

Approved

**MINUTES OF THE WORK MEETING OF THE GRANTSVILLE CITY COUNCIL, HELD ON APRIL 17, 2019 AT THE GRANTSVILLE CITY HALL, 429 EAST MAIN STREET, GRANTSVILLE, UTAH. THE MEETING BEGAN AT 5:00 P.M.**

**Mayor and Council Members Present:**

Mayor Brent Marshall

Krista Sparks

Jeff Hutchins

Scott Stice

Jewel Allen

Neil Critchlow arrived late

**Appointed Officers and Employees Present:**

Brett Coombs, City Attorney

Christine Webb, City Recorder

Sherrie Broadbent, City Finance Director

Jesse Wilson, Human Resources/Treasurer

Jacob Enslin, Police Department

James Waltz, Public Works

Rob Critchlow, Fire Department

Jason Smith, Fire Department

**Citizens and Guests Present:**

**AGENDA:**

**1. Budget.**

Jesse Wilson reported that Councilwoman Allen had asked him to look into other cities and what they pay their city council members. He explained he uses a company named Technet which gathers information from about 300 entities in Utah. He had information from seventy-seven (77) different cities including Grantsville. Jesse sorted the information based on salary each city pays and listed the population. He stated there was really no rhyme or reason to what cities pay their city council. He reviewed the information. Grantsville is ranked in the bottom half of the seventy-seven (77) at thirty-two (32). Councilwoman Allen asked Jesse if other cities offer a COLA raise for their city council. Jesse answered that he did not know, but many are moving away from calling it a COLA raise and calling it a general increase. The Council and Jesse discussed what if any additional benefits were offered.

Sherrie Broadbent explained that this year the department heads met to discuss the needs of their department. She stated the idea was to make it more collaborative and she hopes to meet again

next year with all of the department heads to show where we are and what she was able to add to the budget.

Mrs. Broadbent reported that we would like to come up with a plan for Capital Projects together as department heads with a priority list and a staffing needs list. She felt this would help each department to know what to expect.

Mrs. Broadbent commented there were a few things she wanted to go over because she had made adjustments since the last time she presented. She changed the property tax number to make the budget balance. She added the amounts proposed will likely change once we receive the certified tax rate.

Mrs. Broadbent started with the donation requests. The City received requests for donations from Grantsville Senior Center for \$500, Clark Historic Farm for \$2,000, Tooele Education Foundation for \$3,000, Grantsville Fire Auxiliary for \$2,000, and Breezn Barrels for \$2,500. Sherrie reported there was \$5,500 set aside for donations. Mayor Marshall explained the city has \$1,500 awarded in scholarships to Grantsville High School students each year. He asked the Council if they would like to donate those funds to the Tooele Education Foundation rather than offer scholarships. The Council preferred to continue with the scholarships. Mrs. Broadbent reviewed the donations given the previous two years. She reminded the Council that we did purchase a sound system to be used by everyone.

The Council agreed to pencil in the following donations:

- \$500 for Grantsville Senior Citizens
- \$1,500 for Clark Historic Farm
- \$1,500 for the Tooele Education Foundation
- \$1,500 to the Grantsville Volunteer Fire Auxiliary
- \$500 to Breezn Barrels to help them get their 501(c)3 designation

Mrs. Broadbent and Public Works Director, James Waltz, discussed the proposed budget items for Public Works. One item requested was a road zipper for road repairs. They played a video which showed how the road zipper works with feedback from users. Mr. Waltz stated this is the type of machine the construction company is using on the Main Street Project. Councilman Stice commented that he had watched them using it from his home. Mr. Waltz explained representatives are coming to do a demonstration of this equipment on the Mormon Trail where the road needs repairs. Mr. Coombs asked if this is done under State contracts and if this is the only company that provides this type of product. Mr. Waltz answered that it is under State contract and it is the only company that he knows of with this type of product. Councilman Stice pointed out the important consideration if that it is on State contract. Mr. Waltz said the frontend loader would be perfect for this. Mrs. Broadbent reported that she would take some money out of roads for this year and put it into the equipment line.

Mrs. Broadbent explained that she would like to use two years' worth of impact fees for parks. She said they would like to propose some playground equipment at the Old Lincoln Park. The Council felt playground equipment was a good idea at that park. Councilwoman Allen asked

about a splash pad and if it could be located at Old Lincoln Park. Mrs. Broadbent answered that a splash pad is not an impact fee eligible use. She reviewed the rules for what you can use impact fees on. The Council discussed splash pads. Councilman Critchlow commented that when he talked to someone in St. George, they told him a lot of cities take the water from the splash pads and use it to water the lawns at parks. Mrs. Broadbent expressed concern for adding more for the maintenance department to take care of when they are already overwhelmed with what we have. She pointed out we have many bleachers that need to be replaced, the rodeo grounds need work, and the tot park by the baseball fields is not up to standards. She added that she loves the idea of a splash pad, but did not realize how expensive they are.

