
Minutes
Workshop Meeting
January 13, 2015

Present: Mayor Kenneth Neilson, Councilmen Garth Nisson, Kress Staheli, Thad Seegmiller, Jeff Turek, City Attorney Jeff Starkey, City Manager Roger Carter, City Recorder Danice Bulloch, Community Development Director Drew Ellerman, IT Director Steve Whittekiend, Public Works Director Mike Shaw, Administrative Services Manager Kimberly Ruesch, Power Director Kelly Carlson, Leisure Services Director Barry Blake, Human Resource Director Ruth Holyoak, Treasurer Kerry Wheelwright, Police Chief Jim Keith, Fire Chief Brent Hafen, Parks Superintendent Dave Jordan, Golf Course Superintendent Jeff Stevenson, Aquatics Director Benjamin Rae, Audience: Kai Reed, John Stiedaman

Meeting commenced at 6:00 P.M.

Excused: Councilman Ronald Truman

1. Approval of the Agenda.

Councilman Turek made a motion to approve the agenda. Councilman Nisson seconded the motion; which passed with the following roll call vote:

<i>Councilman Nisson</i>	<i>Aye</i>
<i>Councilman Seegmiller</i>	<i>Aye</i>
<i>Councilman Turek</i>	<i>Aye</i>

2. Review of the board audit report.

Administrative Services Manager Kimberly Ruesch reviewed the board audit report with Council.

3. Discussion and review of “Activate” Road Respect Designation, thereby laying the foundation for sustainable and ongoing bicycle planning and awareness in each community. Kai Reed, Southern Utah Bicycle Alliance

Kai Reed explained she has been involved in cycling advocacy for many years. She received a grant to assist in bicycle planning. A powerpoint presentation was reviewed with Council with regard to road respect. They received the money from the Health Department. One of the factors is due to obesity levels, which have become a physical and economical impact on the

communities. The program is designed to get people active, and one of the ways is to introduce communities to cycling through Road Respect.

Councilman Turek stated he feels it would be very positive for our Community.

City Manager Roger Carter stated Ms. Reed can follow up with him in order to move forward with the Road Respect program.

Ms. Reed stated with the grant, they are only required to achieve a Level 1 designation, but she does not see any issue with Washington City easily meeting the 2nd Level.

Mayor Neilson asked Ms. Reed to work with City Manager Carter to move forward.

4 Discussion and review of Spontaneous Volunteer Management. By covering donations and an overview on what a Volunteer Reception Center is what Spontaneous Volunteering is. Aquatic Manager Ben Rae

Administrative Services Manager Kimberly Ruesch reviewed the Spontaneous Volunteer Management Program with Council. The plan is in the works, and would most likely take a couple of years to develop completely. She will be bringing the plan to Council in the future to update and review as they move forward.

Aquatics Director Ben Rae explained they have began collecting items in the event of an emergency. They have also been using Eagle Scout Projects to assist with the emergency preparedness storage and items.

City Manager Carter stated many times we get overwhelmed with volunteers when there is an emergency event.

Councilman Seegmiller asked what the trigger is for the program.

Administrative Services Manager Ruesch stated trigger would be on a case by case basis. The program will be designed based on the type of emergency and volunteers assigned as necessary for the particular needs. She explained the Old School Building was chosen for the program because of the close proximity to the City Building, which is our designated Emergency Operating Committee location. The Community Center has been assigned the back-up location because they have backup generators and power.

5. Presentation of the Department Objectives for the FY 2016 including Personnel and Capital Equipment. Washington City Department Heads

City Treasurer Kerry Wheelwright reviewed the Treasurer Department objectives with Council.

Councilman Turek asked if we periodically shop credit card handling fees.

City Treasurer Wheelwright stated we do sent out request for proposals periodically, and are currently on a State Contract with Chase Bank.

Councilman Staheli asked what internal controls do we have to make sure misuse of credit cards does not take place.

City Treasurer Wheelwright explained this particular item falls under the finance supervisor Brian Brown. He explained the process for credit card usage. He then explained his cash handling processes and controls.

