

MORGAN CITY

Council Meeting

01-26-16

Work Session

5:30 p.m.

***NOTICE OF WORK MEETING
OF THE MORGAN CITY COUNCIL***

Pursuant to Utah Code, Title 52, Chapter 4, notice is hereby given to members of the Morgan City Council and to the general public that the Morgan City Council will hold a work meeting in open public session on Tuesday, January 26, 2016 at **5:30 p.m.**, in the Council Room of the City Office located at 90 West Young Street.

AGENDA

Items for Discussion

1. Doug Hunter & Jackie Coombs – UAMPS presentation
2. Ordinance #16-01 – zone change request – 319 South State Street
3. Resolution #16-02 – opening and adjusting 2015-2016 FY Budgets
4. Resolution #16-03 – amending motor vehicle driving record policy
5. Resolution #16-04 – social media policy
6. Planning Commission appointments – 2 alternate members
7. Council department review
8. Financial statement review
9. Attorney Crane – council training

In the event of an absence of a full quorum, agenda items will be continued to the next regularly scheduled meeting.

Notice is hereby given that by motion of the Morgan City Council, pursuant to Title 52, Chapter 4 of the Utah Code, the City Council may vote to hold a closed session for any of the purposes identified in that Chapter.

In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Julie A. Bloxham, City Recorder, (801) 829-3461 at least 24 hours before the meeting.

Morgan City invites any person, church or other civic organization to contact the Mayor, to be scheduled for presenting a thought, reading, opening remarks, or invocation in the opening ceremony portion of the public meeting. Written invitations will be made by the Mayor to those who wish to participate.

This meeting may be held electronically to allow a member to participate.

Posted on 01-20-2016

1:00 p.m.

Julie A. Bloxham, Recorder

MINUTES OF WORK SESSION MEETING HELD BY MORGAN CITY COUNCIL IN REGULAR SCHEDULED OPEN PUBLIC SESSION ON TUESDAY, JANUARY 12, 2016 AT 6:00 P.M., IN THE COUNCIL ROOM OF THE CITY OFFICE LOCATED AT 90 WEST YOUNG STREET

Present: Mayor, Ray W. Little.

Council Members: Tony London, Jeff Wardell, Mike Kendell, Fran Hopkin and Bill Cobabe.

City Staff: Gary Crane, Attorney; Shayla Hurlbut, Economic Development Director; and Jamie Grandpre, Senior Wastewater Operator.

Others present: none

This meeting was called to order by Mayor, Ray W. Little.

Items for Discussion

Oath of Office

Newly Elected Officials

Julie Bloxham, Recorder administered the oath of office to the newly elected officials. They were: Ray W. Little, Mayor (2-year term); Tony London, Council (4-year term); Jeff Wardell, Council (4-year term); Mike Kendell, Council (4-year term); and Fran Hopkin, Council (2-year term).

Economic/Community Development Update

Shayla Hurlbut, ED/CD Director

Shayla gave each member a handout she prepared in regards to economic and community development. The first item she reviewed was the Fast Track Grant program. She has been assisting local businesses with applying for funds. She stated Bart's Machine Shop has received a \$50,000 grant from this program. As a result, they are getting new contracts on a weekly basis and were able to hire 4 individuals. There are 3 other businesses who have applied for these funds.

The next item Shayla covered was the BEAR (Business Expansion and Retention) surveys she has been conducting. She has interviewed many businesses in the City and has been able to connect them with resources they can use to retain and expand their businesses. During the year Women in Business luncheons that been held with the help of a grant from EDCUtah.

Shayla updated the members on the Commercial Street Revitalization project and the help that Utah State University is providing. They group from the University has visited the site and will be presenting an architect design for this street in the near future.

Finally, Shayla updated the members on the Christmas on Commercial Street, Utah Office of Tourism and event planning items that have been held or are in progress. She stated the Christmas celebration was a huge success.

Shayla finished with a review of upcoming events. She stated she is working with a women's biking event that will be held at Riverside Park. The Ragnar Race, East Canyon Triathlon and P-Town Cross events are in the process of being planned.

The members discussed the five week series for business owners that will be held weekly at the Northfront Center starting February 17th. It was suggested if any member knows a business owner here in the City they should contact them. This series would be very worthwhile for them to attend.

Shayla asked for input from the members on the request for funding that will be presented to Holcim. There has been discussion on asking for funding for the street lighting and concrete work. They can also ask for in-kind work, etc. Tony stated Ernie Durrant is who Shayla has been working with and he is excellent on these types of projects. Ernie has stated it would be best to get the request in as early as possible. Tony stated in-kind work can be difficult to arrange and depends on employees schedules. Jeff stated having volunteers is difficult if you hire a contractor to do the project.

Sewer Update/Capacity

Jamie Grandpre, Senior Wastewater Operator

Jamie was asked to present information on the capacity of the existing sewer lagoons. Jamie stated he has compiled information although it may not be complete due to the dredging and other items that are being factored into this report. He stated the design capacity of the sewer lagoons has reached the 80% mark. There are 1,432 current ERU's (Equivalent Residential Units) with the cap being set at 1,500. The total capacity (100%) has been calculated to be 1875.

He has outlined improvements or items that could be done or are in the process of being done to increase the functionality of the current lagoons. Pond 1 has been dredged, and Pond 2 is scheduled to be done in the spring. There is a need for improvements to the Island Road lift station although it would not do anything to increase capacity.

