

# City of Green River

460 East Main Street, Green River, Utah

City Council Minutes  
Special Meeting  
Tuesday, April 14, 2015

**ATTENDING:** Council Members Kathy Ryan, Michael Silliman and Philip Engleman; Employees Conae Black, Tim Glenn; Citizens Dana Engleman, Justin Queen, Amy Wilmarth, Kim McFarlane, Armando Rios, Samuel Bassett, Maria Sykes, Travis Bacon, Ginny Lefler, Hope Christmann, Eduard Korycan, from the SEALG Todd Thorne,

**ABSENT:** Mayor Brady, Penney Riches, Gary Riches

**CONDUCTING:** Mayor Pro Tempore Philip Engleman, the meeting began at 7:09 p.m.

## ORDER OF BUSINESS:

The Pledge of allegiance is directed by Kathy Ryan.

1. Discuss/approve/deny consent agenda. **MOTION:** Kathy Ryan moved to approve the consent agenda. Michael Silliman seconded the motion. **VOTE:** Michael Silliman, Kathy Ryan and Philip Engleman vote aye. The motion carried.

Minutes for March 10, 2015 regular meeting  
February 2015 Recorder's Financial report  
March 2015 Treasurer's report  
April 2015 Payment Approval report

2. Discuss/approve/deny hiring Julie Spadafora as a City Clerk. **MOTION:** Michael Silliman made a motion to approve hiring Julie Spadafora as a City Clerk. Kathy Ryan seconded the motion. **VOTE:** Michael Silliman, Kathy Ryan and Philip Engleman vote aye. The motion carried.

3. Discuss/approve/deny hiring Heather Parsons as a Museum Clerk. Tim Glenn stated he has restructured staffing that will allow for this employee with very limited hours of work at no extra cost to the city. **MOTION:** Kathy Ryan made a motion to approve hiring Heather Parsons as a Museum Clerk. Michael Silliman seconded the motion. **VOTE:** Michael Silliman, Kathy Ryan and Philip Engleman voted aye. The motion carried.

4. Discussion on entering into a contract with the Epicenter for Special Events. Maria Sykes said the Epicenter will be working together as a team with others. They feel it will be better than hiring one person to all of the city events. Chris Lezama will be the main contact for the events but is out of the state at this moment. They have the idea of subcontracting out to others for each event for example if Julie Zwahlen wanted to continue planning Melon Days she could continue to do so under their contract and under the direction of the City Council and they will pay her directly. If there is someone in the community that has a really great idea for an event then they would work with them and facilitate the event. They wouldn't need a separate for each event but would maintain consistency for all of the events. If someone called City Hall and stated they are bringing in an event then the Epicenter would take care of the local needs in order to hold that event. Philip Engleman asked if the contract is less money than what they had originally planned on. Conae Black said the contract has not been drafted up yet. Maria Sykes said they were thinking that this would be a six month contract to give them time to see how this is going to work out. There has never been an Events Coordinator for the City of Green River so there are a lot of unknowns. Kathy Ryan said the city advertised this position for a person and not a group so she is not sure if this will work which is why she wanted to open this up for discussion with the rest of the City Council. Maria Sykes said government agencies have contracted with groups before. She said ideally it could be a person but this is appropriate for Green River. She felt that if one

person did this all year long they would be burnt out and based that on how Julie Zwahlen feels just being over Melon Days. She feels that sharing this burden and working with people who are used to doing local events could be more sustainable. Conae Black said with her experience with just the Queen Pageant it used to run solely on volunteers and that did not work out well. She has since then established a group of volunteer to serve on a committee and finds it difficult to keep committee members. She also brought up the time that the museum was run solely on volunteers and that has not been possible for some time. She did not understand how the Epicenter was going to work this out. Do they plan on organizing the volunteer to the events and the city is paying them to facilitate and organize the volunteers? Maria Sykes said the Epicenter is already involved in most of the events that are already put on so if they are going to be doing it anyway then it would be great to get paid. Maria Sykes said they don't expect these events to run just on volunteers they will be paying each local person in charge. They don't have answers to all of the questions and that is another reason why they would like the contract to only be for six months. Amy Wilmarth asked if it was possible for one person to be the Events Coordinator. Conae Black said this person will be working a maximum of 19 hours a week just on special events. The intent was to build upon the events that exist and bring in new events and depending on the new events that were brought in this part time position could turn into a full time position. Maria Sykes said the Epicenter is willing to try right now as a team to see how this position is going to work. Right now the Epicenter is able to raise funds for their organization and other organizations that they work with. Conae Black said she agrees the Epicenter is capable of doing this but does not see they will have time to do this and that is why you will be bringing on all of these extra people. Maria Sykes said there are already some really great people doing some events that just need support and that is what the Epicenter will bring to the table. Kathy Ryan said this is new territory for the City of Green River. Maria Sykes said if they are not capable of doing this with the staff they have now then they will look at hiring someone. One of the drawbacks of hiring someone to do the work is when they leave then that knowledge leaves with them where as hiring an organization there is more consistency and always someone there to do the work.

