

**Minutes of the North Logan City
City Council
Held on June 18, 2014
At the North Logan City Library, North Logan, Utah**

The meeting was called to order by Mayor Lloyd Berentzen at 6:30 p.m.

Council members present were: Roger Anderson, Nancy Potter, Damon Cann, Kristen Anderson and John Bailey.

Others present were: John Israelsen, Laurie Ballam, Nancy Israelsen, Robert Israelsen, Hillary Israelsen, Camille Swasey, Julia Swasey, Peter Goble, Jon Keller, Russell Goodwin, Curtis Jacobs, Landon Willis, Kim Hawkes, Cordell Batt, Scott Bennett, Lydia Embry, Jeff Jorgensen and Marie Wilhelm.

The Pledge of Allegiance was led by Damon Cann.
An invocation was given by Roger Anderson.

Adoption of Agenda

Mayor Berentzen said regarding the bulleted items under agenda item #1; he would like to remove the last three items, but include an item regarding the council considering a list of items to be declared surplus. He also asked if there was anyone there from Cache Valley Public Transportation, and because there wasn't, he asked to remove agenda item #9 regarding public transportation. He also mentioned regarding this item, that he has not heard from them and is not sure how actively they are actually pursuing this.

Nancy Potter made a motion to adopt the agenda as amended. John Bailey seconded the motion. A vote was called and the motion passed unanimously with Kristen Anderson, Roger Anderson, Damon Cann, John Bailey and Nancy Potter voting in favor.

Surplus Item List

Mayor Berentzen read a surplus item list for the council's consideration.

Damon Cann made a motion to surplus these items. Roger Anderson seconded the motion. A vote was called and the motion passed unanimously with Kristen Anderson, Roger Anderson, Damon Cann, John Bailey and Nancy Potter voting in favor.

New Business

Consider adopting a proclamation announcing June 27th as Nancy Israelsen Day in North Logan recognizing her contributions to North Logan City, the Pumpkin Walk, and her lifetime work as an artist.

Mayor Berentzen discussed Nancy Israelsen and the gift she is to our community and how much we appreciate her.

John Bailey made a motion to adopt the proclamation. Nancy Potter seconded the motion.

Various council members made comments about how much Nancy Israelsen meant to them.

A vote was called and the motion passed unanimously with Nancy Potter, John Bailey, Roger Anderson, Damon Cann and Kristen Anderson voting in favor.

Mayor Berentzen read aloud a proclamation officially making June 27th "Nancy Israelsen Day" in North Logan City.

Nancy Israelsen accepted the proclamation and gave her comments.

Consider Resolution 14-06 adopting a change to the regular schedule for City Council meetings, changing the meetings to the second and fourth Wednesdays beginning July 2014.

Mayor Berentzen introduced the item and discussed this briefly with the council.

61 *Roger Anderson made a motion to pass resolution 14-06 as presented. Kristen Anderson*
62 *seconded the motion. A vote was called and the motion passed unanimously with Kristen*
63 *Anderson, Roger Anderson, Damon Cann, John Bailey and Nancy Potter voting in favor.*

64
65 There was a brief discussion about moving the Planning Commission meetings to follow the day
66 after City Council meetings, which Mayor Berentzen said would be beneficial.

67
68 Consider approval of a revised development plan and ancillary agreement for the Elk Ridge East
69 Subdivision.

70 Cordell Batt explained the current draft of the development plan and ancillary agreement, which
71 included the changes that the City Council previously discussed and were fully aware of.

72 Damon Cann asked if the deal between the two parties was completed; and Curtis Jacobs said
73 that was the case, as of 5:30 p.m. the day before.

74 Nancy Potter said she thought the City was only stubbing in water on the west side, and not
75 sewer, which is now included in the agreement.

76 Mayor Berentzen explained why the City agreed to do both; but said it is also noted that it cannot
77 be made into a developable lot; which Mayor Berentzen and Jeff explained further.

