

MINUTES of the regular City Council meeting of Wellsville City held Wednesday, April 15, 2015, at the Wellsville City Offices at 75 East Main. City officials present were Mayor Thomas G. Bailey, 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 April 10, 2015. The meeting was called to order at 6:00 p.m. by Mayor Thomas G. Bailey.

<u>Others Present:</u>	Jennifer Leishman	Marcene Parker	Karma Leatham
	Ruth P. Maughan	Gary Hansen	Arlyn Brenchley
	Nicole Williams	Susan Hawkins	Neil Hawkins
	Sam Winward	Leesa Cooper	Laurie Christensen
	Zan Murray	Chris Breinholt	Delilah Sant
	Teri Child	Jonathan Cook	Jevan Weeks

Opening Ceremony: Gary Bates

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

<u>YEA 3</u>	<u>NAY 0</u>
Gary Bates	
Carl Leatham	
Perry Maughan	

The City Council reviewed the regular City Council meeting minutes of April 1, 2015. There were word changes on lines 76, 146, and 198. After discussion, Carl Leatham made a motion, seconded by Gary Bates, to approve the minutes of the April 1, 2015 meeting with the changes.

<u>YEA 3</u>	<u>NAY 0</u>
Gary Bates	
Carl Leatham	
Perry Maughan	

Councilwoman Karen Higley arrived at the meeting at 6:10 p.m.

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, Gary Bates made a motion, seconded by Carl Leatham, to approve the City's account payables bills for payment, represented by check number 18065 through 18104.

<u>YEA 4</u>	<u>NAY 0</u>
Gary Bates	
Karen Higley	
Carl Leatham	
Perry Maughan	

No one was in attendance for citizen input.

Jevan Weeks met with the City Council for a business license. Mr. Weeks stated that he sells window coverings. The business is conducted at the client's home. There will be no traffic coming to his home. There will be storage of blinds at his home. Mr. Weeks stated that his address is 795 East 400 North. Carl Leatham stated that the Planning Commission approved the conditional use permit with no restrictions. After discussion, Carl Leatham made a motion, seconded by Karen Higley, to approve the business license for Jevan Weeks.

