

HUNTINGTON CITY COUNCIL MINUTES
May 20, 2020

Huntington City Council met in its regular scheduled council meeting May 20, 2020 at the city office building located at 20 South Main Street. Meeting started at 6:30 p.m. with Mayor Leonard Norton presiding. Mayor Norton asked that there be order kept and everyone that spoke to use the microphone and established the following were in attendance:

Mayor:	Leonard Norton
Council:	David Emery, Tom Kay, Jerry Livingston, Lesa Miller, Gloria Wilson
Recorder:	Jenene Hansen
Treasurer:	Ronni Torre
PZ Administrator:	Gary Arrington

Council member Livingston extended a word to open the meeting and Council member Miller led those present in the pledge of allegiance.

Agenda Item 1. Public Comments (limit of 3 minutes)

NONE

Agenda Item 2. MOTION: Approval of April 15, 2020 City Council Minutes

COUNCIL MEMBER WILSON MOVED TO APPROVE THE APRIL 15, 2020 CITY COUNCIL MINUTES; MOTION SECONDED BY COUNCIL MEMBER LIVINGSTON AND CARRIED.

Agenda Item 3. MOTION: Approval of April 22, 2020 Budget Workshop Minutes

COUNCIL MEMBER LIVINGSTON MOVED TO APPROVE THE APRIL 22, 2020 BUDGET WORKSHOP MINUTES; MOTION SECONDED BY COUNCIL MEMBER KAY AND CARRIED.

Agenda Item 4. MOTION: Business license

NONE

Agenda Item 5. Public Hearing to transfer funds from Utility Fund to the General

COUNCIL MEMBER WILSON MOVED TO GO INTO PUBLIC HEARING; MOTION SECONDED BY COUNCIL MEMBER MILLER AND CARRIED. Treasurer Ronni Torre explained that the last few months we have listened to Town Hall meetings from the State. A graph was presented showing that in the last few months the state has lost 3 years' job growth. March sales tax in the state of Utah is down \$26.7 million dollars. Cities that rely on tourism or restaurants have dropped in revenue and cities with grocery stores, Home Depots, Wal-Marts and Lowes have increased in revenue. When we did our budget workshop we cut the budget by 15% and talked about doing this transfer just in case. **Colleen Everidge** asked, if the funds are not used, will it be transferred back to the Utility fund or is there a plan for that? Everidge also commented that the roads are in need of repair and asked what is the plan for that? Mayor Norton explained that more than likely the money would stay in the General Fund but would be a reserve fund so it can't be used for anything frivolously. The City contracts with Castle Valley Special Service District and each year we make a list of the roads that need to be taken care of. The money in BC Road Funds would be used to fix the roads. **Everidge** complimented the businesses in town for being helpful with deliveries during the COVID-19 outbreak.

COUNCIL MEMBER LIVINGSTON MOVED TO GO OUT OF PUBLIC HEARING; MOTION SECONDED BY COUNCIL MEMBER EMERY.

Agenda Item 6. MOTION: Transfer funds from Utility fund to the General Fund

COUNCIL MEMBER WILSON MOVED TO MAKE THE TRANSFER FROM THE UTILITY FUND TO THE GENERAL FUND; MOTION SECONDED BY COUNCIL MEMBER EMERY. ROLL CALL VOTE: COUNCIL MEMBER EMERY - AYE, COUNCIL MEMBER KAY – AYE, COUNCIL MEMBER LIVINGSTON – AYE, COUNCIL MEMBER MILLER – AYE, COUNCIL MEMBER WILSON – AYE.

Agenda Item 7. Public Hearing on adding administrative fee

COUNCIL MEMBER WILSON MOVED TO GO INTO PUBLIC HEARING; COUNCIL MEMBER MILLER SECONDED THE MOTION.

Treasurer Ronni Torre presented a chart showing service and transaction fees that the city has paid in the last year. Annual cost is \$8,364.14, Credit card fee revenue \$2,357.00, these amounts are including the .99 cent fee currently charged for all credit card payments. Adding \$1.00 administrative fee to every bill will help with the cost of bank processing fees and the .99 cent fee for credit cards will be eliminated.

COUNCIL MEMBER EMERY MOVED TO GO OUT OF PUBLIC HEARING; MOTION SECONDED BY COUNCIL MEMBER KAY.

Agenda Item 8. MOTION: Adding \$1.00 administrative fee to Utility Bills

The \$1.00 fee will be added beginning in July 2020.

COUNCIL MEMBER EMERY MOVED TO APPROVE ADDING \$1.00 ADMINISTRATIVE FEE TO UTILITY BILLS BEGINNING IN JULY 2020; MOTION SECONDED BY COUNCIL MEMBER WILSON AND CARRIED.

