



# ROOSEVELT Utah

## CITY COUNCIL MINUTES

January 18, 2022

1. Call to Order

At 5:30 p.m. Mayor JR Bird called the City Council Meeting to order.

2. Roll Call

Councilmen Don Busenbark, David Baird, Rowdy Cloward, Cody Aland and Mayor JR Bird were present.

Others in attendance included Sunshine Bellon, Ryan Clayburn, Dean Johnson, Rhonda Goodrich, Joshua Bake, Drew Eschler, Taylor Ruff, Kirby Wolfinger, Edwin Butterfield, Sawyer Strait, Trevor Fowler, Grant Charles, Tosha Miller and Hal Huff.

3. Opening Ceremony (*Prayer and Pledge of Allegiance*)

Councilman Aland offered the opening prayer.

4. Minutes

Councilman Baird requested an amendment to the December 12, 2021, meeting minutes noting that that he was not present to second the motion on item 7 as was written. Deputy Recorder, Sunshine Bellon reviewed her meeting notes and found that it was actually councilman Busenbark who seconded that motion. It was also noted that in one instance, Councilmen Busenbark was listed simply as "Bus". Councilmen Busenbark motioned to approve the minutes with the presented errors amended and was seconded by councilman White. The motion passed unanimously, and the previous minutes were approved pending amendments.

5. Public Comment Period

There were no comments from the public during this meeting.

6. Public Hearing (*as needed*)

No agenda items required a public hearing.

## 7. Items

### a. Elected Official Swearing-In

City Recorder, Rhonda Goodrich administered the Oath of Office for the following officials and terms, Councilman Rowdy Cloward: 2-year term, Councilman David Baird: 4-year term, Councilmen Dustin White: 4-year term and Mayor JR Bird: 4-year term.

### b. Clate Miller Lot Line Adjustment

Tosha Miller with the assistance of Building and Zoning Director, Dean Johnson, presented the plat for the proposed lot line adjustment. A point on the plat was referenced where a trailer had been moved, as well as the current line between the two lots that the Millers wanted to join. Council did not raise any questions or concerns regarding this lot line adjustment. Councilman Busenbark motioned to approve the proposed adjustment and was seconded by councilman Aland. The motion passed unanimously, and the adjustment was approved.

### c. Lyda/ Moon Lake Right of Way Easement

Prior to discussion of the proposed easement, Councilman Aland recused himself due to a professional conflict.

City Attorney, Grant Charles presented a request from Mr. Lyda that he be able to run a line along the yellow line (referenced in the packet) from one of the City's old unused towers to his property. Charles stated that he was concerned about gifting property. Moon Lake Electric suggested the pole is worth about \$200 and recommended \$1/foot of easement as one-time fee and in Charles' opinion this is a good president for the city to set. Council discussed the fact that power lines usually run parallel to property lines and that this proposal had the line running diagonally away from the already established line of power poles and into the Lyda property. Council attempted to determine if there was an alternative solution other than encumbering additional city property by running the line diagonally. Several options were discussed including conditional approval of Lyda connecting to the power pole, but only if the connection ran along the property line (not diagonal). Assistant City Manager and Water Source Director, Ryan Clayburn was asked about the nature of the City property that would be affected by this easement proposal and he described it as a "no man's land" and stated that the only City structures near the easement were two abandoned water tanks that would not get used, indicating that allowing the easement would not likely hinder future development by the City. After additional consideration councilman Baird made a motion to approve the easement with the condition that the connected line run directly North (not diagonal) at the recommended cost of \$200. This motion was not seconded and as such did not pass. Councilman Busenbark motioned to approve the proposed easement as demonstrated on the yellow line in the attached documents and was seconded by Councilman Cloward. The motion passed unanimously, and the easement was approved.

