



**Tremonton City Corporation
City Council Meeting
January 3, 2017
Meeting to be held at
102 South Tremont Street
Tremonton, Utah**

AGENDA

**CITY COUNCIL WORK SESSION - CANCELED
6:00 p.m.**

**CITY COUNCIL MEETING
7:00 p.m.**

1. Opening Ceremony
2. Introduction of guests
3. Approval of agenda
4. Approval of minutes – December 6, 2016 and December 12, 2016
5. Public comments: This is an opportunity to address the City Council regarding your concerns or ideas. Please limit your comments to three minutes.
6. Presentations & Discussions
 - a. Training on the Municipal Ethics Act- Dustin Ericson, City Attorney
 - b. UTOPIA Network- Roger Timmerman, UTOPIA Executive Director
7. Council Business:
 - a. Discussion and consideration of directing City staff to implement a video recording system to broadcast City Council meetings
8. Reports & Comments:
 - a. City Manager Reports and Comments
 - b. City Department Head Reports and Comments
 - c. Council Reports and Comments

9. **CLOSED SESSIONS:**

- a. *Strategy session to discuss the purchase of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms*
- b. *Strategy session to discuss the character, professional competence or physical or mental health of an individual*
- c. *Strategy sessions to discuss pending or reasonably imminent litigation*
- d. *Purpose of discussing information provided to the public body during the procurement process under*

10. Adjournment

Anchor location for Electronic Meeting by Telephone Device. With the adoption of Ordinance No. 13-04, the Council may participate per Electronic Meeting Rules. Please make arrangements in advance.

Persons with disabilities needing special assistance to participate in this meeting should contact Linsey Nessen no later than 48 hours prior to the meeting.

Notice was posted December 30, 2016 a date not less than 24 hours prior to the date and time of the meeting and remained so posted until after said meeting. A copy of the agenda was delivered to The Leader (Newspaper) on December 30, 2016.

Cynthia Nelson, DEPUTY RECORDER

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**TREMONTON CITY CORPORATION
CITY COUNCIL MEETING**

December 6, 2016

Members Present:

Diana Doutre
Lyle Holmgren – arrived at 7:03 p.m.
Jeff Reese
Bret Rohde - excused
Lyle Vance
Roger Fridal, Mayor
Shawn Warnke, City Manager
Linsey Nessen, City Recorder

No City council Workshop tonight.

CITY COUNCIL MEETING

Mayor Fridal called the December 6, 2016 City Council Meeting to order at 7:01 p.m. The meeting was held in the City Council Meeting Room at 102 South Tremont Street, Tremonton, Utah. Those in attendance were Mayor Fridal, Councilmembers Doutre, Holmgren, Reese, and Vance, City Manager Shawn Warnke, and City Recorder Linsey Nessen. The following Department Heads were also present: Fire Chief Steve Batis (arrived at 7:24 p.m.), Public Works Director Paul Fulgham, and Senior Center Director Marion Layne. Also in attendance were: Emergency Management Coordinator Jim Hess, Sergeant Todd Hunsaker, and Detective Andy Marchant (arrived at 7:02 p.m.).

1. Opening Ceremony:

Mayor Fridal informed the audience that he had received no written or oral request to participate in the Opening Ceremony. He asked anyone who may be offended by listening to a prayer to step out into the lobby for this portion of the meeting. The prayer was offered by Director Fulgham and the Pledge of Allegiance was led by Coordinator Hess.

2. Introduction of guests:

Mayor Fridal welcomed Sergeant Todd Hunsaker and Detective Andy Marchant.

3. Approval of Agenda:

Motion by Councilmember Doutre to approve the agenda of December 6, 2016. Motion seconded by Councilmember Vance. Vote: Councilmember Doutre - aye, Councilmember Reese - aye, and Councilmember Vance - aye. Motion approved.

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4. Approval of minutes – November 15, 2016:

Motion by Councilmember Reese to approve the minutes of November 15, 2016.

Motion seconded by Councilmember Dautre. Vote: Councilmember Dautre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Vance - aye. Motion approved.

