

Spring City Council Work-Meeting Minutes

Wednesday, October 21, 2020, 6:30 p.m.

An Electronic Meeting will be held to manage the threat of the Covid-19 virus.

Roll Call: Mayor DeGrey, Council Members Cody Harmer, Chris Anderson, Joe McGriff, Paul Penrod, Craig Clark

Attendees: Kim Crowley, recorder, Kimberly Stewart

Review of Personnel Policies

Mayor DeGrey stated that on page 8 under the medical examination in the Personal Policy it states a drug test is required for new hires, which we have not been doing. We either need to follow through or take it out of the policy. **Council Member Harmer** stated even if not all new hires are being drug tested, we still need to keep in the policy because if there is a suspicion then it is in the policy. **Council Member Anderson** stated that we could change the policy to state "may be drug tested" instead of "shall". **Council Member Harmer** suggested that we keep random Drug Testing in place which is Item 6 in the Personal Policy under Drug Free Workplace. **Mayor DeGrey** went on to explain that there is a Performance Evaluation form in the Appendix of the Personal Policy. She stated that we have not been doing this in the past or she could not find any that have been done. Each administration does things their own way, so it is easy for these things to fall through the cracks. On page 41 in the Personal Policy it states that Performance Evaluations need to be completed annually on the anniversary date of an employee's employment. Employee Evaluations are very important to have for employees so they can explain their goals, concerns and what is expected of them. **Council Member Harmer** stated that evaluations were not done because the expectation was to give raises. **Council Member Anderson** stated a record needs to be established so their evidence of an action can be documented. **Mayor DeGrey** will find out when all our employees anniversary dates are and do evaluations so we can get caught up. She would like input from the Council Members in each of their departments. **Council Member Harmon** asked if it would be easier to remember to just pick a date and do all employees at the same time. **Mayor DeGrey** explained the Personal Policy states anniversary date so we would have to change the policy. She stated she will work on this and make that change. She went on to explain that on Page 46 of the Personnel Policy it talks about Merit increases. She stated that not always do employees get merit increases. It is based on the employee's performance and if the budget supports it which we did not add any salary increases or COLA increases in the budget for this fiscal year. **Council Member Harmer** stated merit increases are more if you have gotten additional training or additional certifications. **Council Member Anderson** stated Merit increases need to go through the Council and for the next fiscal year so we can add to the Budget. **Mayor DeGrey** stated other cities revise their budget in January. Other cities she has talked to wanted to wait to see how this first half of the year went with Covid19 and how it has

impacted their budget, and by January they would have a better idea. **Council Member Anderson** asked if our budget has been affected much by Covid 19. **Mayor DeGrey** stated the budget has not been affected much by Covid 19 and that the Sales Tax came in better than expected. **Council Member Anderson** stated that when we review the budget we need to find out if we can move any money from our different PTIF accounts because other cities are doing that so we just need to find out how they are doing it so we can adjust some of our shortfalls. **Council Member Harmer** stated we can do that we just need to have a Public Hearing and justification for doing it. Operational costs are done everywhere but you do not want to rob your enterprises. **Mayor DeGrey** stated she will check with other cities.

CARES Act Purchases

Mayor DeGrey stated she had spoken to Jared Travas and he has most of our video equipment that we ordered but a few things are on back order. She hopes to have the equipment for Planning and Zoning. She decided after speaking with Jared that a TV on a rolling cart instead of a projector was the best way to go for upstairs. We did receive the second draw down from the CARES Act money for \$31,000 so we will have Jared order the server. She explained for the Watershed scoping meeting will be an Open House Zoom meeting. No one will physically attend just attend online. She stated that based on the Governor's orders for where we stand now only ten people per group, so she canceled all events and meetings in the building. The Kubota UTV has been purchased and received. She went up to the City Campground and pictures were taken when spraying disinfectant. We received an email from Six County that Tyler Timmons will help the cities manage their CARES act money. We spoke with Tyler about different ways to spend the CARES Money which were donation to the Food Bank, Meals on Wheels, help citizens with mortgage payments, Masks for the Fire Department. We also went over the different items that we are spending our CARES money on and he felt all items were appropriate. She spoke to him about Elizabeth Allred's proposal and he said it just does not fit with Covid prevention. She explained that she had spoken to Chief Christensen about masks for the Fire Department. Chief Christensen had spoken with the County Fire Warden and he said Firefighter's could use Self Containing Breathing Access masks which would cost \$7000 for four masks. She told Chief Christensen to go ahead and order them. She stated that we pay additional \$500 for a bed liner for the Kubota UTV. Even with the extra bed liner that was under all other bids we obtained. We will add to the agenda for next Council Meeting. **Council Member Harmer** stated we need to get more medical supplies like PPE and jump kits for our EMT's with the Covid money.

