

Mount Pleasant City
115 West Main Street
Mount Pleasant, UT 84647
Phone: 435-462-2456
FAX: 435-462-3199



CDRA
14 September 2021
6:00 p.m.
Regular Meeting
Minutes

Executive Director: Monte Bona

Chairperson: Mike Olsen

Board Members:

Justin Atkinson

Rondy Black

Sam Draper

Russell Keisel

Kevin Stallings

Secretary: Jeanne M. Tejada

1. Welcome – *Chairperson*

Chairperson Olsen was excused from tonight's CDRA meeting. Board member Russell Keisel welcomed all to the CDRA Meeting held September 14, 2021, at 6:00 pm.

2. Roll Call – *Secretary*

Present: Justin Atkinson, Kevin Stallings, Russell Keisel, Rondy Black.

Absent: Mike Olsen, Sam Draper.

Others in Attendance: Jeanne Tejada (Secretary), Shane Ward (Power Superintendent), Monte Bona (CDRA Executive Director), Colter Allen (Public Works Director), Joseph R. Strain, Lynn Beesley, Donalyn Shock, Minalyn Lane and Jay Lane.

3. Approval of Minutes – *Chairperson*

- **August 10, 2021, Regular CDRA Meeting held at 6:00pm**

Motion: Approve the minutes of the August 10, 2021, Regular CDRA Meeting held at 6:00pm.

Moved by Rondy Black

Seconded by Kevin Stallings

Motion passed unanimously.

4. Approval of Claims – *Chairperson*

- **Invoice Register dated 8-07-2021 to 9-09-2021 in the amount of \$2,512.02.**

Motion: Approve the Invoice Register dated 8-07-2021 to 9-09-2021 in the amount of \$2,512.02.

Moved by Kevin Stallings

Seconded by Russell Keisel

Vote: Motion carried by unanimous roll call vote (summary: Yes = 4).

Yes: Justin Atkinson, Kevin Stallings, Russell Keisel, Rondy Black.

5. Executive Director Report – *CDRA Executive Director*

Executive Director Bona handed out several handouts regarding the Contoy Arena and the Cleone Peterson Eccles Equestrian Center. (*See handouts.) He would like the board to consider the possibility of going back to making White Peak Ranch the management entity that runs it as a 1099 company instead of having them on the payroll. One of the reasons for this is because of the use of White Peak Ranches own equipment. There's still a lot of questions. The Resolution 2017-14 A Resolution

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Establishing a Process for Resolving Complaints at the Cleone Peterson Eccles Equestrian Center/Contoy Arena was also discussed.

Train Depot was discussed. Monte has spoken with Jones & Demille to come and do a survey. The Grows feel like the additional 50 feet where they want to place the engineer, is part of what they have approved. It was questioned as to whether the city would need to hold a public hearing regarding this piece of land. If it is a significant parcel of land, it would require a public hearing.

Time was turned over to Paul to discuss Aspen Village. He has one more person hooked up. He had some questions regarding the road in Aspen Village and whether it will be fixed by winter. Board Member Black said he will have to investigate it and get back to him because he doesn't know the answer. They are optimistic that they can get the roads still in by the end of fall.

6. Chairperson Report – CDRA Chairperson

Nothing reported. Chairperson Olsen was not in attendance at tonight's meeting.

7. Adjourn 6:37pm

Motion: Adjourn the September 14, 2021, Regular CDRA Meeting.

Moved by Rondy Black

Seconded by Russell Keisel

Motion passed unanimously.


Jeanne M. Tejada, Secretary

MT. PLEASANT RESOLUTION 2017-14
A RESOLUTION ESTABLISHING A PROCESS FOR RESOLVING COMPLAINTS AT
THE CLEONE PETERSON ECCLES EQUESTRIAN CENTER/ CONTOY ARENA

WHEREAS, the Mt. Pleasant Local Building Authority (LBA) is the owner of the Cleone Peterson Eccles Equestrian Center/Contoy Arena (Center); and

WHEREAS, the LBA leases the Center to Mt. Pleasant City (City), and the City desires to provide a fair procedure for addressing citizen complaints relating to the policies and rules of the Center and the relationship of said policies and rules to the City's ordinances and practices.

NOW THEREFORE, the City does hereby establish a Review Committee for complaint resolution.

DEFINITIONS

COMPLAINANT: Any person who lodges a complaint against a manager or employee of the Center.

COMPLAINT includes the following:

- Perceived conduct by a manager or employee that violates Center policies and rules or City ordinances.
- Perceived conduct by a manager or employee that disallows a complainant to use the Center as granted by a paid membership or other usages set forth in Center policies and rules.
- Disagreement with the way Center policies and rules or City ordinances and practices have been applied.

REVIEW COMMITTEE is a panel of the City Mayor, City Ombudsman, City Personnel Director, Wasatch Academy Representative, and the Chairman of the Community Development and Renewal Agency (CDRA) Executive Committee.

RESPONDENT MANAGER/EMPLOYEE is the manager or employee who is the subject of the complaint filed by a complainant.

