

**SPECIAL SESSION OF THE
BRIGHAM CITY COUNCIL
February 25, 2020
8:00 a.m.**

PRESENT:	Tyler Vincent	Mayor
	DJ Bott	Councilmember
	Alden Farr	Councilmember
	Joe Olson	Councilmember
	Tom Peterson	Councilmember
	Robin Troxell	Councilmember
ALSO PRESENT:	Joseph Bach	Fire Chief
	Christina Boss	City Recorder
	Rick Bosworth	Human Resources Director
	Dave Burnett	Public Power Director
	Paul Larsen	Community & Economic Development Director
	Mike Nelsen	Police Chief
	Derek Oyler	Finance Director
	Donna Pett	Mayor's Executive Assistant
	Tyler Pugsley	Public Works Director
	Jason Roberts	City Administrator
	Elizabeth Schow	Library Director
	Royce Wilkerson	IT Director
	Kristy Wolford	Community Activities & Services Director

A special meeting was called to discuss Brigham City's vision, mission, principles and goals. Donna Pett facilitated the meeting and began with a getting-to-know-you session.

Directors then highlighted departmental staffing and functions for the Councilmembers.

Community Activities & Services – Kristy Wolford

- Senior Center
 - Meals on Wheels
 - Volunteers
 - Fundraisers
 - Bingo
 - Soap Dish Derby
 - July 4th Pancake Breakfast
 - Pickleball Tournament (Hospital)
 - Red Rooster (City events only)
 - Christmas Bazaar
- Museum
 - Tourist destination
 - Exhibits and collections
 - Hosted Utah Museums Association Conference
- Pool
 - Star Guard 5 Star rating
 - Staff training
 - Swim lessons
 - After hours rentals

- Recreation
 - Utah Recreation and Parks Association (URPA) recipient
 - Adult and youth program shifts
 - Tournament of Champions
 - 1 of top 3 tournaments in nation
 - Sponsorship
 - Youth and Super Seniors Divisions

Community & Economic Development – Paul Larsen

- Community Development
 - Planning and Zoning
 - General Plan and land use ordinances
 - Permitting, business licensing and development projects
 - Planning Commission
 - Code Enforcement
 - Community Development Block Grant (CDBG) and low-income housing rehab grants
- Economic Development
 - Recruiting
 - EDCU (Niagara Bottling, Nucor, Proctor & Gamble, Walmart)
 - Why Brigham City
 - Desirable work force (work ethic)
 - Utilities and transportation proximity
 - Price of land and size of parcels
 - Expansion (Storm Bowling)
 - Retention (HyPerComp relocation)
 - Business creation/entrepreneurship
 - Downtown revitalization
 - RDA/EDA/CDA

Finance/Administration/Facilities – Derek Oyler

- Administration
 - City Treasurer
 - Payroll Coordinator
 - Accounts Payable Clerk
 - Utility Billing Clerk
 - 700-800 late notices per month
 - 30-100 utility shut offs per month
 - Utility Meter Coordinator
 - Billing Clerks part time
 - City Recorder (Business Licensing)
 - Comprehensive Annual Financial Report (CAFR)
 - Audit
 - Recipient of Certificate of Excellence in Financial Reporting
- Facilities
 - Facility Manager
 - Chief Building Official
 - Facility Supervisor
 - Lead Custodian
 - Part time Custodians

Fire Department – Chief Joseph Bach

- Part-time and full-time shifts
- Services
 - Fire
 - Ambulance
 - HAZMAT
 - CERT
 - Fire investigations
 - Plan review
 - Fire inspection
 - Public education
 - Wildland fire
- Call statistics
- Department responsibilities
- Training
- EMTs and paramedics
- Response times
 - 9-minute response time
 - 57-minute call turnaround time

Human Resources – Rick Bosworth

- Labor law compliance
- Hiring and retention (full-time, part-time, seasonal)
- Training
- Market study (employee compensation)
 - 30 city comparison
 - Position paygrade
- Performance management (appraisals)
 - Goals
 - Employee and supervisor comments
- Worker's compensation claims
- Employee discipline and investigations
- Work force generational mix
 - Employee reward and recognition program

Information Technology – Royce Wilkerson

- 3.5 employees
- > 1,000 network connected devices
- Responsibilities
 - Security
 - Employee access
 - Backups
 - Lifecycle replacements
 - Infrastructure
 - Phone system
 - Utilities initiatives
 - Network applications
 - Websites management
 - GIS
 - Plat review

- Floodplain management
- GPS and mapping
- Drone program
- Work order system (Elements)

Library – Elizabeth Schow

- Patron and use statistics
- Classes
 - Census (Spanish class offered)
 - 3D printer
- Digital library
 - Books, audiobooks, magazines and newspapers
 - Video
 - Language learning
 - Continuing education, test prep, tutoring
- Story time
- Book groups
- Summer reading
- Literacy program
- Writing group
- Book Festival

Police Department – Chief Mike Nelsen

- Support Code Enforcement
- Staff and vehicles
- Divisions
 - Patrol
 - Detective
 - K-9 Unit
 - SWAT (extra assignment/voluntary position)
 - Narcotics Strike Force (Box Elder Narcotics Strike Force)
 - Animal Control (also contract with other cities)
 - Emergency Management
 - Infrastructure
 - Shelter Plans
 - EOC
 - Citizen Corp Council
 - CERT
 - Box Elder Creek project
 - Bike Unit
 - CART Team
- Lexipol Policy (training)
- Public outreach (Special Olympics)

