

1 Minutes of the Centerville City Council work session held Tuesday, March 2, 2019 at 5:30
2 p.m. at Centerville City Hall, 250 North Main Street, Centerville, Utah.

3
4 **MEMBERS PRESENT**

5
6 Mayor Clark Wilkinson

7
8 Council Members Tamilyn Fillmore
9 William Ince
10 Stephanie Ivie
11 Robyn Mecham

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13 **MEMBER ABSENT** George McEwan

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15 **STAFF PRESENT** Brant Hanson, City Manager
16 Lisa Romney, City Attorney
17 Jacob Smith, Management Services Director
18 Mackenzie Wood, City Recorder
19 Katie Rust, Recording Secretary

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21 **BUDGET WORK SESSION**

22
23 Jacob Smith, Management Services Director, presented a proposed budget timeline for
24 preparation of the FY20 Budget. Brant Hanson, new City Manager, explained that he likes to
25 start the budget process in January or February of each year by meeting individually with
26 department heads. Councilmember Ivie said she believes it would be helpful to the Council in
27 prioritizing needs if each department head provided an explanation of why they request specific
28 items in their budgets. Councilmember Mecham stated she would like department heads to
29 have the option to present their requests to the Council in person if desired.

30
31 Councilmember Fillmore expressed the opinion that the streets budget should have an
32 amount set aside for active transportation each year. The Council designated an amount in the
33 FY19 Budget for sidewalk repair, which Councilmember Fillmore agreed will probably be
34 needed for several years. She said she feels strongly about setting aside funds marked
35 specifically for active transportation, in addition to the funds marked for sidewalks.

36
37 Mr. Smith explained numbers generated by a budget forecast tool given to the Council
38 during municipal budget training on March 19th. He pointed out that the General Fund balance
39 as a percent of General Fund revenue is forecasted to fall to the minimum allowed by the State
40 in 2023. In the past, General Fund balance as a percent of revenue has been healthy because
41 Centerville was growing. Growth has slowed, and something needs to be done to keep up with
42 inflation and maintain a healthy General Fund balance. Councilmember Fillmore said she
43 believes the best policy would be to have a cost of living increase built into property taxes every
44 year to be able to keep a desired level of city services. Councilmember Ivie suggested the
45 Council should ask the citizens if they would prefer a regular property tax increase or reduction
46 in city services. Mr. Hanson pointed out that not all citizens value and utilize the same services.
47 A balance is needed.

48
49 Councilmember Ince asked which cities in the County go through truth-in-taxation every
50 or every other year. He said he would be inclined to agree with a policy that would increase
51 property taxes every second or third year. Mr. Hanson said he would recommend a policy that

1 would keep General Fund balance as a percent of revenue fairly constant. He commented there
2 are many tools available in addition to a property tax increase. Councilmember Ince suggested
3 an increase may be necessary in FY20. Councilmembers Ivie and Mecham said they believe it
4 is too soon after the 40% property tax increase two years ago. Councilmember Ince pointed out
5 that the Council knew a larger increase was needed, but felt they could only implement 40% at
6 that time. Mr. Hanson said he would like an opportunity to go over the budget and look for
7 possible changes that could be made. Mr. Smith reported that an increase in solid waste
8 collection rates will be implemented by Wasatch Integrated Waste Management District for
9 FY20.

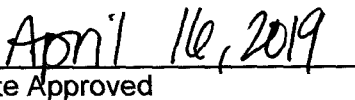
10
11 Mr. Hanson informed the Council that, as new City Manager, he would like the city to
12 hire an in-house Finance Director. He said he believes the city is budgeting too close to
13 revenues and would benefit from the knowledge and abilities a Finance Director would provide
14 in building fund balances. Mr. Hanson said he would want to continue with the services of the
15 contract CPA in a reduced capacity. Mr. Hanson said he would like to expand the Management
16 Services Director's role in economic development as some of the financial responsibility is
17 shifted away from that position.

18
19 Mr. Hanson said he would also like to see a full implementation of the recent
20 Compensation Study, as employees are the city's greatest asset. He said he would challenge
21 each department head to lean-up their budget so the city can take care of its employees. Mr.
22 Hanson said he believes the city should pay fairly, but not necessarily competitively. Mayor
23 Wilkinson said he would like the city to have an in-house Finance Director if possible. He said
24 he would support full implementation of the Compensation Study. Councilmember Mecham
25 suggested a phased approach for increases to management compensation.

26
27 ADJOURNMENT

28
29 The work session was adjourned at 6:55 p.m.

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34 Mackenzie Wood, City Recorder

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39 Date Approved

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38 
39 Katie Rust, Recording Secretary



1 Minutes of the Centerville City Council meeting held Tuesday, April 2, 2019 at Centerville City
2 Hall, 250 North Main Street, Centerville, Utah.

