

TOWN OF STOCKTON

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Town Council Meeting Minutes

February 9, 2017

7:00 pm

Pledge of Allegiance

Roll Call: Mayor Mark Whitney-Present
Councilman Kendall Thomas-Present
Councilman Thomas Karjola-Present
Councilwoman Judy Bori-Present
Councilman David Durtschi -Present

1. Public Comments-Chair, Planning Commission, Marlene Thomas thanked all the Town of Stockton Office Staff for help with the codification letters and minutes.
2. National Firewise Award-The award was presented to the Town of Stockton and its Fire Department. The Town was congratulated for keeping the weeds down in the community and for maintaining the firebreak at the Sod Farm. Stockton is the first and only community to receive this Award in Tooele County. Our thanks to Mayor Whitney for preparing the award nomination packet, assembling the necessary documents, and working with the Firewise personnel to submit our nomination package. He did an outstanding job.
3. Tooele County Sheriff's Report: Sheriff Wimmer and Mayor Mark Whitney addressed the Council about Dispatch and a Special Services District. The Council of Government (COG), Tooele County, and the surrounding Cities/Towns have been concerned about Dispatch Fees. For 25 years there has been a great deal of contention on how to fund Dispatch Fees. Rates continue to increase, as Chief of Police will verify. Dispatch Fees have been difficult to budget for. One scenario proposed is to develop a Special Services District. The Special Service District (SSD) will be a helpful. SSD would be a good way to end the conflict. Funding has been challenging. Someone has to say this is the impact for each city. This will ultimately will be the County Commissioners' decision. Sheriff Wimmer indicated he can work with either decision; "status quo" or the formation of a Special Services District (with or without the Emergency Operations Center EOC). Mayor Whitney sits on COG. He believes the fairest direction is to support the Service District. It would be approximately \$2.40 a month or an Annual Tax Burden

of \$28.81 a year for the owner of a \$200,000 house. This will become a ballot item. Hopefully, every City in Tooele County will have the same discussion over the next couple months and bring each of their recommendations to COG. The money we are funding for dispatching for Chief Romney would allow him to hire a part time officer with the formation of an SSD. Mayor, Mark Whitney recommends we go with Dispatch only in a Special Service District; Scenario 1B (Attached Scenarios). Attorney Mark Bell indicated that the Special Service District levels the playing field and there is not as much infighting.

Mark asked for the Town Councils support. He will report it to COG.

Motion to accept the concept of the Special Services District-Councilman, Kendall Thomas
Seconded-Councilman, David Durtschi.
All in Favor
Motion Carried

4. Bonneville Collection/Check Services-Mike Kennedy. Mr. Kennedy approached the Town of Stockton to set up a contract with the Bonneville Collections agency to collect from individuals that have closed their utility accounts with the Town, but have a balance due. Bonneville Collections can find these individuals and only charges 18% of the balance due. The Town can add that 18% to the amount due, thus in the end, the action does not cost the Town anything, but rather brings in the amount owed. Bonneville Collections has contracts in the surrounding communities and supports Questar and Rocky Mountain Power as well. They work with the client in settling the claim and can set up a payment schedule, cut the bill down if paid by a certain date (with Town approval). They do not strong arm the clients for payment. If the client is tracked out of state, they may have to utilize the services of an agency in that state, thus the charge may be higher, however, Bonneville has offices in Utah, Idaho, Washington, Oregon and Wyoming. Mr. Bell, Town Attorney, supports this action; he would not be able to perform collections for the minimal amount that Bonneville Collections can offer. Contracting with Bonneville Collections will be on the agenda next month to vote on.

5. Approval of Town Council Meeting Minutes dated January 12, 2017.

Motion to Accept-Councilwoman, Judy Bori
Seconded-Councilman, Thomas Karjola
All in Favor
Motion Carried

6. Appointment of Town Clerk: As the Town Council and the Mayor do not spend time in the office with Ms. Marks, Mayor Whitney asked for remarks from those individuals that work directly and are supported by Ms. Marks.

Remarks from Crystal Anderson, Office Manager/Treasurer:

Ms. Marks came in July of 2016. She walked into disarray as the previous incumbent of this position left unexpectedly, leaving stacks of chaos in her wake.

