SPECIAL CITY COUNCIL MINUTES
Wednesday, April 18, 2018
Approved May 16, 2018

The following are the minutes of the City Council Meeting of the Herriman City Council. The meeting was held on Wednesday, April 18, 2018 at 5:00 p.m. in the Herriman City Hall Council Chambers, 5355 West Herriman Main Street, Herriman, Utah. Adequate notice of this meeting, as required by law, was posted in the City Hall, on the City’s website, and delivered to members of the Council, media, and interested citizens.

Presiding: Mayor David Watts

Council Members Present: Nicole Martin, Sherrie Ohrn, and Clint Smith

Staff Present: City Manager Brett Wood, Assistant City Manager Gordon Haight, Finance Director Alan Rae, Water Director Justun Edwards, Parks and Recreation Director Wendy Thomas, Operations Director Monte Johnson, City Engineer Blake Thomas, Deputy Chief of Police Services Troy Carr, City Planner Michael Maloy, Assistant City Planner Bryn McCarty, Unified Fire Chief Riley Pilgrim, Chief Building Official Cathryn Nelson, Communications Specialist Destiny Skinner, Communications Specialist Mitch Davis and Deputy City Recorder Wendy Thorpe.

Excused: Jared Henderson

5:00 PM - WORK MEETING: (Fort Herriman Conference Room)

1. Mayor and Council Social
   1.1. The Mayor and Council will meet for informal discussion and dinner. No action will be taken on any items.

2. Council Business – 5:15 PM
Mayor David Watts called the meeting to order at 5:15 p.m.

2.1. Review of this Evening’s Agenda
The Council and staff briefly reviewed the agenda, and no adjustments were necessary.

2.2. Future Agenda Items
Councilmember Sherrie Ohrn proposed the addition of an agricultural discussion to a future agenda. She stated that the City focused on housing and roads but not local food sources and the City should take a more active role in
promoting agriculture and gardening. She mentioned there was a fund set up in the seventies that the City could put money into for agricultural use. However, this year the fund received zero money. She expressed concern with options for local food sources including community gardens. She also added her desire to have more open space near parks designated as Community Gardens. City Manager Brett Wood responded this suggestion had been looked at previously; however, the cost to run water lines to the locations would be expensive. Councilmember Nicole Martin stated her opinion that this would exceed the role of local government but expressed her support of expanding the community garden.

City Manager Wood noted the secondary water and pumping could be costly, and further continued with the federal government reduced funding for those purposes and would have to look into additional federal funding options. Councilmember Clint Smith asked if the City had enough Community Garden spaces to meet current demand. Parks and Recreation Director Wendy Thomas reported that of the 32 Community Garden plots available, eight to ten of those plots have yet to be claimed and noted there were unclaimed plots last year as well. Community Garden members maintain the unused plots and donate the surplus food to the Senior Center. Councilmember Ohrn asked if information from the gardening committee could be presented to the Council. Director Wendy Thomas informed the Council that they presented to the Council at the end of last season, but they would be happy to do it again. Councilmember Smith expressed a desire to see the presented information. City Manager Brett Wood explained procedures and timing for planting and prepping land.

3. Administrative Reports

3.1. Discussion pertaining to the 2018-2019 Herriman City Tentative Budget – Alan Rae, Finance Director

Finance Director Alan Rae offered a brief synopsis of the budget, reviewed the timeline for acceptance, and explained the format for discussion would be more of a question and answer session. The budget would be put out for public review after approval of the tentative budget, a public hearing will be scheduled for June 6, 2018 with the formal adoption during the June 20, 2018 meeting. Until the final adoption, changes may be suggested and made to the budget. He asked if there were any questions. Mayor Watts asked about streets increase depicted on page 179. Finance Director Rae explained that payroll and benefits have been adjusted this year to anticipate increase for those that decide to opt in for City benefits. He also mentioned that in many areas such as water, streets, parks, and others there is a higher percentage of entry-level workers.

