

**REGULAR SESSION OF THE
BRIGHAM CITY COUNCIL
January 20, 2022
7:00 p.m.**

PRESENT:	D.J. Bott	Mayor
	Alden Farr	Councilmember <i>via Zoom</i>
	Matthew Jensen	Councilmember
	Joe Olson	Councilmember
	Ryan Smith	Councilmember
	Robin Troxell	Councilmember

ALSO PRESENT:	Christina Boss	City Recorder
	Dave Burnett	Power Director
	Mike Christiansen	City Attorney
	Chris Howard	Assistant Police Chief
	Amber Moore	Aquatics Supervisor
	Derek Oyler	Finance Director
	Tyler Pugsley	Public Works Director
	Jason Roberts	City Administrator
	Elizabeth Schow	Library Director
	Kristy Wolford	Community Activities & Svcs Director <i>via Zoom</i>

Mayor Bott called the meeting to order at 7:00 p.m. The Reverence Period was given by Bishop Quintanilla and the Pledge of Allegiance was recited.

AGENDA

RECOGNITION OF EMPLOYEES

New Hire in Public Power

CONSENT

Request for Approval of January 3, 2022 and January 6, 2022 City Council Meeting Minutes

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

Councilmember Assignments to Boards and Commissions

Appointments to Golf Course Commission

Request to Send Library Accounts to Collections

**PUBLIC COMMENTS FROM BRIGHAM CITY RESIDENTS AND THOSE PAYING
PROPERTY TAXES IN BRIGHAM CITY**

COUNCILMEMBER COMMENTS

ACTION ITEMS

Consideration of Resolution Renewing Emergency Proclamation

Annual Pool Presentation and Consideration of Resolution to Increase Pool and Facility Rental Fees

Consideration of Utility Billing Resolution

Consideration of Interlocal Agreement to Provide Brigham City Responsibility Over Pretreatment

Program Implementation and Enforcement for Industrial Users in Mantua

**ADJOURN TO CLOSED SESSION TO DISCUSS THE PURCHASE, EXCHANGE, OR LEASE
OF REAL PROPERTY**

RECOGNITION OF EMPLOYEES

Mayor Bott recognized Ryan Abraham who was recently hired as an Apprentice Line Worker.

CONSENT

Approval of January 3, 2022 and January 6, 2022 City Council Meeting Minutes

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

A list of accounts totaling \$245.24 was presented to be removed from the City's system due to customers taking out bankruptcy or being sent to collections.

Councilmember Assignments to Boards and Commissions

Council assignments were presented for approval.

Appointments to Golf Course Commission

It was recommended that Tom Peterson and Brandon Broadhead be appointed to the Golf Course Commission.

Request to Send Library Accounts to Collections

A list of accounts totaling \$10,529.04 was presented to be sent to collections.

MOTION: A motion to approve the Consent agenda was made by Councilmember Troxell, seconded by Councilmember Olson, and carried unanimously.

PUBLIC COMMENTS

Juliana Larsen – For purposes of transparency, Ms. Larsen felt that the Utility Billing and Collections Policy and Procedures should include the utility fund transfer under Establishment of Utility Rates.

COUNCILMEMBER COMMENTS

Councilmember Jensen – met with the Golf Course Commission and discussed rates, funding, and the upcoming year.

Councilmember Troxell – attended the Bear River Governing Youth Council meeting and stated it was a good opportunity for presenters to discuss issues youth face today. She also attended a Box Elder County CERT meeting where new goals were set for the year. Councilmember Troxell expressed her thanks to the members of her previous committee assignments.

Councilmember Farr – stated the Library Board meeting was cancelled due to a lack of quorum.

Mayor Bott – attended the Local Official's Day with the Youth City Council where the Governor announced a new state flag initiative. In the interest of returning to normal from the past two years dealing with Covid, Mayor Bott encouraged citizens to be healthy and stay positive.

ACTION ITEMS

Consideration of Resolution Renewing Emergency Proclamation

Mr. Roberts stated this resolution extends the Emergency Proclamation for another thirty (30) days which allows the City Council to meet electronically, if needed, due to Covid related absences.

MOTION: Councilmember Olson made a motion to approve the Resolution renewing the Emergency Proclamation. The motion was seconded by Councilmember Troxell.