Public Power – Dave Burnett

- Member associations (IPSA, UAMPS, APPA)
 - Benchmark
 - Reliable Public Power Provider (RP3) designation
- Staff
 - 16 dedicated employees
 - Billing and meter coordinator support (Administration)

- GIS support (IT)
- Responsibilities
 - Tree trimming
 - Maintenance
 - Pole testing and change outs
 - Outages
 - Projects (subdivisions, upgrades, system expansion)
 - Hydro plant operation
- Infrastructure
 - 9 Substations
 - 12.3 miles 46kV transmission line, 88 miles 12kV transmission line
 - 4,042 poles, 1,176 overhead transformers, 522 pad mount transformers
 - 2 hydro generation systems (irrigation and culinary)

All In – Mayor Vincent

Mayor Vincent presented two videos about Gian Paul Gonzalez, a high school teacher who gave a motivational speech to the New York Giants. The message was “All In” and his speech was credited with ending the Giants losing streak and bringing them to the Super Bowl.

Mayor Vincent stated that for the remainder of his term, he asked employees to be all in, in their service to Brigham City and in their everyday lives. Mayor Vincent stated that the videos were about commitment and future. All in means doing the very best in the moment and each day. It means being committed in our work and in our personal lives. The goals that are set for the City each year require vision. He stated that he appreciates the Councilmember’s guidance, direction and professionalism they show to the Mayor, the community and to City staff.

Public Works – Tyler Pugsley

- Staff – 42 employees
 - Airport (lease and capital project management and maintenance)
 - Cemetery
 - 40 acres
 - 13,000 interred
 - Maintenance includes mowing and weeding
 - Parks
 - Maintenance of ~200 acres of greenspace including parks, ball fields and courts, playgrounds and restrooms, Mainstreet Flower Program
 - Tree maintenance (34 years awarded Tree City USA)
 - Compost/Greenwaste/Recycling Facility
 - 12,000 yards of material received
 - Sales of compost and 18 landscape products
 - Refuse Collection
 - 6,400 resident containers, 1,400 second cans, 700 green waste containers
 - Fleet
 - Streets
 - > 97 miles of roadways
 - Snow removal, fall leaf collection
 - Maintenance
 - Storm Drain
 - 70 miles of pipe
 - Maintenance of ditches, drains and management of detention, street sweeping
 - Water

- 131 miles of water lines, 6256 meters, 838 fire hydrants
 - 7 reservoirs, 8 wells, 7 spring sources
- Laboratory
 - Culinary water, wastewater and biosolids testing and reporting
- Sewer Collection
 - 90 miles of pipe
 - 6 lift stations
- Wastewater
 - 6 MGD plant capacity
 - 250 dry metric tons of bio solids per year
 - Compliance with federal, state and local regulations
- Mantua
 - Operation and maintenance of reservoir recreation areas and City properties
 - Maintenance of trail network
- Future planning areas of concern

Risk Management/Utopia – Jason Roberts

- Interlocal agencies
 - Utah Risk Management Mutual Association (URMMA)
 - Self-insure
 - Open market for larger liabilities
 - Member control
 - Utah Associated Municipal Power Systems (UAMPS)
 - Monitor markets
 - Power source options
 - Utah League of Cities and Towns (ULCT)
 - City advocate on legislative issues
 - Brigham City voting members: Tom Peterson, Jason Roberts, Paul Larsen
 - Utah Telecommunication Open Infrastructure Agency (Utopia)
 - 2006 – bond issued and construction started – 12 cities
 - 2010-2011 – Utah Infrastructure Agency (UIA) formed – 9 cities
 - 2020 Brigham City: 5,000 residential availability; 6,000 building availability; 2,100 residential subscribers = > 40% take rate

Goal Discussion

Mr. Roberts stated that the last goal setting process was in 2018 and is reviewed annually. He highlighted the eight goals beginning with two primary goals.

- Power Supply Strategy
 - Reliant upon open market pricing
 - Review energy sources
 - Available generation sources
 - Diversification of power sources
 - Power market risk
 - Other market risk
 - Financial consideration
 - Environmental and regulatory risk
 - Reliability
- Economic Development
 - Need feedback from Roger Brooks and North Main SDAT project

- Narrowing Main Street and 900 North intersection
 - UDOT Solutions Development Project July 2020
- Asset Maintenance – Need measurement to action plan
- Cybersecurity Action Plan – Nearly completed
- Staffing Strategy – Staffing over next 5 years
- Customer Service – Qualtrics
- Governmental relations – Need action plan
- Strategic plan – Met goal in 2018

Tom Peterson suggested an additional goal be set to improve communication between City Staff and Councilmembers. Mr. Roberts stated that a specific strategy could be developed.

The meeting adjourned at 4:10 pm.

The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing is a true, accurate and complete record of the February 25, 2020 City Council Meeting.

Dated this 23rd day of March, 2020.

Christina Boss

Christina Boss, City Recorder