### d. Employee of the Month

*(This item was presented after Purchase Orders and Financial Review)*

City Manager, Joshua Bake introduced the new Employee of the Month program being implemented in the

City to recognize employees for their hard work and going above and beyond in their job function. Bake informed Council about some of the basics of the program including that all City employees, aside from those on the Selection Committee, are eligible for the award and that recommendations can be made by anyone via the City website. Councilman Busenbark stated that he had noticed and liked the nomination pop-up on the City website. Bake then presented the award which had been awarded to Clyde Stansfield of the Public Works Department. Clyde was not present to receive his award, but a portion of his nomination was read for the record as follows, "Clyde told me, with a smile, that he had only ever had one Christmas day off, because it always snows on that day. This year, again it snowed, and there he was cleaning the roads."

e. Water Report 2021

Sawyer Strait & Trevor Fowler presented the City's 2021 water usage report and slide show. The presentation included the following information: Usage is based on percent of allotment. Strawberry should be at 100% (not 95%) since we need to pay for it all, even if we do not use it all. Hayden Well Field level history displays the downward trend from the recent drought. Well 5 is trending up due to when/how measurements have to take place, not necessarily because there is more water. Service date May 2022 for Hayden tank progress. Council inquired about the budget and Assistant City Manager and Water Source Director, Ryan Clayburn interjected and stated that so far, the project is staying on track with the budget. Clayburn added that the company construction the tank ordered supplies ahead of time, which is saving money now. Fowler and Strait concluded their presentation by adding that according to master plan and growth rate that we currently have, we feel confident that we have infrastructure for 40 years of growth, pending any major changes due to the railroad.

f. JUB General Service Agreement

City Manager Joshua Bake presented a request to renew the JUB General Service Task Order for an additional year (2022) for \$10,000. Bake stated that JUB is very on top of doing things right and provides a great service to the city. JUB arranges most of the grants and funding that we get for the airport. Bake also noted that the \$10,000 is already in the budget for the Airport. Councilman Busenbark motioned to approve the General Service Task Order and was seconded by Councilman White. All Council members voted aye and the Task Order was approved.

g. Interfaith Committee

Mayor, JR Bird addressed the Council regarding the Interfaith Committee and stated that the committee was formed per a request from the previous Mayor and City Council. Mayor Bird and City Manager, Joshua Bake met with the Interfaith Committee and talked to them about what the City Council could do to support them. Mayor Bird stated that it was important to the Committee that they don't come across as proselytizing. It was determined that the Interfaith Committee would be more clearly non-denominational if the City officially formed the Committee and then invited members to join. The goal of the Committee would be to organize service projects and promote community togetherness. Mayor Bird proposed to council that they form an official Committee, with members that will be chosen by council to ensure the Committee is strongly non-denominational and. If approved, City Attorney, Grant Charles will write up a resolution to create the

Committee and bring it to the February City Council meeting. Councilman Baird asked if mixing government and religious affairs was something that the City wanted to get into? Mayor Bird responded that the Committee creates a method for various religions to work together on projects and it will not support any one religion. The focus would be on bettering the community. Mayor Bird also stated that City facilitation would keep specific religious beliefs from being the focus. It was also noted that specific language about the Separation of Church and State would be written into the resolution to create the Committee, if approved. The potential makeup of the Committee was also discussed, and it was determined that the Committee would have a simple majority with a set number of representatives per each denomination as to not create an imbalance favoring one group over another. Bake also added that the City PIO, Sunshine Bellon, would be very involved in publications from the Committee and help to ensure that the City was never favoring one religion over another and that communications from the Committee stayed non-denominational. After additional discussion, Councilman Baird motioned to approve the City Attorney drafting a resolution to present at the next Council meeting. The motion was seconded by Councilman Busenbark and was approved by all.

h. Fraud Risk Assessment Approval

Joshua Bake presented the FRA from the Office of the state Auditor. Bake explained that the FRA is an internal audit that gives a score that correlates to the City's Fraud risk. Roosevelt City's score has gone up, which means that our fraud risk has decreased.

