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2 **Minutes of the North Logan City**
3 **City Council**
4 **Held on March 4, 2009**
5 **At the North Logan City Library, North Logan, Utah**
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10 The City Council meeting was called to order by Mayor Watkins at 6:00 p.m.

11
12 Council members present were Mayor Watkins, Lloyd Berentzen, Elaine Nelson, Kevin Dustin, Al
13 Moser, and Steve Soulier.

14
15 Others present were: Deborah Ascione, Chase Morton, Dallin Payne, Tyler Clay, Hazel Manning,
16 Emily Scott, Alan Thomander, Craig Humphreys, Jon Keller, Marcia Cheney, Marie Wilhelm, Scott
17 Bennett, Lydia Embry, Jeff Jorgensen, and Kim Weis.

18
19 The Pledge of Allegiance was led by Steve Soulier.

20 An invocation was given by Mayor Watkins.

21
22 **Adoption of Agenda**

23 *Steve Soulier made a motion to adopt the agenda. Lloyd Berentzen seconded the motion. A vote*
24 *was called and the motion passed unanimously with Lloyd Berentzen, Kevin Dustin, Al Moser,*
25 *Elaine Nelson, and Steve Soulier voting in favor.*

26
27 **Approval and Follow-up of Minutes for February 4th & 18th, 2009 City Council Meeting**

28 *Steve Soulier made a motion to approve the minutes for February 4th, 2008. Al Moser seconded*
29 *the motion. A vote was called and the motion passed unanimously with Lloyd Berentzen, Kevin*
30 *Dustin, Al Moser, Elaine Nelson and Steve Soulier voting in favor.*

31
32 *Steve Soulier made a motion to approve the minutes for February 18th, 2008. Al Moser seconded*
33 *the motion. A vote was called and the motion passed unanimously with Lloyd Berentzen, Kevin*
34 *Dustin, Al Moser, Elaine Nelson and Steve Soulier voting in favor.*

35
36 **Follow-up**

37 None at this time.

38
39 **Review of Action Items**

40 Jeff Jorgensen reported that about half of the properties being considered would be able to be
41 annexed. There were enough negative responses that they cannot annex them all. He is waiting
42 for a few more petitions and then they can start the annexation process. There will be some
43 smaller properties that may need to be forced into annexation. Those properties are adjacent to the
44 ones that want to be annexed.

45
46 Issuance of summons on Allen property is in process right now. Summons has been issued and
47 will be served by the end of the week.

48
49 **New Business** #1

50 **Open Public Input Forum** -- Hazel Manning was invited to come forward and address the Council.
51 She has house that is being rented out to some college students and did not realize the Council
52 gave them only until January 5th to be vacated. She thought the college students would be allowed
53 to use it until the end of the semester, which she thought was until the first part of May. She asked
54 that an extension be given if the cars were parked in the garage and thus limiting the appearance of
55 being crowded.

56

57 *Lloyd Berentzen moved to modify the agenda to add the Hazel Manning issue. Steve Soulier*
58 *seconded the motion. A vote was called and the motion passed unanimously with Lloyd Berentzen,*
59 *Kevin Dustin, Al Moser, Elaine Nelson and Steve Soulier voting in favor. Lloyd Berentzen motioned*
60 *to extend the move out date. Elaine Nelson seconded the motion to modify the move out date to*
61 *May 6th, 2009. A vote was called and the motion passed unanimously with Lloyd Berentzen, Kevin*
62 *Dustin, Al Moser, Elaine Nelson and Steve Soulier voting in favor.*