City Manager Wood discussed staying competitive to retain long-term employees and wanted to talk over different methods. Councilmember Ohrn mentioned her concern with the vehicle insurance was at zero. Finance Director Rae stated that had been an oversight. Seminars and training are set up for Planning Commission and more training had been requested for the additional members. Director Rae relayed his goal is to train an employee in the Information Technology Department on the methods of network administration to greatly reduce the current cost for a third party vendor. Councilmember Ohrn clarified that money would be invested to save money in the future. Councilmember Smith noted that the sooner the City facilitates the ideal person, the better the position of the City.

City Manager Wood explained the culture of training existing employees. Councilmember Ohrn added she had been told the Youth Council should come back from training, apply what they learned, and show a benefit to the City. Finance Director Rae offered an example of a nine-year park employee that earned a degree and furthered their career in the Informational Technologies Department. City Manager Wood shared the story of one employee that moved
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up from community to City, educated himself and now is a life-long employee. Councilmember Smith asked to for an outline of additional allocated positions. City Manager Wood discussed the succession plan for the next five to ten years. Councilmember Martin discussed how government salaries are scrutinized and the difficulty in paying competitively while not overpaying. She also asked to see the figures in the past years for training costs and tuition reimbursements to see how certain benefits are recognized.

In order to maintain retention, the Council discussed the need to consider more than salary, benefits and training. City Manager Wood queried if this was a desire prior to budget approval. Councilmember Martin also asked for data comparisons between Herriman and other local sister cities. Finance Director Rae directed attention to the information regarding turnover. The rate had increased from an average 6-percent to 22-percent in the last few months. Herriman City cannot currently afford to compete with salaries and therefore must compete by other means. He further explained that the Recorder’s Office had two long-term employees leave not long ago. The current two replacements earn less, allowing a part-time employee to be added without a budget increase. Additionally, the passport office has been quite busy. Councilmember Smith discussed attrition burden and explained that adding a new employee can mean more revenue coming in due to the work output. Finance Director Rae added that a few people took pictures of the passport office with 18 people waiting in the lobby in line.

Finance Director Rae mentioned that a new finance employee would be added once Senior Accountant Shauna Dekorver retires. The employee will be entry-level and trained to assist the Finance Director. There would be a new entry-level facilities employee hired and the Fleet Department is planning to hire a part-time technician to later transition to full-time. City Manager Brett Wood explained scope of duties for each position. Finance Director Alan Rae mentioned that the City is also hoping to hire a full-time building inspector. Currently there is a contracted engineering firm which the full-time building inspector would replace. Once the employee is hired, the contract costs will be offset. The last current opening is for an entry-level water position. Overall, the city is looking to hire 5.5 new employees. Mayor David Watts expressed his preference for in-house employees as opposed to contractual and asked why a second inspector would not be hired, since currently two are contracted out. City Manager Brett Wood responded that Herriman City survived the 2008 fiscal crisis better than many other cities; however, permits numbers decreased and several employees were laid off. Rather than risk overstaffing and potential future layoffs, he would like to see first how the City fares with one building inspector. The overall goal is to foster long-term employees. Assistant City Manager Gordon Haight voiced that building inspectors may be retiring and need to train successors. Mayor Watts asked about if there would be another employee added in engineering for to help with storm water. Finance Director Alan Rae confirmed the addition. The new employee would be an office employee; therefore, City vehicles would not be affected. Councilmember Smith asked for affirmation of when a department requests a new employee, that the anticipated budget costs include cost for employee, phone, benefits, potential vehicles and equipment, and other necessary materials. Finance Director Alan Rae explained that ten City vehicles have been added.

Councilmember Smith asked about the insurance and benefits increase and the cost of living adjustment (COLA). Finance Director Alan Rae explained that there is a four-percent overall proposal: 2.1-percent COLA and 1.9-percent merit increase. There is also a 5.5-percent increase for additional insurance and benefit costs. This amounts to $150 per employee per month. The City covers 80-percent of the increase, which comes to an additional $15 for the employee. This is a far less increase than previous years. Councilmember Martin clarified that this will be discussed
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with employees as Merit increase. City Manager Brett Wood mentioned that for his 15 years he has always based employee pay increases on performance and has never factored in COLA. He does not view evaluations on a pass or fail basis. Mayor Watts discussed using incentives and Finance Director Rae stated that certifications also affect pay. City Manager Wood added research has been conducted to compare increases of nearby cities payroll budget to Herriman to stay competitive. Councilmember Smith voiced his support of the budget to let City employees know they are valued and appreciated.