78 The council's conversation continued.

79 Nancy Potter asked about the comments from public works, which Curtis Jacobs addressed in
80 detail.

81 Cordell explained that typically public works' comments are taken care of when the construction
82 drawings are done, as well as other related items.

83 John Bailey commented on this development and thanked Curtis Jacobs for his help in getting
84 this done.

85
86 *Nancy Potter made a motion to approve the revised development plan and ancillary agreement*
87 *for the Elk Ridge East Subdivision, including public works' comments. Roger Anderson seconded*
88 *the motion. A vote was called and the motion passed unanimously with Kristen Anderson, Roger*
89 *Anderson, Damon Cann, John Bailey and Nancy Potter voting in favor.*

90
91 Consider approval of a revised development plan for Green Canyon Estates Phase II Subdivision.
92 Cordell explained the revised development plan for this subdivision. He said they became aware
93 that there were costs to the City that are now part of this; which is why they felt this should come
94 back to the City Council for consideration; which he further explained. He said the current draft
95 also includes some minor editing changes made by City Attorney, Bruce Jorgensen. He further
96 explained the changes. He said it is staff's recommendation that the City Council approve the
97 agreement as revised.

98 Mayor Berentzen said that the Planning Commission has reviewed this, which Cordell confirmed
99 was correct.

100 Cordell explained an additional change which breaks the lot at the end of the cul-de-sac into two
101 lots, rather than one, which he explained briefly. Per a question from Mayor Berentzen, Cordell
102 said this did not need to go back to the Planning Commission for approval, even though that had
103 not been part of what the approved.

104 Kristen Anderson said when the City Council agreed to this originally, they agreed to the cul-de-
105 sac because that lot was *not* going to be two lots, and asked if that will affect anything.

106 Developer Peter Goble reminded the council that the previous developer had that as a through
107 street with seventeen smaller lots. Mr. Goble said he personally wanted a cul-de-sac for the
108 privacy, and said he thinks that it is a better development that way. He said that last lot was two
109 and a half acres and said he thought it was better to address it now rather than coming back later
110 to try to amend it. He explained further briefly.

111 Nancy Potter asked about why the City is paying for installation of utilities, which Mr. Goble and
112 Cordell explained, including that it relates to another property, and that the City has asked to have
113 the work done through Mr. Goble's property.

114 Cordell addressed further questions from the council.

115 The water pressure for that area was discussed as it related to the work having to be done, which
116 was explained by Jeff; including the costs.

117 This was further discussed by the council. They discussed the wording of the agreement for this

118 and Damon suggested verbiage that states "The City will take all reasonable measures required
119 to increase pressure if pressure falls below 70 psi."; and strike the phrase that states "that
120 represents and warrants that subdivision will be supplied with water pressure" followed by "...and
121 will take measures..."; and commented further that otherwise what the City is asked to do may be
122 undue.

123 Per a question from Kristen Anderson about how many homes in that area will be affected; Jeff
124 said it is not for the entire subdivision, but approximately for six homes. He said it is hoped that
125 this will affect the homes that do have water pressure issues.

126
127 *Nancy Potter made a motion to approve the development plan, with Damon Cann's changes as*
128 *stated, and the comments by public works also included. Damon Cann seconded the motion.*

129
130 Mayor Berentzen asked about the liability issue highlighted in yellow in the agreement.

131 Cordell said that was added by Bruce Jorgensen, which was further discussed and explained by
132 Jeff Jorgensen. Damon Cann and Jeff Jorgensen explained that this language is for the City's
133 protection.

134
135 *A vote was called and the motion passed unanimously with Kristen Anderson, Roger Anderson,*
136 *Damon Cann, John Bailey and Nancy Potter voting in favor.*

137
138 Consider approval of a modified version of an interlocal cooperation agreement establishing a
139 combined police agency with Hyde Park City.