Mrs. Broadbent stated Hollywood Park needs shade for the playground equipment. She commented that it probably should have been installed at the same time as the playground. Mr. Waltz reported that in 2010 shade became a requirement for playgrounds. Because of this, she is going to find out if impact fees can be used for the shade. The proposed shade material was discussed. Councilman Critchlow explained what they do in St. George for shade over the picnic tables. The Council agreed to add shade.

The next suggestion was to add fall material to the Cherry Street Park; right now there is wood chips. Mr. Waltz stated this was also added as a requirement in 2010. The Council discussed playgrounds they have seen with different fall materials. Mrs. Broadbent commented that with new playgrounds going in, she would prefer to have better fall material put in at the same time. She requested that the Council allow her to amend this year's budget to get this moving ahead of time. Otherwise, it will have to wait until fall. Mr. Waltz recommended purchasing more wood chips for now if they have to wait until fall to install the poured in placed material. The Council agreed to move forward with this item and requested that the color is a light color so it will stay cool.

The final proposed item for parks was a splash pad. Mr. Waltz stated that he thought it would enhance the quality of life for our residents. He felt that if we couldn't do it this year, we should plan for it in the future. There is not one in Tooele County and he thought it would go a long way in our community. He provided information on splash pad equipment. Mrs. Broadbent pointed out that we still have old bleachers, the tot park, and other things that need to be addressed before we add new things. Councilwoman Sparks inquired about liability with a splash pad. After a discussion, the Council decided to hold off on the splash pad for now. They felt the community should have a say. They talked about putting a PAR tax on the ballot for voter consideration to pay for the splash pad. Mr. Coombs suggested they talk to the Health Department about the regulations on a splash pad. Mr. Waltz and Mayor Marshall said they have talked to the Health Department. If they decide to chlorinate, they will have to have a certified pool operator and a shower within a certain distance. Mayor Marshall added that when they looked into it, a splash pad uses about 40,000 gallons of water per day and the City will be required to pay for that water.

Mrs. Broadbent stated that she added a full-time clerk for the Public Works Department. We need someone to be available in the building to help with paperwork, help purchases, and process the required State reporting and deliverables. Councilman Stice asked if this position

would need to be a full-time or if it could be filled with two (2) part-time positions. Mr. Waltz did not envision the position as being able to be done by two part-time people. Councilman Critchlow asked about needs as far as blue stakes marking. Mrs. Broadbent stated she would like to have a plan addressing staffing needs where they are written down for each department.

Mrs. Broadbent asked to go over the cemetery budget. She explained with the Grantsville North Cemetery, they talked about installing a fence between the Clark Farm and the new cemetery. She said there is also a road they would like to continue. Mr. Waltz added aisle markers are needed as well. Mrs. Broadbent stated right now in the cemetery fund, we have about \$248,000 available for these improvements. She asked if the Council would be willing to use \$30,000 to put in the improvements. The Council discussed planting trees.

Mayor Marshall asked if they could review the Fire Department budget so they could get to their meeting. Mrs. Broadbent went line by line reviewing their budget increases. She increased the following line items: education and training, uniforms, equipment, buildings and grounds, fuel, turnouts, and vehicle maintenance. She commented on the radios and asked Chief Critchlow how many radios the amount would purchase. Chief Robbie Critchlow reported on the budget request for radios. He talked to emergency management on Monday to find out when the switchover is scheduled for. They reported it looks like they are three (3) years out. The company that got the State bid provides radios to the military. Chief Critchlow explained the radios they have purchased and plan to purchase must be PX-25 capable which is the new system. They have purchased three (3) already. The radios are dual band so when they are working with the State on wildland fires they will only require one radio. They received a Homeland Security Grant for \$7,200 and plan to apply it to new radios. They would like to get about ten (10) more handheld radios to complete everything they have.

**The battery died in the recorder. Mrs. Webb asked Chief Critchlow to wait to allow her to put a new battery in the recorder.**

They would like to get about ten (10) more handheld radios to complete everything they have. Chief Critchlow reported they need the heat resistant and water resistant cases that go on the radios. The State has changed the requirements. Councilman Critchlow asked if \$15,000 plus the Homeland Security Grant would be enough for them to get the radios. Mayor Marshall asked Chief Critchlow to make contact with the provider to get a current price on the radios so that it can be added to the budget. Councilman Hutchins asked what the total number of radios they need. Chief Critchlow answered the total number of radios is about twelve or thirteen. They decided to put the number at fifteen (15) for budget purposes.