3
4 **MEMBERS PRESENT**

5
6 Mayor Clark Wilkinson
7
8 Council Members Tamilyn Fillmore
9 William Ince
10 Stephanie Ivie
11 George McEwan (via phone)
12 Robyn Mecham

13
14 **STAFF PRESENT**

15 Brant Hanson, City Manager
16 Lisa Romney, City Attorney
17 Jacob Smith, Management Services Director
18 Mackenzie Wood, City Recorder
19 Cassie Younger, Assistant Planner
20 Bruce Cox, Parks and Recreation Director
21 Katie Rust, Recording Secretary

22 **VISITORS**

23 Jason Burningham, Lewis Young Robertson Burningham
24 Aaron Wade, Gilmore & Bell
25 Lynn Keddington, Parks and Recreation Committee Chair
26 Interested Citizens

27 **PRAYER OR THOUGHT**

Councilmember Ince

28
29 **PLEDGE OF ALLEGIANCE**

30
31 **OPEN SESSION**

32 No one wished to comment.

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34
35 **MINUTES REVIEW AND ACCEPTANCE**

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37 The minutes of the March 13, 2019 Joint City Council/Planning Commission Meeting; the
38 March 13, 2019 Special City Council Meeting; the March 19, 2019 City Council meeting; and the
39 March 19, 2019 Budget Training Work Session were reviewed. Councilmember Ince made a
40 **motion** to approve all four sets of minutes. Councilmember Mecham seconded the motion,
41 which passed by unanimous vote (5-0).

42
43 **SUMMARY ACTION CALENDAR**

- 44
45 a. Accept Public Right-of-Way and Access Easement from Centerville Deuel Creek
46 Irrigation Company for Extension of 100 South
47 b. Approve Infrastructure Improvement Agreement with Sheffield Downs Centerville,
48 LLC to allow construction of utilities prior to recording final subdivision plat
49 c. Accept Waterline and Public Utility Easement for Sheffield Downs Subdivision to
50 secure easement rights for construction of waterlines and other utilities prior to
51 recording final subdivision plat

- d. Award bids for waterline construction for Sheffield Downs Subdivision
- e. Award bid for Crack and Slurry Seal Project 2019

Councilmember Fillmore made a **motion** to approve all five items on the Summary Action Calendar. Councilmember Ince seconded the motion, which passed by unanimous vote (5-0).

PUBLIC HEARING – FINAL SUBDIVISION PLAT – DEUEL CREEK PLACE SUBDIVISION

Cassie Younger, Assistant Planner, explained the request for Final Subdivision Plat for the Deuel Creek Place Subdivision located at approximately 641 East 200 South. Tony Thompson, Davis County Property Manager, expressed the County's desire for the subdivision to be a nice location with nice residential homes. Councilmember Mecham thanked the County for not expanding the subdivision to more than three residential lots.

Mayor Wilkinson opened a public hearing at 7:11 p.m., and closed the public hearing seeing that no one wished to comment. Councilmember Fillmore made a **motion** to approve the Final Subdivision Plat for the Deuel Creek Place Subdivision located at approximately 641 East 200 South, based on the following conditions and findings. Councilmember McEwan seconded the motion, which passed by unanimous vote (5-0).

Conditions:

1. The Final Recordable Subdivision shall reflect the lot layout and engineering dated March 2019, as submitted Feb 29, 2019
2. An updated current Title Report shall be submitted with the submission of mylar
 - a. Legal description of property to be confirmed with updated Title Report
3. The subdivision plat and construction plans shall be deemed acceptable to the City Engineer prior to recordation of the subdivision plat with Davis County
4. The applicant shall remove contours and existing features on the plat
5. Width of 200 South and sidewalks to the end of the property shall be shown on the Plat
6. The required improvement bond and associated fees shall be prepared, reviewed, and paid prior to the recordation of the subdivision plat with Davis County
7. The Final Plat shall be recorded at the County no later than six months after final approval from the City Council
8. Any remaining "utility provider" sheets shall be submitted

Findings:

- a) The City Council finds that Final Subdivision Plans are substantially consistent with the previous Conceptual and Preliminary Plat Acceptance.
- b) The City Council finds that the Final Subdivision Submittal, with the conditions imposed, complies with the applicable regulations of the Subdivision Ordinance.
- c) The City Council finds that the Final Subdivision Submittal, with the conditions imposed, complies with the applicable regulations of the City's Zoning Ordinance, regarding lot development within the R-L Zone.

