

1 **Minutes of the North Logan City**
2 **City Council**
3 **Held on September 21, 2011**
4 **At the North Logan City Library, North Logan, Utah**
5
6

7 The meeting was called to order by Mayor Lloyd Berentzen at 6:32 p.m.

8
9 Council members present were: Nancy Potter, Allen Kartchner and John Bailey.
10 (Kevin Dustin and Al Moser were excused).

11
12 Others present were: Don Younker, James Wakefield, Michael Barden, [Scout] Troop 360, Jon
13 Keller, Chris Nelson, John Powell, Kristen Anderson, Robyn Patterson, Peggy Giles, Michael
14 Smith, Austin Reinhart, Scott Bennett, Cordell Batt and Jeff Jorgensen.

15
16 The Pledge of Allegiance was led by Austin Reinhart.
17 An invocation was given by Don Younker.

18
19 **Adoption of Agenda**

20 *Nancy Potter made a motion to adopt the agenda as presented. John Bailey seconded the*
21 *motion. A vote was called and the motion passed unanimously with Nancy Potter, Allen*
22 *Kartchner and John Bailey voting in favor.*

23
24 **Approval and Follow-up of Minutes of September 7, 2011**

25 *Allen Kartchner made a motion to approve the minutes as presented. John Bailey seconded the*
26 *motion. A vote was called and the motion passed unanimously with Nancy Potter, Allen*
27 *Kartchner and John Bailey voting in favor.*

28
29 **Follow-up**

30 Mayor Lloyd Berentzen explained the passing of North Logan City Library Director, Marcia
31 Cheney, and discussed her work and efforts, and how much she will be missed.

32
33 Nancy Potter asked about having photos displayed of North Logan City's librarians, which John
34 Bailey said is being done by the Library Board.

35
36 **Review of Action Items**

37 Jeff reviewed the Action Items list with the council.

38
39 Mayor Berentzen confirmed that all is in order for Nan Isaacson's appointment to represent the
40 City as a member of the Library Board on the board of the Friends of the Library, and said he
41 would follow up with her.

42
43 **New Business**

44 **Consider approval of revised list of North Logan City employees' Position Allocation by Grade**
45 **(sets wage and salary ranges for positions within the city).**

46 Mayor Berentzen explained how this came about and said this is based on information using the
47 average, actual wages for employees in a number of cities (approximately 25), that are of similar
48 size and nature to North Logan City. The ranges the city uses are centered on those averages
49 and range 15% below and below that mid-point. Exempt positions range 20% above and below
50 those averages. These salary ranges then become the scale used by North Logan to compare
51 what the city should be paying its employees in the various positions. He said this does *not*
52 approve salaries for employees, it simply approves the range and grades for employees. He said
53 if there are cases where someone's salary is increased to allow them to be at the minimum range
54 for their position, that needs to come out of what the council has already approved, in terms of
55 any extra allocations for salaries; therefore, the salary increase that the council approved that is
56 the 2% increase, would have to be accounted for in that system. He said once the council

57 approves or does not approve this, individual performances will still be reviewed and increases
58 awarded accordingly, and is not going to be an automatic 2% cost of living increase.

59 Jeff explained that when the comparisons are made they are done against two groups of cities;
60 one is a group of cities that are similar to North Logan City, and the other set of positions are
61 compared with cities regardless of their size. Positions that have compensation levels that are
62 related to the size of the city, such as a city manager, are compared to cities similar to North
63 Logan, while positions that are not related to the size of the city in which they are found, such as
64 a police officer one, are compared to a wider array of cities. He used a chart to show how various
65 positions' wages would be determined and detailed the process further, and how it works.

66 Mayor Berentzen recommended that employees not be moved between grades at this time. He
67 said there will be some that will need to be moved up to be in the minimum of their grade, but
68 employees should not be moved into the next, higher grade, at this point.