Councilman Staheli asked what we have aside from our yearly audit in order to make sure there is not a misuse of funds internally.

City Treasurer Wheelwright stated he has a three step process for internal controls, which he feels is very effective. We also have a program through Zions Bank, which has a program to assist in the unlikely event of check fraud.

City Manager Roger Carter reviewed the Managers Department Objectives. Some of his big projects will be to assist in the Police Department Building along with the Sullivan Park completion. He will also be working on goals, which has been designated by Council. He is also looking to hire two part-time receptionists to take all the incoming phone calls, along with being a first person to direct those individuals coming to the City to assist in public relations.

Community Development Director Drew Ellerman reviewed the objectives of the Community Development Department. Building permits are down the lowest they have been in 10 years. If the trend continues, he would most likely not need any additional employees.

Councilman Staheli confirmed the number of full-time inspectors in the Building Department.

Mayor Neilson asked how subdivision developments are moving forward.

Community Development Director Ellerman gave a brief update on the approved projects.

Councilman Turek stated builders are hopeful for 2015, but have a flood of homes at the present time. He would like to know if there is any progress in the purchasing of Building permits for the Springbrook Program.

Community Development Director Ellerman stated he has been working with the developer of his program, BluePrints, and the importing of the payments to Springbrook. They are hopeful there is going to be a solution, which will help the programs talk with each other to integrate the payment rather than duplicating work.

Human Resource Director Ruth Holyoak reviewed the objectives for her Department for the upcoming year. We will always have a challenge with our compensation and comparable benefits. There will always be proposals and options given to Council when it comes to those items when it becomes time. It takes all of our employees to keep our City running, and we are grateful for everything they do.

Administrative Services Manager Kimberly Reusch reviewed the Justice Court objectives, as they are currently in Court.

City Manager Carter stated within the next year or so, we will be facing the mandatory retirement of Judge Bunnell. There is a different process as Judges are appointed by a County Board now. One of the suggestions he would like the Council to consider, due to the increased requirements by the State, it would prudent re-evaluate the necessity of our Court.

Councilman Staheli asked where we would send the Court.

City Manager Carter stated it would go to the County Court. We would still receive a portion of the fines. A portion would go the County Courts. However, with all of this, there would most likely be a cost benefit to the City.

Councilman Turek stated he would definitely like to explore the options for court system, and the cost benefit, when the time comes.

City Manager Carter stated often times, Cities look to Court for a revenue generator. However, they are supposed to just cover their costs.

City Recorder Danice Bulloch reviewed objectives for the Records Office. This years is an election year, which is quite expensive. There is a possibility of doing vote by mail, which could help with some of the costs. There is a new portal for GRAMA request the State is now required to use. However, this may be a requirement in the 2016 year for municipalities. In addition, we would like to make sure we have our required education for our department.

City Manager Carter stated he has seen a substantial reduction in cost by mail in ballots, and a far better turn out.

City Recorder Bulloch stated the State is pushing for mail in ballots, and we would like to explore the possibility for Washington City.

It Director Steve Whittekiend reviewed his objectives for the ITGIS Department. There is a significant amount of marketing done in Washington City, which means we need to do a centralized marketing department. In addition, people do not want to come in to the City for all of their forms and requests. He would like to request the part-time Media Coordinator be replaced by a full-time position, which would consist of the marketing and media as a whole. There are some small equipment request, which would go along with the position, such as a quality camera, and possibly some go-pros. The IT Department has been doing very well as a whole this year, and they have been doing very well in completing their goals.

Councilman Turek thanked the IT Department for all they do. Much of their work is behind the scenes, but imperative for Washington City to function.

Power Director Kelly Carlson reviewed the objectives for the Power Department. He would like to request a full-time position for a ground level employee. There is a significant amount of upgrades, which will need to done, and the individuals who are able to work live line will need to do this work. Hiring an individual at the lower end of the pay scale to take care of the minor items would be necessary to implement the upgrades.