Since she has arrived, Diana has been learning all facets of the position without the assistance of any written directives on how to perform the functions, where to find files, how to complete actions, what is required, etc. This includes, but has not been limited to:

Licensing – Business and Animal – notification and processing

Building Permits – liaison with resident, contractor, engineering firm for processing, financial documentation, and program management

Town Council and Planning Commission - The actual time requirements as attached to Town Council and Planning Commission for posting and completion of agendas and meeting minutes; appropriate formatting of such, Town specific terminology, and processes as associated with both “boards”. This has included learning to navigate the Utah State Web Site to ensure that required documentation has been accurately posted in a timely manner.

Monthly bank reconciliations – if you think managing your checkbook is hard, try reconciling the various types of expenditures and deposits made by the Town each month.

How to receipt credit card, check, and cash payments for Utilities, licenses, building permits, and court fees on a site specific Accounting Software Program (Pelorus); as well as taking the actual credit card payments through yet another database system (Payeezy).

Began initial election preparation – working with Tooele County.

Taken care of the Mayor, providing support on a daily basis in providing data, performing research, and continually updating documentation to meet current requirements.

Folks do not really understand the complexities of the Town Offices. There is a lot happening every day. We are dealing with residents, state and county officials, auditors, engineers, the Mayor, and of course all of you. Getting a firm grip on the required actions in this office is not easy.

Ms. Marks has worked diligently to clean up the Town Clerk area and files; many things were stuffed in drawers, under the desk, and in folders in a chaotic fashion. She has taken this documentation and information and has been establishing localized files and areas to maintain order and historical control over these stacks of paperwork.

She has been doing this simultaneously while continuing to learn and perform daily tasks associated with this office, i.e., taking payments, learning how to navigate through Pelorus to complete Animal Licensing, Business Licensing, utility payments, etc. There is not a “how to manual” available for us to follow. A lot of what we learn is via telephone conversation with the Pelorus technicians. This Accounting System is awesome, but it has its own issues much like Microsoft word goes through when they issue a new product – working out the bugs is a continual effort.

She hit the ground running – there hasn’t been time to take one project or responsibility at a time and learn it cradle to grave – she had to just grab on and move forward picking up the pieces as she’s gone along in the learning in the process.

We have been working hard over the past few weeks on establishing hard time lines for distribution of documentation – knowing what information to capture when taking notes for meetings – how to multi-task and keep a handle on all the issues simultaneously. We have searched, identified and established electronic files for historical as well as future data management for Town Council, Planning Commission, Licensing, Business Licenses, and the ever favorite – Miscellaneous. This was a monumental task and was labor intensive, but much progress has been made.

In addition, the office staff supported the Planning Commission and sent out hundreds of letters for the codification/zoning project. Diana was right there in the middle of the task with Alissa and I – we were able to complete the project and get all letters mailed in just over a 6 hour period – Major Accomplishment.

Is there mistakes made – absolutely – no one is perfect. But Diana does not have to meet the criteria of being perfect to be appointed to this position – in fact, she just has to have the capability to learn and the willingness to serve – she meets both of these requirements.

The Town Clerk position is hard to fill – we expect a lot out of this part time position. Diana has the ability, the fortitude to stick with it, the willingness to serve and go the extra mile, is courteous, deals well with the residents, and has continued to come in each day ready to take on her assignments, learn, grow, and complete each to the best of her ability.

Having been in management a great deal of my career, I can tell you that I would take 1 person who was willing to do whatever is asked, responsible, and able to learn, even if somewhat slower, over 10 people who may work faster, but have attitudes, do not work well with others, and are not true “team” players.

We all have a lot to continue learning, but the office is a much better place to come to work in now. The tension has been minimized, we are able to help each other, and we work well together. We make mistakes, but together we fix them and move on. We have each other’s backs when issues arise within the community. We now have a true aura of *esprit de corps* and Diana is one of the reasons why.

Remarks Marlene Thomas, Chair, Planning Commission

She has been impressed with how well the office staff works together and the positive environment that they now have. The support provided to the Planning Commission by this team, and Ms. Marks has been outstanding. They were given over 400 letters to accurately identify and write in the zoning perimeters for each parcel of land and appropriately address and mail. They did this in a remarkable short period of time. She is in support of the Appointment of Ms. Marks to Town Clerk.