5. Public comments: Comments limited to three minutes:

There were no public comments.

6. Employee Years of Service Awards

- a. Andy Marchant, Police Detective – 15 years

Mayor Fridal thanked Detective Marchant for his service.

- b. Nick Nessen, Police Detective – 10 years

Detective Nessen was not in attendance.

7. Presentations & Discussions

- a. Walking Audit Performed on Main Street and Tremont Street – Karlie Mitchell, Bear River Health Department

Karlie Mitchell from Bear River Health Department performed a walking audit. A walking audit shows how easy it is to get around walking and biking. Ms. Mitchell noted Tremonton has the cutest little downtown area and is great for walking. There are great benefits to walking and it creates a community culture of unity. When people are out walking they will stop and shop more.

The sidewalks are wide on Main Street which can accommodate eateries or merchandise outside to sell. There are some sidewalks that are beat up and can use some improvements to make it easier for wheelchairs and strollers.

The shops and services are all in one area on Main Street and Tremont Street including the Post Office, shops, restaurants, and City Hall. Midland Square is a great area. Hopefully the City can have a lot of events at that location.

Ms. Mitchell recommended the Council adopt a Tremonton City active transportation plan, which will help with future funding opportunities. She also recommended the City increase the number of signal crossings for pedestrians. It was noted that two crossings will be going in at 100 East and 100 West. They will be a fantastic addition to help people cross Main Street safely. The last recommendation is to increase the walkability of downtown. There was a lack of benches for people to sit down and enjoy.

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There is a website called walkscore.com. You enter an address and it will rate it with regard to restaurants, the distance to a grocery store, and any other services necessary for everyday life. Tremonton was ranked at 65 out of 100, which is decent. Brigham is 73 and Logan is in the low 80's. Some things that would help increase the walk score include:

- Crossings
- Benches
- Connect Residential Areas
- Sidewalks that are ADA compliant
- Painting cross walks

Ms. Mitchell noted that Boulder, CO is great for biking and walking as well as St. George, Utah. They have great trail connections. She will find more examples of cities that are good examples/models of a walkable downtown and forward the list to Manager Warnke.

8. Public Hearing:

Mayor Fridal called the Public Hearing to order at 7:16 p.m. There were 15 people in attendance.

Mayor Fridal opened Tremonton City's 1st Public Hearing for the 2016 Community Development Block Grant Small Cities program. The purpose of this hearing is to gain citizen input regarding community needs and potential CDBG projects.

Approximately \$600,000 is expected to be available in the Bear River Region for CDBG projects, \$400,000 of which will be available through competitive grants for projects that meet U.S. Department of Housing and Urban Development national objectives to meet low and moderate income individuals. All eligible activities that can be accomplished under this program are identified in the CDBG Application Policies and Procedures Manual in the City Office and interested parties can review it at any time. Projects may include local infrastructure projects such as a water system, improvements, construction of a fire station, or purchase of playground equipment; or projects that improve the availability and quality of housing for low and moderate-income individuals and families such as purchasing land for subsidized housing, or rehabilitation of homes and apartments. Tremonton City has used these funds in the past to make improvements to the Bear River Valley Senior Center. Tremonton City will list eligible activities in the City Capital Improvement List, which is also available for public review upon request.

We would like to ask that representatives of the public and non-profit organization that are in attendance specifically for this hearing please sign the attendance roll, including your name, address, and telephone number. If you have questions or comments, we would like to invite you to share them. Please identify yourself by your name before you speak. The clerk will include your name in the minutes and we would like to specifically respond to your questions and suggestions during the hearing.

We will now accept public comment.

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- a. **Community Development Block Grant (CDBG) 1st Public Hearing Notice** Tremonton City will hold a public hearing to consider potential projects for which funding may be applied under the CDBG Small Cities Program for Program Year 2017. Suggestions for potential projects will be solicited, both verbally and in writing, from all interested parties. The expected amount of CDBG funds for this Program Year will be discussed along with the range of projects eligible under this program and a review of previously funded projects. The hearing will begin at 7:00 p.m. or soon thereafter on December 6, 2016 and will be held at the City Council Chambers located at 102 S. Tremont Street, Tremonton UT 84337. Further information can be obtained by contacting Shawn Warnke, City Manager at 435-257-9504 or at swarnke@tremontoncity.com In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during hearing should notify Linsey Nessen, City Recorder at 435-257-9506 or lnessen@tremontoncity.com or at 102 S. Tremont Street, Tremonton UT 84337 at least three days prior to the hearing that will be attended.