MAYOR is the direct supervisor of the manager or employee.

NATURE OF COMPLAINTS

There are three types of complaints that this policy is intended to cover. The nature of the complaints are the following:

1. A complaint that pertains to the behavior of the manager or employee acting in the capacity of their position.
2. A complaint that involves either the failure of the manager or employee to perform certain tasks. These complaints would typically be where the manager or employee is following the policies and rules of the Center and the complainant is questioning the policies and rules and not the manager or employee.

3. A complaint that ultimately is about the actions or lack thereof of the manager or employee.

COMPLAINT RESOLUTION PROCEDURE

The preferred method of dealing with any complaint is open discussion and dialogue between the Complainant and the Respondent, or the Complainant and the Respondent's supervisor. If this does not resolve the issues presented, the complainant may file a written referral to the Review Committee.

REFERRAL TO REVIEW COMMITTEE

A complainant may at any time file a formal written complaint with the Review Committee (Committee). A formal complaint defines in writing the names of those involved, identifies witnesses, describes when the event occurred, and explains the details of the complaint, providing the essential facts.

The Committee will conduct an inquiry into the complaint. They may meet with the parties involved, together or separately, to discuss the situation. The Committee shall take all appropriate steps toward resolution. The Committee will make a decision by majority vote to finalize the complaint and will inform the parties of the decision in writing, giving reasons for the decision. If the Committee deems it advisable, mediation by an outside mediator may be recommended or offered.

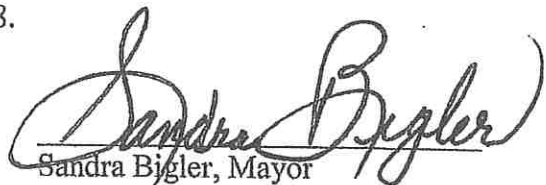
TIME LIMITS

A complaint shall be filed about an incident within 10 days after it occurred. All parties are requested to initiate the process promptly and resolve the conflict in a timely and reasonable fashion.

CONFIDENTIALITY

Personnel laws and policies govern a manager or employee's privacy rights. If disciplinary action is taken against a Respondent as a result of the Complaint Process, the Complainant will be advised only that such action has been taken. The specific details of the disciplinary action shall be held confidential and shall not be disclosed to the Complainant.

READ and APPROVED this 9th day of January, 2018.


Sandra Bigler, Mayor
Mt. Pleasant City

Attest:


Jane Banks
Recorder

**MT. PLEASANT CITY
RESOLUTION 2017-07**

**A RESOLUTION CREATING THE OFFICE OF OMBUDSMAN FOR THE CITY OF
MT. PLEASANT**

WHEREAS, the City desires to create the position of City Ombudsman to provide an independent official to whom city employees can direct complaints and concerns.

NOW, THEREFORE, Mt. Pleasant City does hereby establish a City Ombudsman position and appoints a City Council Member to serve as the City Ombudsman Official in order to:

1. Help ensure that investigation of complaints against any city employees or elected officials are accomplished in a timely, fair and thorough manner.
2. Provide the City Council with recommendations and improvements to City policies, procedures and training to improve the quality of employee relations and communications.
3. Operate in a totally independent manner and be assured by the City governing body that any findings, recommendations and requests made by the Ombudsman shall reflect her independent views.
4. Be assured that no person shall attempt to unduly influence or undermine the independence of the Ombudsman in the performance of her duties.

FUNCTIONS AND DUTIES

The functions and duties of the Ombudsman are as follows;

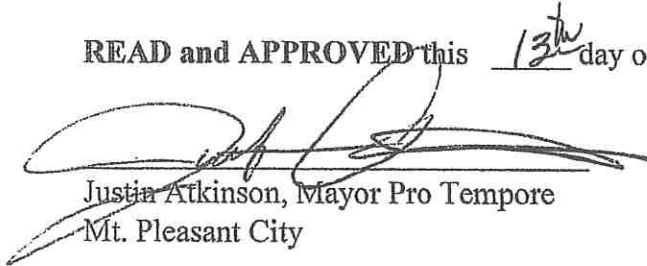
1. The Ombudsman may receive complaints from any complaining party who works for the City or serves as an elected official and may obtain information regarding the complaint in order to verify information necessary to determine to resolve the issue.
2. The Ombudsman shall not act upon complaints concerning events that occurred more than one year prior to the filing of a complaint.
3. The Ombudsman may request further investigation, including interviews with other parties and agencies and submit reports pertaining to her findings.
4. The Ombudsman may bring parties together in a mediation setting, listen to all the information presented and seek a resolution.

REVIEW AND ACTION

After hearing a complaint and proceeding in accordance with her functions and duties, the Ombudsman may make a report to a closed session of the governing body and make

recommendations for other action in accordance with City ordinances and personnel policies, the laws of the State of Utah, U.S. Equal Employment Opportunity Commission, the Utah Labor Commission and other entities with a mandate to assure workplace fairness, prevent discrimination, harassment, and retaliation.

READ and APPROVED this 13th day of June 2017.