Public Works Director Mike Shaw reviewed the objectives for the Water Department. He is

requesting two additional employees for this department. They have not increased this department since 2006, with an increase in services of 45% since this time. The department is also in need of a valve exerciser. They have not been able to keep up with the workload due to the lack of employees. The valve exerciser will assist with this. He is looking into a backhoe lease for the department.

Councilman Staheli asked if these employees could be hired without an effect to the water rates.

Public Works director Shaw stated he absolutely can look into these items without a rate increase. He then reviewed the objectives for the Streets Department. He would like to see the maintenance fund increased to keep up with the repairs. They are also looking into purchasing a new sweeper, with the possibility of keeping the existing sweeper as a back up. The streets department would need two new employees as they have not had an increase in employment since 2006.

Council discussed some of the projects currently in process within the Streets Department.

Public Works Director Mike Shaw reviewed objectives for the Stormwater Department. He would like to earmark employees specifically for the Stormwater Department in order to get more specialized training. He would like to possibly bring on two employees specifically for this department. The reason for two employees is OSHA standards requires two employees when entering manholes as well as other projects, when you cannot have one person working alone.

Councilman Turek asked if Staff has been working with the Turner family on the drainage issues on their property.

Public Works Director stated they are working on an agreement between the City and the Turner Family, in order to get a drainage ditch placed on their property.

Public Works Director Mike Shaw reviewed the objectives for the Sewer Department.

Public Works Director Mike Shaw reviewed the objectives for the Irrigation Department. They are looking to pipe the irrigation line along the freeway. They hope to install weirs in the springs to measure the flows out of the springs. They would also like to develop some of the springs, and are working with an engineer who is very well versed in spring development, in order to get them producing better.

Public Works Director Mike Shaw reviewed the objectives for the Fleet Department. The new department is working out very well. They are doing excellent quality work, at a reasonable price. Ultimately, we would like the Fleet Department to own all of the vehicles, and the departments would lease the vehicles from the Fleet. It will help in the depreciation of the vehicles.

Councilman Staheli clarified the Fleet Department becomes the lessor.

Public Works Director Shaw explained the Fleet Department would purchase all vehicles including police vehicles. The Police Department would then lease the vehicle from the Fleet making the payment, which goes into a fund and creates the ability to purchase a new vehicle.

Council discussed the Fleet Department ability to purchase the vehicles, which is the next step.

Fire Chief Brent Hafen reviewed the objectives of the Fire Department. He discussed the possibility of combining the firefighters throughout the County to allow for a bigger pool of part-time employees, as well as increasing their salaries to keep able to work. Hurricane is ready to move forward with a fire station, and Washington City needs to make some decisions on how they want to proceed with a joint venture.

Police Chief Jim Keith reviewed the objectives for the Police Department. The department will be fully staffed within the next 6 months. The Code Compliance as well as Animal Control is fully staffed as well. They are in need of a part-time records technician. The department is going to need at least three vehicles, and he would like to get into a cycle in rollover vehicles in order to avoid costly maintenance items.

Councilman Turek asked what equipment can be removed from the old vehicle and go into the new vehicle.

Police Chief Keith stated when we keep a vehicle for 10 years, most likely everything will need to be replaced. If we are rolling them out every three to four years, you could probably reuse everything in a new vehicle, but 10 years would be the life of most equipment.

Leisure Services Director Barry Blake reviewed the Community Center objectives for the upcoming year. He would like to create a fund for long term maintenance of the facility. There are so many things involved, which eventually wear out. He will be requesting safety straps on the basketball hoops, and a new floor cleaning machine. The stairs for the slide need to be replaced, and will be addressed soon. The pool deck also needs refinished.

Councilman Turek asked if the exercise equipment is in working condition.

Leisure Services Director Blake stated we are maintaining the equipment. However, they may look into leasing equipment in the future if it is more financially viable.