There was discussion about the new regulations that will be put in place by the State and the various types of sewer systems that can be considered. JUB Engineering is compiling a master plan for the sewer system. The City has also applied for a grant to do a mechanical system. There should be a decision on that by the end of this month.

With the developments that have been approved the City is at, or over capacity. Jamie stated even if the grant is approved and the City moves forward with a mechanical plant, this will still take 3 – 5 years and there will need to be items done to keep the current system operational.

There was discussion about the costs for dredging the ponds and the impact this has had on the budget. Mayor Little asked at what point the City should consider putting a moratorium on development until the sewer system can handle new connections. Bill stated in order to put a moratorium on developments there needs to be a plan in place on how the deficiency is going to be addressed. Attorney Crane stated this would not be an actual building moratorium; it is just the inability to provide sewer connections for development.

Attorney Crane stated they can exclude new annexations or any new developments that have not been filed. Tony asked what needs to be done at the Planning Commission level in regards to turning down new applications. The members asked Jamie if the City is at the point where they should not take new applications for development. He stated at this point he feels that would be correct. Mike had stated earlier in the meeting if there was a valuable business or development that came with a proposal, the City should do the work needed to accommodate them. Mayor Little asked about the ability of the City to do this. Attorney Crane stated it is impossible to determine who could and should be allowed to develop over another development. At this point, the system appears to be at capacity and future development cannot be allowed until the problem is alleviated.

Bill stated he is new and would like some history to better understand how the City got to the point that they will have to turn away developments due to being at capacity at the sewer lagoons. He asked about impact fees and if they needed to be looked at and increased in order to assure the City does not get back into this situation. There was discussion about the current impact fees and the need to have new studies done for the water, sewer and electric departments.

MOTION: Jeff Wardell moved to recess the work session meeting.

SECOND: Bill Cobabe. Vote: 5 ayes.

This was at 7:05 p.m.

MOTION: Fran Hopkin moved to reconvene the work session.

SECOND: Tony London. Vote: 5 ayes.

This meeting was reconvened at 8:50 p.m.

Social Media Policy
Review Draft

Julie Bloxham, Recorder was asked to draft a policy for social media. This has been done and given to the members for their review. Mayor Little asked for the members to review this and to make any recommendations or changes. Bill stated he read the policy and feels it is a good policy and makes a good point when it asks employees to be aware of the impact they make when they give opinions on City items. The general public feels employees know what is happening and have the correct answers for questions they may ask.

Attorney Crane asked for time to review, this will be put on the next agenda.

Architectural/Engineering Estimate
ADA Improvements – Depot Building

This item not discussed.

Sewer Line Extension

Industrial Park – Award Bid

This item was not discussed.

Planning Commission Appointments

This item was not discussed.

Council Department Review

This item was not discussed.

Financial Statement Review

This item was not discussed.

Attorney Crane

Council Training

This item was not discussed.

This meeting was adjourned at 8:56 p.m.

Julie A. Bloxham, Recorder

These minutes were approved at the _____ meeting.

This meeting was adjourned at

Julie A. Bloxham, Recorder

These minutes were approved at the _____ meeting.

**NOTICE OF MEETING TO BE HELD IN
PUBLIC AND CLOSED SESSION
OF THE MORGAN CITY COUNCIL**

Pursuant to Utah Code, Title 52, Chapter 4, notice is hereby given to members of the Morgan City Council and to the general public that the Morgan City Council will hold a meeting in public and closed session on Tuesday, January 26, 2016 at 7:00 p.m., in the Council Room in the City Office at 90 West Young Street.

AGENDA ITEMS:

1. CALL TO ORDER, PLEDGE, OPENING CEREMONY, APPROVAL OF MINUTES AND WARRANTS:

1 set of warrants
January 12, 2016 minutes

2. PRESENTATIONS:

3. CONSENT ITEMS: (These items will be discussed and voted as one item)

4. PUBLIC HEARINGS

- a. Regarding rezone request for property located at approximately 319 South State Street – from Rural Residential (RR) to Single Family Residential (R-1-10)

Ordinance #16-01 – approving zone change request for property located at approximately 319 South State Street

- b. Opening and making adjustments to the 2015-2016 FY Budgets

Resolution #16-02 – approving adjustments to the 2015-2016 FY Budgets

5. NEW BUSINESS:

Resolution #16-03 – amending motor vehicle driving record policy

Resolution #16-04 – social media policy

Planning Commission appointments – 2 alternate members

6. UNFINISHED BUSINESS

7. SPECIAL REPORTS

8. CITIZEN COMMENTS:

9. ADJOURN

Notice is hereby given that:

- A work meeting will be held at 6:00 p.m., or at another time as posted to discuss miscellaneous matters.
- In the event of an absence of a full quorum, agenda items will be continued to the next regularly scheduled meeting.
- By motion of the Morgan City Council, pursuant to Title 52, Chapter 4 of the Utah Code, The City Council may vote to hold a closed meeting for any of the purposes identified in that chapter

In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Julie A. Bloxham, City Recorder, (801) 829-3461 at least 24 hours before the meeting.

This meeting may be held electronically to allow a member to participate.

Posted on 01-26-2016

1:00 p.m.

Julie A. Bloxham, Recorder

Council Meeting
01-12-16

MINUTES OF MEETING HELD BY MORGAN CITY COUNCIL IN REGULAR SCHEDULED OPEN PUBLIC SESSION ON TUESDAY, JANUARY 12, 2016 AT 7:00 P.M., IN THE COUNCIL ROOM OF THE CITY OFFICE LOCATED AT 90 WEST YOUNG STREET

Present: Mayor, Ray W. Little.

