

**Pleasant Grove City
City Council Meeting Minutes
Work Session
Wednesday, January 17, 2024
4:30 p.m.**

Mayor: Guy L. Fugal

Council Members: Dianna Andersen
Eric Jensen
Cyd LeMone
Steve Rogers
Todd Williams

Staff Present: Scott Darrington, City Administrator
Deon Giles, Parks Director
Tina Petersen, City Attorney
Wendy Thorpe, City Recorder
Denise Roy, Finance Director
Chase Gustman, Deputy Chief
Sheri Britsch, Library and Arts Director
Neal Winterton, Public Works Director
Kyler Brower, Assistant to the City Administrator
Keldon Brown, Police Chief
Megan Zollinger, Recreation Director
Daniel Cardenas, Community Development Director
David Packard, Human Resources Manager

The City Council and staff met in the Community Room, 108 South 100 East, Pleasant Grove, Utah.

4:30 P.M. WORK SESSION

Mayor Fugal called the meeting to order at 4:30 p.m. and welcomed those present.

a. Recognition of Leadership Academy Graduates.

City Administrator, Scott Darrington, reported that the 11th group of candidates completed the eight-week Leadership Academy, which is held twice yearly. The class focuses on the book, *Endurance*, about an Antarctic exploration and identified leadership attributes. Each participant selects one leadership attribute to present to the rest of the group. To date, he estimated that 100 to 120 employees have completed the course, including Council Member Andersen. The following candidates were recognized and presented with certificates of achievement:

Public Works Department: Trevor Workman, Jason Paulson, and Britton Tveten;
Community Development: Melissa Cook and Gail Commily;
Recreation Department: Megan Zollinger and Mandy Carson;
Administration: Jody Walker;
Library: Charlotte Smith; and
Police Department: Carl Nielson.

Photographs were taken.

b. Introduction of New Employees.

Library and Arts Director, Sherry Britsch introduced Library staff employee, Stacy Martineau, who after an in-depth interview, was selected to be the full-time Library Program Coordinator. Ms. Martineau has been a Pleasant Grove resident for approximately 21 years, has worked part-time at the Library for six years, served on the Arts Commission for 15 years, and has run the Concerts in the Park Program for the past eight years. This will be her 7th year running the Heritage Festival.

Public Works Director, Neal Winterton, introduced McClain Cook, a transfer from the Parks Department, whose current assignment is working in the Streets Division as a Streets Operator. He obtained his Commercial Driver's License, which is more difficult to obtain. The training and licensure provide significant value to the City and enhance safety in moving larger vehicles. Mr. Cook's current assignment is plowing snow in a designated area to make the roads safer for travel. He is a lifelong resident of Pleasant Grove.

c. City Treasurer Recognition Award.

Finance Director, Denise Roy, introduced and recognized City Treasurer, Mike Gourley's achievement in earning the Certified Public Funds Investment Manager Certification from the Association of Public Treasurers of the United States and Canada. The program is designed to assist treasurer professionals increase their competence and knowledge to better manage investments on behalf of municipalities. City Treasurer Gourley stated that the content covered in the two-day course includes the following:

- Testing that includes gaining an understanding of investment options;
- Establishing internal controls and procedures;
- Identifying risks in portfolios;
- Reporting safety measures;
- Understanding liquidity needs;
- Managing investments; and
- Implementing and monitoring strategic needs.

Treasurer Gourley stated that each of the skills listed will benefit him and the City. He also completed and passed the more in-depth six-hour training for the Advanced Certified Public Investment Manager.

d. Discussion on Formal Recognition Award for Citizens or Employees for Valor, Courage, or Service to the Community – Council Member Steve Rogers.

Administrator Darrington reported that several weeks earlier after hearing about an officer rescuing a child, Council Member Steve Rogers asked if the City has a formal procedure to recognize such actions. He was advised that the City acknowledges the exemplary behavior of employees; however, there is no formal process in place. Council Member Rogers recognized the level of employment commitment to the City and stated that exemplary behavior involving life-saving efforts or long-term employment tenure shows why people stay here. He proposed a formal award process where deserving people are nominated, selected, and recognized at a formal event that is commemorated by a plaque to be publicly displayed in the Rotunda. Administrator Darrington stated that if acceptable to the City Council, staff will prepare a formal procedure using defined criteria to identify and recognize deserving recipients at City Council Meetings for the Council's consideration.

e. Staff Business.

Community Development Department, Daniel Cardenas, reported on the following:

- The Department is working on several ordinances one of which is on tonight's agenda, as well as a procedure to process Business Licenses.
- A new employee will begin work on Monday, bringing the Department to full staffing.

