

Sunset City Corporation
City Council Minutes
April 19, 2016
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Minutes of a regular meeting held April 19, 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
Linda J. Youngdell	Treasurer/Office Manager
Ken Eborn	Police Chief
Jason Monroe	Public Works Director
Anthony Bott	Dep. Fire Chief
Bruce Arbogast	Police Lt.
Duane Arbogast	Police Officer
Christina Arbogast	Court Clerk
J. Rossborough	Fire Fighter

Excused:

James Weston	Fire Chief
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Others Present:

Allyson Jackson	Sunset Citizen Corps
Terry Avondet	Sunset Citizen Corps
Allen Burch	Sunset Citizen Corps
Malorie Brask	Better City
Leslie Moore	Janet D. Lujan
Joyce King	Wanema Butcher

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

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

Approval of Minutes: Council Member Noyes made a motion to approve the minutes of April 5, 2016 as presented. Council Member Peay seconded the motion. The motion passed unanimously with Council Members Bangerter, Carlson, Noyes, Peay and Wiggill voting yes.

Approval of Vouchers: Council Member Carlson made a motion to approve the voucher for Hinklease in the amount of \$9,800.99. Council Member Noyes seconded the motion. The motion passed unanimously with Council Members Bangerter, Carlson, Noyes, Peay and Wiggill voting yes.

Public Comments: Joyce King said she hadn't been here for a while, but the last time she was Public Works Director Monroe had said he wanted to do away with Kids Club. The first meeting she attended the Council wanted to do away with the skate park and she believes they decided to let the skate park die off as the equipment came into disrepair and was removed. She said the teens and children of Sunset are residents, too and she doesn't want to see them do away with things that affect the teenagers.

It was decided to hold off discussing agenda item number 1 until Planning Chair Ellsworth arrives.

2. **Discuss soccer field use fees for AYSO:** Pam Furniss, AYSO representative, had given notification that they were not prepared to discuss this tonight. Council Member Carlson made a motion to table this item. Council Member Bangerter seconded the motion. The motion passed unanimously with Council Members Bangerter, Carlson, Noyes, Peay and Wiggill voting yes.

3. **Approve donation request for Northridge High School Senior All Night Party:** Council Member Noyes advised they had donated \$200 to Northridge High in past years for this party. He recommended to continue doing that because it is a good program. Council Member Bangerter asked if anyone was here from Northridge and there was not. He said it bothers him that no one is here to explain what happens at the parties and what Sunset's money is used for. He is okay to approve it, but would like representation next time. The Mayor and Council Members agreed.

Council Member Bangerter made a motion to give \$200 to Northridge High School for their Senior party. Council Member Carlson seconded the motion. The motion passed unanimously with Council Members Bangerter, Carlson, Noyes, Peay and Wiggill voting yes.

It was decided to hold off discussing item number 4 until Treasurer/Office Manager Youngdell returned from making copies.

5. **Schedule a public hearing to solicit resident input for amending the FY2016 Budgets:** Recorder Hale explained the Council has discussed items that would require amending the FY16 budgets. A public hearing is required before the amended budget can be adopted. She recommended holding the public hearing on May 3, 2016.

Council Member Bangerter made a motion to hold a public hearing on May 3, 2016 to solicit resident input for amending the FY2016 budgets. Council Member Carlson seconded the motion. The motion passed unanimously with Council Members Bangerter, Carlson, Noyes, Peay and Wiggill voting yes.

1. **Planning Commission presentation of the preliminary general plan ideas:** Planning Chair Ellsworth still had not arrived so they decided to go ahead and discuss this item. Alternate Chair Stevenson was present and gave the presentation. A document was passed to

