

MINUTES of the regular City Council meeting of Wellsville City held Wednesday, March 18, 2015, at the Wellsville City Offices at 75 East Main. City officials present were Mayor Thomas G. Bailey, Councilwomen Karen Higley, Glenna Petersen, Councilmen 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 13, 2015. The meeting was called to order at 6:00 p.m. by Mayor Thomas G. Bailey.

<u>Others Present:</u>	Jennifer Leishman	Colin Harrison	Jaxon Nix
	Barry Larsen	Jay Davis	Clint Kerr
	Chris Breinholt	Leesa Cooper	Ron Christensen
	Karma Leatham	Jonathan Cook	Kendall Leishman
	Janie Isaacson	Scott Gary	Monte Williams
	Stephanie Williams	Art Smith	Steve Kyriopoulos

Opening Ceremony: Carl Leatham

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

<u>YEA 4</u>	<u>NAY 0</u>
Karen Higley	
Carl Leatham	
Perry Maughan	
Glenna Petersen	

The City Council reviewed the regular City Council meeting minutes of March 4, 2015. There was a word change on line 202. After discussion, Karen Higley made a motion, seconded by Perry Maughan, to approve the minutes of the March 4, 2015 meeting with the change.

<u>YEA 4</u>	<u>NAY 0</u>
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, Carl Leatham made a motion, seconded by Glenna Petersen, to approve the City's account payables bills for payment, represented by check number 17987 through 18020.

<u>YEA 4</u>	<u>NAY 0</u>
Karen Higley	
Carl Leatham	
Perry Maughan	
Glenna Petersen	

Councilman Gary Bates arrived at the meeting at 6:18 p.m.

Colin Harrison representing the Shade Tree and Beautification Committee stated that Arbor Day will be held on April 25, 2015 at 9:00 a.m. Mr. Harrison asked for input from the City Council for someone to plant a tree for in their behalf. Perry Maughan stated that the City Council will think about it for 2 weeks and will contact him. Mr. Harrison handed out a list of trees that are recommended by Zollinger's. Mr. Harrison asked that the list be added to the City website.

Jaxon Nix met with the City Council to discuss his Eagle Scout project. Mr. Nix stated that he would like to paint the announcer booth, walls outside of the restrooms, garbage outline, and picnic table at the softball diamond. Mr. Nix estimated his total cost to be \$244.89. Mr. Nix stated that he will be asking for donations for the project. Gary Bates stated that Sherwin Williams and Bennett's Paint treat the scouts very well and give significant discounts. Mr. Bates asked if Mr. Nix had a sample of the color of paint he would be using. Mr. Nix stated that he has asked around the community, and citizens would like to keep the color the same. Mr. Nix passed around a color sample. After discussion, Karen Higley made a motion, seconded by Carl Leatham, to approve the Eagle Scout project for Jaxon Nix.

YEA 5

NAY 0

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

The City Council met with Barry Larsen representing Clean Sweep Asphalt to discuss asphalt maintenance. Gary Bates stated that the asphalt on the trail is starting to crack and show wear and tear. There is funding available through the State of Utah for trail maintenance. Mr. Bates discussed this issue with Perry Maughan and Don Hartle. Barry Larsen representing Clean Sweep Asphalt was invited to this meeting to educate the City Council concerning this issue. Barry Larsen gave an overview of the products that prolong the asphalt. Mr. Bates asked about cracking. Mr. Larsen stated that he uses rubberized filler for cracks along trails. Mayor Thomas G. Bailey asked how long it lasts. Mr. Larsen stated that the cracks should be filled every 4 to 5 years. Perry Maughan stated that asked what a block of slurry seal costs. Mr. Larsen stated that it is \$0.65 a foot. Mr. Maughan asked if Mr. Larsen provides his own traffic control. Mr. Larsen stated yes. Mr. Bates asked if there are any streets that Mr. Larsen has completed that they could look at. Mr. Larsen stated that they did crack sealer around Arctic Circle and did sealing at RR Donnelly and Schreiber's. Mayor Bailey asked what roads Mr. Larsen has done. Mr. Larsen stated that they completed some roads in Richmond City. Mr. Maughan stated that he is very interested in this, and since the City Council will be discussing roads, Wellsville City will need prices. Mr. Larsen stated that if he knew the streets, he could ride around and give Wellsville City an estimate. Mr. Maughan asked for a business card from Mr. Larsen. Mr. Bates stated that there is cracking on the trail, some very big cracks, and some spider-web cracks. Mr. Larsen stated that it is called alligatoring. Mr. Larsen stated that there is a sealer that will fix it. Mr. Bates asked if there is anything Wellsville City can do when purchasing asphalt. Mr. Larsen stated that the asphalt companies are cutting the oil content in the asphalt. City Engineer Chris Breinholt stated that Wellsville City could spend more money for a higher grade of oil. Mr. Bates stated that the grant is for \$30,000, which the fix from Mr. Larsen sounds like it will cost a fraction of that. Mr. Bates stated that it will be much easier to get funding for trail maintenance. Mayor Bailey thanked Mr. Larsen for attending this meeting.