5. Introduction of Todd Thorne with the Southeastern Utah Association of Local Governments.

Mr. Thorne stated that he is the new Community Development Block Grant (CDBG) Manager and Revolving Loan Fund Manager. He started about six weeks ago and is making his way around the region to introduce himself. His job is to assist cities and towns within his region with CDBG and Revolving Loan Funds.

6. Presentation from Epicenter on the Fix It First home repair program. Samuel Bassett presented to the Council some of the aspects of the Fix It First home repair program. He explained how an applicant can qualify for the program and what some of the repairs they have done. They identified the need for this program through the City's Housing Plan. He explained how this program is funded. Their goal is to eliminate all housing burdens in town one at a time.

7. Discuss/approve/deny PACT's request for funding for a passenger van. Justin Queen, the Executive Director for PACT, addressed the Mayor and City Council. Tim Glenn, the JWP Museum Director, is also seeking support of this funding. They are requesting a van to help support their summer programs. They recently received a \$62,000 grant from the Utah Office Child Care. This grant will allow them to purchase the supplies, equipment and private staffing needed for their programs. They have expanded their programs. A lot of these programs are off site and not at the Community Center and do not have the transportation to take the kids to the programs they have added so they are not able to meet their programs needs at this time. They have \$150,000 for staff, insurance, supplies and equipment but none of their funders will fund the purchase of Capital Assets so they are not willing to support the purchase of a van to support their programs. That is why they are coming to the city to ask for funding. They project the cost of a van would be \$8,000. This past year PACT has partnered with the Museum on the summer programs and channel resources into city based programs. For instance in the Summer Youth Program Grant \$23,000 of what they have received is going to go into the programs that PACT is partnering with the Museum. It is an opportunity for PACT to give other resources to the

community organizations and to the city. They are really excited about the opportunity to provide all of these programs and to take kids out to different sites and to get them to the museum more often but is requesting support to actually get the kids there and hopes the City Council will consider this request. Tim Glenn, JWP Director, stated that if PACT could have purchased a van with the grant funding they would have. They have tried to find funding for a van but have not been successful. One of the museum programs is the Junior River Runners camp. The grant PACT received will fund this program for the next four years. This year they are purchasing canoes, next year they are purchasing kayaks. They are going to get the kids out on the water and teach them boating skills. PACT is putting up all of the money to do this program but we don't have a way to get them there and it is not due to poor planning one of the vans they have just died on them this last winter. Michael Silliman asked which van. Justin Queen said the bold blue one they got from the Emery County Senior Center. The green van is not the best van but is still operable and only holds ten kids. If they want to get more kids involved then they will need a second van. Philip Engleman said they should discuss this for the next budget year. Conae Black asked when their summer program started. Justin Queen said the first week of June and that is before the city's next fiscal year begins and that is why they are asking for the funding now. Kathy Ryan asked about the proper procedure for funding this request. Conae Black said the city would need to open up the budget for this request which requires a seven day posting period. She said the Council can discuss it so that Justin Queen can get an idea of whether the Council is in favor or opposed with this request. Philip Engleman said he is not totally against it but just didn't know what the budget looked like. Conae Black said right now the General Fund has an excess of over \$400,000. Philip Engleman asked how that happened. Conae Black said the city has received more money than projected and hasn't spent as much as planned. She said the city needs to open up the budget and do something with that excess and strongly suggested another \$50,000 to be transferred over to the museum fund. The Solid Waste fund also needs some attention. She also stated the Capital Project fund has about \$1,000,000 in it. The city has some money to repair some streets if that is what the Council decides is needed. Philip Engleman suggested paying off some the debts. Conae Black did not recommend that because there are too many other needs such as upgrading the sewer lagoons. The city has needs but the city is also not financially hurting. Kathy Ryan said she is not opposed to the city funding the purchase of this van but would prefer if all members of the City Council were present before a final decision was made. Michael Silliman asked Justin Queen where he got the price for the van. Justin Queen said through the State surplus. **MOTION:** Kathy Ryan made a motion to table this until there is a full Council. Michael Silliman seconded the motion. **VOTE:** Michael Silliman, Kathy Ryan and Philip Engleman vote aye. The motion carried.

