



TOQUERVILLE CITY COUNCIL WORK and GENERAL MEETING MINUTES

Monday, December 10, 2015 at 6:00 pm

held at TQ City Office - 212 N. Toquerville Blvd, Toquerville Utah

In Attendance:

Mayor: Darrin LeFevre
City Council Members: Ty Bringhurst, Mark Fahrenkamp, Paul Heideman, Brad Langston
City Office Staff: Lance Gubler (Public Works/Maintenance Supervisor), Treasurer June Jeffery (Treasurer), Coleen Orth (Recorder)
Others: Karl Rasmussen (City Engineer – Arrived @ 6:12pm), Keen Ellsworth (Planning Commission Chair), Blair Gubler (Sewer – Arrived at 6:07pm), Mike Vercimak (Zoning Inspector)
Not in Attendance: Daren Cottam, Heath Snow (Attorney)

Meeting called to order by Mayor LeFevre @ 6:00pm. Motioned seconded by Brad Langston.

During this meeting, issues were had with recording device.

Mayor passed out handout regarding meeting rules and orders. It is important to keep meetings flowing while following correct meeting protocol. Nothing new should be presented at City Council Meetings. The discussions had at Planning Commission Meetings and Work Meetings ensure that all members are up-to-date on agenda items. Nothing should come as a surprise. Declarations and Disclosures of Conflict shall be had. These meetings must become more efficient than they have been in the past.

6:00 PM WORK MEETING: Council & Officials Discussion only

1. *Sewer Update: Blair Gubler*
Budget approved at the recent (Sewer) Board Meeting. Additional funds were earmarked for Capital Projects. Outgoing Board was ushered out; new members were announced. Meeting was short and concise.
2. *Staff Reports: Administrator Mike Vercimak*
Catamount HOCUP has been completed. Paul and Carylee Heideman's BnB (Almost Inn Zion) has been approved. Jerry Eves: Regarding Anderson Junction, Mike V and Keen E require a public hearing and new application. Both have been submitted/arranged.
3. *Planning Commission Update: Chair Keen Ellsworth*
None.
4. *City Engineer Update: Karl Rasmussen*
Per Karl Rasmussen: Karl reviewed various projects and projected costs of each. Maintenance was not listed in project details and should be. Karl will add the maintenance cost documents to the Capital Facilities Plan (book). Per Ty Bringhurst, regarding Project CW-05 (Cholla Creek Lane Water Line): "This is a great price." He recommends that the contract be signed. Ty thinks that Karl's dollar amounts shown are lower than what is probable on many of the other projects listed. Karl to review again and amend as needed. CW-05 and CW-06 (Hunter Lane): Karl to update/correct the project detail sheets. Per Ty: "Why are contingency and engineering costs the same amounts?" Per Karl: "Because ten percent (10%) of the project cost has been estimated for each." ST05 (Toquerville Heights Drainage): Ty asked when this project will be addressed. Karl will run the storm drain pipe to the curb/gutter. Karl asked the Council to please give input regarding consequences. Input needed before January. A Public Hearing might be needed. Per Mayor, "The new (2016) Council should give input." This will push the Public Hearing out until February. Projects will be relooked at in February at City Council Meeting.

Per the Mayor, a second City Council Work meeting shall be scheduled monthly. The first of these meetings will be held on January 26th. Karl Rasmussen will attend.

5. *Water/Maintenance Update: Lance Gubler*

Lance Gubler discussed TQ Springs to TQ Falls Roads. He was asked to grade these roads through the City's property. Since the City has received B&C funds for road maintenance, it is the City's responsibility to maintain those roads. Mike V stated that the City of Hurricane might be able to help with certain projects. If TQ forms an alliance with Hurricane and both cities pay dues, it should be easier to maintain certain [roads] projects. Mayor stated that this idea has been discussed in the past, but no real action has come of it. Someone needs to spearhead this to move it forward. Ron Whitehead is expected to connect with Lance to further the discussion regarding the alliance, as well as discussion regarding property lines between TQ City limits and County property.

