REGULAR SESSION OF THE
BRIGHAM CITY COUNCIL
March 5, 2020

PRESENT:	Tyler Vincent	Mayor
	DJ Bott	Councilmember
	Alden Farr	Councilmember
	Joe Olson	Councilmember
	Robin Troxell	Councilmember
ALSO PRESENT:	Kelly Andrew	Facilities Manager
	Joseph Bach	Fire Chief
	Christina Boss	City Recorder
	Dave Burnett	Power Director
	Mike Christiansen	City Attorney
	Tracy Halladay	Chief Building Official
	Paul Larsen	Community & Economic Development Director
	Mike Nelsen	Police Chief
	Derek Oyler	Finance Director
	Melisa Pehrson	Venue Director
	Tyler Pugsley	Public Works Director
	Jason Roberts	City Administrator
	Kristy Wolford	Community Activities & Services Director
	Mike Young	Fire Marshal
EXCUSED	Tom Peterson	Councilmember

Mayor Vincent called the meeting to order. The Reverence Period was given by Bishop Chad Jenkins of the LDS 11th Ward. The Pledge of Allegiance was recited.

Approval of Minutes: A motion to approve the February 20, 2020 City Council meeting minutes was made by Councilmember Bott, seconded by Councilmember Olson and unanimously approved as distributed.

AGENDA

RECOGNITION OF EMPLOYEES
New Hires in Library, Administration and Fire Department
CONSENT
Request to Write-off Accounts Due to Bankruptcy or Being Sent to Collections
PUBLIC COMMENTS
COUNCILMEMBER COMMENTS
ACTION ITEMS
Consideration of Resolution Amending Building Code and Community Development Fees
Consideration of Ordinance Amending Academy Center First Floor Usage Fees
DISCUSSION ITEMS
Presentation of Academy Center Activity Report
Discussion on Facility Needs for Recreation Department
ADJOURN TO CLOSED SESSION

RECOGNITION OF EMPLOYEES

Sarah Holmes was recently hired as a Custodian in the Administration Department and in the Fire Department, Tyler Hammond and Griffen Fullmer were hired as Firefighter EMTs.

CONSENT

Request to Write-off Accounts Due to Bankruptcy or Being Sent to Collections

A list of accounts totaling $2,395.52 was presented to be removed from the City's system due to customers taking out bankruptcy or being sent to collections.

> **MOTION:** A motion to approve the Consent Agenda was made by Councilmember Bott, seconded by Councilmember Farr and carried unanimously.

PUBLIC COMMENT

DeAnna Hardy – Ms. Hardy shared information about Brigham City's voting procedure history and current vote-by-mail procedures.

Chief Joseph Bach – Chief Bach expressed his gratitude for the support of the Mayor, Councilmembers, City Staff and Brigham City residents during his employment with the City.

COUNCILMEMBER COMMENTS

Councilmember Farr – conveyed his sympathy for the passing of Jeff Thorne, former City Attorney.

Councilmember Bott – commented on the dedication and hard work of the Public Works Department during the water main break. He appreciated the foresight of both Tyler Pugsley and Chief Bach in getting a water truck ready for service in case of a fire during the main break.

Councilmember Troxell – attended the BRAG Human Services Board. They discussed wages versus housing costs, and the homeless population. She asked that citizens follow the CDC recommendations for cleanliness and hand washing for the protection of the vulnerable population.

Mayor Vincent – thanked Councilmember Troxell for attending the BRAG meeting. He echoed Councilmember Bott's appreciation for City Staff and all that they do. Mayor Vincent expressed his gratitude to Chief Bach for his leadership and to the firefighters for their dedication. He has been busy with the budget and Legislature meetings. He invited Tyler Pugsley to come forward and comment on the water main break.

Mr. Pugsley stated that with Dominion Energy's installation of the 24" gas line on 600 East, there was a scheduled water outage to replace a section of the 30" water transmission line. After the repair, the line was charged which resulted in a main break where the line transitions to a T. They were forced to shut the line down again to make the repair. He was hopeful that water would be back in service by morning.