8. Discuss/approve/deny conducting the election by voting by mail. Conae Black said with this method of voting all registered voters would vote by mail and not at the voting booth. Philip Engleman and Kathy Ryan both said they like voting in person at the voting booths. Conae Black agreed that voting on Election Day at the voting booth is a big social event in Green River. She stated there are 574 registered voters in Green River and if she presented this as a money savings to the city it would be wrong. It will not be that great of a savings. Postage for that will cost \$281.26 one way. The laws recently changed so that the government agency does not have to pay for return postage that leaves the voter paying for the postage or dropping the ballot off to City Hall. If there are any ballots sent in the mail without postage then she has made arrangements with the Post Office to pay for the postage. She felt that most of the people will drop off their ballots. Philip Engleman said if that is the case then keep with the traditional election. Conae Black said this way the city will not have to find elections judges. Three election judges are needed and the city pays each election judge \$100 for the day. Then the city also pays for one meal. So there would be a bit of a savings there. This would also be a lot less work for her but she is not introducing this because it would be a lot less work. Green River City has a pretty good voter turnout but it has been proven that if you hold an election by mail the voter return is greater. With a vote by mail election she will send the ballots out to all registered voters, the voter will get the ballot in the mail, vote and send the ballot back. Kathy Ryan said she is not opposed to it. Philip Engleman asked if the ballots were checked against the roster when they are received. Conae Black said she will be checking off each ballot as they come into the office.

She explained that Philip Engleman will not be able to take Dana Engleman's ballot and vote because there is a place for everyone to sign and she will be checking signatures from the voter registration files she will be getting from the county. She is not a signature expert so if Philip Engleman is pretty good at forging Dana Engleman's signature then there is nothing she can do about that. Philip Engleman said it is kind of strange. Conae Black said it is kind of strange but would like to give it a try and see how it goes. It is possible to go back to the traditional voting method if this does not work out. A question was asked if the ballot was mailed on the day of the election and postmarked on that day would it still be counted. Conae Black said yes. A comment was made that you really wouldn't know the results of the election until all of the valid ballots were counted. Conae Black said yes, but during a traditional election you count any absentee ballot that comes in after Election Day and postmarked on or before Election Day. The actual results of an election are not final until the votes have been canvassed. Eduard Korcan had a concern with the vote by mail method because each ballot is assigned a number and as the ballots come in the person opening and checking the ballot will know how he votes. Conae Black said this is true, she will know that information but if she wanted to keep her job she would need to keep that information confidential. **MOTION:** Kathy Ryan moved to approve conducting the election by voting by mail. **VOTE:** Michael Silliman, Kathy Ryan and Philip Engleman vote aye. The motion carried.

9. Discuss latest CIB application and consideration of submitting a new application. Conae Black said the city has not received a letter of commitment letter from Emery Refinery for their share of funding. In the application it was proposed that Emery Refinery's contribution would be \$735,390 to go towards the 10 inch line out to the West Industrial Park. Because the city did not receive a letter of commitment we had to pull our CIB application. The other side of that is we had added on some additional water and sewer improvements that needed to get done so we are seeking approval to submit another application into CIB that will not include the 10 inch water line to the West Industrial Park. Philip Engleman said he agreed that another application needs to be submitted with water and sewer improvements. Michael Silliman was concerned that if the city did not make some infrastructure improvements then it the industrial park would not be attract business. He felt it would be an asset to the city to install the 10 inch water line. Conae Black said the city cannot afford to install a water line to industry that may or may not come. We were using some of the tax increment money to help with this expense. Philip Engleman said if Emery Refinery is not on board with the water line then the city shouldn't be putting in that line and when they are ready then the city can resubmit another application for funding. Conae Black said if the city resubmitted this application now then we would not have any financial contribution from Emery Refinery. It was decided to submit another application into CIB for improvements to the water and sewer distribution system.