Remarks from Mark Bell, Town Attorney

Stated he has worked with Ms. Marks and has been impressed with the improvements he has seen in not only dealing with him directly, but in the overall worked performed by the Office Staff. Supports the Appointment of Ms. Marks to Town Clerk.

Motion to Accept Town Clerk Appointment- Councilman, Kendall Thomas

Seconded- Councilman, David Durtschi

All in Favor –

Councilman, Kendall Thomas and Councilman, David Durtschi voted yea.

Councilwoman Judy Bori and Councilman Thomas Karjola voted nay. Mayor, Mark

Whitney, as the tie breaker voted yea.

Motion Carried

7. Check Register Review for month of January 2017

Motion to Accept Check Register-Councilman, Thomas Karjola

Seconded- Councilwoman, Judy Bori

All in Favor

Motion Carried

8. Fuelman Bills for the month of December 2016

Councilman David Durtschi wondered if a graph could be made showing the up and downs for fuel. Crystal Anderson will try to develop such a graph.

9. Financial Bill Review for bills over \$1,000.00 for the month of January 2017.

Sunrise Engineering Invoice #85484, for \$4,000.00, dated February 6, 2017. This is part of the feasibility study for \$38,000.00.

Motion to Accept Financial Bills over \$1,000.00-Councilman, David Durtschi

Seconded-Councilman, Thomas Karjola

All in Favor

Motion Carried

10. 2016-2017 Budget Review@50% completion

Councilman Thomas Karjola and Councilwoman, Judy Bori thanked Crystal Anderson for the summary sheet explaining line items appearing to be out of tolerance.

Motion to Accept 2016-2017 Budget Review-Councilman, David Durtschi

Seconded-Councilwoman, Judy Bori

All in Favor

Motion Carried

11. Dispatch Contract-July 2017

Motion to Accept Dispatch Contract and giving Mayor, Mark Whitney the authority to sign-

Councilwoman, Judy Bori

Seconded-Councilman, David Durtschi

All in Favor

Motion Carried

12. Motion to Adjourn Regular Session and go into Public Hearing-Councilman, Kendall

Thomas

Seconded-Councilman, Thomas Karjola

All in Favor

Motion Carried

Public Hearing

1. *Surplus Property-Mayor Whitney presented the following property for Surplus:*

A. *Police Dodge Charger-2006 which has a blown transmission. We may try to sell it on KSL; or wait for price of steel to go up and sell as scrap.*

B. *Backhoe-580B Case 1971 has bad hydraulics. Wait for price of steel to go up and sell as scrap.*

2. *Budget Changes:*

A. *\$38,000 for feasibility treatment study: Administration Budget increase in 4190.610 Professional and Technical Services Miscellaneous Services.*

B. *Administration Budget reduction \$5,000: 4190.310 for Attorney*

C. *Planning Commission Budget increase \$5,000: 4180.310 Attorney*

D. *Park and Recreation Budget increase \$2,000: 4510.615 Stockton Days. Councilwoman, Judy Bori asked why we need \$4,000.00. Crystal Anderson stated that it crossed over two Fiscal Years.*

3. *Motion to end Public Hearing and resume General Meeting: Councilman, David Durtschi*

Seconded-Councilman, Thomas Karjola
All in Favor
Motion Carried

Town Council Meeting Minutes
(Continued)

13. Action Items:

A. Surplus Property

Motion to Surplus the Police Dodge Charger 2006 and the Backhoe-580B, Case 1971-
Councilman Thomas Karjola
Seconded- Councilman, Kendall Thomas
All in Favor
Motion Carried

B. Budget Changes:

1. Administration Budget increase of \$38,000 for feasibility treatment study:
Administration Budget increase in 4190.610 Professional and Technical Services
Miscellaneous Services.
Motion to Increase Administrative Budget for feasibility treatment study- Councilman,
Thomas Karjola
Seconded-Councilman, David Durtschi
All in Favor
Motion Carried

2. Administration Budget reduction \$5,000: 4190.310 for Attorney and Planning
Commission Budget increase \$5,000: 4180.310 Attorney
Motion to approve Budget changes-Councilwoman, Judy Bori
Seconded-Councilman, Thomas Karjola
All in Favor
Motion Carried