Roll Call:	Councilmember Smith	Aye
	Councilmember Troxell	Aye
	Councilmember Jensen	Aye
	Councilmember Olson	Aye
	Councilmember Farr	Aye

Annual Pool Presentation and Consideration of Resolution to Increase Pool and Facility Rental Fees

Ms. Wolford introduced Ms. Moore stating her time and effort as Aquatics Supervisor, including putting the annual pool presentation together, were greatly appreciated.

Ms. Moore approached the podium and presented the 2021 annual report:

- Highest admissions and private party rentals in the last decade
- Statistics for shade structure rentals and swim lesson registrations
- Significant increase in revenue for concession stand

She also spoke about hiring trends, proposed staff wage increases and a proposed Water Safety Instructor incentive program. She mentioned Crystal Hot Springs was starting lifeguards at \$10/hour.

Position	2021 Wage	2022 Wage	2021 Hour Distribution	2022+ Hour Distribution	Cost Difference
Assist. Supervisor	\$18.00	\$18.00	300	300	0.00
Lifeguard (1)	\$7.61	\$9.72	6,750	2,500	\$25,208
Lifeguard (2)		\$10.20		2,500	
Lifeguard (3)		\$10.71		2,500	
WSI (1)	\$7.92	\$9.82	4,000	425	(\$18,522)
WSI (2)		\$10.31		425	
WSI (3)		\$10.83		425	
Head Guards	\$8.81	\$12.05	1,300	2,000	\$12,647
Clean-Up (1)	\$7.40	\$9.17	2,550	834	\$4,532.04
Clean-Up (2)		\$9.35		834	
Clean-Up (3)		\$9.54		834	
Clean- Up Lead	\$15.54	\$15.54		400	0.00
Cashiers (1)	\$7.40	\$8.73	2,275	1,000	\$18,865
Cashiers (2)		\$8.81		1,000	
Cashiers (3)		\$8.91		1,000	
Cashier Lead	\$7.94	\$9.25		1,000	

Ms. Moore presented a proposed admission rate increase from \$5.00 to \$6.50 and noted admission prices have remained the same since 2008. Punch passes would follow the same pricing structure as prior years with the proposed \$1.50 increase reflected.

Admission Type	2021 Price	2022 Price	2021 Admissions	2021 Revenue	Projected Increase
General	\$5	\$6.50	23,712	\$118,560	\$35,568
Senior	\$2.50	\$3.50	400	\$1,000	\$400
Super Senior	\$1	\$2	372	\$372	\$372
Group Rate	\$4	\$5.50	482	\$1,928	\$723
Special Event*	\$3.50	\$5.00	624	\$2,184	\$936
Family Night*	\$15	\$25	137	\$2,055	\$1,370

She reviewed proposed increases in rental pricing and swim lesson rates. Councilmember Troxell disclosed that she has a family member working at the pool. She questioned the bowery rental and Ms. Moore confirmed the boweries are first come first serve when they are not rented. Councilmember Troxell voiced concerns about the increase in the swim lessons particularly, Mom & Tot. Ms. Moore stated most other facilities are charging the same rate for Mom & Tot and the general class. She explained the proposed rate averages out to approximately \$4.50 per class.

Ms. Moore displayed additional information with an admission rate increase to \$7.00 which would help to support an employee wage increase.

Type	2021 Revenue	2022 Projected Revenue	Projected Increase
Admissions	\$126,099	\$175,361	\$49,262
Passes	\$54,320	\$79,560	\$25,240
Shade Structure	\$465	\$915	\$450
Private Parties	\$28,700	\$31,150	\$2,450
Swim Lessons	\$38,220	\$51,700	\$13,480
Pool Toy Rentals	\$1,681	\$3,362	\$1,681
Total	\$249,485	\$342,048	\$92,563

Councilmembers were supportive of an employee wage increase. Mr. Roberts reminded the Council that a budget revision would be required for a wage increase which could be presented in a future meeting.

MOTION: Councilmember Olson made a motion to approve the Resolution to increase pool and facility rental fees according to the \$7.00/hour admission rate. The motion was seconded by Councilmember Jensen.

