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MINUTES OF THE SPRINGDALE TOWN COUNCIL WORK MEETING ON TUESDAY, MAY 6, 2014 AT 10:09 A.M. AT SPRINGDALE TOWN HALL, 118 LION BLVD., SPRINGDALE, UTAH.

MEMBERS PRESENT: Mayor Stan Smith, Council members Mark Chambers, Kathy LaFave, Adrian Player and Bill Weyher

ALSO PRESENT: Town Manager Rick Wixom, staff members DCD Tom Dansie, Chief Kurt Wright, Treasurer Dawn Wallace, Public Works Supt. Robby Totten, Parks Supt. Zac Martin, CCC Admin. Julie Hancock, RSFPD Representative Luci Brandt and Town Clerk Fay Cope recording.

Approval of agenda: Motion to approve the agenda by Mark Chambers, seconded by Kathy LaFave:

Chambers: Aye

LaFave: Aye

Player: Aye

Smith: Aye

Weyher: Aye

Motion passed unanimously.

Discussion/Information/Non-action Items

General discussion & announcements:

- Ms. LaFave announced 'she was back', after recovering from medical procedures.
- Mr. Player asked the mayor to sign a reservation request for the pickleball tournament the upcoming Saturday. Ms. Hancock announced the gazebo park was reserved for a wedding the same day.
- Mayor Smith thought the pickleball courts were a very good addition to the Town. They were being well used.

Budget work session with staff: FY 2014-15 Budget:

General Fund Revenues

- Mr. Wixom compared the main tax revenues for the past two years and the upcoming year.
- 2014-15 total revenues looked similar to the 2013-14 ending numbers (for a starting point)
- Mr. LaFave asked if there was a way to compare revenues for October 2012 compared to October 2013 to see the impact of the government shutdown. Mr. Wixom showed them a monthly chart. The months preceding the shutdown were substantially higher than the previous year. There was a dip, but overall, the yearly revenues were up. The Council discussed how the shutdown affected their person businesses. Not as badly as expected.
- Though business was good in February, tax revenues were down, but Mr. Wixom knew there were a few late filers. The revenues in March would probably be higher than expected.
- Business license revenues were down because much of the revenues were received in July instead of June. Unless the licenses were paid late again this year, the revenues should be much higher this year.
- Mr. Wixom showed the long-term debt service charts, which showed a big drop in FY 2015.
- This would be a good year to contract for a water capital facilities plan because of the need for treatment plant improvements.
- Community Center bond would be paid off in 2037.

- Ms. LaFave suggested this would be a good year to set aside money for the street lights.
- They discussed the difference in General Obligation bonds (Voter approved; guaranteed by property taxes, which would be increased to cover any defaults ;) and revenue bonds (secured by revenue sources like taxes or user fees.) None of Springdale's debts were GO bonds.
- Mr. Wixom explained how the three communities shared costs of the police department. He had budgeted a 5% increase for Rockville and Virgin, which would be adjusted to actual costs.
- The Council discussed the unfinished special audit of police citations. Ms. LaFave thought the anticipated payments should be budgeted. The Council thought the auditing firm needed to be censured or fired because they were not finished after all this time. Professional and licensing organizations should be informed of their terrible service. The Council discussed whether a new firm should be hired. Mr. Wixom said the State Auditor had been interfering in the audit by giving the firm additional instructions. They had been stopped when Ms. Wallace found out about it. She reported on conversations with the auditor and Town attorney. The Council insisted on having something from the auditors on the May 14 agenda.
- Mr. Wixom said he had appropriated money from the fund balance to fund repaving of the cemetery (\$110k) and complete the work on Juniper Lane (\$47k Class C Road funds.)
- Louise Excell had submitted a letter of withdrawal from the Veterans Memorial Wall project. She had been trying to make it happen for many years at the request of J.L. Crawford. There were too many difficult questions about names on the wall, not much community support, and J.L. was gone. She hoped someone would be willing to carry on. The Council discussed it – they hadn't understood the difficulty about names. The funds set aside for that might be re-appropriated.
- Mr. Wixom suggested appropriating fund balance to create a capital vehicle fund. (\$81,073) It would function like a rotating fund – instead of making lease payments, deposits would be made to the fund for future purchases. This year they would buy a new truck for the sewer department and two police vehicles.
- Ms. LaFave asked about the leased police vehicles. Chief Wright said the vehicles had about 40,000 miles on them at the end of two years; they were still under warranty and had good 'turn-in' value. They had calculated that was the best time to return them and get new ones.
- Irrigation manhole project: The Council decided to transfer money from the sewer fund. Mr. Wixom explained that could be done, but a public hearing was required, and the rate-payers had to be specially notified. The same kind of notice would be sent to water users about transfers to the irrigation fund. The Mayor told Mr. Wixom that Jim Starling from the NPS had requested information about the manholes as soon as possible. Mr. Totten reported that he had walked the line with Sunrise Engineering and they were drafting the plans now. The costs were anticipated to be about \$90k more than what had been spent already. The Irrigation Company would have to participate in the costs. The contract required they pay about 2/3 of the costs. Mr. Weyher, who also served on the Irrigation company board, explained the company might need to raise share rates, but those funds wouldn't be available immediately. Mr. Wixom said the Town might need to pay up front and the Irrigation Company repay later. There was still an immediate need to proceed ASAP.
- The bottom line was positive \$2000, which was unusual.
- Mr. Player expressed appreciation for the conservative approach Mr. Wixom had taken. Ms. LaFave disagreed.

