

Hyde Park City Council Meeting
113 East Center Street
Hyde Park, Utah

October 9, 2019

City Council

The Hyde Park City Council meeting began at 7:00pm and was conducted by Council Member Wheeler.

City Officials Present: Council members; Brad Robinson, Charles Wheeler, Bret Randall, Gerald Osborne, and Mark Hurd. Interim Police Chief; Ulysses Black, City Recorder; Donja Wright. Mayor Flint was excused.

Others Present: Mark Lynne, Shannon Rhodes, Karl White, Kirk Brower, Brandon Buck, Bryce Lancaster, David Zook

Prayer or Thought: Council member Wheeler

Pledge of Allegiance: Council Member Osborne

Adoption of Agenda: Council member Robinson made a motion to approve the agenda for October 9, 2019 as amended. Council member Osborne seconded the motion. Council members Robinson, Wheeler, Randall, Osborne and Hurd voted in favor. The motion carried 5/0.

Citizen Input: Shannon Rhodes informed the Council that a Citizen questioned why the roads do not have lane striping and asked if it is in a future budget. Council member Osborne informed Ms. Rhodes that the City only contracts for the striping of roads if it is a safety issue. The Citizen feels like the road to the north of green canyon is a safety issue. Council member Osborne will investigate the request.

CAPSA – Presentation on Domestic Violence Awareness Month: Bryce Lancaster from CAPSA approached the Council and informed them that October is Domestic Violence awareness month. Domestic violence is more prevalent than anyone thinks and shows up in ways that can't be seen. Capsa focuses on empowering the survivor. They offer a free, confidential shelter for people. Mr. Lancaster left pamphlets with the Council and informed them that Capsa is connecting through social media and educating City employees. The Council recommended educating the citizens through the newsletter.

Resolution 2019-12 – Recertification of the Hyde Park City Justice Court:

Council member Robinson made a motion to approve Resolution 2019 –12 Recertification of the Hyde Park City Justice Court with an amendment to change City Attorney to “City Prosecuting Attorney”. Council member Wheeler seconded the motion. Council members Robinson, Wheeler, Randall, Osborne and Hurd voted in favor. The motion carried 5/0.

Discuss the position of City Administrator: David Zook, City Manager for Nibley City and resident of Hyde Park, approached the Council to explain the process that was used to create the Ordinance that is front of them. Mr. Zook explained that he provided the Mayor with a few versions of ordinances from different Cities and a model ordinance from ICMA. The Mayor wrote this Ordinance and then sent it to Mr. Zook and the City Attorney for suggestions.

Section One (Position Created): Describes the creation of the position. The Mayor would select a candidate for City Administrator and the Council would give their consent. Mr. Zook explained that a few of the Council members are usually in on the hiring process. The section describes that the position will report to the Mayor. Mr. Zook said that they may add that it is not wise to have a council member provide direction but the Council as a whole can provide direction.

Section Two (Scope of Authority): Describes authority. It currently says under the direction and authority of the Mayor. Mr. Zook informed the Council that the Ordinance could state “under the direction of the City Council as a whole”. The Council had a discussion about the relationship between the City Administrator and the Planning Commission. Mr. Zook recommended that the City administrator provide support for the Planning Commission but not tell them how to run it.

Section three (General Powers and duties): Describes the general powers and duties of the position. This section provides a list of specific functions. Mr. Zook recommended adding to the end of the section O - “or in a delegation matrix adopted by Ordinance”. The Council was in support of this addition.

Mr. Zook recommended that the Administrator should have hiring and firing power. The hiring process should involve the Mayor, administrator, and a few Council members. Council member Robinson recommended creating a policy that dictates what a hiring committee should look like. “Managing the hiring process”, outlines who needs to be involved in the hiring of positions. Mr. Zook informed the Council that he is involved in hiring upper level jobs but the department heads hire for lawn mowing type positions.

Mr. Zook recommended that the details get resolved in the Personnel Policy rather than this Ordinance. The Personnel Policy could outline who is responsible for hiring and firing and what the City Administrator is responsible for. He informed them that several of the statements could simply reference the personnel policy.

Council member Hurd recommended an addition to the ordinance “In addition the City Administrator is expected to ensure the legal compliance of all City processes and carry out the will of the Council, to be accountable for all fiscal matters and to manage human and other resources while creating a safe and productive City”.

Mr. Zook recommended that if we use Council member Hurd’s statement, it be broken up into 4 separate categories and defined.

Section 4 (Creation of Department Heads): Refer the Personnel Policy.

Section 5 (Department Heads – Authority): Sets up a line of command

Section 6 (Interference by Councilmembers): The Council discussed chain of command and appropriate comments. Mr. Zook explained that any conversation from a Council member to a Dept. head or City Administrator is always taken as direction. The Council should not go around the executive branch to tell the department heads and staff what to do. Council member Robinson recommended that the Council needs appropriate training to understand ordinances and what follies the Council can fall into.

Sections 7 (Residency Requirements): The Council discussed dictating the residency requirement in the City Personnel Policy.