10. Set dates for budget workshops. Conae Black asked Mayor Brady for some dates he could be available for budget workshops but does not know Penney Riches and Gary Riches schedule. The tentative budget is to be approved at the first meeting in May and we are behind schedule because there have not been any workshops held. It was determined that the 17<sup>th</sup> and 21<sup>st</sup> of April are good dates for Mayor Brady, Kathy Ryan, Michael Silliman and Philip Engleman. Conae Black said she would get with Gary and Penney Riches to see if those dates work for them and get back with everyone. Conae Black asked the Council to get her their Council recommendations before the budget workshop.

11. Department Reports. Michael Silliman reported the bathrooms at the parks are open and Doreen Lehnhoff will be cleaning them again this year. There was a meeting held by the Shooting Sports Park but he was unable to attend the meeting. The Shooting Sports Park non-profit organization did some cleaning up of the grounds. They are putting in a handicap ramp in at the Shooting Sports Park. Kathy Ryan reported that she met with some people from the Grand County Cemetery District and they have sprayed for weeds and did some burning and clean up at the Elgin Cemetery. There is still a lot of controversy about what the District wants to do with the cemetery still. Right now they have a good sexton and things should be better. He attended a Transportation meeting hosted by UDOT and there was a lot of talk about the Transportation Tax

amongst other things. The Green River Improvement Team (GRIT) cleaned up the area where the welcome sign is on the east end of town and it looks really good. Repairs have been made to the northeast corner sidewalk at the city park. She has a list of new street and stop signs that need to be ordered and will get that to Bryan Meadows tomorrow. She attended the Utah League of Cities and Towns conference in St. George and thought it was really good. Conae Black said the city cannot go after the Transportation Tax on their own the county has to go after it. Some of the things eligible for that funding would be an increase in C Road funding and trails. If the Council is interested in it then you need to talk to your County Commissioners. She has already spoken with Keith Brady about it and asked him if he would look into it more. Chet Hunt asked her to report to the Council that there are people who have been turning their own water meters on and off which is a violation of our city ordinances. There was a business where the meter was completely damaged due to improperly turning the meter on and off and the business owner hired a private person to install a new meter without city approval. We do not have a code enforcement officer so she did not know what they wanted to do about it. Philip Engleman said a letter needs to be sent out to this business owner. Chet Hunt also said there is an area where a tree has been planted on a main water line which is in the public right-of-way and it needs to be removed. Philip Engleman said a letter needs to go out to that person also. Another concern that Chet Hunt has is the amount of trash on the east and west ends of town created by the businesses. Kathy Ryan said without a code enforcement officer they can't enforce the code to make them comply with the laws. Red Tail Aviation has requested a wind sock to be placed at the airport. Conductive Composites is nearly moved out of the airport and when they have completely moved out she and Bryan Meadows will go around with them and do an inspection of the facility. They put and paid for three phase power to the airport and they are taking that equipment with them. She feels they will leave the office and hanger in better condition than when they moved in. She spent a week at the Utah Municipal Clerks Institute and came away with some concerns about the city being in compliance with the IRS rules. She will be making some changes in procedures to ensure better compliance. Another thing that she would like the Council to consider is every year when the irrigation water is in the ditch people are asking favors of the city to help them with their irrigation lines whether it is the use of the jet rodder to clean out their lines or help repair their lines or whatever it may be. She was talking to Chet Hunt about this and said the Council, City Crew and citizens all need to be on the same page here and Chet replied that there needs to be a book first before you can get on the same page. So there needs to be some ground rules established when it comes to the City vs Irrigation lines. Samuel Bassett reported that he attended the Emery County Trails meeting this month and requested \$25,000 for the City of Green River and they funded that in full. That will pay for trails planning for another year. Tim Glenn said there will be a Hall of Fame ceremony on May 15<sup>th</sup>. This is a fund raiser and the cost is \$50 per person or if you are a member the cost is as low as \$25. They have raised \$2,500 so far. He explained the "This Is Green River" program that the Epicenter and Museum is doing together. Amy Wilmarth and Gayna Salinas had a discussion on the ambulance services in Green River. Philip Engleman reported that the fire at Curtis Island on the east side of the Green River burned 40 acres of land. It involved the Green River Fire Department, BLM and the State of Utah. Green River Fire Department will not get reimbursed unless there are some trained fire fighters trained on wild land fires and they are in the process of getting some fire fighters trained for that. It is an election year and there are three City Council seats available.

12. Adjourn. The meeting adjourned at 8:42 p.m.

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Pat Brady, Mayor

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Conae Black, City Recorder

Approved: \_\_\_\_\_