The City Council reviewed for approval the Preliminary Plat for the Pioneer Divide Subdivision (previously called the JJD Subdivision) consisting of a total of 2 residential lots, on property on the south side of 400 North at approximately 160 East (north portion of old cheese plant). Jay Davis stated that he is seeking approval on the Preliminary Plat. Mr. Davis stated that he originally wanted 3 building lots, but opted for 2 larger building lots. Carl Leatham asked if Mr. Davis had contacted Northfield Irrigation. Mr. Davis stated that he located the easement, and is not sure what else he needs to do. Mayor Thomas G. Bailey stated that Mr. Davis needs a written statement from Northfield Irrigation agreeing to what is taking place on the property. Scott Hendry is the president of the Northfield Irrigation company, but Rod Archibald would know more about the irrigation line. Mr. Davis stated that because of the topography of the property, he asked for permission to run the water and sewer lines when the building permits are issued. Gary Bates stated that Wellsville City could hold money in escrow for it. Don Hartle stated that Mr. Davis would need to bond for 150% of the cost of the project. Perry Maughan stated that the sewer line is located on the low end of the lot, and the water line is located on the higher end of the lot. Mr. Davis asked what the spacing requirement is. Mr. Maughan stated that State law says that the spacing requirement is 10 feet. Mr. Bates stated that sewer and water are not identified on the Preliminary Plat, but it is in the statement from City Engineer Chris Breinholt. Mr. Bates stated that this issue needs to be added to the minutes so that it can

be addressed. Mr. Davis stated that he would like a decision before the Final Plat is required. Mr. Maughan stated that he would like to see something in writing from Northfield Irrigation before going any farther. Mr. Leatham stated that the Planning Commission approved the Preliminary Plat pending that the items from City Engineer Chris Breinholt be addressed. Mr. Davis asked about waving the sidewalk requirement. Mr. Bates stated that someday Wellsville City will have an ordinance that subdivisions will need to pay into a sidewalk fund. Mr. Davis stated that the sidewalk would be a complete island, and a sidewalk to nowhere. Mr. Maughan stated that the property to the west will have homes someday, and the sidewalk will need to be installed. Mr. Bates stated that sidewalk is only required on one side of the road. Mr. Davis asked that the City Council think about it between now and the Final Plat. Mr. Hartle stated that a decision needs to be made now concerning the sidewalk because it is part of the Final Plat. Mr. Bates stated that a decision should be made concerning the sewer and water because Mr. Davis will need to bond. Mr. Davis stated that if the sewer and water has to be in, it will be better for him to put it in now. After discussion, Carl Leatham made a motion, seconded by Karen Higley, to approve the Preliminary Plat for the Pioneer Divide Subdivision (previously called the JJD Subdivision) consisting of a total of 2 residential lots, on property on the south side of 400 North at approximately 160 East (north portion of old cheese plant) based on compliance with the City Engineer specs dated February 25, 2015, sewer and water installed within the 10-foot easement on the low side of the property, sidewalk requirement be waived, and the Northfield Irrigation written agreement.