Section 8 (Qualifications): Mr. Zook recommended that qualification include the wording “Including membership in ICMA and UCMA or obtain it within 60 days” He recommended that the City pay for their membership and training. The Council discussed removing some of the requirements as it may lessen the amount of good candidates. The Council requested that the sentence beginning “A college....” be removed.

Section 9 (Removal of City Administrator): Describes the process of removing the City Administrator: The Council suggested that the Ordinance add “Reference the written contract”.

Section 10 (Discretion of the City Administrator): Could add this to the Personnel Policy (Fund disbursement could be outlined in the personnel policy). The Council recommended this section says “In Excess of the limit outlined in the purchasing policy”.

Council member Robinson recommended that the document is gender neutral.

Discuss Continuation or termination of conversation with North Logan, Smithfield and Hyde Park regarding combining North Park and Smithfield Police Departments: Council member Osborne informed the Council that the

Police Commission met last Thursday and decided to approach the Councils to see if the Council members in each City wanted to continue the discussion of combining the Police Departments. The total budget of the three Cities is estimated to be \$2.77 million. (see attached sheet)

The Mayors worked through several different scenarios to see if they could create a savings for all three Cities. (Attached Sheet) Smithfield City Police building would be the main building so there would be an additional cost of \$10,000 to \$15,000 for rent. There is a possibility of getting some of the rent money back through rent of the Hyde Park / North Logan building.

Council member Hurd informed the Council that he recognizes the logistical problem with combining the Police Departments and recognizes that the current matrix will not work. The problem with the current formula is that per capita Hyde Park has far less calls for service. The formula needs to be revised to consider other options for creating a fair formula. Council member Hurd is favor of continuing the discussion.

Council member Osborne informed the Council that Smithfield City is very willing to come to the table and look at different options. He is in favor of looking at other options for the formula but he is also OK with not continuing the discussion.

Council member Randall informed the Council that the national average is 2 officers for 1,000 people. Utah averages 1.5 officer for 1,000 people and North Park is much lower than that. North Logan has underfunded their police department for years. The Council discussed how many officers you need to be a functioning City. Council member Randall stated that 'calls for service' is the major factor for deciding how many officers to have. Council member Randall explained that the population of the Cities varies during the day. Hyde Park is a commuter City and most of the population leaves during the day. He stated that he is not opposed to continuing the conversation but would like North Logan to commit financially to public safety. He recommends that if the discussion continues, calls for service needs to be rated much higher.

Council member Wheeler discussed reversing the formula to be 40% - population, 60% - calls for service.

Council member Robinson informed the Council that he does not understand the beginning numbers so it is difficult to understand the rest. With the volume of schools, growth, and population increase, the City needs to fund public safety. Council member Robinson made a motion to continue the efforts to increase the services and efficiencies regardless of the outcome and get Smithfield's proposal in continuing the conversation with them. Council member Hurd seconded the motion. Chief Black approached the Council and informed them that there would not be more officers at any time during the day or night. The scheduling would make it so

there would be fewer officers serving the three communities at certain times during the day. The Council discussed what the level of service should be. Council members Robinson, Wheeler, Osborne and Hurd voted in favor. The motion carried 4/0. Council member Randall abstained.

Departments:

Parks: Council member Wheeler gave an update on the 600 south park; the rough grading is complete and they will begin spreading topsoil. One item changed from the original plan; under the concrete pad for the pickleball court, pavilion and restroom they will install the pit run now rather than later. It will be a long term savings by having the same contractor do the work. After that is complete, they will begin marking out where the trail goes, the concrete will be poured and then the work on the sprinkler system will begin.

Roads: Council member Osborne informed the Council that they are working on 50 east. They have poured the curb and are on schedule. There is a section on 200 west that is only a partial road. They are looking at putting in a storm water system. The Council discussed creating an agreement with a future developer with a notice on the plat that at the time the property is developed, they will reimburse the City for the ½ road. Council member Robinson said that since the right of way is already owned by the City, it cannot be placed on the plat but it could be referenced in City Council Minutes. Council member Osborne recommended looking at the Subdivision Ordinance to charge 1.10%. Council member Randall recommended putting in crushed asphalt and road base. Council member Hurd recommended switching the stop signs on the intersection of 300 south and 200 west to encourage people to drive on 100 west.

P&Z: Council member Hurd informed the Council that the P&Z minutes are in box, the payment has been made for the BLM property and there are citizens interested in helping with trails on the BLM land.

Sewer/Water: Council member Randall informed the Council that the rate committee is meeting in October and engineering is moving forward on the water project

Administrative: Donja reminded the Council that a Meet the Candidates night will take place on October 17th at 7:00. The ballots for the General election will be mailed to all registered voters between Oct 15 & 22 and there are instructions for questions related to the elections on the City Website.

Donja Wright – City Recorder

Council member Wheeler made a motion to approve the minutes from August 28, 2019 as amended. Council member Osborne seconded the motion. Council members Wheeler, Randall, Osborne and Hurd voted in favor. Council member Robinson abstained. The motion carried 4/0.