

Sunset City Corporation
City Council Minutes
March 1, 2016
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Minutes of a regular meeting held March 1, 2016 at Sunset City Hall, 200 West 1300 North, Sunset, Utah; Mayor Macfarlane presiding.

REGULAR SESSION

Mayor and Council Present:

Beverly Macfarlane	Mayor
Chad Bangerter	Council Member
Ricky Carlson	Council Member
Norm Noyes	Council Member
Trystal Peay	Council Member
Scott Wiggill	Council Member

City Employees Present:

Susan R. Hale	Recorder
Ken Eborn	Police Chief
Joe Maylin	Public Works Operations Manager
Anthony Bott	Deputy Fire Chief

Excused:

Linda J. Youngdell	Treasurer/Office Manager
Jason Monroe	Public Works Director
James Weston	Fire Chief

Others Present:

Jeff Ambrose, CPA	Christensen, Palmer & Ambrose
Terry Avondet	Sunset Citizen Corps
Leslie Moore	Michael Love

The meeting was called to order at 6:30 p.m. by Mayor Macfarlane.

Council Member Peay gave the invocation and led the Pledge of Allegiance.

Approval of Minutes: The minutes were not ready in time.

Approval of Vouchers: Council Member Carlson made a motion to approve the vouchers for David County and Utah Local Governments Trust totaling \$73,708.65. Council Member Peay seconded the motion. The motion passed unanimously with Council Members Bangerter, Carlson, Noyes, Peay, and Wiggill voting yes.

Public Comments: Michael Love expressed his concerns regarding the lack of lighting at Sunset Square at 2550 North. He stated there was a light there, but it is cycling on and off. Council Member Noyes asked if the street light in that area was working, to which Mr. Love responded that he did not know. He again stressed the danger of having such a dark area. The Council offered to speak with the owner of the Sunset Square and they would consider installing another street light at the nearby crosswalk.

- 1. Presentation of the Sunset City FY15 Annual Financial Report:** Jeff Ambrose presented the Sunset City FY15 Annual Financial Report. He began his presentation by thanking the City Council for reappointing him as the auditor this year and he thanked Treasurer/Office Manager Youngdell and Recorder Hale for their assistance during this process. Mr. Ambrose said the report began with the Independent Auditor's Report which declares that the Auditor found the City's financial statements to be fairly stated and gave the City a clean opinion, which is the highest they can give. During fiscal year 2015, governmental entities in the State of Utah were required to implement GASB Statement 68, which affected the accounting standards for pensions. Mr. Ambrose then presented the Statement of Activities, or the City's income statement. This section of the report focused on the net expenses of the governmental and business-type activities. He pointed out that both the expenses and revenues increased from 2014 to 2015, but the expenses increased at a higher rate. This statement also showed a prior period adjustment to account for the pension position of prior years. Cash in the General Fund was up about \$137,000 from the previous year and the total assets increased roughly \$144,000. As a result the fund balance increased about \$206,000, making the fund balance \$450,000 above the statutory limit of 25% of the general fund revenues. The Council briefly discussed how those funds could be used.

Mr. Ambrose continued with his report by presenting the Statement of Revenues, Expenditures, and Changes in the Fund Balance for the Governmental Funds. He explained the general fund revenues increased by roughly \$7,000 while the expenditures decreased slightly. He briefly touched on the Proprietary and Agency Funds Statements and pointed out the breakdown of City debts. Mr. Ambrose stated that he did not find any instances of non-compliance or material weakness with internal control. The only issue he could see was the general fund balance being over the statutory limit, which was a good kind of finding to have.

- 2. Appoint Planning Commission Chair and Alternate Chair:** Council Member Bangerter stated Jonathan Ellsworth had been selected as Planning Commission Chair for 2016, with Scott Stevenson as Alternate Chair.

Council Member Bangerter made a motion to approve the appointment of Jonathan Ellsworth as Planning Commission Chair and Scott Stevenson as Alternate Chair for 2016. Council Member Noyes seconded the motion. The motion passed unanimously with Council Members Bangerter, Carlson, Noyes, Peay, and Wiggill voting yes.