Individuals with speech and/or hearing impairments may call the Relay Utah hotline by dialing 711. Spanish Relay Utah: 1-888-346-3162.

There were no public comments. Mayor Fridal closed the Public Hearing at 7:18 p.m.

9. New Council Business:

- a. Discussion and consideration of approving the October Monthly Financial Report

Motion by Councilmember Reese to approve the October Monthly Financial Report. Motion seconded simultaneously by Councilmembers Vance and Holmgren. Vote: Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Vance - aye. Motion approved.

- b. Discussion and consideration of approving Resolution No. 16-56 approving an Independent Health Insurance Broker to provide services for Tremonton City Employee Benefits

Manager Warnke noted the Council decided a couple months ago to go through a formal process for Request for Qualifications for Health Insurance Brokers. The City currently uses GBS Benefits. The solicitation for qualifications went out and the City received two submissions. Both are in attendance – GBS Benefits and National Insurance Benefits. The Statement of Qualifications included a process that would be used to evaluate the submittals. There was a selection committee comprised and organized by Mayor Fridal that included: Mayor Fridal, Councilmember Reese, Manager Warnke, Recorder Nessen, Deputy Recorder Cynthia Nelson, Treasurer Sharri Oyler, and Parks and Recreation Director Marc Christensen. The committee reviewed the Statements of Qualifications and

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interviewed both brokers. Both brokers were good options. However, one provides the City with a better opportunity and more robust services. The selection committee recommends the City continue with GBS Benefits.

Below is a list of some of the enhanced services offered by GBS Benefits, which the City has utilized:

- Pharmacist that reviews claims
- Attorney that provides training for the Affordable Health Care Act
- Ongoing training on COBRA
- Annual Conferences
- Regional Training
- Certified Human Resource Employee
- City Training

The enhanced services add a lot of value. It is critical to City Staff to use a vendor who provides the most resources as City staff is down by .75 of an FTE (Full Time Equivalent) employee this year. Recorder Nessen assumed the duties of City Recorder and continues to do payroll, human resources, and benefits. GBS Benefits also has a better analytic approach to evaluate health trends to help the City get lower premiums going forward.

Councilmember Vance would like to stay local if the product is the same. Councilmembers Holmgren and Vance would like to see the differences between the two brokers. Manager Warnke commented that both would take the standard commission and would cost the same. GBS Benefits is more robust and offers more professionals to manage our contract. Councilmember Reese would like to table the item until the other Councilmembers are given the information.

Motion by Councilmember Reese to table Resolution No. 16-56. Motion seconded by Councilmember Holmgren. Roll Call Vote: Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Vance - aye. Motion approved.

- c. Discussion and consideration of approving Resolution No. 16-57 amending Essential Support Function 1 Transportation and Essential Support Function 2 Communications and approving Essential Support Function 12 Energy for the Tremonton City Corporation 2016 Emergency Operations Plan

Coordinator Hess noted that Essential Support Function (ESF) 12 addresses some of the Energy needs. This also establishes the City's desire to be able to communicate with the utility companies and covers generators in the City. Hopefully the CDBG can be used for generators at critical facilities. The other two ESF's have removed the contact names and numbers and put them in an individual appendix for each ESF. This will allow the names and numbers to be updated as needed without adopting a new ESF each time.

Manager Warnke noted that anything having to do with the Senior Center or Food Pantry would be considered to benefit low to moderate income housing. The

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CDBG is a competitive grant process. The City put in for grants last year but did not get enough to undertake the project.

Motion by Councilmember Vance to approve this Resolution No. 16-57 as it states. Motion seconded by Councilmember Doutre. Roll Call Vote: Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Vance - aye. Motion approved.