Mayor Watts questioned if fee schedules need modification. Finance Director Rae explained that the Council approves fee schedules annually. City Manager Wood stated the revenue projections from Director Rae are conservative. On occasion, there are one-time fees, such as with the storm drains. Councilmember Martin mentioned that the Council previously discussed with Director Rae putting together a long-term projection plan for the budget.

Mayor Watts stated that he had a couple more items to discuss. The vehicle currently designated for the mayor frequently sits unused and he has at times allowed the staff to use it when needed. City Manager Wood responded that this would still fall under the General Fund and that it has only been used twice. The vehicle is only for administrative and Council usage. The second item the Mayor brought up was his concern about the Arts Council budget. In the budget plan, the arts has an expected revenue decrease of 11-percent yet an 11-percent funding increase. Mayor Watts expressed his concern with the discrepancy in figures and asked for clarification. Parks and Recreation Director Wendy Thomas stated that the public play this year is more geared towards adults and therefore the revenue is expected to slightly decrease, as well as potential decreases in Healthy Herriman and the Historical Committee, which are both included in the budget. As for the increases, the licensing fees for sound production and lighting have increased. The Historical Committee has a budget each year of $25,000. This year so far they have used $4,300 and last year they used a total of $24,000. Part of the committee budget goes towards signage for the historical walk.

The Pedal Palooza event lends bike helmets each year but did not have enough to cover demand last year. This year there will be more helmets supplied. Councilmember Martin added that it would be helpful to see a list format of all of the smaller budget increases, such as the budget for extra bike helmets, in order to better understand how much money is being used in the little areas. These smaller costs are easily lost or looked over when compared to the larger expenses, but can add up to a hefty amount when seen separately. She further stated that the city should have a limit threshold so that there is enough money for new roads and other fundamental government responsibilities. Mayor Watts would requested clarification for the Arts Council budget increases. Councilmember Smith added that the expectation should not be to provide helmets for every biker that attends the event. Director Rae drew attention to page 43, which detailed these changes and included requested clarification.

Parks and Recreation Director Wendy Thomas explained that concessions are no longer conducted by the City, which would increase the Arts Council budget. Additionally, the City used to print the programs for them, which is no longer necessary. She mentioned that she is happy to have the Arts Council come and explain their plans to the Council.

Mayor Watts applauded the budget transparency claiming this is the most transparent budget he has ever seen. Councilmember Ohrn mentioned that the budget for banners doubled. City Manager Wood clarified that there are seasonal cost changes for banners, lights and branding. The budget would be phased rather than all at once. Finance Director Rae emphasized that if a Council Member emails a question, he will send his response to all council members.
3.2. **International Conference of Shopping Centers (ICSC) Discussion – Heather Upshaw, Economic Development Manager**

Economic Development Manager Heather Upshaw presented a PowerPoint with an overview for convention and explained the training opportunities and agenda. The training has been scheduled for May 20-23. She explained that information will be distributed via flash drives and booklets. The focus would be on food service and John Gust, Doug Young, and John Lindsley would be in attendance. Councilmember Martin expressed her desire to be in the meetings with John Gust. She indicated she has some has questions regarding anchor stores in Anthem. The REAL Salt Lake area would be discussed in those meetings as well. Economic Development Manager Heather Upshaw confirmed that she would send the Council prep information.

3.3. **Discussion regarding the Community Center – Monte Johnson, Operations Director**

Operations Director Monte Johnson presented a PowerPoint on the Community Center. He showed several of the lease options, including those for office space rentals. He asked the Council to provide direction once each member has reviewed the gathered information. Mayor Watts expressed his opinion that the Community Center be sold, as he could not justify the costs of upholding it for alternate means.