YEA 4

Gary Bates

Karen Higley

Carl Leatham

Perry Maughan

NAY 1

Glenna Petersen

The City Council met with Fire Chief Clint Kerr representing the Wellsville City Volunteer Fire Department. Mr. Kerr handed out 3 pages for information concerning the equipment at the fire department and their expiration dates. Mr. Kerr stated that the information should answer a lot of questions. Mr. Kerr stated that they are waiting for information from the grant, and then will make a plan. Carl Leatham asked if the fire department is awarded the grant, how many air packs will be replaced. Mr. Kerr stated all of them. Karen Higley asked if Wellsville City would need to provide matching monies for the grant. Mr. Kerr state yes, about \$9,000. Gary Bates reviewed the equipment and stated that if the fire department is not awarded the grant, Wellsville City will need to purchase equipment soon after. Mr. Kerr stated that the older equipment was from North Logan City Fire Department. Mayor Thomas G. Bailey stated that Mr. Kerr should let Wellsville City know as soon as he hears anything about the grant. Mr. Kerr thanked the City Council for their time.

The City Council adopted a resolution setting fees and policies for nuisance recovery for false alarms and hazardous cleanup recovery. Mayor Thomas G. Bailey asked if there were any questions. Carl Leatham stated that the resolution states \$250 per hour, and asked if there was a minimum. Clint Kerr stated that any call they go on, they will be there at least an hour. After discussion, Perry Maughan made a motion, seconded by Carl Leatham, to approve **RESOLUTION 2015-02 A RESOLUTION SETTING FEES AND POLICIES FOR NUISANCE RECOVERY FOR FALSE FIRE ALARMS AND HAZARDOUS CLEANUP RECOVERY.**

YEA 5

Gary Bates

Karen Higley

Carl Leatham

Perry Maughan

Glenna Petersen

NAY 0

The City Council reviewed the contract for the purchase of water. Don Hartle stated that he was hoping to have the information from City Attorney Bruce Jorgensen, but he didn't get it done. The City Council discussed the process of getting the contract. This issue will be added to the next City Council agenda.

The City Council reviewed for possible approval a concept floor plan for the new City Office building. Karen Higley handed out copies of floor plans A and B. Ms. Higley stated that the square footage may be more than what was anticipated, but the office shouldn't be any smaller because of future growth. Ms. Higley stated that she prefers option A. Gary Bates suggested using roll-away doors for more space. Ms. Higley stated that she likes that idea. Mr. Bates stated that option A would give Wellsville City some square footage to extend the council room. Carl Leatham stated that there are possibilities with both options. Mr. Leatham stated that he wonders what the needs will be for Wellsville City for the next 100 years. Mr. Leatham stated that he wonders if there would be office space for the fire/ems departments, and possibly a police department in the future. Mr. Leatham likes the bigger council room. Mr. Leatham stated that the only entrance to the conference room is through the council room. Mr. Leatham stated that he likes having the Recorder/Manager office up front. Mr. Leatham likes the court room adjacent to the council room. Perry Maughan stated that the City Council meets twice a month. Court is every day. Mr. Maughan stated that the conference room is more for court. Mr. Leatham stated that there are a lot of hallways instead of usable space in option B. Mr. Maughan stated that there is a possibility of storage in the attic with option A. Mr. Leatham asked if the stairway could be moved to the other side of the hallway in option A. Glenna Petersen asked Leesa Cooper which option she liked and why. Leesa Cooper stated that she likes the council and conference rooms on a separate heating/cooling system so Wellsville City isn't heating/cooling the entire building. Ms. Cooper likes that the rest of the building can be closed off on Monday nights when court is in session. Ms. Cooper stated that every office has a window in option A. Ms. Higley asked Don Hartle's opinion. Don Hartle stated from a management standpoint, he likes the plan that the girls from the front office handed in 2 weeks ago. Ms. Higley stated that she consolidated that plan because it wouldn't fit on the property. Mr. Hartle stated that option A doesn't work for a City Office because of a management problem. Ms. Higley stated that the employee's plan was too wide, so she compromised. Mayor Thomas G. Bailey stated that the employee's plan had 80 feet of frontage which doesn't fit on the lot. Mr. Bates stated that 1 large storage room makes more sense than 3 separate storage rooms. Mr. Bates stated that 3 front office employees, Don Hartle, 5 City Council members, and 2 or 3 committee members may not come to a consensus. Mr. Bates stated that Wellsville City is budget challenged with this project. Mayor Bailey stated that Wellsville City needs to meet with the architect because they now have some suggestions. Mayor Bailey thanked the committee for their time and effort on this project. Mr. Hartle stated that the first time this issue was discussed with City Attorney Bruce Jorgensen; he suggested that he could put out an RFP for an engineer, an architect, and a construction management company. Mr. Hartle stated that then they told Mr. Jorgensen not to put it together. Mr. Hartle stated that Ron Christensen, who owns an engineering firm in Wellsville, also does construction management. Mr. Hartle stated that City Engineer Chris Breinholt could put together the RFP. Mr. Bates stated that he contacted David Church, who says that Wellsville City is making this more difficult than what it needs to be, and to have the City Engineer put together the RFP. Mr. Bates stated that he also contacted an individual from Northstar, who stated that they will manage the project whether they are awarded the contract or not. Mr. Bates suggested not designing the building, but put it out to RFP, have 4 to 5 companies respond and take it to whatever point Wellsville City wants to. Mr. Bates stated that he talked with Mr. Breinholt, and he can put together the RFP. If Wellsville City brings an architect in, it is another cost that they may not be able to afford. Mayor Bailey stated that if Wellsville City hires a consultant, a stipulation could be that they can't bid on the building. Chris Breinholt stated that the RFP could tie down or open up the project as much as Wellsville City wants. Ms. Higley stated that she likes the suggestion to put out the RFP for design/construction. Mr. Breinholt asked what parameters does the RFP need to be tied down to. Mayor Bailey stated that the committee could recommend the floor plan. Mr. Breinholt suggested not including a floor plan and letting the company suggest a floor plan. Mr. Maughan stated that as a committee member, he would feel more comfortable having the City Council made the final decision. Mayor Bailey stated that the committee has not voting power. Mr. Breinholt stated that the outline should include the absolute needs of the city. Mayor Bailey stated that some suggestions would be how big to make the Council room and how many storage rooms. Mr. Breinholt stated that a professional architect could lay out the building with the best, most useful, way possible. Mr. Breinholt stated that part of the RFP could include submitting experience and reference. Mr. Bates stated that the RFP should have the basic requirements because Wellsville City can't afford a fully custom designed building. Mr. Breinholt stated that all companies would work off of the same RFP. Mr. Bates stated that he likes this approach because Wellsville City can't afford a 3-step process. Mayor Bailey stated that he, Don Hartle, and Leesa Cooper met with Cartwright Steel. Mayor Bailey asked what their impressions were of what they heard

