

MINUTES of the regular City Council meeting of Wellsville City held Wednesday, April 1, 2015, at the Wellsville City Offices at 75 East Main. City officials present were Mayor Thomas G. Bailey, Councilwomen Karen Higley, Glenna Petersen, Councilmen Gary Bates, Carl Leatham, and Perry Maughan. City Manager/Recorder Don Hartle was also present. A copy of the Notice and Agenda was mailed to the Mayor and Council members and emailed and faxed to the Herald Journal on March 27, 2015. The meeting was called to order at 6:00 p.m. by Mayor Thomas G. Bailey.

Others Present: Jennifer Leishman D'Lynn Hill Doug Balls
Betty Balls Janie Isaacson Kendall Leishman
Jonathan Cook Arlyn Brenchley Karma Leatham
Art Smith Kevin M. Opsahl Robert Silk

Opening Ceremony: Glenna Petersen

The Council reviewed the agenda. Karen Higley made a motion, seconded by Carl Leatham, to approve the agenda as presented.

YEA 5 NAY 0
Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

The City Council reviewed the regular City Council meeting minutes of March 18, 2015. There were word changes on lines 301 and 302. After discussion, Glenna Petersen made a motion, seconded by Carl Leatham, to approve the minutes of the March 18, 2015 meeting with the changes.

YEA 5 NAY 0
Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

Payroll is approved through the budget, therefore, the checks approved in the City Council minutes aren't in numerical order from City Council meeting to City Council meeting as the City uses the same checking account for payroll and accounts payable. After review and discussion, Karen Higley made a motion, seconded by Gary Bates, to approve the City's account payables bills for payment, represented by check number 18026 through 18050.

YEA 5 NAY 0
Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

Kendall Leishman asked how many Wellsville City princesses will be riding the float. There will be 3.

D'Lynn Hill met with the City Council for a business license. Ms. Hill stated that she does bookkeeping out of her home. Ms. Hill stated that before she adds more clients, she would like to obtain her business license. Mayor Thomas G. Bailey asked about traffic to her home. Ms. Hill stated that she doesn't 90% over her work over the internet. Ms. Hill stated that she has about 5 people pick up quarterly taxes and about 2 people pick up payroll twice a month from her home. Don Hartle stated that the Planning Commission approved the conditional use with no restrictions. Karen Higley asked what Ms. Hill's

address is. Ms. Hill stated that her address is 158 North 100 West. After discussion, Carl Leatham made a motion, seconded by Gary Bates, to approve the business license for D'Lynn Hill.

YEA 5

NAY 0

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

Betty Balls met with the City Council to discuss bus service to Wellsville City. Ms. Balls stated that she thinks it would be nice to have this service. Ms. Balls stated that she has elderly friends that are unable to drive, but would like to come and visit. Ms. Balls stated that she also has grandchildren that the bus service would be helpful for. Ms. Balls stated that the bus service would be good for holidays. It would also help with fewer vehicles on the road and less gas usage. Mayor Thomas G. Bailey stated that this issue has been discussed many times. Cache Valley Transit District has a board that decides the routes. Until a route is approved to Wellsville City, Wellsville City will not have bus service. Mayor Bailey stated that the bus service would need to be added to the ballot to be voted on, as well as an increase in property taxes. Mayor Bailey stated that until the CVTD board approves a route, there is nothing that can be done. Gary Bates stated that paying taxes to supplement a service and getting no benefit. Perry Maughan suggested writing a letter to the CVTD board asking about bus service. Carl Leatham stated that the discussion in the past concerning bus service to Wellsville City included a route in the morning and a route in the evening. The route would run through Mendon and Petersboro. It would take approximately 1 hour to get to Logan and 1 hour to get home. Glenna Petersen asked if Mendon had bus service. Mayor Bailey stated no. Mr. Leatham stated that it is the east side of Cache Valley from Hyrum to Preston. Mayor Bailey stated that Wellsville City will write a letter to the CVTD board to encourage a route to Wellsville City again. Mr. Bates suggested letting Ms. Balls know when the letter is sent so that she can go visit the CVTD board also. Mayor Bailey stated that Wellsville City will write the letter to the CVTD board and will reply to Ms. Ball when the letter is sent. Mayor Bailey thanked Ms. Ball for her concern.