69 John Bailey asked how this would reconcile with the fact that the City is currently considering
70 reconfiguring the duties of various positions, which has not occurred before. Mayor Berentzen
71 explained how that is being managed, including the Public Works Director being hired, with
72 savings from a position recently vacated that will not be refilled. He said that allows a variety of
73 positions to be reorganized, and that the overall cost to the City will be the same, when this
74 process is completed.

75 Jeff and Mayor Berentzen discussed and clarified this further with the council.

76 Nancy Potter said her concern with this is that it gives employees an expectation of what their
77 salaries "should be", as opposed to what the City can afford.

78 Jeff said that overall, North Logan City is paying its employees about 12% below the averages of
79 other cities.

80 Mayor Berentzen said he understands what Nancy is saying, but agreed with what Allen
81 Kartchner said, that this is simply a reflection of what is going on in the market. He discussed this
82 further.

83

84 *Allen Kartchner made a motion to adopt this revised list of North Logan City employees' Position*
85 *Allocation by Grade. John Bailey seconded the motion.*

86

87 The council discussed this further. Allen Kartchner said there should be a review each year to at
88 least recognize what the market reflects in terms of salaries; and for the City to then determine
89 what they can and cannot do budgetarily.

90

91 *A vote was called and the motion failed with Allen Kartchner and John Bailey voting in favor, and*
92 *Nancy Potter voting against. (Three votes in favor were needed in order to pass the motion).*

93

94 Jeff explained that as the motion failed, the previous schedule will stay in place. He also
95 recommended that the council set the grades for the two positions that were not on the previous
96 schedule, which are for the Public Works Director and the Assistant Public Works Director.

97

98 *Allen Kartchner made a motion to add the two positions of Public Works Director and Assistant*
99 *Public Works Director to the schedule, with the grades proposed.*

100

101 Per a question from Mayor Berentzen, Jeff said they could not go back three years and determine
102 what [the new positions] might have made at that time; therefore, they will use the new numbers
103 for the schedule.

104 Allen Kartchner asked that this item be revisited at a future City Council meeting, when there are
105 all five council members present, to which the Mayor agreed.

106

107 *John Bailey seconded the motion. A vote was called and the motion passed unanimously with*
108 *Nancy Potter, Allen Kartchner and John Bailey voting in favor.*

109

110 Consider the Development Plan and Preliminary Plat for the Legacy Apartments Phase II located
111 at 1625 North 400 East, North Logan. (James Wakefield)

112 Cordell Batt presented this item. He briefly gave a history of the situation, which included being
113 presented to the Planning Commission and City Council previously for a rezone, as well as to
114 present a conceptual plan at that time, both of which were approved by the Planning Commission
115 and City Council. He said the developers have complied with all of the City's requirements, which
116 he further explained. He said the Planning Commission gave a positive recommendation for the
117 City Council to approve this development plan and preliminary plat, and that is staff's
118 recommendation, as well.

119

120 *Allen Kartchner made a motion to approve the development plan and preliminary plat for the*
121 *Legacy Apartments Phase II. John Bailey seconded the motion. A vote was called and the*
122 *motion passed unanimously with Nancy Potter, Allen Kartchner and John Bailey voting in favor.*

123

124 Discuss lessons learned from attendance at Utah League of Cities and Towns Convention – city
125 staff, city council, and mayor.

126 Jeff and the council discussed their attendance at this year's convention held by the Utah League
127 of Cities and Towns.

128

129 **Reports from city officers, boards, and committees**

130 Robyn Patterson explained that The Marcia Cheney Memorial Book Fund has been established
131 in Marcia's honor, and that the library is accepting donations through The Friends of the Library,
132 so that they are tax deductible. She said people can contribute in person at the library, or they
133 can mail a donation to the North Logan Library, made out to "The Friends of the Library", with a
134 memo line on the check that explains that it is for The Marcia Cheney Memorial Book Fund. She
135 said they will use all of those funds to purchase books that Marcia would have liked. She also
136 said that they have someone who is getting his PhD in graphic design, who will design the book
137 plates that will be placed in those books.