in the meeting. Mayor Bailey asked what they thought Cartwright Steel could do for Wellsville City. Ms. Cooper stated that she was impressed, seemed very helpful, and knowledgeable. They showed pictures of steel buildings that you would never know from the inside or outside that it was a steel-framed building. Mayor Bailey stated that upstairs storage is a possibility at very little cost. Ms. Cooper stated that they had a discussion at the committee meeting last night. Ms. Higley stated that it was suggested building a public works facility first and run the City Office out of that building in order to save cost of renting a temporary City Office. Mr. Bates stated that it is not a horrible idea. Mr. Bates stated that it was discussed bundling the projects if a company was awarded both projects. Mayor Bailey stated that the budget is \$1.5 million for both. If the Public Works building costs \$1.2 million, there will be no City Office building. Mr. Maughan stated that these buildings are not for those people that are here and now, but for the next 20 years. Both buildings need to be constructed in a way that they can be expanded as needed. Mayor Bailey stated that Don Hartle has prepared a floor plan for the Public Works building that is farther along than the floor plan for the City Office building. Mr. Maughan stated that his biggest concern with the Public Works building is that the salt and sand are covered. Mr. Hartle stated that he has concerns with safety at the City Office building, and concerns that the salt and sand are out in the open at the Public Works shed. Mr. Bates wondered if there should be 3 projects, building the salt and sand cover now. It would not dip too much into the budget. Mr. Hartle stated that he can see on a monthly basis that the City Office is spreading. After discussion, Gary Bates made a motion, seconded by Carl Leatham, to actively move forward with this project.