140 Mayor Berentzen introduced the item and the minor modification that was needed.

141 Chief Kim Hawkes explained the modification, giving the agreement a 50 year end date from its
142 inception, to review and reconsider any changes to the agreement; as well as a typo that was
143 corrected. Chief Hawkes said that Bruce Jorgensen has reviewed the agreement and said that it
144 meets the code.

145 Per a question from Nancy Potter, Chief Hawkes said the Hyde Park City Council is meeting next
146 week to approve this; and Mayor Berentzen said they are aware of the change and that it is
147 anticipated that they are going to approve the agreement.

148 The council discussed the agreement briefly and Chief Hawkes addressed their questions.

149
150 *Nancy Potter made a motion to approve the modified version of the interlocal agreement*
151 *establishing the combined police agency. John Bailey seconded the motion. A vote was called*
152 *and the motion passed unanimously with Kristen Anderson, Roger Anderson, Damon Cann, John*
153 *Bailey and Nancy Potter voting in favor.*

154
155 Consider the following resolutions:

156 Res 14-07 adopting the FY2015 Budget, and

157 Res 14-08 adopting a revision to the FY2015 Budget, and

158 Res 14-09 directing the transfer of any General Fund unrestricted fund balance exceeding
159 10% in FY2014 to be transferred to the Capital Improvement Fund as part of the final audit
160 and closeout procedures for FY2014.

161 Jeff Jorgensen explained the resolutions, including a change that was made that actually shows
162 more money available in the budget than previously thought. Jeff further explained that their
163 current draft has all the changes highlighted in yellow. Jeff addressed the council's various
164 questions.

165
166 *Roger Anderson made a motion to adopt resolution 14-07 adopting the revision to the FY2014*
167 *budget. Damon Cann seconded the motion. A vote was called and the motion passed*
168 *unanimously with Kristen Anderson, Roger Anderson, Damon Cann, John Bailey and Nancy*
169 *Potter voting in favor.*

170
171 Mayor Berentzen discussed personnel. He reminded the council that last year, they approved a
172 3% increase, and that they left the discretion to the Mayor and City Administrator to dispense a
173 1% C.O.L.A. across the board; leaving 2% to be disbursed based on performance. He discussed
174 the merit increases further with the council. He also discussed the concern about the increase in
175 personnel; but explained that the increase in work load on staff needs to be recognized; and the
176 fact that the citizens have not had an increases in taxes to manage this. He said most of the

177 growth dollars have gone into personnel costs, and explained further. Mayor Berentzen also
178 discussed the proposal for this year. He also said he did not know if the City could afford a 3%
179 increase; and that it may have to be 2%.

180 Jeff explained a chart that he displayed detailing expenditures in relation to personnel. He
181 explained that personnel costs have not changed very much in terms of salary, including benefits;
182 and further explained expenditures vs. revenues.

183 The council further discussed salaries and benefits.

184 Roger Anderson discussed the increased costs in health insurance; and Jeff said those costs
185 have been included in this budget.

186 The council continued their discussion.

187 Jeff mentioned an ordinance that was passed when Mayor [Val] Potter was in office that states
188 that the City is going to base raises on the compensation survey, and explained further. Jeff said
189 he recommends holding the budget where it is with the 3% increase, and setting that money
190 aside; and then set up a committee with some employees and City Council members and review
191 closely how the City wants to manage compensation. He said it is not working the way it is
192 currently setup and that we really need to reevaluate it. He said maybe we should give a half a
193 percent C.O.L.A. so that there is something there for July, and then after a couple months of
194 evaluation; see where things stand and what the City can do.

195 John Bailey said the other option is to have the employees bear more of the cost of the health
196 benefits.

197 Mayor Berentzen discussed the increase in retirement costs.

198 The council continued their discussion.

199 Damon Cann asked for clarification that the 3% increase would kick in on July 1st, which Mayor
200 Berentzen said was correct; but that it is not specified how that will be distributed, and explained
201 further, and reiterated what was done last year. He also explained that the raise for FY2014 will
202 be retroactive back to January [2014].

