

ALPINE CITY COUNCIL WORK SESSION
Alpine City Hall, 20 North Main Alpine, UT
January 25, 2011

5:38 PM Work Session on the Budget. The following were present:

Mayor Hunt Willoughby

Council Members: Jim Tracy, Bradley Reneer, Kent Hastings

Councilman Troy Stout was excused.

Staff: Rich Nelson, Shane Sorensen, Charmayne Warnock, April Naidu, Jannicke Brewer

Others: None

COUNCIL GOALS AND OBJECTIVES: As part of the budget process, Rich Nelson reviewed a list of possible goals, noting that they were not in order of priority. They included: 1) preserving Alpine's small town feel and traditions; 2) preserving open space, trails, parks; 3) maintaining quality infrastructure; 4) insuring quality and quantity of water; 5) cost effective police, fire and EMS service; 6) sustainability relating to 5-year financial projections; 7) open and responsive government.

The Council discussed the goals. Bradley Reneer said he felt the biggest priority for citizens would be safety, police and fire, and basic infrastructure. Jim Tracy suggested adding a hearings officer to handle Board of Adjustment issues. Kent Hastings said he would like to encourage commercial growth in the commercial areas. They should consider a farmer's market. He said he would also like to see a program for tracking and reducing drug incidents among teens, and incorporate a program to teach coping skills. He'd read that coping skills were more effective in keeping kids away from drugs than advertising. Rich Nelson said he thought that would be a good idea. He suggested the option of a youth drug court, also. It had been shown that having a team-operated youth court was more effective than going to juvenile court.

COUNCIL SALARY INCREASES GOING INTO EFFECT: Rich Nelson said that compared to other cities, Alpine's salaries were lower. He provided a comparison with other cities. It had been discussed that the additional meeting payment be eliminated with the increase. He asked the Council to give him some direction on what they wanted their salaries to be. Jim Tracy said he'd stated earlier that the salaries of the employees should be within the average range of other cities' salaries, and the mayor's salary should also be within the average range of other cities. Alpine's mayor presently received \$9,600. Other cities paid their mayor an average of \$15,742. He said that should be considered along with the Council salaries. The average council salary range was between \$6200 to \$7200 a year. Alpine's Council currently received \$4,800 a year. Since some of the cities offered some benefits such as cell phones, he would lean toward the top of the average range. He suggested a salary of \$7200 for the Council members and \$15,750 for the Mayor.

Bradley Reneer said he wanted to be clear that he felt the salary increase should be tabled until the economy was better. There were citizens who were dealing with a loss of jobs, businesses struggling to make a profit. He said he didn't think they should be considering giving themselves a raise when the economy was in trouble.

Kent Hastings said if someone on city staff was underpaid by half of what other cities paid, he wouldn't wait until the economy improved to remedy that, and the council were city employees. In regard to timing, he said he thought they should implement an increase right away, and also increase the mayor's salary, but questioned if the mayor spent twice as much time on city business as the council. Mayor Willoughby said that actually it was probably four to five times higher than the time the council spent. He had also served as a council member so he was aware of that time commitment.

Jim Tracy said he felt the mayor's salary should be an average of what other cities' mayors made, not necessary double what the council made. That could fluctuate. He said he felt it would be easier to draw better candidates if the salary was higher.

Kent Hastings said Kimberly Bryant had told him she would like to see the increase on the agenda for the next meeting. Included in the packet was a draft ordinance approving an increase that would be effective on adoption rather than waiting until after the election. Rich Nelson said they would need to notice the public hearing on the ordinance.

HALF-TIME PERSON FOR BUILDING DEPARTMENT: Rich Nelson said that there was a request for a half-time position for the building department. They would still be down by one staff person after the half-time position was filled because they'd lost two people that hadn't been replaced. Mayor Willoughby said he felt it was imperative to have adequate help in the office. Coverage was an issue and public service was what the City offered.

Jim Tracy asked if it was possible to reduce the workload on some of the personnel by paying Express Fee to handle the utility bills rather than having staff do it. Also, they could eliminate the courtesy calls to people who were getting their water shut off. Kent Hastings suggested an automated phone call when they were going to get their water turned off. Mayor Willoughby said that Annette Scott did a wonderful job working with the public and he liked having her as the "face" of Alpine.