138 Jeff said the information about the book fund will be included in the newsletter.

139

140 Cordell Batt said the City has received the new numbers from the Census, and the Planning
141 Commission therefore will continue to work on the Housing Element of the General Plan, which
142 will likely come before the City Council in the near future.

143

144 Alan Luce expressed gratitude to the people who helped with the City's "Day of Service", and said
145 there were a large number of citizens who helped. He said it was a very large effort and
146 productive day. He also mentioned various events coming up in October. Mayor Berentzen said
147 he was very impressed with the community spirit and amount of people who participated and
148 helped with the City's service day.

149

150 Scott Bennett mentioned the medication drop box located in our City, and said there are still
151 some funds available for this program, which he said he will look into.

152 Scott also mentioned matching the City's GIS system with Google Maps, which might allow
153 citizens to have a better way to view the City's various zones, on-line.

154

155 John Bailey asked about timing of the Planning Commission meetings; and Jeff explained the
156 reasons for having it the way it is.

157

158 Nancy Potter said she went to a meeting at the Eccles Ice Arena, and said they asked if North
159 Logan City had a generator that they could use in the event of emergencies, and North Logan
160 City Fire Chief, Jon Keller said North Logan City does not have one large enough to work at that
161 location that would meet all the needs of the facility.

162 Nancy also said that Eccles asked what portions around the center are plowed by the City. Alan
163 Luce said he thought that the County did some of that plowing, and that he would check with
164 Scott Gilgen to get more information.

165 Nancy said she worked in the North Logan City Library for the City's service day and was amazed
166 at the participation and efforts.

167

168 Mayor Berentzen discussed the potential, future police department building. He briefly discussed
169 the current situation and the associated issues that have existed with co-locating the police and
170 fire departments in the same location, and the need to have those entities located separately. He
171 said there is a rumor that the construction of a police building is underway, and said he wanted to
172 state publicly that that is not the case. The City is still investigating the site conditions on the land
173 being considered for future construction. He said some surveying has been done, but that
174 currently, the money needed for constructing a new police building is not totally funded. He also
175 mentioned that Hyde Park is considering whether or not to remain with North Logan City as a joint
176 police department, which will also have a negative impact on the City's budget. He said there is
177 still an issue with the fire and police department being situated in the same building and the City
178 is aggressively trying to find a solution.

179

180 Conduct the canvass of the primary election held September 13, 2011.

181 Scott Bennett led the council through a review of the records from the election and the council
182 found everything to be in order.

183

184 Executive session (Closed) to consider the acquisition of real property.

185 Nancy Potter made a motion to move into Executive (Closed) Session for the purpose of
186 considering the acquisition of real property. Allen Kartchner seconded the motion. A vote was
187 called and the motion passed unanimously with Nancy Potter, Allen Kartchner and John Bailey
188 voting in favor. This occurred at 7:50 p.m.

189

190 Minutes for this written under separate cover.

191

192 Allen Kartchner made a motion to move out of Executive (Closed) Session and into the regular
193 City Council meeting. Nancy Potter seconded the motion. A vote was called and the motion
194 passed unanimously with Nancy Potter, Allen Kartchner and John Bailey voting in favor. This
195 occurred at 8:08 p.m.

196

197 Allen Kartchner made a motion to adjourn the meeting. John Bailey seconded the motion. John
198 Bailey seconded the motion. A vote was called and the motion passed unanimously with Nancy
199 Potter, Allen Kartchner and John Bailey voting in favor.

200

201

202 The meeting adjourned at: 8:09 p.m.

203

204 Approved by City Council:


October 5, 2011

205

206 Transcribed by Marie Wilhelm

207

208 Recorded by


Scott Bennett/City Recorder

209

210

211

212

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

216

1. Annual City Council meeting binders in the Office of the City Recorder

217

2. Budget folders in the Office of the City Recorder

218

3. Special Project folders in the Office of the City Administrator

219

4. Subdivision Folders in the Office in the City Engineer

220