ACTION ITEMS

Consideration of Resolution Amending Building Code and Community Development Fees

Mr. Halladay stated that the Building Code cycle changes every few years and City Code automatically updates to the current Code edition which is mandated by the State of Utah.

The process of collecting construction deposits for every issued building permit and the process to track and refund those deposits has proven to be unnecessary. Instead, a deposit will be collected when winter weather prevents completion of exterior concrete work. Once the deposit is collected, a temporary certificate of occupancy will be issued until such time as the work is completed. When the work is completed, the deposit will be refunded.

The resolution also clarifies language about home occupation business license fees.

MOTION: A motion to approve the Resolution Amending the Building Code and Community Development Fees was made by Councilmember Farr, seconded by Councilmember Bott and carried unanimously.
ROLL CALL:
Councilmember Farr – aye
Councilmember Olson – aye
Councilmember Bott – aye
Councilmember Troxell – aye

Consideration of Ordinance Amending Academy Center First Floor Usage Fees
Mr. Larsen came to the podium and stated that after reviewing the fees and usage, he proposed that the first floor fee be raised from $300.00 to $350.00 which is what they are currently charging.

Ms. Pehrson, Venue Director at the Academy Center, came forward to address Councilmember Troxell's question about simultaneous first and second floor events. When multiple events are booked, the grand staircase is roped off and patrons access the second level via the back staircase.

MOTION: A motion to approve the Ordinance Amending the Academy First Floor Usage Fees was made by Councilmember Olson, seconded by Councilmember Bott and carried unanimously.
ROLL CALL:
Councilmember Troxell– aye
Councilmember Bott – aye
Councilmember Olson – aye
Councilmember Farr – aye

DISCUSSION ITEMS

Presentation of Academy Center Activity Report
Ms. Pehrson updated the Council on Academy Center activities highlighting the following areas:

- Increased number of events in November and December 2019
- Current reservations
- 2018/2019 event comparison
- Types of events and room usage comparison
- Fees
- Capacity
- New catering kitchen

There was a discussion on community use, marketing and discounts. Ms. Pehrson sent emails to the local business owners and attends the bi-monthly Chamber of Commerce networking breakfast. Mr. Roberts stated that staff considered offering Monday-Wednesday discounts. They did a small room analysis and found that due to staffing and building costs, smaller events were being subsidized. Staff recommends not giving discounts for small events.

Mr. Larsen thanked Ms. Pehrson and her staff for the turn-around in the number of events held at the Academy.

Discussion on Facility Needs for Recreation Department
Mr. Oyler came to the table and stated that the Recreation Department and Museum need to move out of Bunderson by June 30th. The dining area of the Academy Center has been identified as a temporary office space. Storage units will be used to house Recreation items and Museum display cases. The billiards area in the Community Center will be used for Museum collections.

Mr. Oyler presented the proposed Recreation facility as a 3,750 square foot pre-engineered metal building located on the south side of the Pickleball courts parking lot. Estimated construction costs are $1,000,000 and would come from the cash savings in the Capital Project Fund. The majority of those funds transferred from the General Fund due to the state statute limitation and were primarily generated from vacancies in the public safety departments.

Mr. Oyler stated that he hopes to have this project out to bid within the next month. He expects to have a final budget number for the Council budget meeting in July.

Councilmember Olson asked about long-term Museum plans. Mr. Oyler explained that funds are not available at this time and discussions with the Council would come at a future date. Mr. Roberts stated that staff is looking for space for a temporary display.

ADJOURN TO CLOSED SESSION

A motion to adjourn to a closed session to discuss the purchase, exchange or lease of real property and pending or reasonably imminent litigation was made by Councilmember Bott and seconded by Councilmember Olson. A roll call vote was taken with all Councilmembers voting aye. The meeting adjourned to a closed session at 7:58 p.m.

The Council returned to an open meeting at 9:34 p.m. and adjourned.

The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing is a true, accurate and complete record of the March 5, 2020 City Council Meeting.

Dated this 23rd day of March, 2020.

Christina Boss

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Christina Boss, Recorder