63

64 Short presentation by the Child and Family Support Center regarding child abuse prevention
65 awareness. #1 – Debra Ascione from the faculty of Family Consumer in Human Development at
66 Utah State University and the Board of Directors for the Child and Family Support Center
67 introduced herself to the Council. The agency serves a tri-county area and promotes strengthening
68 families and preventing child abuse as a mandate for their agency. April is designated as National
69 Child Abuse Prevention month and she presented a proclamation to the Council in hopes the
70 designation would be approved by the council. A video presentation was shown that gave statistics
71 at a local level and explained what services the agency is able to provide. About 3,011 children
72 visited the 24-hour crisis/respite nursery last year. Lloyd Berentzen asked how referrals are
73 received for immediate care. Debra answered that it comes from law enforcement or from the
74 attending physician of emergency rooms when the injuries are sufficient enough that would prevent
75 them from wanting to release the child to the parent. Some referrals are from DCFS when there is
76 an ongoing investigation that will be substantiated and a judgment has been ordered that the child's
77 future safety cannot be ensured if they remain in their home. DCFS may then refer a child to the
78 center temporarily until kinship or a foster arrangement has been made. The Child and Family
79 Support Center is a non-profit organization and relies on fundraising.

80

81 Consider a proclamation establishing April as Child Abuse Prevention Month in North Logan. #1
82 Mayor Watkins read the proclamation.

83 *Steve Soulier made a motion to establish April as Child Abuse Prevention Month in accordance to*
84 *the proclamation that was presented. Elaine Nelson seconded the motion. A vote was called and*
85 *the motion passed unanimously with Lloyd Berentzen, Kevin Dustin, Al Moser, Elaine Nelson and*
86 *Steve Soulier voting in favor.*

87

88 Discuss a proposal to make dog/cat licenses valid through the period when the animal's rabies
89 vaccine is valid. Doing so would typically make a dog/cat license valid for three years rather than
90 one. #1

91 Jeff Jorgensen informed the Council that changes to the dog/cat licenses had been discussed with
92 Hyde Park at one of the police committee meetings. Hyde Park is looking to make the same
93 changes. Jeff presented ideas for an ordinance that would change the language to have the
94 dog/cat licenses valid through the period when the animal's rabies vaccine is valid. He also
95 presented a proposed fee schedule for the new resolution. Some benefits to the changes would be
96 the reduction of workload and would remind residents that rabies vaccination is due. The animals
97 will still have their tags in order to identify the animal. The fee would be the same for three years as
98 it is for one year. Newborn animals would need to adhere to their rabies vaccination schedule
99 which is on an annual basis. Scott Bennett was asked to bring the new ordinance and resolution to
100 the next meeting for Council consideration. Steve Soulier would like to see the dogs have tags and
101 not have it optional so that neighbors can identify the animal without having to go through the
102 Animal Control Officer (Rocky Taylor). Scott will reword the proposed ordinance and bring it back
103 to the next meeting.

104

105 Discuss a proposed interlocal agreement with Logan City enabling joint use between the two
106 libraries for North Logan and Logan City residents. The resolution will be considered at a later
107 date. The agreement, if passed by North Logan, would become effective upon its passage by both
108 cities. #1

109 Steve Soulier gave an overview of a proposed interlocal agreement with Logan City enabling joint
110 use between the two libraries if the County decided not to move forward with their attempts to form

111 a county-wide library. It is important to point out that the interlocal agreement would apply to the
112 area only within the taxing entities of North Logan and Logan City. This will not include library
113 cards that could be purchased by non-residents nor would it honor any other interlocal agreement
114 either City has. Policies may need to be aligned and changes made to help mainstream the
115 process. The Library Board will take a look at policies that may need to be changed and make their
116 recommendations at a later date. Development of policies will still remain with each entity so that
117 decisions can be made that are best for their own community. The proposed agreement is so that
118 the two systems can exchange library books. Books would be returned to the library they were
119 borrowed from. Lloyd Berentzen stated that he would like to see both library boards meet together
120 to see where they can align their policies. Kevin Dustin wondered why the City would wait to see
121 whether the County would be going forward with establishing a county-wide system. He wants to
122 move forward with the two Cities' own interlocal agreement. Steve Soulier mentioned that the
123 Library Board will be meeting on March 17th to address critical procedures and policies. They
124 anticipate voting on this at the next meeting and will advise the Council to gain their approval to
125 move forward. Mayor Watkins has spoken with the Chair of the County Council and he thinks this
126 is a great way to go since this would be the first step toward the county-wide system especially
127 since the County is not seriously pursuing such a system at this time.