YEA 4

NAY 0

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan

At 6:15 p.m., conduct a public hearing to receive public input and answer questions regarding the City constructing a new City office building and the construction of a public works building and related facilities at approximately 350 West 200 South. Mayor Thomas G. Bailey explained the rules for a public hearing. Mayor Bailey stated that in the utility bill mailing this month, it included a letter explaining what is being done and the reasoning behind it. Mayor Bailey thanked Leesa Cooper for putting the letter together. Arlyn Brenchley stated that he is concerned about allowing the Public Works building to be located in the gravel pit. The gravel pit is over the water aquifer that feeds the wells in Wellsville City that supplies culinary water. The flow of the water is from west to east. Mr. Brenchley is concerned that the salt and drippings from the trucks will contaminate the water. City Engineer Chris Breinholt stated that a geologic study was completed. The gravel pit lies with zone 3, which is a recharging area. Mr. Breinholt stated that there is a confining layer of clay that provides a level of assurance. The study said that there is a manageable risk, but the layer of clay reduces the risk to very minimal risk. The risks are low enough that it is acceptable. Ruth P. Maughan asked how deep the layer of clay is. Mr. Breinholt stated that he didn't know, but it has to be at least 30 feet to be a confining layer. Carl Leatham stated that was a concern for the City Council also. Mr. Leatham stated that Dean Kerr ran a dairy in the same area for a very long time, and if there was a problem, it would have surfaced by now. Mr. Leatham stated that Don Hartle is very protective of the water source, and Jones & Associates can back up the location with the study that was completed. Mr. Leatham stated that the current Public Works yard is within a couple hundred yards of the wells. Marcene Parker stated that when she was a member of the City Council, citizens wanted a recreation/reception room. Ms. Parker stated that it would be used enough to pay for itself. The kitchenette could also double as the employee break room. Ms. Parker stated that this is her concern, and she is speaking for the citizens. Karma Leatham stated that she seconds Marcene Parker's comments. Mayor Bailey stated that he isn't sure that the reception room is a dead issue. It depends on the bids that Wellsville City receives. Mayor Bailey stated that he understands the concern, but Wellsville City also has to live within a budget. Ruth P. Maughan stated that she has the same concern as Arlyn Brenchley. Ms. Maughan stated that she is also concerned about vandalism, and asked if the budget includes a fence of some kind. Mayor Bailey stated that he agrees with Ms. Maughan, and doesn't know how they would build the Public Works building without a fence. Jonathan Cook stated that he doesn't know why Wellsville City would spend money on a reception center when there is an existing building, the Wellsville Tabernacle, which has existed for years and was used as such. Mayor Bailey stated that as the City Council discussed building a City Office, they looked at the Wellsville Tabernacle. It is not a very conducive building for City offices. Dave Archibald asked if there would be any road work completed in connection with the Public Works building. Mayor Bailey stated that there would be no connecting roads. The only road used would be the existing road. Delilah Sant asked what the plans are for the existing Public Works facility. Mayor Bailey stated that it has been discussed. Some of the options are to sell it or build a park, but a decision has not been made yet. Sam Winward stated that he likes that the Public Works building is tucked away out of the heart of the City. Mr. Winward applauded the City Council for having the City Office remain in the downtown area. Mr. Winward stated that if there is a way to work in a spacious room that would be great. Mr. Winward asked if there has been any discussion about the facade of the building. Mayor Bailey stated that a committee was formed to design the inside of the building. There was some discussion concerning the exterior of the building. Mayor Bailey stated that it depends on who bids and what is bided. Mayor Bailey stated that brick and rock have been discussed. Wellsville City wants the exterior walls to be presentable. Mr. Leatham stated that Wellsville City may use ideas from the architects for the exterior. Karma Leatham stated that she echoes Marcene Parker and Sam Winward. Ms. Leatham stated that the new City Office building will be the anchor now of the new downtown. Wellsville City only gets one chance to get it right. Ms. Leatham stated that add-ons to a building never work correctly. Mr. Leatham stated that Wellsville City should build for the future now. Ms. Leatham suggested building a City Office and Salt and Sand Shed now, and a Public Works building in the future. Susan Hawkins stated that she agrees with Karma Leatham. Gary Hansen asked what the criteria is for the design build and how it would be judged. Mr. Hansen stated that there should be a budget in the RFP for construction, and a separate

budget for the asbestos, furnishings, and third party vendors. Mayor Bailey stated that the asbestos study has been completed, and that he hoped the report would be back by tonight, but it isn't. Mayor Bailey stated that Wellsville City is in the process of putting together the design build. There is a point system that is built into the RFP. Mayor Bailey stated that the committee, the City Council, and Don Hartle will work together to choose a contractor. Don Hartle stated that there is no money being held for asbestos, furnishings, or third party vendors. There is no cost yet for the asbestos study. There is no figure for furnishings. Mr. Hartle stated that he needed some guidelines. Mr. Hartle stated that they will try to use the existing workstations. Mr. Hartle stated that isn't sure if a permit is needed for demolishing the existing building. There will be no fee to Wellsville City for a building permit. The design will be sent out for an independent engineer review and approval that Wellsville City will have to pay for. Mayor Bailey stated that the budget is \$1.5 million for both the City Office and the Public Works buildings. Mayor Bailey stated that he realizes there are always some contingencies that creep in. Mr. Hansen stated that there are a lot of holes in the budget that need to be filled in before going out on the street. Mr. Hansen stated that how the contractors will be judges also needs to be published. Karen Higley stated that it is already built into the RFP. Mr. Hansen asked when the RFP will be put out on the street. Mayor Bailey stated that it will be discussed later on in this meeting. Zan Murray suggested that when the RFP is released, there are items that need to be specifically addressed and made very clear so that there are minimal change orders. Ruth P. Maughan stated that she supports building what is needed now and for the future while it is being built. Nicole Williams stated that she praises the information that was enclosed with the utility billing. Ms. Williams stated that she is concerned about the cost. Ms. Williams asked if voters get a say in the end or how the process works going forward. Mayor Bailey explained the process. Mayor Bailey agrees with Mr. Murray about items being specifically addressed and made clear because change orders can be very expensive. Mayor Bailey stated that the budget is \$1.5 million, and Wellsville City has been saving for a number of years. Mayor Bailey stated that Wellsville City will not be raising taxes for these projects. Ms. Williams asked if Wellsville City will survey the citizens concerning this issue. Ms. Williams stated that she has been a citizen of Wellsville City for 7 years and never has seen a survey. Mayor Bailey stated that all of the City Council and Planning Commission meetings are opened to the public. If a citizen is unable to attend the meetings, Mayor Bailey suggested speaking to a member of the City Council or Planning Commission. Mayor Bailey stated that a decision should be made on what the newspaper says. Ms. Williams suggested sending out a survey before the RFP is released. Perry Maughan stated that he is not in favor of that. The City Office and Public Work buildings have been discussed for a year now. Mr. Maughan stated that he doesn't know what more Wellsville City could do. Ms. Williams asked if the City Office and Public Works buildings would be voted on by the citizens. Mayor Bailey stated no.