- 3. Consider Ordinance 2016-01 amending Section 1-6-3 "Meeting Procedures and Conduct" of the Sunset City Code:** Council Member Bangerter stated very little had changed since their discussion of this item six weeks prior. The City Attorney has reviewed the proposed amendment and made only small language adjustments. Council Member Bangerter explained this amendment would allow a work session to be scheduled by any member of the Council, with the consent of two other Council Members (Mayor included). He clarified that the Mayor is considered a member of the Council. There was a brief discussion regarding work sessions, which are not often scheduled. It was clarified that a meeting could be held with three or more members.

Council Member Noyes made a motion to adopt Ordinance 2016-01 amending Section 1-6-3 “Meeting Procedures and Conduct” of the Sunset City Code. Council Member Wiggill seconded the motion. The motion passed unanimously with a roll call vote. Council Member Bangerter - yes, Council Member Carlson - yes, Council Member Noyes - yes, Council Member Peay - yes and Council Member Wiggill - yes.

4. **Consider Ordinance 2016-02 adding Chapter 18 “Social Media” to Title 1 of the Sunset City Code:** Council Member Noyes stated the City Council had discussed this item a few weeks prior and had decided to move forward in creating an ordinance, which he presented. The Council confirmed that they had received and reviewed the language prior to the meeting. There was a brief discussion regarding the need to post a disclaimer on the social media sites. It was determined that this was not necessary because the disclaimer was clearly written into the ordinance, although one will be posted.

Council Member Bangerter made a motion to adopt Ordinance 2016-02 adding Chapter 18 “Social Media” to Title 1 of the Sunset City Code. Council Member Noyes seconded the motion. The motion passed unanimously with a roll call vote. Council Member Bangerter - yes, Council Member Carlson - yes, Council Member Noyes - yes, Council Member Peay - yes and Council Member Wiggill - yes.

5. **Discuss Section 7-4-3 “Dog Walking in South Park” of the Sunset City Ordinance:** Mayor Macfarlane began the discussion by explaining she had received a complaint about dogs in South Park, primarily with cleaning up after the animals. She approached Council Member Bangerter earlier in the day regarding this issue and they both thought that an ordinance was already in place and it may just need to be better enforced. Council Member Bangerter stated that the ordinance is clearly written and the City can’t post a sign for every ordinance, but it may be beneficial to install some signs at the park. The signs would be inexpensive and it would be easy to install two or three signs in South Park. Mayor Macfarlane has noticed dogs at the other two parks and believes it will take a little additional enforcement, even though it will put additional responsibility on the Police Department.

Council Member Carlson addressed line item E of the ordinance which states “the person walking the dog is to remain on the walking track at all times”. He felt that this might be too restrictive. Council Member Noyes feared that if the dogs were allowed to go off the track, then they would have an even bigger problem with feces in the middle of the park. The dog owners should be encouraged to stay close to the track. There was discussion regarding the sign that currently exists at the park, which is relatively generic. It was confirmed that there used to be stands with waste bags in the park, but they kept being vandalized and the bags were used as toys so they have not been refilled. Garbage cans are available at the park for waste disposal. Council Member Carlson stated that the ordinance does not allow dogs in the park at all between 8:30 a.m. and 4:00 p.m. It was confirmed this restriction was included in the ordinance because part of the park is school property and this would prevent any liability issues. Council Member Peay stated the ordinance should be enforced and suggested putting signs up in all three of the City parks. Regarding increased enforcement, Council Member Carlson believes that even a small increase would solve the issue within a few months.

Police Chief Eborn commented that until recently, many of his officers weren't even aware that dogs are not allowed in the parks. He suggested that the City contact Animal Control to ask if they would be willing to assist with enforcement. The ordinance also states that dogs are not allowed in the parks during organized City or school events and Council Member Carlson questioned whether that would include AYSO soccer games. After a brief discussion, the Council determined that soccer games were not City or school events.

The Council agreed to move forward with signage, increased enforcement and contacting Animal Control to ask for further assistance.