128
129 Consider internal changes within the fire department's budget to fund a fire vehicle replacement.
130 #1

131 Jeff Jorgensen invited Jon Keller to give an overview of his budget change request. Jon spoke of
132 the need for a replacement truck and his original intent for this to be on next year's budget.
133 However, the borrowed 1998 GMC battalion truck with 145,000 miles blew a rod and the fire
134 department is in need of the truck now. The County Fire District owns the truck and the City has
135 been borrowing it for the past three years. There has been indication of wear and the City has
136 invested money into repairs to keep the vehicle in service. Jon Keller has checked around to get a
137 figure on the cost of a new vehicle. The amount of usage the truck gets warrants an immediate
138 replacement and he has looked at areas in his budget that they can scale back on in order to make
139 the purchase. He went through the state bid process and looked at different makes and models
140 and decided on a Toyota Tundra since the incentives brought the price to about \$25,000. There is
141 a place in Ogden that will meet the State bid but does not have a vehicle in stock. Ensign Toyota,
142 who is local here in Logan, has a vehicle on the lot that they will sell us for \$500 above the state bid
143 price. The cost will be higher than \$25,000 since a shell, lights, and equipment rack will need to be
144 installed to make it a Command truck. Areas to scale back would be in volunteer pay since they
145 are under budget at this point. He's looked at trends and feels comfortable with the cutbacks even
146 with months to go before the fiscal year is over. The new vehicle would go to the Officers so they
147 can keep the calls answered. Al Moser questioned whether the truck had any value to the City.
148 The truck cannot be sold by the City since it does not belong to the City. An inquiry will go out to
149 the County to see if they can sign the title over and then the City can sell it at their surplus sale in
150 April. Steve Soulier asked about the \$8,000 that was allocated in the budget for planning for the
151 fire department. This amount is now going to be cut and the monies go toward the purchase of the
152 truck. Jon Keller stated that the planning project was a special project for which they were hoping
153 to bring someone in to make a comprehensive plan to run the Fire Department. The individual Jon
154 Keller had in mind for this special project has gone out of business and he is hoping that the Fire
155 Board will be able to develop its own plans.

156 *Kevin Dustin made a motion to approve the Fire Department's request for a budget change to*
157 *purchase a new vehicle. Steve Soulier seconded the motion.*

158 Al Moser wants Jon Keller to keep in mind that next year's budget is bleak and there may be budget
159 cuts so he may be operating on a lean budget. Elaine Nelson recommended asking the Toyota
160 dealership if they would lower their price by \$500. Lloyd Berentzen asked if they are considered
161 turning a vehicle into a Battalion truck and utilize the new truck for less taxing tasks so it does not
162 get beaten up quickly. Jon Keller stated that it would be best for the Officers to get the new truck as
163 it was needed there and he did not approve of the idea of always taking the newer vehicle to be the
164 Chief's truck.

165 *A vote was called and the motion passed unanimously with Lloyd Berentzen, Kevin Dustin, Al*

166 Moser, Elaine Nelson and Steve Soulier voting in favor.
167
168
169

170 Discuss assumptions and basic parameters for the development of the municipal budget for
171 FY2010.^{#2}

172 Jeff Jorgensen discussed budget assumptions – Jeff discussed a very rough draft of next year's
173 budget. Working with the Mayor, they have come up with some assumptions to review and discuss
174 as they are not set in stone. He proposed to keep the property taxes the same using the certified
175 tax rate. It may depend more on the valuation of property rather than the tax rate for individual
176 property owners. The energy sales and use tax will be kept at 3%. During a meeting with the
177 Questar Gas representatives they commented to Jeff that North Logan is the only entity in the State
178 (that they know of) that has decreased the energy and sales use tax. Most cities implement it at the
179 maximum amount and do not lower it. A question arose about the 16% cut in the natural gas rate
180 that Public Service Commission approved and whether the projected revenue numbers in the
181 budget might be overestimated. The consensus was it was too early to see and Jeff will come back
182 with some numbers on that. Steve Soulier pointed out that the original reason for implementing the
183 energy tax was to pay for the cemetery property and therefore the tax can be lowered now that the
184 cemetery land purchase has been completed. Al Moser mentioned that the higher rate was
185 implemented so that the City did not have to go to the citizens raise property taxes to pay for the
186 cemetery land.