General Fund Expenses Council and Administration

- Mr. Chambers was concerned that the Mayor's salary had been removed. He appreciated Mr. Smith's willingness to serve without pay, but down the road, the pool of people who would run for office might be limited. A \$5000- \$6000 salary might not be significant, but it might make a difference. He saw how much time Mayor Smith was spending at meetings; not everyone would be able to do that. The Council agreed to look at it again in the future.
- Ms. LaFave said people had approached her about lighting for the outdoor tennis and pickleball courts. *Will discuss later.* Also approached about indoor courts. *No.*
- Mr. Wixom said the employee policy provided opportunities for reimbursement of employee educational costs. He wanted to fund that this year. *Yes.*

- The Council discussed the scholarship program. It should be increased. Yes.
- Mr. Wixom asked for funds to attend the International City Managers Association conference in Charlotte NC. It was the 150th anniversary of the association. Yes.

Non-departmental

- City celebrations – Mr. Chambers asked, on behalf of the Joy Festival, for funding for New Year's fireworks. The Council discussed the absence of events on the Fourth of July. They wished the Tanner Amphitheater was used more than it was. There was a new coordinator – Mary Stevens – she might have a different focus. Mr. Chambers said he recently had as a guest the marketing director from United Concerts. He had put her in touch with Dixie College. Mr. Chambers said Christine Schulz of Dixie College was interested in utilizing the facility in more ways – basement conference/computer center, employee apartments, etc.
- They discussed the Joy Festival fireworks. Ms. Brandt thought it wasn't unreasonable to approach the District about it. There were now two new chiefs and there were always firefighters on call.
- Mr. Wixom reviewed the history: there had been NYE fireworks two years, the third year the fire marshal had cancelled the fireworks. The Town had sent a deposit to the fireworks company (paid by a contribution from Stewart Ferber) which had never been returned. Mr. Ferber had been refunded. Ms. LaFave wasn't certain the fireworks brought \$7,000 of revenue back to the Town. After discussion, they decided not to fund.

Public Safety

- Jared Barker's full-time salary and benefits were included in the tentative budget. Ms. LaFave really appreciated having a Springdale resident on the payroll. She wondered if the policy should be changed to require at least one officer to live in Springdale or Rockville. The Mayor believed Mr. Barker would make that commitment if he were made full-time.
- 3% COLA was reasonable.
- They discussed whether Officer Barker's additional costs would be allocated to Rockville and Virgin. If not, his schedule should include more Springdale hours.
- All officers needed to schedule and take vacations.
- All employees needed to schedule and take vacations. Healthy for everyone, including the Town.
- Ms. LaFave suggested more high-season late hours should be covered with the additional full-time officer.
- The entire Council supported making Officer Barker full-time, as long as everyone scheduled vacations. His residency in Springdale was important. Ms. LaFave suggested he get all the training he needed. He would use the Suburban.
- \$4000 was budgeted for improvements to the animal shelter.
- Money was still budgeted for plan review. Willdan (now E-Cubed) was still contracted to do them, but Roger Condie had relocated, so Zac Martin had been reviewing residential plans. It hadn't been decided how to review commercial plans. The \$8k budgeted would stay there. (The mayor joked about using it for fireworks.)
- Mr. Chambers asked if Officer Brecke needed any more time for code enforcement. Mr. Dansie and Chief Wright both thought everything was going well.

Streets

- Replacement of the sidewalk from LaQuinta to Clarks had been budgeted as well as grinding down some high spots.
- Street signs budget had increased to \$4000. The plan was to replace 10 street signs and add a few stop signs.
- Sidewalks width was standard 5' when possible. If the right-of-way was too narrow, only 4'.
- Ms. LaFave asked about the sidewalk, curb and gutter required when the Bit and Spur subdivided. Mr. Dansie said they had requested an extension, but it was now past time. He would follow up. Ms. LaFave said the water pooled and got muddy there. Mr. Wixom thought a drainage box at the culvert would be necessary.

