



ROOSEVELT *Utah*

ROOSEVELT CITY COUNCIL MINUTES

September 5, 2023

1. Call to Order

Mayor JR Bird called the September 5, 2023, meeting of the Roosevelt City Council to order at 5:34 p.m.

2. Roll Call

Mayor Bird and Councilmen Don Busenbark, David Baird, Rowdy Cloward, and Cody Aland attended the meeting in person. Councilman Dustin White participated in the meeting via Zoom.

3. Opening Ceremony

Mayor Bird offered the opening prayer.

4. Minutes

a. Aug. 15, 2023,

Councilman Busenbark motioned to approve the minutes of the August 15, 2023, City Council meeting as presented and was seconded by Councilman Cloward. The motion passed unanimously.

5. Public Comment Period

No members of the public chose to comment at this time.

6. Committee Appointments

Mayor Bird proposed the appointment of Jeremy Johnson to the Parks/ Sports subcommittee of the Arts Parks and Recreation Committee. Councilman Busenbark motioned to approve the appointment and was seconded by Councilman Aland. The motion passed unanimously.

7. Recognitions

No recognitions were given during this meeting.

8. Public Hearing

Councilman Busenbark motioned to enter a public hearing to take comment on the Fiscal Year 2023 budget closure, and Fee Schedule Amendment items and was seconded by Councilman Cloward. The motion passed unanimously, and the Council entered a public hearing. After opening the floor for public comment on items a & b below, councilman Busenbark motioned to return to Regular Session and was seconded by Councilman Aland. The motion passed unanimously, and the Council returned to regular session.

a. Fiscal Year 2023 Budget Closure

No members of the public chose to make a comment on the Fiscal Year 2023 budget closure during this hearing.

- b. Roosevelt City Fee Schedule Amendments Sports, Animal Shelter, Sanitation
No Members of the public chose to make a comment on the proposed fee schedule amendments during this hearing.

9. Action Items

- a. FY23 Budget Closure

City Manager Joshua Bake presented the Fiscal Year 2023 Budget Closure on behalf of City Finance Director Rhonda Goodrich, who could not be present for the meeting. The budget summary packet is included in the September 5, 2023, agenda packet. Mr. Bake explained that all department expenditures came in under budget. Councilman Busenbark motioned to approve the budget closure as presented and was seconded by Councilman Cloward. The motion passed unanimously, and the Fiscal Year 2023 budget was closed.

- b. Roosevelt City Fee Schedule Amendments-

Recreation- Assistant Recreation Director Edwin Butterfield requested that the Council approve the proposed recreation revisions to the fee schedule. Mr. Butterfield explained that the addition of general Adult and Youth individual recreation fees, and a fee range for Team Recreation activities would enable the Recreation department to try out various new activities with the public, and then later add a specific fee for an activity if the activity became recurring. Councilman Busenbark asked about accountability for range of fees proposed on the recreation schedule and how the Recreation Department would justify the charge amount for any given activity. City Manager Joshua Bake explained that fee ranges will act as a placeholder to assess a fee that can be reassessed later and added as its own fee schedule line item. The proposed Team recreation fee range was \$200-\$450 and the Council indicated that they would be more comfortable with the fee starting at \$100.

Animal Shelter- Animal Shelter Supervisor Rose P. Arnold explained that there had been miscommunication with previous fee schedule revisions, and they thought the fee amount of \$15 for microchips was already approved. Mrs. Arnold indicated that the charge amount would cover the cost of the chip and staff time.

Storm Water- City Manager Joshua Bake presented this revision to the Council and explained that the storm water fees that were presented had been assessed by the City for some time, but that they had not been placed on the fee schedule.

Councilman Busenbark motioned to accept presented fee schedule with the following changes: Recreation team fees to start at \$100 (not \$200) and the inclusion of cat microchip fees at \$15 and was seconded by Councilman Cloward. The motion passed unanimously and the amendments to the fee schedule resolution were approved.

- c. Roosevelt City/Duchesne County School District Memorandum of Understanding for Facilities use Discussion/Approval

Mayor Bird corrected the agenda by noting that the documents being discussed were in fact contracts (agreements) and not just Memorandums of Understanding.

City Attorney Grant Charles updated the Council on the status of negotiations between Roosevelt City and the Duchesne County School District to draft a Facilities Use Agreement. Mr. Charles explained that a draft agreement had not been put together yet as there were several items that still needed to be discussed. Mr. Charles indicated that the use of the Aquatic Center had been thoroughly discussed, but that golf course use still needed to be talked about. Mr. Charles also said that there were unanswered questions regarding insurance coverage when it comes to reciprocal use of city and school district facilities. Councilman Busenbark took this opportunity to remind the Council and the public that he would not be voting on this

issue due to his seat on the school board.