The City Council discussed with possible action on the issuance of a Request for Proposal (RFP) for a Public Works building and related facilities. Gary Bates stated that the same should be done for the Public Works building as was done for the City Office. Mr. Bates stated that there should be some general dimensions. The City Council should nail down a location. A decision should be made as to if a drawing should be done. Perry Maughan stated that the Public Works building has been reviewed and discussed. Mr. Maughan stated that they have decided against the west side. Mr. Maughan suggested staking out the building to make sure it is the size that is wanted. Mr. Bates stated that the Public Works building was laid out at one time. Mayor Thomas G. Bailey stated that Don Hartle has a building sketch. Don Hartle stated that the building sketch is from 2 or 3 years ago, and that he would have to dig it out. Mr. Bates suggested continuing this discussion after Don Hartle, Perry Maughan, and Tom Maughan has a chance to lay out the building and draw a sketch for the City Council. Mr. Hartle stated that in Riverside, UDOT owns a shed which is by far the preferred option. Mr. Bates asked that the sketch be available for the next meeting. Mr. Bates asked if the salt and sand containment would be inside the Public Works building, or if it would be in a separate structure outside. Mr. Maughan stated that in Logan on 200 North between 600 West and 1000 West, there is a structure that is similar to what is wanted in Wellsville City. Mr. Bates stated that an additional item should be added to the next agenda to discuss a RFP for a salt and sand containment structure. Mr. Hartle asked if the salt and sand containment structure would be part of the Public Works building. Mr. Bates stated that he is not sure it would all tie together. City Engineer Chris Breinholt stated that they went together, but could be on separate schedules. Mr. Breinholt stated that if both buildings are awarded to the same contractor, the contractor may give a discount. Mr. Bates stated that it should be added to the agenda to give flexibility to the RFP. After discussion, Gary Bates made a motion, seconded by Perry Maughan, to continue discussion on the issuance of a Request for Proposal (RFP) for a Public Works building and related facilities, and to add an agenda item for a Request for Proposal (RFP) for a salt and sand containment building.

YEA 5

NAY 0

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

The City Council discussed with possible action on proceeding for the construction of a Public Works building and related facilities. Because of the action taken on the previous agenda item, no action was taken concerning this agenda item.

The City Council discussed with possible approval of proceeding with the Request for Proposal (RFP) on the design/construction of the City Office. Mayor Thomas G. Bailey stated that the City Council received a copy of the RFP by email. The City Council reviewed the RFP. Mayor Bailey stated that the RFP was very well done. Mayor Bailey stated that he is concerned about the exterior of the building. Mayor Bailey asked if the contractor should give proposals, or should the City Council suggest what is preferred on the exterior of the building, especially the part that is facing the road. Mayor Bailey stated that the exterior should be brick or rock. City Engineer Chris Breinholt asked if the City Council wanted to tie down the exterior or use it more as a suggestion. It was decided that the south facing side of the building should include brick and/or rock exterior. Gary Bates asked if the RFP should call out the actual size of the rooms, or if the RFP should state minimum size of rooms. The more information the RFP provides, the more consistent the bids will be. Mr. Breinholt suggested giving the Council Chambers a public seating capacity instead of room dimensions. Don Hartle stated that he hadn't had a change to read over the RFP, but asked if the RFP is ADA compliant. Mr. Breinholt stated that the City Office will be built to commercial standards. Mr. Hartle asked that the administrative offices be court compliant. Mr. Breinholt stated that he will. Mr. Bates asked that the building be designed so that the Council Chambers can expand in the future. Mr. Breinholt stated that his opinion is to design the Council Chambers with a 50 to 75 seating capacity with the option to expand. Perry Maughan stated that his opinion is to give an option because it could be expanded in the future. Mr. Bates suggested using 75-seat capacity for the Council Chambers. Mr. Breinholt stated that Wellsville City is working backwards by giving a budget first. Mr. Bates asked about the building permit. Mr. Hartle thinks that the county will waive the building permit fee. Carl Leatham stated that the Council Chambers should be built as big as possible and be used for more than just City Council and Court. It could be a Council Chambers/Court/Multi-purpose Room. Mr. Bates asked if the furnishings for the building will be over and above the \$500,000 budget. Mr. Bates also asked if Wellsville City needs to hold off until the asbestos study is complete. Mr. Hartle stated that asbestos study will be completed and the report will be to the City Council by the next City Council meeting. Mr. Bates suggested finishing up the RFP with the suggested changes and plug in the numbers afterwards. Karen Higley stated that she agrees with Mr. Bates. Mr. Maughan stated that he agrees with Mr. Bates in order to keep this project moving forward. Mayor Bailey stated that there is an individual interested in tearing down the old City Office building. He will charge an hourly rate and figures that it will take approximately 2 days to tear it down. Mr. Bates asked if Wellsville City will pay to haul the debris to the dump. Mayor Bailey stated that the debris will be hauled to the gravel pit where the Wellsville City Fire Department will use it for practice. Mr. Bates suggested Mr. Hartle giving his best guess for a budget to Mr. Breinholt. Jonathan Cook stated that the maximum site dimensions are 86 by 86, yet the floor plan shows 80 by 81. Mr. Breinholt stated that he took those dimensions from floor plans. Mr. Cook stated that the electrical room is labeled twice. Mr. Cook stated that there was also possible discussion of a second floor room. The second floor room needs to be more defined. Mr. Breinholt stated that he will get the budget number and see if he can fit it in if possible. Mayor Bailey stated that he was told that the second floor room is doesn't cost that much more. Mr. Breinholt stated that the second floor room could be unfinished at this point. It is smart to include expandability. Karma Leatham stated that items number 3 and 7 are conflicting in the way that they are worded. Mr. Breinholt stated that he will review those sections and make it give a little better. Mr. Breinholt asked that the City Council review the RFP and send any comments or feedback to him. Mr. Cook suggested that Wellsville City be careful getting tied into materials. There are good designs with simple siding and bad designs with brick and rock. Mayor Bailey stated that the more options, the more it can drive the price up. Mr. Breinholt stated that the RFP is a rough draft. Ms. Higley stated that the office space is 10 by 10 or 10 by 12. Ms. Higley asked if the RFP should specify a size. Mr. Bates stated that