Council Members: Tony London, Jeff Wardell, Mike Kendell, Fran Hopkin and Bill Cobabe.

City Staff: Gary Crane, Attorney; and Jamie Grandpre, Senior Wastewater Operator.

Others present: none

This meeting was called to order by Mayor, Ray W. Little.

The opening ceremony was presented by Jeff Wardell.

The pledge of allegiance was led by Mike Kendell.

Minutes and Warrants

Mike asked about the billing from JA Jones for the floodplain map. He asked what this charge was for – did they attend the floodplain meeting? It was stated it was a meeting that was held at the office.

MOTION: Tony London moved to approve the minutes of the December 8, 2015 meetings and three sets of warrants.

SECOND: Jeff Wardell. Vote: 5 ayes.

New Business

Council Assignments

Mayor Little

Mayor Little presented the members with the council assignments. He asked Tony London, Mayor Pro-Tem to read this list to those present. Tony read the list as it has been prepared by the Mayor.

Bill asked if he could also be a member of the historical committee. According to the ordinance, there is only one member from the Council on this committee. However any member is invited to attend as they are public meetings. There was discussion about the water advisory board.

Appointment of Treasurer and Recorder

Mayor Little requested by advice and consent the Council approve appointing Julie Bloxham as the Recorder and Laurie Moore as the Treasurer for Morgan City.

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MOTION: Tony London moved to approve by advice from Mayor Little the appointment of Julie Bloxham as the Recorder and Laurie Moore as the Treasurer.

SECOND: Jeff Wardell. Vote: 5 ayes.

Planning Commission Appointments

Ernie Durrant and Dorothy Leishman have resigned from the Commission. Nathan McClellan has agreed to move from an alternate member into the position held by Ernie. Also, Robert Lynam and Julie Anderson's terms have expired and they have agreed to serve another term. There is the need to appoint two new alternate members.

The Planning Commission has provided a list of potential individuals to fill these vacancies. Fran Hopkin stated it is not a requirement to have a person from the community to be a member of the Planning Commission. He just wanted to make the members aware of this in the event they wanted to have someone outside of the community with planning and zoning experience.

Mike asked Fran if he had any recommendations for someone to serve on this Commission from outside the community. Bill stated for the alternate members he knows Jim Watt, Blair Scoresby and Becky Francis and feels they would be good individuals to ask to serve.

MOTION: Tony London moved to approve, with the advice and consent of Mayor Little the appointments of Nathan McClellan, Robert Lynam and Julie Anderson to the Planning Commission.

SECOND: Bill Cobabe. Vote: 5 ayes.

Mayor Little stated the next step would be to come up with two suggestions for alternate members. He asked the members if they want to discuss this in open, or if they would prefer each member could write down their three choices and give them to the Mayor. Mike asked if anyone had information on the names presented. He does not know a lot of the persons listed, and would feel better about making the decision if he knew their background. Bill stated the County advertises in The Morgan County News to fill these positions - it could be a better way to handle this process.

Mike stated he feels the persons on the list could be contacted and asked if they are interested to submit a letter stating the reasons they would like to serve. Fran stated he agrees with Mike, but does not know if the process needs to be made more difficult. He asked how often the alternate is needed to attend. It was stated there is often a need for the alternate to attend due to a member not being able to.

It was stated the Mayor has the authority to appoint the members. However, if the members want to change how this is done – he does not have a problem with that. Mayor Little stated he feels the items being discussed would make the process more difficult. Tony and Bill stated they would be fine giving the Mayor the authority to make the contact and come back with the appointments.

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MOTION: Mike Kendell moved to contact those persons listed and have them, if interested on serving on the Planning Commission to write down their background and why they are interested.

SECOND: Fran Hopkin. Vote: 4 ayes, 1 nay – Tony London.

Resolution #16-01
Industrial Park Sewer Line Extension
Award Bid

This project has been put out to bid and it is the recommendation of the City Engineer to award the bid to the lowest bidder, Marsh Construction Company. The amount of their bid is \$41,884.26. This project will extend the sewer line in the Industrial Park which is needed for the UDOT building and future development. Jamie Grandpre, Senior Wastewater Operator gave the members an explanation of this project and why it is needed. He stated this line would be installed in the road, and then UDOT can hook into the line. It will allow for future development due to the line already being installed in the road.

Bill stated he is concerned with the distribution of the bids that were received. He asked if Jamie has any reservations on awarding the bid to the lowest bidder. Jamie stated he feels this bid is valid and within reason. Mayor Little stated it is lower, but not by much compared to the next two or three companies.

Mike asked about the funding for this project. Mayor Little stated he had brought this to the attention of the members. There were several options that could be used for this funding. There is a public hearing scheduled for next meeting to open and adjust the budgets.

MOTION: Fran Hopkin moved to adopt Resolution #16-01 award the bid for the industrial Park Sewer Line Extension to Marsh Construction Company. LC in the amount of \$41,884.26

SECOND: Bill Cobabe.

ROLL CALL VOTE: Bill Cobabe – aye
Mike Kendell – aye
Jeff Wardell – aye
Tony London – aye
Fran Hopkin - aye

Architectural/Engineering Estimate
Depot Building – ADA Improvements
Approval of Bid

Mayor Little has provided the members with proposals that have been received to do the needed architectural/engineering work to see what would be required to make the Depot Building on Commercial Street ADA accessible.