203 John Bailey asked what percentage of the salary budget goes to non-benefited employees; i.e.,
204 what percentage of our workforce are non-benefited (no health insurance or retirement). Jeff said
205 approximately 70% of the FTEs are made up of regular, full-time, benefited employees (which
206 equals approximately 30 people). He said, of the remaining 30% of the FTEs, most are half-time
207 employees.

208 The conversation continued.

209 Damon said he appreciates the review of ensuring that this is done correctly; but feels we should
210 give the employees "some measure of predictability" when the budget is passed so that they can
211 plan for the upcoming year. He said he would prefer to pass a 2% merit-pool at this meeting, and
212 then if we want to revisit where things are in three months; then something like Christmas
213 bonuses or something similar could be considered. He agreed that we should go through the
214 code and review the system based on the salary study, and commented further.

215 The council and Jeff continued their discussion as well as how to proceed. There was further
216 discussion about the need to reward employees with merit increases based on their performance.

217 Mayor Berentzen agreed with Jeff's recommendation about putting together a committee together
218 to discuss this.

219 John Bailey said we still need to get something into the budget, regardless of how or when it is
220 allocated.

221 The conversation continued.

222 Nancy Potter discussed when they did the salary survey study years ago; and said there were
223 people who were unhappy about being in the bottom of their range, but there was a reason they
224 were there; and said she has a problem with telling people they have a certain value for their
225 position. She said people should be paid based on their merit and commented further. She said
226 she agreed with Damon that we distribute money based on merit.

227 Jeff explained that part of the salary survey is based on what people should be earning for certain
228 positions. Nancy said in the information Jeff emailed to the council, the majority of raises were
229 based on merit and not C.O.L.A. Jeff said however, that they based that merit on what other
230 cities were paying that type of employee. He said many of those cities are using that survey to
231 determine the range for their positions, based on comparable job descriptions in other cities.

232 Damon discussed the differentiation that exists between similar positions in varying cities.

233 Roger agreed with having a committee to determine how to proceed, and commented further.
234 Mayor Berentzen discussed the fact that the City is "revenue-short" and is unable to do all the
235 required projects; and that it could be considered that we are actually protecting jobs by being
236 more conservative. He said he could agree with budgeting for the funds and putting a committee
237 together to review it; and for now, doing a half of a percent or a one percent C.O.L.A.; and then
238 use the balance to determine a fair merit system.

239 The conversation continued. Roger discussed the benefit of retaining people who have
240 experience in their jobs.

241 There was discussion about the fact that North Logan City is falling farther and farther behind in
242 having comparable compensation in relation to other cities. John Bailey said if that is the case,
243 which Jeff said it is; that is then something that needs to be reviewed.

244
245 *John Bailey made a motion to include a 3% salary item in the budget with a .5% allowance for a*
246 *cost of living salary increase immediately disbursed, with the remainder to be allocated by a*
247 *method yet to be determined by special committee. Roger Anderson seconded the motion.*
248

249 Damon Cann said he does not want there to be six months of discussion before we allocate this
250 money, and commented further. He said he would like to know what the time frame is so that the
251 employees are not having to wait for that money. He said if we have the money in the budget,
252 let's get it to them. He commented further.

253 The council continued their discussion. Roger Anderson agreed that the committee needs do this
254 in a timely manner.
255

256 *John Bailey amended his motion to include the provision that the committee determine 2.5%*
257 *within 60 days. Roger Anderson seconded the amendment.*

258 *A vote was called and the motion passed unanimously with Kristen Anderson, Roger Anderson,*
259 *Damon Cann, John Bailey and Nancy Potter voting in favor.*
260

261 John Bailey discussed the issue regarding the urban deer problem and that there is nothing in the
262 budget for this item. Jeff said there should be something in there for that as well as the
263 Storytelling Festival.