6. **Discuss the Sunset City Fun Days dates:** Due to the circulation of several emails, Council Member Carlson asked that they take time to discuss the dates selected for the 2016 Sunset City Fun Days. He expressed a concern that the chosen dates conflict with the Hill Air Force Base Air Show and the last time the Fun Days were in June it was not well attended. He has spoken with Public Works Director Monroe about the carnival and he confirmed that it had been scheduled. He proposed that the dates be moved to July, if the carnival was willing or able to reschedule.

Council Member Peay commented that it took four months to get the carnival to come in June and she was afraid that rescheduling would take a lot of time and effort for all parties involved. Public Works Operations Manager Maylin added that the carnival has scheduled out their entire year already and the City has already entered into a contract with them for the June dates. Changing the dates at this point would be difficult. Mayor Macfarlane also stated that many staff members have already requested vacation time in July.

Aside from concerns regarding this year, Council Member Noyes felt that changing the date of the Fun Days every year was unwise. Not only was it confusing for the residents, but there have been some instances where the City has held two Fun Days in the same fiscal year. Council Member Wiggill agreed. Mayor Macfarlane believed they should hold the Fun Days on the same weekend every year to avoid this type of situation.

Council Member Bangerter gave a brief history of Fun Days, stating it was the City's original intention to hold the event on the 24th of July weekend every year. The dates were changed several times either due to residents' preferences or other City issues. Council Member Bangerter agreed that the conflict with the Airshow was a valid concern, but the comments made by the other Council Members were valid as well. He suggested they keep the dates they have for June and see what happens. They can address any issues in the early planning stages for next year's Fun Days. The Council Members agreed and Mayor Macfarlane stated they would address this issue again after the event had taken place.

7. **Mayor, Council and Department Head reports:** Police Chief Eborn reported he planned to let the ad on the police car run for another week and then open any offers received by the office. He has received a number of phone calls, but only one letter.

Operations Manager Maylin addressed the issue of street lights throughout Sunset City that he and Public Works Director Monroe have been examining. He stated he would be doing a survey of the street lights and Mayor Macfarlane asked that the information be shared with Council Member Noyes once it was gathered. Council Member Noyes said he and Operations Manager Maylin have already been working together on this issue and one of the next steps would be to research the cost to install new lights. There was a brief discussion regarding the number of lights in the City and Mayor Macfarlane wanted to be sure that the number of lights was correctly reflected on their invoice from Rocky Mountain Power. Council Member Noyes stated it seems they are being billed for more lights than they have, but it was difficult to tell because the lights are listed by pole number rather than location. Mayor Macfarlane requested that the issue be addressed with Rocky Mountain Power. Operations Manager Maylin stated they would provide cost estimates and a list of possible locations for new lights to the City Council once the information has been gathered. Operations Manager Maylin advised the street sweeper's water system was malfunctioning and needs to be repaired. The sidewalk survey has been completed and areas are being marked that have some sort of safety hazard. He explained Public Works Director Monroe was waiting to hear back on bids. The road survey was not yet complete, but Public Works Monroe would be finishing it on Monday.

Deputy Fire Chief, Anthony Bott, informed the Council of the recent fire at about 2000 North 250 West, stating there was about \$8,000 worth of smoke and equipment damages. Deputy Chief Bott also stated that the Easter Egg Hunt would be held on March 26, 2016, in Central Park at 9:00 a.m. Mayor Macfarlane reminded the Council of Council Member Noyes's suggestion to complete the State Auditors' Online Training. She has not had the opportunity to do the training, but Council Member Bangerter has completed it. The Council needs to complete similar online training for the fire department as well, and Deputy Chief Bott said he would email the Council Members a link and further information.

Council Member Bangerter informed the Council that several years ago the LDS community had produced a book of the history of Sunset Utah Stake, and the book contains a lot of valuable City-based historical information. He suggested the City information should be copied electronically and preserved. Mayor Macfarlane thanked Council Member Bangerter for making them aware of this and asked that the information be sent to the County as well. Council Member Bangerter asked about vendor fees during a car show and was told the fee is \$50. He has found that vendors are not willing to participate because this fee is more than the amount of money they would make at such an event. He would like to research what surrounding cities charge their vendors for one-day events and asked if the Council would support this. The Council Members expressed their support. Council Member Bangerter asked that the Council Members and staff continue to check their emails daily, and acknowledge any emails received. Council Member Bangerter stated that he had been driving through the City looking for "park strip" type sidewalks that do not have a bevel into the driveways, and was amazed by how many there are in the City. Eventually, he would like the sidewalks to be connected together to create a nice walkable area. Council Member Bangerter has been working with the Planning Commission on the general plan and he is pleased with their progress.