At 6: 50 p.m., the public hearing was closed.

Carl Leatham stated that citizens would be surprised out how little \$1.5 million is for these projects. Karen Higley stated that there was good input for the citizens. Gary Bates stated that the feedback from the citizens is that they would like a reception center. Mr. Bates suggested continuing to discuss that option. Ms. Higley asked Gary Hansen was FF&E is. Gary Hansen stated that FF&E is fixtures, furnishings, and equipment. Mr. Hansen stated that the State of Utah usually carries 30% of the contract for exactly that. Mr. Bates stated that the RFP needs to be thorough enough, and that there is an allowance in the RFP for quality level.

The City Council reviewed and discussed the asbestos report on the city office building. Mayor Thomas G. Bailey stated that Wellsville City hasn't received the study yet, and will hopefully have it in 3 weeks.

Councilwoman Glenna Petersen arrived at the meeting at 7:05 p.m.

The City Council discussed with possible action on the issuance of the Request for Proposal (RFP) for a public works building and related facilities. Perry Maughan handed out pictures of the public works building in Riverside, Utah. It is approximately 125 feet long and 100 feet wide. It was built approximately 15 years ago, but didn't know the cost. Mr. Maughan stated that he thinks Wellsville City could get by with a public works building that is 100 to 125 feet long and 80 feet wide. The City of Riverside also has a salt and sand building. It is approximately 80 feet by 40 feet. Mr. Maughan thinks that Wellsville City could get by with a salt and sand building that is 40 feet by 40 feet. Mr. Maughan stated

that he contacted UDOT, but was unable to have the plans for this meeting. Mr. Maughan stated that he would have the plans tomorrow and will have copies made for the City Council. Don Hartle stated that the City Council could also review Logan City's salt and sand building. It has a white dome cover. Mayor Thomas G. Bailey asked if Riverside had an office in their public works building. Mr. Maughan stated yes, it was a very small office. Mayor Bailey asked if there were restrooms in the public works building. Mr. Maughan stated yes. Carl Leatham asked if the public works department would like a wash bay. Mr. Maughan stated that he hadn't thought about it. Mr. Maughan stated that he was very impressed with the building. It is a very simple building, and the workers were very helpful. Gary Bates asked about a fence around the public works building. It will need to be tall enough to discourage vandalism. Mr. Bates stated that in the past, he has used a 6-foot fence with barbed wire at the top. Mr. Bates also inquired about an electric gate. Carl Leatham stated that there will be more activity around the rodeo grounds with the public works building in the area. Mr. Maughan stated that there is not much vandalism at the rodeo arena. Mr. Hartle stated that there is been some on the west side in the restrooms.