187 About 45% of the City's sales tax comes from sales at Wal-Mart and the budget needs to reflect the
188 reduction in projected sales tax income due to the economy. The figures can be played with a little
189 bit, especially since North Logan will see about a 30% reduction in sales tax with the new Wal-Mart
190 opening in Logan. The Regional manager of Wal-Mart said that the City can expect to see the
191 sales tax spring back in 3 years. The sales tax revenue is about 4% above target for the fiscal
192 year. Elaine Nelson commended Jeff for being wise and lowering the projected sales tax revenue
193 for the fiscal year and wants the City to remain wise for the new fiscal year.

194 It is projected that building permits and impact fees will be close to zero revenue. Valley Motors is
195 planning on moving to North Logan right away. The subdivision concept plan and a mixed-use
196 development plan at 2500 North and Main will be brought to the Council in the next couple of
197 meetings. Kevin Dustin asked how much the City has seen in Revenue from Holiday Inn Express.
198 Holiday Inn Express registered as a Logan business and is in the process of changing it to North
199 Logan, sales tax revenue from the past two months will be given to the City.

200 The budget assumes that fines will stay about the same for next year regardless of the condition of
201 the economy. Elaine Nelson asked if there was a conflict of interest with the City's judge since he
202 serves as a judge for the City of Logan. A consensus was that the jurisdiction for revenue from
203 fines is defined and not something that can be manipulated.

204 The current plan is that employees will not have salary increases next year. Bob Wilhelm has
205 requested that his two part-time positions be changed to one full-time position. Bob will bring this to
206 the Council for future consideration. Health insurance costs are assumed to increase about 5%
207 next year.

208 Some money should be set aside for a vehicle replacement for the Police Department and Animal
209 Control. No money has been set aside for a front-end loader, however the cost has gone down
210 about \$20,000. The budget proposes purchasing the rest of the equipment for the Ven-Trac
211 Tractor that Parks uses to do a variety of tasks.

212 The City is planning on applying for RAPZ tax project and leveraging some of the City's funds. The
213 Council may want to consider putting more sprinklers in the cemetery area. The budget does not
214 allow for funding for the exhaust system for the Fire Department. The chip-seal program will
215 increase to \$120,000 to do the same roads that were planned for 2009 but could not be done
216 because of lack of available material. Water and Sewer lines along 200 East will be paid out of the
217 saved water and sewer impact fees. Sidewalk repair has been trimmed to about \$10,000. The
218 council needs to decide if the city should take advantage of the slumping economy and complete
219 the final design of new municipal building and move ahead with its construction.

220 Steve Soulier stated he would like travel to be looked at carefully and he may consider cutting some
221 of his own travel. Jeff Jorgensen mentioned that most employee travel is primarily for re-
222 certification that is required. Al Moser would like the City to look at reducing personnel as the rest
223 of the country is being affected and making changes. He recommended looking at early retirement
224 and not hiring replacements to avoid cutting services to the residents. Mayor Watkins talked about
225 transitioning the recreation services, i.e., Pumpkin Walk and 24th of July. Cross-training is being
226 done in the Engineering department so that they can do other things in the City when there is down
227 time. Steve Soulier recommended that the City lay ground work and plan on a slumping economy
228 beyond six months as it may not bounce back for years to come.

229 Mayor Watkins revisited the 200 East project and questioned whether the Sewer Enterprise fund
230 had enough for that big of a project since the impact fees have diminished. Jeff Jorgensen stated
231 that although the City was awaiting the completion of the design plans, he did not think that the
232 project was outside of the City's reach. Elaine Nelson stated that if the County was not going to
233 give the City monies for the road project then the City should not spend monies for the
234 infrastructure on the water or sewer portions of the project. Mayor Watkins concurred and also
235 stated that if the road project moves forward then the water and sewer project needed to be done at
236 the same time to reduce the amount of times the road is torn up. He stated he feels that there will
237 be a solid, reduced bid on the road project.