he is comfortable with setting the seating capacity of the Council Chambers and letting the rest be. After discussion, Gary Bates made a motion, seconded by Karen Higley, to continue discussion of proceeding with the Request for Proposal (RFP) on the design/construction of the City Office and requested Don Hartle supply an updated budgetary number after including asbestos study and demolition of old City Office, incorporate seating capacity of 75 in the Council Chambers, and all other suggestions that have been made.

YEA 5

NAY 0

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

The City Council discussed for approval of locating temporary office facilities at approximately 25 North 100 East for use as a City office during construction of the new City Office building at 75 East Main. Gary Bates stated that there will be 2 trailers, side by side, with a landing between and an ADA accessible ramp. There will be sidewalk to the ramp. There are also water and sewer hookups. The price is \$540 for both per month. The delivery and set-up is approximately \$2,100. The take-down and return is approximately \$1,700. The total price is approximately \$8,000. Mr. Bates stated that there are 3 or 4 companies in Salt Lake City that do this type of business. Wellsville City could define what it is that they want and go out for bid. Don Hartle asked if these trailers are connected to natural gas. Mr. Bates stated that it is electric heat. Mr. Bates stated that he doesn't know if the trailers are offered in natural gas. Carl Leatham asked if there is a water heater. Mr. Bates stated that there is a water heater for the restroom. Mr. Leatham suggested adding a restroom to the trailer that houses the Council Chambers/Court. Mr. Bates stated that he will write up a short description of what is wanted and bring it to the next City Council meeting. Perry Maughan stated that this option seems to be the most cut and dry with little to no guess work. Mr. Hartle stated that the buildings will need to face north and south. After discussion, Perry Maughan made a motion, seconded by Karen Higley, to continue the discussion for approval of locating temporary office facilities at approximately 25 North 100 East for use as a City office during construction of the new City Office building at 75 East Main, that Gary Bates will write an RFP for temporary office trailers, and that it will be added to the next agenda.

YEA 5

NAY 0

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

The City Council approved the contract and agreement for the purchase of water. A copy of the contract was sent in the packet to each of the City Council members. Don Hartle stated that he discussed this issue with City Attorney Bruce Jorgensen. Because the contract is not signed, Wellsville City should not disclose who they are purchasing the water from. Mayor Thomas G. Bailey asked if there were any questions. After discussion, Carl Leatham made a motion, seconded by Glenna Petersen, to approve the contract and agreement for the purchase of 45 ½ shares of water from the Little Bear River.

YEA 5

NAY 0

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

Department Reports:

Gary Bates – 1) Asked that Ron Case be invited to the appreciation dinner.

2) Discussed being new in town, late at night, and have water running in basement. No emergency numbers on the web page. Asked that the City Council think about the issue and come up with a plan.

Mayor Thomas G. Bailey – 1) Easter Egg Hunt – April 4, 2015 – 9:00 a.m.

2) Letter to citizens concerning the City Office building and Public Works building was mailed yesterday.

Perry Maughan – 1) Arbor Day – April 25, 2015 – plant a tree at the cemetery in honor of Dallas Hall.

Glenna Petersen – 1) Received 1 bid for the sidewalk, asked how she should proceed. Suggested giving the contractor a copy of the design standards.

2) Proposals for Eagle Scout projects – approve 50% of the cost, the scout gets discounts. It is what has been done in the past and it has worked.

3) Suggested an outside entity conduct inventory on the fire equipment – worried about non-compliance. Keep in mind what is compliant is not always the latest and greatest equipment. Be careful about ruffling feathers. Discussed asking Will Lusk.

Karen Higley – 1) Miss Wellsville pageant – April 11, 2015 – 7:00 p.m. – Wellsville Elementary.

City Manager/Recorder's Report:

Don Hartle – 1) Handed out a copy of a letter that Smithfield City used as part of their newsletter to discuss the cemetery. Wellsville City is having the same problems as Smithfield City. Discussed adding it to Wellsville City's newsletter.

2) Wellsville City has spent several thousand dollars at the sewer pumping station in the Southwest Heritage Estates. Don Hartle wrote a letter to the subdivision concerning the items that were being flushed, and to be careful what they put in the sewer system. Mr. Hartle stated that letter was very beneficial. A sewer system is for sewer, not a garbage disposal. Discussed adding the same letter to the newsletter.

At 8:00 p.m., Perry Maughan made a motion, seconded by Carl Leatham, to adjourn the meeting.

YEA 5

Gary Bates

Karen Higley

Carl Leatham

Perry Maughan

Glenna Petersen

NAY 0

Thomas G. Bailey
Mayor

Don Hartle
City Manager/Recorder