The City Council discussed with possible action on proceeding for the construction of a public works building and related facilities. This item is similar to the previous item that was discussed. Gary Bates asked about a rough site plan. Perry Maughan stated that he will work on a site plan and staking out the building at the site. After discussion, Carl Leatham made a motion, seconded by Gary Bates, to continue discussion on the issuance of the Request for Proposal (RFP) for a public works building and related facilities.

YEA 5

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

NAY 0

The City Council discussed and possible approval of proceeding with a Request for Proposal (RFP) on the design/construction of the City Office. Gary Bates stated that he was confused about the scoring system. The City Council reviewed the RFP. Mr. Bates stated that the RFP is lacking the cost minus the asbestos study and demolishing of the existing building. Mr. Bates asked if the cost will include furnishings, or if they will be handled separately. City Engineer Chris Breinholt stated that the furnishings would be handled separately. Karen Higley asked if the cabinetry is included in the cost. Mr. Bates stated yes. Zan Murray stated that the architect that designs the building will know how to lay out the space to make it more efficient. This applies to both the City Office and the Public Works Building. Mr. Bates stated that when an individual builds a home, there is an allowance for carpet, light fixtures, etc. Mr. Breinholt stated that in most cases, an architect is hired to design the building first. Mr. Bates suggested adding a paragraph to the RFP to add an allowance for carpet, light fixtures, etc. Mr. Breinholt stated that he would leave it open so that Wellsville City can get the most building for the money. Mr. Breinholt stated that he is hoping the design team will balance out the cost and quality of the building. The more the RFP is tied down, it allows for less flexibility in other parts. Gary Hansen stated that the commercial program defines spaces, and then allows the design team to be creative. Mr. Breinholt discussed a Council Chambers/Multi-Purpose Room with a kitchenette with accordion doors to hide it. Carl Leatham suggested combining the kitchenette and the employees break room. Mayor Thomas G. Bailey suggested running the plumbing for the kitchenette and adding the appliances/cabinets later. Leesa Cooper stated that the Multi-Purpose Room shouldn't be the same as the Council Chambers because of setting up and tearing down and cleaning costs. Don Hartle stated that having a Multi-Purpose Room is a big job and Wellsville City would need to hire someone part time to be in charge. Mr. Higley asked if Wellsville City should put it out to vote to see if there is enough interest to raise taxes to keep the tabernacle. Mayor Bailey stated that it wouldn't stand a chance. Mayor Bailey stated that the Council Chambers will be a 50- to 75-chair facility. Mayor Bailey stated that Wellsville City could ask to enlarge the room so that it could serve as a Multi-Purpose Room. Wellsville City could see what the options are and what Wellsville City could afford. Mr. Bates stated that 50% of the public input stated that they want a reception room. Mr. Bates suggested shifting a little money from the Public Work Building fund to the City Office. A reception room could be added to the RFP and it could always be left off if needs be. Perry Maughan likes the idea of adding a reception room to the RFP.

Mr. Breinholt and the City Council reviewed and made adjustments to the scoring system. Mr. Hansen asked if the companies responding to the RFP will be allowed to present their proposal and interviews. Mr. Breinholt stated that those responding to the RFP will respond with a paper proposal. The City Council will narrow the candidates to a short list of 3, and then they will interview them. Mr. Bates asked about the allowed statement. Mr. Breinholt stated that it complicates the proposal a little bit. Mayor Bailey stated that the Public Works building and the City Office will be built, and then the yard work for the Public Works building will be completed the next year. Mr. Maughan stated that if it is going to be completed, do it all at once and not piece mill it together. Mr. Breinholt stated that this isn't a true RFP. The client doesn't give an amount and ask what can be built for that amount. The design team designs the building and tells the client how much the building will cost. Mr. Leatham asked about building over the sewer line that is located behind the existing City Office building. Mr. Maughan stated that he wouldn't advise doing it. After discussion, Gary Bates made a motion, seconded by Carl Leatham, to continue this discussion at the future City Council meeting, to increase the budget available for the City Office building to \$600,000 and the decrease the budget available for the Public Works building to \$900,000, and to modify the scoring system in the RFP.