- d. Discussion and consideration of approving Resolution No. 16-58 adopting a Railroad Remedy Agreement for Granted Easements from Tremonton City to Post Consumer Brands (Formerly Malt-O-Meal) and Travis & Mark Family, LC

Manager Warnke reminded the Council that an easement was adopted with T&M allowing them to cross at the City's rail spur. Intertape Polymer and Post Consumer Brands were informed of the easement. They both have Easements from the City allowing rail traffic to use the rail spur. Post Consumer Brands wanted a process in place should a problem arise. This easement and agreement would pass to successors in interest. If there are issues, the problems can be remedied and charged to T&M for the direct costs.

Motion by Councilmember Reese to approve Resolution No. 16-58. Motion seconded by Councilmember Holmgren. Roll Call Vote: Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Vance - aye. Motion approved.

- e. Discussion and consideration of approving Resolution No. 16-59 accepting a petition for annexation of certain real property, Tax Parcel No. 06-060-0093 comprising 11.97 acres located at approximately intersection of 2000 West and 1000 North, under the provisions of Section 10-2-403 and 10-2-405, Utah Code Annotated. 1953, as amended

Manager Warnke stated there has been a petition to annex property that is now owned by Val Stokes but was previously owned by Slash M Ranch. One special condition the City added was a road that will intersect this parcel. Mr. Stokes intends to build an office building and potentially have part of his trucking operation there. It will be recommended the road be installed with the development without any protection strips. As development occurs, they would pay for the improvements without any reimbursement for excess capacity. Any truck traffic would use the local road or 2000 West, and be restricted from going west on 1000 North, which is a collector road.

The City is hoping to direct truck traffic to help reduce congestion and to use roads that will accommodate trucks better than others. Mr. Stokes can work with Rocky Mountain Power to see if they will help build the road.

Motion by Councilmember Holmgren to approve Resolution No. 16-59 and accept the petition for annexation of this Parcel 06-060-0093. Motion seconded by Councilmember Reese. Roll Call Vote: Councilmember Doutre -

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aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Vance - aye. Motion approved.

- f. Discussion and consideration of approving Resolution No. 16-60 adopting a Canine Off-Duty Care and Maintenance Agreement between Tremonton City and Officer Skyler Gailey

Sergeant Hunsaker noted this agreement is essentially the same as the one for Officer Hayman. It is an agreement to compensate the officer for care of the dog. It includes 3 ½ hours compensation per week.

Motion by Councilmember Holmgren to approve Resolution No. 16-60 and approve this off-hour so he can take care of this dog. Motion seconded by Councilmember Doutre. Roll Call Vote: Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Vance - aye. Motion approved.

- g. Discussion and consideration of approving Resolution No. 16-61 amending the Tremonton City Personnel Policies and Procedures including the following sections: Section IV: Alcohol and Drug Free Workplace; Section XIII: Compensation Planning; Section XV: Reimbursable Expenses; Section XVI: Benefits; and Section XIX: General Safety

Manager Warnke noted Section IV: Alcohol and Drug Free Workplace has increased and has a lot more details. Section XIII: Compensation Planning increased the amount for years of service award and allows for \$500 to be given when someone ends their career and files for retirement with Utah Retirement Systems (URS). Section XV: Reimbursable Expenses allows compensation for extracurricular events at conferences that allows for networking. It also formalizes the policy to allow Department Heads to provide refreshments for trainings, meetings, etc. Uniforms (including boots) are provided when the job dictates the need or when the employee is out in extreme weather.

Section XVI: Benefits adds language regarding gap payments for Workers Compensation. There is a three (3) day waiting period during which employees do not receive payment if they are out for less than two (2) weeks. This change allows the City to pay the employee for the first three (3) days that Workers Compensation does not pay. The employee also signs rights for the City to go after a third party if there is one that caused the accident and recoup the wages paid. If the City provides a normal benefit to an employee, it triggers enrollment in URS. It is proposed that the City receive written notice from URS assuring the gap payment will not trigger enrollment. Councilmember Doutre noted it is generous to provide the PPE (personal protection equipment) for employees.