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MOTION: Bill Cobabe moved to accept the proposal from Bott/Patone Architects in the amount of \$2,500 and Mountain Engineering in the amount of \$600 for the design work for ADA improvements to the Depot Building.

SECOND: Jeff Wardell.

Discussion on motion: There was discussion on what is needed for this project. Mayor Little stated the reason this work is being proposed is for the design to be done to determine what is needed to make the building ADA accessible. Fran asked about the two engineering quotes. There was discussion about the need for engineering to help determine what is needed. There was discussion about what the plans for this building are in the future. Bill stated unless it is made ADA accessible it cannot be used for much but storage. He feels having this done would be a great benefit to the Commercial Street revitalization.

VOTE ON MOTION: 5 ayes.

Closed Session

MOTION: Tony London moved to go into closed session for the purpose of a strategy session to discuss the purchase, exchange, or lease of real estate property.

SECOND: Fran Hopkin. Vote: 5 ayes.

This was at 8:00 p.m.

Present were: Mayor, Council, Attorney and Recorder.

MOTION: Tony London moved to come out of closed session.

SECOND: Jeff Wardell. Vote: 5 ayes.

This was at 8:45 p.m.

Follow-up Items

Tony asked about the delinquent accounts for the RDA. The Attorney that has been working on these has confirmed arrangements and three of the individuals are making payments. She continues to work on the other accounts.

This meeting was adjourned at 8:50 p.m.

Julie A. Bloxham, Recorder

These minutes were approved at the _____ meeting.

MORGAN CITY
NOTICE
PUBLIC HEARING

The Morgan City Council will be holding a public hearing regarding rezone request for property located at approximately 319 South State Street. This request is to change the designation from Rural Residential (RR) to Single Family Residential (R-1-10). The hearing will be held on Tuesday, January 26th, 2016 at 7:00 p.m., in the Council Room at the Morgan City Offices located at 90 West Young Street.

Published in The Morgan County News on January 8, 2016.

MORGAN CITY COUNCIL PLANNING STAFF REPORT



DATE: January 26, 2015 City Council Meeting

SUBJECT: Colten Winchester – Rezone Request
From RR (Rural Residential) to R-1-10 (Single Family Residential)

LOCATION: Approximately 319 South State Street

ZONING DISTRICT: R-1-10, Single Family Residential

MINIMUM LOT SIZE: 10,000 square feet

BACKGROUND:

The applicant is proposing an in-fill residential project that would have access from State Street at approximately 319 South State Street. At that location is an existing private drive. The applicant would convert that into a roadway that would service the existing homes, and would create a cul de sac to service four proposed lots. The applicant has represented that this cul de sac will be a private road.

The property is adjacent to the South Morgan Cemetery, and is otherwise surrounded by residential and agricultural uses. The property between the subject property and State Street is zoned R-1-8. All of the other surrounding properties are zoned RR, rural residential.

The General Plan reflects this area as being low density residential. That contemplates a density of zero to five units per acre. The proposed R-1-10 zoning classification falls within that range.

PLANNING ISSUES:

As indicated, this proposal is consistent with the General Plan. The proposal is also compatible with surrounding land uses.

Prior to development, applicant will need to determine the availability of utility services, will need to meet with the Water Advisory Board, provide information regarding the final status of the remnant parcels, and obtain approval from UDOT for an access onto State Street.

RECOMMENDATION:

Based on the consistency with the General Plan and consistency with the surrounding land uses, and at the conclusion of a public hearing, the Planning Commission unanimously recommends that the City Council approve the requested change in zoning designation as set forth in the application, upon the applicant satisfying the planning issues identified above. Staff joins in that recommendation.

MORGAN CITY
ORDINANCE #16-01

AN ORDINANCE AMENDING THE ZONING DESIGNATION OF THE PROPERTY LOCATED AT APPROXIMATELY 319 SOUTH STATE STREET, BY CHANGING THE ZONING DESIGNATION THEREOF FROM R-R, RURAL RESIDENTIAL, TO -1-10, SINGLE FAMILY RESIDENTIAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE AMENDMENT TO THE ZONING MAP; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Morgan City has received an application for the rezone of a parcel of property, located at approximately 319 South State Street. The application requests that the zoning designation of that parcel be changed from R-R, Rural Residential, to R-1-10, Single Family Residential; and

WHEREAS, in reviewing the City's General Plan, the request and the new zoning designation would be consistent with the City's General Plan; and

WHEREAS, the current designation of the remaining properties along State Street in this area is residential and agricultural and is consistent with the General Plan, thus the proposed change would provide for a consistent zoning designation, which is congruent with planning principles. Further, the development of this parcel will provide for a consistent in-fill project west; and

WHEREAS, the Planning Commission has reviewed the proposal and at the conclusion of its review and public hearing has determined that the proposed zoning amendment is reasonable and rationally based and will benefit the citizenry of Morgan; and

WHEREAS, the City Council, upon review of the Planning Commission's recommendation, and finding that recommendation to be reasonable, rationally based, and consistent with the General Plan, and at the conclusion of a public hearing, finds that that changing the zoning designation on the subject parcel, as petitioned, is in furtherance of the health, safety, and welfare of the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Morgan City:

Section I: Repealer. If any ordinance, or provision of any ordinance, adopted heretofore is inconsistent herewith, it is hereby repealed.

