

Minutes of the **Work Session** of the **City Council** held Tuesday, **January 6, 2015**, at 4:00 p.m. at the Lehi City Administration Building, 153 North 100 East, Lehi, Utah.

Members Present: Bert Wilson, Mayor
Chris Condie, Council Member
Mark Johnson, Council Member
Johnny Revill, Council Member
Mike Southwick, Council Member

Excused: Paul Hancock, Council Member

Others Present: Derek Todd, City Administrator; Jason Walker, Assistant City Administrator; Kim Struthers, Planning Director; Lorin Powell, City Engineer; Dave Sanderson, Finance Director; Joel Eves, Power Director; Todd Munger, Public Works Director; Darren Paul, Police Chief; Jeremy Craft, Fire Chief; Doug Meldrum, Economic Development Manager; Steve Marchbanks, Parks Superintendent; Robert Ranc, Assistant to the City Administrator, Cameron Boyle, Management Analyst; Erin Wells, Special Events Coordinator; Marilyn Banasky, City Recorder; and 4 citizens.

1. Welcome and Opening Comment

Mayor Wilson welcomed everyone and noted that all City Councilmembers were present except Councilor Hancock who is excused. Councilor Revill gave the opening comment.

2. Facilities Master Plan Discussion – GSBS and Jason Walker, Assistant City Administrator.

Jason Walker stated that GSBS Architects has taken inventory of the current city facility needs and projected future facility needs. Scott Henrickson with GSBS Architects gave an overview of the facilities master plan and stated that as Lehi's population grows the need for more facility space will also grow. He introduced Kyle Reiner and Christine Richmond from his firm.

Christine Richmond discussed the long term solutions for a civic campus. She stated that they are recommending that it be done in phases.

Phase 1:

- Remodel the administration building to hold current functions and engineering, planning, building inspections, development services and legal.
- Remodel the second level of the water facility to provide centralized offices for all public works managers.
- Add covered storage and pull through bays to Streets/Fleets/Parks site to meet immediate needs.
- Provide additional office space, training space, and storage to meet immediate needs at the police station.

Phase 2:

- Move storage in the City owned houses to be demolished and the Literacy Center to the vacant bank building. Remodel the old Literacy Center as Library expansion.
- Build a purpose built government building with storage on the existing parking east of the Library.
- Build more storage bays as required for future growth for Public Works
- Build a new building for Fleet/Streets/Parks to consolidate all office, training and meeting functions and demolish existing facilities that previously served these functions. Reconfigure parks portion of the site to better integrate into the overall campus.
- Evaluate the adjacent site at the Police Station for use as parking/storage or new police department facility.
- Evaluate the current art center site for possible uses and review possible new site for the Arts Center on Main Street.

Phase 3:

- Move the Literacy Center from the bank building to the now vacated arts center. Demolish the old bank building.
- Move all remaining storage to new storage areas in the Government Building. Demolish remaining City owned house and develop new green space for City Center.
- Build a new Arts Center on Main Street.

Phase 4:

- Demolish the old Library after the new one is complete. Close 100 N. on east half of City campus and continue developing parking and plaza area on old Library site. Build a new Government Building with additional storage space on eastern edge of City campus next to the old administration building.
- Build a new Library.

Phase 5:

- Build a new purpose built Court Building and remodel the existing court building for new use.

A discussion was held regarding the plan. Mr. Walker reported that this plan will be brought back on January 27, 2015 for approval.

3. Communications and Transparency Discussion – Mayor Wilson and Derek Todd, City Administrator.

Mayor Wilson stated that both he and Derek Todd have been working on communications and transparency issues and want to discuss it with the Council. Derek Todd went over the bullet list of items that were included in the packet. Councilor Revill suggested having the department reports during the work session, which would allow each department to give a report once a year as there are 12 departments. Councilor Southwick inquired if they should start pre-council sooner than 5:30 p.m. and Council meetings could go longer if needed. A discussion was held regarding the Agenda Review in Pre-Council and how much review/discussion should be done in Pre-Council versus the City Council meeting.

