

Date: December 13, 2018
Time: 6:30 p.m.
Place: Willard City Hall, 80 W 50 S, Willard, UT 84340
Attendance: Mayor Pro-tem Mike Crossley, Council members Josh Braegger, Del Fredde, and Brad Robb; City Recorder Teri Fellenz, City Planner Bryce Wheelwright

Excused: Mayor Kenneth Braegger, Council member Jared Profaizer

Others: (see attached for others)

1. Call to Order

- a. Invocation
- b. Pledge of Allegiance

2. Open Comment Period (Individuals have three minutes for open comments. If required, items may be referred to department heads for resolution. Items requiring action by the City Council will be placed on the agenda for a future meeting.)

3. Business

- a. Child-Richards CPAs and Advisors - presentation of 2017-18 Fiscal Year Audit – Kennedy Allen of Child Richards gave a presentation of the 2017-18 Fiscal year Audit. She stated they have issued a clean unmodified opinion which is the best they can give. She highlighted the budget and actual amounts in each of the funds and the balances. Ms. Allen also noted the increase in the bond payment amount in 2019 for the sewer fund and explained she included an amortization schedule of the bond payments which will continue to increase each year. She also explained there is one finding in which one of the samples tested for posting of public notices on the State of Utah Public meeting notice website was not properly noticed and the minutes were not posted within the 3 days required. She asked if the Council members had any questions. There were no questions and Mayor Pro-tem Crossley thanked them for their work on the audit.
- b. Review bids received for 500,000 gallon water storage tank and possible award.- Mayor Pro-tem Crossley read from the attached memo submitted by the City Engineer Jones & Associates. A discussion was held on the bids and the experience of Allied Underground Technology and also Grange Construction, the concrete contractor. Concerns were expressed about the possibilities of change orders due to the inexperience. Discussion was also held on the practice of eliminating the highest and lowest bid. Council member Robb stated he has some hesitation and that working for the Federal Government they do pull the lowest and highest bids. Council member Braegger stated his experience is that Allied is a good contractor. Council member Fredde stated he wished Jones & Associates would have attended the meeting to answer the questions. Discussion was then held on tabling the item and that the next meeting wouldn't be for a month and the possibility of holding a special meeting. Mayor Pro-tem Crossley stated with the Engineer's recommendation, he wouldn't be adverse to awarding the bid or they could have a meeting with Jones & Associates to discuss it further. He called for a motion.

Council member Robb made a motion to table the item and set a special meeting with Jones & Associates. The motion was seconded by Council

member Fredde and the motion carried.

***Council member Robb – yes
Council member Fredde – yes***

Council member Braegger – yes

A brief discussion was held about times for a special meeting. City Planner Bryce Wheelwright will follow up and try to set a meeting for noon on Tuesday.

- c. Review and approval of Resolution 2018-11 approving the Bylaws of the Perry Willard Waste Water Treatment Facility Board – Council member Fredde explained they have previously approved the bylaws. The attorney for Perry City reviewed it and suggested some changes. It was asked if the Willard City Attorney had reviewed the changes.

Council member Fredde made a motion to approve resolution 2018-11, seconded by Council member Braegger. The motion carried.

***Council member Robb – yes
Council member Fredde – yes***

Council member Braegger – yes

- d. The Planning Commission Report – City Planner Bryce Wheelwright reported the Planning Commission heard a rezone request for a parcel out by Hargis Hill Road owned by Dave Ormond. The Planning Commission has recommended approval to the City Council. It will be presented to the City Council at a future meeting.

He reported the Planning Commission is also working on the Condition Use Ordinance and stated they have been spending a lot of time on it. Council member Fredde stated that anything the Planning Commission has considered and recommended to the Council has been looked at well.

- e. Approval of Minutes – The minutes of the November 8, 2018, meeting were individually reviewed.

Council member Robb made a motion to approve the minutes as written, seconded by Council member Braegger. The motion carried.

***Council member Robb – yes
Council member Fredde – yes***

Council member Braegger – yes

- f. Financial – The vouchers and warrants were presented to the Council for approval. The reports were individually reviewed.
 - 1) Warrants
 - 2) Vouchers
 - 3) Reports
 - 4) Review of 2018-19 Budget and Set a public hearing for the increase of the Fire Department Budget from restricted funds to purchase uniforms and supplies.

Chief Mund explained during the department elections the members voted to use some of the Fire Department's restricted funds. He stated they would like to purchase dress uniforms. The cost is approximately \$9,000 or \$351 per person from A1. They could possibly be a little bit less. They would also like to approval of \$1,500 for the purchase of badges. He said it was approved in

the last budget year, but they chose to purchase new thermal imaging cameras. He added they should also include \$1,500 for the annual Fire Department dinner for a total of \$12,000. He requested the Council set a public hearing to increase the budget. City Recorder Teri Fellenz explained the money raised over the 3rd and 4th of July is put in a restricted fund for the department.

