

ELK RIDGE - 80 East Park DR - Elk Ridge, UT - 84651

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AMENDED NOTICE & AGENDA – CITY COUNCIL

Notice is hereby given that the City Council of Elk Ridge will hold a regular **City Council Meeting on Tuesday, January 10, 2012, at 7:00 PM**; this Meeting is to be preceded by a **City Council Work Session at 6:00 PM**.

The meetings will be held at the Elk Ridge City Hall, 80 E. Park Drive, Elk Ridge, Utah.

6:00 PM - CITY COUNCIL WORK SESSION AGENDA ITEMS

OATH OF OFFICE FOR NEWLY-ELECTED MAYOR & CITY COUNCIL MEMBERS

1. Rocky Mountain Development Residents – Max Ditlevsen
2. 2010/2011 Fiscal Year Audit Presentation – Finance Director (Curtis Roberts)

7:00 PM - REGULAR COUNCIL MEETING AGENDA ITEMS:

Opening Remarks and Pledge of Allegiance Invitation
Approval/Agenda Time Frame

7:05 Public Forum

7:15 3. Action on Work Session Items

A. Acceptance of 2010/2011 Fiscal Year Audit

7:25 4. Escalante Drive Update – Discussion – Mayor Shelley

7:40 5. Public Works Building – Discussion on Costs vs. Progress – Corbett Stephens

7:55 6. Annual Review – 2011 – Corbett Stephens

A. Water System

B. Public Works Dept.

8:15 7. Used Oil Recycling – Corbett Stephens

8:25 8. Fire Dept. Compensation – Increase Proposal – Mayor Shelley

8:35 9. City Council Assignments – Mayor Shelley

8:45 10. Approval of City Council Minutes

8:50 10. Expenditures:

General:

A. Check Registers and Payroll for December, 2011

Adjournment

Handicap Access, Upon Request. (48 Hours Notice)

The times that appear on this Amended Agenda may be accelerated if time permits. All interested persons are invited to attend this meeting.

Dated this 6th day of January, 2012





City Recorder

CERTIFICATION

I, the undersigned, duly appointed and acting City Recorder for the municipality of Elk Ridge, hereby certify that a copy of the Notice of Agenda was emailed to the Payson Chronicle, 145 E Utah Ave, Payson, Utah; and was provided to each member of the Governing Body on January 5, 2012; as well as an Amended Agenda on 1-6-2012.



City Recorder



ELK RIDGE
CITY COUNCIL MEETING
January 10, 2012

TIME & PLACE
OF MEETING

This Regularly Scheduled Meeting of the Elk Ridge City Council, was scheduled for Tuesday, January 10, 2012, at 7:00 PM; this was preceded by a City Council Work Session at 6:00 PM. The meetings were held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda as well as an Amended Agenda of these Meetings were provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on January 5 and an amended agenda on 1-6-2012.

6:00 PM –
ROLL

CITY COUNCIL WORK SESSION AGENDA:

Mayor: Hal Shelley; *City Council:* Weston Youd, Nelson Abbott, Paul Squires & Brian Burke (Absent: Erin Clawson); *Building Official:* Corbett Stephens; *Sheriff:* Deputy Brent Butters; *Asst. Fire Chief:* David Jean; *Finance Director:* Curtis Roberts; *Jones Simkins (Auditors):* Mike Kidman; *Public:* Former Council Member: Lea Ann Adams, Alvin Harward & Sean Nielsen; Kelly Adams, Craig Cloward, Mark Christensen, Jessica Ivie, Dennis Christensen, Greg & Stephanie Pozernick, Jared Peterson, David & Carolyn Curtis, Justin Curtis, Clint & Terri Ashmead, Christian & Jennifer Butterfield, Eric & Karin Adams, Heather Abbott, Lucretia Thayne, Dane Kimber, Kay Armstrong, Randy & Debra Cloward, Brent Martin, Deborah Squires, Gina Cloward Adamson, Kelly Stanworth, Steve Wallentine, Max Ditlevsen, Lesleigh Ashby, Richard Jones, Todd Phillips, Ann Brough, Becky Shelley, Sandra Burke, Neil Dykstra, Mike Riley, Russ Lundberg, Livia Lundberg, Denise Windley, Keri Jean, Mary Brockbank; *Scouts:* Quinn Taylor, Brandon Gardner, Dustin Mackenzie, David Clark, Kelsey Bowles, Tyson Jones, Christian Hayes, Joshua Dalton, Spencer Cook, Noah Helvey, Joel Mason, Cemeron Dickson, Jacob Helvey, Alex Smith; and the *City Recorder:* Janice H. Davis.

FORMAL OATH OF OFFICE FOR NEWLY-ELECTED MAYOR AND CITY COUNCIL MEMBERS

The City Recorder administered the formal Oath of Office to the newly-elected Mayor (Hal Shelley) & to the new City Council Members (Nelson Abbott, Paul Squires & Brian Burke).
(They were initially sworn in at Noon on January 3, 2012, at the City Office.)

ROCKY MOUNTAIN
DEVELOPMENT –
RESIDENTS
due

There were many residents that live in the Rocky Mountain Subdivision present at the Meeting to address a situation which has developed wherein protective covenants (CC&R's) were recorded with Plat A of the Development; but Plat B does not appear to have CC&R's attached to the Plat. The residents are upset

to the possibility of homes being built that do not meet the standards set within the CC&R's that they understood were in force. They wished to have their concerns heard by the City Council.

The residents did seem to assign certain spokespersons to speak for them at the Meeting.

Mayor Shelley welcomed all to the Meeting; and excused Council Member Clawson from the Meeting.

He turned the time over to Mr. Eric Adams, acting as spokesperson for the group of citizens wishing to address the City Council.

Eric Adams: (Resident of Rocky Mountain Subdivision) (Mostly quoted) Mr. Adams gave a brief history of the existing issues:

He and his family moved to the Subdivision a "few years ago"; they had moved from a "starter subdivision". They looked for a subdivision that had protective covenants. The covenants were presented to them by their realtor; several others that built in the Subdivision were "shown that covenants were in place for building in that Subdivision, as well". They looked for a place to build that fit their economic situation at the time.

"We hope that the Subdivision is maintained in those standards."

A year or so later they learned that Plat B of the Development was "lost to the Bank". They did not have a great deal of concern at the time because they "assumed that the covenants were still recorded and that the Subdivision was still protected". Some time later, when utilities were being installed ("There again, a lot of people assumed that the utilities had already been put in on Plat B...water, sewer had been; but other utilities had not."), one of the neighbors talked with Mitchell Excavation and asked them what was going on; they (Mitchell Excavation) mentioned that Rural Housing had purchased eight (8) lots through the Bank and was planning on building "starter homes" in that Subdivision. "That is what kind of initially through up the red-flag to us." They understood that Rural Housing would not be building larger homes...so they felt they had best investigate "what was going on".

"That is when we dug into in and learned that the covenants had not been recorded for Plat B."

Discussions began soon after; because they were told that the lots would be closed on as soon as utilities were installed. They (some of the residents of the Subdivision) went to the City Offices and requested some of the City Council and Planning Commission minutes to see what could be learned from that source. They also spoke to the developer and other people in the Community that might have information. What they found out: (Quoting Mr. Adams)

"- On April 21, 2005, the Planning Commission granted Final Plat Approval to Rocky Mountain Subdivision and recommended Final Plat...to go to the City Council.

- On April 26th the City Council met and Rocky Mountain Subdivisions, Plat A & Plat B were approved for Final Plat.

- From the minutes of May 9th that is when it showed that Plat B was also approved on April 26th

- In the minutes from April 26th, it clearly shows that comments were made for both Plats A & B; there

was a discussion of the CC&R's...that were submitted...for both A & B...because they were one and the same.

00:07:24

Elk Ridge City Council Work Session – 1-10-2012

- Plat B was delayed because of water rights and I will just read out of the City minutes:
"It said in the City minutes: 'Water rights' was the main issue with Plat B. The developer assumed he had approval from the City for City-owned rights based on the previous arrangement made for Plat A. The City did not have enough water rights to do this and was not aware of the assumption; so Mr. Dubois attempted to find water rights on the open market, but could not find any. He waited for the City to free up some excess acre feet'. So, that kind of delayed Plat B.

- On November 14th...on the City minutes...it showed 'Brief History: This proposed Subdivision, Plat B, came forward originally with Rocky Mountain Subdivision, Plat A; it was put on hold for water right allocation.'

"That is kind of what confused us originally when we go back and read through the CC&R's of our Subdivision (*Mr. Adams got them out to refer to*); it shows in the 1st part that lots 1 through 14 (which is Phase 1) was submitted and in the back of those same covenants (in the 'General Provisions') it shows that all 27 lots were part of this original covenant...(quoting) 'These covenants and restrictions are in effect until all 27 lots have been sold.' But, then when we read the front, it says lots 1 through 14...so it was kind of contradicting itself...and it was confusing...but then after reading the City minutes, it made a lot more sense. When they were originally submitted, Mike (*Mike Dubois...the original developer*) had lots 1 through 27; but then when Plat B got delayed because of water rights...then he came back in and changed lots 1 through 14...because that's what was submitted to the County for recording. And then later on, he said he changed it from 15 through 27 and printed off another set for Plat B."

- On June 28th, the covenants were recorded for Rocky Mountain Subdivision, Plat A...at the request of Elk Ridge City.

- It wasn't until February 1st, 2007, that Plat B was recorded with no covenants.

- These covenants and Plats, again, were at the request of Elk Ridge City...and that is clearly shown from the Utah County Recorder's Office...on that."

00:10:33

"Also...Mike (*Dubois*) did get us a letter from Elk Ridge City that states, 'Subject Rocky Mountain Subdivision, Plat A & plat B...Final Plat'...showing that the final draft of the CC&R's for both Plats needed to be provided; a recording fee and plat fee needed to be provided...a check needed to be made out to Elk Ridge City; which it was...for both recording of the Plat and recording of the covenants...that was turned into Elk Ridge City." (*Mayor Shelley asked if that was for Plat B or Plat A.*) Mr. Adams responded that it was for Plat A...then "later on, Plat B".

be made out to Elk
covenants...that was turned
responded that it was

Mr. Adams continued: "Our comment was: if the covenants for Plats A & B were approved, Elk Ridge City should have recorded them with the County and Capital Community Bank should have to abide by the covenants. The minutes clearly show that CC&R's were provided; they were talked about; they were discussed...and Elk Ridge City has shown precedence by recording the covenants for not only this Subdivision; but other subdivisions: Doe Hill estates...Elk Ridge Meadows; and others where Elk Ridge City took the responsibility of recording the covenants along with the plat.

A check was paid to Elk Ridge City for the CC&R's to be recorded on Plat A; and Elk Ridge City took it to the County to record it. In talking with Mike (*Dubois*), the same process occurred for Plat B prior to its recording...February 1, 2007. There has been talk that the process has changed and Elk Ridge City no longer records covenants for the subdivision; we contend Plat B was recorded February 1, 2007...and if you pull up Doe Hill Estates, it was recorded June, 2007; and it also shows that Elk Ridge City...again, on their request, recorded the CC&R's for that Subdivision, as well.

So we, the citizens of Elk Ridge, want Elk Ridge City to make this right."

"The Bank, we feel, is using a technicality...the Bank was in on the subdivision from the beginning...they didn't come in after the fact...they knew of the CC&R's...they wanted the CC&R's recorded...it protected them back when they did the subdivision...the lots were going for \$100 & some odd thousand dollars. They wanted to protect that area. Then, later on, due to economic situations that we are faced in...now they want to use a technicality that those weren't recorded; so now they can go ahead and sell them to who ever...and do whatever they want to do on those lots. Clearly, they knew of the intent of the Subdivision...

and that is our response."

Mayor Shelley: He expressed his appreciation for Mr. Adams' time. He explained that this is "all new" to him (*being newly elected*). He said he had tried to understand as best he could...he looked over a great deal of available information to try to gain an understanding the concerns being expressed about "technicalities".

He continued, "I don't think we would argue for a moment that the intent was ever other than what you are saying. And as far as how often did the City actually take the initiative to record those...I really, personally don't know; and you've evidently got some evidence in that case. What we cannot find are any CC&R's for Plat B." The Mayor mentioned that he and staff had researched the files and information on Plat A was found; but "we have never been able to find any CC&R's" (*meaning for Plat B*).

"Ideally and typically what should have been done...is that the developer takes that responsibility to make sure those CC&R's, in fact, are...he should be the one who actually takes them to the County to record them. The fact that the City did doesn't take away from his responsibility to do that."

"The biggest problem that I understand...I've been to the Bank, myself...I went and I spoke with Carl Gallegos...and he is very familiar with this and he has talked with several of you here. I tried again to visit with him today...I went to the Bank and I wanted to find out, what is the status? He had just left. I tried to reach him at the other office in Provo and was not able to.

I tired to get hold of Rural Housing today. He is at a convention out of town; I asked that he return a

call...and at this point, I haven't anything.

The problem that we've got is that the Bank...right now...one of the problems we have...is the Bank is very adamant that they've got to sell this property because of FDIC pressures that have been on them for the last four years. I don't know...I hate to say it's a 'technicality'; but because of technicalities, the liability of the City

is...we're kind of 'stuck' where we are. I wish we had a clear-cut answer. I wish we had a way to say let's jump in on this intent. One of the issues we would face, as the City, if we were to go and try and rectify this and go to the Bank and say, 'uh ah, we're not going to have Rural Housing in here'...the Federal government just trumps almost any card we might play; and it creates a very, very difficult situation...if not a very heavy legal problem for the City. I was hoping I could have heard back from Carl (*referring to Mr. Gallegos*). He was unsure if any of the citizens had been successful in contacting Rural Housing...he asked if any one had... (*Unidentified: Perhaps Mrs. Ashmead*): She said she had spoken with him early in the process. It was also mentioned that Randy Cloward had spoken to him. Brad Bishop is the one from Rural Housing...it was thought that perhaps he is the CEO.)

Mayor Shelley went on to say that he was trying to find out where Rural Housing is going with this...had they actually closed on the lots...and if they have, he said, "I don't know what we do".

(*Unidentified: They had been told the closing is set for February 1, 2012.*)

The last time the Mayor spoke to Mr. Gallegos, he was told Mr. Gallegos would get hold of Mr. Bishop to let him know that all utilities had been put into place "so that something could happen". Mr. Gallegos knew that Randy (*Cloward*) would be visiting with him, as well.

"I wish that there was a way that we could have said, 'we recorded everything'...we don't have a copy of the CC&R's for Plat B. Typically, on the advice and counsel from David Church, the City's Attorney, (I have been on the phone twice and visited with him last Saturday, as well)...he said, 'that is not something the City should be doing...that becomes a development issue'. I know that that doesn't help you much; and I wish we could...unless...there is something else that would come forward that would be very clear-cut...quite

frankly, the City's hands are tied. We can't really go to the Federal Government and say... (*Did not finish the sentence*). I can go and talk with him...when Brad (*Bishop*) gets back, if he'll return my call, I'll ask the questions. I can't take the position of the City saying, 'we gotta keep you guys out'...you understand that, I hope."

(*Unidentified: perhaps Mr. Adams*): "Yeah. We aren't against Rural Housing...we just feel that Rural Housing should be in a certain area and that should be... (*unclear on recording of meeting*)

Mayor Shelley: "The intent of what was happening with the whole Plat was to allow you guys to have that kind of environment...we understand that. I just wish I knew a real good answer for you."

Terri Ashmead: "The only one of the concerns that I have, as well, is that I had a lengthy conversation with the President of the Bank...and I realize we have new Council Members and a new Mayor...so some of this may not have anything to do with any of you...but, when I spoke with the President of the Bank, he said, 'are you aware of the fact that your City knows exactly what is going on here, and they are excited about this'."

Mayor Shelley: "see, I asked him about that...and I said, 'Who in our City knows that?' and he said, 'I don't know'." The Mayor explained that it was Carl Gallegos he was speaking to.

Terri Ashmead: She clarified that it was the President that said that. "I guess we kind of feel like there is just something...I mean, everybody in the City is aware that, at times, there have been 'closed meetings'...and what...not open to the public. So, I think one of our frustrations is...we built these houses in this area. It was intended to be a certain way. We just moved back to Utah from Texas, because this is where we wanted to raise our family...and we could have lived anywhere in this Valley; and we chose here. We bought that house where we did because we thought we were buying in a certain area...and it's like Eric (*Adams*) said...there is nothing against Rural Housing. Our first home was a 1,300 sq. ft. home...that's not the point of it. The point is, we're concerned about our property values; and...

You know, it's expensive to live in Elk Ridge (*the Mayor interjected that he totally understands*)...The water...they're putting 1,300 sq. ft. homes on lots that are well over a ¼ acre to almost ½ acre. I think where we really have a problem is we get told one thing from Rural Housing; we get told another thing from the Bank; we get told another thing from the City...it's like nobody has their stories straight."

Mayor Shelley: "I understand that's one of the biggest issues that we've had in this whole issue...is that fact that communication has not been as clear as it needs to have been. The problem is I'm not entirely sure where we go now."

Terri Ashmead: "And I know, as a new Council and a new Mayor...and I am behind you 100%...that your hand are tied...to a certain extent."

Mayor Shelley: "As I suggested, if I can get a phone call back; I can ask the questions. I will try to contact the President of the Bank and say, give me some more information about what you have suggested. To be honest, as well as I know the individuals in our City who would likely have indications there...I've not gotten anything from them that there was an 'excitement' about this whole thing...in fact, some of them were very surprised to find out...as you were...what was taking place. Now, does that mean that I talked with everybody that has information? Not at all; because I am still learning who does have the information."

(*Mrs. Ashmead responded, "Absolutely."*)

Mayor: "If the City had a circumstance where we could assist...because of the intent...I think we would. If we do not...and we find out that we do not...the best I think we can offer is to be as supportive to you...and

code enforcement within that area...to make sure that those houses conform to code as far as...yards and

sort of thing...which we want for the whole City. We're working on that aspect of this new Administration, as well. Beyond that, I wish I had a real clear answer...we obviously don't...and wish we did."

Lea Ann Adams: (asked to address the Council and was given permission...not a resident of the Rocky Mountain Subdivision; but also seemed to be representing them):

"My thoughts, Mayor, are not unlike the others that are here. I suggest that the City does have liability. I suggest that they did receive a check for the recording of A & B. I suggest that the Master Plan shows and directs us as to where Rural Housing and other homes can take place in our City.

(Mrs. Adams) "This was an area that was planned with very high restrictive covenants. It had Plats A & B. It was planned through the Planning Commission; it was planned through several weeks back and forth with the contractor (possibly meaning the developer) and with the Planning Commission; with the Council. He went back and forth because he thought he had water that the City was going to provide for him...and he had to remove Plat B, so it took even more time.

There are several people that are here who know what the process was and what took place during that time...and are willing to address with you...those things...and the time frame and the money and the cost involved. But what it really comes down to is the inconsistency of the recording of the CC&R's.

Everyone is talking about 'intent'...there was more than just 'intent' for Plats A & B; they came together as a full plan...they were congruent...they were supposed to be together, then they were broke off.

In the information that Eric (Adams) supplied for you, it shows that... (referring to paperwork)...the changes were made from the 14 lots to the 27 lots because they came in together...with 27 total. The plan was always to have the 27 lots. The CC&R's refer to the 27 lots all the way through. He (developer...presumably Mr. Dubois) made this change when he had to revise the Plat and change from Plats A & B to just Plat A.

So, when people bought, they not only knew that they were buying into Plat A; but all the area around them in Plat B was also going to be restricted based on these covenants.

I know you know where we're going with this; but, truly, the Bank knew also. They knew what they had the ability to sell. They knew what was restricted there. It comes down to money for them; and their inability (she may have meant 'ability') to sell to a builder who can now put this size of home in that area and make it work financially for them ... (unclear wording) at this time.

00:28:00

We do have lots and lots of areas in the surrounding...all of Elk Ridge. We're not saying, 'We don't want Rural Housing'; we're say, 'Put it where the Rural Housing zone is'...not in the restricted area where the CC&R's were higher and they paid more money for that.

We're suggesting that the City protect the citizens because, even though the Bank has 'big pockets'... 'deep pockets'...there are citizens here who feel strongly enough about it that...there will be liability...one way or another...on the City.

"Our thought is this: the City had liability in not recording the CC&R's. You suggest that they should always be recorded by the contractor...that isn't always the case...in fact; it hasn't been that way in Elk Ridge...it hasn't! So, we are saying that it's important that it be consistent...that you uphold what was not only planned through the Planning Commission and through the City Council that was here previously...but that you tell the Bank that they also knew. Yeah, they may lose a buyer, but those are not people that are hear now...these are the people that here now...and they are the ones that are most important in this Community; (The Mayor interjected that he appreciates that...) Am I wrong there?"

00:29:42

Mayor Shelley: He said, "I don't disagree with what you are saying in terms of who is...again...we just have

to come back...as much as I..." (interrupted)

(Mrs. Adams): "So, being on the Planning Commission and having Planning Commission information; we always have to direct new development...and...to our Master Plan. We paid a lot of money for that Master Plan as a City. So, we look at it and say...okay; when somebody brings something into us; can we really do that; based on the zone? Yeah, they can do that, based on the zone...as far as what they are building...but, they would not be able to, based on the CC&R's, which we all know, were in place at the time.

It is 'technicality'; but not only was the intent there, it was planned...it was approved...and it should be upheld by the City. Thank you."

Mayor Shelley: "I appreciate your time."

Clint Ashmead: "we understand where you are coming from...and I think Lea Ann (Adams) did a good job describing how we feel. I think we also need to take into account the people that may be moving into these homes, as well. Perhaps they are being set up to fail. If this is a lower income type housing...what kind of jobs are in this area which will allow them...I mean they will have to commute...it's expensive to live here. As you are talking to the Bank...as you are talking to Rural Housing...if you could not only stress not only how we feel, as current citizens; but how those potential new citizens may be impacted negatively. I think that's important on their behalf, as well." (Mayor: "Okay.")

00:31:39

have

Mayor Shelley: The Mayor said he appreciated the input; and that he knows that there are several that served on the Planning Commission and that understand those issues far better than he at this point. He said that he would be willing to visit with the Planning Commission again to see if he can find any additional information and answers. "I will continue to try and contact Community Bank, Rural Housing and see if there is some type of an option that will not jeopardize the City...because that is certainly an option...and it sounds like there might be jeopardy anyway, Lea Ann (Adams). We just want to do this as openly as we possibly can at this point...with as much information as we can gather. If there is something we can do...and we can find that it is a legitimate thing that we can do...and not jeopardize the City...and

do the very best that we can not to jeopardize you, as citizens...I will make sure we will follow up as best we possibly can to get that information...see where we can possibly take this.

I'm not going to try to encourage you that we will have much success. With the discussion I have had so far, I don't want to tell you...I'm not overly optimistic; but that does not mean that we will not continue to look into it. I will take that initiative and follow up."

Lea Ann Adams: (addressing the Mayor) "Mayor, does that mean that you will not stand by the approved CC&R's that were approved for that Plat?"

Mayor Shelley: "The reason that I can't tell you that I will, Lea Ann, is because we can't find any of them recorded for Plat B."

Lea Ann Adams: "we have a copy of the CC&R's for Plat B...we would be glad to share that copy with you...as well as the check...that stated that it was going to be recorded. He paid the City (Mike Dubois) to record that."

Mayor Shelley: "At this point, I have not heard that that was available anywhere...this is the first time I have heard that. I would be glad to see that information...copies of that check...or photo-copies, etc...the copies of the CC&R's identifying Plat B." (Mrs. Adams: "Okay.")

00:34:10

Jennifer Butterfield: "I just have one last concern. I would like to, I guess, address getting on the agenda for the City Council Meeting...I know this is just a public forum...except this was the first step; but I'd still like to get on the official agenda...so that things that we address are on record and can be referred to for reference."

Mayor Shelley: "What has been stated tonight is certainly on official record...this is part of the minutes. This is the "Work Meeting" (Work Session); the next portion that begins at 7:00 is when the Council will take action on specific items. We don't have enough information tonight to take any action. We've got to follow up with the information that Lea Ann (Adams) has provided...that you have provided...and we will see what we can do...see what information we can work with. And not only will I follow up as best I possibly can; but I will communicate back with you as citizens in that area...and see what we can come up with. Again, I can't promise you what you want."

Mrs. Butterfield: Mrs. Butterfield said she understood that the Mayor will review the information so that the next meeting, some action could be taken.

Mayor Shelley: The Mayor responded that he would like to tell her that; but he did not know at that point. One of the reasons he did not know what would be done at the next meeting (4th Tuesday) is because there are other items that need to be addressed, as well. He said that he is aware of the "time crunch" of February 2nd. "Let me see what I can do and if it looks like something we can bring back to the Council, for that time...if we have sufficient information...we'll address it."

Mrs. Butterfield: "I just want to express my concern about coming to your public, City Office...and trying to get on the agenda. I felt, as a citizen, that should be a public right. I have a concern. I was totally..."