Agenda Item 9. MOTION: 2021 Budget Workshop

Treasurer Ronni Torre explained the tentative budget that will be set at the end of June.

COUNCIL MEMBER KAY MOVED TO ACCEPT THE TENTATIVE BUDGET; MOTION SECONDED BY COUNCIL MEMBER MILLER AND CARRIED.

Agenda Item 10. MOTION: Code Book Title 5 Chapter 1

FIRE CHIEF CHASE MAJORS presented additions that are needed in the code book. The changes will be 5-1-7D: Driving over fire hoses, and 5-1-9B Street Blockade. Revisions in 5-1-7 Fire Apparatus and Equipment. A Right of way needs to have an exception put in for school buses.

COUNCIL MEMBER KAY MOVED TO APPROVE THE CHANGES TO TITLE 5 CHAPTER 1; MOTION SECONDED BY COUNCIL MEMBER LIVINGSTON AND CARRIED.

Agenda Item 11. MOTION: Audit committee policy & procedure

COUNCIL MEMBER WILSON MOVED TO TABLE AGENDA ITEM 11; MOTION SECONDED BY COUNCIL MEMBER MILLER AND CARRIED.

Agenda Item 12. MOTION: Approval of Return to Work Program Policy, Return to work form, Driver Qualification Program Form, Monthly Office Safety Audit Form, Monthly Safety Audit Form

Recorder Jenene Hansen explained that after a telephone audit with the Utah Local Government Trust these policies were recommended and will be used moving forward.

COUNCIL MEMBER EMERY MOVED TO APPROVE THE POLICIES; MOTION SECONDED BY COUNCIL MEMBER LIVINGSTON AND CARRIED.

Agenda Item 13. MOTION: Resolution 10-2020 Employee life insurance

Treasurer Ronni Torre reported that the city pays for employee's basic life insurance, and basic accidental death insurance. If employees increase the amount, the employee pays the additional cost. The account that funds the insurance is supposed to zero out at the end of the year. When audited we were encouraged to set a resolution saying that the city pays \$10.00 and anything over that amount the employee will pay; therefore, it will be easier to track the amounts and zero out at the end of the year.

COUNCIL MEMBER WILSON MOVED TO APPROVE RESOLUTION 10-2020 EMPLOYEE LIFE INSURANCE; MOTION SECONDED BY COUNCIL MEMBER EMERY AND CARRIED. ROLL CALL VOTE: COUNCIL MEMBER EMERY - AYE, COUNCIL MEMBER KAY – AYE, COUNCIL MEMBER LIVINGSTON – AYE, COUNCIL MEMBER MILLER – AYE, COUNCIL MEMBER WILSON – AYE.

Agenda Item 14. MOTION: Resolution 11-2020 Emery Emergency Medical Special Service District (EEM District)

Mayor Norton explained that Resolution 11-2020 is to establish an Emery Emergency Medical Special District to help with funding and basically do what Huntington City has already been doing.

COUNCIL MEMBER KAY MOVED TO APPROVE RESOLUTION 11-2020; MOTION SECONDED BY COUNCIL MEMBER MILLER AND CARRIED. ROLL CALL VOTE: COUNCIL MEMBER EMERY - AYE, COUNCIL MEMBER KAY – AYE, COUNCIL MEMBER LIVINGSTON – AYE, COUNCIL MEMBER MILLER – AYE, COUNCIL MEMBER WILSON – AYE.

Agenda Item 15. MOTION: Resolution 9-2020 Fees for Unpaid Perpetual Care on Abandoned Grave Sites

Recorder Jenene Hansen explained that in the past there has not been a resolution on how to handle the abandoned grave sites with outstanding perpetual care fees. Some of these plots were purchased in the year 1885 through 1934 but they are showing a family members name as a reference. If we are able to contact the referenced family member, the passing of this resolution will allow a family member to purchase the plots by paying the current residential perpetual care fee.

COUNCIL MEMBER EMERY MOVED TO APPROVE RESOLUTION 9-2020; MOTION SECONDED BY COUNCIL MEMBER LIVINGSTON AND CARRIED. ROLL CALL VOTE: COUNCIL MEMBER EMERY - AYE, COUNCIL MEMBER KAY – AYE, COUNCIL MEMBER LIVINGSTON – AYE, COUNCIL MEMBER MILLER – AYE, COUNCIL MEMBER WILSON – AYE.

Agenda Item 16. MOTION: Resolution 12-2020 Cemetery plots escheated

Recorder Jenene Hansen explained that this resolution will be posted in the newspaper for three consecutive weeks. If no plots are claimed after 30-days from the last publication the plots will be reverted back to the City.