the Council summarizing the Planning Commission's direction for the General Plan. It outlines three zones (or forms); Neighborhood, Main Street and Town Center. They have listed items within each form showing what they would like the areas to look and feel like. The Neighborhood form would be primarily residential with smaller neighborhood-supporting uses in ancillary buildings. Main Street would be primarily ground floor commercial uses with a mix of commercial and residential uses on the floors above. The ground floor can be a combination of commercial and residential uses. It would be a small to medium footprint, which means the buildings would stay under four stories and the buildings would be close to the sidewalks with parking in the rear. The Town Center form would be similar with very vertical and horizontal mixed use, such as retail, commercial, residential and light industrial uses on any floors making it ideal for work/live conditions. An example is Station Park in Farmington. The buildings are built right next to the sidewalk, go up vertically and are mixed use. The Main Street form would be along Main Street and the main east/west corridors: 800, 1300, 1800 and possibly 2300 North Streets. The Town Center form would be around 1800 North from Main Street to 250 West. He said this is the direction the Commissioners are looking at and asked the Council if they were on the right path. He explained pictures displayed on the screen. The first was a cross section of the Town Center node showing some countermeasures to reduce vehicle speed, but keep traffic moving through the street. They cannot dictate to UDOT what the speed limit will be, but they can ask for these types of measures so people won't want to drive as fast. The second picture was of the Neighborhood form and it showed on-street parking only being allowed on one side of the street. The Commissioners would like to work with Public Works to see if they can incorporate this when the roads are upgraded. The last picture was of overhead lighting that includes human height lights to make the area more walkable.

The general feeling of the Council was that the Commissioners are doing a great job and right on track. One thought was to increase the height of the buildings to 5 stories in the Main Street form. They really liked the street lighting idea.

- 4. Approve the revised Employee Performance Evaluation form:** Mayor Macfarlane said she has been working with the Department Heads to come up with a document they can use in their departments. Treasurer/Office Manager Youngdell explained Sunset's Personnel Policies & Procedures section 6.6.1 addresses the performance appraisals and clearly states what is to be considered for an employee evaluation. Currently, the evaluation is broken into percentages earned (0%, 1%, 2% or 3%) based on points given during the evaluation. The merit increase has not been given to the employees for years because it was taken out of the budget during the hard years. The evaluations have been given, but no merit increase could be awarded. Mayor Macfarlane had asked the Department Heads to review the forms and decide whether they should be more goal-oriented or not. In the end it was decided to leave the form as is, but break out the merit increases further to 0%, 0.5%, 1%, 1.5%, 2%, 2.5% and 3% depending on points.

Council Member Bangarter asked if the evaluations were done annually. Treasurer/Office Manager Youngdell replied they are done annually, with the exception of the Fire Department. Mayor Macfarlane does the Department Heads' evaluations.

When Council Member Noyes asked how the ratings would be adapted if the Council only approved up to a 2% merit increase, it was answered they would have to revise the form. He also wondered if they were approving an unfunded policy, but they are not changing the policy; only the evaluation form. The policy does not outline what the points or percentages are; only that the evaluation needs to be done annually. Council Member Bangerter believes if the evaluation is done without a merit increase being approved by the Council, the evaluation doesn't mean anything to the employee. The only way it could mean something is to accumulate them over the years until merit increases are approved. An example is if an employee has continually scored low and then scores high in the year merits are given, the employee shouldn't be awarded the full increase. Mayor Macfarlane believes it is valuable even without increases because it is a communication tool for the Department Head to let their employees know what is expected of them. Goals and how they fit into the evaluation was discussed, along with whether or not approving this form automatically approves a merit increase of up to 3%.

Council Member Bangerter made a motion to approve the evaluation form with a wording change that explains funding of merit increases are at the discretion of the Council. Council Member Noyes seconded the motion. The motion passed unanimously with Council Members Bangerter, Carlson, Noyes, Peay and Wiggill voting yes.

- 6. Mayor, Council and Department Head reports:** Council Member Bangerter advised the HAFB Air Show is in June on the same weekend as Sunset Fun Days. He is working on some decals, banners, etc. to help promote Fun Days, the Car Show and Air Show. The Planning Commissioners are a great group to work with and are doing a great job with the General Plan.

Council Member Noyes stated he has unsuccessfully attempted to contact Rocky Mountain Power and he will get with Public Works Director Monroe to see if there is another way to contact them. After their conversation about beautification during the last meeting, he drafted a door hanger that reads, "Sunset City Neighbor thanking Neighbor. Sunset City and/or one of your neighbors would like to thank you for making our community a better place to live" on the front. On the back it says, "You have made life in our community better by keeping a nice yard or helping a neighbor." Then there are some blank lines to add a note and then it states, "Thank you for being a good neighbor." They are for neighbors, Council Members, etc. to hang on residents' doors thanking them for being a good citizen, for cleaning their yard, etc. He will not be forming a Beautification Committee.