Section II: Enactment. The zoning designation for the following described property is hereby amended to be R-1-10, Single Family Residential:

(See Exhibit "A" – legal description attached)

Section III: Severability. If any provision, paragraph, clause, phrase, section, or subsection of this Ordinance is declared, by a court of competent jurisdiction, to be unlawful, illegal, unenforceable, or unconstitutional, said portion hereof shall be severed from the Ordinance and said Ordinance shall remain in full force and effect.

Section IV: Zoning Map Amendment. The Official Zoning Map is hereby amended to reflect this amendment.

Section V: Effective Date. This Ordinance shall become effective upon 30 days after the passage hereof, or 20 days following its posting, whichever is more remote.

SO ORDAINED, this 26th day of January 2016.

Ray W. Little, Mayor

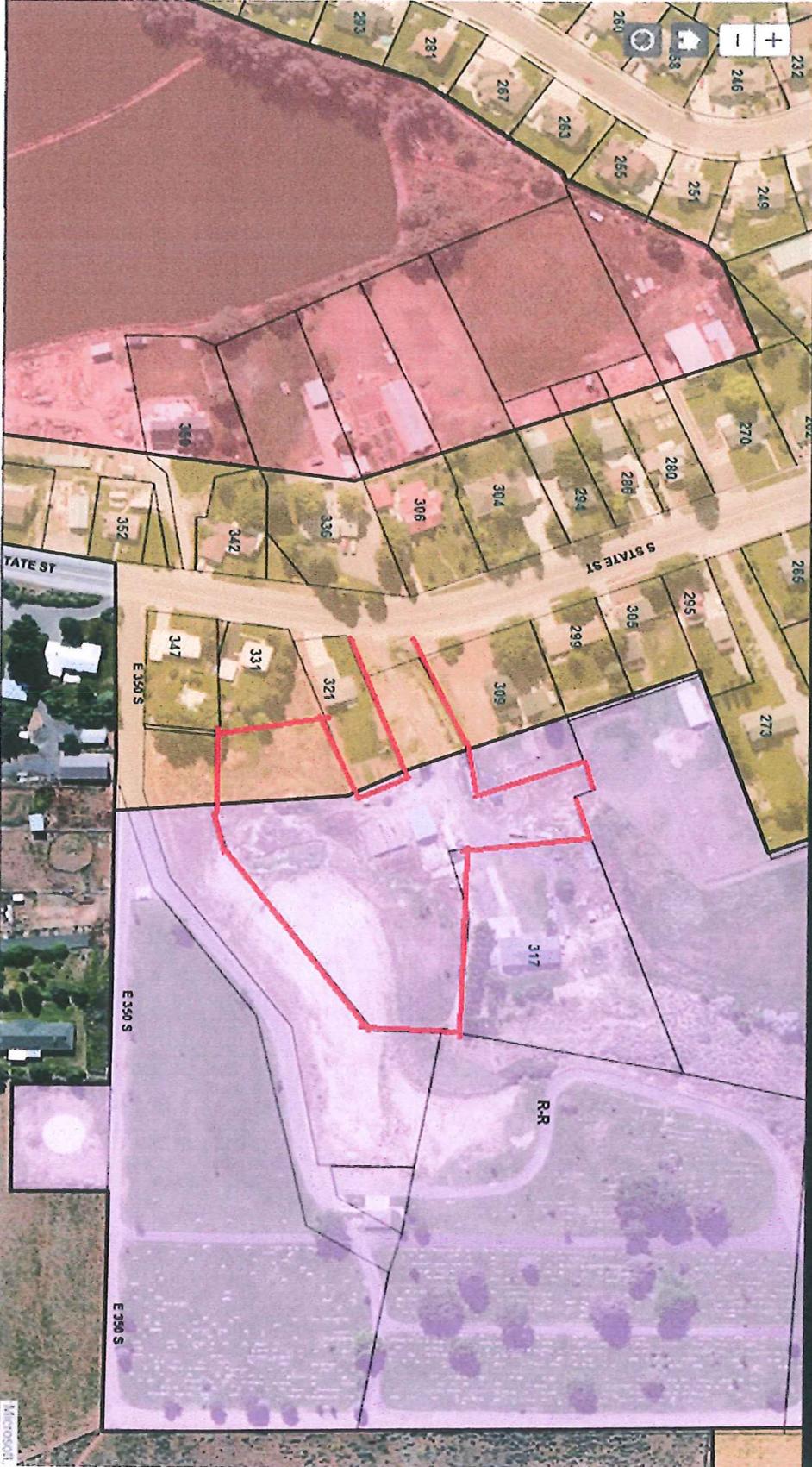
CITY SEAL:

Julie A. Bloxham, Recorder

Ordinance #16-01

Exhibit "A"