Chief Critchlow stated one of his requests was based on the new emergency response data system. Right now every medical call they respond to they have to put the import in twice (once into Firehouse and then once into the State's website). The cost is about \$3,200 to get it up and going. It is compatible with the EMS reporting site and is tied in with dispatch. Chief Critchlow stated that it will give them better accountability making sure their reports are taken care of. Mayor Marshall thought that Mrs. Broadbent had added this into the budget.

Chief Critchlow said one thing he would like to add is card readers for the outside doors at the Fire Station. He commented that right now there are an unknown number of keys out there that we do not know who has them. He stated the card reader would log who enters the building and the time they enter. He reported that he talked to Dean about it and Dean will be the head of the server over it. Chief Critchlow said it was a huge liability. Mrs. Broadbent asked if that was why he had an increase in the building and grounds line. Chief Critchlow answered yes. Mrs. Broadbent replied that she did not get a message back on why that was increased so it was not in the budget. Chief Critchlow explained the bid was from the same company that did the Police Station. He stated the cost is high because they will have to run wires from one end of the building to the other and put in casing. Councilman Hutchins asked if there are outside cameras. Chief Critchlow answered that he wished they did. Councilwoman Sparks said they are not very expensive. Chief Critchlow commented that they re-keyed the offices and the record room because they did not know how many keys were out there. Councilman Critchlow asked about re-keying the outside doors instead of installing card readers. Chief Critchlow answered that he thought it was about \$2,000 just for four doors. Mayor Marshall commented that he thought installing the camera system would be more useful and then they could re-key the doors. Councilman Stice suggested adding the card readers to the budget next year or the year after. Chief Critchlow asked if the Council would like him to get some bids for security cameras. The Council agreed that was the way to proceed. Councilman Hutchins asked if Chief Critchlow knew what the price of the key cards system is. Chief Critchlow answered that when they got the bid it was \$30,000 for every door in the building with up to eighty (80) cards. He said he will get with Mr. Waltz to get some security cameras bought.

Mrs. Broadbent asked if the Council would like to continue to give \$10,000 to West Desert. Chief Critchlow would not prefer to give that donation. Councilman Critchlow stated he would like to see it switched into the wildland fee. Councilwoman Allen asked for clarification. Mrs. Broadbent explained that every year we give West Desert \$10,000. Councilman Stice asked if they are 501(c)3. They are. Chief Critchlow said every year they ask West Desert to buy things and they tell them no. Mayor Marshall asked Chief Critchlow what they have asked West Desert to buy. Chief Critchlow answered the guys wanted them to buy some nice pullover coats and they told them no, the City should have to buy them. Chief Critchlow felt if the Fire Department kept the money, they could buy the coats. The Council asked to have West Desert report to the Council.

Mrs. Broadbent quickly reviewed the Police Department budget. They will start the full-time position for the Animal Control will start halfway through the year. She increased the uniform allowance, added a line for postage, and increased the amount for additional rifles. There was a decrease for gas, internet, and phones. Youth City Council and Youth Court were removed from the budget because they have not been functioning. Mrs. Broadbent pointed out Chief Enslin did not have his wish list fulfilled. He asked for more officers and leases for vehicles. Councilman Stice asked about the line item for the body cams. Mrs. Broadbent answered that it was parts, supplies, and equipment. Councilman Stice asked if we are replacing them regularly. Chief Enslin answered that we ended up getting a grant for the body cams and the price dropped from the initial bid. Councilman Stice inquired about the School Resource Officer and if they are paying enough for our officer. Chief Enslin stated he brought that up at the Leads meeting.

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They have put together a proposal to raise the amount a little bit. Councilwoman Sparks asked how many officers we have. Chief Enslin answered we have fifteen (15) full-time officers and two (2) reserve officers. Chief Enslin explained they could always use more officers, but if they can get the Animal Control Officer, they will be in a pretty good spot.

Mr. Coombs asked Chief Enslin to explain overtime. Councilman Hutchins asked if Mr. Waltz has overtime with his department or if it is all comp time. Mr. Waltz answered that he requests that they split it up. Chief Enslin explained that the Police Department does not have overtime budget. They do have some State sponsored overtime, but as far as being called out or covering another officer's shift, they have to take comp time. Chief Enslin stated that hurts when the officer leaves the department and they have accumulated comp time that needs to be paid out.

Chief Enslin felt there were still items that needed to be discussed.

Mayor Marshall suggested another work meeting.

## **2. Adjourn.**

**Motion:** Councilwoman Allen made a motion to adjourn. Councilwoman Sparks seconded the motion. The meeting was adjourned at 6:55 p.m.