YEA 5

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

NAY 0

The City Council approved a process for selecting the design and engineering for the new City Office building. A discussion was held concerning adding this item to the next City Council meeting. There could be possible action concerning a salt and sand containment building. It was discussed preparing a RFP for the Public Works building. There could also be a discussion concerning the temporary offices before putting together a RFP. Gary Bates asked if the City Council was comfortable with City Engineer Chris Breinholt putting together a RFP, or asking for proposals for the RFP. Karen Higley asked if Wellsville City would hire Mr. Breinholt to author the RFP, or would the committee author the RFP. Mr. Bates stated that he was under the impression that the committee was dissolved. Mr. Bates stated that a RFP is not complicated. Mr. Bates asked what Don Hartle's opinion was. Don Hartle stated that with all of the facilities that are being built, Wellsville City needs a construction manager. Mr. Hartle stated that he doesn't have the ability to answer the technical questions that may be asked. Mr. Bates stated that with a larger city, it would be the responsibility of the City Engineer to oversee the construction management. Mr. Hartle stated that the City Council needs to ask Mr. Breinholt if his company can provide construction management. Mr. Breinholt stated that they can project general management, but Wellsville City would need someone with constructional engineering experience. Mr. Hartle stated that Wellsville City doesn't have anyone on staff to do it. Mr. Hartle stated that his concern is with change orders because if there is a mess up because of the architect or engineer, Wellsville City can't be responsible for change orders. Perry Maughan stated that Wellsville City will need a construction superintendent. Mr. Bates stated that the company that is hired will provide a superintendent. Mr. Breinholt stated that a superintendent will be part of the team. Mr. Bates stated that Wellsville City will hire Mr. Breinholt to prepare a RFP to go out to bid for a construction management company. After discussion, Gary Bates made a motion, seconded by Karen Higley, to have Don Hartle coordinate with Jones & Associates to prepare a RFP for the design and construction of a new City Office building, to use input from the committee and City office staff. The RFP will be brought to the City Council in 2 weeks for review, and be ready to go public in 4 weeks. A public hearing will be scheduled April 15, 2015 at 6:15 p.m. A letter will be authored and mailed with the utility bill concerning this project.

YEA 5

Gary Bates

NAY 0

Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

The City Council reviewed for approval the process for selecting a company to perform an asbestos study of the existing City Office. Don Hartle stated that he has a list of 4 companies; 2 companies test for asbestos, and 2 companies test and remove the asbestos. Mr. Hartle stated that it would be adequate to have the building tested. After discussion, Karen Higley made a motion, seconded by Gary Bates to give Don Hartle the authority to contact 2 companies to have the existing City Office tested for asbestos.

YEA 5

NAY 0

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

The City Council reviewed for possible approval recommended changes to the City Design Standards and Specifications. Perry Maughan stated that because of the new information learned tonight about asphalt, he asked that this item be continued in May. After discussion, Perry Maughan made a motion, seconded by Carl Leatham, to continue this item in May.

YEA 5

NAY 0

Gary Bates
Karen Higley
Carl Leatham
Perry Maughan
Glenna Petersen

Department Reports:

Karen Higley – 1) Wellsville City Princess Pageant – 11 girls are committed – April 11, 2015 – handed out an invitation.

2) Stated that she appreciated the City Office Planning Committee.

Glenna Petersen – 1) Youth Council – assigned member of the Youth Council to work with member of the City Council.

2) Emergency Preparedness – Perry Maughan in the process of revising it – give a copy to Clarice Higbee.

3) Website – knows that she is over the website, but there is a lot to learn. Asked if she could give information to Ron and have him add it to the website. Mayor Bailey stated yes, that was the intention.

4) Suggestion for parade – rickshaw

Perry Maughan – 1) Last Saturday, trimmed some trees along Center Street.

2) Green bin – have 1, need 2. Will build a berm to help with the mess.

Gary Bates – 1) Asked that Don Hartle put together a “cash in lieu” sidewalk ordinance. Establish the average cost of sidewalks. Will be a little bit of an accounting issue to work out. Assess a fee based on property, not owner.

2) Asphalt – pay a few dollars more for it to last longer.

Carl Leatham – 1) Soccer goals – add wheels will help to move easier. Gary Bates thought it would be a good Eagle Scout project. Will discuss the issue with Wendy Egbert.

2) Arbor Day – plant a tree for Stan & Shirley Poulsen – believes they already have one, but will check on it.

At 9:12 p.m., Carl Leatham made a motion, seconded by Glenna Petersen, 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