3.4. **City Manager Updates – Brett Wood, City Manager**

City Manager Wood indicated no updates.

4. **Adjournment**

Councilmember Smith moved to adjourn the City Council work meeting at 6:59 pm. Councilmember Ohrn seconded the motion and all voted aye.

7:00 PM - **GENERAL MEETING:**

1. **Call to Order**

Mayor Watts called the meeting to order at 7:07 p.m. and welcomed those in attendance.

1.1. **Invocation/Thought/Reading and Pledge of Allegiance**

Scout Troop 1106 led the audience in the Pledge of Allegiance.

1.2. **Council Disclosure for Conflict of Interest**

No noted conflicts of interest.

1.3. **Mayor/Council Comments and Recognitions**

Mayor Watts thanked the Scouts for joining the Mayor and Council to see the DARE car prior the meeting. He expressed his appreciation for the Finance and Communications Departments for their hard work in preparing the City budget.

2. **Public Comment**

There were no comments offered.
3. Mayor and Council Board and Committee Reports
Councilmember Martin reported that Unified Fire Authority (UFA) engaged in extensive internal review and created a fiscally conservative strategic plan budget. UFA also reached out to solicit feedback through a community survey. Only two-percent of the respondents were unfavorable. A total of 84-percent voted favorably. Councilmember Smith asked if there were plans to report to residents. Chief Pilgrim reported the information was available on their website; however, UFA would be willing to present the information to City Council. Councilmember Smith suggested the presentation would be valuable. Councilmember Martin expressed her appreciation to former Councilmember Coralee Moser for her recommendation for UFA to mimic City budget.

Mayor Watts reported that he met with other city mayors this week regarding the Community Development Block Grants (CDBG) for underserved populations. He reported the processes discussed. Councilmember Martin explained the importance of these funds and pointed out that budgets are decreasing; costs could be put toward City goals and this collaboration was important to stretch funds.

4. Public Hearing
   4.1. Public Hearing and Consideration of a resolution approving an amendment to the 2017-2018 Herriman City Budget – Alan Rae, Finance Director
Finance Director Alan Rae offered a brief synopsis regarding the contract for the seven-year public works yard plan. He explained interest in buying property quickly before the budget approval.

Mayor Watts opened the public comment portion of the meeting.

No offered comments.

Councilmember Smith moved to close the public hearing. Councilmember Ohrn seconded the motion and all voted aye.

Councilmember Smith expressed his appreciation to the staff for their hard work on the contract for public works property.

Councilmember Martin moved to approve Resolution R24-2018 approving an amendment to the 2017-2018 Herriman City Budget. Councilmember Smith seconded the motion.

The vote was recorded as follows:
Councilmember Jared Henderson Absent
Councilmember Nicole Martin Aye
Councilmember Sherrie Ohrn Aye
Councilmember Clint Smith Aye
Mayor David Watts Aye

The motion passed unanimously with Councilmember Jared Henderson being absent.
5. Reports, Presentations and Appointments

5.1. Presentation of the 2018 Building Safety Month Proclamation – Cathryn Nelson, Chief Building Official

Chief Building Official Cathryn Nelson presented the proclamation regarding Building Safety Month, which is May. She described the importance of building codes and safety requirements of all the buildings in the City. She invited all to come and celebrate. Councilmember Smith expressed his appreciation to the staff for keeping up with the demand for building permits.

Councilmember Smith made a motion approve the May 2018 Building Safety Month Proclamation, Councilmember Martin seconded the motion.

The vote was recorded as follows:
- Councilmember Jared Henderson: Absent
- Councilmember Nicole Martin: Aye
- Councilmember Sherrie Ohrn: Aye
- Councilmember Clint Smith: Aye
- Mayor David Watts: Aye

The motion passed unanimously with Councilmember Jared Henderson being absent.