A PT OF THE NE1/4NW1/4 OF SEC 1, T3N, R2E, SLB&M: BEG AT A PT ON THE E'LY SIDE OF STATE ST WH IS 127.8 FT S 60*40' E & S 20*25' E 331.20 FT FRM MON "A" OF M.C.S. (SD MON "A" IS LOC AT A PT WH IS 940.5 FT W (ASSUMED) FRM THE N 1/4 SEC COR STONE OF THE SD SEC 1) & RUN TH N 62*20' E 122.3 FT; TH N 77*20' E 86.19 FT; TH N 20*25' W 144.39 FT; TH N 70*25' E 43.25 FT; TH S 20*25' E 27.81 FT; TH N 70*25' E 59.99 FT TO THE NW COR OF THE NATE BINGHAM ET.AL PROP 04-044-003 RECORDED IN BK 196 P 641; TH S FOL SD PROP THE FOL 3 COURS: S 06*17'25" E 183.34 FT TO THE SW COR OF SD PROP; TH N 73*5' E 90.0 FT; TH S 85*59'04" E 167.71 FT TO THE SE COR OF SD PROP; TH S 80* E 188.34 FT M. OR L TO THE W LN OF THE NW1/4NE 1/4 OF SD SEC 1; TH S 00*26'33" E 147.60 FT; TH S 78*37'29" W 196.42 FT; TH S 52*49'12" W 260.79 FT TH S 73*00'57" W 128.03 FT; TH N 89*36'33" W 80.49 FT M. OR L TO THE CALDWELL TRACT AS DEEDED IN BK M31 AT PG 242; TH N 04*28'11" E 99.51 FT; TH N 09*28'01" W 132.75 FT; TH N 68*14'52" E 117.50 FT; TH N 25*30'08" W 81.06 FT; TH S 67* W 151.43 FT TO THE E'LY LN OF HWY 66 TH N 20*25' W 78.50 FT TO THE POB. CONT 4.458 AC (4.46 AC, M. OR L) SUBJ TO THE PORTION OF THE 60 FT R. OF W THAT IS RECORDED IN BK 196 PG 641 **SEE DEED** NOTE: THIS DESC IS FOR TAXING & MAPPING PURPOSES ONLY. IT IS THE REMAINING PARCEL DESC AFTER THE FOL HAS BEEN LESSED FRM THE 5.948 AC: 196/641 (1.49 AC -STAYING WITH 04-004) LEAVING 4.458 AC (4.46 AC, M. OR L) RE: LESS 1.52 AC GOING TO #04-004-003-1 LEAVING 2.94 ACS, M. OR L.



RESOLUTION #16-02

**BE IT HEREBY RESOLVED THAT AFTER HOLDING A PUBLIC HEARING ON
TUESDAY, JANUARY 26, 2016 AT 7:00 P.M., THE MORGAN CITY COUNCIL
DOES OPEN THE 2015-2016 FISCAL YEAR BUDGETS
BY MAKING THE ADJUSTMENTS LISTED IN ATTACHMENT "A":**

See attached sheet

Adopted this 26th day of January 2016.

Ray W. Little, Mayor

ATTEST:

Julie A. Bloxham, City Recorder

CITY SEAL:

CAPITAL PROJECTS FUND

Revenues:

Transfer from General Fund	45-39-200	\$	-		
Approp of CP Fund Balance	45-39-300	\$	200,000		
		\$	200,000	\$	- \$ 200,000

Expenses

Transfer to Sewer Fund	45-40-900	\$	200,000		
		\$	200,000	\$	- \$ 200,000

SEWER FUND

Revenues:

Impact Fees - Retained Earnings - 53-30-750	\$	17,000		
Retained Earnings - 52-30-900	\$	263,000		
Transfer from Capital - 52-30-890	\$	200,000		
Sewer Impact Fees - 52-30-700	\$	13,000		
	\$	493,000	\$	- \$ 493,000

Expenses

Employee Benefits	52-40-130			
Capital Outlay Construction	52-40-750	\$	433,000	
Sewer Cleaning	52-40-270			
Depreciation	52-40-650	\$	15,000	
Engineer Fees	52-40-300	\$	15,000	
Sewer Impact Fees	52-40-600	\$	30,000	
		\$	493,000	\$ - \$ 493,000

ELECTRIC FUND

Revenues:

Collections

Appropriation from Fund Balance - 53-30-900 \$ 177,000

\$ 177,000 \$ - \$ 177,000

Expenses

Salaries and Wages 53-40-110 \$ 13,000

Employee Benefits 53-40-130 \$ 9,000

Depreciation 53-40-650 \$ 60,000

Electric Impact Fee 53-40-600 \$ 40,000

Supplies 53-40-480 \$ 50,000

Capital Outlay - Equipment 53-40-740 \$ 5,000

Capital Outlay - System 53-40-750 \$ -

\$ 177,000 \$ - \$ 177,000

SANITATION FUND

Revenues:

Collections

Appropriation from Fund Balance - 54-30-900	\$	18,500		
	\$	18,500	\$	-
			\$	18,500

Expenses

Contract	54-40-320	\$	3,000	
Transfer Station	54-40-750	\$	5,000	
Tipping Fees	54-40-620	\$	6,000	
Depreciation	54-40-650		\$	3,000
Office Expense & Supplies	54-40-240	\$	5,000	
Miscellaneous	54-40-610	\$	2,500	
		\$	21,500	\$
			\$	3,000
			\$	18,500

PERPETUAL CARE TRUST

Revenues:

Appropriation from Fund Balance-70-30-900	\$	60,000		
	\$	60,000	\$	-
			\$	60,000

Expenses

Cemetery Trust Expense	70-40-620	\$	60,000	
		\$	60,000	\$
				-
			\$	60,000

RESOLUTION #16-03

**A RESOLUTION APPROVING AND ADOPTING AN AMENDMENT TO
SECTION 3-6, MOTOR VEHICLE DRIVING RECORDS OF THE PERSONNEL
POLICIES HANDBOOK FOR MORGAN CITY**

WHEREAS, it is the desire of the Morgan City Council to adopt policies and procedures regarding personnel issues; and,

WHEREAS, the purpose of this personnel policy handbook is to establish policy and procedure regarding employees working for the City; and,

WHEREAS, the City desires to operate in accordance with applicable laws; and,

WHEREAS, the City Council has reviewed the proposed policy changes and desires to approve and adopt these amendments; and,

WHEREAS, the Council finds the policy amendments to be in furtherance of the City's objectives of appropriate consistency and fundamental fairness for its employees.