- d. Roosevelt City/Duchesne County School District Memorandum of Understanding for School Resource Officer services Discussion/Approval
City Attorney, Grant Charles had an updated draft of the proposed School Resource Officer (SRO) agreement between Roosevelt City and the Duchesne County School District. Mr. Charles began by stating that he had just received this current draft and recommended that the Police Department be given time to review it and provide their recommendations before the Council consider approving it. Mr. Charles acknowledged that there were elements in the current draft that are different than what the School District is asking for such as: starting and end dates, extracurricular activities are exempt, current hours listed at 30/week for SRO. Mr. Charles also explained that there we code citations contained in the agreement because it is required to conform to state code in certain ways. After being briefed on the status of the agreement, Mayor Bird asked if the Council had any questions or feedback. Councilman Aland asked what the school would be doing in the meantime for an SRO, and it was explained that the previous SRO agreement was still in effect, so until a new agreement is reached things will be the same as they were last year.
- e. Secondary Irrigation System Phase III Project
City Manager Joshua Bake presented a bid from Jones and DeMille Engineering for approval by the City Council. Mr. Bake explained that Jones and DeMille helped the City to obtain a 2-million dollar grant that would cover the cost of the project and explained that the only fiscal impact would be from the grant itself. Mr. Bake continued by stating that the staff recommendation was to award the bid to Jones and DeMille. Councilman Busenbark asked if this was the same project that had previously come before the Council and referenced previous feedback the Council had provided regarding the placement of the secondary waterlines. Mr. Bake explained that what was being determined tonight was the awarding of the bid, and that final project plans would come back before the Council for approval. Councilman Busenbark motioned to approve awarding the bid to Jones and DeMille and was seconded by Councilman Baird. The motion passed unanimously.
- f. Wills Land Easement Agreement Roosevelt City Walking Path
postponed until next meeting
- g. Cottonwood Creek Trail Right of Way and Easements
The Council was presented with seven of the ten needed right of way and/or easement agreements needed for the Cottonwood Creek Trail. The agreements are as follows, Benson Trust Trail Easement, Edward Blanchard Easement, Karren Commercial Leasing Trail Easement, Robert West Trail Easement, Duchesne County School District Trail Easement, Smoot Trail Easement, The Meadows of Roosevelt HOA Trail Easement, UBTA-UBET Communications Trail Easement, and Wills Trail Easement. City Attorney Grant Charles reviewed the agreements and approved of them. No additional costs that weren't already budgeted for will be incurred for these agreements. Councilman Busenbark motioned to approve all listed agreements and was seconded by Councilman Baird. Councilman Busenbark and Councilman Aland both stated their conflicts, Busenbark as a member of the Duchesne County Board of Education, and Councilman Aland as a Moon Lake Electric Employee. The Council voted unanimously in favor of approving the agreements with Councilmen Busenbark, Baird, Aland, Cloward, and White all voting aye.
- h. Roosevelt City Sports Complex Lighting Bid Approval
Jeff Baker of Jones and DeMille Engineering addressed the council regarding lighting bids for the Sports Complex. Mr. Baker explained that the City received two bids and described them as being, "slightly different, but they serve the same purpose and meet the same parameters laid out in the bid documents." Parks Director, Dustin Glines told the Council that the parks currently run Musco lighting and have since 2010. Mr. Glines stated that the parks department had never had any issues with the light and felt they had good longevity. It was mentioned that one of the bidders could provide an app for controlling the lights

remotely, which appealed to the parks department. Councilman Busenbark motioned to approve awarding the bid to Musco Lighting pending legal review of the contract and contingent upon them being able to provide an app to run the lights and was seconded by Councilman Aland. The motion passed unanimously.

i. Roosevelt City Sports Complex Change Orders

Assistant City Manager, Ryan Clayburn presented the Council with a list of possible change orders for the Roosevelt City Sports Complex including a maintenance shed, shade structures for the bleachers and a center shade structure. Mr. Clayburn indicated that the item that needed to be decided on immediately was the mow strip under the outfield fence, as it would have to be installed now if it was wanted. The Council discussed approving anything that would be required now, and installing footings etc. that could be used later, rather than approving the purchase and installation of a full shade structure now. Councilman Cloward stated that if a center shade structure isn't installed, he would be in favor of considering an alternative to protect bystanders from foul balls. Councilman Busenbark motioned to approve a 1'x1' mow strip, shade structure for the bleachers, maintenance shed, and footings for a future center shade structure and then amended his motion to also include benches, bleachers, trees, tables, and garbage cans with the expectation that the center shade structure (aside from footings) be paid for through fundraising. Councilman Cloward seconded the motion and it passed unanimously.