- Mr. Weyher asked about the Palmer bridge and required frontage improvements. Mr. Dansie said they had to make changes to the FEMA flood plain; it would take several months for that letter of revision.
- Some shuttle stop streetlights had been damaged, but had not yet been repaired. \$3500 per light.
- The street light project would be a capital project, so Mr. Wixom had added it to the Streets Capital Project Fund. \$25,000 had been transferred from the GF to the new fund in order to begin the engineering of plans. There would need to be a budget revision before construction. Ms. LaFave asked if fund balance could be used for around \$200,000 of the cost. *Yes, perhaps. There were many options to explore.*
- Streets Master Plan expenses were for a professional planner.

Parks

- Ms. LaFave suggested removing the Veterans Memorial Wall expenses. She would rather see funding for veteran programs. Mr. Wixom said the Community Covenant program had disappeared, but Bob Kelly was still the Veterans Advocate. Mr. Wixom said he would remove the fund balance appropriation and corresponding expense.
- A part-time seasonal worker was included in this budget. It was working out very well to have another parks staffer.
- There was \$1000 for arborist certification. Mr. Wixom wasn't sure if more training was required. Mr. Weyher thought more trimming of the trees was necessary. Ms. LaFave thought the additional part-time helper might free up Mr. Lowery's time for trimming. Mr. Martin suggested leaving it funded. Mr. Wixom said he'd put \$1000 in professional services. The clerk suggested budgeting for larger trees to replace the ones they removed.
- They discussed providing community chipping service. Renting a chipper would be preferable to buying.
- Ms. LaFave was in favor of lighting the courts to make them available later at night. They discussed curfew. Mr. Chambers read from the ordinance that recreational lighting had to go off at 11:00pm unless there was an approved activity in progress.

The Council discussed employee health insurance during lunch. Ms. LaFave considered reducing the amount the Town contributed to the employee Health Savings Accounts, which had been instituted when the Town increased the deductible. Mr. Wixom compared plans presented by the broker at a staff meeting. Ms. Wallace said the other plans were limited to one provider network or another. Not both. That would present problems for many employees. He and the staff thought PEHP was the best plan. It was not complicated. Mr. Weyher thought the PEHP plan was a great benefit to employees and helped the Town keep good employees. Ms. LaFave agreed, but asked if the Affordable Health Care Act plans could be comparable. Mr. Wixom said he would have Bill look into it, but if there wasn't anything better, PEHP would be the choice. The Council wanted Mr. Wixom to explore options about contributing to the HSA.

Community and Economic Development

- \$10k budgeted for large format plotter/printer could be better spent on wages for an assistant
- \$10k budgeted for Open Space Preservation was now on the third year. That could be used to leverage more money.
- Ms. LaFave asked about the \$25k the county committed toward street lights. The Mayor and Mr. Wixom didn't want to budget it until they got it. It would go into the street light capital projects fund.
- \$5500 landslide monitoring was for Balanced Rock. Mr. Dansie said Sunrise had set monitoring points and reviewed them quarterly. The mountain was still moving; they were watching for changes in movement that might predict larger movements. He explained that UGS had expressed grave concern about this landslide and the one on the other side of the river and suggested monitoring. The Town's main water line was at the toe of the slope, as was SR-9. If the Town had adequate warning information, they could plan for the impacts of a major event. Mr. Player and Mr. Weyher wondered if a local surveyor could do the work for less money. Ms. LaFave pointed out the businesses that were at risk. Thai Sapa, Tribal Arts, and Cliffrose. Mr. Dansie suggested having the engineers report on their findings. Mr.

Weyher said they could write a letter. The clerk asked if monitoring would provide the Town with evidence they should abandon the subdivision. Mr. Weyher said he had a lot up there and he didn't expect to build up there. The staff said he was in the minority. Ms. Wallace said it was more important that the monitoring backed up the Town's due diligence, in case of an event.

- Master streets plan – Mr. Dansie said the code required a plan, but it wasn't something they could do in house. \$10k had been budgeted last year but hadn't been spent. Mr. Wixom realized he needed to appropriate that \$10k and budget \$20k for the expense this year.
- The Council discussed the need to address the road by the Shell station, the Shell Station frontage, Winderland, and others.
- Court reporter expense – required for Hearing Officer, too. Would change verbiage, since the BOA had been abolished.