Public Works Director, Neal Winterton, reported on the following:

- The Public Works Team was to be complimented for the work it is doing including snow plowing. He also complimented the Finance, Legal, and Community Development Departments which provide assistance.
- Staff is working diligently on the meter reading system, which currently involves 800 meters. The payment account system is linked to specific meter numbers and helps residents access their accounts. The same technology is being installed on the culinary side.
- The Pleasant Grove Irrigation Board will meet this Saturday at 2:00 p.m. All were invited to attend. Director Winterton, Director Roy, and Britton Tveten were identified as board members. It was noted that the City owns just over 50% of the shares. The company, like the City, has problems with aging infrastructure. He described several large and costly projects that are anticipated including the following:
 - The American Fork River Weir Project will update water flow measurements and include a pipeline addition;
 - Possible closure of the North Union Canal that brings water in from the south end of the City at the Mouth of Provo Canyon. It is primarily controlled by entities that pipe their water; and
 - Lindon is taking its water through a pressurized pipeline into its irrigation system.

If the Canal closure occurs, users with Pleasant Grove Irrigation Canal shares will no longer be able to use canal water. He also noted that Lindon City has approached the Irrigation Company about participating at a cost of \$400,000. The total cost of the projects is significant at approximately \$8.5 million and will be the topic of major discussion. The Irrigation Company, as a separate entity, cannot obtain its own loans or bonds or borrow over time, which makes the cost a one-time payment that each shareholder will bear. The City has been anticipating this cost, which will need to be built into future assessment costs that are part of the Pressurized Irrigation System.

- The Public Works Department continues to plan future projects and is involved in ongoing projects. The four chlorinators are underway around the four different well sites. They are retooling a different well and continue to work on the Boulevard Well installation.
- Director Winterton was asked about the costs of secondary meters and future fees. He reviewed the history behind the State-mandated use of secondary meters and noted that because they are being installed before 2025, 70% of the cost is borne by the State. Had that step not been taken, user costs would have likely increased by \$15 per month. In addition, if the City had waited until 2029, it would have faced State fines. Use data will be gathered for several years to assess volumes and what level of use for typical or agriculture users. Using that data, a fee structure will be presented that represents base and consumption rates that meet the needs of the utility. This assessment and evaluation can be tricky because when fees are not based on volume, habits can differ. Care must be taken to ensure that the needs and obligations of the utility are met. It is a stand-alone utility and has to operate on its own.
- A question was raised regarding the use of water resulting from heavy snow this season, Director Winterton reported that McClain Cook has additional street sweeping opportunities and an additional employee has been added to the workforce. Last year, they mapped out and identified hot spots for flooding and storm drain and grated areas that are susceptible to blockage for extra monitoring to address potential complications. The extra observation resulted in no major issues. Water averages have been good and they hope for a good melt in the spring.
- Council Member Andersen reported that when citizens were paying for culinary water to water lawns, they were using 2.2 gallons per minute per acre. When the metro flat rate switched, the rate increased to more than seven gallons per minute per acre. She asked what happened to that mentality and noted that when data is available for a fee change, she wants the methodology to be logical. Education in that regard will be important. Director Winterton stated that there is no doubt that abuse and neglect exist on the sprinkler side. Staff hopes to balance the process and keep it simple as there are 9,000 accounts in the City. Staff will recommend a rate. The mandate will come from the City Council. Director Winterton mentioned the possibility of flat rates or multiple tiers based on land size, property classification, meter size, and allotments. He estimated that by February 2026 they will set a rate as part of the budget planning.

Human Resources Manager, David Packard, reported on the following;

- He supported the idea of recognition and awards, especially on the community side. He also advised the City Council of award programs that are already in place.
- Since 2012, they have had Team Member of the Year Awards which include \$1,000 cash;

- In 2019, they implemented a program to recognize City employees including Community Service Awards, an Innovation Award, an Exceptional Service Award, and a Leadership Award.
- Each year, a Recognition Lunch is held in April or May. Last year over 200 staff members attended.
- Awards are also given based on years of service at five, 10, and 15-year increments.
- There is an Employee Planning Committee in place that has representation from every department. Manager Packard was open to more awards and expressed support.

Recreation Director, Megan Zollinger, reported on the following:

- The Recreation Department is very active.
- The Fitness Fair that was held the previous Saturday was a success. 28 vendors participated, which was the largest number they have had. It was acknowledged that the event is growing.
- The Sales Event was even with last year. This year a few more sales were anticipated. It was noted that the sale closes on Saturday.
- The fitness programs were going well. Andi Veenker was recognized for his efforts. Junior Jazz was underway.
- Director Zollinger stated that she has a great team and is excited for the new year.