Per Lance: Regarding LED lighting: The City currently has eighty-eight (88) LED lights throughout town. Switching all lights over to LED would result in over \$8,000.00 in savings annually. Cost to swap out sixty (60) lights throughout town would be approximately \$10,000.00 Cost to swap out all lights would be +/- \$32,000.00 (this includes labor and materials). Mike Ruesch has given Lance a quote to handle the work (his quote is included in the \$32,000 projected cost). It will take four (4) years for the City to recuperate the cost of the new lighting. Eluma comes with a ten (10) year warranty. Most other vendors have a five (5) year warranty. Eluma also has more options (dimming, timing, etc.) than many other vendors. Lance has received another bid that was quoted at \$48,000.00. An extra cost of \$7,000.00 for purchase of the poles shall be added to the Eluma quote (bringing the cost to +/- \$40,000.00). Per Ty: "Can we change the specs to require new subdivisions to install these lights?" Mayor to talk to John Postert about this. This has been discussed before and needs to be enforced.

Per Lance: Regarding Anderson Junction, Lance discussed the need to fill potholes and to chip seal the frontage road at Anderson Junction. He has talked to Dean Wolfenstein from the County and the possibility of them helping with the maintenance.

Per Lance: Miscellaneous Items:

Fire hydrant resolution: Proposed change: \$150.00.

Cemetery: Cleaning up of the books/records is almost complete. Markers were re-shot; map and book have been updated. Lance would like to have the map available at the cemetery.

Sidewalk replacement in Trail Ridge Estates.

Retaining wall at the park; was budgeted for last year. Lance to solicit bids.

Night skies for billboards: Can we have them shine down instead of up? Per Mayor: It will cost a lot of money (hundreds of thousands of dollars!) to down light the billboards.

Ty and Lance to work on the frontage road maintenance plan.

6. *Review Business of the Regular Meeting Agenda*

Per Mayor: Daren Cottam is currently the Mayor Pro Tem. A new Mayor Pro Tem is needed. Brad Langston nominated Keen Ellsworth. Paul Heideman nominated Mark Fahrenkamp. Keen stated that he wouldn't mind being given the position. Paul and Brad both stated that they would support either candidate. At the next City Council Meeting, Mayor Pro Tem shall be assigned. Council Members' duties shall be reassigned/reshuffled. Darren Cottam's duties need to be reassigned. Discussion shall be had surrounding this at the next Regular CC Meeting (immediately following this CC Work Meeting.)

6:55pm Mayor motioned to take a quick break. Brad Langston seconded the motion. Motion carried.

7:01 PM - CONVENE REGULAR MEETING:

1. Call to Order – Mayor. Pledge - Mark Fahrenkamp. Invocation - Mayor LeFevre.
2. Requests for any Statements of belief from anyone present. Requests for any Disclosures and Declarations of Conflict from Council. Paul Heideman stated a Conflict of Interest with Agenda Item D3. (Consideration and possible approval of Conditional Use Permit and Business License for "Almost Inn Zion". Applicants: Paul & Carylee Heideman. Proposed Business Address: 720 S. Toquerville Blvd. Property Tax ID#: 0574312 T-125-0-01 Sales Tax # 15508699. Proposed use of property: Bed and Breakfast.)

A. CONSENT AGENDA: Review and approval of November 12, 2015 CC Meeting Minutes, November 30, 2015 CC Work Meeting Minutes as corrected. Review and approval of 2016 Annual Meeting Schedule. Paul Heideman motioned to approve all Consent Agenda items. Brad Langston seconded the motion. Motion carried. Review and approval of City Expenditures review for November, 2015 via Roll Call vote:

Ty Bringhurst	Aye	Mark Fahrenkamp	Aye
Paul Heideman	Aye	Brad Langston	Aye
Daren Cottam	Not in attendance		

B. PUBLIC FORUM: Mayor explained the purpose of this forum to all in attendance and invited Members of the Public to voice their comments regarding current agenda items and/or to make requests for future agenda items. No comments made.

