

**MINUTES  
HIGHLAND CITY COUNCIL MEETING  
Tuesday, November 17, 2015**

Highland City Council Chambers, 5400 West Civic Center Drive, Highland, Utah 84003

**PRESENT:** Mayor Mark S. Thompson, conducting  
Councilmember Brian Braithwaite  
Councilmember Dennis LeBaron  
Councilmember Tim Irwin  
Councilmember Jessie Schoenfeld  
Councilmember Rod Mann

**STAFF PRESENT:** Nathan Crane, City Administrator/Community Development Dir.  
Erin Wells, Assistant to the City Administrator  
Gary LeCheminant, Finance Director  
Justin Parduhn, Public Works O&M Director  
Brian Gwilliam, Chief of Police  
Tim Merrill, City Attorney  
Todd Trane, Contract Engineer  
Brad Freeman, Fire Chief

**EXCUSED:** JoD'Ann Bates, City Recorder

**OTHERS:** Autumn Doyle, Brenna Doyle, McKenzie Swallberg, McKinley Cordner, Laura Mabey, Curtis Bassett, Michelle DeKorver, Mike Privett, Stacey Privett, Carter Bullington, Jacob Jensen, Justin Pflueger, Chuck Owen, Aaron Dayley, Ben Sidwell, Michael Berg, Scott Airmet, Cris Sidwell, Dustin Garrity, Cali Garrity, Davis Roberts, John Armstrong, Mitchell Lord, Luke Fairbanks, Lalith Suresh, Bowman Kap Davis Kearn, Ed Dennis, Rick Horsley, Devirl Barfuss, Ethen Horsley, Dustin Daniel, Jake Newman, Jacob Hoyal, Grayson Davis, Austin Pence, Hyrum Thomas Eli Teeple, Lar Johns.

The meeting was called to order by Mayor Mark S. Thompson as a regular session at 7:00 p.m. The meeting agenda was posted on the *Utah State Public Meeting Website* at least 24 hours prior to the meeting. The prayer was offered by Rod Mann and those assembled were led in the Pledge of Allegiance by Dave Roberts.

**APPEARANCES:**

There were no appearances.

**CONSENT ITEMS:**

**MOTION: Approval of Minutes for the City Council Regular Session – September 1, 2015**

**MOTION: Approval of Minutes for the City Council Regular Session – October 20, 2015**

**MOTION: Approval of Formally Certifying the Election Canvass for the 2015 General Municipal Election – Including Additional Votes from Provisional and Timely Absentee Ballots**  
*Pulled by Rod Mann*

**MOTION: Brian Braithwaite moved that the City Council approve the consent items for the meeting minutes of September 1, 2015 and October 20, 2015.**

**Tim Irwin seconded the motion.**  
**Unanimous vote. Motion carried.**

**MOTION: Approval of Formally Certifying the Election Canvass for the 2015 General Municipal Election – Including Additional Votes from Provisional and Timely Absentee Ballots**  
*Pulled by Rod Mann*

Rod Mann likes the numbers that have been finalized. He requested that staff conduct future elections in a way so as to gather data on each individual precinct rather than a combination. Rod also suggested that the Council hold a meeting to discuss what worked and which areas need to be improved. Brian Braithwaite explained that in speaking with Jody, there had been a miscommunication with the requesting of the precinct and the County delivered differently. Rod was not sure that this was accurate.

Nathan Crane explained that he had spoken with the County. He was told that precinct data is collected by the individual ballot rather than what is produced by the County. He indicated that during this election we were responsible for our own ballot and that by being responsible for our own ballot, we can set it up to collect each precinct.

Brian Braithwaite asked if ballots could be shipped with precinct numbers. Nathan Crane answered that ballot numbers could be included when the ballot is designed. Brian stated that the issue is with the design of the ballot and seeing the distinction between collected ballots. Nathan Crane stated that may be true for County ballots, but if the City is doing the ballot and wants it by precinct then it would depend upon how the ballot is ordered to be printed. Mayor Thompson asked if the ballots could be corrected, and Nathan Crane answered affirmatively.