Community Center

- Included funding for a part-time person. Ms. Hancock's extra time could nearly pay for a part-time person. The Council discussed not having weddings at the center if they caused more time and didn't contribute to the financial success of the CCC. Ms. Hancock said the most critical reason for another person was provide back-up. She needed an assistant she could rely on. If she had a personal emergency or went on vacation, she didn't have anyone to cover her duties. She frequently had Saturday events; she often had to open and close the community center, and that sometimes required two trips to and from Virgin. Mr. Chambers asked if her work week could change to Tues-Sat. Ms. LaFave thought weddings could be held at commercial enterprises all over Town. If weddings were increasing the load on Ms. Hancock and not paying for themselves, they shouldn't be done there. Ms. Hancock agreed some of the rates were too low; they might be unfair competition to other businesses. Ms. LaFave thought the original idea of rentals was to help pay for the center, not break even. Mr. Chambers pointed out that Ms. Hancock's duties also included community events like the Music Festival and Earth Day. Mr. Weyher said he had learned how hard Ms. Hancock worked at an event he had at the CCC. Ms. Hancock said she would never work a straight 9-5 work week. She had to be flexible. Mr. Weyher said if Ms. Hancock was working on community events, her time should be charged to the events, not the CCC. They needed better accounting of staff time for a true picture of community events costs.
- \$2000 for performance lighting could wait till next year.
- Donor wall was deteriorating. \$100 donation didn't cover the cost of adding name to the wall. Brad Quinn had been contacted.
- The Music Festival was included in the GF budget now; Mr. Wixom suggested creating a separate enterprise for it. The Council approved of the idea.
- Ballfield stage was deferred till 2015 or 2016
- They discussed the serving of alcoholic beverages. Mr. Wixom suggested they paid bartenders a reasonable flat rate. Tips would go towards the Festival costs. The 'bar' would open at 4pm and close at 9:15pm. Music stopped at 10pm.
- Ms. LaFave pointed out the beverage income was higher than the vendors and tickets. She was concerned about the customers who got inebriated. The staff pointed out there were people who snuck in their own alcohol containers and the staff couldn't monitor their drinking. They discussed the need to beef up the backpack/container inspections, have more patrolman presence, and more 'watchers'. The mayor was clear: "If the booze can't be controlled, there shouldn't be booze."

Transfers

- \$114,270 to the Fire District
- \$25,000 to the street light Capital project fund for engineering.
- \$106k (approximately) to the new vehicle purchasing fund

Ms. Brandt asked if the Fire District could count on the number projected. Mr. Wixom explained he based their payment on fiscal year receipts and the District ran on a calendar year budget, so it was difficult to know for sure, but he believed that was a good estimate. They discussed making quarterly payments to the district. Ms. Brand said the District intended to raise the standby fees.

She thanked Mr. Wixom for providing a draft worksheet to help with the re-allocation of fees. Michael Plyler and Barry Rhodes were working with it to devise the definite fee schedule. When asked, she said the department still needed volunteers.

Parks Capital Projects

- Appropriated fund balance of \$175,000 for ballfield restrooms and trail easement acquisition. Design of the restroom was already underway. Any easement purchases would be reviewed and approved by the Town Council.

Streets Capital Projects Fund

- \$25k transferred from GF. The funds committed by the County would be deposited directly to this account and would not require a transfer. Streetlight project costs would be booked to this account.

Vehicle Capital Projects Fund

Mr. Wixom proposed adding this fund as a revolving 'capital lease fund' established for the purpose of buying fleet vehicles. Payments (including interest) would be made to the fund instead of to a bank. The initial funding would be a transfer from the GF for about \$81k. Additionally, payments would be made to the fund to build the fund balance for future purchases.

Irrigation Enterprise Fund

- The contract with the Irrigation Company would need to be re-negotiated this year. The annual payment they made would discontinue after this year.
- \$30k was transferred from water fund to cover maintenance costs, but not depreciation.
- The manhole project's first two manholes had cost \$80k plus cleaning. It wasn't certain how much of the cost would hit in the present fiscal year and how much in the next.
- It was almost certain the Irrigation Company would need to increase shareholder fees and the Town would need to increase irrigation fees, too.

Water Enterprise Fund

- This fund had been hit hard by the October shutdown.
- It was time for a water rate increase.
- The transfer to the irrigation fund would have to have special notice.

Sewer Fund

- Significantly the same as last year.
- A new truck for Mr. Totten was budgeted.
- Any contribution to the Irrigation Fund for the manhole project would have to have special notice.

SMBA

- No longer required to put money into the capital repair/replacement fund.

Council Discussion and announcements:

- Ms. LaFave said she had discussed with Mr. Dansie and Ms. Hancock the possibility of them sharing an assistant. They all thought that was feasible but needed more internal discussion.
- Mr. Chambers announced the Planning Commission was meeting that night and were hosting a special community information meeting on Thursday.

Adjourn: Motion to adjourn by Kathy LaFave at 2:20 pm. Seconded by Bill Weyher.

Chambers: Aye

LaFave: Aye

Player: Aye

Smith: Aye

Weyher: Aye

Motion passed unanimously.

Town Clerk Fay Cope

Approved