Motion by Councilmember Holmgren to approve Resolution No. 16-61 and amend these policies. Motion seconded by Councilmember Reese. Roll Call Vote: Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Vance - aye. Motion approved.

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- h. Discussion and consideration of declaring a 2001 Ford E450 Ambulance with over 100,000 miles as surplus property

Chief Batis stated the new ambulance arrived last Thursday. The 2001 Ford E450 Ambulance has 114,822 miles and has bands slipping in the transmission. The vehicle is not worth the estimated cost of \$3,000 to \$3,500 to fix. There has been interest from Box Elder County Fire Department and Grouse Creek for the 2001 Ford E450. It will be an advantage to the City to have it close by in case it is needed.

Motion by Councilmember Vance to declare the 2001 Ford E450 Ambulance as surplus property to be given to Box Elder County. Motion seconded by Councilmember Doutre. Vote: Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Vance - aye. Motion approved.

- i. Discussion and consideration of declaring a speed trailer used by the Police Department as surplus property

Sergeant Hunsaker stated he was able to receive a grant for a new speed trailer that will come in January. It was proposed to donate the old speed trailer to Willard Police Department. The new trailer is valued at \$7,625 and has traffic counting ability. Public Works paid \$1,400 toward the cost so they can use the traffic counting function to benefit the Streets Department.

Motion by Councilmember Reese to declare the old speed trailer surplus and give it to the Willard Police Department. Motion seconded by Councilmember Holmgren. Vote: Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Vance - aye. Motion approved.

10. Reports & Comments:

- a. City Manager Reports and Comments

Manager Warnke noted the warrant register is for checks that have already been paid. Historically it was done for separation of duties but the City is large enough that different staff generate the checks and review them. The Council would like to continue to see the information. It was noted it will be for information purposes. There is a holiday event scheduled next Tuesday for the City Council.

- b. City Department Head Reports and Comments

Manager Layne told the Council they will be serving the Christmas dinner on Friday, December 16th if they would like to help serve. She commented they made 212 Thanksgiving Dinners last month. If anyone can help serve they need to be at the Senior Center by 11:45 a.m. on December 16th.

Director Fulgham reminded the Council of the open house in January to educate

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the public about the tiered water rates. It will be from 5-8 p.m. People have been invited to contact the City several days before the meeting if they want a report generated that will show the changes in their water bill based on the tiered water rate. He would like to have a meeting in December with the Council regarding the Secondary Water Study. The Council decided to meet December 12, 2016 at 10:00 a.m. Councilmember Vance thanked Director Fulgham for educating people through The Leader newspaper.

c. Council Reports and Comments

Councilmember Doutre said the Bear River Valley Museum just had their five (5) year anniversary. She attended a dinner to celebrate the occasion and noted they have done so well. It might be nice to put a bench in front of the museum and the Library. There was discussion about using some of the CDBG money for playground equipment. Manager Warnke noted the City would have to show that it was used mainly for people in the low to moderate income range. There would need to be a lot of documentation if it was used for that purpose.

Mayor Fridal thanked everyone for attending.

11. Adjournment.

Motion by Councilmember Reese to adjourn the meeting. Motion seconded by Councilmember Doutre. Vote: Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, and Councilmember Vance - aye. Motion approved.

The meeting adjourned at 8:07 p.m.

The undersigned duly acting and appointed Recorder for Tremonton City Corporation hereby certifies that the foregoing is a true and correct copy of the minutes for the City Council Meeting held on the above referenced date. Minutes were prepared by Deputy Recorder Cynthia Nelson.

Dated this _____ day of _____, 2016.

Linsey Nessen, City Recorder

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TREMONTON CITY CORPORATION CITY COUNCIL MEETING

December 12, 2016

Members Present:

Diana Doutre
Lyle Holmgren
Jeff Reese
Bret Rohde
Lyle Vance
Roger Fridal, Mayor
Shawn Warnke, City Manager
Linsey Nessen, City Recorder

There was no City Council Workshop.