**MOTION: Rod Mann moved that the City Council approve the Formally Certifying the Election Canvass for the 2015 General Municipal Election.**

**Dennis LeBaron seconded the motion.**  
**Unanimous vote. Motion carried.**

**ACTION ITEMS:**

**ORDINANCE: Amending Chapter 13.48 City Cemetery Policies and Regulations – Addressing Cemeteries on Private Property**

***Background:** At the October 20 City Council meeting, Council directed staff to edit the Municipal Code to allow burials on private property. This request originated from a citizen's petition to City Council.*

*In researching the issue, it has become apparent that State Code currently sets the policies and provisions related to the regulation of cemeteries and handling of a deceased person. Utah State Code Title 8 (Cemeteries) dictates the requirements for platting a cemetery with the County and regulatory requirements of cemeteries including those cemeteries owned by any private individual. The Utah Administrative Code Rule R436 (Authorization for Final Disposition of Deceased Persons) sets the rules for the handling of any deceased person's remains prior to burial.*

*If the City Code were amended to allow cemeteries on private property, any individual wishing to create a cemetery would need to plat the land as a cemetery with Utah County. The State Code then would dictate the requirements of that cemetery and the disposition of a deceased person.*

Erin Wells stated that through all the presented research it became apparent that the State regulates both the disposition of a body and the platting of cemeteries. As per State regulations, cemeteries must be platted through the County. She explained that the proposed ordinance amendment was created pursuant to State code, and as long as individuals follow the code cemeteries will be allowed on private property.

Rod Mann questioned whether it would be correct to end up with two pieces of land when platting a section of a two acre parcel. Erin indicated that this is correct because it would have been platted with the County. Rod inquired if the two created properties could be sold independently of each other, and Nathan answered affirmatively. Rod wanted to know if there is a requirement in place for ensuring that the cemetery plat is accessible, or if it will be an isolated piece of property with no access. Nathan stated that the ordinance would require that the property owner setting up the plot address accessibility issues; however, the matter would not be investigated through his office under the proposal. Rod explained that he's concerned about an isolated, inaccessible property being created and sold, and that subsequently having the main property be sold independently of the isolated property. He's concerned that the property would become an inaccessible island that would not be well maintained. Nathan agreed that this is a possibility.

Tim Merrill stated that it became evident that there were three different directions the City could go with this issue. First, the City could decide this was not a good policy and allow private property owners to deal directly with the County and State. This would also allow the City to not assume any further responsibility. The third option is to heavily regulate based on guidelines defined by the City. Rod asked if it was technically possible for someone to create a plat for a cemetery on their own property. He explained that there would be at least a 20x20 size requirement for the grave. Tim Merrill indicated that it would be as big as is required to dig a hole and comply with the County regulations.

Erin Wells indicated that the State requires platted cemeteries to develop their own rules and regulations. It is up to each individual cemetery for how deep the grave needs to be, whether there needs to be a coffin or a vault. The County has no requirements on the water table or depth of burial, and there is no approval process for cemeteries.

Brian Braithwaite stated that he had several concerns. First, there is nothing to prevent someone from converting their entire acre of property into a private cemetery and then selling plots. As a City Council they are required to protect property rights but should also look at those unintended consequences for those property rights that might be impacted by this ordinance amendment. He stated that in researching other cities and states, the main issue is the maintenance of the cemetery. Brian asked the Council to also consider whether or not to allow the cemetery as simply a section of dirt in someone's backyard, or if it should be marked as a designated burial location.

Brian Braithwaite argued that there needs to be a substantial way of showing that the cemetery exists; otherwise, the grave could become unintentionally desecrated. There are a lot of unintended consequences that are of concern, especially with regards to liability. One such example is that if up to 20 or more people were buried on the property it could become a nuisance piece of property. No one would want to move the graves because it would cost money, thereby rendering the property useless. Furthermore, the property would go into foreclosure and no one would want to purchase it. Brian also stated that there would need to be a restriction on how far away the cemetery would need to be from neighboring property lines.