Clarification on City Building Use

Mayor DeGrey explained that the word got out that we are now allowing our City Hall building to be used for free for community sponsored events. We now have several others that want to use the City Building for free like a book club and an Adult exercise group. When do we start charging and how can we keep this separate from those that we charge? **Council Member Anderson** stated when having a class or activity it needs to be open to the public but when it is a private group, and they are receiving some form of income then we charge a rental fee. We need to watch to see how many want to use it after hours because that may increase our heating costs. **Council Member Harmer**

stated maybe we need to address each group separately and at the discretion of the Council. We need to be careful with giving out keys. **Mayor DeGrey** explained that we charge for a Building Manager. We require a deposit that he returns. The last time we use him there was a problem with clean up and the deposit was returned. We will now hold on to the deposit and the office staff will check the building the next day and determine if the deposit should be returned. **Council Member Harmer** stated we expect the building manager to be there the whole time that is why we pay him what we do, but some events do not require a building manager. *Kim Crowley, recorder* clarified that we use the building manager for Weddings and not really for private dinners or small events. **Council Member Harmer** stated if someone wants to rent the building on a holiday then we should double the fee if we are going to use a building manager.

Volunteer Contract

Mayor DeGrey stated on page 9 of the Personal Policy it states that the volunteers shall sign a Memorandum of Understanding Agreement defining the nature and terms of the volunteer services. She made the example of the Emergency Management concern about liability coverage. When *Kim Crowley, recorder for Spring City*, called The Utah Government Trust they explained to her that we may want to set up a volunteer contract, which at this time we do not have. Planning and Zoning, Board of Adjustment, Emergency Management, Firefighters are all volunteers. **Council Member Harmer** stated that we need to set something up in case we need to remove a volunteer for a just cause. **Council Member Anderson** stated he would draw something up with the Emergency Preparedness Volunteers in mind. We then can revise it to the other volunteer groups. **Mayor DeGrey** referred to the Personal Policy that states volunteers are under the cities Workers Compensation benefits and Liability Insurance. **Council Member Harmer** stated they may have a contract for the Firemen Volunteers so he will investigate it and ask Chief Christenson if they already have one.

Discussion on Ordinance 10-6G-2 Permitted Uses of Recreational Vehicles

Mayor DeGrey explained a situation where there were some complaints of the Motor Home was parked on another homeowner's property. Chief Christensen went to the home and found out the couple who are high risk to Covid was having their daughter who lives in the Motor Home help take care of them during this time. **Council Member Harmer** stated we have an ordinance that goes over RV parking on private property. The ordinance 10-6G-2 is more for parking at a RV court. **Council Member Harmer** stated we have another ordinance or policy that talks about this a little differently. He read Title 7-5-3 Public Ways and Property policy. He also read Title 10-6a-3 Conditional Uses which states notwithstanding any provisions contained herein, camper type RVs on private property only (not public rights of way) may be used short term as guest accommodations for family reunions, holiday visitors, and other similar uses. He explained that it only states short term and in other parts of code it is around 14 days. If we start pointing fingers, then we may have a problem because we allow RV's for people building their homes longer than a short-term basis. It may become a slippery slope. He feels we need to follow the ordinance of short-term basis. All council members agreed.

Discussion of Farm Fertilization in City Limits and Buffer Zone

Council Member Harmer stated we should put off until Spring. But we need to address this problem especially when it comes to a very strong smell of human waste.

Employee Christmas Party

Mayor DeGrey stated that she would like to put together a employee Christmas Party this year. She explained that the employees usually are given bonus at the Christmas party. **Council Member Harmer** stated that his suggestion was to dig deep to find a way to give bonuses. It has been a while since our employees have gotten any pay increases. **Mayor DeGrey** stated that maybe we should give some kind of stipend for our volunteers since they put in a lot of hours. She explained the party would be Monday, December 7th so put it on your calendar.

Moving Employee from Seasonal/Temporary to Part or Full Time Employment

Mayor DeGrey stated Cory Madsen has tested for his water certificate and is very interested in taking Jim Bennett's place. He is still listed as a seasonal employee. She would like to increase his salary at 30 hours per week with benefits next fiscal year. For the rest of this fiscal year we could give him 20 hours and Health insurance. **Council Member Harmer** stated we should increase his salary and benefits and we need to do what we can to keep him. **Council Member Clark** we need to keep someone for our future. **Council Member McGriff** stated Jim needs to stay for another five years so it might be too early to carry both on the budget. **Mayor DeGrey** stated she needs to have a conversation with both Jim and Cory. **Council Member Harmer** stated maybe we can cross train with power as well to help with Kent. **Mayor DeGrey** stated we need to get him off the Temporary/Seasonal status.

Adjourned at 8:06 p.m.

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