i. Employee Pay Scale Structure

City Manager, Joshua Bake presented the new Pay Scale Structure that has been set up within the City to aid in retention and recruitment. Bake stated that no budget amendment being requested tonight. Bake went on to explain that based on his recent salary compensation study, Roosevelt is right in the middle when compared to other cities across Utah. "We are not amending or proposing any changes to pay at this time, we are just showing the scale." Bake informed Council that they would have to approve annual step increases and that Council will get the ultimate say on pay scale. Bake stated "We want transparency, we want employees to better themselves and try and improve their position." Bake also explained the necessity of evaluating the City's pay scales every 4 years. "We have unique positions, we will dive into the job descriptions and workload of our employees, not just pay them based on what other cities do, because their jobs are different." Bake also referenced his experience using this model in other cities and stated that it is a great recruitment tool. For example, the Police Department can show pay scales to candidates at any time to attract applicants. Councilman Busenbark shared his stance that "hiring good people and keeping them saves us a lot of money down the road." Councilman White added, "we are concerned with properly compensating employees" and he likes that, "this is set up to continue, so we don't get caught down the road with a bad pay scale." Councilman Busenbark asked Bake if he needed any sort of a motion from Council. Bake responded that a motion would show support and solidify this plan being put into place. As a last-minute note, it was added that Bake was working with the HR Manager, Brock Arnold, to establish an objective standard with a score matrix where 75% is a passing score for a raise. Councilman Busenbark motioned to approve adopting the pay scale and was seconded by Councilman Baird. The motion was approved by all and passed unanimously.

j. AWOS Update and Windcone Replacement

Airport Manager, Kirby Wolfinger, provided an update on the potential repairs and upgrades to the AWOS system at the airport. Wolfinger explained that for this project the City has to follow federal standards in order to use grant funding. We need to put out specs and get at least 3 bids to replace the whole system in order to qualify for funding.

Finance Officer, Rhonda Goodrich, gave an update on the airport budget including the following details: at this time, we are already at 123% of budgeted revenues for the year, However hangar rentals are only at 7% of expected revenues for the year. Billing was suspended for Hangar rentals when the door was broken, but that is no longer in effect, and we only have one tenant paying his rent and he makes up for the entire 7%. A Lease Agreement is being written for the main hangar by the City Attorney and it will come before council in February. the additional \$159,000 that we found out that we got in December is what will be used for the AWOS system, as long as we follow the protocols, specifically is appropriate only if we replace the entire system. Updating the system will be free to us and will keep people coming to our airport, without a functional system, we will stop getting flights. Big project is to get the Airport Master Plan up to date. Putting together the specs and get the bids would fall under JUBs allowed expenses, so they would take care of that for us.

8. Purchase Orders & Financial Review

Finance Officer Rhonda Goodrich presented the Purchase Orders to Council. Councilman Busenbark asked about an invoice discrepancy between invoice amount and paid amount on the last page of purchase orders. Goodrich explained that an invoice carried over and added that checks being written on time, but then held for approval results in those small dollar discrepancies. Council also asked if the City has a set rate for the DCWCD. Goodrich stated that, "our rate is not set, and we had vault payments." Busenbark responded that he appreciates seeing the trends, so we know what to plan on." Goodrich also told Council that the City 8% over revenue, 2% under budget at this half-way point through the fiscal year. Councilman Baird asked why revenues for capital projects are only at 1% and Goodrich explained that "It's all about timing, the funds are available at different times for different things, sometimes funding is a reimbursement so we will not see funding until work is completed."

9. City Manager Report

City Manager Joshua Bake briefed Council on what to expect next month including: reports on police and fire stats. Bake also acknowledged the two new City interns from the USU and the Highschool. Bake thanked Councilman Busenbark for his help with the program and stated, "we are excited to help them learn how city government works and are grateful for the help."

10. Committee Reports

Councilman White informed Council that there is a ULTC meeting tomorrow for local officials' day.

11. Items for Future Discussion

No items were brought before Council for future discussion.

12. Closed Session *(as needed)*

A closed session was not held during this meeting.

13. Adjourn

Councilman Busenbark motion to adjourn. This motion was seconded by Councilman Baird and approved by all. The January 18, 2022 meeting of the Roosevelt City Council was adjourned at 7:00 p.m.