There was discussion as to whether or not the cemetery would have to be a 10 foot easement. Brian Braithwaite stated that he has not noticed any regulating verbiage, and that the average plot would not be able to fit a 10 foot easement. He explained that while some cemeteries may be well-maintained, others may not, thereby creating several other problems. He suggested changing the cemetery from private to family, and restrictions such as plots per acre and acreage size be included in the ordinance. Brian commented that in a community like Highland, burying someone on a quarter acre parcel where a home exists is not logical.

Brian Braithwaite stated that if the cemetery is going to be a commercial entity, then it needs to be regulated as a commercial entity inside of a residential area. He explained that having a cemetery inside a residential area would not be bad; however, as a City they need to determine whether or not a cemetery inside a residential area should be allowed. He stated that the way this ordinance is currently written, people could come in and start a business without even asking. Rod Mann stated that there are rules in place for businesses, and provided an example of setting up a home-based business. He stated that according to the rules, a person would have to canvass the neighborhood to receive permission from the neighbors within 100 or 200 feet. There was continued discussion on the matter.

Nathan Crane stated that business licenses function as a taxing document and are not designed to regulate. Permitted uses are based on zone. The Council considered having a work session to further discuss some of the issues that Brian has raised. Rod Mann stated that he doesn't see a detrimental impact of burying people in the backyard. He inquired that this issue could

potentially incur added costs upon the City and wondered why the Council was considering the ordinance.

Jessie Schoenfeld stated that she and Dennis had recently visited a private burial plot from the turn of the 20<sup>th</sup> century. The Historical Society wanted to make the plot with five burials to be made public and have public access. She stated that she found this to be interesting because it was once private and now the Historical Society wants it public; therefore, it needs to be accessible. She explained that the site has been maintained by the owners but there is no guarantee that would happen in the future with other properties. Dennis LeBaron commented that he is still in favor of trying to work out an ordinance, but he can agree with many of Brian's points.

Brian Braithwaite stated in trying to create changes to the ordinance, he thought about what regulations needed to be contained in the ordinance. He suggested continuing this item in order to further discuss all options. Tim Irwin expressed concerns with implementing too much regulation and the added responsibility to be imposed on staff. The Council continued to deliberate on points that were previously discussed.

**MOTION: Brian Braithwaite moved the City Council to table an Ordinance Amending Chapter 13.48 City Cemetery Policies and Regulations to a future date.**

**Dennis LeBaron seconded the motion.**

**Those voting "Aye": Rod Mann, Jessie Schoenfeld, Tim Irwin, Dennis LeBaron, Brian Braithwaite.**

**Motion carried.**

**MOTION: Authorization to Proceed with New City Logo – Web & Social Media Committee.**

*Background: As a part of the new website creation, the Web & Social Media Committee recommended that a new logo be updated and revamped as an entire rebranding process. Brian Parrish who specializes in design volunteered to create a new logo and style guide at no cost to the City. After vetting many different designs with the social media committee and staff, the committee settled on the attached logo. It is not dramatically different than the current logo but gives an updated but professional use to the idea of Highland City being the "Gateway to American Fork Canyon".*

*If the Council approves this logo for city-wide use, staff will create a style guide that will fully explain the proper uses of the logo. This will be brought before Council for approval and then the new logo will begin to be implemented.*

*Rather than do a drastic and expensive overhaul of every city item that has the logo on it, items will be replaced over-time as they reach their lifespan. As such, there will be no additional cost outside of our normal replacement costs.*

Erin Wells stated that as the Communications Committee is working on a new website and branding they felt the Highland City logo could be updated. The Communications Committee came up with a new logo, which includes the mountain range and user friendly font. Provided

that this motion carries, they plan to come back at the December meeting and present a branding document which outlines a policy for logo use. Rod Mann added that this in being done in conjunction with the new website. Dennis LeBaron commented that the logo looks great, and asked how much it will cost to have it changed.

Erin Wells stated that they would not burden the City all at once with the changing of a new logo. The plan is to implement the new logo based upon a replacement schedule, so as to save money. The committee is moving towards placing magnets on trucks as needed instead of logos. Brian Braithwaite commented that this is the fourth time the logo has changed in the past seven years, and asked that this be the last change. Erin Wells stated that this exact variation will not be able to be used for all things. While they will be uniformly branded, there will be some variations for different types of uses.