Council Member Wiggill reported Allen Burch, a member of the Sunset Citizen Corps, has purchased two new trailers that will be fully stocked and available for a disaster. With the older one, the three will give the City better coverage; one on the north end, one in the center and one on the south end. The Fire Department is awesome as usual.

Council Member Carlson thanked Mayor Macfarlane for facilitating their tour of the land fill and burn plant of Wasatch Integrated Systems. They figure the burn plant will allow the land fill to operate for another 27 years. He advised the new Mosquito Abatement facilities are

almost complete. However, they may have an issue with the Ogden Airport. They've changed some regulations and one is that no one can take off without the prior approval of the Airport Manager. All the flights for mosquito spraying leave in the evenings and the Board doesn't know if there will be an Airport Manager there 24/7. That will shut down their operation if there isn't one and they just built a \$2 million facility in there a few years ago. He mentioned Public Works is doing a good job and he appreciates Public Works Director Monroe keeping him in the loop on things.

Council Member Peay reported the Youth City Council will be doing a car wash fundraiser on May 21st from 11 am to 2 pm. It will be held at Central Park in the parking lot by the softball fields. They just held all the interviews for all the youth who wanted to be on the Youth City Council and that includes those who are already on it. Every one of them showed up in interview attire and looked and acted very professional. There are now about 18 members. They are gearing up for Fun Days and people have already requested team spots for the mud volleyball tournament. She is working on the Veteran's Memorial. She thanked the Fire Department for their help with a neighbor's gas smell. It turned out to be a strong weed killer being used by another neighbor.

Public Works Director Monroe reported the restroom located at Rachael Runyan Memorial Park had no asbestos and the restroom at John G. White North Park only had some in the shingles, so it will be okay for demolition, also. The tentative start date is May 2nd. Two of the Public Works employees are at Road School so they're a little short-handed. He will be at the Water Fair for the next two days. Every 4th grade class in Davis County is taught about storm water and about 15% of the students are bussed to the Davis County Coalition 2-day fair to do activities to learn more about storm water. He asked the Council to email him their approval or not to hire a seasonal employee for the summer. The dump trailer program is going really well. There will be a ground breaking on May 17th for the Rachael Runyan Memorial and the unveiling will be on August 26th.

Dep. Fire Chief Bott advised the firefighters have taken their Fire 1 and 2 practical tests and they all passed. They have also taken the written test and will know the results in 30 days. The live fire skills test is scheduled for May 21st. They are planning to start the fire hydrant testing on May 1st.

Mayor Macfarlane touched on the employee evaluations and tour of Wasatch Integrated facilities. She attended a half hour North Davis Sewer Board meeting where there was an overview on what is going on at their facility. She is hosting the Council of Government (COG) meeting here tomorrow night.

Council Member Bangerter made a motion to go into the work session after a ten minute break. Council Member Wiggill seconded the motion. The motion passed unanimously with Council Members Bangerter, Carlson, Noyes, Peay and Wiggill voting yes.