3. Park and Recreation Budget increase \$2,000: 4510.615 Stockton Days.
Motion to Increase Rec Budget-Councilman, Kendall Thomas
Seconded-Councilman, David Durtschi
All in Favor except Councilwoman Judy Bori

15. Reports of Municipal Officers, Departments and Committees

A. Mayor Report:

1. Parks-none
2. Sod Farm-none

3. Road- Not much to report except lots of mud and maybe some crack sealing repair.

4. Garbage Report-Republic Service Proposal-moved to next month. Canvas made by Mayor Whitney to see if a Councilperson would like to take on reviewing the proposal and also locating/obtaining a bid from other local recycling companies. No takers, thus, Mayor Whitney will continue with this action.

5. Water Department-Water Treat Plant Update-One cell has divots in the drain gravel; pea gravel and sand will be loaded this weekend. There are several options on how to deal with our Water Treatment Plant: One would be developing a new well which would only require chlorination, however, we would have to locate a site to build on; we would have an electrical bill and the free water would still come down from Canyon. We pay for shares from Soldier Canyon which can't be bought, thus we lease them. Sunrise Engineering is currently looking at repairs of present plant and what it would cost for 30 years.

6. Sewer Department-It is frozen again.

B. Police Report: Chief, Travis Romney has been very busy the last 40 days. This last weekend we had to call 3 reserve officers out. See the graphs in the attachment for different workloads. Summer will be busy as canyons open up and five mile pass is open again. It was brought up that there is a trailer at 297 Johnson and Argent that is parked on the easement. The snow plows have a hard time not plowing them in. We have no parking ordinances. Councilman, David Durtschi asked if we needed an Ordinance on parking. The majority thought we do not need one, but maybe something could be put in the newsletter.

C. Fire Department: Chief Justin Huffman and Assistant Chief Johnathon Thatcher presented the statistics for the last month: Of eleven calls, six were for fire, four were for medical and one was an assist call. Seven members of the Fire Department attended the Winter Fire School in St. George – they attended classes to include “Highly Effective Habits”, “Grant Writing”, “Fighting Fire with Limited Resources”, “Coping with Mental Aspects of Fire Responding”, “Extraction and Forcible Entry”, and “Flash over and Fast Attack Live Fire Training”. A Regional Fire School will be put on by the Tooele Army Depot April 28-29, 2017 at Camp Williams; and Fire Department personnel will be going out to Ibapah to do some medical training. Assistant Chief Thatcher will go to the Coalition on the Wasatch Front and is about to get his advanced 'Emergency Medical Technician' (EMT) license. Last week the Fire Department filled the hydrant props so they can train in winter. Rush Valley came over and trained. Councilman Durtschi asked if the Fire Department personnel could give some of the Scouts basic first aid training. Assistant Chief Thatcher and his wife will be able to do that.

D. Planning Commission: As all members of Council with the exception of the Mayor were at the last Planning Commission meeting, Councilwoman Bori did not go into detail, however, reminded Town Council that a Special Planning Commission Public meeting will be on February 21, 2017.

E. Attorney: Mark Bell-Nothing to Report

16. Unfinished Business-none

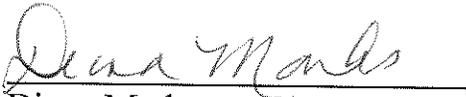
17. Adjourn:

Motion to Adjourn-Councilman, Kendall Thomas

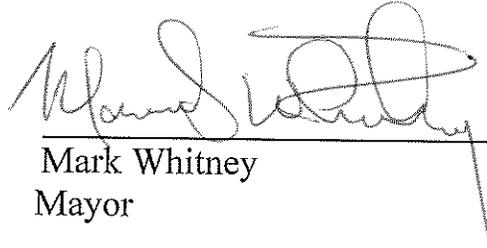
Seconded-Councilman David Durtschi

All in Favor

Motion Carried.



Diana Marks,
Town Clerk



Mark Whitney
Mayor

Public notice provided as follows: posting Town Hall and at the Town Post Office;
and publications at the Utah Public Notice Web Site, Town Web Sit