NOW, THEREFORE, BE IT RESOLVED BY THE MORGAN CITY COUNCIL:

1. That the personnel policies amendment to section 3-6, motor vehicle driving records which is attached hereto and incorporated herein by this reference, is hereby approved and adopted
2. That these policy amendments are effective immediately and will be made available to each employee.

Passed this 26th day of January 2016.

Ray W. Little, Mayor

ATTEST:

Julie A. Bloxham, Recorder

CITY SEAL:

Resolution #16-03
Amendment to Section 3-6

Current 3-6 Policy to be deleted:

3-6 Motor Vehicle Driving Records

As a means of promoting a safe work environment for current and future employees and citizens, driver's license checks will be performed on all applicants after a conditional offer of employment has been made and due to reasonable cause thereafter for all employees where driving a motor vehicle may be necessary to conduct City business.

Any employee without a valid Utah driver's license will not be allowed to operate a City vehicle or drive on Morgan City business.

If driving is a necessary job function, and the employee cannot be reasonably accommodated, the employee may be terminated. Employees are expected to drive in a safe and responsible manner both on and off the job to maintain a good driving record.

Criteria that may indicate an unacceptable record includes, but is not limited to:

- Three or more moving violations in past 24 months.
- Two or more at fault accidents in past 36 months. Contributing factors, such as weather or mechanical problems, may be taken into consideration.
- One or more DUI, driving while impaired, or driving with a measurable metabolite in the past 36 months.
- A charge for leaving the scene of an accident in past 36 months.
- A charge for reckless driving in past 24 months.
- Any combination of accidents, charges, and/or moving violations.

New 3-6 Policy to be adopted:

3-6 Maintenance of Valid Driver's License

As a means of promoting a safe work environment for current and future employees and citizens, driver's license checks will be performed on all applicants after a conditional offer of employment has been made, where driving a motor vehicle may be necessary to conduct City business. Thereafter, City may periodically review the driving records and status of employee driver licenses with the State Driver's License Division to ensure that the standards contained in this policy are met and maintained.

Any employee without a valid Utah driver's license will not be allowed to operate a City vehicle or drive on Morgan City Business. Employees are expected to drive in a safe and responsible manner both on and off the job to maintain a good driving record.

If, for any reason during employment, an employee whose position requires that he/she drive on the job:

1. Is unable to maintain the appropriate valid Utah driver's license required by the employee's position, or

2. Becomes uninsurable under the City's insurance policy then in force without any additional premiums or costs being incurred by the City to insure that employee, or
3. Is convicted of a serious traffic violation, such as reckless driving or a DUI , or
4. Has an unacceptable record as indicated by:
 - a. Three or more moving violations in the past 24 months
 - b. Two or more at fault accidents in the past 36 months. Contributing factors, such as weather or mechanical problems, may be taken into consideration.
 - c. A charge for leaving the scene of an accident in the past 36 months
 - d. Any combination of accidents, charges, and/or moving violations.

The employee must inform his or her Supervisor immediately of any serious traffic violation. The Supervisor will then review the situation, considering such things as the nature of the job and the expected duration of time the employee will be without a driver's license, and decide the appropriate action to be taken.

Penalties for Failure to Maintain Driver's License or for Failure to Notify:

Failure to maintain a valid Utah driver's license or a commercial driver's license in a position that requires such, or failure to notify a supervisor of uninsurability, serious traffic violations or a change in status of an employee's driver's license when such license is a job requirement, may subject the employee to disciplinary action, including, but not limited to, termination.

This policy change to take effective immediately upon adoption: January 26, 2016.

RESOLUTION #16-04

A RESOLUTION APPROVING AND ADOPTING AN AMENDMENT TO SECTION 6-2, USE OF CITY ELECTRONIC MAIL, VOICEMAIL, CELL PHONES AND COMPUTER SYSTEMS OF THE PERSONNEL POLICIES HANDBOOK FOR MORGAN CITY

WHEREAS, it is the desire of the Morgan City Council to adopt policies and procedures regarding personnel issues; and,

WHEREAS, the purpose of this personnel policy handbook is to establish policy and procedure regarding employees working for the City; and,

WHEREAS, the City desires to operate in accordance with applicable laws; and,

WHEREAS, the City Council has reviewed the proposed policy changes and desires to approve and adopt these amendments; and,

WHEREAS, the Council finds the policy amendments to be in furtherance of the City's objectives of appropriate consistency and fundamental fairness for its employees.

NOW, THEREFORE, BE IT RESOLVED BY THE MORGAN CITY COUNCIL:

1. That the personnel policies amendment to section 6-2, Use of City Electronic Mail, Voicemail, Cell Phones and Computer Systems which is attached hereto and incorporated herein by this reference, is hereby approved and adopted
2. That these policy amendments are effective immediately and will be made available to each employee.

Passed this 26th day of January 2016.