(The Mayor said he understood.)

Mrs. Butterfield continued: "I was told...I asked specifically...legally, I can't get on the agenda...and I was told, 'I don't know'..." (Interrupted)

Mayor Shelley: "The reason we don't know sometimes is because we do not at that point, necessarily...this was new information coming forward..." (Interrupted)

Mrs. Butterfield: "Isn't that what getting on the agenda is for? To discuss things?"

Mayor Shelley: "It is; but sometimes what happens is there are other things that have already been placed there. We can adjust the agenda; but we have certain time constraints and we are trying to follow that as best we possibly can."

Mrs. Butterfield: "I called another city after...just to see how hard it was...and they had a form and I was on the agenda...without hesitation."

Mayor Shelley: "I'm not saying that that is wrong. I am just saying that I am learning, and something that we are going to try to take care of as best we can."

(Unidentified: Mrs. Ashmead?): "I would suggest that. There isn't any reason why we shouldn't get on the agenda next month."

Mayor Shelley: "I think within a month...I don't think there is a question...I think we need to address it within a month. If we can do it sooner than that, I would be glad to try and arrange that that would be the case for you."

Mrs. Ashmead: "I think one thing that probably is where Jennifer (Butterfield) is going as well...is that she understood maybe not being put on the agenda; but the way it was handled..."

Mayor Shelley: "I understand that...I was there...so I do understand your concerns."

(He mentioned that he would take one last comment.)

00:37:46

Eric Adams: "We had talked to Carl (Gallegos) and one "out" that they presented is if we can get enough interested parties in Elk Ridge City to buy out the remaining 13 lots; that that would be a possibility. So, there have been several builders and other parties that have stepped up to the plate and shown interest...that want to protect the intent of that area. When we do talk to Rural Housing and the Bank; if that could be pressed forward...there are several citizens willing to maybe help out...there may be individuals here in the room that have not heard that."

Mayor Shelley: "When I talked to Carl (Gallegos) concerning that, he said, 'The problem right now is that we have a contract...'...unless Rural Housing would make a choice to not go through with that contract. So that's where we're currently at."

Mr. Adams: "If we can step up with Rural Housing and tell them, as Elk Ridge, that we can help them find another..."

Mayor Shelley: The Mayor added that he felt it would probably "hold more weight" for that information to come from the citizens than from the City; because of the limited ability the City has to direct Rural Housing. That was his recommendation.

00:40:06

00:39:13

Randy Cloward: "Is the City willing to ante-up any toward this?"Mayor Shelley: "I can't answer that at this point. I hate to tell you it is a legal issue; but it is."Randy Cloward: "So, let's go find an attorney...that's pretty well where we're at."Mayor Shelley: "If you feel like that's what you need to do...and we'll...what we would recommend that

you

do; if you decide to get an attorney, is that you contact the City's attorney...

(Mr. Cloward responded that it would be their attorney that contacts the City's attorney.)

The Mayor agreed. "That would be the most appropriate way to handle that."

(Mr. Cloward thanked him and the Mayor said he was welcome.)

The Mayor thanked the citizens; and though this was a "heated situation", he appreciated the patience displayed at the meeting.

*He committed to following up as best he can and to be in touch.

2010/2011 FISCAL
YEAR AUDIT
PRESENTATION*Present to discuss the Audit: Curtis Roberts (Finance Director for the City) & Mike Kidman (Audit Partner for Jones Simkins):*

The Audit Presentation was a bit later in the year than usual due to personal health issues with Mr. Roberts as well as family illness.

Curtis Roberts: He reviewed the Financials with the Council and those present; explaining along the way, for the benefit of the newly-elected Council Members and Mayor.*(His time was a bit limited due to the lengthy discussion preceding the Audit presentation; but the Mayor told them to take the time they needed.)*

The staff and Mr. Roberts get all the financial information ready for the Auditors; then they make sure it is all

00:43:07

right and according to established regulations. An audit is a "formal format of the City's financial records."

He explained some of the titles of the various pages of reports.

Key Points:

He likes to use the financial statements to indicate where & how the City is moving forward.

- Pg 17 & 18:

(Explanation of the Enterprise "Funds": Water, Sewer & Storm Drain)

What is the City doing to stay "healthy"? Is enough money being generated to prepare for future needs? It is not wise to wait until a catastrophe and then try to find the money. The question must continually be asked, "Are we generating enough return on our assets?" Are we making enough to cover the replacement cost of our assets? (Return on assets)

Pg 18: "Operating Income":

- Water Fund: Made about \$80,000 (Net Income)

(This must be divided by the total asset and depreciation = 1.6%)

Inflation for last year was about 2.3% to 2.6%; so the City is behind inflation

All things considered, Mr. Roberts felt like the City is in a fairly good range at this point.

- Sewer Fund: Sewer rates came in at about 2.1%

The Sewer Fund is a lot more constant; the fees are pretty standard.

- Storm Drain Fund: In the past year assessments were charged for curb & gutter and that actually should be accounted for in the General Fund (Roads). The Fund actually generated about 2.9%; however, there were no recorded operating expenses; as in the usually contract services for cleaning out the sumps and boxes...this is to be accomplished in-house.

This service fee has needed review for some time and it should be reviewed to be able to have this Fund support itself.

Over-all, the various Funds are in good shape.

00:50:17

Park Impact Fees: There are fees that must be spent this year; so Park development has to happen in order to comply with the law for Park Impact Fees.*Over-all Synopsis of what went on in the City:*

Analysis on page 3 (begins)

For small cities, it is fairly unusual to be in such good shape financially.

Nelson Abbott: He asked for a summary of the garbage situation for the City, since he will be over this area.Mr. Roberts: He gave a brief history of some of the City's concerns:

There was some concern about the ability to dump waste.

- There was talk about one land-fill where multiple cities would be involved at perhaps a higher rate.

- An option with Payson City was available

With this competition for service, prices went down and the option of taking garbage operations in-house became less attractive, price-wise for now. It seemed more economical to stay with the current contractor, Allied.

This is an area that needs to be monitored and if the fees are increased too much, then it may make sense at that time to look at bringing the service in-house.

Weston Youd: He wanted to know about how the jet truck and the vac truck show up.Mr. Roberts: He explained that it does not show as an expense in the report because it is a Capital Asset purchase; which is depreciated out over time.Mr. Roberts turned the time over to Mr. Kidman to cover the audit side of things.Mike Kidman: (Audit Partner for Jones Simkins)

00:55:43

Mr. Kidman introduced himself to the newly-elected Council Members and expressed his appreciation for the opportunity to work with Elk Ridge in performing the required annual audit.

He explained that they are the "checkers" of the work. They serve a great many small cities. He mentioned how fortunate we are to have a Finance Director that can prepare the drafts of the financials and they can stay in the role of checking the numbers as they have been prepared and working with Mr. Roberts and the City staff.

He referred to pages 1 & 2:

- This is where the main audit opinion is that the financial statements have been checked by a CPA firm and that the numbers are in accordance with generally accepted accounting principles and that they have been audited in accordance with generally accepted auditing standards; and that they have found no errors...they have made no "material" adjustments (*This constitutes what is referred to as a "clean audit"*).

- This section of the audit report also says that they have also performed the audit in accordance with *government auditing standards*. This is another required set of standards required by law for government entities...including "internal controls"; as well as "compliance issues".

00:58:04

Page 69:

- Report on "Internal Controls":

They analyze the controls within the City to determine if they are in place and functioning. It is very common to have small government agencies with "findings" regarding internal controls.

(Mr. Kidman) He went on to say, "It is not easy to get all the controls in place that you should have. You don't have any findings in controls because you are in a situation where you have someone who is competent enough to draft these financial statements and take care of some of the issues that a lot of the times, we take care. We are allowed to take care of it; but we are not part of anybody's control system...and so, if we are taking care of it, then we would have to comment that we have a bit of a deficiency in your structure. So, we don't have any findings over internal controls; and we also did not have any findings relative to compliance." (This is good.)

00:59:24

- Another report issued in the audit (Page 73 & 74):

In the State of Utah, the State Auditor's Office puts out a "compliance manual" (about 80 pages long), that sets forth numerous rules for cities and counties that they, as the auditors, are required to follow to see if Elk Ridge is in compliance with all those state rules. They have done that process and there was one minor comment relative to state compliance. (*Addressed later in the meeting*)

- There is also a separate letter that is called the "Management Letter"; that serves in a couple of ways:

1. The Auditing Standards tell them that they need to have direct communication with those charged with governing. So, even though they work closely with Mr. Roberts and Ms. Davis, they still need to report to the City Council and Mayor regarding accounting policies and practices, estimates within the financial statements that appear reasonable (like the life of an asset for an example), where important notes are.

2. There were no difficulties in performing the audit; the financial were ready for them to progress with the audit.

3. There was once minor "journal entry" so there were not a great deal of entries needing to be posted through the audit process.

4. There were no disagreements.

5. There is a signature required that states that all the books and records have been provided to the auditors and that all questions have been answered truthfully.

6. There are no other outside CPA's involved; there usually are not in a small audit.

- *Other matters (another section within the report):*

If there are suggestions, they would go in this section. They are also allowed to note minor compliance findings. If they find a minor issue that the State requires they report on; this is where this would be placed.

This is where the one minor finding they found was noted in the audit report.

*Item 1101 (If there is ever a compliance issue, this would be the "best" kind to have) It states that there is a bit too much money left in the General Fund at the end of the fiscal year. The ceiling, by State law is 18% and anything over must be transferred out of the General Fund; which typically the City moves it over to Capital Projects Funds.

That is generally how their audit opinions tie into the financial statements.

He invited communication with him on any questions the Council or Mayor may have regarding the audit.

1:05:40

**ELK RIDGE
CITY COUNCIL MEETING
January 10, 2012**

**TIME & PLACE
OF MEETING**

This Regularly Scheduled Meeting of the Elk Ridge City Council, was scheduled for **Tuesday, January 10, 2012, at 7:00 PM**; this was preceded by a **City Council Work Session at 6:00 PM**. The meetings were held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda as well as an Amended Agenda of these Meetings were provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on January 5 and 1-6-2012.

6:00 PM –

CITY COUNCIL WORK SESSION AGENDA:

ROLL

Mayor: Hal Shelley; *City Council:* Weston Youd, Nelson Abbott, Paul Squires & Brian Burke (Absent: Erin Clawson); *Building Official:* Corbett Stephens; *Sheriff:* Deputy Brent Butters; *Asst. Fire Chief:* David Jean; *Finance Director:* Curtis Roberts; *Jones Simkins (Auditors):* Mike Kidman; *Public:* Former Council Member: Lea Ann Adams, Alvin Harward & Sean Nielsen; Kelly Adams, Craig Cloward, Mark Christensen, Jessica Ivie, Dennis Christensen, Greg & Stephanie Pozernick, Jared Peterson, David & Carolyn Curtis, Justin Curtis, Clint & Terri Ashmead, Christian & Jennifer Butterfield, Eric & Karin Adams, Heather Abbott, Lucretia Thayne, Dane Kimber, Kay Armstrong, Randy & Debra Cloward, Brent Martin, Deborah Squires, Gina Cloward Adamson, Kelly Stanworth, Steve Wallentine, Max Ditlevsen, Lesleigh Ashby, Richard Jones, Todd Phillips, Ann Brough, Becky Shelley, Sandra Burke, Neil Dykstra, Mike Riley, Russ Lundberg, Livia Lundberg, Denise Windley, Keri Jean, Mary Brockbank; *Scouts:* Quinn Taylor, Brandon Gardner, Dustin Mackenzie, David Clark, Kelsey Bowles, Tyson Jones, Christian Hayes, Joshua Dalton, Spencer Cook, Noah Helvey, Joel Mason, Cemeron Dickson, Jacob Helvey, Alex Smith; and the *City Recorder:* Janice H. Davis.

7:10 PM –

CITY COUNCIL REGULAR SESSION AGENDA ITEMS:

OPENING REMARKS
PLEDGE OF
ALLEGIANCE

An invocation was offered by Richard Jones; and Scout Alex Smith led those present in the Pledge of Allegiance, for those willing to participate.

AGENDA TIME
FRAME

WESTON YOUNG MOVED, SECONDED BY NELSON ABBOTT, TO APPROVE THE AGENDA TIME FRAME, ADJUSTING THE START TIME TO 7:10 PM
VOTE: YES (4) NO (0) ABSENT (1) ERIN CLAWSON

PUBLIC FORUM

1. Deputy Butters:

Deputy Brent Butters desired to present the Year-end review of the numbers and types of reported incidents/crimes in the City over the past year:

- Severe Crimes (Aggravated crimes such as: theft and theft of vehicles, etc.): Low rate of these crimes... 15 reported for the entire year.
- Total of 669 incidents were reported within the City limits
- Of those 669 incidents:
 - 15 Severe
 - 118 citations written
 - 116 calls to Deputy Butters
- Other crimes reported: (Less severe: Child abuse, neglect, domestic violence, drug offences, fraud, forgery, sex crimes & simple assault) : There were 8 of those
- "Quality of Life" category: (traffic accidents, alcohol related offenses, animal problems, criminal mischief, juvenile problems, noise complaints, etc.): Those went down 16% this year, as compared to last year.
- "Traffic Comparison": 8% lower this year

He felt the white lines at the stop signs and the speed trailer contributed to this decrease.

There was no other public input.

1:12:29
ACTION ON WORK
SESSION ITEMS

1. Acceptance of the 2010/2011 Fiscal Year Audit:

There was no further discussion.

NELSON ABBOTT MOVED, SECONDED BY WESTON YOUNG, TO ACCEPT THE 2010/2011 FISCAL YEAR AUDIT, AS PRESENTED

VOTE (POLLED): WESTON YOUNG-AYE, NELSON ABBOTT-AYE, BRIAN BURKE-AYE AND PAUL SQUIRES-AYE (4) NAY (0) ABSENT (1) ERIN CLAWSON

Passed 4-0

1:12:54
ESCALANTE DRIVE –
UPDATE

Mayor Shelley: The Mayor reported that he had spoken with all of the residents along South Escalante. He explained that due to water run-off undermining and contributing to the deterioration of the road base, the road needs to be repaired and even replaced. The recommendation is to include curb & gutter on both side of the street. As he has spoke to the residents, they are in agreement that they are willing to do that, with the cost of curb & gutter being assessed to the individual residents (\$12.50 per linear foot). The City is willing to accept payment up front or by financing the assessment over a period of time...one to two years (likely with no interest) and perhaps a negotiated interest rate if a third year is required...that is what had been discussed.

The curb & gutter will preserve the integrity of the road for a much longer time period than repairing the street without it.

Widening the road has also been discussed, since the current width of asphalt is sub-standard for a 56' right-of-way (ROW). *The Mayor turned the time over to Corbett Stephens for an explanation:*

Corbett Stephens: He explained that the City standard for a 56' ROW is 34' of asphalt...11' travel lanes, which leaves a little bit of room for pedestrian traffic on both side of the road. The suggestion is to stay with the standard, even though there have been exceptions (38' from curb to curb).

Mayor Shelley: There are some issues with width and existing conditions:

- Jones Family: They have trees within this right-of-way.

There has been discussion to reduce the width somewhat to leave as many of the trees as possible; though there is also concern that this would reduce the area allowed for pedestrian traffic. There is also the issue of the road being too wide and becoming somewhat of a "thorough-fare" and speed becomes a concern.

- Proposal from the Mayor: To have a representative from each of the homes to meet with Corbett Stephens and him (Mayor), or with Council Member Youd... or the three of them. They would like to have a decision by the 1st or second meeting in February that would be consistent with the needs and wishes of the residents and still be compliant with what the City needs to do. (The date to be determined.)

Stephanie Pozernick: She expressed her frustration that the decisions keep getting put off and more meetings set. She understood that this discussion was to begin at that meeting at 6:00 PM. Some of the residents who were in attendance had been waiting through all the previous discussions. She would have appreciated being informed if this was not to take place at that meeting. If the result of that meeting was simply to set another meeting, that could have been done without their attendance.

(The Mayor said that was a good point and asked the Council what they would like to do.)

Nelson Abbott: He noted that the Agenda indicated that this was listed as a "discussion" item and he felt there should be discussion at that point.

Mayor Shelley: He explained to Mrs. Pozernick and the other residents that there had been some concerns with certain issues:

- Straightening the road

- Road width and the Jones' trees

They want to make these decisions as "correct" as possible. He also contributed any confusion with the fact that he is on a learning curve, as a newly-elected Mayor and he apologized.

Richard Jones: He added that he had spoken to all of the residents except the Wards; they rent their house on Escalante and he wondered about their status.

Mayor Shelley: The wards had been contacted and they were in agreement, but were in favor of straightening the road, along with the suggested repairs.

Richard Jones: The trees in their front yard are: a gamble oak stand that has been there for 100+ years. When the road was installed in the 70's, the road was actually curved around those trees to preserve them. It is 100% on City property and just happens to be located in front of his house. They and the other residents would like to see as much of those trees preserved as possible. He did some measurements with Mr. Stephens and it seems that regardless of what is done, at least four of the thirteen trunks would have to be removed. He did some research with the Utah State University, horticulture extension... and it seems that could be done without damage to the rest of the trees; but if any more were removed...all 15 trunks may as well be removed because of damage to the entire stand.

All of the residents he spoke to agreed on the following:

- That they would like to see the road straightened

- The road should be crowned to allow water to flow evenly off both sides

- Most everyone agreed that they would like to see less widening of the asphalt portion of the road; perhaps 28' (It is currently 25' in width).

At 28', 4 stumps (trees); and at 30', no extra trees would have to come out...so, 28' or 30' (from the perspective of the trees) really does not make much difference.

(Mr. Pozernick suggested leaving the decision on whether the road would be 28' or 30' to the meeting with the residents.)

Weston Youd: He lives on Loafer Canyon Road; which is 28' wide...it is wide enough and fast enough for him as it is. He was not opposed to 28'; he asked Mr. Stephens if 28' could work.

(Mr. Stephens responded that there are a lot of children along Escalante and that walk along the road; that is his concern. When Loafer Canyon Rd. is plowed, many time garbage cans are knocked over due to the lack of width.)

Corbett Stephens: Equipment would have to be brought in for the installation of the curb & gutter; would that affect Mr. Jones' trees?

Nelson Abbott: He asked if that section of curbing could be done by hand so equipment would not have to be brought in. (Yes, it could be.)

Mr. Jones added that it might only be 20 or 30 feet that would have to be done by hand to avoid the trees.

Brian Burke: He wanted to know if 30' width would be agreeable to the group of residents. If there is no difference to the trees between 28' or 30', then he recommended 30'.

Russ Lundberg: The wider the road is; the higher cost to the City. He felt a good compromise would be best.

Brian Burke: He asked about damage to driveways at 30'.

(Mr. Jones did not feel it would make much difference between 28' or 30' as far as the driveways are concerned.)

Weston Youd: It sounded like 28' or 30' are the options;

David Curtis: Suggestion: Send out letters with the choice of 28' or 30' and allow each to vote and send it back in.

Discussion of travel lanes:

- Travel lanes are 11'; and they could be painted on the asphalt.

*Mayor Shelley proposed the following (though no vote could be taken that night):

- Asphalt at 30'

With all the other ramifications as discussed; unless someone comes forward and totally disagrees; preferring 28' of asphalt.

Further discussion of widths and differences of opinion.

Actual Power Bills			
	2009	2010	2011
January	\$4,629.50	\$3,434.21	\$2,017.71
February	\$4,620.94	\$3,211.73	\$1,943.04
March	\$4,627.98	\$1,339.96	\$1,488.12
April	\$4,617.38	\$1,231.47	\$2,921.30
May	\$3,683.55	\$3,460.56	\$2,782.06
June	\$5,160.37	\$1,364.65	\$6,129.20
July	\$5,830.32	\$2,804.05	\$2,242.10
August	\$10,316.32	\$7,342.70	\$2,986.64
September	\$8,226.15	\$6,135.87	\$2,878.69
October	\$6,148.50	\$5,139.48	\$2,594.86
November	\$3,491.30	\$2,888.09	\$1,516.99
December	\$3,348.94	\$1,070.27	\$1,384.52
Year total	\$64,701.25	\$39,423.04	\$30,885.23

Thank you again, for the influence you have for good, this influence will be felt for years to come. I will do my best together with you to make Elk Ridge a better place."

2. Public Works Dept.

"2011 in Review

As will be common practice, I intend to recap, for the City Council, the events and improvements of the previous year. They are as follows, to the best of my knowledge:

1. March-started a comprehensive sewer manhole inspection and cleaning procedure.
2. June-hired a third full time employee in public works.
3. August-insulated all water system buildings, spending \$2,900.00 and generating approximately \$2,500.00 in savings to date.
4. September-made it through the summer using only the Loafer Canyon Well. Started construction on a new public works building.
5. October-extended Canyon View Drive to Hudson with gutter on both sides. Install 1200' of gutter in Loafer Canyon with asphalt patch. Widened Goosenest - hauling over 150 loads of dirt to widen the road around private property on the South end of Elk Ridge Drive.
6. November-removed the deep cross gutter at the intersection of Elk Ridge Drive and High Sierra.
7. Asphalt overlay on Alpine.
8. Replaced old water lines, fixing a major loss of water, to the homes in the bulb of North Clark Circle.
9. Replaced the 4, ceiling mount, unit heaters in the public works building area and the Fire Station of the existing building, a total of \$24,000.00 worth of work at no cost through a federal grant. Not only did the work get done at no cost to the city but we were given the rebates on the fuel efficient heaters installed, totaling over \$4,000.00, net to the city.
10. With the purchase of the vacuum trailer, cleaned all curb boxes within the city.
11. With the purchase of the jet trailer already cleaned approximately 10% of the city sewer system
12. Installed a fence around the Fairway Tank. Although we didn't install the fabric we did dig all the holes for posts and cement them in.
13. Installed a third salt spreader rack, to keep the salt spreaders off the ground.
14. Installed a solar panel on the Cloward Well.
15. Replaced the Sensor to the Top Tank for 1/3 the cost and made it easier to maintain in the process.
16. Began the process of GPS mapping the surface utilities throughout the entire city, aiding in the ability to locate in an emergency.
17. Installed 3 concrete pads under picnic tables/park benches with free concrete.
18. Installed a trailer hitch on another dump truck making it usable to do routine service within the city.

Although I would like to only list the positive things that happened, we did have a sewer back-up, but had it draining within just a couple of hours, the reason for the fixes on North Clark was spurred by a water break in the cul-de-sac. There was a water main break in Loafer Canyon and a few upset residents because of snow removal but overall a pretty good year."

The Council had read the memo from Mr. Stephens, which was included in their packets. Mr. Stephens read the memos to the public that was present.

Mr. Stephens explained in more detail some of the additions to the Loafer Canyon Well; required by the State...these saved the City about \$31,000 by doing the work in-house.

He again expressed his appreciation for the approvals from the Council that helps make these things happen.

USED OIL
RE-CYCLING

Corbett Stephens: Mr. Stephens proposed to the Council the following:

That Elk Ridge becomes a "Used Oil Collection Center":

The new building (Public Works) can be heated with a used oil type heater and get paid to do so.

(Handout with information)

The State estimates that there is so much wasted oil and used improperly; some times creating hazardous waste situations for the environment.

For every quart of oil purchased, about four or six cents is paid in tax for "recovery". If the City were registered as a "used oil re-cycler" and take used oil, the State would pay \$.16/gal for every gallon we take in.

This oil can be taken from various sources: citizens, school district, other companies, etc.

The oil can be recycled into grease or heat to heat that building.

The State provides the re-cycle tank. There are certain requirements and regulation that we would have to meet, but it would be beneficial to the City.

The City may be able to save \$3,000 to \$5,000 per year.

Example: Spanish Fork Diesel burns 2,500 gallons per year in their building. NAPA also uses this method.

The exhaust is EPA approved. Noel Hiatt also burns used motor oil and he conducts maintenance on his furnace once a year to keep it running clean (used oil is dirty).

He would like for the Council to consider this proposal.

There was some discussion on containers and logging in the intake of the oil and how to efficiently collect the used oil. There are also many types of oil that is acceptable.

He would also like to build a tank that allows for the used oil to settle before use.

*Request for \$5,000...for the tank and the rack to hang it from the ceiling.

Weston Youd: He mentioned hydro generation to generate income as well. He feels that these projects which create income for the City are worth the investment.

Corbett Stephens: The system will pay for itself in one year by not paying for natural gas for that building.

13,200 gal can legally be stored...code would let us store 13,000 gal; however we won't store that much.

The State hesitates giving us a 500 gal tank because they don't think we can collect that much. He would like to store as much as we can collect; up to maximum.

Nelson Abbott: He asked about "secondary containment".

Corbett Stephens: Up to 1,000 gal. can be stored without secondary containment; but he would not put that down there without it though. The money would be pulled from the General Fund.