Justin Atkinson, Mayor Pro Tempore
Mt. Pleasant City

Attest:



Jane Banks, Secretary

CLEON PETERSON ECCLES EQUESTRIAN CENTER
MANAGEMENT AGREEMENT

This Management Agreement is effective August 1, 2018

Between: Mt. Pleasant City ("City") a municipal corporation organized and existing under the laws of the State of Utah, with its office located at 115 West Main, Mt. Pleasant, Utah, and White Peak Ranch LLC ("Manager") a company organized and existing under the laws of the State of Utah, with its main office located at P.O. Box 553, Spring City, Utah 84662.

WHEREAS, the City in coordination with its Local Building Authority and Community Development and Renewal Agency desires to enter into a management agreement for capital improvements at the Cleone Peterson Eccles Center ("Center"); and

WHEREAS, in addition to capital improvements at the Center, the City desires to have the Center managed in a professional and competent manner and has determined that Manager has the skills and competence to manage the Center.

NOW THEREFORE the City and Manager hereby agree to the following terms and conditions:

Manager shall coordinate and report to the City's mayor and treasurer in expending funds at the Center. The City's Treasurer shall track and report all expenditures in accordance with uniform accounting principles and in keeping with the requirements of funding entities and grantees.

Manager shall work with Wasatch Academy and Sanpete Eventing in coordinating their subleases with the City and shall establish a working relationship with all entities that use the Center.

Manager shall maintain the Center and keep the arena, grounds and all facilities in good working order and keep the arena, grounds and facilities groomed and maintained. They may do so in conjunction and coordination with volunteers, entities using the Center and the City's public works and power department staff members.

Manager shall report to the Community Development and Renewal Agency.

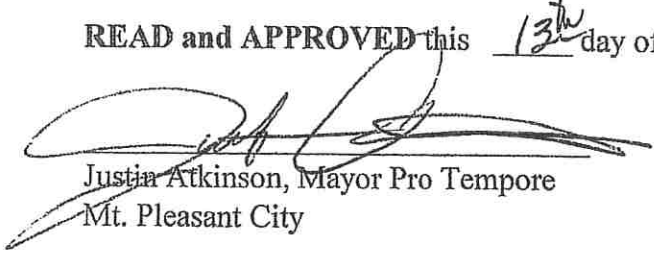
This Management Agreement shall be for a term of three years with the compensation amount reviewed annually. The term may be extended by mutual agreement of the City and Manager.

The provisions of this Agreement shall be governed by the laws of the State of Utah.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the 1st day of August 2018. Said Agreement retroactively takes effect on July 1, 2018 in compliance with the beginning of the City's fiscal year, which commenced on that date and in keeping with defacto management of the Center by Manager in coordination with the Mayor of the City since the aforementioned date, including the payment of monthly payments of \$2,233.83, commencing July 1, 2018.

recommendations for other action in accordance with City ordinances and personnel policies, the laws of the State of Utah, U.S. Equal Employment Opportunity Commission, the Utah Labor Commission and other entities with a mandate to assure workplace fairness, prevent discrimination, harassment, and retaliation.

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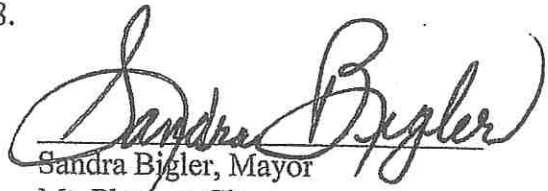
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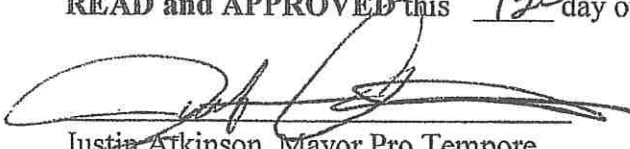
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READ and APPROVED this 13th day of June 2017.



Justin Atkinson, Mayor Pro Tempore
Mt. Pleasant City

Attest:



Jane Banks, Secretary

Jack has prepared a log for tractor and welder use for the fiscal year that ends in June. This summary for one year is representative of usage for the past eight years. He is not asking to be reimbursed for past years. His request is that commencing with fiscal year 2022, the budget for the equestrian center/arena would include a monthly reimbursement of \$573.00 (annualized: Tractor 37 hours at \$175.00 per hour; Welder, 5 hours at \$80.00 per hour. Annual amount of \$6875 divided by 12 equals \$572.91).

Tractor Log:

July 10 - 11, 2020: 2 hours

Sept 11-13, 2020: 3 hours

Oct. 17, 2020: 1 hour

Mar. 6, 2021: 1 hour

Mar. 12-13,2021: 2 hours

Mar. 26-27, 2021: 4 hours

April 2-3, 2021: 2 hours

April 9-10, 2021: 4 hours

April 23-24, 2021: 4 hours

May 6-8, 2021: 6 hours

May 14-15, 2021: (projected) 4 hours

May 21-22, 2021 (projected) 2 hours

June 11-12,2021 (projected) 2 hours

Welder Log

July, 2020 through July 2021 (actual and projected) 5 hours.