Ray W. Little, Mayor

ATTEST:

Julie A. Bloxham, Recorder

CITY SEAL:

A. Use of City Electronic Mail, Voicemail, Cell Phones and Computer Systems

Employees shall not use e-mail, voicemail, cell phones or computer systems for any inappropriate use, including but not limited to the following:

- Solicitation of employees for fund raisers not approved by the City;
- To further personal business interests;
- Offensive, harassing, vulgar, obscene, or threatening communications, including disparagement of others;
- Verbal abuse, slander or defamation;
- Creating, distributing, viewing or soliciting sexually oriented messages, materials or images;
- Electronic dissemination or printing of copyrighted materials, including articles and software in violation of copyright laws;
- Downloading of any audio or video files in violation of copyright laws.

E-mail and voice mail communication and the contents of City owned computers are the sole property of the City and may be subject to monitoring at any time without notice. When using the e-mail or voice mail systems, and other equipment including city computers, the employee knowingly and voluntarily consents to being monitored and acknowledges the employer's right to conduct such monitoring. There is no expectation of privacy when using the City's equipment. The security of e-mail and voice mail communications is not guaranteed. Abuse of e-mail, voicemail, cell phones and computer systems, and other City equipment could subject the employee to disciplinary action, up to and including termination.

B. Social Media Policy

The City recognizes that social media has changed the way that people communicate with each other and that the use of social media can enhance communication between City government and citizens. The City also recognizes that appropriate use of social media may further the mission of the City and its departments. City employees participating on internet social media/networking sites (MySpace, Facebook, Twitter, etc.) must use appropriate discretion to not discredit themselves or the City. To achieve and maintain the public's highest level of respect, City departments may utilize social media and social network sites to enhance communications with citizens and program participants subject to the following rules and guidelines:

(Note that due to the nature of electronic media, these rules and guidelines are subject to change over time and that the City reserves the right to make any such modifications as it deems necessary.)

1. The Mayor shall appoint a Social Media Coordinator with the authority to use social media on behalf of the City and responsibility to ensure the appropriateness of content.
2. Individual departments may participate in social media sites, with the authorization of their Department Supervisor and/or the Mayor, for the dissemination of City related information to the public in accordance with the City's mission and shall not be used for

personal uses. This shall be done with the cooperation and approval of the Social Media Coordinator.

3. The Supervisor of each department or their designee shall be responsible for the content and upkeep of each social media site maintained by that department.
4. City social media sites shall comply with federal, state, and local laws, regulations and administrative rules.
5. City social media sites are subject to State of Utah public records laws. The department maintaining the site is responsible for responding completely and accurately to any public records requests for public records on social media sites. All responses should be approved by the Records Manager of the City.
6. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between City departments and members of the public. City social media site articles and comments containing any of the following forms of content shall not be allowed:
 - a. Comments in support or opposition to political campaigns or ballot measures;
 - b. Profane language or content;
 - c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - d. Sexual content or links to sexual content;
 - e. Solicitations of commerce;
 - f. Conduct or encouragement of illegal activity;
 - g. Solicitations of commerce;
 - h. Information that may tend to compromise the safety or security of the public or public systems;
 - i. Content that violates a legal ownership interest of any other party; or comments not typically related to the particular social medium article being commented upon, including random or unintelligible comments.
7. The guidelines described above should be displayed to users or made available by hyperlink.
8. The City reserves the right to restrict or remove any content that is deemed to be in violation of this social media policy or any applicable law. A copy of any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

9. All content created or posted on a City social media site as well as all City profile and home pages shall belong to the City.

Personal Use of Social Media Sites Social Networking

City employees participating on internet social networking sites (MySpace, Facebook, Twitter, etc.), must use appropriate discretion to not discredit themselves or the City. To achieve and maintain the public's highest level of respect, City employees are expected to follow the standards of conduct below whether on or off duty:

1. Except in the performance of an authorized duty, employee use of department phones, computers or other electronic devices to access social networking sites (Facebook, MySpace, etc.) blogs or bulletin boards is prohibited.
2. Except in the performance of an authorized duty, City employees shall not post, transmit, reproduce, and/or disseminate information (text, pictures, video, audio, etc.) to the internet or any other forum (public or private) that would tend to discredit or reflect unfavorably upon the City or any of the City's employees or elected officials.
3. Employees are prohibited from posting, transmitting, and/or disseminating any pictures or videos of official department training, activities, or work related assignments without the express written permission of their Supervisor.
4. Employees are prohibited from disclosing, through whatever means, any information, photograph, video or other recording obtained or accessible as a result of employment with the City for financial or personal gain, or any disclosure of such material without the expressed authorization of their Supervisor.
5. Employees must ensure that any content disseminated is consistent with Layton City's Harassment Policy.
6. Employees are prohibited from posting content that is inconsistent with their duties and obligations and that tends to compromise or damage the mission, function, reputation, or professionalism of Layton City or its employees.
7. Employees must exercise caution when posting or responding to information, or reflecting agreement or support of an existing posting, as doing so may be interpreted as an endorsement thereof, which may be inconsistent with ones duties and responsibilities as a City employee generally, or with the employees specific duties and responsibilities.
8. Remove any content in a reasonable and prompt manner that is in violation of this policy and/or posted by others from any web page or website maintained by the employee.
9. Employees forfeit any expectation of privacy with regard to anything published or maintained through file-sharing software or any internet site open to public view (e.g., Facebook, MySpace, etc.)

Remember posted content has the potential to be shared broadly, including individuals with whom you did not intend to communicate. Employees are strongly discouraged from posting information regarding off-duty activity that may bring their reputation into question. Violations of this policy may subject an employee to disciplinary action, up to and including termination.

Nothing in this policy is intended to prohibit or infringe upon any employees communication, speech, or expression that has been clearly established as protected or privileged.