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. Don Hartle stated that 2 gentleman approached him about the old cheese plant, and that there may be office space that would be available to rent out to Wellsville City. This individual will talk with the owner of the building. Mr. Hartle stated that the City Council will have to review the contract and walk through the space. Mr. Hartle stated that a concern is storage. Gary Bates stated that the same company that rents out temporary offices also rents cargo containers. Carl Leatham stated that cargo containers are not allowed in Wellsville City per code. The City Council reviewed the rough RFP that was authored by Gary Bates. Mr. Bates suggested sending the RFP to 3 suppliers of temporary offices. Perry Maughan agreed to send out the RFP. Carl Leatham agreed to send out the RFP, but to also discuss the possibility of renting office space at the old cheese plant. After discussion, Karen Higley made a motion, seconded by Carl Leatham, to approve sending out for bid the RFP for temporary office space and that it is due May 5, 2015.

YEA 5

NAY 0

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

The City Council discussed with possible action on the issuance of a Request for Proposal (RFP) for a sand and salt building and other material containment facilities. Carl Leatham stated that this is a priority and should be completed to avoid penalties. Mayor Thomas G. Bailey asked where the containment facility will be located. Perry Maughan stated that he knows where it will be located. Mayor Bailey asked if there will be any excavations. Mr. Maughan stated that the area will need the footings dug. City Engineer Chris Breinholt asked that the site be laid out in order to set elevation. Mr. Leatham suggested that the open end is to the east because of the wind. Gary Bates asked about discussing the design of the building. Mr. Leatham stated that the containment facility should be similar to the containment building located at the summit of Wellsville Canyon. Mr. Breinholt stated that he will review that containment building. Mayor Bailey asked that the RFP be written up and presented at the next City Council meeting. Mr. Maughan stated that it will be completed by then. Mr. Bates asked that the RFP have an allowance to provide wood or corrosion resistant materials. After discussion, Perry Maughan made a motion, seconded by Gary Bates, to issue a Request for Proposal (RFP) for a sand and salt building and other material containment facilities.

YEA 5

NAY 0

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

The City Council approved the contracts and agreements for the purchase of water. Don Hartle stated that the contracts are the same, but the names and dollar amounts have changed. After discussion, Carl Leatham made a motion, seconded by Karen Higley, to approve the contracts and agreements for the purchase of water.

YEA 5

NAY 0

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

The City Council adopted Resolution 2015-03 “2014 Municipal Wastewater Planning Program”. Don Hartle stated that it is a standard form from the State of Utah that is required by law. Mr. Hartle stated that he fills in the blanks. After discussion, Karen Higley made a motion, seconded by Perry Maughan, to approved **RESOLUTION 2015-03 “2014 MUNICIPAL WASTEWATER PLANNING PROGRAM”**.

YEA 5

NAY 0

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

Don Hartle presented for possible approval the 2015-2016 tentative budget. Don Hartle stated that because of the changes in law, the City is to meter water that is used at City-owned property. Mr. Hartle stated that he measured 2 facilities, the church house located on 200 North and the east half of the City Square. Mr. Hartle also measured the cemetery and different facilities that are irrigated. Mr. Hartle stated that he measured the square footage that is watered and used the bill from the months that are read. The total acreage is 19.42 acres. Mr. Hartle multiplied it by the square footage, which equals 845,935 square feet. Mr. Hartle used the water bill to divide out the average cost of water. The 2-year average is \$0.0234 per square foot. The total cost to water at city facilities is \$19,794.88. Mr. Hartle stated that he is to provide an annual water assessment. Mr. Hartle stated that to purchase meters for the city facilities will cost over \$45,000.00. Mr. Hartle stated that the General Fund will pay \$16,530.00 in exchange for water and call it a wash. After discussion, Carl Leatham made a motion, seconded by Glenna Petersen, that in lieu of not metering water used by the City for city facilities, the General Fund will pay half of the annual water assessments on various water rights owned by the City. Total 2015-2016 projected assessments are \$33060.00 of which the General Fund will pay \$16,530.00 in exchange for water.

