Hildale City Council Meeting

320 East Newel Avenue, Hildale, Utah 84784

Wednesday, April 3, 2019 6:30 p.m.

**Present:**

**Mayor: Donia Jessop**

**Council Members: Maha Layton, Stacy Seay, JVar Dutson, Jared Nicol, Lawrence Barlow**

**City Recorder: Vincen Barlow**

**City Manager: Christian Kesselring**

**Staff: Harrison Johnson, Chief Askerlund, John Barlow, Nathaniel Barlow, Mariah La Corti**

**Court Monitor: Roger Carter**

**Public: Fox 13 News, Joan Barlow, Jennifer Knudson, Travis Jessop (this list is incomplete)**

**#1 Call to Order/Roll Call/Pledge of Allegiance**

Meeting called to order at 6:30 pm. Roll was taken, quorum present. The crowd all joined in the pledge of allegiance, led by Jared.

**#2. Approval of Minutes of Previous Meetings**

No corrections noted.

**Jvar Dutson moved to approve the minutes of the March 4, 2019 and March 6, 2019 Meetings.**

**Maha Layton seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson | X |  |  |
| Maha Layton | X |  |  |
| Jared Nicol | X |  |  |

Motion carried.

**#3. Public Comment**

Jennifer Knudson expressed her concern about the pushback received by the Planning and Zoning Commission on their subdivision. She assured the council that we are all in this together, and any differences can be worked out. She was encouraged to remain in contact with the city administration.

JVar requested that the home that was condemned on Richard St. and Utah Ave. get cleaned up as soon as possible.

Harvey Dockstader Jr., Executive Director of the Uzona Chamber of Commerce, introduced himself and explained the work being done by the chamber for economic development issues. Utah has tax and investment incentives for business relocation. The Chamber would like to partner with the city, be included in economic development issues, and be made aware of building space and tax incentives available in Hildale. He extended councilmembers an invitation to the annual Chamber dinner on April 24th. He would like somebody on the city council to serve on the board.

**#4. Oversight items**

1. **Financial and Check Registry Review and Approval**

John Barlow presented. Revenues and expenditures with comparison to budget reports and check register for the month ending March 29, 2019 were presented. He explained any items that were over budget. Overall revenues are higher than expenditures in all Departments.

Councilmembers asked specifically about County tourism grants and 911 revenues and administration was directed to follow up on these items.

**JVar Dutson moved to pay the bills as they become due and the funds become available.**

**Stacy Seay seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson | X |  |  |
| Maha Layton | X |  |  |
| Jared Nicol | X |  |  |

Motion carried.

1. **Ratification of Utility Board Actions**

Christian pointed out the need for DOJ review and a resolution on the water remediation prior to that going into effect.

**JVar Dutson moved to ratify the action from the February 26, 2019 Utility Board Meeting.**

**Stacy Seay seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson | X |  |  |
| Maha Layton | X |  |  |
| Jared Nicol | X |  |  |

Motion carried.

1. **Discussion on City Manager’s Report**

A representative from Mitt Romney’s administration, Henrie Walton, visited the area. County Commissioners are visiting in May, in addition to a visit from the Governor’s Office of Economic Development. Representatives from the BLM will be visiting next week. City Manager reported on Economic Development, City Manager Handoff, Parks, UEP-TCWW Settlement, Water Contamination, and Injunction Compliance.

**#5. Consent Items**

1. **Approval of UEP Cottonwood Park Maintenance Contract**

Council requested that this item be moved for strategic discussion.

1. **Approval of Fiber Lease to TKS**

This has been brought back before the Council because of a few changes in the contract.

Maha declared that Tom Knudson is a distant uncle, far enough removed that this does not affect her in anyway.

**Lawrence Barlow moved to approve the contract with TKS and authorize the Mayor and Recorder to sign.**

**Stacy Seay seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson |  | X |  |
| Maha Layton | X |  |  |
| Jared Nicol | X |  |  |

Motion carried.

1. **Approval of Vehicle Purchase**

Administration is requesting to trade in the current vehicles and purchase new vehicles. Rough estimated cost after trade-in is approximately $30,000.00. This will come before the council again for a budget adjustment.

**Maha Layton moved to approve Trade-in of the Expedition and Yukon and the purchase of two new vehicles.**

**Jared Nicol seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson | X |  |  |
| Maha Layton | X |  |  |
| Jared Nicol | X |  |  |

Motion carried.

1. **Approval of SRF Grant Application**

This grant would be used for the feasibility study needed for water remediation. $5,000 would come from the Utility Department as fund matching for the grant.