Councilor Condie discussed the budget process and the Council's involvement in it. He expressed concern that the Mayor presents the budget and because of Round-up week the Council is rushed to approve it. He would like more interaction with the budget process and

allowing Department Heads the ability to make their case for items they need to the Council even if the Budget Team has not funded it. Derek Todd reported that the Council will receive the budget a week earlier this year. Councilor Johnson stated that they go through the budget every month at TSSD. He is concerned about the overruns that have happened lately and feels there needs to be more transparency as far as Council involvement. He stated that there are a lot of things in the Admin report they don't need but there are some things they do need. He would like to be notified when a budget is going over and it should be in red in the Admin report and that could be discussed in their next meeting. Mr. Todd stated that Dave Sanderson puts out a budget report and a line item report that can be sent out to the Council. He reported that he is now committed that when a project goes over, he will send that out in an e-mail to the Council. He stated that they could put a monthly budget report from the Finance Department on the Council agenda. Dave Sanderson reported that each Department Head is responsible for their own budget and they should account for any overrun and not him. He will give the Council an overview but the Department Head should account for their own budgets. He reported that there are a lot of projects that are budgeted for that are never spent. Councilor Condie agrees with that and feels the Department Head should be the one held accountable. Councilor Revill inquired if they can get a report that shows what line items are going over. Mr. Sanderson replied there is a report he can run that is very large that shows each line item. He said 99% of the budgets are fine, and it is just the 1% that the Council is interested in. Councilor Revill stated that it is more important to him to find out the 1% of the emerging financial issues. Councilor Johnson stated that they need to know about what is going bad sooner than weeks or months after the fact. Ryan Wood stated that every month he receives a report from the Finance Department showing his budget and line items. He suggested that Department go over their budgets with Mr. Todd in their one-on-ones and then Mr. Todd could inform the Council if there are any problems. Mr. Todd stated that the problem comes when the line item goes over but that is nothing compared to the entire budget. He wonders how he is supposed to know what the Council wants to know. Mr. Sanderson stated that he can create a report on the projects of the City that are over budget.

Councilor Johnson stated that he would like to see the Round Table item back on the City Council agenda. Mr. Wood stated that he doesn't have an objection on that, but cautioned the Council that if they hold an extensive discussion on an item that isn't on the agenda, that doesn't allow the public any notice that an item will be discussed. He stated that if they see that a discussion item is something that should be done in a public meeting with proper notice, they should ask for that item to be placed on the next City Council agenda.

Councilor Johnson stated that he would like to see more discussion in the City Council meetings. Mayor Wilson stated that they have had short Council meetings and has had a lot of developers tell him that they appreciate that. He struggles with having a lengthy discussion on a yes or no item. Councilor Condie thinks it is the Council's responsibility to bring up questions that they may have during an item. Councilor Revill feels that the petitioner should stand up in front of them during Council meeting and present their project. He stated that they used to deny items without prejudice, if the petitioner wasn't present.

Derek Todd reviewed the items that the Council discussed:

- Department briefing once a month at work session.
- Start pre council earlier. Consensus was reached to keep Pre-Council at 5:30 p.m. and reconvene after the regular City Council session if necessary.
- Monthly report from the Finance Department on large capital items.

- Admin report. Consensus was reached to cut the report down to 3 items from Departments and highlight budget items that are going bad in red. Mr. Todd will also e-mail the Council when a budget item is going bad.
- Round Table. Consensus was reached to put the round table discussion item back on the City Council agenda.

ADMIN REPORT

Green Eggs and Ham

Jason Walker reported that they want to cancel the Green Eggs and Ham event. He stated that Ms. Weitzel has had some health issues and they are concerned with having enough staff to hold the event. He explained that the event is a fundraiser for the Literacy Center, but isn't making any money. He stated that if the Council still wants to do it, he would recommend making it a community event under the Special Events Coordinator instead of a fundraiser for the Literacy Center. Consensus was reached to cancel the event for this year and consider doing it on a different date and doing just breakfast without all the other activities.