Nelson Abbott: He was concerned about the time it could take to log it in and collect it.

Mr. Stephens: There would be a clip board and when people drop off the oil, they fill out the log, sign it and give it back to the office staff. The forms are kept track of and once a quarter, they are sent in to the State for reimbursement. He does not think the process would be time consuming.

He has already spoken to the School District as well as other sources besides the residents.

No further discussion.

WESTON YOUNG MOVED, SECONDED BY PAUL SQUIRES, TO APPROVE UP TO \$5,000 FOR THE IMPLEMENTATION OF THE "USED OIL RECYCLING SYSTEM"; AND TO AUTHORIZE GETTING THE CITY REGISTERED AS A USED OIL COLLECTION CENTER

VOTE (POLLED): WESTON YOUNG-AYE, NELSON ABBOTT-AYE, BRIAN BURKE-AYE AND PAUL SQUIRES-AYE (4) NAY (0) ABSENT (1) ERIN CLAWSON

Passed 4-0

2:24:02

FIRE DEPT.

COMPENSATION –

INCREASE

Mayor Shelley: He explained that at the last City Council Meeting in December (with the previous Council); it

had been approved to increase the compensation for the Fire Chief and the Asst. Chief by \$100; the motion

was not actually made...so it is back on the agenda. The Mayor and Chief Wait spoke and Chief Wait would rather consider increasing the pay for the individual Fire Fighters rather than accept the increase. Chief Wait is going to provide a breakdown of the various levels and the associated pay. This item will be postponed until that information is available.

The Mayor asked the Asst. Chief (present) how he felt about that. He responded that he would like to consider less on an increase (maybe \$50/month rather than the \$100) and still raise the Fire Fighter's pay, as well.

Comment:

Lucretia Thayne: She suggested considering raising both, if the budget would allow it.

City Recorder: She pointed out:

- Include the EMT Captain
- That it has also been discussed to consider raising the back-up snowplow drivers from \$12/hour to \$13/hour.

Nelson Abbott: He felt it is wise to raise both side of the Dept; the Chiefs and the Fire Fighters; whatever the split end up being...as the suggestion of the Asst. Chief.

This will be postponed until the next Council Meeting when the recommendation of the Chief is provided.

2:31:03

CITY COUNCIL
ASSIGNMENTS

Mayor Shelley: After consulting with the individual Council Members; he recommended the following:

- Parks (including the City Celebration), Recreation, Trails & Public safety – Erin Clawson
- Roads & Storm Drain – Weston Youd
- Sewer & Garbage – Nelson Abbott (He would like to attend meetings about the Regional Sewer Plant)

- Water & Grants – Paul Squires
 - Planning Commission – Brian Burke
- There will be other individual types of assignments from time to time.
*Council Member Youd will provide information about SUVMWA to Council Member Squires.
- Administration and the Youth Council - Mayor Shelley

2:37:48
MINUTES

City Council Minutes of December 13, 2011:

PAUL SQUIRES MOVED, SECONDED BY NELSON ABBOTT, TO APPROVE THE CITY COUNCIL MINUTES OF 12-13-2011, WITH CORRECTIONS

VOTE: YES (4) NO (0) ABSENT (1) ERIN CLAWSON

EXPENDITURES:

General: None

A. Check Registers and Payroll for December, 2011:

**(Check out the double entry of Sam's Club membership)*

WESTON YOUNG MOVED, SECONDED BY BRIAN BURKE, TO APPROVE THE CHECK REGISTERS AND PAYROLL REGISTER FOR DECEMBER, 2011

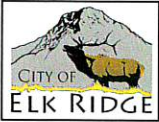
VOTE: YES (4) NO (0) ABSENT (1) ERIN CLAWSON

2:43:04
ADJOURNMENT

The Mayor adjourned the City Council Meeting at 8:46 PM.



City Recorder



ELK RIDGE - 80 East Park DR - Elk Ridge, UT - 84651

t.801/423-2300 - f.801/423-1443 - email staff@elkridgecity.org - web www.elkridgecity.org

NOTICE & AGENDA – CITY COUNCIL

Notice is hereby given that the City Council of Elk Ridge will hold a regular **City Council Meeting on Tuesday, January 24, 2012, at 7:00 PM**; this Meeting is to be preceded by a **City Council Work Session at 6:00 PM**.

The meetings will be held at the Elk Ridge City Hall, 80 E. Park Drive, Elk Ridge, Utah.

6:00 PM - CITY COUNCIL WORK SESSION AGENDA ITEMS

1. Development of City Property/Update – Corbett Stephens
 - A. Concept Plan, Site Plan & Grading Plan
 - B. Robert Nelson Agreement
2. Discussion / Public Facilities Land Sale/Loafer Canyon – Corbett Stephens
3. Impact Fees – Mayor Shelley
 - A. Use of Park Impact Fees
4. Sheriff's Dept. Tour – Erin Clawson
5. Escalante Drive Re-construction / Discussion – Mayor Shelley

7:00 PM - REGULAR COUNCIL MEETING AGENDA ITEMS:

Opening Remarks and Pledge of Allegiance Invitation
Approval/Agenda Time Frame

7:05 Public Forum

7:15 6. Salem Hills Subdivision, Plat B, Blk. 5, Lot 10 (A & B) – Re-affirmation

7:25 7. Action on Work Session Items

A. Escalante Drive Re-construction (approval of Terms):

1. Direct Planning Commission to Amend the Construction Standards (Road Widths)

B. LEI Engineering Site Plan Proposal for City Center Property – Phase 1

C. Robert Nelson Agreement / Authorize Negotiations

7:45 8. SESD Appointment to Board of Directors – Mayor Shelley

7:50 9. Planning Commission Appointments – Mayor Shelley

8:00 10. 2012 City Council Meeting Schedule

8:05 11. Retirement Benefits

8:15 12. Approval of City Council Minutes

8:20 12. Expenditures:

General:

Adjournment

Handicap Access, Upon Request. (48 Hours Notice)

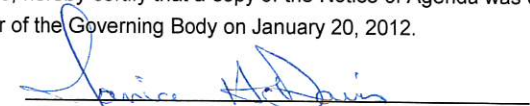
The times that appear on this Amended Agenda may be accelerated if time permits. All interested persons are invited to attend this meeting.

Dated this 20th day of January, 2012.


City Recorder

CERTIFICATION

I, the undersigned, duly appointed and acting City Recorder for the municipality of Elk Ridge, hereby certify that a copy of the Notice of Agenda was emailed to the Payson Chronicle, 145 E Utah Ave, Payson, Utah; and was provided to each member of the Governing Body on January 20, 2012.


City Recorder

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ELK RIDGE
CITY COUNCIL MEETING
January 24, 2012

TIME & PLACE
OF MEETING

This regularly scheduled Meeting of the Elk Ridge City Council, was scheduled for Tuesday, January 24, 2012, at 7:00 PM; this was preceded by a City Council Work Session. The meetings were held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda of these Meetings was provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on January 20, 2012.

6:00 PM –

CITY COUNCIL WORK SESSION AGENDA:

ROLL

Mayor: Hal Shelley; *City Council:* Erin Clawson, Weston Youd, Nelson Abbott, Brian Burke & Paul Squires; *Building Official/Public Works:* Corbett Stephens
Public: Kathy Blake, Tiffany Cain, David Clark, Jamie Towse, Richard Jones, Stephanie Pozernick, Aaron Ludwig, Justin Curtin, David Curtis; and the City Recorder, Janice Davis; as well as the Deputy Recorder, Mary Preece.

0:01:10

DEVELOPMENT OF
CITY PROPERTY -
UPDATE

Mayor Hal Shelly: Mayor contacted Ken Harris to go over a basic concept and site plan for the City Center. He explained to Mr. Harris that before finishing up the public works building, it might be wise to see what kind of plan could be brought forth for a new city center so the 2 buildings could work together well. Mayor Shelley will provide Mr. Harris with a copy of plans for the Public Works Building so he can go over them to be sure they are good for the City. Mr. Harris is going to bring pictures of Eagle Mountain's City Center for review to see if that is something that the Council would consider, and if they feel the needs of the City would be met.

Robert Nelson Agreement:

Corbett Stephens: Robert Nelson's Agreement with Salem City was used for the rough draft presented to the City Council; this proposed agreement is regarding a grading arrangement for the ball park area. Mr. Stephens would like input from the Council as far as any suggestions or comments that might result in adjustments to the draft of the proposed agreement.

Mayor Shelley: Spoke with Mayor Brailsford of Salem City who gave a very positive report for anything having to do with Robert Nelson. The Mayor feels very comfortable with working with Robert Nelson.

LEI Proposal: The first part of proposal includes survey, topographical, as well as site plan. Corbett Stephens believes approval of the whole proposal is premature until a decision is made as to what is wanted in that area. Mr. Stephens feels that Part I of the proposal should be done to be able to make a final decision on the site plan as a whole. He suggested approving the first phase of the LEI proposal, and allowing them to start on the survey. Lei would give the results to Ken Harris so he can then do a concept and give a recommendation of what would work and what would not work. With the added information from engineering, it will be easier to see what can be done with the least amount of effort.

All of this information is important to know what materials can be used from the site for improvements and how much Robert Nelson can use. The cost for the Lei work (Phase 1) would be \$4,200.

Proposal of Lee Haskell:

Mr. Haskell owns the land north and west of the City Center property; he wants to present a concept plan for a subdivision in that area. There could be some kind of trade of property between the City and Mr. Haskell. The plan would require that Olympic Lane be extended to the West. A benefit to City, Mr. Haskell, and all citizens would have to be recognized in order for the City to consider the plan. At the expense of Lee Haskell, a pre-submittal meeting should be held. Sharing in the cost of roads required to access the City Center, as well as Mr. Haskell's proposed development, might be considered.

As the discussion continued, it was brought to the attention of the Council that residential and City property should stay as separate as possible.

Erin Clawson: She felt the trade of properties would not be particularly beneficial. She was concerned for children coming to the ball parks and parks; they should have a safe route to travel. It was the consensus of the Council that Lee Haskell would be the one to present a favorable, workable plan to the Council for consideration.

0:26:22

PUBLIC FACILITIES
LAND SALE -
LOAFER CANYON

This property needs to be developed, and/or sold off. It is too much to maintain in its present condition; as well as being unsightly. Property was given to the City, by Mr. Schuler (the owner) in developing two buildable lots. There has been talk of the City selling the land to help offset the expense of the property purchased for a future City Center. The City's portion is part of a 3-lot subdivision.

The well on the land is useful as a back up; it is costly to run. The well would still be useable; it would be covered in order to allow other uses of the land...such as a park, or a parking lot. It was suggested that a type of "pocket park", such as those found in Alpine, would work in the area of the bus turn around.

Suggestion: Cleaning up the area and keeping it presentable would be good. It was suggested to fence the park to make it safer. A retention pond was also a consideration. It was decided to look into what is available and possible for the improvements to make a decision at a later date.

IMPACT FEES

There are Park Impact Fees that need to be paid out on trails, parks etc. This year it is necessary to Spend about \$30,000.

WESTON YOUNG MOVED, SECOND BY ERIN CLAWSON, TO DIRECT THE PLANNING COMMISSION TO AMMEND THE CONSTRUCTION STANDARDS TO INCLUDE A 28' AND A 30' CROSS SECTION IN OUR DESIGN STANDARDS.

VOTE: YES (5) NO (0)

WESTON YOUNG MOVED, SECOND BY ERIN CLAWSON, TO APPROVE THE WIDENING AND RECONSTRUCTION OF ESCALANTE DRIVE FROM ALPINE TO PARK DRIVE TO EITHER THE PENDING 28 OR THE PENDING 30 FOOT WIDTH OR POSSIBLY THE 34 FOOT WIDTH; TO BEGIN NO SOONER THAN JUNE 1ST, 2012; OR WHEN SCHOOL IS OUT
VOTE: AYE (3) PAUL SQUIRES, ERIN CLAWSON, WESTON YOUNG
NAY: (2) NELSON ABBOTT, BRIAN BURKE (Passed 3-2)

2. LEI Engineering Site Plan Proposal for City Center Property:

ERIN CLAWSON MOVED, SECOND NELSON ABBOTT. TO AUTH ORIZE LEI ENGINEERING TO DO A BOUNDARY TOPAGRAPHICAL UTILITY SURVEY (PHASE ONE OF THE PROPOSAL) AT A COST OF \$4,200

VOTE: AYE (5) PAUL SQUIRES, ERIN CLAWSON, WESTON YOUNG, NELSON ABBOTT & BRIAN BURKE (Passed 5-0) NAY (0)

1:37:07

ROBERT NELSON
AGREEMENT

Nelson Abbott: He suggested a breakdown of cost estimates.

Corbett Stephens: Mr. Stephens explained that the topographical work from LEI will be beneficial to Ken Harris as he does a site plan. LEI will complete the site plan, and do the manipulated contours so we know how much work needs to be done; then take it to Robert Nelson.

ERIN CLAWSON MOVED, SECOND BY NELSON ABBOTT, TO AUTHORIZE THE NEGOTIATIONS TO BEGIN FOR THE ROBERT NELSON AGREEMENT; TO BE FINALIZED WITH THE CITY COUNCIL PRIOR TO THE AGREEMENT GOING TO ROBERT NELSON.

VOTE: RES (5) NO: (0)

1:40:48

SESD APPOINTMENT

Mayor Shelley: The Mayor spoke with the director of SESD, Dan Ellsworth regarding Julie Haskell continuing in the position of the City's appointed member of the Board of Directors. Mr. Ellsworth as the City's appointed member.

Nelson Abbott: Council Member Abbott updated the Council about negotiations going on between Payson City and SESD, and a possible merger. Once this goes through, there will be representatives from each of the communities involved.

Mayor Shelley: He would like to see a report to the Council on a regular basis.

Nelson Abbott: He pointed out that no information has been passed on to the City concerning all the meetings and negotiations to this point.

Suggestion: Since he is very familiar with some of the Board members of SESD and has worked with them on occasion; that he feels he would be qualified to fill the position and he would be available to attend the meetings.

City Recorder: Ms. Davis thinks it is very important to have the representative give a report to the Council on the SESD meetings every month.

Brian Burke: He asked if there might be an advantage having a Council Member as the representative; as opposed to a non-Council member. He felt that the City would get better reporting and have more influence with the board.

Weston Young: The intention of having Julie Haskell appointed was to have the City Council represented at the meetings; he does not feel the desire has changed with her stepping down. He felt Council Member Abbott's association and experience qualified him to fill the assignment effectively.

Paul Squires: He did not feel comfortable with a non-council member representing the City on the Board.

Erin Clawson: She agreed that the representative should be from the Council, and was in favor of making the change.

WESTON YOUNG MOVED, SECOND BY ERIN CLAWSON, THAT CITY COUNCIL APPOINT NELSON ABBOTT TO REPRESENT ELK RIDGE CITY ON THE SESD BOARD OF DIRECTORS.

A VOTE OF APPRECIATION WAS EXPRESSED FOR JULIE HASKELL'S SERVICE ON THE BOARD
VOTE: YES (5) NO (0)

1:50:21

PLANNING COMMISSION
APPOINTMENT

Mayor Shelley: The Planning Commission needs three positions filled: 3 regular terms of office and one "alternate" position.

Proposal:

- That Sharon Dahlstrom be moved from the alternate member to a regular position; to fill out the term of Dan Steele until February, 2013.
- Debbie Cloward has expressed interest that she would like to stay on the Planning Commission although her term has ended. He feels good about keeping her there.
- The Mayor visited with a David Clark, and wants to recommend him as a regular member.
- This leaves one regular position, and one alternate. It is being announced in the newsletter and with personal contacts.

NELSON ABBOTT MOVED, SECOND BY PAUL SQUIRES, THAT THE CITY COUNCIL APPROVES THE FOLLOWING:
 - SHARON DAHLSTROM AS A REGULAR MEMBER TO FILL OUT THE REMAINING TERM FOR DAN STEELE THROUGH JANUARY 2013, AND RE-APPOINT DEBBIE CLOWARD FOR A FIVE YEAR TERM; ALSO APPOINT DAVID CLARK AS A REGULAR MEMBER
 VOTE: YES (5) NO (0)

NON-AGENDA ITEM

Mayor Shelley: It was noted that the Rocky Mountain Subdivision issue has been settled. Rural Housing was trying to re-negotiate an extension; during this period of time, some land owners made an offer to purchase the lots and it was accepted by the bank.

1:56:42

2012 CITY COUNCIL MEETING SCHEDULE

City Recorder: Ms. Davis noted that the next Council Meeting was scheduled for Valentine's Day; does the Council want to meet on that night?
 The 2nd Council meeting in December falls on Christmas day, which will be cancelled.
Weston Youd: He pointed out that the 24th of July was also a day to consider changing.

The Council decided to change the February 14th meeting to February 7th at 7:00 pm; and to cancel the meeting on the 24th of July.

Erin Clawson: She reminded all present that the City celebration will be held on 29th and 30th of June.

WESTON YOUNG MOVED, SECOND BY ERIN CLAWSON, TO APPROVE THE MEETING SCHEDULE FOR 2012; WITH THE FOLLOWING EXCEPTIONS:

- MOVE THE FEBRUARY 14TH MEETING TO THE 7TH
- CANCEL THE MEETING ON JULY 24TH

VOTE: YES (5) NO (0)

2:02:08

RETIREMENT BENEFITS

The proposal is to purchase back time in the Retirement Systems (back to January of 1992) on behalf of the City Recorder. When she was hired by the City, retirement benefits were not paid. As of January 1, 2012, she will have 20 years working for the City, but not with the Retirement Systems. Time was purchase back for another employee (Wayne Frandsen) in May, 2011. Interest builds up over time and the cost for Mr. Frandsen was \$2,444.85...going back 10 years.

With Ms. Davis, it is twice the time and cost.

A letter and figures from the State Retirement Systems was presented to the City Council for consideration. Cost estimate: \$5,118.77.

The action would be to deny or accept the proposal, with payment in full or to put into installment payments over a number of years.

Brian Burke: He asked if this was a defined benefit plan.

City Recorder: She explained it is strictly a pension plan; it is mandatory for full time employees and is considered "non contributory".

Nelson Abbott: He wondered if there are any other employees that have worked for the city that are no longer employed by the city that would be potential recipients.

City Recorder: She explained that they had to do research on payroll information and turn that into the State to be calculated; they determined that no one else qualified.

NELSON ABBOTT MOVED, SECOND BY WESTON YOUNG, THAT A RESOLUTION #12-1-24-1R BE ADOPTED; A RESOLUTION AMENDING RETIREMENT COVERAGE FOR THE CITY RECORDER.

VOTE: WESTON YOUNG-AYE, ERIN CLAWSON-AYE, BRIAN BURKE-AYE, PAUL SQUIRES-AYE & NELSON ABBOTT-AYE (5) NAY (0) Passed 5-0

2:08:06

APPROVAL OF CITY COUNCIL MINUTES

City Recorder: Ms. Davis explained that she had transcribed the comments regarding the Rocky Mountain Development pretty much word-for-word due to possible litigation at that point.

WESTON YOUNG MOVED, SECOND BY PAUL SQUIRES, TO ACCEPT THE MINUTES OF JANUARY 10, 2012, WITH CORRECTIONS.

VOTE: YES (4) NO (0) ABSTAIN (1) ERIN CLAWSON

2:11:22

NON-AGENDA

1. SUVMWA:

Weston Youd: SUVMWA wants two positions filled: a board member and a new position created for the technical committee that meets quarterly. He will e-mail all information concerning these two positions. Paul Squires was recommended to fill the committee position.

2. Crestview Estates – Durability Bond:

Corbett Stephens: The developers Mines and Ross (Crestview Estates) want to get out of the durability time period. They have offered cash-in-lieu of keeping their bond for the full time.

Corbett Stephens spoke with David Church (City Attorney), who is also the legal counsel for Harriman City; he said that this type of arrange, giving the City the money; the City can choose what and when to fix the problems with Park Drive. They are offering \$17,000.

The estimate that Mr. Stephens had was \$24,250.

It May be that the repairs could be done for less by not tearing up Park Drive. It is important that the settlement the City accepts will cover the cost of the repairs; the City is taking the risk of oil increasing in cost; which would result in higher costs for road repairs.

Crestview Estates was held to a four-year durability time period due to issues with Park Drive. Corbett Stephens will get a copy of all the details, including the minutes of the original meeting, to each of the Council. He would like for the Council to consider accepting Crestview's offer proposal to buy-out of their obligation; but at what price?
This will be moved to the next agenda.

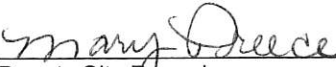
EXPENDITURES

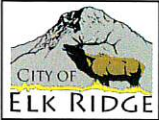
None

2:21:02

ADJOURNMENT

The Mayor Adjourned the meeting at 8:22 p.m.


Deputy City Recorder



ELK RIDGE - 80 East Park DR - Elk Ridge, UT - 84651

t.801/423-2300 - f.801/423-1443 - email staff@elkridgecity.org - web www.elkridgecity.org


NOTICE OF CANCELLATION – CITY COUNCIL MEETING

Notice is hereby given that the City Council Meeting to have been held on February 7, 2012, a 7:00 PM, is hereby CANCELLED.

7:00 PM - REGULAR COUNCIL MEETING AGENDA ITEMS:

CANCELLED due to a lack of business at this time.

Dated this 3rd day of February, 2012.



City Recorder

CERTIFICATION

I, the undersigned, duly appointed and acting City Recorder for the municipality of Elk Ridge, hereby certify that a copy of this Notice of Cancellation was emailed to the Payson Chronicle, 145 E Utah Ave, Payson, Utah; as well as to each member of the Governing Body on February 3, 2012.

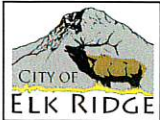


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ELK RIDGE - 80 East Park DR - Elk Ridge, UT - 84651

t.801/423-2300 - f.801/423-1443 - email staff@elkridgecity.org - web www.elkridgecity.org

NOTICE & AGENDA – CITY COUNCIL

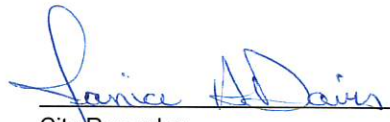
Notice is hereby given that the City Council of Elk Ridge will hold a Special **City Council Meeting on Tuesday, February 21, 2012, at 8:00 PM**; the Meeting will be a Closed, Executive Meeting.

The meeting will be held at the Elk Ridge City Hall, 80 E. Park Drive, Elk Ridge, Utah.

8:00 PM - SPECIAL CITY COUNCIL MEETING – CLOSED SESSION:

Discussion of Personnel Competence

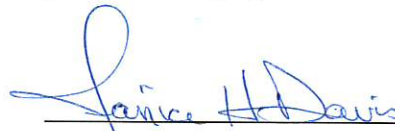
Dated this 17th day of February, 2012.



City Recorder

CERTIFICATION

I, the undersigned, duly appointed and acting City Recorder for the municipality of Elk Ridge, hereby certify that a copy of the Notice of Agenda was emailed to the Payson Chronicle, 145 E Utah Ave, Payson, Utah; and to each member of the Governing Body on February 17, 2012.



City Recorder

ELK RIDGE
CITY COUNCIL MEETING
February 21, 2012

TIME & PLACE
OF MEETING

This Specially Scheduled Closed Session of the Elk Ridge City Council, was scheduled for Tuesday, February 21, 2012, at 8:00 PM.

The meeting was held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda of this Meeting was provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on February 17, 2012

8:00 PM –

CITY COUNCIL CLOSED SESSION:

ROLL

Mayor: Hal Shelley; *City Council:* Weston Youd, Nelson Abbott, Brian Burke, Erin Clawson & Paul Squires

Discussion of Personnel Competence

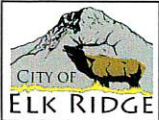


City Recorder

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ELK RIDGE - 80 East Park DR - Elk Ridge, UT - 84651

t.801/423-2300 - f.801/423-1443 - email staff@elkridgecity.org - web www.elkridgecity.org

NOTICE & AGENDA

Notice is hereby given that the City Council of Elk Ridge will hold a regular **City Council Meeting on Tuesday, February 28, 2012, at 7:00 PM;** which will be preceded by a **City Council Public Hearing at 6:45 PM** wherein an Amended Budget for the 2011/2012 Fiscal Year will be considered: as well as a **City Council Work Session at 6:00 PM.**

The meetings will be held at the Elk Ridge City Hall, 80 E. Park Drive, Elk Ridge, Utah.