Jim Tracy said Ted Stillman used to take minutes for the PRO Commission which relieved office staff of that responsibility. He said he was just trying to see if there were some things they could streamline or farm out without hiring someone. There were four and a half people in the office to run things and he didn't see how coverage could be an issue unless they were being too lax with time off.

April Naidu said the situation was such that if one person was on sick leave or vacation, it made it extremely difficult if someone had an emergency arise. Annette Scott was only there in the morning so it left two people in the office. Charmayne Warnock said she had almost three weeks of vacation from the previous year that she'd been unable to take because she couldn't leave. Besides the responsibility of city council and recorder duties, she ran the building department, produced the monthly newsletter and did the board of adjustment. She said she felt like she was on a dead run all day and still didn't accomplish everything that was needed. April Naidu agreed it was frustrating. She said that when Charmayne was gone, the building department basically shut down, and people were very unhappy if they couldn't get their building permits. Recently Charmayne was home sick and they had to call her and she had to come in and take care of a situation. If they had at least a part-time person it could help take up the slack. They did work as a team and try to help each other out where they could.

Bradley Reneer asked if there was a seasonal need where they could hire someone for part of the time. Jim Tracy suggested hiring a part-time person to just take minutes of city council and planning commission, and work from home.

April Naidu said another example of coverage issues was the cemetery. Annalisa was the cemetery sexton. Annette Scott knew a little bit about it but she was only there in the morning. If Annalisa was on vacation and someone had a death in the family, and they came in the afternoon to arrange a burial, no one could help them.

Kent Hastings asked if they could see a breakdown of the time spent on various tasks. There might be some areas where they could cross-train. He said his department in his company had lost five people that weren't replaced. Some people had to take on a heavier workload.

Jim Tracy suggested creating a list of FAQ for the website to reduce the number of phone calls. Rich Nelson pointed out that the city did not have a website tech and it was difficult to upgrade the

website without spending money on training or expertise. Another aspect was, if they wanted a friendly atmosphere, they needed someone to answer the phones.

Mayor Willoughby said they would look at ways to run things more efficiently. At one time they had discussed having a person work half-time at City Hall and half-time at City Shops. Would that still be needed if they hired an engineer's assistant? Shane Sorensen said it would not be needed.

Regarding code enforcement, enforcing the clean street ordinance could be done by the storm water assistant. Kent Hastings suggested a bounty on illegal signs to reduce time spent on that. April Naidu said she had tried to make weed abatement a code enforcement priority in the summer, and be more efficient by creating a list of vacant lots in the city so they could generate letters and send them out. She'd found a company that would mow weeds and felt they were making progress.

Shane Sorensen said they needed a standard about weed abatement in city open space, where it was and how often it got mowed. There were complaints about requiring homeowners to mow their weeds when the city didn't.

PROJECT PRIORITY LIST: Rich Nelson said Shane Sorensen had submitted a project priority list with the anticipated costs. The money was available in the various budgets to do them. He suggested the Council review them and rank them by priority. Jim Tracy said he would like another column showing which projects were paid for impact fees, and do those first. Shane Sorensen said most of the projects would be done at least in part with impact fees. Caselle would have to be updated. Kent Hastings asked to have the project list emailed to them so they could mark their priorities.

LONE PEAK PSD BUDGET ISSUES: Rich Nelson said Cedar Hills Fire Department had said they were going to move out of their fire station and move down to a building by Walmart. It was a big issue and would have an impact on Alpine. The PSD's Board agenda would be a super conference for the three cities. Rich Nelson said another concern he had was that the police department didn't have tasers.

Jim Tracy said the Council needed to determine what level of service they wanted for Alpine and get that information to the police and fire departments so they could plan their budgets. They also needed to be prepared to pay for the level of service that they wanted.

ARBINGER: Rich Nelson said he would like to go ahead with the training from the Arbinger Institute if they had the money. He said it was the best training he'd ever had.

The Council took a five minute break before the regular meeting was called to order.