CITY COUNCIL MEETING

Mayor Fridal called the December 12, 2016 City Council Meeting to order at 10:01 a.m. The meeting was held in the City Council Meeting Room at 102 South Tremont Street, Tremonton, Utah. Those in attendance were Mayor Fridal, Councilmembers Doutre, Holmgren, Reese, Rohde, and Vance, City Manager Shawn Warnke, and City Recorder Linsey Nessen. The following Department Heads were also present: Public Works Director Paul Fulgham, and Treasurer Sharri Oyler. Also in attendance was City Engineer Chris Breinholt.

1. Introduction of guests

Mayor Fridal welcomed all in attendance including City Engineer Chris Breinholt.

A prayer was offered by Councilmember Vance and the Pledge of Allegiance was led by Councilmember Reese.

2. Approval of Agenda:

Motion by Councilmember Reese to approve the agenda of December 12, 2016.

Motion seconded by Councilmember Holmgren. Vote: Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, Councilmember Rohde - aye, and Councilmember Vance - aye. Motion approved.

3. Discussion and consideration of approving Resolution No. 16-62 granting a Right-of-Way and Easement to Questar Gas Company for a gas line to service a natural gas generator for a UTOPIA Fiber Hut located at Meadow Park in close proximity to the intersection of 750 South 700 West

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Director Fulgham explained UTOPIA currently has a building in that location but would like to install a back-up generator that runs off natural gas. An easement is required to bring the gas line to the building. Manager Warnke spoke about potential fencing. The Council decided a fence would be good.

Motion by Councilmember Holmgren to approve Resolution No. 16-62 and grant this right-of-way for Questar to put this gas line in and also give the City authorization to put a safety fence around this facility. Motion seconded by Councilmember Vance. Roll Call Vote: Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, Councilmember Rohde - aye, and Councilmember Vance - aye. Motion approved.

4. Presentation, discussion, and questions regarding planning, designing and implementing a pressurized secondary water system – Paul Fulgham, Public Works Director and Chris Breinholt, City Engineer

The City currently has secondary water systems on the central canal and the west of the City. Director Fulgham and Engineer Breinholt showed the Council options for implementing secondary water in modules. The City could look at having an open reservoir on the hill later. It was noted that Post Consumer Brands and Bear River Valley Hospital are both big culinary water users for outdoor watering. It would not be hard to move them to a secondary water system as they are close to the current one.

The City currently has 136 water shares with 40 in reserve. The City will need to acquire more water shares to implement more secondary water. It was noted the City can exact water shares. Councilmember Holmgren and Mayor Fridal commented that land owners should be compensated for water rights.

Engineer Breinholt and Director Fulgham recommended starting the expansion with an area to the northwest of McKinley Elementary. They could also expand River Valley by 2300 West that is behind McDonald's. The majority of the lines will be six inches (6") with some 10 inch (10") lines for transmission. The lines will be three feet (3') deep with service laterals going across at twelve to eighteen inches (12-18") deep.

Manager Warnke stated there are two (2) ways to pay for a secondary water system. The first is with existing development but the City would still need to find water. The second is exaction from development in the future.

Councilmember Rohde would like the secondary water study broken into modules with estimated costs for each module. Councilmember Vance suggested the Council get the total amount for a citywide secondary water system and present it to the public to see if they would approve a bond. If they decide not to accept, the Council could see about expanding sections that would help the most. Director Fulgham noted the study will also show the estimated water shares for each section. Manager Warnke noted a bond would be a revenue bond in the Enterprise Fund and would not go before the public for approval. State Code also allows the Council to increase property tax to fund the secondary water system. It would require public hearings but not a vote.

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Councilmember Doutre wondered if the City could do a small section and not have to bond or raise taxes. Director Fulgham noted there is State or private funds available. There is also Federal and State SRF (State Revolving Fund). If there is any metal, the Federal government requires buying American parts.

Motion by Councilmember Rohde that Paul move forward with this project. Motion seconded by Councilmember Holmgren. There was clarification that this motion will give Engineer Breinholt direction to move forward with the secondary water study and have it broken down into modules with a total for each. Vote: Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, Councilmember Rohde - aye, and Councilmember Vance - aye. Motion approved. Engineer Breinholt said he thinks the study will be done in January.