6:00 PM - CITY COUNCIL WORK SESSION AGENDA ITEMS:

1. Utah Local Governments Trust (ULGT) – Liability Insurance Review –

6:30 PM - PUBLIC HEARING/AMENDED BUDGET FOR THE 2011 – 2012 FISCAL YEAR:

2. Public Hearing/to consider an Amended Budget for the 2011/2012 Fiscal Year for the operation of Elk Ridge City
A. Fire Dept. Pay Increase - Mayor Shelley

7:00 PM - REGULAR COUNCIL MEETING AGENDA ITEMS:

Opening Remarks and Pledge of Allegiance - Invitation
Approval/Agenda Time Frame

- | | |
|------|---|
| 7:05 | Public Forum |
| 7:15 | 3. PUD Code Amendment – City Planner |
| 7:25 | 4. Impact Fee Study Update – LEI Engineering |
| 7:40 | 5. Adoption:
A. Fire Dept Pay Increase
B. Amended 2011 – 2012 Fiscal Year Budget |
| 7:50 | 6. Durability Bond Releases:
A. Crestview Estates, Plat A
B. Oak Hill Estates, Plat D |
| 8:05 | 7. Ratify Polled Votes:
A. City Council Assignments
B. Planning Commission Appointments |
| 8:10 | 8. Robert Nelson Agreement |
| 8:20 | 9. Recycling Program – Nelson Abbott |
| 8:30 | 10. SESD Report – Nelson Abbott |
| 8:35 | 11. Shumway Home – Corbett Stephens |
| 8:45 | 12. City Council Minutes |
| 8:50 | 12. Expenditures:
General:
Adjournment |

Handicap Access, Upon Request. (48 Hours Notice)

The times that appear on this agenda may be accelerated if time permits. All interested persons are invited to attend this meeting.

Dated this 24th day of February, 2012.



City Recorder

CERTIFICATION

I, the undersigned, duly appointed and acting City Recorder for the municipality of Elk Ridge, do hereby certify that a copy of the Notice of Agenda was provided to the Payson Chronicle, 145 E Utah Ave, Payson, Utah, and to each member of the Governing Body on February 24, 2012.



City Recorder

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ELK RIDGE
CITY COUNCIL MEETING
February 28, 2012

TIME & PLACE
OF MEETING

This Regularly Scheduled Meeting of the Elk Ridge City Council, was scheduled for Tuesday, February 28, 2012, at 7:00 PM; this was preceded by a Public Hearing at 6:30 PM to consider the proposed Amended Budget for the 20011/2012 Fiscal Year. The City Council Work Session was scheduled to begin at 6:00 PM. The meetings were held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda of these Meetings were provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on February 24, 2012.

6:00 PM –

CITY COUNCIL WORK SESSION AGENDA ITEMS:

ROLL

Mayor: Hal Shelley; *City Council:* Weston Youd, Nelson Abbott & Brian Burke (Absent: Erin Clawson & Paul Squires); *Planning Commission:* David Clark & Clint Ashmead; *Public Works Director:* Corbett Stephens; *Sheriff:* Deputy Butters; *Fire Chief:* Seth Wait; *Public:* Former Mayor Ed Christensen, Scouts: Jordan Spencer, Jesse Clark & Aaron Call; J. Spencer, Stephen Towse, June Call; and the *City Recorder*, Janice H. Davis

UTAH LOCAL
GOVERNMENTS
TRUST –
LIABILITY INSURANCE

Mr. Josh McKell (Account Executive in Member Services for Utah Local Governments Trust - ULGT) was present to inform the City Council about the services and products that ULGT provide to the City. (He had a handout for the members of the Council and the Recorder.)

The Trust had been out to the City to talk with Mayor Shelley and he felt the Council should be informed as well and invited a representative to return. The Mayor introduced Mr. McKell.

Mr. McKell explained that ULGT is a "pool" of cities and towns in Utah.

Advantages (Concept of the Pool): *From handout*

- Shared Risk
- Localized
- Risk Management
- Member Equity

Risk Management:

- ARM-P Certified (Certifies a risk manager within the City staff)
- Front Line Employee Training
- On-site Risk Assessments
- ERM Program
- Trained Employees are key***

(Chart on Member Equity showing the Trust as the center)

ULGT Products

- General Liability
- Property
- Auto Physical Damage
- Workers' Compensation
- Medical + Ancillary
- Bonds

General Liability

- Aggregate Limit: \$5,000,000
- Deductible: \$0.00
- Includes: Public Officials Errors & Omissions, Employment Practices, Auto Liability, Sewer Backup, Law Enforcement

*(No Per-occurrence limit – Full aggregate limit available)

Nelson Abbott: (Question related to "employee dishonesty coverage") Council Member Abbott wanted to know how long this type of coverage has been in place. He also asked if there is a "statute of limitations" on that coverage.

Mr. McKell: It has been in place about two years....and he did not think there is a statute of limitations

Brian Burke: (Question) In the case of an individual accident, would the amount actually go to 5 million? (Yes and there is Governmental Immunity as well; in some instances it would not apply.)

Council Member Burke also inquired about legal representation through the Trust.

Mr. McKell: He responded that there is legal representation available through contracted attorneys and a Trust lawyer, as well....particularly with regard to claims; but other matters are also handled. This is at no extra cost to the member cities.

Property / APD

- Earthquake / Flood
- \$250,000 Crime Policy
- Full Property Appraisals (Every 4 Years)!
- Vehicles (3)

*13 Buildings (One location previously uninsured)

*Refund: \$426,000 (Updated Values)

Workers' Compensation

- Dedicated Claims team
- First-Fill Program
- Full Access – Adjuster Notes
- Statutory Coverage

Safety Grant

The Trust's Safety Grant Requirements

- Land Use Training (Land Use)
- Inspect Sewer Manholes (Sewer Backups)
- Drivers Safety Pledge (Auto Accidents)
- Safety Committee

Safety Grant Amounts: \$1,046

Ancillary Products (What the Trust provides to Elk Ridge at this time)

- Life Insurance
- Supplemental Vision
- Long Term Care
- AD&D

Dividends & Grants

2012 Trust Dividend

- \$1,500,000

Elk Ridge City: \$3,360

- Liability: \$2,538
- Property / APD: \$318
- Workers' Compensation: \$504

Partnership

- 100% Satisfaction Guarantee
- No Captive Members
- 99.6% Retention Rate
- 3-Year Guarantee

*Mr. McKell will email the current appraisal to the City by the next day.

Corbett Stephens: He asked if the Trust had seen any areas where the City could improve.

Mr. McKell: He feels it is best when cities take a proactive approach; they tend to have better loss ratios. The best answers may come from another contact at the Trust...Lance Mergens (he does risk assessments and evaluations). While preparing for his presentation that evening, he said he had noticed that Elk Ridge "is a sharp group"; but there is always room for training and improvement.

Nelson Abbott: There are current safety issues with regard to positioning of some of the City's playground equipment; before spending the money on any needed improvements, he would like to be able to contact the Trust to be sure whatever is done is correct and safe.

Mr. McKell: He again directed contact to Mr. Mergens.

00:22:43

2011/2012 AMENDED
BUDGET -

PUBLIC HEARING – AMENDED BUDGET FOR THE 2011/2012 FISCAL YEAR

Public Hearing/To consider the proposed Amended Budget for the 2011/2012 Fiscal Year, for the operation of Elk Ridge City

ROLL

Mayor: Hal Shelley; *City Council*: Weston Youd, Nelson Abbott & Brian Burke; *Planning Commission*: David Clark & Clint Ashmead; *Public Works Director*: Corbett Stephens; *Sheriff*: Deputy Butters; *Fire Chief*: Seth Wait; *Public*: Former Mayor Ed Christensen, Scouts: Jordan Spencer, Jesse Clark & Aaron Call; J. Spencer, Stephen Towse, June Call; and the *City Recorder*, Janice H. Davis

Mayor Shelley opened the Public Hearing at 6:30 PM.

The City Recorder reviewed some of the changes to the 2011/2012 Budget:

(Memo to Council from Recorder, dated 2-28-2012)

See Budget Notes on the budget worksheet

(Brief explanation of the various Funds and how they interact.)

General Fund:

Revenues:

The revenue sources to keep an eye on:

- Property Taxes
- General Sales Tax (May come in a bit higher than last year)
- Building Permits
- Class C Revenue (From the State)
- Transfers into and out of the General Fund to balance the budget to "0".
- Explanation of Fund Balance (both in the current year and in the Capital Projects Fund)
- The General Fund was left unbalanced so the Council could get a better idea of actual totals.

The amount of deficit for the General Fund = 106,532 (prior to any changes made that night).

This figure is not too bad considering the City is in the process of building a Public Works Building and the Council approved transferring 40,000 out to Storm Drain for the purchase of two large sumps. These are not typical expenses and will not re-occur next year.

Expenditures:

Besides bringing the budget figures in line with projected actuals, there are certain accounts that affect the budget or will affect the budget:

- Transfer out of General Fund to Fire Dept. (3,600 has been approved for an increase to the Fire Dept.) The Council will address this as well as the wage for the Fire Chief.
- Where the Public Works Building will come in regarding costs
- Gas and oil increases (May also affect Road Repairs)
- Other possible changes to expenditures

Capital Projects Funds:

These Funds were explained as being "savings accounts" to accrue money for capital purchases (like a fire truck, sander, snow plow, etc.) The beginning fund balances for each Fund was reviewed (as of July 1, 2011).

Trails: Park Impact Fee money was spent to widen out Gooseneck Drive for a painted trail on the road

Storm Drainage Fund:

With the installation of sumps and added infrastructure, "depreciation" also increases. Even with the use of the "vac" trailer, operating expenses still need to be met. The \$3 fee was approved in 2003 as a temporary fee and was to be reviewed in 2007; it has not been. Council Member Youd is waiting for information from Curtis Roberts to be able to see where this fee might go.

Water and Sewer Funds:

- Bonds are being paid down
- Proposed Project: Extend water & sewer lines south of the Dugway on Loafer Canyon Road. (80,000 of impact fees has been budgeted for this Project)

(The Fire Dept. was to be discussed later in the Public Hearing)

00:48:32

(Deputy Butters reminded the Council about the Tour of the Sheriff's Dept. on 3/6...meet by flag pole by the County Jail at 7:00 PM...3075 N. Main St., Spanish Fork.)

Fire Dept. Pay Increases: (Chief Seth Waite)

Chief Wait expressed his appreciation of the support shown to the Dept. from the City Council.

The initial suggestion was to increase the pay for himself, the Asst. Chief and the EMS Supervisor; but he felt that the increase should go to the entire Dept. instead.

Chief Wait explained his proposal to increase the Fire Fighters in the Department \$1.00/hour (he provided a handout that explained his proposal; including pay scales...current and proposed).

He also proposed an increase from \$200/month to \$250 each for the Asst. Chief and the EMS Supervisor (leaving himself out of the equation).

His proposal also included the budget changes for his Dept.

Chief Wait explained the pay scale to the Council, with the various levels.)

The proposed \$3,600 increase would be over an entire year. (The proposed 3,600 increase is included in the proposed budget amendment.

There was discussion on the proposed pay scale and the \$1.00.hour increase.

Mayor Shelley: He appreciated the Chief's willingness to spread out the recommended increase over the entire Dept. rather than over just a few individuals. There is a lot of time spent in meetings and training to prepare the Dept. for emergency situations.

Weston Youd: Perhaps the increase would assist in recruitment as well. (Chief Wait feels that volunteers have to want to be here and participating in the service...the desire outweighs the compensation.)

1:01:42

Mayor Shelley closed the Public Hearing at 7:08 PM.

**ELK RIDGE
CITY COUNCIL MEETING
February 28, 2012**

**TIME & PLACE
OF MEETING**

This Regularly Scheduled Meeting of the Elk Ridge City Council, was scheduled for Tuesday, February 28, 2012, at 7:00 PM; this was preceded by a Public Hearing at 6:30 PM to consider the proposed Amended Budget for the 2011/2012 Fiscal Year. The City Council Work Session was scheduled to begin at 6:00 PM. The meetings were held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda of these Meetings were provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on February 24, 2012.

7:09 PM -

CITY COUNCIL REGULAR SESSION AGENDA ITEMS:

ROLL

Mayor: Hal Shelley; *City Council:* Weston Youd, Nelson Abbott & Brian Burke (Absent: Erin Clawson & Paul Squires); *Planning Commission:* David Clark & Clint Ashmead; *Public Works Director:* Corbett Stephens; *Sheriff:* Deputy Butters; *Fire Chief:* Seth Wait; *Public:* Former Mayor Ed Christensen Scouts: Jordan Spencer, Jesse Clark & Aaron Call; J. Spencer, Stephen Towse, June Call; and the *City Recorder*, Janice H. Davis

1
2
3 OPENING REMARKS &
4 PLEDGE OF
5 ALLEGIANCE

An invocation was offered by Corbett Stephens; and Scouts Spencer and Clark led those present in the Pledge of Allegiance, for those willing to participate.

6
7 AGENDA TIME
8 FRAME

NELSON ABBOTT MOVED, SECONDED BY WESTON YOUNG, TO APPROVE THE AGENDA TIME FRAME AND TO ADJUST THE START TIME TO 7:09 PM; MOVING ITEM #9 UP TO FALL BETWEEN ITEMS 4 & 5

VOTE: YES (3) NO (0) ABSENT (2) ERIN CLAWSON & PAUL SQUIRES

9
10 1:04:13
11 PUBLIC FORUM

No one stepped forward to address the City Council.

12
13 PUD CODE
14 AMENDMENT –
15 BUILDING ENVELOPES

(It was felt that the City Planner did not have to be present due to the simplicity of the proposed action.)

The Planner (Adam Castor) provided a Staff Report to the City Council for their packets.

(From Staff Report, dated 2-28-2012)

Description: This is a recommendation to amend ordinance 10-11E-6-3: BUILDING ENVELOPE and 10-11E-6-9: LOT FRONTAGE/SETBACK TABLE (SINGLE FAMILY) or the Planned Unit Development (PUD) Overlay Zone.

16
17 Recommendation:

"The Planning Commission and City staff have reviewed and discussed the recommended PUD code amendments, and during its' meeting on February 9, 2012, the Planning Commission voted to recommend approval of the PUD code amendments; the amendments read as follows:

"The building envelope location within a single-family unit development lot should conform to the natural terrain and remain within the flattest areas of the lot. This area could be considerably smaller than the lot to accomplish this requirement. The minimum building envelope size for a single-family unit lot is ~~four thousand (4,000) square feet.~~ shall be the area created by the minimum front, side and rear setback requirements, which must be met. The front, side and rear setback requirements still must be met.

It is also recommended that 10-11E-6-9L LOT FRONTAGE/SETBACK TABLE (SINGLE FAMILY) be amended to eliminate the four thousand square foot minimum building size listed at the bottom of the table."

The Planner also provided the adopting ordinance.

(There was no further discussion.)

WESTON YOUNG MOVED, SECONDED BY NELSON ABBOTT, TO ADOPT AN ORDINANCE AMENDING THE CITY OF ELK RIDGE DEVELOPMENT CODE REGARDING A MINIMUM BUILDING ENVELOPE SIZE FOR SINGLE FAMILY LOTS WITHIN THE PLANNED UNIT DEVELOPMENT (PUD) OVERLAY ZONE; CODIFICATION, INCLUSION IN THE CODE, CORRECTION OF SCRIVENER'S

ERRORS, SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE

VOTE (POLL): WESTON YOUNG-AYE, NELSON ABBOTT-AYE & BRIAN BURKE-AYE (3)

NO (0) ABSENT (2) ERIN CLAWSON & PAUL SQUIRES Passed 3-0

30
31 1:06:31
32 IMPACT FEE STUDY
33 UPDATE – LEI
34 ENGINEERING
35 1:15:35

(Mr. Magleby was not actually present until a bit later; so the Council addressed the next two agenda items first, while waiting for his arrival.)

Greg Magleby (LEI Engineering) was present to address the Council:

In 2009 the State Laws changed resulting in the need to update impact fee studies to be compliant; the laws were enacted in 2010. The City's current Impact Fee Studies are out of date and need to be brought into compliance.

LEI provided two documents to the Council:

- Elk Ridge Impact Fee Review
- Proposal for Work Release #2012-02 (Actual update of the City's impact fees – Estimate: \$24,250)

36
37 Changes:

The law now takes a different view of the types of projects that can be used with impacts fees; as well as the time frame. Currently the Impact Fee Studies look at a "build out" situation; which is a good thing as far as planning is concerned, but the changes in the laws now only take projections out to a 6 year window.

This is very difficult for smaller cities and towns because most major improvements are multimillion dollar projects and it takes these smaller entities a longer time to collect that money up. A 6-year increment is not much time to provide the finances required. This creates a unique situation to keep impact fees active in the City. The Studies do need to be updated and some unique ways and policies need to be included to take into consideration limited budgets.

Example: If the City plans on another water tank in 20 years; we can only go out 6 years in our planning and collecting impact fees for that project; we would not be able to start collecting for that water tank for another 14 years. A 6-year window of time is not much time; so would the City want to become encumbered in debt for this project...or do we insist that developers provide these projects and become the "financier"? This would push more of the responsibility onto the developers; which could become an issue for them being able to develop. Larger cities are more able to absorb these costs.

LEI is doing the same review for Woodland Hills currently; they are in the same situation. "Million dollar projects on a budget of hundreds of dollars."

Recommendations:

- Update the Studies so they are compliant and not subject to being challenged.
- Review Studies on an annual basis (less expense).

Much of these annual updates could be done by staff to help save costs...using guidelines provided in the Studies.

Impact Fee Studies become almost a "living document"...constantly reviewing changes in plans.

(The City Recorder added that this proposed update is included in the amendment to the budget.)

- The last updates were done in 2008; which was a much different economic climate.

Corbett Stephens: In the changes in the laws, there are no provisions for small communities; perhaps Elk Ridge and Woodland Hills could join together in projects...pool resources to try to lessen the costs for each community. (Interlocal Agreements)

Mr. Magleby: He feels that the Utah League of Cities & Towns should review these laws on the basis of fairness to smaller cities. (Council Member Youd added that this topic is on the League's "legislative watch"...but they also represent larger cities as well.)

Mr. Magleby continued: There are some concessions for communities with populations under 5,000...they do not have to go through a full "Impact Fee Facilities Management Plan"; which does lessen the financial burden.

Mayor Shelley: He again mentioned Mr. Stephens' suggestion that Elk Ridge and Woodland Hills work together...

Weston Youd: ...Even to the point of perhaps sharing some of the cost of the Study itself.

Mr. Stephens: Example of sharing improvements:

- Sharing a water tank
- Sharing a well

Mr. Magleby: Those types of projects can be figured into the Study. The improvement and the costs associated...spread out over two communities...would be easier to absorb.

Nelson Abbott: He suggested arranging a time to get together with Woodland Hills' Council and Mayor to begin discussions in this direction. The Study itself needs to get started.

Mayor Shelley: Woodland Hills' Mayor is eager to move in this direction.

The Mayor called for a motion on the proposal from LEI:

NELSON ABBOTT MOVED, SECONDED BY BRIAN BURKE, TO MOVE FORWARD WITH THE IMPACT FEE REVIEW; AUTHORIZING LEI ENGINEERING TO CONDUCT THE REVIEW OF THE CITY'S IMPACT FEE STRUCTURE AND TO UPDATE THE STUDIES

VOTE (POLL): NELSON ABBOTT-AYE, WESTON YOUNG-AYE, BRIAN BURKE-AYE (3)

NO (0)

ABSENT (2) ERIN CLAWSON & PAUL SQUIRES Passed 3-0

(Mayor Shelley signed the Work Release.)

1:29:10

DURABILITY BOND
RELEASES

1. Crestview Estates, Plat A:

(Memo from Recorder to Council, dated 2-28-12)

"Corbett Stephens brought this up to the Council at a previous meeting: The developers (Mines & Ross) wish to "buy-out" of their Durability Time period; their offer was for \$17,000. The cost estimate for the work that needs to be done on Park Drive equals about \$24,000. It may be that the City could get the work done for less; but the cost of oil (gas) is going up and it is unknown if the cost estimate would suffice. (Mr. Stephens is trying to contact the company that would do the slurry seal to see what the cost might be if oil goes up as much as expected.)

Developers have "bought out" of their obligations in the past. As long as the City has enough money to cover the cost of the work, it should not be a problem. The City could even go a bit higher in the estimate and return whatever is not used to the developer."

Mayor Shelley: He reviewed the above details and said that the suggestion was to counter the offer from the developers with \$24,000+ (cost estimate) until the repairs are in place; then return any money after the completion of the work to the developers.

Corbett Stephens: He likes this idea; he has a concern that the prices may not be enough. He does not want for the City to take that risk.

Nelson Abbott: He checked if the project would be started as soon as weather permits. (Yes.)

He wanted to be sure the work would be done before costs go up even further.

NELSON ABBOTT MOVED, SECONDED BY WESTON YOUNG, TO APPROVE THE DEVELOPER REQUEST TO RELEASE THE DURABILITY RETAINER FOR CRESTVIEW ESTATES, PLAT A; CONTINGENT UPON THE DEVELOPERS PAYING ELK RIDGE CITY \$24,250.00 TO BUY-OUT OF THE REPAIRS REQUIRED FOR PARK DRIVE...ANY UNUSED MONEY WILL BE REFUNDED TO THE DEVELOPERS

VOTE: YES (3)

NO (0)

ABSENT (2) ERIN CLAWSON & PAUL SQUIRES

2. Oak Hill Estates, Plat D:

Mr. Yergensen wrote a letter requesting the Durability Retainer be released. In the letter, he pointed out that he had planted 30 oak brush plants; as well as providing an irrigation drip system to get the plants started. The following year the plants were doing well and were inspected by Mr. Stephens and Mayor Dunn; however, the Council wanted more oak brush. A representative from the Natural Resources Conservation gave instructions as to how to plant oak brush tubers. Mr. Yergensen stated that Mayor Dunn and Mr. Stephens offered to assist in planting the tubers.

Jordan Credit Union's Lindsay Merritt was assigned the task of seeing that instructions from the NRC were followed. Those they had planting did so after snow had fallen; and Mr. Yergensen heard that in the process they dug up some of his carefully nurtured oak brush plants.

Corbett Stephens Also wrote a letter (in the Council packets) wherein he mentioned the only concern of the previous Council: the need to follow the accepted re-vegetation plan for a portion of the terraced rock walls. Jordan Credit Union coordinated the work to be done; they hired an independent contractor to complete the work and they are now asking to be relieved from further obligation. It was Mr. Stephens' recommendation to accept the completed work and release the subdivision from durability.

Weston Youd: He thought the extension was until this spring.

(Mr. Stephens said it was last spring.)

Nelson Abbott: He was surprised that it is still before the current Council. He recalled holding this subdivision off in 2008.

Corbett Stephens: He reviewed what had been done last winter (refer to his statement from his written recommendation). Mr. Stephens explained that the City was requiring "seed sage"; which takes 6 or 7 years to grow (according to the landscaping specialist the Credit Union hired).

Nelson Abbott: He reported that across the street from Council Member Burke's house, where it had been scraped away, there are small sage plants growing...barely coming up. He agreed that it will take a while for growth to occur.

Mr. Stephens: He felt that the City's requirements were not "two year requirements". The current State law limits durability to a one year period of time...not two.

1:36:36

BRIAN BURKE MOVED, SECONDED BY NELSON ABBOTT, TO ACCEPT THE IMPROVEMENTS FOR THE OAK HILL ESTATES SUBDIVISION, PLAT D; AND TO RELEASE THE DURABILITY BOND
VOTE: YES (3) NO (0) ABSENT (2) ERIN CLAWSON & PAUL SQUIRES

1:37:34

RATIFY POLLED
 VOTES:

1. City Council Assignments:

Mayor Shelley explained that he had asked the various Council Members to take certain Council Assignments and had not realized that the assignments needed to be accepted by the Council in a vote. He polled the vote and all agreed to accept the assignments. The polled vote must be ratified.

NELSON ABBOTT MOVED, SECONDED BY WESTON YOUD, TO RATIFY THE POLLED VOTE TO APPROVE THE COUNCIL ASSIGNMENTS MADE BY MAYOR SHELLEY, AS THEY WERE PRESENTED

VOTE: YES (3) NO (0) ABSENT (2) ERIN CLAWSON & PAUL SQUIRES

2. Planning Commission Appointments:

The Mayor polled the Council to appoint two individuals to the Planning Commission. That polled vote must be ratified.

WESTON YOUD MOVED, SECONDED BY NELSON ABBOTT, TO RATIFY THE POLLED VOTE TO APPOINT THE FOLLOWING INDIVIDUALS TO THE ELK RIDGE PLANNING COMMISSION:

- CLINT ASHMEAD
- JED PFAFF

VOTE: YES (3) NO (0) ABSENT (2) ERIN CLAWSON & PAUL SQUIRES

1:39:18

ROBERT NELSON
 AGREEMENT

Corbett Stephens has explained this proposed agreement in previous Council Meetings: it is like an arrangement that Mr. Nelson has with Salem City to trade grading work for being able to take gravel off the site. It has worked out very well for Salem City and they recommend anything that Mr. Nelson has to do with as being first rate and that he is dependable.

Elk Ridge has considered developing the park area of the City Center site; this trade arrangement could also work for our City.