ALPINE CITY COUNCIL PUBLIC HEARING AND MEETING
Alpine City Hall, 20 North Main Alpine, UT
January 25, 2011

I. The meeting was called to order at 7:05 pm by Mayor Hunt Willoughby.

The first order of business was a Public Hearing to receive public comment on opening the 2010-2011 Budget and increasing the storm drain fee.

Shane Sorensen said the City currently collected \$3.30 per month for storm drain. The fee would be increased to \$5.00 a month. The additional revenue would be used to hire a person to run the Storm Water Management Plan, a federally mandated program. Funds would be transferred within the budget to help fund the program.

There were no public comments.

A. Roll Call: The following Council Members were present and constituted a quorum:

Mayor Hunt Willoughby

Council Members: Kent Hastings, Jim Tracy, Bradley Reneer, Kimberly Bryant

Troy Stout was not present.

Staff: Rich Nelson, Charmayne Warnock, Shane Sorensen, April Naidu, Jannicke Brewer

Others: Jamey Johnston, Vernon Harrison, Will Jones, Mark Buffington – National Guard, Matt Longson – National Guard

B. Prayer: Kent Hastings

C. Pledge of Allegiance: PFC Matt Longson

II. PUBLIC COMMENT: There were no comments.

III. CONSENT CALENDAR

A. Approve the minutes of January 11, 2011

MOTION: Kent Hastings moved to approve the Consent Calendar. Jim Tracy seconded. Ayes: 4 Nays: 0. Kent Hastings, Jim Tracy, Bradley Reneer and Kimberly Bryant voted aye. Motion passed unanimously.

IV. REPORTS/PRESENTATIONS

A. Community Covenant Program – Mark Buffington, Utah Army National Guard: Sgt. Buffington presented a program whereby communities can show their support of the men and women serving in the military, and their families. He said all the service members had raised their arms to the square and swore to defend the nation, even at the cost of their lives. The families of the service members, while they didn't take the oath, were also called upon to make great sacrifices. Soldiers were coming home with multiple issues. Children were affected. The army was trying to do their best to see that the servicemen had the assistance they needed. They'd found that the soldiers who did the best when they came home were the soldiers where there was a lot of community support and appreciation for the service they rendered. Sgt. Buffington asked the Alpine City Council to adopt the Community Covenant Program and show support for the members of the armed forces and their families. Most communities participated as part of a local celebration. It was agreed that Alpine would make it a part of their Alpine Days celebration since the Guard was booked for Memorial Day.

B. Community Solar Energy Program – Jamey Johnston: Mr. Johnston said he'd been talking to Mayor Willoughby about a plan where members of the community could purchase solar collectors for their homes. He said most people would like to have a solar unit, but the cost was prohibitive. He'd talked to lenders and Ballard Spahr and came up with an affordable plan whereby people could have solar

collectors for their homes for an upfront cost of 10%. The balance wouldn't be much more than what they were paying for utilities. He said there was not a lot of risk in asking people to participate and he'd like the council to set an example for members of the community. He planned to give a presentation in the council room about the solar energy plan on Thursday, February 24th for interested members of the community. He planned to inform people about it with flyers and mailings and news stories.

V. ACTION/DISCUSSION ITEMS

A. Storm Water Plan Implementation.

1. Ordinance No. 2011-03 – Amend the 2010-2011 Budget.

2. Resolution No. R2011-02 – Amend the Consolidated Fee Schedule

Shane Sorensen said that in previous meetings they had discussed the necessary funding to implement the Storm Water Management Plan which was approved by the City Council on December 14, 2010. He asked the Council to consider adopting the ordinance to open the budget and transfer fees, and adopt the resolution to amend the Consolidated Fee Schedule to increase the storm drain fee.

Kimberly Bryant asked that there be a notice in the Newsline explaining the increased storm drain fees.

Kent Hastings asked if it would cost less if they didn't hire an engineer. Shane Sorensen said that in some aspects it would, but finding a technician that also knew how to operate the GIS was unlikely. The state was close to making it a requirement that cities have the utilities mapped. He said Cottonwood Heights figured that they had 800 manholes in unknown locations. It was difficult to maintain the system if you didn't know where things were. In the long run there would be a cost savings of having someone with broader knowledge and skills.

Bradley Reneer asked if they could include the possibility of a tech in the job description in case there was someone out there that could qualify. Shane Sorensen said they would do that.

