effective
120 January 1st their fees will increase by 5% which is approximately \$45,000 to the City. That
121 additional fee has been included on Resolution No. 2014-20 to keep up with what is needed to
122 run the sewer utility. Councilmember JoAnn Cowan asked what the increased fee represents.
123 Councilmember Bert Clark explained that the sewer treatment plant is at maximum capacity so
124 the next section of the plant will need to be opened soon which will double the costs. Also, the
125 plant is now twelve years old and some of the equipment is due to be replaced. Ken Basset
126 asked if the Sewer Management Board funded depreciation. Councilmember Clark noted that
127 with the downslide in the economy, they have not been able to fund all the depreciation.
128 Councilmember Cowan asked if the increase applies to all three entities. Councilmember Clark
129 answered yes, that Maeser, Vernal City and Ashley Valley will all receive fee increases.
130 Councilmember Dave Everett stated that the EPA is also initiating new restrictions for
131 phosphorous levels which is expensive to monitor. Councilmember Clark noted that the sewer
132 rate will increase by 69 cents per household. Mike Davis asked the Council to round off the rate
133 so it is easier to calculate. Councilmember JoAnn Cowan agreed that the sewer rate should be
134 rounded to the 5 cent increment. Councilmember Everett noted that there has not been a rate

MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD, DECEMBER 17, 2014

35 increase from the Sewer Management Board for seven years. After further discussion,
136 *Councilmember Bert Clark moved to approve Resolution No. 2014-20 with the rates rounded*
137 *out. Councilmember Dave Everett seconded the motion. The motion passed with the*
138 *following roll call vote:*

139 *Councilmember Munford..... aye;*
140 *Councilmember Cowan..... aye;*
141 *Councilmember Everett..... aye;*
142 *Councilmember Scott..... aye*
143 *Councilmember Clark..... aye*
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145

REQUEST FOR APPROVAL OF TRANSPORTATION FUNDING SUPPORT –

147 **RESOLUTION NO. 2014-22:** Ken Bassett reminded the Council of the Unified
148 Transportation Coalition which has been formed throughout the State in an effort to make
149 residents as well as the Legislature aware of transportation funding needs for local and State
150 governments. The citizens want well maintained roads, bridges and trails, and funding has been
151 dwindling to take care of these needs. This year there is an effort by the Utah League of Cities
152 and Towns and Utah Association of Counties as well as private businesses to approach the
153 Legislature to pass legislation to provide more funding options for roads for local governments
154 as well as the State. The main proposal is to increase the gas tax that the State imposes with that
155 increase being used for State roads. In exchange, the Legislature would allow local governments
156 to impose a .25% sales tax for maintenance and construction of roads in cities, towns and
157 counties. Back in the 1990's, Vernal City was fortunate to have a bond election voted on by the
158 residents that allowed the City to impose a 1/4% tax and pay off a loan for road projects.
159 Councilmember Clark stated this will equalize the funding for residents that drive the more
160 expensive hybrids cars. Mayor Norton agreed that there are many different modes of
161 transportation that do not use motorized vehicles and do not pay for the use of the roads through
162 a gasoline tax. For Vernal, the money received from the gas tax only pays about 20% of the
163 costs to maintain the roads. Therefore, it is important to support this funding request to the
164 Legislature. *Councilmember JoAnn Cowan moved to support the transportation initiative with*
165 *the Legislature and adopt Resolution No. 2014-22. Councilmember Ted Munford seconded the*
166 *motion. The motion passed with the following roll call vote:*

167 *Councilmember Munford..... aye;*
168 *Councilmember Cowan..... aye;*
169 *Councilmember Everett..... aye;*
170 *Councilmember Scott..... aye*
171 *Councilmember Clark..... aye.*
172

REQUEST FOR APPROVAL OF PLANNING COMMISSION 2015 MEETING SCHEDULE – ORDINANCE NO. 2014-43:

173 Ken Bassett explained that there is a statutory
174 requirement for the Planning Commission and the City Council to adopt an annual meeting
175 schedule every year. Although the Planning Commission has not forwarded a recommendation
176 for their 2015 schedule yet, Ordinance No. 2014-43 has been drafted to set their 2015 schedule to
177 be the same as 2014. If they determine a different time is needed, then the Council can change it.
178 *Councilmember Ted Munford moved to approve Ordinance No. 2014-43 setting the 2015*
179

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80 meeting schedule for the Planning Commission. Councilmember Dave Everett seconded the
181 motion. The motion passed with the following roll call vote:

- 182 Councilmember Munford..... aye;
- 183 Councilmember Cowan..... aye;
- 184 Councilmember Everett..... aye;
- 185 Councilmember Scott..... aye
- 186 Councilmember Clark..... aye.

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188 **REQUEST FOR APPROVAL OF CITY COUNCIL 2015 MEETING SCHEDULE –**
189 **ORDINANCE NO. 2014-41:** Councilmember JoAnn Cowan moved to approve Ordinance No.
190 2014-41 setting the City Council meeting schedule for 2015. Councilmember Ted Munford
191 seconded the motion. The motion passed with the following roll call vote:

- 192 Councilmember Munford..... aye;
- 193 Councilmember Cowan..... aye;
- 194 Councilmember Everett..... aye;
- 195 Councilmember Scott..... aye
- 196 Councilmember Clark..... aye.