264 Chief Kim Hawkes explained an email he sent to the council regarding the options and associated
265 costs for dealing with eradication of the deer. He discussed this further with the council and per a
266 question from Mayor Berentzen, he confirmed that there is actually a state code that does not
267 allow people to harass deer to get them out of their yards, especially in particularly aggressive
268 ways.

269 The council discussed the deer situation further.

270 Kristen Anderson suggested making a note regarding putting something into the budget on the
271 deer situation.

272 Damon said he would like the City Council to meet once every quarter to discuss the budget to
273 ensure that we are meeting the financial needs of the City.

274 Jeff addressed some further questions of the council. Roads were further discussed.
275

276 *John Bailey made a motion to adopt the fiscal year budget 2015 as presented. Nancy Potter*
277 *seconded the motion. A vote was called and the motion passed with Kristen Anderson, Roger*
278 *Anderson, John Bailey and Nancy Potter voting in favor, and Damon Cann abstained from voting,*
279 *as he said he is part of the Johnson Park subdivision, but said he is in full support of the budget.*
280

281 *Nancy Potter made a motion to approve resolution 14-09. Damon Cann seconded the motion. A*
282 *vote was called and the motion passed unanimously with Kristen Anderson, Roger Anderson,*
283 *Damon Cann, John Bailey and Nancy Potter voting in favor.*
284

285 Mayor Berentzen mentioned that the library bond will be paid off in 2016; and that the City
286 Council might want to consider reducing the library tax and putting an equal amount into the
287 general fund.

288 John Bailey said he could see doing that to a certain extent but to move cautiously with that. He
289 said future growth of the library also needs to be considered, and the library is going to have
290 capitol needs. He commented further.

291

292 Meet as the North Logan Redevelopment Board to approve a resolution adopting and revising the
293 Redevelopment Agency's budgets.

294 -Consider a resolution adopting 1) a proposed revision to the FY 2014 redevelopment agency
295 budget and 2) the proposed FY 2015 redevelopment agency budget.

296 *Nancy Potter made a motion to adjourn the City Council meeting and convene to the meeting of*
297 *the North Logan Redevelopment Agency. John Bailey seconded the motion. A vote was called*
298 *and the motion passed unanimously with Nancy Potter, John Bailey, Roger Anderson, Damon*
299 *Cann and Kristen Anderson voting in favor. This occurred at 8:38 p.m.*

300

301 Minutes for this portion of the meeting are written under separate cover.

302

303 *Damon Cann made a motion to adjourn the RDA meeting and return to the regular portion of the*
304 *City Council meeting. John Bailey seconded the motion. A vote was called and the motion*
305 *passed unanimously with Nancy Potter, John Bailey, Roger Anderson, Damon Cann and Kristen*
306 *Anderson voting in favor. This occurred at 8:44 p.m.*

307

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

309 Mayor Berentzen reviewed the City Council member's assignments to the various boards and
310 committees; which assignments he said begin July 1, 2014. He explained that the Police
311 Commission will be decided by the council. He said if a council member was assigned to the
312 safety committee, that committee is dissolved as of June 30th 2014, as the new Police
313 Commission will take over the responsibilities of that committee. He continued to make the
314 following recommendations for committees and assignments:

315 Economic Development Committee - One person along with the Mayor be assigned to that, and
316 Mayor Berentzen suggested Nancy Potter;

317 History Committee: Nancy Potter and Damon Cann;

318 Parks Committee: Kristen Anderson and Damon Cann;

319 Library Board: He said he would like to have an extension of that called "Cultural Arts" and
320 recommended John Bailey stay on that; and for the committee to also include working on the
321 Pumpkin Walk and Storytelling Festival. He commented on this further.