**JVar Dutson moved to approve the SRF Grant.**

**Stacy Seay seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson | X |  |  |
| Maha Layton | X |  |  |
| Jared Nicol | X |  |  |

Motion carried.

1. **Approval of Request for Statement of Qualifications for Water Feasibility Study, Appointment of Evaluation Committee, and Designation of Procurement Officer**

Christian Kesselring presented. He explained the need for each of these.

**JVar Dutson moved to approve the RSQ for Water Feasibility Study**

**Maha Layton seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson | X |  |  |
| Maha Layton | X |  |  |
| Jared Nicol | X |  |  |

Motion carried.

The proposed committee would consist of Christian Kesselring, Harrison Johnson and Zachary Renstrom.

**JVar Dutson moved to approve the appointment of the Evaluation Committee.**

**Maha Layton seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson | X |  |  |
| Maha Layton | X |  |  |
| Jared Nicol | X |  |  |

Motion carried.

**JVar Dutson moved to approve Harrison Johnson as Designation Procurement Officer.**

**Stacy Seay seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson | X |  |  |
| Maha Layton | X |  |  |
| Jared Nicol | X |  |  |

Motion carried.

1. **Approval of Planning and Zoning Administrator**

Christian Kesselring presented. There were two applicants, both were interviewed and reviewed by a committee. Kyle Layton was recommended for appointment as the Planning and Zoning Administrator. Discussion was had on where the salary for this position will come from. John Barlow explained (and also declared a conflict as Kyle is his brother-in-law) that the Budget previously allotted to the Building Department will cover this as Community Development instead. No change is being made to the current building inspector.

Kyle Layton was invited to introduce himself.

Maha abstained due to conflict of interest. Jared asked about the possibility of there being an issue of nepotism. John explained how it is to be dealt with and avoided.

**Stacy Seay moved to approve Kyle Layton as the Hildale City Planning and Zoning Administrator.**

**Lawrence Barlow seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson | X |  |  |
| Maha Layton |  |  | X |
| Jared Nicol | X |  |  |

Motion carried.

1. **Approval of Bid Award for Utah Avenue Safe Routes to School Project**

There was a bid opening, two proposals were received. Joint venture JNJ Engineering Construction/Remedy Excavating was the lower of the two. The Council is being asked to approve the Notice of Award. Only schedule A will be covered within the budget. The scope of work on schedule B is limited and will be brought up again as schedule A comes to completion.

JVar abstained due to conflict of interest.

**Lawrence Barlow moved to approve the Bid Award for the Utah Avenue Safe Routes to School Project to the Joint Venture of Remedy Excavating, LLC and JNJ Engineering Construction, Inc.**

**Jared Nicol seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson |  |  | X |
| Maha Layton | X |  |  |
| Jared Nicol | X |  |  |

Motion carried.

**#6. Executive Session**

Not needed.

**#7. Strategic Items**

1. **Approval of UEP Cottonwood Park Maintenance Contract**

As written, Hildale City would perform routine park maintenance services at Cottonwood Park and the Cemetery, in addition to enforcing reasonable rules. The UEP will pay $3,000 a month in exchange and allow use of their equipment. The UEP will still own the park, this is just a contract for services.

Councilmembers discussed concerns about being contractually obligated to enforce the rules. They requested that that requirement be removed from the contract all together. Chief Askerlund explained that Colorado City has laws that in place already that prohibit loose dogs, alcohol, etc.

When it was brought up, Vance Barlow, Colorado City Town Manager, indicated that they have never been formally approached about this subject. His concern is the budgetary cost of maintenance. They have no “heartburn” with Hildale City doing maintenance but agree with Councilmembers concern regarding park security.

Stacy expressed her opinion that if the City is maintaining a park, we should request the deed. Mayor Jessop pointed out that the park is not yet complete, if we were to receive the deed it would become our responsibility financially. Vance stated that when the discussion comes for transferring property ownership, Colorado City would be interested in being a part of the discussion.

Authorization for parks employees to report violations of the law is implied.

**Lawrence Barlow moved to approve the Maintenance Contract Between Hildale City and the UEP for the Maintenance of Cottonwood Park and authorize the Mayor and Recorder to sign the Contract, striking number four in its entirety.**

**JVar Dutson seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson | X |  |  |
| Maha Layton | X |  |  |
| Jared Nicol |  | X |  |

Motion carried.

Councilmembers tasked administration to open discussions with the Town of Colorado City regarding this item.