238 Lloyd Berentzen said he likes the financial forecast and would like to receive updated ones when
239 they become available. Al Moser requested electronic files of the forecasted budget so he can play
240 with figures.

241

242 **Reports from city officers, boards, and committees** #1

243 Last Thursday the City conducted a disaster response activity. The federal government, including
244 Homeland Security, recommends that communities have a plan on hand. The National Response
245 Plan is a Presidential directive and cities are encouraged to work with faith-based organizations.
246 The LDS church has been selected for North Logan since they can reach most of the population.
247 Craig Humphreys discussed last Thursday's activity in which calling trees were implemented to
248 contact every household in the City. There were 16 mock incidents placed out in the community
249 and CERT teams were dispatched to respond to the home with problems. One incident was
250 planted in each Ward with the families given an envelope of their situation. CERT teams taught the
251 families how to deal with the emergency they were tasked with or administered first aid as needed.
252 An Emergency Operations Center (EOC) was opened when the earthquake drill happened. A
253 representative from each LDS Stake reported to the EOC and conducted the calling trees for their
254 stake. Information was relayed via radios to the CERT teams that were assembled at the library
255 and fire station. The CERT teams were then dispatched. Participation was outstanding for a busy
256 weeknight, only one Ward chose not to participate.

257

258 Some recommendations from things learned were command and control with the Stakes and
259 Wards. Another exercise within the next year is recommended. There were problems with the VHF
260 radio communications as the signals were not strong enough. A base should be set up at the
261 Library and the City offices for the CERT teams to work out of to have better coverage. Craig
262 Humphreys mentioned that improvements need to be made and better usage of a National Incident
263 Management System (NIMS) or Incident Command Structure (ICS) needs to be implemented using
264 the three main principles of ICS: span of control, unity of command, and division of labor. Division
265 of labor would divide the work, unity of command would have it so everyone only answers to one
266 preselected person, and span of control would have it so the main people would only work with 4-7
267 people to eliminate the confusion that comes from working with too many people in an emergency
268 situation. There were problems with batteries that needed to be changed out from using the old
269 radios from the fire and police departments.

270

271 A side issue was brought up regarding whether the City was on the 800 mhz radio system. Law
272 enforcement and the Fire departments are now on 800 mhz. Only Smithfield, North Logan, and
273 Logan are on the new system which requires the City's Fire Department to carry both types of

274 radios to reach other cities in the County for a while. Eventually Federal funding will allow the other
275 cities to obtain new radios.

276 In conclusion, the CERT teams need to improve the passing of status information to the EOC.
277 CERT will develop bylaws and charter to improve their abilities. A budget will be set aside for
278 training and equipment. If the City was to pay for training there needs to a better commitment on
279 community members to help the City and not just their own families. Mayor Watkins wants to put
280 information about the disaster exercise in the next newsletter so the community knows what
281 transpired and what was achieved. Disaster Preparedness manuals will be distributed.