Curtis Center

Mayor Wilson stated that there have been several meetings on the Curtis Center and that it is progressing very well. He reported that it will be three buildings with classrooms, a theater, and a gym at a cost of \$20 million. He stated that once the money is raised and the Curtis Center is built, Lehi City will be responsible for the ongoing operation and maintenance of the facility which is estimated to be \$2.5 million per year. He stated that they are working on a Letter of Understanding now which will outline the operating agreement which will include items such as, who gets the revenues as well as use times for both the City and the Curtis Center programs. A discussion was held regarding the operations of the facility and costs. Ryan Wood stated that they will continue to negotiate the Letter of Understanding and will bring that back to the Council prior to the Mayor signing it.

Lee Property Update

Lorin Powell reported that the Lee property is the last piece they need to continue the road that will go past the hospital to the frontage road. He stated that the process for condemnation has been started as the Lee's are not willing to negotiate with the City for this right-of-way. He is hopeful that it won't come to that, but just wanted the Council to know what is happening.

Sandpit Reservoir

Lorin Powell reported that there is some caulking that needs to be done on the Sandpit Reservoir and once that is finished the dam safety people can give the go ahead to begin filling the reservoir.

Sandpit Well

Lorin Powell reported that the Sandpit Well has been drilled and the screening and casings will soon be put in. He hopes they will be done with the hole and can begin testing in the next week or two. He reported that the Mitchell Well is next and they have worked with American Fork and have an agreement. He reported that he is also working on an issue with septic tanks in the City and getting those residents off septic tanks and onto the City sewer system.

Parks Master Plan

Jason Walker distributed a map outlining current and future parks and their service areas. He stated that Landmark Design is assessing the current service levels and will update the Council

on March 10, 2015. Councilor Condie discussed the needs for parks in Jordan Willows and punching out a road to Pioneer Crossing.

Lobbyist Contract

Jason Walker stated that he has researched securing a lobbyist for the upcoming legislative session. He is recommending joining forces with Andrew Bybee and participate in hiring the same lobbyists to represent both groups. The lobbyists are Jeff Hartley and Craig Peterson. He stated that they can secure a third lobbyist for Lehi if they feel it is necessary. Councilor Johnson inquired if Lehi City is hiring their own lobbyist. Mr. Walker stated that Lehi City will participate together with Andrew Bybee's group and will pay a portion of that contract cost. He stated that the cost of the contract of \$50,000 and Lehi City will more than likely participate at 50% or \$25,000. Consensus was reached to participate in the lobbyist contract for Jeff Hartley and Craig Peterson.

Museum/Vets Park Signage

Steve Marchbanks distributed a handout outlining the proposed full color LED readerboard display monument signs for the Hutchings Museum and Vets Park. He stated that this is a budgeted item.

Local Officials Day at the Legislature

Councilor Johnson feels it is beneficial to attend the Local Officials Day at the Legislature if they set up meetings with their representatives. He stated that the last time they went there, they didn't have any meetings set up. Jason Walker reported that would be something the Lobbyist could set up for them, but isn't sure that Local Officials Day is the time for those meetings. He stated that they could have the Lobbyist set up the meetings with the right people at the right time.

4. Consideration of adjourning into a Closed Executive Session to discuss the character, professional competence, or physical or mental health of an individual, as per UCC Code 52-4-205(a); discuss pending or reasonably imminent litigation as per UCC Code 52-4-205(c); and discuss the purchase, exchange, or lease of real property as per UCC Code 52-4-205(d).

Motion: Councilor Revill moved to adjourn into a Closed Executive Session to discuss pending litigation, real estate, and personnel. Councilor Southwick seconded the motion.

Roll Call Vote: Councilor Revill, Yes; Councilor Southwick, Yes; Councilor Johnson, Yes; and Councilor Johnson, Yes. The motion passed unanimously.

The meeting adjourned into a Closed Executive Session at 7:16 p.m.
The meeting reconvened at 8:00 p.m.

5. Adjournment

With no further business to come before the City Council at this time the meeting adjourned at approximately 8:00 p.m.

Approved: January 13, 2015

Attest:

Bert Wilson, Mayor

Marilyn Banasky, City Recorder