Council Member Carlson stated that they had not held a meeting regarding mosquito abatement since his last report, but a meeting will be held on March 10th. He will have more information regarding the drone testing at that time. Council Member Carlson said he opted to get the blue and green recycling cans rather than the extra black garbage can and he has found that the blue can is packed to capacity every week. The problem is that the blue cans are collected every two weeks. Council Member Noyes stated that he has experienced the same issue. Both men felt that a solution to this would be to get more citizens involved in the recycling program so that the blue cans could be collected every week and the black can every two weeks. It was suggested that the residents aren't participating because of the fees involved. In relation to this issue, Mayor Macfarlane read a message from Nathan Rich notifying the City Council that they will stop accepting recyclable materials at the landfill effective Thursday, March 3, 2016. There was a discussion on how to get more residents to participate in the program. Maybe Council Member Carlson could meet with Val Sanders from the City's garbage collection company on this. It was also stated that new move-ins are presently given the option to participate in the recycling plan, but maybe that should be changed to a requirement. Council Member Carlson congratulated the departments for being under budget this past fiscal year. In regards to the general fund balance, he suggested that they not jump into spending the money but rather allocate the money wisely to where the City needs it. Council Member Bangerter suggested that the money be used for debt repayment.

Council Member Noyes informed the Council that he was still awaiting a letter from the Mayor nominating him to the Development Review Committee. Mayor Macfarlane stated that she would follow up with this item. In regards to the Beautification Committee, Council Member Noyes asked the Council to consider what they want the committee to do with the program and maybe they could discuss it in a work meeting sometime. Council Member Noyes commented on the street light situation, stating that many of the surrounding cities include a street light fee on their utility bills. He suggested that they consider this when they talk about next year's budget. In regards to the general fund balance, Council Member Noyes agreed that they should put that money toward the City's debts. They should also seriously consider compensating City employees. Mayor Macfarlane asked Council Member Noyes to make sure they were in contact with Hill Airforce Base to ensure that the City's logo is included on the banners for the Air Show.

Council Member Peay reported the Youth City Council was preparing for their conference the following week, in which twelve youth and three leaders would be attending. She asked if any Council Members are planning on attending the banquet on Friday night to let her know as soon as possible. It was confirmed that spouses could attend as well, so long as they were accounted for in advance. Mayor Macfarlane said she would be attending the banquet. When asked how candy bar fundraiser went, Council Member Peay said they did really well and she would know more information at the next meeting, as tonight was the last night of the fundraiser. Council Member Wiggill offered any further assistance with the fundraiser, if needed.

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Council Member Wiggill stated that nothing had been done with the Citizen Corps this year, but things would progress during the spring. He did have the opportunity to attend a live fire training the previous Wednesday in Ogden and approximately 35 Sunset firefighters participated. He stated that Asst. Chief Whetton and several of his associates conducted the training with much success. Council Member Wiggill explained there had been no recent progress with Proposition 1 and Mayor Macfarlane expressed her concern for the bike trail coming up from the south and the connectivity to Sunset City.

Mayor Macfarlane informed the Council that she had been working with administration on revising evaluation forms, and the Department Heads seemed to be in favor of the changes. Those adjustments would be brought before the City Council for review when they are ready. Mayor Macfarlane received an email from the Health Department regarding Meals on Wheels and they have asked her to participate in the March for Meals campaign. Council Member Peay confirmed that she would be available to assist the Mayor during that time. Mayor Macfarlane expressed her gratitude for the Council Members and staff for the hard work they do for Sunset City.

Council Member Carlson made a motion to adjourn. Council Member Bangerter seconded the motion. The motion passed unanimously with Council Members Bangerter, Carlson, Noyes, Peay and Wiggill voting yes.

The meeting adjourned at 9:05 p.m.

Approved – March 15, 2016

/S/Beverly K. Macfarlane, Mayor

/S/Susan R. Hale, Recorder