282

283 Three individuals have been interviewed for the Engineer Tech/GIS position. Out of the three, one
284 has more experience with CAD but not much with GIS, another has experience with GIS but not
285 much with CAD, and the other has a little bit of experience with both. Any of the three candidates
286 would be a good candidate for this position. Jeff Jorgensen mentioned that there is enough
287 workload to keep a person employed full time in this position. Elaine Nelson asked if any current
288 employees could be trained on CAD. It would take a couple of years to get someone trained. Jeff
289 Jorgensen recommended offering a full-time position to one of the candidates. Discussion ensued
290 regarding hiring a part-time person or an intern. Jeff Jorgensen has not been able to find an intern
291 that has the abilities the city needs. The candidates are open to part-time, however, Jeff Jorgensen
292 would not recommend it. Funding for this position would come from the water, sewer, and the
293 general fund, 1/3 each respectively. Mayor Watkins expressed concern with hiring a full-time
294 employee with a full commitment, including benefits. He stated that he would rather not be
295 responsible for bringing someone on board and then need to cut them a year from now due to
296 economic uncertainties. Mayor Watkins would feel more comfortable sharing an employee with an
297 engineering firm. Al Moser stated that he would rather leave the decision making to the Mayor and
298 Jeff Jorgensen. Steve Soulier stated that he would also support the decision being made by the
299 Mayor and Jeff Jorgensen. Lloyd Berentzen said he would like to see the ratio of personnel to
300 projects change so that other important items and City services are not sacrificed. He said he
301 would like to see the skills of employees used in areas that are needed. Elaine Nelson concurred
302 with Lloyd Berentzen in utilizing current employees as she has seen her husband have to lay off
303 50% of his workforce and does not want to see lay-offs with City employees. Steve Soulier asked if
304 the City has looked at the costs to contract with an engineering firm. Kevin Dustin asked if the City
305 had personnel sitting around not doing anything. He stated that he does not think this is the case
306 yet he has heard numerous times that the City can shift duties to current employees. He said he
307 has seen plenty of shifting of responsibilities in other organizations without it ever working as
308 planned.

309 Al Moser stated that he believes that the Council is responsible for controlling the budget, and that
310 the Administrator may not get all the money needed when budget time comes. Mayor Watkins said
311 he was concerned about the cost of having a full-time person, including the expenditure for benefits
312 for this employee. Jeff Jorgensen and Mayor Watkins will confer together to come to a meeting of
313 the minds. Lloyd Berentzen stated he understood the concerns and echoed some of the same
314 concerns, stating the hiring might be a mistake given the economy. He also stated he understood
315 why administration may want a vote from the Council to hire for this position. Elaine Nelson stated
316 that the budget revenue has decreased by \$500,000 for this fiscal year and is concerned about
317 filling this position.

318

319 Elaine Nelson asked that Jeff Jorgensen to be recognized in the newsletter as a Silver Beaver
320 recipient in Boy Scouts. Jeff has about 42 years of involvement in scouting.

321

322 Steve Soulier wants Marcia Cheney recognized for North Logan's library being recognized as a 4-
323 star level by the National Library Association. This is a distinguished recognition.

324

325 Mayor Watkins received a letter from Royal Canadian Mounted Police expressing appreciation for
326 the City supporting North Park Police Chief Kim Hawkes, for his leadership in a training program
327 given in their area.

328

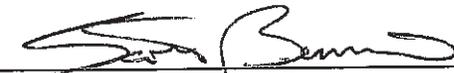
329 Mayor Watkins spoke of the 200 East project, \$250,000 was given to the City by the County for
330 engineering work. The bid came in about \$140,000 less. He checked with the County Council and
331 received a verbal confirmation that the money could be spent for appraisals and rights-of-way
332 acquisitions. Kevin Dustin asked if the 200 East project was "shovel ready" since the federal
333 stimulus money will be allocated for those types of projects. Cache County will be receiving \$1.3
334 million from the stimulus package, but monies will be used on the 100 East project since it is
335 "shovel ready", which will free up money for when the 200 East project is ready to move forward.

336
337 *Steve Soulier made a motion to adjourn the meeting. Al Moser seconded the motion. A vote was*
338 *called and the motion passed unanimously with Al Moser, Steve Soulier, and Elaine Nelson voting*
339 *in favor.*

340
341 The meeting adjourned at: 8:00pm.

342
343
344 Approved by City Council: March 18, 2009

345
346 Transcribed by Kim Weis

347
348 Recorded by 
349 Scott Bennett/City Recorder

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351

352
353 * Due to the fact that there is other documentation related to this agenda item that may not be included in the official
354 minutes of this meeting, the following repositories, cross referenced to applicable agenda items within these minutes, shall
355 indicate where additional documentation can be found for future reference for that agenda item:

- 356 1. Annual City Council meeting binders in the Office of the City Recorder
357 2. Budget folders in the Office of the City Recorder
358 3. Special Project folders in the Office of the City Administrator
359 4. Subdivision Folders in the Office in the City Engineer