MOTION: Jim Tracy moved to approve Ordinance No. 2011-03 Amending the 2010-2011 Budget and approve Resolution No. R2011-02 Amending the Consolidated Fee Schedule as proposed in April Naidu's email changing the storm drain fee from \$3.30 to \$5.00 to meet the obligations for the EPA mandated Storm Water Management Plan. Bradley Reneer seconded. Ayes: 4 Nays: 0. Kent Hastings, Jim Tracy, Bradley Reneer and Kimberly Bryant voted aye. Motion passed unanimously.

Bradley Reneer asked about the inclusion of the sewer connection fee. Shane Sorensen said the City had been collecting it since 1997 and it had been included in the Consolidated Fee Schedule but had gotten lost in an update. They were just putting it back in.

Rich Nelson said it was a pleasure to work with Shane Sorensen. He was one of the best engineers he'd known in his career. Most engineers were merely technical but Shane was multitasking. Not only was he an excellent engineer but he knew how to get his hands dirty and run a backhoe.

B. McNiel #4 Annexation Plat D. Shane Sorensen said Lon Nield had met with the Development Review Committee. He planned to develop a four-lot subdivision off Quail Hollow Circle. It would necessitate the annexation of a small piece of ground which he planned to run concurrently with the subdivision process. The proposed annexation piece was contiguous to city limits, would not create any islands or peninsulas, and was in the annexation declaration area. The road extension was in the master plan and the City owned the right-of-way. Lon Nield had deeded it to the City several years ago with the understanding that the City would not be building the road. It would be built by the developer when the land was developed.

MOTION: Jim Tracy moved to accept the annexation petition for the McNiel #4 Annexation Plat D. Kimberly Bryant seconded. Ayes: 4 Nays: 0. Kent Hastings, Jim Tracy, Bradley Reneer and Kimberly Bryant voted aye. Motion passed unanimously.

C. Rules of Procedure: The City Council reviewed and discussed at length the Rules of Procedure drafted by David Church with the amendments proposed by Kent Hastings. At the end of the discussion, Kent Hastings said he would come back with a clean copy for the next meeting. Bradley Reneer asked if it would be possible to simplify the rules to one page. Kent Hastings said he could do that.

VI. STAFF REPORTS

Rich Nelson said he had two items. There was a request to have a Rivalry Relay on August 22nd from the University of Utah to BYU. Another group wanted to have a Pink 5K from the rodeo grounds to the park on April 23rd. He said he'd like to have a policy that such requests would come to the DRC rather than bringing them to the Council. They would send out emails to the Council with the information. The Council indicated that would be okay.

VII. COUNCIL COMMUNICATIONS

Jim Tracy had several items. 1) He asked who would be responsible to follow up on requests to put things on the website. 2) He said the council received a poor grade on transparency score. There were 10 criteria the Sutherland Institute used in the ratings but some of them didn't apply to Alpine because it was a small town. 3) He suggested they add the names of youth council members on the picture on the webpage. 4) He suggested they print an extra packet for the public. 5) He requested a current garbage pick-up schedule be posted on the webpage. 6) He said he would like some feedback from the Council on what level of police service they wanted.

Bradley Reneer said he liked the resident guide put together by Annalisa Beck. He thanked Jim Tracey for the guidelines for starting and operating a police department. He said Dennis Carlisle had complained about his neighbor's dog and wondered who would handle the complaint. He asked if there was anything new on the Zebley complaint. Rich Nelson said the complaint should be directed to the animal control officer. There was nothing new on the Zebleys.

Mayor Willoughby said Alpine Elementary had received a National Safe Walking Award. It was the only school in the country that had received the award. He noted that Chief Botkin was absent because he was looking at dog kennels for the new drug dog. He also said that North Utah Water Conservancy District was looking to fill the dam tender position if anyone knew of someone that would like to apply.

VIII. EXECUTIVE SESSION: No session was held.

MOTION: Kent Hastings moved to adjourn. Kimberly Bryant seconded. Ayes: 4 Nays: 0. Kent Hastings, Jim Tracy, Bradley Reneer and Kimberly Bryant voted aye. Motion passed unanimously.

The meeting was adjourned at 9:10 pm.