322 Compensation and Benefits Committee: He said he would work on that, and also recommended
323 Roger Anderson; and said he would be open to anyone else from the council wanting to work on
324 this committee;

325 The Planning Commission: Recommended Roger Anderson, as Damon Cann will no longer work
326 on that.

327 Cemetery Committee: Nancy Potter.

328 The City Council discussed these assignments further.

329 Damon Cann asked if he could continue working with the Fire Department, which Mayor
330 Berentzen and Jon Keller agreed to.

331 Mayor Berentzen said he also needs someone to work on Youth Council, which the council
332 discussed.

333 The council continued their discussion.

334 Mayor Berentzen discussed the Police Commission and how that is formed, which Chief Kim
335 Hawkes explained further. Mayor Berentzen said the commission must be formed by July 1,
336 2014; and entertained nominations from the council for two City Council members, which is in
337 addition to one citizen from North Logan City, and the Mayor, forming four members from North
338 Logan City.

339

340 *Nancy Potter nominated John Bailey to be on the Police Commission.*

341

342 Roger Anderson asked Chief Hawkes what the time commitment might be for this, which he
343 explained. Chief Hawkes addressed this and also gave a recommendation for a meeting
344 schedule, and suggested meeting for an hour once a month.

345

346 *Damon Cann nominated Nancy Potter to be on the Police Commission.*

347

348 The commission also discussed terms of service on the commission and how that could be
349 managed.

350
351 *Roger Anderson made a motion to approve the appointments of John Bailey and Nancy Potter to*
352 *the new police commission beginning July 1, 2014. Kristen Anderson seconded the motion. A*
353 *vote was called and the motion passed unanimously with Kristen Anderson, Roger Anderson,*
354 *Damon Cann, John Bailey and Nancy Potter voting in favor.*

355
356 After further discussion Mayor Berentzen said when the committee meets, they can then
357 determine the "at large" person to be on the committee, which was discussed further.

358
359 John Bailey asked what the status is of the RV Park, as he said there are more vehicles there
360 than he had seen in a long time. Jeff Jorgensen explained and said that they are currently
361 operating without a business license. Mayor Berentzen discussed his concerns about allowing
362 them to continue to operate his business, and the council continued to discuss the situation at
363 length. Mayor Berentzen said the county has told them that they no longer have the right to use
364 county land for access and explained further.

365 Jeff recommended sending a joint letter to them from North Logan City and Cache County.
366 The council continued their discussion.

367 Mayor Berentzen asked Cordell to look into the situation further and return to the council with that
368 information, and the council continued their discussion.

369
370 John Bailey said he has had three citizens complain to him regarding adjacent property owners
371 not maintaining their properties; and asked about our ordinance that governs that when it
372 becomes a nuisance.

373 Jeff said the best thing for them to do is to file a complaint with the City as a nuisance, which he
374 explained further.

375 John asked about the Daines property and said he has had citizens ask him what the City is
376 going to do about it. Chief Hawkes said he communicates regularly with Sam Daines about
377 keeping his weeds down. Chief Hawkes said there is not a specific public health risk and further
378 explained the situation. He discussed how the police department is working try to keep the
379 situation managed.

380
381 Kristen Anderson said her family went to the Storytelling Festival and really enjoyed it and
382 commented further.

383 Kristen discussed with the council a mission statement for the class at USU working on potential
384 branding of North Logan City.

385
386 John Bailey discussed potential library board members with Mayor Berentzen briefly. Mayor
387 Berentzen said he and John could discuss this more, later.

388
389
390 *Nancy Potter made a motion to adjourn the meeting. John Bailey seconded the motion. A vote*
391 *was called and the motion passed unanimously with Nancy Potter, John Bailey, Roger Anderson,*
392 *Damon Cann and Kristen Anderson voting in favor.*

393
394 The meeting adjourned at: 9:44 p.m.

395
396 Approved by City Council: August 13, 2014

397
398 Transcribed by Marie Wilhelm

399
400 Recorded by 
401 Scott Bennett/City Recorder

402
403