YEA 5

NAY 0

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

Don Hartle stated that Wellsville City is in good financial shape. Mr. Hartle handed out copies of the tentative budget. Mr. Hartle stated that in this budget, he has transferred money from each fund into the Capital Facilities fund for the public works building and the city office building. Mr. Hartle stated that this budget includes funds to hire another public works employee. Mr. Hartle stated that this budget recommends raising water rates 3.4%, or \$1.00 per month. The last time water rates were raised was in 2010. Mr. Hartle stated that this budget recommends raising sewer rates 8.9%, or \$2.00 per month. The last time sewer rates were raised was in 2007. Mr. Hartle stated that he reviewed raising the franchise fee and energy and use tax, but there is no increase in them. Mr. Hartle stated that his projections are that by June 2016, the storm water fund will only have revenues, the water fund will have \$100,000 in reserve, and the sewer fund will have \$4,000 in reserve. Mr. Hartle stated that he included 7 new homes being built this year instead of 5. It also includes \$30,000 from the 2015 RAPS tax. The sewer fund shows \$200,000 for a screen for the influent and \$100,000 for the influent building. The water fund shows \$158,500 in capital for the purchase of water. The City Council will review this issue and approve it at a future City Council meeting.

Department Reports:

Mayor Thomas G. Bailey – 1) The City Council received a copy of a letter from Ron Case asking to meet with the City Council to give suggestions on the property that Wellsville City purchased from the Parker family. Mayor Bailey asked that Don Hartle add Ron Case to the next City Council meeting agenda.

2) CVTD – a letter has been sent and Betty Balls has been notified.

3) Thanked Councilwoman Karen Higley for all of her work on the Miss Wellsville pageant. It was very well done.

Carl Leatham – 1) Echoed Mayor Bailey's thank you to Karen Higley concerning the Miss Wellsville pageant.

2) Land Use Code – the Planning Commission has been reviewing this code. They are approximately 60% completed. Because of scheduling, the next meeting to review the code will be in September.

3) Received a letter from the owner of Sherwood Hills Golf Course asking to lower their water rate. After discussion, the City Council feels that they should have the pay the same rate as everyone else.

Gary Bates – 1) Window Covering business – collecting sales tax, feels that Wellsville City is missing an opportunity. Don Hartle will check with the State Tax Commission.

2) Asked if the City Council wants the circus to come to Wellsville City – will put Wellsville City on their route, Wellsville City will guarantee ticket sales at a certain level. Will request a sample contract if interested. They would like to arrive at the end of April, but not this year.

3) Memorial Day – flag person is having some health issues – looking for someone else.

Perry Maughan – 1) Tree trimmers are in town.

2) Art Smith – have 5 trees that are afraid they will blow over onto his home. Wellsville City will cut them down and Mr. Smith will take care of the wood.

3) Roads – 900 South and emulsion.

4) Arbor Day – April 25, 2015 – 9:00 a.m. – planting a tree for Dallas Hall at the cemetery.

Glenna Petersen – 1) Asked that a contract be drawn up for the sidewalk. The contract should include that the contractor abide by the design standards, where the sidewalk is being installed, and the completion date. Don Hartle stated that he will work on it.

City Manager/Recorder's Report:

Don Hartle – 1) Handed out a quarterly financial report – Wellsville City is in very good shape.

2) Handed out a request for information paper from the insurance company asking for the City Council members' full names and birthdates.

At 9:32 p.m., Glenna Petersen made a motion, seconded by Karen Higley, to adjourn this meeting.

YEA 5

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

NAY 0

Thomas G. Bailey
Mayor

Don Hartle
City Manager/Recorder