Parks Director, Deon Giles, reported on the following:

- The last few storms have produced a lot of ice and snow to be removed.
- Prior to the last storms Staff was able to get concrete poured for two benches around Mahogany Park. They were able to purchase the benches with Utah County Municipal Recreation Grant funding.
- The Jacobs Family Foundation donated a generous amount to the seniors this year.
- A volunteer with special yard work equipment who normally helps with the trail grooming was unable to do the work this year. He normally does the tree grooming.
- Staff was waiting for the weather to improve to take down the rest of the Christmas lights.

Finance Director, Denise Roy, reported on the following:

- She was working on the budget.

City Recorder, Wendy Thorpe, reported on the following:

- She thanked Staff for being so welcoming.

Library & Arts Director, Sherry Britsch, reported on the following:

- There will be two events sponsored by the Utah State University Extension that includes a Parenting ADHD Students class, and a Couples Relationship Course.

- In January, there will be a Winter Reading Challenge for teens and adults. On January 29, John Hilton, a Brigham Young University (“BYU”) Religion Professor will put on a Magic Show.
- A Lego Building Challenge is coming up and movies are shown in the Library every Saturday morning.

City Attorney, Tina Petersen, reported on the following:

- She is working on something that will be of interest to the City Council. St. John Properties (“SJP”) is in negotiations with the Utah Department of Transportation (“UDOT”) to acquire property for the new frontage road. At the next City Council Meeting the Council will address a proposed Agreement between the City, SJP, and UDOT, to preserve City access. A portion of the subject property will be required to become a City street near the frontage road. The Agreement will address that issue and other issues pertaining to maintenance in perpetuity and identifying party responsibilities. The road modification will alleviate current traffic issues in the area.

Assistant to the City Administrator, Kyler Brower, reported on the following:

- He continues to monitor what is taking place at the Legislature. The City Council will be advised accordingly.
- Administrator Brower was working to consolidate Information Technology (“IT”) and Internet contracts with Comcast and others. The goal was to bring all of the contracts under UTOPIA for cost and convenience. They are currently working on connections in four locations with one being the Recreation Center, which has experienced internet connectivity issues. Additional money is set aside to cover park connectivity, restrooms, and restroom security. All contracts will be presented to the City Council.
- Mayor Fugal reported that after speaking with State representatives earlier in the day, he learned that the upcoming Legislative Session will be unusual as several bills have been pre-filed.

Administrator Darrington reported on the following:

- The next City Council Meeting is scheduled for February 6, 2024. As there are five Tuesdays in January, the next meeting will be in three weeks. The Annual Budget Meeting is scheduled for February 9, 2024, in the Fire Training Room.
- A lunch with Representative John Hawkins and Senator Mike Kennedy took place earlier in the day. They are monitoring two major issues including affordable housing and the Transportation Utility Fee. With regard to affordable housing, the State Legislature wants to have a greater role in keeping housing costs down. The issue is complex and multiple bills have already been filed. The Transportation Utility Fee, which is of interest to most cities, will face opposition and likely address City requirements.
- With regard to a previous conversation on Recognition Awards, Administrator Darrington stated that people should be rewarded for doing good things. People who work in the City care about the City. He wanted to recognize the dedication of City employees who provide exceptional service.

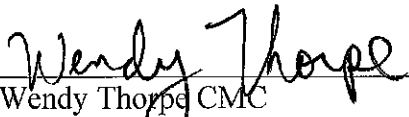
- Council Member Rogers added that there were good conversations with both House and Senate Representatives who are aligned with what the City hopes to accomplish. Mayor Fugal was impressed by the Youth Councils that were present at the luncheon and stated that they might want to do something similar in Pleasant Grove. The Governor addressed the group and commented that we need to do better with social media.

Police Chief, Keldon Brown, reported on the following:

- Regarding a pending matter, information was turned over to Weber County officials. A press conference was held the previous day. The limited information originated from a Pleasant Grove case that took place in November or December regarding the discharge of a firearm. There were a couple of unsuccessful attempts to locate the suspect and a chase led to Ogden. An officer shooting occurred inside a store. Multiple agencies were involved and information has come from news reports, Ogden City, and Captain Smith. Following a review of the evidence, more information was to be released the following week. The officers were doing well but are on leave pending outcomes.
- A few employees are on paid administrative leave.

ADJOURNMENT

MOTION: At 5:32 p.m. Council Member Williams moved to ADJOURN the Work Session. Council Member Jensen seconded the motion. The motion carried unanimously with Council Members Andersen, Jensen, LeMone, Rogers, and Williams voting “Yes”.



Wendy Thorpe CMC
City Recorder

(Exhibits are in the Recorder's office.)