Corbett Stephens has drafted an agreement that he passed out to the City Council for review. LEI Engineering is also working on a topographical map for the area that would aid in determining placement of ball fields, City Hall, etc. Mayor Shelley turned the time over to Mr. Stephens for an update:

Corbett Stephens: He received suggestions and comments from Council Member Burke and addressed those in the current updated draft; he still needs to address the ones from Mayor Shelley.

Mr. Nelson won't be able to give the City a cost estimate or an estimate of time and equipment required until the City has a plan in place; that is what the survey from LEI will assist with.

He wanted to know if the Council is ready to send the draft to Mr. Nelson to allow him the opportunity to "red-line" it and make any changes that he wants to make; then he would send it back to Elk Ridge. This is simply a "working copy".

Nelson Abbott: He feels it is necessary to move forward; meanwhile the City can get LEI's survey and have that information ready. He does not want to see this Agreement as a "bottleneck".

Mr. Stephens: He would like to have everything sealed with the Agreement so that the City can move ahead with the plan for the ground, when everything is in place.

NELSON ABBOTT MOVED, SECONDED BY BRIAN BURKE, TO AUTHORIZE CORBETT STEPHENS TO SEND THE DRAFT AGREEMENT TO MR. ROBERT NELSON FOR HIS REVIEW

VOTE: YES (3) NO (0) ABSENT (2) ERIN CLAWSON & PAUL SQUIRES

RECYCLING PROGRAM

Nelson Abbott: Council Member Abbott met with Gordon Raymond (Allied Waste Company) regarding the recycling program for the City. *(The Council has previously approved recycling for the City; the question has remained of when this program would begin in Elk Ridge. The Council already decided on the "Opt-out" Option; wherein residents would be considered as part of the program unless they call in and "opt-out").*

(Council Member Abbott had a handout for the Council packets which reviewed the recycle program.)

Mr. Raymond reviewed the contract approved by the previous Council (signed on 1-12-2012). At first, Council Member Abbott was not particularly in favor of the recycling program; but his conversation with Mr. Raymond changed his mind. He feels the City is headed in the right direction; particularly in view of some of the things Allied is willing to do to work with the City.

- Typically, the recycle cans are picked up on a different day than the regular trash day; this causes residents to forget to put cans out. Because of the small size of Elk Ridge and due in part to the amount of supplies they have on hand...Allied can pick it up on the same day as trash day, only just twice / month.

- The highest percentage of the number of residents that actually stay with the program...willingly and happily...is the "Opt-out" Program (the one chosen by Elk Ridge).

Pleasant Grove does this option and they have 61% participation (vs. 22% with the "Opt-in" Option).

The percentage of participation is important because the more people taking part in the program, the better rate everyone receives.

Council Member Abbott pointed out that many residents have a 2nd can; the recycle can could be swapped out for the 2nd can (\$4.95 vs. \$9.00); this would save the resident money on their 2nd can.

The issue of "selling" this whole idea to the public was discussed.

City Recorder: She reminded the Council that there is \$500 budgeted for "advertising" and informing the public of the recycling program.

Nelson Abbott: He continued that about 1 ½ weeks ago, a young man in town called him to discuss a possible Eagle Project: he wanted to start a recycle program in the City. Council Member Abbott told him about the contract we have already agreed on and they discussed the possibility of having this young man and the scouts he would use assist with informing the residents...an "awareness campaign".

Gordon Raymond: Exceptionally good screening of the garbage would allow about 70% of a resident's trash to be recyclable; but people typically recycle less than that, based on how thoroughly they screen their garbage.

They have a "Community Relations Manager" who would be willing to work with the scout and to assist in getting the information out to the citizens.

The Council would like for the information campaign to go out by the first part of April...and be ready to go with the program by June, 2012.

Weston Youd: The Eagle Scout should have his approval from the Eagle Board and be ready to go by April 1, 2012; if not, the City will move forward without his assistance. Some of the advertising money could be used at the City Celebration to let people know more information.

**Mr. Raymond was to get the contact information for the "Community Relations Manager" to Council Member Abbott; so he can get it to the Scout. Mr. Raymond said he would have her get in touch with Council Member Abbott in the next couple of days.*

1:58:34

SESD REPORT

Nelson Abbott: He attended his first Board Meeting at SESD.

Discussed:

- Merger between SESD and Payson City – it does not appear this will have any negative impact on Elk Ridge.

- Elk Ridge could choose to merge with SESD: A portion of their electrical rates go to fund various things within the City; acting as an additional revenue source..

- SESD would like to be involved in the planning stages of development; preferable from the beginning stages of the submittal process.

- They will participate in the City Celebration with a donation again this year.

2:01:43

SHUMWAY HOME

This home partially burned down recently. The Code states that when a home is being refurbished, if the damage equals 50% or more of the value of the home before the fire took place...then it must be brought up to whatever the current code is. This is the case with this home. Mr. Stephens wanted the Council to be aware of the situation in case the Insurance Company or owners contact the City.

Corbett Stephens: He reviewed the situation and asked that the Council please support him as he insists that the current code be enforced.

Nelson Abbott: He said that this is how every city handles this type of situation from a practical insurance standpoint. Typically when a home is built prior to 1977, it is good practice to include in the wording of the code something that requires that the home be brought up to code. There are many issues that would be affected. Even if the insurance hedges a bit on this, it is quite common. He has no problem backing the Inspector on this.

Brain Burke: He asked if a sprinkler system would have to be included.

Corbett Stephens: He responded that it would be included; enforcement "cannot pick and choose"...that would be opening the City up for problems. How would the City not enforce that part of the Code?

Weston Youd: He agreed that the laws, as they have been established, must be enforced.

Nelson Abbott: He pointed out that this applies to adding onto to homes; not just to losses.

1 2:05:36

2
3 Corbett Stephens: It may be that the entire structure may have to be torn down; but that has yet to be
4 determined.

5
6 CITY COUNCIL
7 MINUTES

A. City Council Meeting 1-24-2012:

8 **NELSON ABBOTT MOVED, SECONDED BY BRIAN BURKE, TO APPROVE THE CITY COUNCIL**
9 **MINUTES OF 1-24-2012; AS PRESENTED**
10 **VOTE: YES (2) NO (0) ABSENT (2) ERIN CLAWSON & PAUL SQUIRES**

11 EXPENDITURES:

General: None

12 Nelson Abbott: A couple of weeks prior to that night, there was a power outage and the computers went
13 down; causing Mr. Stephens to have to come to the City to check on the water system. He brought up
14 purchasing back-up power sources to avoid this in the future.

15 Corbett Stephens: He replied that his computer is on a back up; but the monitor is not. The scada system
16 is on. The server would have to be on a better back-up system, as well as the internet hubs...everything
17 would have to be. The individual PC's are on localized battery back-ups.

18 Weston Youd: He advised that even with the individual back-ups on the various PC's, they should be shut
19 down if there is a power surge or outage..."save your material and shut down the machine". There could
20 be surges when the power comes back up.

21 2:10:18

22 NON-AGENDA ITEM

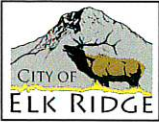
23 Corbett Stephens: He passed out a comparison of electric charges for the water system from 2009
24 through 2011. Basically, thanks to the Council for deciding to make the Loafer Well the default well and
25 turning off the Cloward Well...this has decreased the power bill from \$67,850.12 in 2009 to \$38,006.56 in
26 2010 and to \$26,022.20 in 2011; this has generated a savings of \$41,827.92. This is very exciting!

27 ADJOURNMENT

At 8:20 PM, the Mayor adjourned the Meeting.

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31

City Recorder



ELK RIDGE - 80 East Park DR - Elk Ridge, UT - 84651

t.801/423-2300 - f.801/423-1443 - email staff@elkridgecity.org - web www.elkridgecity.org

AMENDED NOTICE & AGENDA – CITY COUNCIL

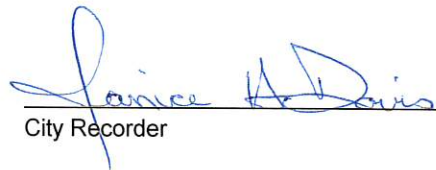
Notice is hereby given that the City Council of Elk Ridge will hold a Special **City Council Meeting on Thursday, March 8, 2012, at 8:00 PM; the Meeting will be a Closed, Executive Meeting.**

The meeting will be held at the Elk Ridge City Hall, 80 E. Park Drive, Elk Ridge, Utah.

8:00 PM - SPECIAL CITY COUNCIL MEETING – CLOSED SESSION:

Discussion of Personnel Competence

Dated this 5th day of March, 2012.



City Recorder

CERTIFICATION

I, the undersigned, duly appointed and acting City Recorder for the municipality of Elk Ridge, hereby certify that a copy of the Notice of Agenda was emailed to the Payson Chronicle, 145 E Utah Ave, Payson, Utah; and to each member of the Governing Body on March 5, 2012.



City Recorder

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ELK RIDGE
CITY COUNCIL MEETING
March 8, 2012

TIME & PLACE
OF MEETING

This Specially Scheduled **Closed Session** of the Elk Ridge City Council, was scheduled for **Thursday, March 8, 2012, at 8:00 PM.**

The meeting was held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda of this Meeting was provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on March 5, 2012.

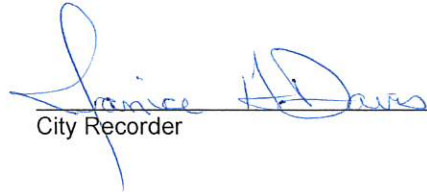
8:00 PM –

CITY COUNCIL CLOSED SESSION:

ROLL

Mayor: Hal Shelley; *City Council:* Weston Youd, Nelson Abbott, Brian Burke & Erin Clawson; Absent (1) Paul Squires

Discussion of Personnel Competence

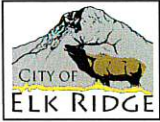


City Recorder

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ELK RIDGE - 80 East Park DR - Elk Ridge, UT - 84651

t.801/423-2300 - f.801/423-1443 - email staff@elkridgecity.org - web www.elkridgecity.org

NOTICE OF CANCELLATION – ELK RIDGE CITY COUNCIL

Notice is hereby given that the regularly scheduled Elk Ridge City Council Meeting to be held on Tuesday, March 13, 2012, is hereby cancelled due to Caucus Meetings; which will be held on March 13 & March 15, 2012.

CANCELLED

Dated this 9th day of March, 2012.



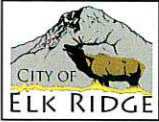
City Recorder

CERTIFICATION

I, the undersigned, duly appointed and acting City Recorder for the municipality of Elk Ridge, hereby certify that a copy of this Notice of Cancellation of this City Council Meeting was emailed to the Payson Chronicle, 145 E Utah Ave, Payson, Utah; and was provided to each member of the Governing Body on March 9, 2012.



City Recorder



ELK RIDGE - 80 East Park DR - Elk Ridge, UT - 84651

t.801/423-2300 - f.801/423-1443 - email staff@elkridgecity.org - web www.elkridgecity.org

NOTICE & AGENDA – CITY COUNCIL

Notice is hereby given that the City Council of Elk Ridge will hold a Special **City Council Executive Closed Session on Tuesday, March 13, 2012, at 2:00 PM.**

The meeting will be held in at the Elk Ridge City Hall, 80 E. Park Drive, Elk Ridge, Utah.

2:00 PM - SPECIAL CITY COUNCIL MEETING – CLOSED SESSION:

Discussion of Personnel Competence

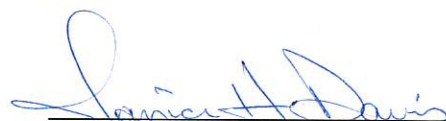
Dated this 9th day of March, 2012.



City Recorder

CERTIFICATION

I, the undersigned, duly appointed and acting City Recorder for the municipality of Elk Ridge, hereby certify that a copy of the Notice of Agenda was emailed to the Payson Chronicle, 145 E Utah Ave, Payson, Utah; and to each member of the Governing Body on March 9, 2012.



City Recorder

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ELK RIDGE
CITY COUNCIL MEETING
March 13, 2012

TIME & PLACE
OF MEETING

This Specially Scheduled **Closed Session** of the Elk Ridge City Council, was scheduled for **Tuesday, March 13, 2012, at 2:00 PM.**

The meeting was held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda of this Meeting was provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on March 9, 2012

8:00 PM –

CITY COUNCIL CLOSED SESSION:

ROLL

Mayor: Hal Shelley; *City Council:* Nelson Abbott, Brian Burke, Erin Clawson & Paul Squires (Absent: Weston Youd); *City Attorney:* David Church

Discussion of Personnel Competence

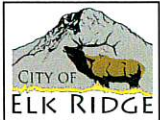


City Recorder

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ELK RIDGE - 80 East Park DR - Elk Ridge, UT - 84651

t.801/423-2300 - f.801/423-1443 - email staff@elkridgecity.org - web www.elkridgecity.org

NOTICE & AGENDA

Notice is hereby given that the City Council of Elk Ridge will hold a Special **City Council Meeting on Wednesday, March 21, 2012, at 2:30 PM.**

The meeting will be held at the Elk Ridge City Hall, 80 E. Park Drive, Elk Ridge, Utah.

2:30 PM - SPECIAL COUNCIL MEETING AGENDA ITEM:

Consideration of Chip & Seal

Dated this 19th day of March, 2012.



City Recorder

Handicap Access, Upon Request. (48 Hours Notice)

The time that appear on this agenda may be accelerated if time permits. All interested persons are invited to attend this meeting.

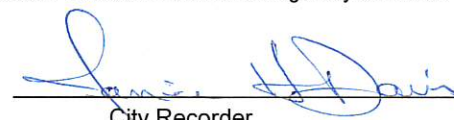
Dated this 19th day of March, 2012.



City Recorder

CERTIFICATION

I, the undersigned, duly appointed and acting City Recorder for the municipality of Elk Ridge, do hereby certify that a copy of the Notice of Agenda was provided to the Payson Chronicle, 145 E Utah Ave, Payson, Utah, and to each member of the Governing Body on March 19, 2012.



City Recorder

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ELK RIDGE
CITY COUNCIL MEETING
March 21, 2012

TIME & PLACE
OF MEETING

This Specially Scheduled Meeting of the Elk Ridge City Council, was scheduled for Tuesday, March 21, 2012, at 2:30 PM.

The meeting was held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda of this Meeting was provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on March 19, 2012.

2:30 PM –

CITY COUNCIL REGULAR SESSION AGENDA ITEM:

ROLL

Mayor: Hal Shelley; *City Council:* Paul Squires, Nelson Abbott & Brian Burke (came later), (Absent: Erin Clawson & Weston Youd); *Public Works Director:* Corbett Stephens; *Sheriff:* Deputy Butters; *Public:* Vernon Mortensen; and *the City Recorder:* Jan ice H. Davis

DISCUSSION OF
CHIP & SEAL

Mr. Vernon Mortensen (Utelite Corp.) was present to address the subject of a lighter weight aggregate being used in the chip & seal process. (Power Point Presentation)

Goals:

- Improve quality with reduced costs of the roads we maintain in the City.
- The have many products; basically anything that includes light weight concrete.
Chip & seal began in the 1920's; so the process has been around for quite a while.

Negative perceptions of Chip & Seal:

- Dust
- Can polish or become smooth over time
- Chips peeling or stripping off road
- Broken windshields / Complaints & claims + expense

Benefits:

- Very economical
- Seals the road surface
- Chips keep tires off emulsion & road surface
- Significantly extended road life

Types of Chips:

- Standard – "normal weight"
- Slag
- Rotary Produced – Lite weight ceramic aggregate ship

Benefits of Lite weight Aggregate:

- Little or no dust
- Better skid resistance
- Reduced equipment & manpower (get more for your money)
- "Fog" coat lasts
- Longer service life & overall cost
- Will not break windshields chip paint like standard aggregate

Mr. Mortensen gave examples of various jobs.

The City must select the chip size according to:

- Road type
- Traffic volume
- Traffic type

Deputy Butters added that ELK Ridge Drive gets about 10,000 cars per week = Type "C"
Smaller chips (Type "A") = Less traveled roads

These smaller chips can also be used with a slurry seal.

ADJOURNMENT

The Meeting was adjourned at 3:45 PM.

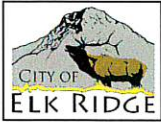


City Recorder

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ELK RIDGE - 80 East Park DR - Elk Ridge, UT - 84651

t.801/423-2300 - f.801/423-1443 - email staff@elkridgecity.org - web www.elkridgecity.org

AMENDED NOTICE & AGENDA – CITY COUNCIL

Notice is hereby given that the City Council of Elk Ridge will hold a regular **City Council Meeting on Tuesday, March 27, 2012, at 7:30 PM**; this Meeting is to be preceded by a **City Council Closed Session at 6:00 PM**.

The meetings will be held at the Elk Ridge City Hall, 80 E. Park Drive, Elk Ridge, Utah.

6:00 PM - CITY COUNCIL CLOSED SESSION:

Discussion of Personnel Competence

7:30 PM - REGULAR COUNCIL MEETING AGENDA ITEMS:

Opening Remarks and Pledge of Allegiance Invitation

Approval/Agenda Time Frame

7:35 Public Forum

7:45 1. Planning Commission Recommendation – Road Cross Sections – Adam Castor

8:00 2. N. Hillside Drive – Access to Cloward Property – Corbett Stephens

8:05 3. Discussion of Committees: - Mayor Shelley

A. Code Enforcement

B. Commercial Businesses

8:15 4. Recycling Update – Nelson Abbott

8:20 5. City Center Site Plan – Mayor Shelley

8:30 6. Sandbags & Sand for City – Paul Squires

8:40 7. Government Finance Training – Discussion

8:45 8. Approval of City Council Minutes

8:50 9. Ratify Polled Vote: Chip & Seal

8:55 10. Expenditures:

General:

A. Check Registers & Payroll for January and February, 2012

B. Community Safety Fair – Erin Clawson

Adjournment

Handicap Access, Upon Request. (48 Hours Notice)

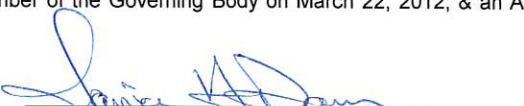
The times that appear on this Amended Agenda may be accelerated if time permits. All interested persons are invited to attend this meeting.

Dated this 26th day of March, 2012.


City Recorder

CERTIFICATION

I, the undersigned, duly appointed and acting City Recorder for the municipality of Elk Ridge, hereby certify that a copy of the Notice of Agenda was emailed to the Payson Chronicle, 145 E Utah Ave, Payson, Utah; and was provided to each member of the Governing Body on March 22, 2012; & an Amended Agenda on 3-26-2012.


City Recorder

ELK RIDGE
CITY COUNCIL MEETING
March 27, 2012

TIME & PLACE
OF MEETING

This regularly scheduled Meeting of the Elk Ridge City Council, was scheduled for Tuesday, March 27, 2012, at 7:30 PM; this was preceded by a City Council Closed Session. The meetings were held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda of these Meetings was provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on January 20, 2012; & an Amended Agenda on 3-26-2012.

6:00 PM –

CITY COUNCIL CLOSED SESSION:

ROLL

Mayor: Hal Shelley; *City Council:* Erin Clawson, Weston Youd, Nelson Abbott, Brian Burke & Paul Squires; *Building Official/Public Works:* Corbett Stephens

Discussion of Personnel Competence

Mayor Hal Shelley closed the work session at 7:40 p.m.

ELK RIDGE
CITY COUNCIL MEETING
March 27, 2012

TIME & PLACE
OF MEETING

This regularly scheduled Meeting of the Elk Ridge City Council, was scheduled for Tuesday, March 27, 2012, at 7:30 PM; this was preceded by a City Council Closed Session. The meetings were held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda of these Meetings was provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on January 20, 2012; & an Amended Agenda on 3-26-2012.

ROLL

Mayor: Hal Shelley; *City Council:* Erin Clawson, Weston Youd, Nelson Abbott, Brian Burke & Paul Squires; *Building Official/Public Works:* Corbett Stephens; *Sheriff:* Deputy Butters; *Pubic:* Lucretia Thayne, Wendy Jones & Scout Mason Jones; *and the city Recorder:* Janice H. Davis

OPENING REMARKS
PLEDGE OF
ALLEGIANCE

An invocation was offered by Lucretia Thayne; and Scout Mason Jones led those present in the Pledge of Allegiance, for those who wished to participate.

AGENDA TIME
FRAME

WESTON YOUNG MOVED, SECONDED BY ERIN CLAWSON, TO APPROVE THE AGENDA TIME FRAME, ADJUSTING THE START TIME TO 7:40 PM.
VOTE: YES (5) NO (0)

PUBLIC FORUM

The Mayor invited anyone present to bring before the Council any items they would like to discuss that was not already on the Agenda. No one responded.

0:2:55

ROAD CROSS
SECTIONS

Planning Commission Recommendation:
(Cory Pierce was present representing LEI)
Brief History:

On January 24, 2012, the City Council made the following motion:

"WESTON YOUNG MOVED, SECOND BY ERIN CLAWSON, TO DIRECT THE PLANNING COMMISSION TO AMMEND THE CONSTRUCTION STANDARDS TO INCLUDE A 28' AND A 30' CROSS SECTION IN OUR DESIGN STANDARDS.
VOTE: YES (5) NO (0)"

(From the Staff Report, dated 3-27-2012)

"The Planning Commission is not in favor of creating additional road cross section standards which reduce the width of asphalt for the reconstruction of existing roads or construction of new roads for the following reasons:

- On-street parking – the standard road cross section with 34' allows parking on both sides of the street; which doesn't impede the flow of traffic. A reduction of asphalt width may eliminate the possibility for parking on both sides of the street and/or cause traffic congestion;
- Emergency vehicle access – a road cross section with reduced asphalt width and on-street parking may affect emergency vehicle accessibility and create a public safety hazard;
- Road alignment – reconstruction of Escalante Drive with a reduced asphalt width would create inconsistent roadway widths on the north and south sides of the intersection with Park Drive.

Recommendation:

"The Planning Commission agrees that a reduced road cross section for reconstruction of Escalante Drive is appropriate for the preservation of the existing trees and that pedestrian circulation is a high priority. Therefore, the Planning Commission recommends that Escalante Drive be reconstructed with the standard thirty-four (34') feet of asphalt and pedestrian sidewalks, but without the ten (10') feet of planters along both sides of the road."

Cory Pierce:

Mr. Pierce read through the main points of the staff report from Adam Castor; he also passed out street maps of Escalante to the Council.

Issues:

- Existing trees
- Asphalt is not centered in the right-of-way; it is shifted to the west
- The recommendation is different than anything else in the City (sidewalks with no planters)

Comments:

0:07:06

Nelson Abbott: The Council had not even addressed sidewalks. (*Mr. Pierce: He added that there are no sidewalks to connect to.*) He felt that if sidewalks were added to the plans that the residents would not be willing to pay for that.

Mayor Shelley: He felt the Council should return to the direction given to the Planning Commission to create the cross sections; appreciating the concerns they have identified. The direction given was based on the amount of planning and contact the Council has had with the citizens on S. Escalante Drive.

Nelson Abbott: The Council has the option to accept, reject or modify recommendations from the Planning Commission.

Weston Youd: We can go ahead with the 28' or 30' of asphalt cross sections.

Mayor Shelley: This is what was initially planned; and this action could be identified as specifically for S. Escalante Drive, or for existing roads...whatever it takes so it does not become a precedent somewhere else.

0:08:45

Cory Pierce: He felt the caveat could be placed that these cross sections could only be applied as approved by the City Council.

Weston Youd: He agreed that the City Council should make sure that this would not go contrary to the City's General Plan.

City Recorder: Developers should not be able to come in and think that they can install sub-standard road widths.

Nelson Abbott: The current road width standards seem to assume that Elk Ridge will become much bigger than it has the ability to be; the roads should fit the size of the City. The traffic anticipated for the size roads the City has planned "is just not going to happen". (E. Salem Hills Drive is an example: the standard has this road with a 66' right-of-way; which requires 42' of asphalt) "We are never going to have that kind of traffic; I honestly wonder...the way our roads are classified...if we have over compensated. It is great to have wide roads; but" he wondered if they need to be the added width to handle a lot of traffic.

Weston Youd: Even with the 34' (without the planters and the sidewalks) we still lose those trees". Even at 28' or 30', a significant portion of the trees would be lost. He asked if the Council could simply move forward with this.

City Reorder: She reiterated what Council Member Abbott said about "accept, deny or change" the Planning Commission's recommendation. If the Council decided to deny or change the recommendation, then they may direct the engineer as they see fit.

Nelson Abbott: "Then we have the engineer draw up the specs."

(*Council Member Youd agreed that was the direction to go; reminding that these cross sections should be designated specifically for existing roads...on a case-by-case basis.*)

Council Member Abbott continued: He pointed out that the wider the roads; the more water is generated... (*Council Member Clawson added that wider roads also generate higher speeds.*)

Mr. Pierce: Though he appreciates the concern with parking, he would have an added concern with the steeper topography and driveways on the east side of the street...widening the road too much and keeping it flat would also necessitate dealing with the existing accesses (driveways).