**MOTION: Tim Irwin moved the Council to approve the use of the new logo for City use and directing staff to use a style guide for Council approval.**

**Jessie Schoenfeld seconded the motion.  
Unanimous vote. Motion carried.**

**MOTION: Agreement for Temporary Gravel Parking Lot – Alpine School District for Lone Peak High School.**

***Background:** The Alpine School District (ASD) has approached city staff with a request to acquire additional land. The land will be used for additional parking for Lone Peak High School. ASD is requesting the property to the west of the baseball and football fields and to the west of the seminary building. The exact total acreage is unknown but will range between 6-7 acres. The ASD has provided design alternatives for the area west of the seminary building. This was first discussed by the Council on March 17, 2015 and on August 4, 2015.*

***Baseball/Football Fields***

*There is land area between Knight Avenue and the baseball fields. The width of this area varies. However, there is enough area to build a parking lot between the football and baseball fields. Staff supports the use of this area for additional parking spaces.*

***Seminary Building***

*This area would accommodate 100 to 183 parking spaces. This area was planned for a soccer field. In addition, the Lone Peak High School Marching Band uses a football field sized area for marching band rehearsals.*

*With the Council's action to remove organized sports activities from all but three of the city parks, field space is at a premium. Staff is concerned with losing additional land that is owned by the City that could be used for fields.*

***Updated Discussions***

*The Mayor and Staff recently met with School District Officials. The results of the meeting were the preparation of an agreement that would allow the School District to use the land behind the seminary building as a gravel parking lot. The City Attorney prepared the agreement. The agreement would end on August 1, 2016 and would allow the School District to use approximately 65,000 square feet for a gravel parking lot. The property is currently undeveloped*

*but has been planned for the expansion of the soccer fields. A metes and bounds legal description will be prepared prior to execution of the agreement.*

Nathan Crane explained that they would like to use the property located next to the seminary building additional parking for the high school. An agreement with the City and the school district would allow the school district to building a gravel parking lot which would be approximately 65,000 square feet. The gravel lot would be shared parking to be used for a variety of purposes.

Brian Braithwaite stated that he is in favor of the motion as long as the plan continues with what has been previously discussed. The original plan was to take that land and turn it into a field. It would be an additional cost to the City if something were to happen and the gravel would have to be removed for the land to be turned into a field. Staff noted that the plan is to have additional parking as the proposal indicated. The school district is currently working on acquiring additional property from the City but this would suffice for now and solve the parking issue. Brian was of the opinion that a land swap between the City and school district would be the best option.

Mayor Thompson acknowledged that there is an immediate parking need at the high school, and that this proposal would help resolve that short-term problem. Brian Braithwaite asked if there are any potential issues with the neighboring land and property owners, and Nathan was not aware of any. Mayor Thompson stated there is a current struggle for parking at the new bike facility, and he would like to see a temporary parking solution. It would be unreasonable for cars to park on the south side of the road when this parking lot is open because it would open up more traffic. The Council further deliberated the matter.

**MOTION: Tim Irwin moved that the Council approve the agreement for temporary parking between Highland City and the Alpine School District for gravel parking with the addition that gravel parking be removed should it be returned to the City for use.**

**Jessie Schoenfeld seconded the motion.  
Unanimous vote. Motion carried.**

**MOTION: Discussion and Approval – Storm Drain Maintenance Plan**

*Background: Staff is currently preparing maintenance plans for all of the City owned infrastructure. These maintenance plans are designed to prolong the life of existing infrastructure by ensuring proper maintenance is scheduled and completed. The maintenance plans are based on manufacturer recommendations as well as staff experience. Staff believes it is fiscally responsible to plan and fund maintenance of critical infrastructure. This planning will allow the City to better understand and save for these future expenditures. Hansen, Allen and Luce is assisting City staff in preparation of the maintenance plans. Master plans and capital improvement plans have been previously completed. Once the maintenance plans are finalized the rate analysis for each utility can be completed. The rate*