j. Roosevelt City Public Infrastructure District Policy Approval

Planning and Zoning Division Manager Drew Eschler, Wyatt Griffith, and Marcus Keller (via Zoom) addressed the Council regarding Public Infrastructure Districts (PID). Mr. Keller provided an overview of the concept explaining that PIDs help with infrastructure development but that there are limitations on what it can be used for and that the financial burden would fall on those who benefit from the infrastructure, not Roosevelt City or the wider taxbase. Mayor Bird brought up previously voiced concerns and questions about who holds the bonds and what happens if they aren't paid back asking, "will that ever fall back on the county or city if something happens?" Mr. Keller responded by saying that the burden of the bonds would not fall back on the city or county in the case of default. City Attorney Grant Charles agreed that Mr. Keller was correct in theory but cautioned the Council by saying that PIDs have not been an option in the state code for very long so there is not a lot of case history to look at in assessing risks to the city. Mr. Charles went on to refer to the code as "skinny" and "untested." Mr. Charles agreed that Mr. Keller was interpreting the legislative intent correctly, but stated that in his review of the code, investors could come after the City. Mr. Keller reminded the Council that a PID was not up for approval tonight, rather a policy that could serve as a template for approaching the approval process for future PIDs. Mr. Charles states that he had reviewed the policy and was not concerned about the policy itself but encouraged the Council to review it and consider it for approval at their next meeting.

k. Roosevelt Innovation Hub Bid Approval / Extension

Craig Nebeker of CRS Engineers requested the Council approve republishing the bid for the Innovation Hub project. Mr. Nebeker explained that only one contractor was able to attend the bid meeting and he was not able to create a bid by the deadline. Mr. Nebeker stated, "we felt it would be in the best interest of the City to call the bid nonresponsive and have a new pre-bid meeting and new bid opening, with the thought that with the difference in timing, we might have better success." Councilman Busenbark motioned to approve publishing the Innovation Hub bid for a second time and was seconded by Councilman Cloward. The motion passed unanimously.

I. Procurement Policy Change Proposal

City Manager Joshua Bake provided the Council with the recommendation that resulted from the policy meeting on the City Procurement Policy. Mr. Bake stated that the recommendation would be to make alterations to our Procurement Policy to make it reflective of the state code, not necessarily in approval amounts but in process. Councilman Busenbark stated he was in favor of raising approval amounts so that department heads can do their jobs but maintain checks and balances. Mr. Bake encouraged the Council to consider their thoughts on the issue and stated that it would be brought before them later.

m. Capitol Purchase Approvals

i. Backhoe

Tanks to how much we made selling old backhoe, we do not need to request any additional funds to purchase the new backhoe. (\$4,000 extra)

ii. Fence for Public Works Yard- Kirby

would like to apply \$4000 extra here because cost went up.

iii. Replacement A-Frames for Snowplows -Kirby

went way over budget, amending request to order 2 of 3, and pull some funds from PW professional/technical budget.

iv. Cargo Trailer

Not a state bid, we got 3 bids on this.

v. Spectra/ Verkada Upgrade

vi. Driving Range Netting

vii. Shade Structure- Central Park

viii. EZ Ice Replacement Liner (Ice Rink)

ix. Gator Utility Vehicle

Councilman Busenbark motioned to approve the above listed capitol purchases and was seconded by Councilman Aland. The motion passed unanimously.

n. Roosevelt City Attorney Contract- Approval

postponed for next meeting

o. Selection/ Design for City Offices- Approval

postponed for next meeting

10. Website Redesign Project Update

Deputy Recorder/ Public Information Officer Sunshine Bellon presented the final draft of the website redesign provided by Civic Plus. Ms. Bellon explained that the deadline for approval was approaching and asked that the Council approve the design so that the project could move forward. Councilman Busenbark motioned to approve and was seconded by Councilman Cloward. The motion passed unanimously.

11. Purchase Orders & Financial Review

Councilman Busenbark motioned to approve the purchase order list as provided and was seconded by Councilman

Cloward. The motion passed unanimously.

12. Capital Project Updates

Assistant City Manager Ryan Clayburn told the Council about the new Special Projects page on the City website. The Council was shown how to find the page and was told that the information, status and photos would be regularly updated for the Council as well as the public.

13. City Manager Report

The City Manager did not provide a report at this time.

14. Committee Reports

No committee report were provided.

15. Items for Future Discussion

No items for future discussion were noted.

16. Closed Session as for the purposes listed in Utah Code 52-4-205(1)(d)

No closed session was held during this meeting.

17. Adjourn at 7:45 p.m. Councilman Busenbark motioned to adjourn the September 5, 2023, meeting of the Roosevelt City Council and was seconded by Councilman Aland. The motion passed unanimously, and the meeting was adjourned.