The closer it can be kept to the existing asphalt, the fewer issues there will be with the driveways.

Nelson Abbott: "It will be wider than it is now, no matter what width we go with." He said he failed to see an issue with future parking...he drives the road currently.

WESTON YOUNG MOVED, SECONDED BY NELSON ABBOTT, TO INSTRUCT THE ENGINEERS TO MOVE FORWARD WITH A 28' CROSS SECTION AND A 30' CROSS SECTION; TAKING INTO ACCOUNT THE CONCERNS OF THE PLANNING COMMISSION; AS WELL AS PLACING THE STIPULATION THAT THESE CROSS SECTIONS MAY ONLY BE APPLIED TO EXISTING ROADS THROUGHOUT THE CITY AND NOT TO NEW DEVELOPMENT; AND ONLY WITH CITY COUNCIL APPROVAL

VOTE: YES (5)

NO (0) Passed 5-0

0:14:32

N. HILLSIDE DR.

Access to Cloward Property:

Corbett Stephens explained that there is an issue with the north end of Hillside Drive (adjacent to the Fitzgerald lot) where it accesses Burke Coward's vacant land. Eventually, the Master Plan indicates that Hillside Dr. will extend northwest to connect onto Elk Ridge Drive; but currently it ends in a temporary turn around. Cowards do not want the traffic crossing onto their land and would like for the City to place a barricade up to block traffic; Fitzgerald's are also in favor of a barricade. (*The Mayor suggested reflectors, as well.*)

Nelson Abbott: He is fine with blocking the road as long as emergency vehicles still have access. (Mr. Stephens has spoken to Chief Wait about this and he has no problem with the proposal; he would also like to block off Salem Hills Drive, at least in the winter.)

Corbett Stephens: He proposed placing concrete blocks at the end of the temporary turn around at the north end of Hillside Drive. He would like Council support in doing this. (This was done at the end of N. Canyon View Drive at one point.)

WESTON YOUNG MOVED, SECONDED BY ERIN CLAWSON, TO AUTHORIZE CORBETT STEPHENS TO CLOSE OFF THE NORTH END OF HILLSIDE DRIVE; WITH REFLECTORS

VOTE: YES (5)

NO (0)

0:21:56

COMMITTEES –
DISCUSSION

Code Enforcement:

There is a real need to have a Code Enforcement Officer and/or a Committee. There are codes in place and the Council needs to decide how the issue of enforcement will be handled. This has been put off too long.

Erin Clawson: She agreed that the process is fine; it is the follow through that does not take place.

Mayor Shelley: There are options:

- Hire someone as a Code Enforcement Officer
- Appoint someone

(Council Member Abbott wanted clarification as to how to approach the process; is the City "looking for a fight? Or do we wait for the fight to come to us?")

Nelson Abbott: He feels that if no one is concerned about a violation, then it is a "non-issue". If a citizen is willing to admit to having an issue and actually files a complaint...then that should be dealt with.

He suggested going back to advice given by David Church at one point: to go after the most severe violations first and move onto the next ones. Many of the violators will see the example and come into compliance on their own. Some violations are a matter of not knowing the code or what is expected.

Brain Burke: He asked if landscaping violations were the major concern right now. (The Mayor responded that it is likely the common one. Animal issues are at the forefront as well.)

As he was out campaigning, he heard the landscaping issues over and over. Do the codes need to be reviewed?

The Council Members who have been on the Council for a while and Council Member Squires (former Planning Commission Member) feel the current Codes is good and the procedure is also good; it is a matter of enforcement.

Mayor Shelley: He did suggest the code should be reviewed to be more familiar with it.

Nelson Abbott: He mentioned one part of the code that should be considered: Buildings under construction for a long period of time are in violation. He cautioned that the City needs to be aware of this in relation to the Public Works Building. He feels parts of the Code need to be refined.

If laws are broken, our Deputy Sheriff is an enforcement officer.

Deputy Butters: He clarified that if there are animal issues; these are designated as "crimes"; zoning violations are not designated as crimes. Anything not designated as a crime and an ordinance exists that deals with it; then it is the City's responsibility to deal with the violation. Anything designated as a "crime" is his responsibility to deal with. He would still go with an enforcement officer to talk to an individual citizen.

Weston Young: He suggested advertising in the City newsletter for a volunteer for a Code Enforcement Officer.

Mayor Shelley: He recommended that this should be a position that is compensated. It is not going to be an easy position to fill.

Deputy Butters: He advised that it works better to have a code enforcement officer from another city. They can avoid accusations of "playing favorites" and can be more unbiased. Perhaps Elk Ridge could partner with Woodland Hills or another community near by.

Mayor Shelley: The amount of compensation needs to be determined. He asked about the amount being paid to Ray Brown (former Code Enforcement Officer for Elk Ridge) by Woodland Hills.

Weston Young: He suggested keeping it simple: like \$10/hour...not to exceed 15 hours per week.

*Council Member Burke agreed to contact other nearby cities to find out what they pay and what they do and if anyone is interested in sharing an officer or if they have anyone for hire.

*Paul Squires is to write an article for the newsletter regarding the dates for landscaping and the need to comply with the code. He is also supposed to visit with the Mayor on this.

Commercial Businesses:

Mayor Shelley: The Mayor has approached Dennis Dunn to see if he would be interested in heading up a committee for economic development; to get something moving in that direction.

- He would like to review current zoning and how that would be impacted.
- He suggested looking at potential option to bring in business to Elk Ridge

This has been looked at and postponed and he wants to bring it back to the fore front.

He would like recommendations for individuals that would effectively serve on this committee.

*Council Member Young would like to over-see the committee. He is interested in this topic.

The Council agreed that there should be a Member of the Council involved.

0:36:19

RECYCLING
UPDATE

Nelson Abbott: He had two handouts from Allied Waste re:

- A flier to go into the Newsletter
- General Information about item to recycle (Scouts to take around)

Austin McCarthy (Scout doing Eagle Project to assist in informing the residents) has turned in papers to the Eagle Board; but has not heard back from them yet.

0:30:26

CITY CENTER
SITE PLAN

Mayor Shelley: The Mayor has handed out floor plans from Eagle Mountain's former City Center and has asked that the Council make suggestions to get a concept plan for Elk Ridge's future City Center. He would like the Council to look at this in the next two weeks.

City Recorder: What we really need for now is an approval on just the façade of the buildings so that same "theme" can be carried to the completion of the Public Works building.

Brian Burke: He pointed out that the plans for the Public Works building should have included the façade.

Mayor Shelley: That is the object at this time...to match the future City Center. Hopefully, the current City Hall could go along with the same look.

The site plan is important to know what to plan for the surrounding park area. This information is needed by Robert Nelson to be able to propose an agreement for grading.

Erin Clawson: She likes the Elk Ridge sign...stone and logs/beams...a rustic look.

(Council Members Abbott and Youd agreed.)

Nelson Abbott: He is concerned about the look of the Public Works building without added roof lines.

Mayor Shelley: The Mayor said Ken Harris is willing to do the concept plan for the City and that he has ideas about how to restructure the lines of the building to make it look good and still continue with the functionality needed. The Council advised the Mayor to try to see if Mr. Harris would assist the City for \$500 or less; then the Mayor can just go ahead without the Council's approval.

*The Mayor will contact Mr. Harris.

Corbett Stephens: *(Site plan re: earth work)*

There has been discussion about two soccer fields and perhaps a baseball field...what does the Council want? He has looked at the topographical maps provided by LEI and all of it may not work. Soccer fields will work; depending on how they are laid out. *(He spread out the map on the Council table for the Council to see what he is talking about.)*

Discussion of the topography and possible alignment of the parking lot(s), soccer fields, playground area, etc.)

After discussion, it was decided:

- That the Council would like to see two soccer fields (perhaps parallel to each other)
- The Mayor suggested keeping the parking in one general area to be able to access the City Center as well as the park

*Mr. Stephens will rework the site plan with parking and the alignment of the soccer fields and have it available for the Council.

*This is to be on the next Council Meeting agenda.

1:01:11

*Council Member Clawson would like the Council to consider how best to utilize the Park Impact Fees. She wants to bring all of the ideas together.

SANDBAGS FOR THE
CITY

Paul Squires: The City can get sandbags from the County for very little cost; the City would have to provide the sand and a place to store them (since they break down rather quickly out in the open).

Nelson Abbott: The LDS Chapel (Alpine Chapel) has sandbags stored; the Young Men filled about 200 or so. It would be good to have more available. There are other Chapels with storage sheds.

Corbett Stephens said he has about 1,000 sandbags available and there is sand on the west side of the City Salt Shed.

*Mayor Shelley will contact the Stake President about storage.

1:05:58

GOVERNMENT
FINANCE
TRAINING

City Recorder: Curtis Roberts (City Finance Director) is planning on coming 4/3 for training in the evening; which he would incorporate with his quarterly visit to see to the budget and general finances of the City. Would a Saturday morning be better?

It was decided to meet with Mr. Roberts on April 3, 2012, from 6:00 to 8:00 PM.

(Council Member Abbott may have a conflict; but he has been to other training sessions with a previous Council.)

1:07:45

CITY COUNCIL
MINUTES

City Council Minutes of 2-28-2012:

NELSON ABBOTT MOVED, SECONDED BY BRIAN BURKE, TO APPROVE THE CITY COUNCIL MINUTES OF FEBRUARY 28, 2012; WITH CORRECTIONS

VOTE: YES (4) NO (0) ABSTAIN (1) ERIN CLAWSON *(She was not present at that Meeting.)*

City Council Minutes of 3-21-2012:

NELSON ABBOTT MOVED, SECONDED BY PAUL SQUIRES, TO APPROVE THE CITY COUNCIL MINUTES OF MARCH 21, 2012, AS PRESENTED

VOTE: YES (4) NO (0) ABSTAIN (1) ERIN CLAWSON *(She was not present at that Meeting.)*

1 1:10:45

Elk Ridge City Council Meeting – 3-27-2012

2
3 RATIFY POLLED
4 VOTE – CHIP SEAL
5

After the meeting regarding an improved method of laying chip & seal, with an improved product that consists of smaller aggregate and a "fog seal" over the top; it was decided to try the method out on Park Drive on the section between Elk Ridge Drive and Escalante Drive. Crestview Estates, Plat A has paid the City over \$24,000 to take care of repairs on Park Drive and this money could be used to chip & seal this section. Mr. Stephens will go to the developers and let them know. The cost is less expensive than what was planned.

He spoke to Kent Fowden (Payson City's Public Works Director) to join in on the order; if we don't use it all that is okay; but if we decide to use more, the order is in at today's price.

Mr. Stephens also spoke to Glenn Cole (Loafer Recreation Association) regarding the road work they want to do on the road beyond the gate...about 80,000 square feet.

Mayor Shelley had polled the Council to get a vote in time to be able to meet the deadline to join in on the order for chip & seal.

MAYOR SHELLEY POLLED THE COUNCIL ON THE VOTE TAKEN PREVIOUSLY REGARDING CHIP & SEAL:

PAUL SQUIRES-AYE, ERIN CLAWSON-AYE, WESTON YOUNG-AYE. NELSON ABBOTT-AYE & BRIAN BURKE-AYE (5) Passed 5-0

The Mayor would like to see an on-going rotation system for the City roads. Council Member Young does not want to see any other project get in the way of Escalante Drive.

Mr. Stephens told the Council that any chip & seal would not be started until after July 1, 2012.

23 1:15:30

24 EXPENDITURES

General - None

A. Check Registers & Payroll for January – February, 2012:

No comments.

ERIN CLAWSON MOVED, SECONDED BY NELSON ABBOTT, TO ACCEPT THE CHECK REGISTERS AND PAYROLL REGISTERS FOR JANUARY AND FEBRUARY, 2012

VOTE (POLL): PAUL SQUIRES-AYE, ERIN CLAWSON-AYE, WESTON YOUNG-AYE. NELSON ABBOTT-AYE & BRIAN BURKE-AYE (5) Passed 5-0

31 1:16:04

B. Community Safety Fair:

Erin Clawson: On April 28, 2012, the City is hosting a Public Safety Fair. Involved:

- Fire Dept.
- EMS Dept.
- Utah County Sheriff's Dept..

Air Med is coming to land the helicopter and to give tours.

*Council Member Clawson will get an announcement to Mary Preece for the Newsletter. *(The Mayor said he would include that information as part of his message.)*

The Sheriff's Dept. is bringing their "command center" and they will be doing K-9 demonstrations. (Volunteers are needed)

Mountain View Hospital is coming to do health screenings...free of charge.

It is supposed to be a great event. There will be a cost associated with fliers to advertise it. Council Member Clawson was encouraged to keep the cost down and to just do what needs to be done.

46 NON-AGENDA ITEMS

1. Erin Clawson: There is a Chairperson for the City Celebration Committee: Natalie Anderson. She will be present at the next Council Meeting. Please have any ideas and suggestion for her at that time.

2. "Do You Know": The Mayor has been trying to collect information for spot – lights on events and people in our Community to mention in the Newsletter.

3. "To Do List": Corbett Stephens asked for help in gathering a list of things that the Council sees that needs to be done around the City. He asked that these things be emailed to him.

55 ADJOURNMENT

The Mayor adjourned the meeting at 8:00 p.m.

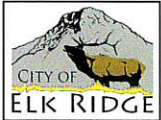
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City Recorder

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ELK RIDGE - 80 East Park DR - Elk Ridge, UT - 84651

t.801/423-2300 - f.801/423-1443 - email staff@elkridgecity.org - web www.elkridgecity.org

NOTICE & AGENDA

Notice is hereby given that the City Council of Elk Ridge will hold a Special **City Council Meeting on Tuesday, April 3, 2012, at 6:00 PM.** The meeting is for the City Council to have Government Finance Training.

6:00 PM - SPECIAL COUNCIL MEETING AGENDA ITEMS:

Government Finance Training – Finance Director, Curtis Roberts

Dated this 2nd day of April, 2012.



City Recorder

Handicap Access, Upon Request. (48 Hours Notice)

CERTIFICATION

I, the undersigned, duly appointed and acting City Recorder for the municipality of Elk Ridge, do hereby certify that a copy of the Notice of Agenda was provided to the Payson Chronicle, 145 E Utah Ave, Payson, Utah, and to each member of the Governing Body on April 2, 2012.



City Recorder

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ELK RIDGE
CITY COUNCIL MEETING
April 3, 2012

TIME & PLACE
OF MEETING

This Specially Scheduled Meeting of the Elk Ridge City Council, was scheduled for **Tuesday, April 3, 2012, at 6:00 PM.**

The meeting was held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda of this Meeting was provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on April 2, 2012.

7:00 PM –

CITY COUNCIL SPECIAL SESSION AGENDA ITEM:

ROLL

Mayor: Hal Shelley; *City Council:* Paul Squires, Brian Burke, Erin Clawson & Weston Youd (Absent: Nelson Abbott); *Finance Director:* Curtis Roberts; *and the City Recorder:* Jan ice H. Davis

There was confusion about the start time for the meeting: even though the decision had been to have the meeting from 6:00 pm to 8:00 pm, the Agenda read 7:00 pm. This caused Council Members Clawson and Youd to arrive later than the other Members of the Council. The official meeting began at 7:00 pm.

GOVERNMENT
FINANCE TRAINING –
CURTIS ROBERTS

Curtis Roberts, the City's Finance Director, conducts these training sessions for the purpose of introducing City Councils to a deeper understanding of "government finances". It has been very effective and past Councils have benefitted from the time spent with Mr. Roberts in this capacity.

Mr. Roberts started late, so was somewhat hurried through the presentation. He provided a handout for those present to follow along.

Curtis Roberts:

He started with an explanation of accounting terms and definitions:

- Assets – Liabilities = Equity
- Accounts
- Debits & credits
- Funds

He went into the different types of Funds: (Governmental & Proprietary)

- Purpose
- Types of governmental funds:
 - General Fund
 - Special Revenue Funds
 - Capital Projects Funds
 - Debt Service Funds (The City does not have any of these)
- Types of Proprietary Funds
 - Enterprise funds
 - Internal service funds (Elk Ridge does not have any of these currently)
- He went into the reasons for the difference in accounting.
- Purpose of net income
- Key differences

- Budget & Planning
- What should Financial Statements say?

BOND PAYOFFS

(Handout outlining the reasons behind the recommendation)

Mr. Roberts has evaluated the current cash position of the Water Fund, the outstanding balance on the Water Fund bonds (2002 issue and 2007 issue), the annual debt service requirement, projected cash flows into the near future (within 3 – 5 years) and the overall financial condition of the Water Fund.

"As of 2-29-2012, the Water Fund has the following key financial information:

Bonds outstanding:

2002 issue:	\$ 164,000
2007 issue:	<u>233,000</u>
Total bonds payable	\$ 397,000

Cash accounts required by bond agreements:

Far West Bank Bond	\$ 21,635.32
State Treasurer – new well	117,426.18
2002 Well Reserve	23,154.27
2002 Well Bond	<u>37,914.37</u>
Total required cash accounts:	\$ 200,130.14

Cash in combined fund: \$ 764,509.44

Based on inquiries of the respective bond holding agencies, the payoff for both bonds would be Approximately \$400,000 (includes accrued interest), if the bonds were paid off on June 1, 2012.

As a result, the City would only use approximately \$200,000 of the unrestricted cash balance to retire all of the outstanding bonds. The 2007 bond would, with scheduled payments, be retired in fiscal year 2015 (interest rate of 4.6%). The 2002 bond would be retired in fiscal year 2018 (interest rate of 3.8%).


The benefits of retiring the bonds early are:

- Increased cash flow for other projects, such as line repairs and replacements
- Increased bonding capacity if a large project is needed (perhaps at better rates?)
- Interest savings of approximately \$35,000 over the lives of the bonds
- The City can start saving/planning for future projects without concern for current debt
- Remaining combined cash balance in excess of \$500,000 to pay for unexpected problems

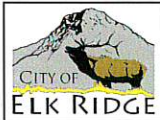
I believe that the Water Fund's financial condition is strong enough to retire all the outstanding bonds and the benefits to the City outweigh the risk of having less cash on-hand. I recommend using June 1, 2012 as the target date for payoff of the bonds"

ADJOURNMENT

The Mayor adjourned the meeting at 8:30 PM.



City Recorder



ELK RIDGE - 80 East Park DR - Elk Ridge, UT - 84651

t.801/423-2300 - f.801/423-1443 - email staff@elkridgecity.org - web www.elkridgecity.org

AMENDED NOTICE & AGENDA – CITY COUNCIL

Notice is hereby given that the City Council of Elk Ridge will hold a regular **City Council Meeting on Tuesday, April 10, 2012, at 7:00 PM**; this Meeting is to be preceded by a **City Council Work Session at 6:00 PM**.

The meetings will be held at the Elk Ridge City Hall, 80 E. Park Drive, Elk Ridge, Utah.

6:00 PM - CITY COUNCIL WORK SESSION:

1. Employee Time Management ("Fotopunch") – Scott Hyde & Mayor Shelley
2. Fire Dept. Remodel Proposal – Erin Clawson
3. City Financial Software Upgrade (Caselle) – City Recorder
4. Code Enforcement – Mayor Shelley
5. Loafer Canyon Water Pressure / Discussion – Paul Squires

7:00 PM - REGULAR COUNCIL MEETING AGENDA ITEMS:

Opening Remarks and Pledge of Allegiance Invitation

Approval/Agenda Time Frame

7:05 Public Forum

7:15 6. Fire Dept. Remodel Proposal

7:30 7. Appoint Committee Chair – Economic Development – Mayor Shelley

7:35 8. Ordinance – Water Conservation Plan

7:40 9. Approval of Software Upgrade (Caselle)

7:45 10. Contract/Payson City – Wastewater Collection System Services

7:55 11. City Celebration

8:05 12. Water Bond Retirement

8:10 13. Eagle Scout Project – Nicholas Shumway

8:20 14. Approval of City Council Minutes

8:25 15. Expenditures:

General:

A. Check Registers & Payroll for March, 2012

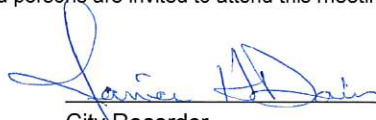
B. Front Office desk replacement

Adjournment

Handicap Access, Upon Request. (48 Hours Notice)

The times that appear on this Agenda may be accelerated if time permits. All interested persons are invited to attend this meeting.

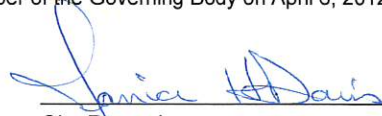
Dated this 9th day of April, 2012.



City Recorder

CERTIFICATION

I, the undersigned, duly appointed and acting City Recorder for the municipality of Elk Ridge, hereby certify that a copy of the Notice of Agenda was emailed to the Payson Chronicle, 145 E Utah Ave, Payson, Utah; and was provided to each member of the Governing Body on April 6, 2012; & an Amended Agenda on 4-9-2012.



City Recorder

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ELK RIDGE
CITY COUNCIL MEETING
April 10, 2012

TIME & PLACE
OF MEETING

This regularly scheduled Meeting of the Elk Ridge City Council, was scheduled for Tuesday, April 10, 2012, at 7:00 PM; this was preceded by a City Council Work Session at 6:00 PM. The meetings were held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda of these Meetings was provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on April 6, 2012; & an Amended Agenda on 4-9-2012.

6:00 PM –

CITY COUNCIL WORK SESSION AGENDA:

ROLL

Mayor: Hal Shelley; *City Council:* Erin Clawson, Weston Youd, Nelson Abbott, & Paul Squires (Absent: Brian Burke); *Building Official/Public Works:* Corbett Stephens; *EMS Captain:* Shawn Loree; *Public:* Josh Adamson, Natalie Anderson & Nicholas Shumway; *and the City Recorder,* Janice Davis

EMPLOYEE TIME
MANAGEMENT

The Mayor has been interested in providing some sort of time management system; like "time punch". In the past, it has been discussed and eventually decided against it due to occasional times when an employee will "clock in" off premises. He met with representatives from a company called "Fotopunch" that would provide a way to clock in on or off premises via a computer (at the Office) or via phone contact (away from the Office). These representatives were supposed to be at this Council Meeting; but were unable to attend. They will be present at the next Council Meeting.

The Mayor informed the other Council Members as much of the information as he had available. They were generally in favor of this type of system. It is not known if this system will interface with Caselle.

- Phone check-in - \$7 per month/user
- On PC's - \$.21 per month / user

Discussion: Various needs and options for logging-in. They were going to check with Caselle to see if their system could be interactive with that software.

The Mayor asked that the Council consider this proposal or any others for time management for the City employees.

**This will be on the next Council Agenda.*

0:06:44

FIRE DEPT.
REMODEL
PROPOSAL

Mayor Shelley: He explained that there is a need to expand the Fire Dept. The Fire Chief and the rest of the Dept. have tried very hard to save money over time to build up enough to get a good start on the remodel project. The Fund Balances in both the "Capital Projects Fund – Town Hall /Fire station" and the "Fire Dept. Fund" have built up to the point of being able to utilize it money to get started.

Erin Clawson: She has met with Chief Waite, Corbett Stephens and Mayor Shelley to discuss the issues associated with this proposed remodel. There is just under \$80,000 built up in fund balance; this is the result of frugal spending and careful planning on the part of the Fire Dept. *(Part of the accrued fund balance has been budgeted this year towards insurance and a higher transfer into the Capital Projects Fund.)*

The cost (without labor) figured at about \$203,000.

Corbett Stephens: He has figured the projected costs at about \$202,000 (with the City doing excavation, footings and foundation, flatwork, floor drains, underground plumbing, etc).

Bids are difficult to get when they are "up-front"; too many times contractors do not get the jobs, so they waste their time in figuring estimates on their work. Until the Council decides the direction to go, he does not really want to get bids. He would rather get an estimate that gets the amount close. If the estimate is feasible, then the next phase (plans, engineering, etc) can be considered. Until there are plans to actually bid off of, there is no sense in trying to get hard bids. He took what he had down to Alan Anderson (he has worked well with the City on the Public Works Building) to see what his estimate would be...it was \$248,000...just to get it framed and the exterior done...no sheet rock or electrical inside...just the shell of the building done.

Erin Clawson: Chief Waite feels that the City should hire professionals for those things requiring skilled labor; but for other things, there are professionals in the City that could donate time and try to make this more of a "community project".

(Discussion of Plans for the additional section)

There were rough plans drawn up to look over; showing how the new part would fit in with the existing building...the addition would extend out to the east, with a second floor...the bay doors would face Park Drive.

Council Member Youd asked if the estimate included the demolition part of the remodel. *(It does not.)*

The cost for demolition is not known; Council Member Youd thinks it is about \$8.00/sq foot.