C. PRESENTATION: Given by David Wittwer from HintonBurdick CPAs and Advisors. On page one (1) of the Audit Report, it was noted that no adjustments were needed. This is fantastic news for the City. Findings listed on page forty-nine (49) are the same as last year. Segregation of duties is an ongoing problem for organizations as small as TQ City. The auditors shall have future discussion with Mayor about various options to address this. Auditors noted that the general fund continues to have an excess of funds. This has happened for several years in a row now. Regarding page sixteen (16): General fund had a net change of <\$26,000.00> from last year; Revenues are up \$58,000.00; Expenses reflected a 28% increase due to storm drains, streets, and cemetery projects; \$55,000.00 was collected in impact fees. \$19,000.00 of that was spent on impact fees studies. Capital projects impact fees = \$96,000.00. Balance sheets for General funds, Capital Projects, and Perpetual Care can be found on page fourteen (14). Page twenty (20) lists Water Fund details. Auditors had no questions surrounding the Water Fund. Page twenty-one (21) shows that the cash flow from operating activities is positive \$63,000.00. Operating costs increased due to depreciation expense. Paul Heideman asked if depreciation for pipes should be changed. Ty Bringhurst said “No, it’s not needed.” Mark Fahrenkamp stated that it is important to fund the depreciation account. Per June Jeffery, the City must keep \$500,000.00 in the Zion Bank Money Market account in order to get the rate it does.

Graphs were then discussed. Page three (3): Water Fund shows operating expenses and revenues (expenses exceed revenues). Page four (4) shows a loss increase. Page five (5) shows a cash trend for water fund. Overall, the Water Fund still has unrestricted equity. The auditor stated that the “Funds are in pretty good financial position.”

D. BUSINESS:

1. *Consideration and possible approval of Mayor’s Scholarship applicant.*
Only one (1) applicant has submitted an application. Coleen Orth to post an update on TQ City website seeking additional applicants/urging others to apply. Selection of winning applicants to be tabled, deadline to be extended to December 31, 2015, to allow for more applicants.
2. *Consideration and possible approval of Catamount Heights Management, LLC Business License*
Approved.
3. *Discussion of Capital Facilities Plan Meeting. Public Hearing to be held in February, 2016 to approve the Capital Facility Plan.*
Brad Langston motioned to approve Plan. Mark Fahrenkamp seconded the motion. Paul Heideman stated that a checklist is needed showing who has signed off on projects (ex: Sewer District, etc.) Mark motioned to include this checklist in the Plan. Brad Langston seconded the amended motion. Motion carried.
4. *Discussion and possible approval of Council Members’ change of duties (to be effective during January 14, 2016 City Council Meeting as new Council Members to be sworn in on that date).*
Mayor discussed need to reshuffle/reassign duties. Ty Bringhurst motioned to table this item until the February, 2016 City Council Meeting. New Members can then have input and all Members can give thought to which items they’d prefer to oversee. Paul Heideman seconded this motion to table approval/denial. Motion carried.
5. *Consideration and possible approval of Application for Conditional Use Permit for design and sale of craft items, consulting services, and photography.*
Not discussed, placed on Agenda in error; Previously approved.
6. *Consideration and possible approval of Conditional Use Permit and Business License for “Almost Inn Zion”;*

Applicants: Paul & Carylee Heideman; Proposed Business Address: 720 S. Toquerville Blvd. ; Proposed use of property: Bed and Breakfast.

7. *Consideration and possible approval of Application for Conditional Use Permit Natural Gas Power Generation and Greenhouses (2 separate applications, both listed under Jerry Eves).*

E. REQUEST FOR AGENDA ITEMS: To be heard on January 14, 2016, at the City Council Meeting.

F. CITY DEPARTMENTS AND COUNCIL REPORTS TO THE CITY:

Reminder: Duties and departments shall be discussed (and realigned) with New City Council during January, 2016 CC Meeting. Final approval shall be voted on during February, 2016 CC Meeting.