WORK SESSION

4. **Discuss FY2017 budget requests:** Recorder Hale stated this is a first draft and began with the General Fund. The expected Proposition 1 gas tax revenue was added to the revenues. The building permit line item is increased due to the Sunset Townhouses development. The court revenue is decreased to reflect the decrease in fines across the country. The mayor and council department expenditures are down because there is not a municipal election this year. The court has three line items that caused an increase in that department. Since Judge Jensen no longer works for Davis County, Sunset will pick up the cost of his mandatory training. They have also budgeted for an upgrade to their recording software and a new laptop. Administrations requests are to purchase a module to handle the State mandate that all W-2 forms must be electronically filed, purchase two credit card machines that are chip capable and to make the part-time court/business license clerk a full time employee. Her hours would remain the same at 32 hours per pay period in court, but increase her hours to 48 in Administration. This person will take some of the duties from Treasurer/Office Manager Youngdell and Recorder Hale, such as the Planning Commission meetings/minutes and being second at the customer service counter and telephones. After her initial training, the line item for the meeting minute transcription would no longer be needed. The overtime line item was also increased slightly to pay the overtime required for the second Fun Days. It was explained that the City cannot make an employee take comp time instead of overtime; they have the right to paid overtime. It was suggested to put a \$10 increase per meeting into the budget for the Planning Commission Chair due to the extra time he spends working on the General Plan. The only significant increase in non-departmental is a transfer of \$98,900 to the CDBG fund to help pay for the last restroom to be placed at Central Park. In Police, it was asked to give the Police Secretary 8 more hours a week. In anticipation of the approximate \$45,000 in vehicle leases being paid off this current year, a request to purchase one new vehicle was made. It was suggested to increase the training budget so the Officers could get all the training needed to do their job better. Council Member Bangerter noted the Mayor and Council budget for training is over \$9,000 and the police training budget is only \$3,500, which does not seem right. Highly trained officers are only good for the community. Recently passed, Utah HB300 mandates regulations for use of body cameras, including storage of video files, so Chief Eborn also requested funds to join a five-year plan for an Evidence Sync Program by Taser International, who also supplies the body cameras. Even with those requests, the overall budget is down. The biggest request in the Fire Department is \$23,961 for nine self contained breathing apparatuses and \$18,700 for pagers, radios and turnouts. Public Works requests above operating costs are: ¼ the cost of a pickup truck, 1300 North road repair, ½ the cost of the 800 North impact study, ½ the cost of replacing the front doors of the City Building and a part of the cost of boom truck. It was suggested that \$5,000 be transferred from the General fund, along with the Utility fund, to the Pubic Works Capital Project fund to replace the bridge to the Sunset Room. \$271,865 of the fund balance would be required to fund the requests. Some of the Council Members would like to give employees raises this year, but some items will need to be cut to do so.

The Utility Fund includes a \$3.00 per month per residence increase in sewer fees from the North Davis Sewer District. The Mayor and Council, Administration and Non-Departmental expenses mirror the General Fund. Public Works requests include ½ the cost of a pickup

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truck, ½ cost of replacing front doors of the City Building and part of the cost of a boom truck. \$32,185 will be used from the retained earnings to fund the requests.

The Class C Road Fund includes ¼ the cost of a pickup truck, the 1300 N. road repair and ½ the 800 North environmental impact study. Reducing dispatch fees for the Dispatch Fees Fund was discussed because the fees paid to Davis County Dispatch are not increasing as much as was expected. They talked about lowering the fee from \$2.00 to \$1.50. Then they wondered if some of that money could be used for the Police Secretary because she dispatches the Officers sometimes during the day. The City Attorney will be asked about it. \$15,000 was budgeted for supplies in the Emergency Preparedness Fund and the Liquor Control and DARE Funds are about the same. More has been added to the Youth City Council Fund because there are more members now to send to the Logan Conference and it will require \$1,500 more transferred from the General Fund to allow that to happen. Nothing was budgeted in the Miscellaneous Grants Fund. Fire Department Fund Raising was left the same. Council Member Carlson will check to see if there is any interest in a play. It was decided to put all of the Fund Balance from the Arts Fund in expenditures. That way if there is no interest, they can still end that fund and return the money to the General Fund if they decide to. The Retirement Insurance Fund will receive \$13,000 to save for an employee who may retire and desire the insurance payments. The CDBG Capital Project Fund will receive the final \$50,000 from a \$150,000 grant and \$98,900 will be transferred from the General Fund for the last restroom to be built in Central Park. \$40,000 will be transferred into the Fire/EMS Vehicle Capital Project Fund from the General Fund. The Public Works Capital Project Fund will receive \$15,050 in billboard lease revenue and that amount will be transferred out to the CDBG Fund to finish paying for the restroom project. Nothing is budgeted in the Economic Development Capital Project Fund.

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

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 10:45 p.m.

Approved – May 3, 2016

/s/Beverly K. Macfarlane, Mayor

/s/Susan R. Hale, Recorder