Mr. Stephens thinks the City could do a lot of the work, which would save money; however, Council Member Youd still feels the cost of demolition must be counted.

Council Member Clawson said that Chief Waite was under the impression that construction would begin this month; the Mayor informed him that the City is not ready to move forward with this yet...that there is a process to go through in proper order with a practical plan. Chief Waite would still like to have a "starting point" for the process.

Council Member Abbott mentioned grants that have been applied for in the past; one for the building itself. Are these avenues being explored?

City Recorder: She and Chief Waite met regarding the budget for the Fire Dept. and she asked him about the availability of grants; he responded that they are just not out there like they once were. They do not want to apply for something they do not need.

Deputy Butters: He reminded the Council that grants do have conditions attached to them that must be followed to receive the money. Public Safety grants may only be used for "public safety"; so other meetings could not be held in the same building or for other purposes. They are very restrictive.

Weston Youd: He wanted to know the height of the proposed building. (Mr. Stephens' response was that "it meets code".)

City Recorder: The starting point will have to be when there is sufficient money to do the job. \$78,000 will not go far.

The Council went on to discuss the need to be organized and to know how much and from where the rest of the money for the project will come from. Once the existing Fire Station bay area gets taken down, the remodeling cannot stop mid-stream.

Mayor Shelley: The thought had been to begin the process this month and to finish in August, 2012. The fire trucks could be housed down at the Public Works building; with some of the equipment being stored outside temporarily. Until we know where all of the finances are coming from and how much will be needed, progress will be held up.

Council Member Youd added that he, though he likes the idea of getting citizens to volunteer; that is sometimes not reliable (he mentioned Spanish Fork's ballpark as an example: they got ½ way through and had to end up paying for it). The volunteerism also needs to be well organized.

Council Member Abbott said that Mapleton City had a great deal of volunteer effort involved with their City Center; but that was a new structure, without the demolition costs.

Mayor Shelley: If this has to be put off until all the financing is in place, "that is not all bad; as long as we are working right now to say that we have to find all the information we need and have concrete answers (within \$10,000) and then we can now establish a way to set aside those dollars".

(Mr. Stephens made the point that to get to that point, the City will need to spend some money on plans and engineering to go off of. There must be something to commit to.)

Nelson Abbott: He does not want to commit to this project and find a short-fall. He was comfortable to do what is necessary to get amounts they can be confident about.

Erin Clawson: She suggested using part of the \$78,000 for this purpose. That is the starting point.

Weston Youd: This is the "discovery" part of the overall project; and how much does the Council want to spend for this?

Nelson Abbott: This part of the overall project has to happen at some point; he agreed that the money will have to be spent...eventually or now.

City Recorder: She informed the Council that the last payment for the snowplow is due this coming fiscal year; this will free up some money in the General Fund (about \$20,000/year). She asked about the possibility of bonding for some of the project.

The Mayor would not want to do anything that would change the public's tax base. Without increasing the citizens' financial obligation to the City, the City could provide a portion of the cost and look into bonding...the questions would be:

- How much will the entire project cost?
- How much down payment would be required?
- What would the payments be?

This is the manner the City purchased the newer snowplow.

After further discussion, the Council agreed that the next step would be to move forward with plans, bids and engineering.

Corbett Stephens: Getting the shell of the building up would be first; then decide what could be done later...there are many things that could be completed eventually; like the upstairs. He added that "time is on our side". If there is no rush, then more money can be saved in the long run.

(Council Member Abbott said that he would be in favor of leaving whatever would be legally allowed for occupancy.)

Mr. Stephens continued: There is a difference in "occupancy"...a residence is different than these buildings...he pointed out that several days can go by without anyone being in the buildings. As long as safety issues are addressed, occupancy can take place.

*The Council directed that Chief Waite can use some of the money saved for this project on the preliminary work with plans and engineering.

During the construction phase, consideration should be given to the on-going work that goes on in the City Offices...noise and dust could be an issue for the office staff.

Nelson Abbott: He suggested moving the staff down to the house the City owns during the remodeling of the Fire Dept. area.

*The Mayor will contact Ken Harris this week regarding plans.

Volunteers and the Public Works employees will be used as much as possible; but the Public Works crew has a great deal going on around the City.

Direction:

- Direct Chief Waite to get plans drawn up; using part of the \$78,000.

The Mayor expressed his appreciation for the service rendered by the Fire Dept. and the EMS Dept.

CITY FINANCIAL
SOFTWARE
UPGRADE

The City financial software (Caselle) has been unchanged since 1995, when the City went with the "Classic" version. A few years ago, Caselle upgraded to a new version called "Clarity". Since it has been out, there has been time for some of the initial problems to be worked out. A couple of years ago, the staff went through a power point presentation on Clarity, but the cost at the time was prohibitive (Over \$20,000).

The City was approached with the option of going with Clarity at no extra cost to the City from that which we currently pay for support for the older version. Eventually we would have to go with the upgrade, anyway. Elk Ridge City is small enough to make this offer feasible for us and for them.

There is about a 6 month waiting period to actually make the conversion...that would take us through the annual audit. The training comes with the program. We will need a new server to accommodate the new version. Executech (our IT Company) will give a bid on a new server. It may be good to look at replacing some of the PC's.

NON-AGENDA ITEM

The City Recorder asked that the Council consider budget figures and projects for next fiscal year.

*She said she would place a discussion of the budget on the next Council Meeting agenda. If there is a list of pre-approved purchases, then the money for those items is budgeted for and the purchases can take place, as needed...without further Council approval (Chief Waite manages the Fire Dept. like this).

0:44:29

This is the time of year that thought is given to Truth-in-Taxation Public Hearings; which are held in August. This is to decide if the Council will exceed the suggested property tax rate for the year.

Arrangements must be made with Utah County Assessor's Office if that will take place.

0:45:49

CODE ENFORCEMENT

Council Member Burke was assigned to do some checking on what other cities do for enforcement. He was not present; but emailed the Council that there is an individual that is contemplating filling this need for several cities.

Mayor Shelley: He feels this may be a good way to address the issue of code enforcement for the City. It takes the "personal" side out of the equation if the person is not a resident and neighbor. He recommended pursuing this avenue. Council Member Burke would need to provide on-going information regarding this individual and his proposal. Meanwhile, violations to the code are occurring and there is no current enforcement officer beside the Mayor.

The Mayor went on to propose that the City handle those violations that are the most serious and work from that point.

Council Member Abbott agreed that when this approach is taken, many people will fall into compliance simply because they have seen enforcement with someone else.

Mayor Shelley said he does not want to be a "threat" to anyone...but there are issues that need to be handled.

Nelson Abbott: There may be certain codes that need to be reviewed; perhaps the code is not good or logical (he listed the code regarding accessory building setbacks as an example...he feels that code is not logical).

Mayor Shelley: He asked that the Council Members review the City Code and bring issues forward.

*Council Member Squires is going to write up a landscaping letter; the Mayor is to review it prior to sending it out. The Council would like to see the letter before it goes out, as well.

Council Member Abbott also suggested sending out a link to the City Code.

0:53:09

NON-AGENDA ITEM

Paul Squires: He and Council Member Abbott reported to Deputy Butters that some youth in the City have been shooting Council Member Squires' dog with bb's, pellets & marbles from sling-shots. Council Member Abbott had a chicken that was shot and killed.

*Deputy Butters said he will have Deputy Farnsworth or Deputy Peterson (animal control officers) contact both the Council Members.

0:55:22

LOAFER CANYON
WATER PRESSURE

There exists an issue with water pressure on both ends of Loafer Canyon Road: the south end has very little pressure and the north end has too much. Council Member Squires (over the Water Dept.) wrote a letter that will be presented to the residents on Loafer Canyon Road to explain the situation and the proposed solution. He emailed the letter to the City for review.

If the reducer valve were moved north on Loafer Canyon Road, it would benefit both ends of the Road and equalize the pressure.

(Council Members Clawson and Youd thought the City has already addressed this issue by Spencer's.)

Corbett Stephens: He explained that all they did at Spencer's lot was to install a "blow-off" at the end of the line to be able to flush the line.

Paul Squires: He reported that Mr. Stephens took measurements on individual water pressures on various houses. The letter will inform residents that fixing the line really will not affect anyone negatively.

The estimate on the cost is about \$5,000 (the vault alone between \$3,700 and \$3,800).

Power Point Presentation (Corbett Stephens):

Mr. Stephens explained how water pressure is created: the lower the elevation/pressure increases...whereas the higher one goes in elevation, the lower the pressure goes.

When the existing PRV was originally installed, the engineer made certain recommendations at the time (he consulted with Robert Nelson and Noel Hiatt...developer and construction of Valley View Subdivision)...but Gary Bowen (*Mayor Pro-tempore filing in for Mayor Ingram, who was very ill*) was insistent on placing the PRV where is, rather than where the engineer, Robert Nelson and Noel Hiatt advised.

The result of the location of the PRV is less than desirable water pressure at the south end and excessive pressure at the north end. The pressure in the Canyon comes from the Hillside Tank. The incoming pressure at the PRV is 102 lbs...that pressure is developed directly from the Hillside Tank. The pressure is reduced to 62 lbs. and then, as the line runs uphill to J. Spencer's house, the pressure end up at 45 lbs. At the north end, the pressure is up to 155 lbs. at the fire hydrant.

Mr. Stephens had a map of Loafer Canyon Rd. and indicated the various pressures through the Canyon. Anytime something happens in the Canyon that stirs things up, the water that comes out of the pipes at the south end is not good... "it looks like river water".

The lack of pressure creates other issues with the water.

Proposal: To place the PRV where the engineer originally recommended...just north of Troy and Kamile Peterson's lot...just north of the Wallentine's connection. (*Wallentine's lose 40 lbs. of pressure going up the driveway.*)

He listed the current vs. proposed pressures.

He was concerned about the affect on Joe Marrott's pressure...they spoke to him and recommended putting a PRV on his sprinklers...the result was favorable.

Discussion about options in the actual replacement of the valve...if not done right, the result could be noisy and become a nuisance for the neighbors.

Communication to the residents is everything. They need to be properly informed.

1:13:20

**ELK RIDGE
CITY COUNCIL MEETING
April 10, 2012**

**TIME & PLACE
OF MEETING**

This regularly scheduled Meeting of the Elk Ridge City Council, was scheduled for Tuesday, April 10, 2012, at 7:00 PM; this was preceded by a City Council Work Session at 6:00 PM. The meetings were held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda of these Meetings was provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on April 6, 2012; & an Amended Agenda on 4-9-2012.

7:27 PM –

REGULAR CITY COUNCIL MEETING AGENDA ITEMS:

ROLL

Mayor: Hal Shelley; City Council: Erin Clawson, Weston Youd, Nelson Abbott, & Paul Squires (Absent: Brian Burke); Building Official/Public Works: Corbett Stephens; EMS Captain: Shawn Loree; Asst. Fire Chief: David Jean; Public: Josh Adamson, Natalie Anderson & Nicholas Shumway; and the City Recorder, Janice Davis

**OPENING REMARKS
PLEDGE OF
ALLEGIANCE**

An invocation was offered by Nelson Abbott; & Scout Josh Adamson led those present in the Pledge of Allegiance, for those who wished to participate.

**AGENDA TIME
FRAME**

WESTON YOUNG MOVED, SECONDED BY ERIN CLAWSON, TO APPROVE THE AGENDA TIME FRAME, ADJUSTING THE START TIME TO 7:27 PM

VOTE: YES (4) NO (0) ABSENT (1) BRIAN BURKE

PUBLIC FORUM

No one wished to address the City Council at this time.

1:15:38

**FIRE DEPT
REMODEL –
PROPOSAL**

There was a brief review for the Asst. Fire Chief.

The Mayor added that he and the Council want to be very supportive; but they want the plans to move forward in a very positive, realistic way...financially and every other way.

The Mayor called for a motion to get the process started.

ERIN CLAWSON MOVED, SECONDED BY PAUL SQUIRES, TO AUTHORIZE THE FIRE DEPT. TO USE THE ACCRUED FUND BALANCE FOR THE FIRE DEPT. AND THE "CAPITAL PROJECT FUND – TOWN HALL/FIRE STATION" TO HAVE PLANS DRAWN UP OF THE PROPOSED REMODEL OF THE EXISTING FIRE STATION; WITH THE ACCOMPANYING ENGINEERING

VOTE (POLL): PAUL SQUIRES-AYE, ERIN CLAWSON-AYE, WESTON YOUNG-AYE & NELSON ABBOTT-AYE (4) NAY (0) ABSENT (1) BRIAN BURKE

**The Mayor will contact Ken Harris to see if he would be willing to assist with plans.*

Erin Clawson: Without the plans, there will be no cost estimates to approve; so the motion simply gets the project going.

Mayor Shelley: Once the plans are available, then we can get the "bottom-line" dollar figure. Decisions will have to be made regarding where the rest of the funding will come from...perhaps there are options not yet explored. (*Grants do not seem like a likely resource.*)

Nelson Abbott: The bonding process itself is a lengthy one; perhaps that could be researched and forms obtained...to get a head-start.

Paul Squires: One of his Council assignments is to look into grants and funding; he will check availability.

Corbett Stephens: There are "safety impact fees" that can be charged. That could help contribute revenue. (Council Member Abbott added that it might be useful in repaying a bond.)
(Discussion of the possibility of obtaining an ambulance for the City...it may be premature at this time.)

The Mayor thanked the Fire Dept and EMS Dept for the valuable service rendered to the City and for being at the meeting that night.

*Request: to move the volunteer sign to a more visible sight. The newsletter should also be supportive of the getting volunteers. Perhaps the Safety Fair will generate volunteer awareness.

1:26:04

ECONOMIC
DEVELOPMENT
COMMITTEE –
APPOINT CHAIR

Mayor Shelley: Recommendation: to appoint Dennis Dunn as the Chairman of the Committee.

Council Member Youd would like to be involved and oversee the Committee.

The Council agreed with this decision. The Mayor has already contacted Mr. Dunn. He will work with Council Member Youd.

1:27:42

WATER
CONSERVATION
ORDINANCE

City Recorder: (Brief Explanation) The original adopting ordinance repeals certain sections of the existing Code containing the penalties involved with violations. Rob Rollins from Sterling Codifiers pointed out that it may be better to adopt the Plan "by reference" and leave the penalties in place. Dennis Dunn assisted Mr. Stephens with the Conservation Plan and he worked with Mr. Rollins in the wording to change the way in which the ordinance is adopted. Mr. Rollins sent the suggested wording and it has been transferred into the proposed ordinance the Council had before them. By adopting the Plan by reference; when it is updated in five years, the Code will not have to change. (By adopting the Plan by reference, it will save the City a lot of money by not having to codify the entire Plan.)

This is considered a municipal ordinance and no public hearing is required.

WESTON YOUNG MOVED, SECONDED BY ERIN CLAWSON, TO ADOPT THE WATER CONSERVATION PLAN BY REFERENCE BY ADOPTING ORDINANCE #12-02

VOTE (POLL): PAUL SQUIRES-AYE, ERIN CLAWSON-AYE, WESTON YOUNG-AYE & NELSON ABBOTT-AYE (4) NAY (0) ABSENT (1) BRIAN BURKE

1:30:03

CASELLE SOFTWARE
UPGRADE TO
"CLARITY"

Mayor Shelley: This was discussed previously in the Work Session.

*Council Member Youd would like a contact name to ask about a possible web service to "Foto-punch".

WESTON YOUNG MOVED, SECONDED BY PAUL SQUIRES, TO APPROVE THE UPGRADE OF CASELLE'S FINANCIAL SOFTWARE TO THE "CLARITY" VERSION; WITHOUT EXTRA CHARGE BEYOND THE SUPPORT FEE FROM CASELLE REGARDING PURCHASE OF THE UPGRADE

VOTE: YES (4) NO (0) ABSENT (1) BRIAN BURKE

1:31:38

WASTEWATER
COLLECTION SERVICE
CONTRACT -
PAYSON CITY

Mayor Shelley: It is mandated that the City has someone certified as a "wastewater operator" for managing the sewer system. Currently there is no one certified to act in this capacity. Corbett Stephens will be taking classes to be able to take the certification test. Payson City is willing to serve as Elk Ridge's certified operator on a temporary basis...at no charge. Payson City has provided a contract for approval and signature to allow this arrangement. The contract will be in effect from April 4, 2012 to July 5, 2012.

Nelson Abbott: He wanted to know if the City had ever had anyone certified as the Wastewater Operator. (Mr. Stephens replied that Kent Haskell was.)

Council Member Abbott wanted to know if this "just fell through the cracks". (Yes.)

ERIN CLAWSON MOVED, SECONDED BY NELSON ABBOTT, TO AUTHORIZE MAYOR SHELLEY TO SIGN THE CONTRACT WITH PAYSON CITY TO PROVIDE TEMPORARY WASTEWATER COLLECTION SERVICES, AS A CERTIFIED OPERATOR; ACCORDING TO THE TERMS DISCUSSED

VOTE: YES (4) NO (0) ABSENT (1) BRIAN BURKE

Council Member Youd commented that this had left the City somewhat "exposed".

Corbett Stephens: (He asked to explain)

When the City started jetting our own sewer, the thought was that since it goes to Payson, that Payson would take care of it. Toward the conclusion of the jetting process, Mr. Stephens asked Lance Mergens (ULGT) to come and look at what was being done because the Trust has to approve of what the City does, anyway. When he came down, after explaining what had been done and visiting the site...it became apparent that the City did not have anyone certified. Mr. Stephens explained that all of the sewer goes to Payson. Mr. Mergens pointed out that the City is still required to have a "collections certification". He wanted to know whether Mr. Stephens would contact the State or if he should. Mr. Stephens asked if he could contact them.

It happened that the class was to be offered and the test given within just a few days. Mr. Stephens was able to get registered. This contract will be sufficient until the City gets our own certified operator.

Mr. Stephens commented that, "We dodged a bullet; but ignorance is no excuse." (The State has been good to work with.)

1:38:01

CITY CELEBRATION

Erin Clawson: She reported that the City Celebration would be held on the last week-end in June, as usual; it will be on June 29th & 30th (with some events on 6/28).

She introduced Natalie Anderson, who has agreed to serve as the City Celebration Committee Chair Woman.

Natalie Anderson: She handed out portfolios of contact information and a proposed agenda of events. Though the information is preliminary, she felt it important that she keep the Council informed along the way. She reviewed the proposed agenda with the Council.

Her goal is to try to break even financially this year; and, if possible, make a little money. She would like to open the craft fair up to outside vendors as well as to residents. There would be resident rates as well as non-resident rates.

There are still discussion items to decide upon when the Committee gets together.

Volunteers are needed for the Committee.

**Mrs. Anderson is to get together with Jan Davis (City Recorder) to discuss how best to handle the financial end. Suggestion: Use a credit card for the purchases.*

- Advertising: Information is to go out with the newsletter and the can be posted on the Web site, through Marissa Bassir.

- She questions the worth of the Mayor's dinner, as it has been run in the past; perhaps outside vendors could be brought in (paying the City vendor fees).

The Mayor cautioned that the items for sale by the vendors be affordable for any of the citizens.

Mrs. Anderson wants to have all in order and ready to go by June 1st.

- Young Women's Camp is the same week. The Stake has to schedule years in advance. There may be some impact with the events at the same time; but there are not many options.

**Mrs. Anderson will find out about scheduling.*

- The "Fun Run" will take the place of the 10K and will be more family oriented and fun.

There was to be a Committee Meeting the following Tuesday at Mrs. Anderson's home.

- She needs a Chair for the Carnival part of the Celebration.

- Signs: At least three and maybe more...in obvious places. (Outback Signs – Salem will give discounts)

*Allied Waste will be present and assist at the Celebration (Raymond Gordon).

The Mayor complimented Mrs. Anderson on her organization and willingness to serve. She was encouraged to keep contact with the Council either directly or through Council Member Clawson.

2:14:08
WATER BOND
RETIREMENT

The City Finance Director, Curtis Roberts, included with his financial training session on 4/3/2012 an explanation regarding the possibility of early payoffs for the two remaining Water Bonds. It would be feasible with reserve accounts plus retained earnings. He had a handout at the time for the Council, which was reproduced for the packets for this meeting. Details on amounts owing on the Bonds:

- 2002 Issue: \$164,000
- 2007 Issue: 233,000
\$397,000

\$200,130.14 would come from various Reserve Accounts; and the remaining balance would come from Unrestricted Retained Earnings in the Water Fund.

Benefits to early retirement of the bonds:

- Increased cash flow for other projects
- Increased bonding capacity for another large project (if needed)
- Interest savings of about \$35,000 over the lives of the bonds
- City can start saving/planning for future projects without concern for current debt
- Enough is left in cash to pay for unexpected problems in the Water Fund.

This was discussed and the Council was in favor of the idea.

ERIN CLAWSON MOVED, SECONDED BY WESTON YOUD, TO APPROVE THE PROPOSED EARLY PAYOFFS OF THE TWO WATER REVENUE BONDS: SERIES 2002 AND SERIES 2007, AS OF JUNE 1, 2012

VOTE (POLL): PAUL SQUIRES-AYE, ERIN CLAWSON-AYE, WESTON YOUD-AYE & NELSON ABBOTT-AYE (4) NAY (0) ABSENT (1) BRIAN BURKE

2:17:50
EAGLE SCOUT
PROJECT –
NICHOLAS SHUMWAY

Scout Nicholas Shumway was present to address the Council regarding his proposed Eagle Project.

He would like to install a water fountain at the northeast corner of the Ball Park. It is a long way up to the Pavilion to get a drink when one is down on the field.

He had one set of information that the Council shared. *(He was advised that typically a portfolio is provided for each of the Council Members.)*

The City Recorder mentioned that this particular proposal has come before the Council at least twice; the follow-through has not been there with other scouts.

The Scout was questioned whether this project would generate enough hours to count for the Eagle requirements. He said he had arranged assistance.

His information had no photos or projected costs.

He would begin after the City Celebration so as to not interfere with the events.

Funding: He said that part of the copper wiring and piping could be donated from his house; which nearly burned down recently.

The Council asked for specifications and photos; they could be scanned and emailed to the Council.

ERIN CLAWSON MOVED, SECONDED BY WESTON YOUD, TO APPROVE THE PROPOSED EAGLE PROJECT FOR NICHOLAS SHUMWAY; TO INSTALL A DRINKING FOUNTAIN ON THE NE CORNER OF THE BALL FIELD AS A CITY SPONSORED PROJECT; PENDING APPROVAL OF THE DESIGN AND ASSOCIATED COSTS

VOTE: YES (4) NO (0) ABGSENT (1) BRIAN BURKE

2:25:54

APPROVAL OF CITY
COUNCIL MINUTES

City Council Minutes of March 27, 2012:

WESTON YOUND MOVED, SECONDED BY PAUL SQUIRES, TO APPROVE THE CITY COUNCIL MINUTES FOR 3-27-2012 AND 4-3-2012 (TRAINING SESSION); AS PRESENTED
VOTE: YES (4) NO (0) ABSENT (1) BRIAN BURKE

2:26:55
EXPENDITURES

General:

Loafer Canyon Road Water Pressure:

Discussion of costs: Total costs not available at that time.

NELSON ABBOTT MOVED, SECONDED BY WESTON YOUND, TO PROCEED WITH A PUBLIC MEETING FOR THE LOAFER CANYON WATER PRESSURE VALVE; TO BE HELD TENTATIVELY ON THURSDAY, APRIL 19, 2012, AT 7:00 PM

VOTE: YES (4) NO (0) ABSENT (1) BRIAN BURKE

Check Registers and Payroll for March, 2012:

Review by the Council.

ERIN CLAWSON MOVED, SECONDED BY NELSON ABBOTT, TO APPROVE THE CHECK REGISTER AND PAYROLL REGISTER FOR MARCH, 2012

VOTE (POLL): PAUL SQUIRES-AYE, ERIN CLAWSON-AYE, WESTON YOUND-AYE & NELSON ABBOTT-AYE (4) NAY (0) ABSENT (1) BRIAN BURKE

Front Office Desk Furniture:

Mayor Shelley: When the City Offices were remodeled, it was intended to replace the temporary desk set-up in the front office. It was not completed. The screen should not be accessible to the public and a corner unit would accomplish that. Mary Preece has researched this and the cost would be under \$1,200. The unit would look much like the set in the Mayor's office.

Discussion of corner unit:

The corner unit would have to have a counter...perhaps custom-made. The question would be what kind of counter top?

Council Member Abbott suggested looking at Home Depot; counter tops are easy to find. The current counter could be used until another counter is found. Suggestion: Perhaps use the current base with different paneling for the base and get another counter top.