Motion by Councilmember Reese to move into Closed Session. Motion seconded simultaneously by Councilmembers Rohde and Doutre. Roll Call Vote: Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, Councilmember Rohde - aye, and Councilmember Vance - aye. Motion approved.

The Council moved into closed session at 10:47 a.m.

5. ***CLOSED SESSION:***

- a. ***Strategy session to discuss the purchase of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms***
- b. ***Strategy session to discuss the character, professional competence or physical or mental health of an individual strategy sessions to discuss pending or reasonably imminent litigation***

Motion by Councilmember Rohde to return to Open Session. Motion seconded by Councilmember Reese. Motion approved by consensus of the Council.

The Council returned to open session at 11:01 a.m.

6. Adjournment.

Motion by Councilmember Rohde to adjourn the meeting. Motion seconded by Councilmember Reese. Vote: Councilmember Doutre - aye, Councilmember Holmgren - aye, Councilmember Reese - aye, Councilmember Rohde - aye, and Councilmember Vance - aye. Motion approved.

The meeting adjourned at 11:02 a.m.

The undersigned duly acting and appointed Recorder for Tremonton City Corporation hereby certifies that the foregoing is a true and correct copy of the minutes for the City Council Meeting held on the above referenced date. Minutes were prepared by Deputy Recorder Cynthia Nelson.

Dated this _____ day of _____, 2016.

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Linsey Nessen, City Recorder

TREMONTON CITY
CITY COUNCIL MEETING

January 3, 2017

TITLE:	Discussion and consideration of directing City staff to implement a video recording system to broadcast City Council meetings
FISCAL IMPACT:	The City Council has previously budgeted \$4,000 in line item <i>10-51-500 Equipment Less Than \$5,000 (Civic Center)</i> . At the time that the budget amendment was approved the City Council mentioned that before proceeding with implementation the City Council wanted to make a final decision on its desire to implement.
PRESENTER:	Shawn Warnke, City Manager or Paul Fulgham, Public Works Director

RECOMMENDATION:

City staff recommends that the City Council move to implement the video recording of the system to broadcast City Council meetings.

The implementation of a video recording system for the purpose of broadcasting City Council meetings provides the public with more convenient access. The City strives to make access more convenient and to provide better service. This statement is only tempered with the costs of convenience versus the number benefited. More specifically, the cost to purchase/install the video recording system plus the ongoing City staff time associated with managing and making available the recordings to the public versus the number of individuals that will take advantage of the increased and convenient access to City Council meetings.

While, it is unknown the number of public that will view these recordings, it also appears that this enhancement is relatively low cost in equipment and it is hoped that the management of the system requires minimal City staff time. Below is an excerpt from an email between City staff and the State Archives regarding retention of the video recordings:

We have had other agencies ask us the same question and we have advised that if there is an audio recording and it is maintained according to the retention schedule, then the audio is the record copy and the video recording is a duplicate record and therefore is not subject to the "[Open Meeting Recordings](#)" retention schedule. The video recording should be destroyed no later than the audio recording for the same meeting.

BACKGROUND:

Who: The City Council has discussed the idea of installing a video recording system in the City Council chambers to record and make available on the internet City Council meetings.

What: The proposed video recording equipment is anticipated to cost less than \$4,000. As I understand it the videos would be made available on a City created Youtube channel for the public to access at their convenience.

When: If the City Council decides to move forward then Paul Fulgham, Public Works Director would commence implementing the video recording system.

Where: The video recording system would be installed in the City Council Chambers.

Why: Councilperson Rohde attended a workshop at the League of Cities and Towns Conference wherein the concept of video recording City Council meetings was presented and discussed. Paul Fulgham, Public Works Director and Steve Bench, Building Official visited with representatives from Kaysville City who had previously implemented such a system for their City Council meetings.

The concept of recording City Council meeting and posting to a YouTube channel is to make the City Council meetings more convenient and accessible to those interested.

Attachments: None