*analysis will ensure that the enterprise funds are properly funded to address current and long term projects and maintenance.*

*The purpose of the Storm Drain Maintenance Plan (Plan) is to prolong the life of the system infrastructure and efficiently convey, detain or infiltrate storm water. The storm drain system mitigates flooding within the City. Due to the Environmental Protection Agency's (EPA) mandated National Pollution Discharge Elimination System (NPDES) regulations are also in place to improve the water quality discharged to the environment. This Plan identifies annual maintenance required for sumps, catch basins, and detention facilities along with estimated costs for planning purposes.*

*Highland City established in their 2011 Storm Water Management Plan (SWMP) a maintenance outline for the storm drain system. The outline was prepared with the objective to 'Maintain and operate the storm water drain system in a manner that reduces the discharge of pollutants'. Appropriate maintenance also ensures that the system can adequately convey or detain storm water to reduce flooding in streets and private property. The City's maintenance program ensures that the environment, property and safety of the public are protected at a reasonable cost for the Citizens of Highland.*

Justin Parduhn explained that staff has been working with Tavis Timothy for the past several months on a Storm Drain Maintenance Plan. The Sewer Maintenance Plan has already been presented, and in addition to Storm Drain Maintenance Plan, they will also be presenting the Irrigation Plan. The Storm Drain Maintenance Plan provides an overview of the system, as well as maintenance costs to plan for the future incidents. It was noted that the sweeper is old but running; it requires a lot of attention and is frequently in the repair shop. Staff is currently working on other options for sweeping the streets such as contracting out that service or leasing out a new sweeper. The purchase of the back truck would be used for water, sewer and storm drains; there aren't very many contracting options available for this service. There are, however, possible leasing options for the equipment.

Tavis Timothy explained that the goal of the plans is to identify needs, and he requested Council approval for moving forward with some of these options. Justin Parduhn added that the streets are getting done once a year, but staff would like to have it done bi-annually. Staff would also like to change out sumps once or twice a year depending on the budget. The cost would double for the maintenance on the sweeper with the City's current sweeper. Tavis noted that sweeping twice a year is beneficial for removing dead leaves and other debris, which is helpful for construction sites. Justin Parduhn explained that the maintenance plans provides estimates for cleaning out sumps; therefore, they are not asking for money for a sweeper or back truck. He briefly reviewed budgeting, and stressed that the plans only contain estimates.

Tim Irwin stated that he needs to review all of the numbers prior to approving a plan. Justin Parduhn replied that these plans primarily address issues and suggest best practices to be implemented by the City; funding for future expenditures is a separate issue. After further discussion, Brian Braithwaite requested that the inflation rate be adjusted on the maintenance plan from 3% to 4%, and requested that cash flow graphs be included within the maintenance plan for Council review.

**MOTION:** Tim Irwin moved the City Council to approve the Storm Maintenance plan as was presented; however, change the inflation rate from 3% to 4% and include graphs.

Rod Mann seconded the motion.  
Unanimous vote. Motion carried.

**MOTION: Discussion and Approval – Pressurized Irrigation Maintenance Plan**

*Background: Staff is currently preparing maintenance plans for all of the City owned infrastructure. These maintenance plans are designed to prolong the life of existing infrastructure by ensuring proper maintenance is scheduled and completed. The maintenance plans are based on manufacturer recommendations as well as staff experience. Actual system components may have longer life spans and some may have shorter life spans than provided in the plan. However, staff believes it is fiscally responsible to plan and fund maintenance of critical infrastructure. This planning will allow the City to better understand and save for these future expenditures. Hansen, Allen and Luce is assisting City staff in preparation of the maintenance plans.*

*Master plans and capital improvement plans have been previously completed. Once the maintenance plans are finalized the rate analysis for each utility can be completed. The rate analysis will ensure that the enterprise funds are properly funded to address current and long term projects and maintenance.*