1. **Capital Projects Fund and Industrial Park Improvements Project**

Christian presented on the history behind this topic. Funds were allocated by motion to a project by previous city council, but current city council has the authority to reallocate unexpended funds. The council is being asked today whether they would like to put this in the pipeline and have administration devote further staff time to researching further.

Administrations feeling is that the lots were sold highly under value and decisions were made without being thoroughly thought through.

Jared added that money was spent on engineering for the previously approved project, money has been invested toward the improvements by purchasing a GPS for the road grader, and the improvements will benefit the businesses in the industrial portion of Hildale.

Christian mentioned an Economic Incentive Agreement with Production Assembly and discussed a few options for recruiting more businesses. A focus needs to be placed on how the funds will help the community, not how necessarily how it will help the businesses.

JVar expressed concerns about giving incentives to new businesses, but not to the businesses that have been here for years. Maha supports the idea of developing the industrial park but feels that the council needs to decide what their priorities are.

When Donia asked for a vote, JVar and Jared requested that this be put in the pipeline, while Maha, Lawrence, and Stacy did not feel that it needed to go in the pipeline but requested that the City Manager include it in his report.

1. **Branding Campaign**

No discussion needed.

1. **Creation of Economic Committee**

Item has not been voted into the pipeline, when it was up for discussion sponsor JVar said he needed to look into it further. In addition, Mariah is placing a focus on Economic Development.

1. **Maxwell Water Sales**

Tabled until August meeting for renewal of lease with BLM and expansion of Maxwell Park.

1. **Hildale Communities That Care Program**

Roxanne has been working with Southwest Behavioral Health, who presented this program to the council last council meeting. They need to know if the city wants to move forward with this or not. Christian and Mayor Jessop think this is very well suited to fill a need in our community, targeted at trying to reduce drug and substance dependency, helping with parenting classes and coordinating community resources. This could be implemented as a Hildale Program staffed with volunteers, use staff to get the program going until a better solution is found, or council can vote to establish a paid position specifically for this. This needs to be decided on now because of trainings that are coming up. Southwest Behavior Health will pay for all trainings, and has money dedicated to put into our community.

**Stacy Seay moved to establish the Hildale Communities that Care Program, allocating up to a $19,000 salary for a city employee to do so.**

**Maha Layton seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson |  | X |  |
| Maha Layton | X |  |  |
| Jared Nicol |  | X |  |

Motion carried.

1. **Community Outreach Department**

See verbatim attachment.

1. **Establishing Rules of Procedure**

All cities and towns are required to adopt rules of procedure and order for council and planning commission meetings.

Currently the City Manager is tasked with investigation of operations.

JVar requested time in between work meetings and regular council meetings to study the topics.

**Maha Layton moved to direct staff to draft an establishment of rules and procedures.**

**JVar Dutson seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson | X |  |  |
| Maha Layton | X |  |  |
| Jared Nicol | X |  |  |

Motion carried.

1. **Police Station**

The question is whether Hildale should have discussion about a Police Station on the Utah side.

**Lawrence Barlow moved to put the Police Station in the pipeline.**

**Stacy Seay seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson | X |  |  |
| Maha Layton | X |  |  |
| Jared Nicol | X |  |  |

Motion carried.

1. **Personnel Plan in Absence of City Manager**

The proposed idea is that John be allowed to continue to work remotely, with an adjusted salary. John expects to have a lot of time to dedicate to City finances and budget and will be available by both phone and email. He would also like to develop a dashboard of information for the public. A public hearing on this will be coming up at the next meeting and the Council will be asked to approve a resolution.

**JVar Dutson moved to set a Public Hearing on May 1, 2019 to receive public input on adjusting John Barlow’s salary for remote work while on Military leave.**

**Lawrence Barlow seconded. Roll call vote:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | ABSTAIN |
| Lawrence Barlow | X |  |  |
| Stacy Seay | X |  |  |
| JVar Dutson | X |  |  |
| Maha Layton |  |  | X |
| Jared Nicol | X |  |  |

Motion carried.

John thanked the council for the confidence and support.

**#8. Reports from Mayor and Council**

None due to time.

**#9. Adjournment**

With no other business, meeting adjourned.

I verify that a copy of the notice and agenda was delivered to the Mayor and City Council members and posted at the City Hall, 320 E. Newel Avenue, Hildale, Utah and sent to the Utah State Public Meeting Notice coordinator.

Minutes were approved at the City Council Meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vincen Barlow, City Recorder