Leisure Services Director Barry Blake reviewed the objective for the Parks Department. They would like to upgrade the Veterans Park. He is looking into the Rap Tax for the funding. He would like a line item for repairs due to Mother Nature. They are looking at approximately \$30,000 increase in part-time employees to maintain our new parks. They are also going to be building a dumpster enclosure at the Green Spring Park.

Councilman Staheli asked if impact fees can pay for the enclosure.

Leisure Services Director Blake stated because the park has been completed for so long, they would not be able to use impact fees. Purchases will need to be made for sod as well as sweeper, trailer for the equipment, and a painter for the fields.

Leisure Services Director Barry Blake reviewed the objectives for the Golf Course. The City is taking over the revenue and expenditure of the Snack Bar and Pro Shop. There will need to be adjustments made on the employees as we moves forward.

Councilman Staheli stated he would like to get some feedback with the change over.

Leisure Services Director Blake stated they are in the process of making some changes in the pro shop so it is more aesthetically pleasing without so much clutter. There is some aging equipment, which will need to be switched out or leased.

Mayor Neilson stated we have had the same ball washers since 1985. He would like to recommend those be updated to better versions of ball washers.

Leisure Services Director Blake stated he is trying to get those updated this budget year.

Mayor Neilson stated they would make our course look so much better.

Administrative Services Manager Kimberly Ruesch reviewed the objectives for the Utilities Department. They would like to look at the possibility of making some standardized fees on the applications in order to make the processes easier for receipting. They are looking at finding ways to narrow the gap between the meter reading and due dates. They would like to add an additional part-time employee in the Utilities in order to keep both front desk stations fully staffed. They are looking to add an IVR system, interactive voice, which would include making payments.

Administrative Services Manager Kimberly Ruesch reviewed the objectives for the Finance Department. She would like to purchase additional software from Springbrook, which would include online payroll items, such as emailed W-2 and check stubs. This would be a huge benefit to the employees, as well as cutting down on printing check stubs, stuffing and mailing.

City Attorney Jeff Starkey reviewed his department objectives and goals.

Councilman Turek stated he likes the objectives and encourage his dealing with the Staff to be in a timely fashion. It is the main concern he has heard from most departments.

City Attorney Starkey stated he agrees with concern, and will work on the issue.

Administrative Services Manager Kimberly Ruesch asked if Council has any questions or concerns, if they could provide feedback to those Departments. There is one additional item, SunTran, which may affect the 2016 budget. There are many items coming up in this coming year. As we go into this budget year, Staff will keep you as up to date as possible about any items, which will need to be addressed.

Councilman Staheli asked how other municipalities address the Golf Courses, which run in the red.

Administrative Services Manager Ruesch reviewed different options for operational transfers and funds for the Golf Course.

Council discussed the funding of the Golf Course.

6. Review of the applications for Planning Commission position. Danice Bulloch, City Recorder

City Recorder Danice Bulloch reviewed the applications for the Planning Commission position.

Councilman Seegmiller would like to recommend Rex Papa be reappointed, as he has not been able to complete a full term.

Councilman Staheli stated he would concur with Councilman Seegmiller. He would also like to note we have a very good applicant in the Green Spring area, Robert Bush, and he may be someone you would like to be involved in the cycling program, and possibly as a future Planning Commissioner.

7. Adjournment

Councilman Seegmiller made a motion to adjourn the meeting. Councilman Nisson seconded the motion; which passed with the following roll call vote:

<i>Councilman Nisson</i>	<i>Aye</i>
<i>Councilman Seegmiller</i>	<i>Aye</i>
<i>Councilman Staheli</i>	<i>Aye</i>
<i>Councilman Turek</i>	<i>Aye</i>

Meeting adjourned at 9:34 P.M.

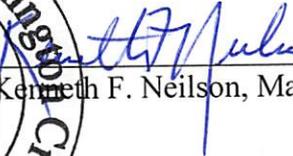
Passed and approved this 11th day of March 2015.

Attest by:


Danice B. Bulloch, CMC
City Recorder



Washington City


Kenneth F. Neilson, Mayor