*The purpose of the Pressurized Irrigation Maintenance Plan (Plan) is to prolong the life of the existing infrastructure and provide reliable irrigation water to residents of Highland City. Construction of the pressurized irrigation system was begun in 1997 and has been expanded to include new areas as development has occurred within the City. The system utilizes both groundwater and surface water sources for irrigation purposes.*

Justin Parduhn stated that this is the same information as was discussed with the Storm Drain Maintenance Plan. Brian Braithwaite remarked that there was a major problem with a leak in the lining of the reservoir in North Ogden, and asked if the plan would help protect Highland City from something of that nature. Justin explained that there are test tubes around the ponds that go down 30 feet, which help verify that no water is leaking. Brian suggested that the City set aside money for the event of an emergency. Staff will also prepare an annual reports for all of the City's enterprise funds, so as to present all necessary data to the Council.

**MOTION:** Brian Braithwaite moved the City Council to Approve the Pressurized Irrigation Maintenance Plan as presented with changes to Table A to include the 4% and provide a description of an annual review and adjustment.

Jessie Schoenfeld seconded the motion.  
Unanimous vote. Motion carried.

**RESOLUTION: Consideration of a Resolution for Bond Refinance – 2007 Park Bonds**

Gary LeCheminant stated that Zion's Bank approached him in October indicating that it might be possible to refund the 2007 park bond. The old debt had an average coupon rate of 4.17%, and Gary explained that the rate changed to 2.25% in the last three weeks. The old bond that was not refinanced has a current interest and principle amount of \$6.18 million. If the new bond is refinanced with the 2.25% rate, the new principle and interest amount would be \$5.877 million, for a gross saving of \$304,000 dollars. The new bond would expire or mature on September 1, 2027. Gary noted that there are two bond payments due on September 1, 2016, as well as in September of 2017. If the City refinances, they would need to borrow \$5 million, as well as an extra \$404,000 in principle. If the City does not refinance, the total interest paid will be around \$1.6 million dollars, whereas under a refinance bond they will only pay \$873,000 in interest, for a total savings of \$708,000.

The proposed resolution indicates that the Mayor, along with staff, will meet with a municipal advisor and approve a deal, provided that there isn't an interest rate that exceeds 5% on any bond, and as long as the new principle amount does not exceed \$5.1 million. The maturity date will be September 1, 2027. In response to a question from Brian Braithwaite, Gary LeCheminant explained that the average bond of the coupon is 4.17%. It is unknown currently if the bond can be paid off early until they have a bid. At this point, Zion's bank is ready to send out bids if the resolution is approved. If the interest stay at 2.25%, they will need to lock in a bid.

**MOTION: Jessie Schoenfeld moved the City Council to consider the Resolution of Re-financing the bond.**

**Rod Mann seconded the motion with the stipulation that the Council adhere to the restrictions that were discussed.**

**Unanimous vote. Motion carried.**

**MOTION: Approval of a Bid for the Construction of a Fence – Around the Splash Pad**

*Background: The City Council has asked staff to bid the cost of a fence around the splash pad. Staff has solicited bids from four companies as follows. All fencing is a three foot powder coated wrought iron fence unless otherwise noted.*

*Northwest Fencing: \$37,950.00*

*Freeway Fencing: \$29,883.55*

*Fence Specialist: \$20,943-\$23,570 (depending on options) – four foot fence*

*CFC Fence: \$24,570*

Nathan Crane stated that he was asked by the Council to look for bids for the placing of a three foot fence around the splash pad. Cost ranges between \$20,000 and \$38,000, which was not included in this year's budget. If the Council wants to proceed with this project, the money will need to be taken out of other funds or included in next year's budget. Rod Mann suggested that the money could potentially come from tax collections. Nathan indicated that he has the bids if the Council wants to proceed; otherwise, he could include it in next year's budget. The bids are good for 30 days. Brian Braithwaite stated that the City does not have the money for this project,

and was not in favor of moving forward. Nathan explained that there are other, less expensive options that could also be considered.