6. Consent Agenda

6.1. Approval of the February 14, 2018 City Council Meeting Minutes

6.2. Approval of a Resolution Appointing a Temporary Mayor Pro Tempore – Brett Wood, City Manager

Councilmember Smith explained this resolution to appoint Councilmember Henderson as Temporary Mayor Pro Tempore in anticipation of a future meeting where Mayor David Watts and current Mayor Pro Tempore Nicole Martin would be unavailable to conduct the meeting.

Councilmember Martin moved to approve the Consent Agenda as written, Councilmember Ohrn seconded the motion.

The vote was recorded as follows:
- Councilmember Jared Henderson: Absent
- Councilmember Nicole Martin: Aye
- Councilmember Sherrie Ohrn: Aye
- Councilmember Clint Smith: Aye
- Mayor David Watts: Aye

The motion passed unanimously with Councilmember Jared Henderson being absent.
7. Discussion and Action Items

7.1. Discussion and Consideration of an Ordinance Banning the use of Fireworks and any Open Flame Fires within Certain areas of Herriman City – Riley Pilgrim, Unified Fire Authority Chief

Unified Fire Chief Riley Pilgrim proposed a fireworks and open flame map and requirements. The many calls related to fireworks prove challenging for UFA and Unified Police Department (UPD). Call volume increased 300-percent due to fireworks; Fire Chiefs discussed options to reduce risk to property and a potential reduction of discharge dates to July 2-5 and July 22-25. The historical data from fires help show the benefit of the new requirements. Other restricted areas would benefit from the changes. The park east of Mirabella and the area gap near Emmeline would both be closed to firework displays. The fine would be up to $1000 for negligent conduct in or out of area as requested by UPD.

Chief Pilgrim noted the maps are adopted annually outlining the restrictions. Councilmember Martin stated that she heard from most residents that more people are in favor of restricting fireworks. She relayed her pleasure with the UFA looking out for the residents’ best interest and the majority appreciate this change. Councilmember Smith expressed his appreciation to Chief Pilgrim and the UFA for their hard work developing boundaries. He clarified the lines were designated due to risk assessment.

Councilmember Martin moved to approve ordinance 2018-18 regulating, preventing and banning the discharge of fireworks in areas of the City as designated on the map, Councilmember Smith seconded the motion.

The vote was recorded as follows:
Councilmember Jared Henderson Absent
Councilmember Nicole Martin Aye
Councilmember Sherrie Ohrn Aye
Councilmember Clint Smith Aye
Mayor David Watts Aye
The motion passed unanimously with Councilmember Jared Henderson being absent.

8. Calendar

8.1. Meetings

8.1.1. April 19 – Planning Commission Meeting 7:00 p.m.

8.1.2. April 25 – City Council Work Meeting 5:00 p.m.; City Council Meeting 7:00 p.m. Canceled

8.1.3. May 9 – City Council Work Meeting 5:00 p.m.; City Council Meeting 7:00 p.m.

8.2. Events

8.2.1. April 28 – Community Service Day

9. Closed Session

9.1. The Herriman City Council may temporarily recess the City Council meeting to convene in a closed session to discuss pending or reasonably imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205
Councilmember Ohrn moved to temporarily recess the City Council meeting to convene in closed session to discuss the purchase, exchange, or lease of real property as provided by Utah Code Annotated §52-4-205. Councilmember Martin seconded the motion.

The vote was recorded as follows:
Councilmember Jared Henderson  Absent
Councilmember Nicole Martin  Aye
Councilmember Sherrie Ohrn  Aye
Councilmember Clint Smith  Aye
Mayor David Watts  Aye

The motion passed unanimously with Councilmember Jared Henderson being absent.

10. Adjournment
Councilmember Ohrn moved to adjourn the City Council meeting to reconvene in the work meeting at 7:50 p.m. Councilmember Smith seconded the motion and all voted aye.

11. Recommence to Work Meeting (If Needed)
I, Wendy Thorpe, Deputy City Recorder for Herriman City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on April 18, 2018. This document constitutes the official minutes for the Herriman Special City Council Meeting.

Wendy Thorpe
Deputy City Recorder