Roll Call: Councilmember Olson Aye

Councilmember Jensen	Aye
Councilmember Troxell	Nay
Councilmember Smith	Aye
Councilmember Farr	Aye

Councilmember Farr asked about a non-resident rate. Ms. Moore explained the current resolution did not cover non-resident rates but at the direction of the Council, they could work on an address verification process. Ms. Moore stated punch passes have a discounted rate, and Ms. Wolford stated the Black Friday punch pass sale could be made available Brigham residents only. Mr. Roberts stated they could bring information back to the Council.

Councilmember Troxell supported the admission increase to \$7.00 if the money went towards employee wages. Other Councilmembers also supported the increase going towards employee wages.

Consideration of Utility Billing Resolution

Mr. Oyler came forward and presented the proposed updates to the Utility Billing and Collections Policy and Procedures.

- Contract for Service to include accounts sent to collection subject to third party fees
- Security deposit exception for qualifying customers with good credit history paying on or before due date for 12 consecutive months
- Timing change on late fee assessment to 8 am on shut off day and payable on next billing
- Equal payment plan
 - 12 months of history and 6 months consecutive on time payments
 - Customer making two late payments within 12 months would be dropped and account balance would be due
 - Customers paying less than full payment twice in 12 months would be dropped
 - Customers dropped twice would be ineligible for the plan
- Deferral payment agreement
 - Defers account balance into equal payments of up to 12 months
 - Customer must sign an agreement and pay initial monthly installment

Councilmember Jensen asked for Mr. Oyler's thoughts on including the utility fund transfer information in the Policy. Mr. Oyler explained the State requires the City to be transparent with the annual utility fund transfer by way of public notice, notice on the utility billing, a public hearing, and approval by the City Council via a resolution. After some discussion, Mr. Oyler offered to change the Establishment of Utility Rates section to Establishment of Rate Stabilization Fund striking the first and second paragraphs and keeping the third paragraph which establishes the fund for the protection of rate fluctuations by wholesale utility expenses.

MOTION: Councilmember Olson made a motion to approve the Utility Billing Resolution. The motion was seconded by Councilmember Jensen. Councilmember Troxell suggested the Resolution be amended to include the changes offered by Mr. Oyler. Councilmember Olson amended his motion to change the Establishment of Utility Rates section to Establishment of Rate Stabilization Fund and to strike the first and second paragraphs and keep the third paragraph. Councilmember Jensen seconded the amended motion.

Roll Call:	Councilmember Farr	Aye
	Councilmember Smith	Aye
	Councilmember Troxell	Aye
	Councilmember Jensen	Aye
	Councilmember Olson	Aye

Consideration of Interlocal Agreement to Provide Brigham City Responsibility Over Pretreatment Program Implementation and Enforcement for Industrial Users in Mantua

Mr. Pugsley came forward and explained the State requires the City to closely follow, update, and monitor industrial users who are connected to our sewer system. The program is subject to an annual audit from the Department of Environmental Quality who recommended this interlocal agreement as an enforcement mechanism to protect our wastewater infrastructure and treatment plant. The agreement states Mantua will follow our sewer ordinance and gives the City enforcement capabilities of administering the industrial pretreatment program in Mantua. Mr. Pugsley confirmed there are currently no industrial users in Mantua. Any potential industrial users would have to notify the City and go through the approval and permitting process.

MOTION: Councilmember Troxell made a motion to approve the Interlocal Agreement to Provide Brigham City Responsibility Over Pretreatment Program Implementation and Enforcement for Industrial Users in Mantua. The motion was seconded by Councilmember Smith.

Roll Call:	Councilmember Farr	Aye
	Councilmember Olson	Aye
	Councilmember Jensen	Aye
	Councilmember Troxell	Aye
	Councilmember Smith	Aye

ADJOURN TO CLOSED SESSION

A motion to adjourn to a closed session to discuss the purchase, exchange or lease of real property was made by Councilmember Olson and seconded by Councilmember Troxell. A roll call vote was taken with all Councilmembers voting aye. The meeting adjourned to a closed session at 8:33 p.m.

The Council returned to an open meeting at 9:05 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 January 20, 2022 City Council Meeting.

Dated this 4th day of February, 2022.

Christina Boss

Christina Boss, Recorder