**MOTION: Dennis LeBaron moved that the City Council continue this matter until the first meeting in February.**

**Tim Irwin seconded the motion.**

**Unanimous vote. Motion to continue carried.**

**MOTION: Authorization to Purchase Work Order Software – Mobile 311 with Facility Dude**

*Background: The Public Works Department is seeking a way to better track the happenings of their department in regards to work orders, equipment usage, materials, time, etc. and to have a better way to gather data and compile reports.*

*In addition, when the City rolls over to a new website, the Report a Concern feature will no longer exist. While this current system was not ideal, it was what staff was using to solicit information from residents relating to city issues and track those issues to resolution.*

*Originally when staff looked into purchasing a work order system, \$60,000 was budgeted for this fiscal year for the purchase of a particular product. Administration conducted additional research into other companies to see if there were other more affordable yet as good of products on the market. In October, Justin Parduhn, Kelsey Bradshaw, Nathan Crane, and Erin Wells conducted webinar demonstrations with four different work order companies. Below is a list of the companies and their respective annual costs:*

*SeeClickFix - \$7,500 (\$9,500 set-up)*

*FacilityDude - \$11,820 (\$10,050 set-up)*

*Public Service Request - \$4,800 (\$5,500 set-up)*

*GovQA - \$6,000 (\$8,500 set-up)*

*After doing research, seeing the demonstrations, conducting follow-up interviews, and doing reference checks, the evaluation team is confident that FacilityDude has the best work order product system and that it will meet all of our city's needs in that realm. The FacilityDude Mobile 311 solution will enable citizens and staff alike to create and track work requests. In addition, staff will be able to update information regarding work orders while in the field; easily track things like cost, time, and equipment; create informative and helpful reports relating to activities.*

Mayor Thompson asked if staff has researched what software is available through the State, and it was noted that Salt Lake City uses Facility Dude as their system because it is so user friendly. Staff interviewed four different companies and felt that Facility Dude was the best, most extensive option for meeting the City's goals. Facility Dude allows for an unlimited number of users and an unlimited number of service requests. Facility Dude is also mobile-based. Justin Parduhn added that Facility Dude presented the options available for inputting or tracking, GPS locations, etc. All of the superintendents have Smart Phones, and could be upgraded with Facility Dude capabilities.

Brian Braithwaite asked for clarification on the licensing and set-up fees. Erin Wells stated that the agreement is very basic and that some of the wording needs to be changed. Cost is based on the population, and will be included with next year's budget.

**MOTION: Rod Mann moved the City Council to approve the Mayor and staff to negotiate a contract with Facility Dude once all terms are clear.**

**Brian Braithwaite seconded the motion  
Unanimous vote. Motion carried.**

### **MAYOR, CITY COUNCIL & STAFF COMMUNICATION ITEMS**

*(These items are for information purposes only and do not require action or discussion by the City Council)*

#### **Park Maintenance Update – Justin Parduhn, Public Works O&M Director**

Justin Parduhn reported that the majority of the equipment has been moved in the garage. The lean tooth is built; however a door and light fixture need to be installed. He stated that some sprinkler parts and fittings are the only things that remain in the old building but will be moved in the month of December. The sprinklers will be blown out and fertilizer down by the end of next week.

#### **Road Maintenance Repair Plan – Justin Parduhn, Public Works O&M Director**

Justin reported that he received bids for surface treatment, and will prepare a report for Council review. Additionally, 1040 North will be re-built. Justin noted that he is waiting for a bid on the new sewer line and anticipates that this information will be available at the start of the New Year.

### **ADJOURN TO A CLOSED EXECUTIVE SESSION**

The City Council will recess into a closed executive session for the purpose of discussing the character, professional competence, or physical or mental health of an individual. Pursuant to Section 52-4-205(1) of the Utah State Code Annotated.

**MOTION: Rodd Mann moved to adjourn into closed executive session.**

**Dennis LeBaron seconded the motion.  
Unanimous vote. Motion carried.**

### **RECONVENE CITY COUNCIL MEETING**

**MOTION: Tim Irwin moved to adjourn.**

**Rod Mann seconded the motion.  
Unanimous vote. Motion carried.**

**Meeting adjourned at 10:41 p.m.**

  
JoD'Ann Bates, City Recorder

Date Approved: January 5, 2016