COUNCIL MEMBER LIVINGSTON MOVED TO APPROVE RESOLUTION 12-2020; MOTION SECONDED BY COUNCIL MEMBER EMERY AND CARRIED. ROLL CALL VOTE: COUNCIL MEMBER EMERY - AYE, COUNCIL MEMBER KAY – AYE, COUNCIL MEMBER LIVINGSTON – AYE, COUNCIL MEMBER MILLER – AYE, COUNCIL MEMBER WILSON – AYE.

Agenda Item 17. MOTION: Janitorial Bid

Treasurer Ronni Torre reported that only one bid was received and it was from Sanchez Cleaning Services who is the current janitor. Her bid was \$450.00 a month; this is \$50.00 more than her last contract. This is for a 5-year contract.

COUNCIL MEMBER EMERY MOVED TO APPROVE THE BID FROM SANCHEZ JANITORIAL FOR A 5 YEAR CONTRACT; MOTION SECONDED BY COUNCIL MEMBER KAY AND CARRIED. ROLL CALL VOTE: COUNCIL MEMBER EMERY - AYE, COUNCIL MEMBER KAY – AYE, COUNCIL MEMBER LIVINGSTON – AYE, COUNCIL MEMBER MILLER – AYE, COUNCIL MEMBER WILSON – AYE.

Agenda Item 18. Discussion of continuing late fees/shutoffs on utility bills

Treasurer Ronni Torre handed council members a list of the past due utility accounts. No late fees have been added since March. Council members commented that some of those on the past due list were the same ones that were late before the COVID situation. Allowing these accounts, a longer time to pay might be harder for them to catch up. It was decided to go to the end of June and then if someone needs to make special arrangements they can come in and fill out a form which would need to be approved.

Agenda Item 19. Discussion of Electronic Tablets for council

Treasure Ronni Torre reported that there are some electronic tablets costing around \$89.00. This would save time and cost by not printing all of the council packets. The council would like to look into this.

Agenda Item 20. Mayor's Report – Heritage Days

Mayor Norton explained that since we are still in yellow COVID status, he is suggesting that we continue with fireworks but cancel the majority of the Heritage Days celebration. With economics the way it is, some businesses have taken a hit but most business in town have been ok. The cemetery is getting compliments.

Agenda Item 21. Departmental Reports (Fire department, Maintenance department)

Fire Department: Fire Chief Chase Majors reported on refurbishing old fire trucks, setting up standard operating procedures with the County, regional fire school, trainings and PAC tests. **Animal Control: Robert Baker** reported that animal control has been quiet. Maintenance workers have all been working on the cemetery and digging out cement at the city park.

Agenda Item 22. Youth City Council report

Mandi Oveson reported that the YCC painted the red along main street. The YCC has picked their Mayor and Council.

Agenda Item 23. Council's Reports

COUNCIL MEMBER LIVINGSTON reported on the sidewalks, CVSSD secondary line on 300 South and dumpsite problem. **COUNCIL MEMBER WILSON** reported on the mural at the Visitor Center, Rec. Board meeting talked about improvements at the ball complex and Triston Wayman has been hired to water flowers. **COUNCIL MEMBER EMERY** reported on Rodeo Grounds, flowers, and YCC painted the back of Old City Hall. At the Cemetery the Veteran Monument has been updated and the Miners monument has been cleaned. The Clifford Kemple family will place the flags on the Veteran plots. **COUNCIL MEMBER MILLER** reported on the donations received and help at the Rodeo Grounds. Working on a way to control who drives the groomer and water trucks. **COUNCIL MEMBER KAY** presented Fire Chief Chase Majors with an official Fire Chief badge. Welcomed new member Reed Halliday. The floor jack is in at the Fire Station. The firemen did a good job cleaning at the station.

Agenda Item 24. Zoning Administrator Report

Zoning Administrator Gary Arrington reported that Planning & Zoning is going over Title 9. The City cited a resident for living in an RV in his front setback. We've found that there is no ordinance preventing living in a Recreational Vehicle. Planning & Zoning would like council members to write or e-mail any concerns or suggestions about living in a Recreation Vehicle.

Agenda Item 25. MOTION: City Claims and Review of Financials

COUNCIL MEMBER WILSON MOVED TO PAY THE BILLS; MOTION SECONDED BY COUNCIL MEMBER MILLER AND CARRIED. ROLL CALL VOTE: COUNCIL MEMBER EMERY - AYE, COUNCIL MEMBER KAY – AYE, COUNCIL MEMBER LIVINGSTON – AYE, COUNCIL MEMBER MILLER – AYE, COUNCIL MEMBER WILSON – AYE.

Agenda Item 26. Adjournment

UPON PROPER MOTION AND FULL APPROVAL OF THE CITY COUNCIL, THE MEETING ADJOURNED AT 7:55 P.M

Jenene Hansen, Huntington City Recorder