1 **CONSIDER RESOLUTION AUTHORIZING ISSUANCE OF BONDS FOR PARK**
2 **IMPROVEMENTS**
3

4 In a recent Council meeting a majority of the City Council appeared willing to borrow an
5 estimated \$500,000 to fund the shortfall for Phase 1 of the Island View Park Renovation Project,
6 as well as borrow additional funding for Phase 2. The intent is to repay this debt over a 7-year
7 period using a portion of RAP Tax revenue, which was approved by the voters to be used
8 primarily for park improvements. In that meeting the Council directed the financial adviser to
9 bring back an analysis showing what sum could be borrowed based on very conservative
10 assumptions about the RAP Tax revenue that would be available for debt service.
11

12 Bruce Cox, Parks and Recreation Director, reported the GBrown Design team has
13 indicated it will be more efficient for them to finish the Phase 2 design work while working on
14 Phase 1. It would be possible to postpone select elements of the original Phase 2 conceptual
15 design and complete those elements when more funds are available. The GBrown Design team
16 suggested the bid document could be written in such a way that the contractor knows at the
17 beginning that more will be added to the project at the prices agreed to in the document.
18 Councilmember Mecham asked if the city would miss out on potential grant opportunities by
19 borrowing funds for both phases at this time. Mr. Cox responded that the city is eligible to apply
20 for another Land and Water Conservation Fund grant next spring, with funds available (if
21 awarded) for the 2021 construction season. He said the intention is to apply for a Land and
22 Water Conservation Fund grant next spring for improvements at Community Park.
23

24 Jason Burningham, Financial Advisor with Lewis Young Robertson Burningham,
25 explained that a parameters resolution is not a binding document. A parameters resolution sets
26 the stage for the process to unfold by setting a date for a public hearing and setting a maximum
27 amount that can be issued. He suggested the Council not enter into financing without a clear
28 idea of the cost of both phases. Mr. Burningham introduced Aaron Wade, Bond Counsel with
29 Gilmore & Bell, who further explained protections provided by a parameters resolution.
30

31 Responding to a question from Councilmember Fillmore, Mr. Burningham stated it is
32 standard for a parameters resolution to only specify a maximum amount instead of a minimum
33 and a maximum. Councilmember Fillmore made a **motion** to approve a parameters resolution
34 with a maximum aggregate principal amount of \$1,600,000, and set a public hearing on May 7,
35 2019. Councilmember McEwan seconded the motion. Mr. Burningham and Mr. Wade confirmed
36 that the Council would not be bound to issuing the maximum amount. The motion passed by
37 majority vote (4-1), with Councilmember Ivie dissenting.
38

39 **CDBG PROJECT REGARDING ADA RAMPS**
40

41 Davis County has awarded Centerville a \$40,000 Community Development Block Grant
42 (CDBG) for ADA ramps. The City received a bid from ACME to complete the project for
43 \$43,900, with the difference of \$3,900 to be covered by transportation funding. Councilmember
44 Ince made a **motion** to approve the CDBG Agreement with Davis County for installation of ADA
45 ramps. Councilmember Ivie seconded the motion, which passed by unanimous vote (5-0).
46 Councilmember Fillmore made a **motion** to waive the normal bidding requirements of the City's
47 Procurement Policy for project over \$25,000, and award bid for construction of ADA ramps to
48 ACME in the amount of \$43,900. Councilmember Mecham seconded the motion, which passed
49 by unanimous vote (5-0).

1 **MAYOR'S REPORT**
2

- 3 • Mayor Wilkinson announced the passing of Centerville citizen George Haddad on
4 March 17, 2019.
5 • The Mayor will be interviewing citizens for appointment to boards and committees.
6

7 **CITY MANAGER'S REPORT**
8

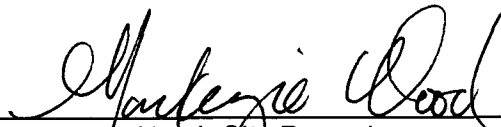
- 9 • Ms. Romney updated the Council on the most recent Planning Commission meeting.
10 • New City Manager Brant Hanson expressed excitement to be working in the
11 community.
12 • Jacob Smith, Management Services Director, reported that grant funds were
13 approved for Parrish Lane/Market Place Drive intersection improvements.
14 • The County Commissioners will be granting funds for new highway construction.
15 Councilmember Ince suggested the extension of 1250 West to Farmington as a
16 possible project for the funding.
17

18 **COUNCIL LIAISON UPDATES**
19

- 20 • Councilmember Ince announced that The Great Utah ShakeOut earthquake drill will
21 take place on Thursday, April 18th. Centerville will also hold a drill on Saturday, April
22 20th. It is requested that every homeowner register to participate.
23 • Councilmember Fillmore reported that the South Davis Recreation District finance
24 staff recommends an increase in the interest rate if principal payments on the loan to
25 Centerville are delayed. She said the Recreation District Board indicated they would
26 consider exchanging a year of delayed payment for extended "preferred" status for
27 the playing fields.
28 • Councilmember Ivie informed the Council that the Whitaker Museum still does not
29 have a reliable telephone. The Museum also does not have reliable Wi-Fi service,
30 and security cameras have not been installed. Mr. Hanson agreed to look into the
31 matter.
32

33 **ADJOURNMENT**
34

35 At 8:20 p.m., Councilmember Ince made a **motion** to adjourn the meeting.
36 Councilmember Mecham seconded the motion, which passed by unanimous vote (5-0).
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39 _____
40 Mackenzie Wood, City Recorder
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42 
43 _____
44 Date Approved
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46 
47 _____
48 Katie Rust, Recording Secretary