WESTON YOUND MOVED, SECONDED BY ERIN CLAWSON, TO APPROVE THE PURCHASE OF A CORNER UNIT TYPE DESK FOR THE FRONT OFFICE OF CITY HALL; AT A COST NOT TO EXCEED \$1,500

VOTE (POLL): PAUL SQUIRES-AYE, ERIN CLAWSON-AYE, WESTON YOUND-AYE & NELSON ABBOTT-AYE (4) NAY (0) ABSENT (1) BRIAN BURKE

2:33:49
NON-AGENDA ITEMS

Nelson Abbott: *SESD:*

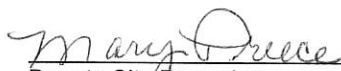
As Council Member Abbott attended the SESD Board Meeting, there was discussion of the up-coming City Celebration. They have a trailer that is for training / education. They would come up to the Safety Fair or the Celebration. It was decided that the Safety Fair would be the better event. (4/28 from 10:00 am to 12:00 Noon).

Weston Yound: The dug-way (E. Park Drive) is a problem. He called the Utah Geologic Survey about the issues of erosion. Council Member Yound is hoping they can have a field trip out here to Elk Ridge to view the site. It may be that "earth anchors" would have to be installed (very costly).

**Overtime controls in the HR Code will be discussed at the next Council Meeting.*

ADJOURNMENT

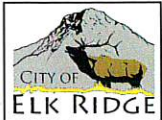
The Mayor adjourned the meeting at 8:45 p.m.


Deputy City Recorder

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ELK RIDGE - 80 East Park DR - Elk Ridge, UT - 84651

t.801/423-2300 - f.801/423-1443 - email staff@elkridgecity.org - web www.elkridgecity.org

AMENDED NOTICE & AGENDA – CITY COUNCIL

Notice is hereby given that the City Council of Elk Ridge will hold a regular **City Council Meeting on Tuesday, April 24, 2012, at 7:00 PM**; this Meeting is to be preceded by a **City Council Work Session at 6:00 PM**.

The meetings will be held at the Elk Ridge City Hall, 80 E. Park Drive, Elk Ridge, Utah.

6:00 PM - CITY COUNCIL WORK SESSION:

1. HR Code Discussion – Brian Burke
 - A. Over-time
 - B. On Call – Mayor Shelley
2. Budget Discussion
 - A. Emergency Preparedness – Mayor Shelley
3. City Celebration – Erin Clawson
4. Escalante Drive Update – Mayor Shelley
5. Loafer Canyon Water Pressure – Update – Paul Squires
6. Safety Fair – Erin Clawson

7:00 PM - REGULAR COUNCIL MEETING AGENDA ITEMS:

Opening Remarks and Pledge of Allegiance Invitation
Approval/Agenda Time Frame

- 7:05 Public Forum
- 7:15 7. Pressurized Irrigation Discussion – Corbett Stephens
- 7:30 8. Eagle Scout Project – Nicholas Shumway
- 7:40 9. Action on Work Session Items
- 7:45 10. Approval of City Council Minutes
- 7:50 11. Expenditures:
General:
A. Computer Purchase - Server
B. Summer Help – Mayor Shelley
C. Time Clock - Mayor Shelley

Adjournment

Handicap Access, Upon Request. (48 Hours Notice)

The times that appear on this Agenda may be accelerated if time permits. All interested persons are invited to attend this meeting.

Dated this 20th day of April, 2012.



City Recorder

CERTIFICATION

I, the undersigned, duly appointed and acting City Recorder for the municipality of Elk Ridge, hereby certify that a copy of the Notice of Agenda was emailed to the Payson Chronicle, 145 E Utah Ave, Payson, Utah; and was provided to each member of the Governing Body on April 19, 2012; & an Amended Agenda on 4-20-2012.



City Recorder

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ELK RIDGE
CITY COUNCIL MEETING
April 24, 2012

TIME & PLACE
OF MEETING

This regularly scheduled Meeting of the Elk Ridge City Council, was scheduled for Tuesday, April 24, 2012, at 7:00 PM; this was preceded by a City Council Work Session. The meetings were held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda of these Meetings was provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on April 19, 2012; & an Amended Agenda on 4/20/2012

6:00 PM –

CITY COUNCIL WORK SESSION AGENDA:

ROLL

Mayor: Hal Shelley; *City Council:* Erin Clawson, Weston Youd, Nelson Abbott, Brian Burke & Paul Squires; *Building Official/Public Works:* Corbett Stephens; *Deputy Sheriff:* Brent Butters
Public: Stephan Towse, David Clark; and the City Recorder, Janice Davis; as well as the Deputy Recorder, Mary Preece.

0:0047

HR CODE DISCUSSION

1. Over-Time:

Mayor Hal Shelley: Brian Burke will go over an area of the HR Code that is in need of restructuring. Ray Brown was working on the changes, and has turned it over to Brian Burke.

Brian Burke: A change was recommended by Weston Youd (Council person) concerning the overtime policy.

Section 2: Item 1 to be restructured in the Guideline section. A change was made to the present guideline definition of Mayor to Department Heads; reading "department heads are not eligible for over time pay". It was brought to the attention of the Council that department heads typically mean council members that are over each department. In an attempt to identify those who would be classified as exempt employees, it was suggested to be defined as department head council member. The only two employees qualifying would be the Recorder, and the Public Works Director. It was recognized that the final draft could not be decided upon until Corbett Stevens' (Public Works Director) contract was settled.

Section 3: Authorization for overtime, the change was made to read "The Mayor will advise the City Council monthly of all overtime hours worked by the City Staff".

Section 4.b: change wording to read "Compensatory time (for non-exempt employees) must be given during the pay period in which overtime would occur. It cannot be given in lieu of overtime pay during another pay period."

Concern over the wording "during the pay period"; it is still only a two week period making it difficult to redeem.

Mayor Shelley: Suggested it read, "within the following pay period". The need to meet Fair Labor Standards along with fairness to employees deserving of comp time is essential to the final decision made.

Deputy Butters: The Utah County policy for comp time states that employees can accrue up to 120 hours and you can use it in any way you choose to. If it is earned this year and it can be saved for five years, you can still use it in any pay period you want; however, you cannot exceed 120 hours at any one time. It is a one to one hourly compensation.

In the Fair Labor Standards it states "Compensatory time must be taken at 1 and ½ times hours worked". Concerns expressed over compensation hours led Mayor Shelley to ask for more research to be done before a decision is made.

Section 3.e: A change of wording to read, "It is the responsibility of the Supervisor, with the required review of the Mayor, to manage and make every effort to off-set overtime hours with compensatory time off. This is necessary in order to maintain or stay within the hourly wages planned for as controlling the financial budget for payroll."

2. On Call

Section 5.d: On call time shall have the following sentence added: On call pay shall be at the rate of \$60 per week. In addition, a nonexempt employee who is actually called out to work, will receive a minimum of three (3) hours pay at his/her normal rate of pay, unless such nonexempt employee has already worked 40 or more hours in the same work week, in which case he/she will be paid at the rate of time and one half his/her hourly rate for all hours worked over 40 in that workweek.

Mayor Shelley: He called around to get a feel for what other municipalities have implemented. The \$60 a week was a little less or more than others. Some paid as much as \$200 per week; others did less at \$45 a weekend. Most cities had a minimum of 2-4 hours if they were called out. A decision was made to set it at 3 hours. If it goes beyond the three hours, straight time or time and a half if you are already over 40 hours. It was discovered there was no standard. Each city has its own standard, some with policies requiring responsibilities to be performed, and others strictly on call with restrictions to how far away they could be from the city.

Weston Youd: When possible, it is necessary to manage the possibility of avoiding overtime. When this is not possible, such as emergency type situations, overtime or comp time should be awarded. An option of overtime or comp time should be given to the employee, not both.

Brian Burke: He feels you can "force" comp time in order to stay within budget. The City is getting "dinged" because they are paying time and a half for that overtime. If the employee wants over time pay, it is still a concern not to exceed the budget.

Mayor Shelley: Jan Davis, City Recorder, has been setting aside "x" percent for these emergency situations so that it will keep it within the budget to pay overtime. If this begins to push the budget, then we would look closer into it to avoid a problem with the budget. He does not want to restrict an employee who has rendered the service from being paid; if that is the option he would prefer. This has been part of the budget for some time.

Jan Davis: It really has to be a case by case consideration.

Weston Youd: The code should give the Mayor and the supervisor the ability to structure it to best serve the City, and with discretion, keep within the budget.

Mayor Shelley: He would prefer this be reflected in the code so that it is clear and concise, with the final decision being up to the Mayor to allow him the opportunity to look at the budget as needed.

Deputy Butters: If this is for full time employees only, how does this affect other emergency employees on call such as EMS personnel? Is it going to be different for them? In writing a policy they should be considered and the code spelled out clearly.

Mayor Shelley: He instructed Brian Burke to differentiate between "full time" and "volunteers"; as he restructures the policy for the code. Also note some full time employees are on call for the entire week, pay being compensated at \$60 a week. Brian Burke and the Mayor will work closely together with all the concerns that were brought forward at this time to restructure the present wording and be able to present it to the Council at a future date.

Jan Davis: The HR Code was originally adopted "by reference", so she suggested making the changes one section at a time...by motion...then repeal the entire code all at once and adopt the new, re-written one by reference. Ms. Davis volunteered to take responsibility of overseeing the process of typing the new HR Code, getting it ready to present it for adopting and storing it on the computer.

00:44:24

BUDGET DISCUSSION

1. Emergency Preparedness

Mayor Shelley: He has tried to contact the former committee chairman. He expressed gratitude for what they have done to get us to this point. He has not heard back from him. He suggests that we get a new chairman for our emergency preparedness committee in order to move forward. There is \$3,000 budgeted for the Emergency Preparedness, and he suggested that one third of that budget be used to compensate a chairman for the amount of time and effort this position takes.

Nelson Abbott: He feels it would be advantageous to seek out a volunteer and save the City the expense of one third of the budget. However, if the chairman was compensated, they should be willing to coordinate their efforts with our EMS Dept. more than in the past.

Budget: Jan Davis presented a rough draft budget with estimated figures. There are questions for each department that need to be discussed and more accurate figures calculated to enter in for each area. This Budget needs to be adopted by the end of May as a tentative budget leaving one more meeting for each department to look over these figures and make corrections. The Council needs to determine actions to be taken in areas such as city youth council, administrative court, roads, and employment. Seth Wait was going to get her the information needed for the Fire Department.

The City Center's time schedule for proceeding forward is crucial. A list needs to be created of the tools and equipment that are needed.

The Storm Drain fee is another important figure that needs to be in place. Impact fees are going to be changing and this affects the budget. Equipment for the parks should be another consideration. There is a need to create a policy for Eagle Scout Projects stating that Scouts have a time period in which projects must be completed; or it is placed back on the table for another Scout.

*Next work session a good amount of time needs to be taken to finish up the final budget.

Mayor Shelley: He encouraged the Council Members to be prepared with figures to discuss for the budget.

Erin Clawson: She expressed the need for each of the Council Members to respond to the request she has made to bring what they want to do with the parks. Safety improvements have already been started and will be done to meet the request of the insurance company. It is important to move forward, spending some of the money that has been allocated through the impact fees.

Nelson Abbott: He wanted to know if any plans have been made for service projects to clean up the parks before the City Celebration. The efforts of pulling weeds seem ineffective; as shortly after, the weeds come back. It was hopeful that something more permanent to prevent the return of the weeds could be implemented. A suggestion was made to spread mulch or other types of weed control to make the effort more productive. Monies from impact fees can not be used to maintain; only for improving the park.

Erin Clawson: She had a plan at one time to have a program available for "Adopt a Park", which drew a lot of interest but never got organized. It would be a good project to get moving. A sign up sheet could be available at the Emergency Fair, and notice will be placed in the Newsletter.

Deputy Butters: He offered the help of the Work Diversion team to come once a month or every two weeks, for free labor. It would be good to have them start before the City Celebration.

It was favorably accepted by the all on the Council. This will be coordinated between Deputy Butters and the Mayor.

1 1:05:52

Elk Ridge City Council Meeting – 4-24-2012

2 CITY CELEBRATION

3 Erin Clawson: A meeting has been held with Natalie Anderson, chairperson and three volunteers. More
4 volunteers are needed. There have been donations and sponsors coming in and she will have everything
5 planned out for the next meeting. There is still a need for a volunteer to head up the carnival.

6 Mayor Shelley: He suggested the entire Council canvas neighborhoods and find dependable people who
7 would be willing to give a few hours.

8 Erin Clawson: A theme they are considering is "an old fashioned summer time" celebration that would
9 involve families interacting with each other.

10 Natalie Anderson has met with Jan Davis, City Recorder, and will be given a letter of authorization
11 allowing her to use the City credit card for the expenses she incurs. Ms. Davis found her organized and
12 very pleasant to work with.

13 1:08:37

14 ESCALANTE DRIVE
15 UPDATE

16 Mayor Shelley: He reported that he still has two families to contact. The Trippens and Stubbs both know
17 about the work that will be done, and they have agreed to the work. They were interested in how it would
18 play out. The purple lines that have been marked for a straightened road at 34 feet, extend well into the
19 yards on the east side, requiring the removal of a fire hydrant and all the utility lines would have to be
20 outside of that as well. The other lines are representative of 28 and 30 feet. There have not been any
21 strong opinions for any specific given width from the other residents. Some would like it as wide as we
22 can get it, most of them would like the road narrower. He will get together with the Stubbs and Trippens to
23 get their feelings on the width.

24 Weston Youd: He inquired about the one family that was hesitant towards the curb and gutter and was
25 assured by the Mayor that they had agreed to have the curb and gutter installed in front of their home.
26 Council Member Youd would like for the details to be solidified and begin the work as soon as possible.

27 Mayor Shelley: The earliest that construction can begin is June 4th. Corbett Stephens has that in line to
28 begin. Before that can take place the sump has to be in place. It is important that we have everything in
29 place and ready to move forward by June 4th.

30 Discussion among the Council concerning the width of the Escalante road improvement was conducted to
31 clarify the previous decision of 28-30 feet.

32 *The vote on the width of the Escalante road will be on the agenda for the next meeting.

33 1:13:59

34 LOAFER CANYON
35 WATER PRESSURE-
36 UPDATE

37 Corbett Stephens: Everything is in place and ready to move forward on the project. It work will not disturb
38 the pavement.

39 The gas company is willing to help us move the gas line and everything is there ready to begin.

40 Mayor Shelley: Residents are pleased to have this happening. Corbett is to move ahead with the project.

41 1:15:05

42 SAFETY FAIR

43 Erin Clawson: The Safety Fair will be held this Saturday, April 28th, 2012, at 10 a.m. to noon. She would
44 like to see the City Council there in attendance. Hand outs and flyers along with large signs will be out
45 Wednesday.

46 A special thanks was given to Deputy Butters for his time and efforts on the Safety Fair by the Mayor and
47 Council Member Clawson.

48 Mayor Hal Shelley closed the work session at 7:16 p.m.

49 ELK RIDGE
50 CITY COUNCIL MEETING
51 April 24, 2012

52 TIME & PLACE
53 OF MEETING

54 This Regularly Scheduled Meeting of the Elk Ridge City Council, was scheduled for Tuesday,
55 April 24, 2012, at 7:00 PM; this was preceded by a City Council Work Session at 6:00 PM.
56 The meetings were held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

57 Notice of the time, place and Agenda of these Meetings were provided to the Payson Chronicle, 145 E
58 Utah Ave, Payson, UT, and to the members of the Governing Body, on April 19, 2012; & an Amended
59 Agenda on 4/20/2012

60 7:00 PM -

61 REGULAR CITY COUNCIL MEETING AGENDA ITEMS:

62 ROLL

63 Mayor: Hal Shelley; City Council: Erin Clawson, Weston Youd, Nelson Abbott, Brian Burke
64 & Paul Squires; Building Official/Public Works: Corbett Stephens

65 Public: David Clark, and the City Recorder, Janice Davis; as well as the Deputy Recorder,
66 Mary Preece.

67 1:16:30

68 OPENING REMARKS
69 PLEDGE OF
70 ALLEGIENCE

71 An invocation was offered by Paul Squires; who also led those present in the Pledge of Allegiance,
72 for those who wished to participate

AGENDA TIME
FRAME

WESTON YOUNG MOVED, SECONDED BY ERIN CLAWSON, TO APPROVE THE AGENDA TIME FRAME, ADJUSTING THE START TIME TO 7:23 PM.
VOTE: YES (5) NO (0)

PUBLIC FORUM

The Mayor invited anyone present to bring before the Council any items they would like to discuss that was not already on the Agenda.

1. David Clark: He introduced himself; and informed the Council he was the representing some of the concerns of Elk Ridge Meadows Subdivision, Phase II. First was a request for an update of the plans to fix the asphalt area in the entry way. It has been well over a year since any attempts have been made to fill it in; and the base continues to wash away.

The other concern is that the garbage from Salisbury's dumpsters at their construction sites keeps blowing into the yards of neighboring residence. Large black tarps used to wrap the construction were blown by the wind, wrapping around trees and poles in neighbors yards. The field behind the homes is full of garbage. Bringing this to the attention of Salisbury, no action has been taken to clean it up.

Mayor Shelley: Corbett Stephens was asked to address the concern of the asphalt area in the entry way. What does the City need to do and what is the City's status in solving this issue.

Corbett Stephens: It is not the property of Elk Ridge City. Anything we do jeopardizes our position not knowing where the attorneys are at in the law suit.

Jan Davis: It has been settled. There was a three way law suit between original developers, Centennial Bank and the City, creating problems in getting the money for the road repair which was a part of the default.

Getting the money from the developer that has been tied up because of the law suit. Dave Church, City Attorney, said there is nothing more tying up the money and has sent a copy of the signed agreement to the surety bond company.

The reimbursement money equals around \$90,000. Part of this money can be used to fix the road at the entry of Elk Ridge Meadows Subdivision. Another misconception is that City of Elk Ridge owns the park in the subdivision, which is not true at this point.

Nelson Abbott: He asked if the issue of David Clark concerning the trash could be handled in some way with the building inspections done by Corbett Stephens. Maybe inspections could be held up until a clean up was done by Salisbury.

Mayor Shelley: He suggested that Corbett expressed to them the concern for the clean up, and that there would be no future inspections until it has been taken care of. If it is not maintained we will hold off on inspections on homes.

1:26:54

PRESSURIZED
IRRIGATION
DISCUSSION

Corbett Stephens: He explained that the City might want to consider if the CUP water will financially benefit the city or not. CUP will be finished in the Salt Lake area, and then they will start at the head of Spanish Fork Canyon with work on the south end. There is concern with the valve location and if the Pressure provided will be sufficient for the needs of the City. The need for pumping if the pressure is not sufficient would be costly to the City residents. Elevation for the City of Elkrige is a big concern.

Paul Squires: The terminal will come up to the mouth of Loafer canyon. He was not sure of the amount of pressure at this valve and was not sure if that was attainable information at this time. He was told there would be no need for pumping. There is a 5 million dollar grant per city, with no pay back, for the purpose of getting the system up and running. The Department of Interior is over-seeing the project. Bureau of Reclamation is building and inspecting it, but the money is coming from the Department of Interior which is over the Bureau of Reclamation. He asked about the pipe that has been in the ground five or more years. There was concern expressed about the need to pressurize the pipe the City has in the ground currently; CUP has not found any deterioration in pipes that have been in the ground for many years. Orem and Provo had pipe in the ground nearly 10 years and there were no problems.

Corbett Stephens: He asked what the cost per gallon for the CUP water is. His concern is if we have to pump the water back up the hill, it could be very costly.

West Young: Spanish Fork Mayor has been told that coming out of the Spanish Fork Canyon, the pressure will be 400 PSI at the mouth of the canyon. The elevation is about the same in Elk Ridge as in Spanish Fork. If there are costs for a retention pond, or pumps, the money can come from the 5 million dollar grant. To walk away, we walk away from 35 year of taxes going towards it.

Paul Squires: Elk Ridge is one of the last cities that have had any input into what to do with it. All the other cities have got on board and told the Department of Interior what they want to do. We as a city still need to decide if we want it for drinking water or irrigation; irrigation is the way to go. The City can use the money to finish the infrastructure.

Mayor Shelley: We need to start to collect information from all agencies to make a decision. We have a couple of years to plan this out, but we need to get on board before to get ready and be prepared. There are several different things going on right now. Meeting with the South County Mayors: two or three of the cities are looking to combine a lot of the private water companies into one to avoid the contention of who has water rights where. This would allow us, as the multiple cities, to more effectively direct the use of all the water that is available in the south end of this county. It has been going north for so long, now we are trying to get more use of this water. Hopefully within the next three months we will have more definite information.

*Paul Squires has agreed to follow up on obtaining all information available.

*Mayor will a contact Bruce Ward, managing director of SUVMWA; he should have a lot more information.

1 1:41:40
2 EAGLE SCOUT
3 PROJECT

Elk Ridge City Council Meeting – 4-24-2012

Mayor Shelley: The Scout was not present. Jan Davis and Mayor Shelley have discussed Eagle Scout Projects, and they would like to create a hand out that would require every thing outlined by the Scout at the time of requesting the project before coming to the Council. A time limit would be set for completion, and if this is not accomplished they would need to begin all over again.
*Supervision of Eagle projects was given to Nelson Abbott by the Mayor.

10 1:44:32
11 ACTION ON THE
12 WORK SESSION
13 ITEMS

1. *HR Code*:

Jan Davis: As the changes are made; she suggested that the Council vote on these changes...one at a time...in order to implement them with the City staff. As the various sections are approved, they can be incorporated into a working copy of the HR Code. When all is completed, then the entire Code can be adopted by reference.

2. *Loafer Canyon*: The project in Loafer Canyon needs to be started; but the costs have not been approved.

Mayor Shelley: An estimate was discussed but no official motion made as to how much would be spent. \$5,000 was mentioned, but someone suggested \$6,000. He asked Corbett if we were still in that ball park. Corbett Stephens: It is still in that area, but there is a need for a new bypass valve to be installed to avoid noise in the pipes of the residents. This would add \$1,500 to \$2,000 to the project.

The majority of the Council agreed that it would be best to do the project right the first time.

Mayor Shelley: He wanted to know if it be would be more that \$8,000.

Corbett Stephens: It would best to approve \$10,000 and only spend \$8,000...than to have to bring it back to the Council. Installing the bypass valve would be considered installing new equipment and the impact fees could cover the cost.

ERIN CLAWSON MOVED, SECOND BY WESTON YOUNG, TO APPROVE CORBETT STEPHENS MOVING AHEAD WITH THE LOAFER CANYON WATER PRESSURE PROJECT; WITH AN APPROVAL NOT TO EXCEED \$10,000.

VOTE (POLLED): WESTON YOUNG-AYE, ERIN CLAWSON-AYE, PAUL SQUIRES-AYE, NELSON ABBOTT-AYE & BRIAN BURKE-AYE (5) NAY (0)

Passed 5-0

(*Paul Squires*: Sincerely complemented Corbett on the way he worked with the people on this project. He has a keen knowledge of the work he does.)

35 1:51:40
36 APPROVAL OF CITY
37 COUNCIL MINUTES
38 1:52:00
39 EXPENDITURES

No Minutes Available.

1. *Computer Purchase – Server*

Weston Young: He agreed with Jan Davis that the price quoted was a lot, but not that bad when compared to other pricing. He would have no objection.

Jan Davis: Her concern is whether to do the purchase now or wait until the end of the fiscal year since we are about six months out on converting to the upgraded version of Caselle.

Weston Young: He felt the price could go down in the next six months. It would be better to keep the money and draw interest than having the server set around for six months.

2. *Summer Help*

Mayor Shelley: Robin Clawson has been hired for summer help with a 50 cent raise from last year, from \$10.00 to \$10.50 an hour.

3. *Time Clock*

Mayor Shelley: He expressed that he felt it was important to proceed on the suggestion to have a time clock. A punch time clock would be a one time expense of a couple hundred dollars. The flexibility of the Foto-punch system was discussed at the previous meeting.

Weston Young: Even though the punch time clock is a one time expense, the administration of it is more costly. When it is on line, through a system that manages it for you, the payroll period is a lot easier to manage.

With the multiple ways to use the Foto Punch system, it makes it more convenient and user friendly for the ten staff member that will be using it. It also is more cost effective for the equipment needed to facilitate the usage of the system

Mayor Shelley: It is necessary to avoid the questions that have been created in the past concerning time sheet records. I want it done more or less immediately. The Payroll Clerk is also comfortable with this type of system. The Mayor asked that he be authorized to contact the company. He and the Recorder can work through it. The total cost even for two terminals would be under \$500 a year.

WESTON YOUNG MOVED, SECOND BY NELSON ABBOTT, TO APPROVE \$1,500 FOR THE MAYOR TO IMPLEMENT THE TIME CLOCK SERVICE BY FOTO-PUNCH

VOTE (POLLED): WESTON YOUNG-AYE, ERIN CLAWSON-AYE, PAUL SQUIRES-AYE, NELSON ABBOTT-AYE (4) BRIAN BURKE-NAY (1)


Passed 4-1

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2:12:12

ADJOURNMENT

The Mayor adjourned the meeting at 8:13 p.m.


Deputy Recorder – Mary Preece