1. Subdivisions/Water Dept/Park Maintenance/Park Committee: Mark Fahrenkamp
Regarding recent remodel of City Chambers: Mark stated that an unexpected expense of approximately \$400-500 was had due to platform needing to be carpeted. Electrician gave quote of \$385.00 for three (3) electrical plug-ins. Mayor advised Mark to move forward and give the electricians the 'go-ahead' to move forward. Ty would like to have hanging wires by TV put inside the walls. He sees this is a safety issue. Mark and Ty to call electricians and low voltage companies to have this reviewed.
2. Culture & Recreation/Sewer District/Beautification Committee: Paul Heideman
None.
3. Streets/MPO/Risk Management/Confluence Park/Trails Committee/Mosquito Abatement District: Daren Cottam
None.
4. Economic Development/Emergency Preparedness/Water Dept Asst/Safety Committee: Ty Bringhurst
None.
5. City Hall Maintenance/Cemetery/Solid Waste/Fire District/Tree Board: Brad Langston
Per Brad: Lance to ask Randy Johnson to call him [Brad] to discuss the tree grant. Brad to have further discussion with the Tree Board. New budget for Solid Waste to be voted on Monday. Recycling cans to be delivered in January; cost is less than expected.
6. Attorney's Report: Heath Snow
None (not in attendance).
7. Mayor's Report: M. Darrin LeFevre
Mayor state that Daren Cottam to be recognized at upcoming holiday party.

The above listed departments/duties were discussed. Suggested changes to include: (to be further discussed with new CC Members in January, 2016. Final approval scheduled for February, 2016 CC Meeting.)

Mark Fahrenkamp	Park Maintenance (1) Park Committee Risk Management Trails Committee
Paul Heideman	Sewer District (2) Culture & Recreation
Ty Bringhurst	Water Department (1) Streets MPO Emergency Preparedness Safety Committee (4)
Brad Langston	Solid Waste Tree Board Cemetery/ City Hall Maintenance Beautification Committee and Confluence Park (5)
Mayor LeFevre	Fire District Sewer District (2)

Keen Ellsworth (<i>New CC Member effective, Swearing in date: 1/14/16</i>)	Economic Development Subdivisions Planning Commission Oversight Mosquito Abatement District (3)
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- (1) Parks and Water are currently one Department. These shall be split into two (2) Departments. Each will have its own CC Member.
- (2) Faye from the Sewer District recently stated that Mayor + one (1) Council Member required.
- (3) This spot can be filled with from the community that can attend meetings and report back to the City Council. The County Commissioner would need to relieve Keen of this duty and then assign a community member. Keen to think this over and decide how he wants to handle this. Further discussion to be had at January, 2016 CC Meeting.
- (4) Per June: City's insurance company requires that Safety Meetings to be held regularly. Per Mike V: If Safety Meetings are held monthly (at Staff Meetings), City can apply for certain funds. Lance to hold monthly meetings.
- (5) Beautification Committee and Confluence Park to be merged.

FYI:

- Although Confluence Park is not in TQ, a TQ City representative sits on the Board.
- CC Member [Keen Ellsworth] to oversee Planning Commission is something new that the Mayor wants to happen moving forward, beginning with 2016 CC.

G. POSSIBLE EXECUTIVE SESSION for Potential Litigation or Personnel Issues:

- 7:56pm Brad made a motion to move from the Regular Meeting into an Executive Session [Closed Session]. Mark seconded the motion. Motion carried.
- 7:57pm Executive Session [Closed Session] to discuss personnel began.
- 8:12pm Brad Langston motioned to adjourn Executive Session. Ty Bringhurst seconded the motion. Motion carried.
- 8:12pm Meeting returned to Regular CC Meeting. **Motion** to Adjourn the Regular City Council meeting was made by Paul Heideman and seconded by Ty Bringhurst. Motion carried.
- 8:13pm **Mayor adjourned meeting.**

Minutes of the December 10, 2015, Toquerville City Council Meeting will be presented for review and approval at the January, 2016 City Council Meeting.


 _____ Date: 1/14/16
 M. Darrin LeFevre, Mayor


 _____ Date: 1/14/16
 /s/ Coleen M. Orth, City Recorder