Council member Robb made a motion to set a public hearing for January 10, 2017. The motion was seconded by Council member Braegger. The motion carried.

***Council member Robb – yes
Council member Fredde – yes***

Council member Braegger – yes

4. Department Reports

a. Maintenance Department

- 1) Purchase approvals – Quantity 2 – Two-inch water meters \$4,000. Public Works Supervisor Doug Thompson requested approval for two 2" water meters to replace the one at City Hall and the Fire Department. He explained the State is becoming more particular about keeping track of water. He said the meter at city hall is probably the original and the meter at the fire station is not working. The cost of the two is \$4,000.

Council member Braegger made a motion to approve up to \$4,000 for the purchase of the two new meters. The motion was seconded by Council member Fredde and the motion carried.

***Council member Robb – yes
Council member Fredde – yes***

Council member Braegger – yes

- 2) Review of bids and request for approval to purchase mini excavator. Doug then presented the attached list of bids for a mini excavator and a trailer to haul it. He stated the bid from Bonneville is for a Kubota and he feels that would best suit the needs of the City. He stated it is bigger and has more options. He explained the mini-ex is easier to maneuver into smaller areas and does less damage to the asphalt. The Kubota is rated for 14,000 lbs. A discussion was held on the other bids. Council member Fredde asked if in 3-4 years he would recommend they rotate it out and purchase another. Doug explained he felt that might be the best option, but that would depend on the Council members in place at that time. A discussion was held on purchasing a second narrower bucket. He then explained the trailer from Christensen's in Perry City is one that is double framed and is also the least expensive. A brief discussion was held.

Council member Braegger made a motion to approve \$60,000 for the purchase of the mini excavator, possibly the second bucket and the trailer. The motion was seconded by Council member Robb and the motion carried with a unanimous vote.

***Council member Robb – yes
Council member Fredde – yes***

Council member Braegger – yes

- b. Police Department – Chief Loveland presented a thank you card and requested the Council members sign it. She explained the department received a grant for 3 vests which required a 50/50 match. She stated Gordon Sleeman presented the department with a check in the amount of \$1,158 making the City's portion \$.48. She said the department is grateful for the gift.

Chief Loveland then stated she had requested approval for extra part time officers. She then asked Council member Crossley to hire a part-time office worker instead of an extra officer and introduced Julie Jacobsen. She explained Julie's role in the department acquiring grants for extra DUI shifts, Beer tax grants JAG grants for pagers and uniforms and a Crime Victims Grant to hire a detective to help with investigations. Mayor Pro-tem Crossley thanked the Police Department for all they do.

- 1) Purchase approvals

- c. Fire Department –

- 1) Purchase approvals - Chief Mund requested approval of \$500 for the purchase a new keypad lock for the fire station and also 2 new sets of light duty turnout gear at a cost of \$1,100.

Council member Fredde made a motion to approve \$1,600 for the purchases, seconded by Council member Robb. The motion carried with a unanimous vote.

Chief Mund then reported they responded to a structure fire. He stated from a firefighters standpoint everything went extremely well. He said unfortunately there was a fatality and explained the necessity of each home to have at least 1 smoke detector on each floor. He stated the department is working on a program where they will go door to door in the City and pass out pamphlets and discuss fire safety. They are also working to get grants for smoke detectors to insure residents have at least 1 functioning detector on each level. Mayor Pro-tem Crossley thanked them for all they do.

5. Council members

- a. Mike Crossley
- b. Del Fredde – Council member Fredde wanted to make the Council aware Blue Ox development has sent a draft development agreement and Conditional Use Permit application for the property just outside the south City limits. It is about 150 pages and they are asking for any comment from the City. He will send them to the City office and requested they be sent out to the Council members.
- c. Josh Braegger – Stated Bryce had gotten another bid for footings and foundations and requested approval of \$10,500 for the footings and foundations.

Council member Robb made a motion to approve \$10,500 for the footings and foundations. The motion was seconded by Council member Fredde and the motion carried.

- d. Jared Profaizer
- e. Brad Robb
- f.

6. **Mayor's General Correspondence and Information** – Mayor Pro tem Crossley thanked the City staff for their hard work with the Christmas Party and was impressed with the Madrigals performance.
7. **Adjourn:** *Council member Braegger made a motion to adjourn the meeting, seconded by Council member Robb. The motion carried and the meeting adjourned at 7:35 p.m.*

Minutes were read individually and approved on January 10, 2019_____.