197

198 **APPOINTMENT OF PLANNING COMMISSION MEMBERS:** Mayor Sonja Norton
199 explained that several names have been brought forward to fill open positions on the Planning
200 Commission. Those names are: Paul Boren, Zack Blackam, Forest Harris and Cam Pope.
201 Councilmember Cowan suggested a female be appointed. Mayor Norton asked if the alternates
202 should be moved up to the regular position and then appoint new members as alternates. Allen
203 Parker stated that some of the alternates have a tough time meeting the schedule requirements.
204 Councilmember Clark explained he spoke with Cam Pope, and he is interested in serving and
205 recommended he be appointed. Mayor Norton stated that he is on the Recreation District Board
206 as well. Allen Parker noted that Mr. Blackam is younger. Ken Bassett stated that Mr. Harris
207 is the manager of AT & T. Councilmember Bert Clark moved to appoint Cam Pope to the
208 Planning Commission. Councilmember Ted Munford seconded the motion. There was some
209 discussion regarding appointing Mr. Pope as a regular member or an alternate.
210 Councilmember Clark amended his motion to appoint Mr. Pope as an alternate member of the
211 Planning Commission. Councilmember Ted Munford seconded the motion. The motion
212 passed with Councilmembers Clark, Munford, Scott, Everett and Cowan voting in favor.

213

214 The consensus of the Council was to contact the alternates to see if they would be willing to
215 serve as regular members and contact the other people mentioned to see if they had the time to
216 serve. Councilmember Ted Munford recommended contacting Scott Gessell with Tri-County
217 Health as well. Allen Parker noted that the Planning Commission members are required to
218 attend 80% of the meetings while alternates do not have that same requirement. However, they
219 need to have the same amount of training and be prepared to vote. It was suggested that
220 alternates members have the same attendance requirement.

221

222 **Administrative Reports:**

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224 Road Department:

225 Councilmember Clark praised the road department for their quick work after the last storm in

**MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD,
DECEMBER 17, 2014**

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sanding the roads.

Christmas Holiday:

Roxanne Behunin expressed the employee's appreciation for the extra time off to celebrate Christmas.

ADJOURN: There being no further business, Councilmember Ted Munford moved to adjourn. Councilmember Dave Everett seconded the motion. The motion passed with a unanimous vote and the meeting was declared adjourned.

ATTEST:

Roxanne Behunin, Deputy Recorder

Mayor Sonja Norton

(S E A L)

AWAITING FORMAL APPROVAL

**VERNAL CITY COUNCIL COMMITTEE
AND BOARD ASSIGNMENTS**

2014 Board Assignments

ADMINISTRATIVE COMMITTEE

Ted Munford
Sonja Norton

**AFFORDABLE HOUSING
SUB-COMMITTEE & REGIONAL
HOMELESS COMMITTEE**

JoAnn Cowan

AIRPORT ADVISORY BOARD

Bert Clark

ANIMAL SERVICES DISTRICT

Dave Everett

BOARD OF ADJUSTMENT

Samantha Scott

CEMETERY BOARD

Bert Clark

CHAMBER OF COMMERCE

Sonja Norton

**CONSOLIDATED DISPATCH
GOVERNING BOARD**

Ted Munford

FIRE SUPPRESSION DISTRICT

JoAnn Cowan

HEALTH CARE SERVICES DISTRICT

Ted Munford

**IMPACT MITIGATION
SPECIAL SERVICE DISTRICT**

Sonja Norton

**UBAG & ECONOMIC DEVELOPMENT
BOARD / RLF BOARD**

Sonja Norton

**UINTAH COUNTY / VERNAL CITY
INTERLOCAL AGENCY**

Bert Clark
Sonja Norton

DOWNTOWN MERCHANTS ASSOC.

Samantha Scott

PARKS & RECREATION DISTRICT

Samantha Scott

PLANNING COMMISSION

Samantha Scott

PUBLIC SAFETY COMMITTEE

JoAnn Cowan
Ted Munford

PUBLIC WORKS COMMITTEE

Dave Everett
Ted Munford

**RECYCLING
SUB-COMMITTEE**

Bert Clark

SEWER MANAGEMENT BOARD

Dave Everett
Bert Clark

UINTAH BASIN ASSISTANCE COUNCIL

JoAnn Cowan

**UINTAH BASIN NARCOTICS STRIKE
FORCE GOVERNING BOARD**

Dave Everett

VICTIM ADVOCACY

JoAnn Cowan

YOUTH CITY COUNCIL

Samantha Scott



374 East Main St.
Vernal, Utah 84078

Phone: (435) 789-2255

Fax: (435) 789-2256

www.vernalcity.org

VERNAL CITY PROPERTY
300 SOUTH 1363 WEST .18 ACRES

BID OPENING
January 6, 2015
10:00 AM

IN ATTENDANCE: Ken Bassett
Mike Davis
Sarah Lamb

City Manager
Finance Department
Finance Department

BIDS:

| | | |
|---------------------|----|-----------|
| Pam & Jo Rosal | \$ | 27,650.00 |
| Keith & Pam Despain | \$ | 20,000.00 |



374 East Main St.
Vernal, Utah 84078

Phone: (435) 789-2255

Fax: (435) 789-2256

www.vernalcity.org

VERNAL CITY PROPERTY
250 SOUTH 1469 WEST .2 ACRES

BID OPENING
January 6, 2015
10:00 AM

IN ATTENDANCE: Ken Bassett
Mike Davis
Sarah Lamb

City Manager
Finance Department
Finance Department

BIDS:

| | | |
|---------------------|----|-----------|
| Pam & Jo Rosal | \$ | 27,692.00 |
| Keith & Pam Despain | \$ | 27,000.00 |