

Minutes of the Centerville **City Council** meeting held Tuesday, August 7, 2018 at 7:00 p.m. at Centerville City Hall, 250 North Main Street, Centerville, Utah.

**MEMBERS PRESENT**

Mayor	Clark Wilkinson
Council Members	William Ince Stephanie Ivie Robyn Mecham Tamilyn Fillmore George McEwan

**MEMBERS ABSENT**

**STAFF PRESENT**

Steve Thacker, City Manager  
Lisa Romney, City Attorney  
Avalon Comly, Recording Secretary  
Cory Snyder, Community Development Director

**VISITORS**

Bruce Cox, Parks and Recreation Director  
Marcus Arbuckle, Financial Consultant  
Interested Citizens (see attached sign-in sheet)

**PRAYER OR THOUGHT**

Rev. Briggs

**PLEDGE OF ALLEGIANCE**

**OPEN SESSION**

Paul Cutler- Mr. Cutler thanked the City Council for the letter that was sent to property owners on Main Street, regarding proposed changes to the Main Street Table of Uses. He voiced encouragement and said he thinks it is a great thing to consider adding additional uses. He said he believes if it is decided that Main Street should be opened to additional uses, this can be done in a way that protects the character and the integrity of the neighborhoods surrounding Main Street. Specifically, there are uses on the list that he said make a lot of sense to add, and some that are already in use on Main Street. He feels Construction Sales or Service and Assisted Living Facilities would be very compatible uses. He also said business services and catering is a reasonable use, and suggested that with certain restrictions applied, restaurants could be a compatible use. He said he feels indoor recreation and mortuaries are low impact uses. He also expressed that park, post office, printing, research service, school or education facility should all be allowed on Main Street as well as single family dwellings. Mr. Cutler said he appreciates the openness to look at Main Street Uses again and feels that businesses are willing to invest in beautiful structures and high-quality facilities if they feel it is right for them.

**MINUTES REVIEW AND ACCEPTANCE**

The minutes of the June 21, 2018 City Council Minutes and July 17, 2018 Work Session and City Council meeting were reviewed. Councilwoman Fillmore made a **motion** to accept the

minutes with amendments to the June 21, 2018 City County Minutes as proposed by Katie Rust, Recording Secretary. Councilman McEwan seconded the motion, which passed by unanimous vote (5-0).

### **SUMMARY ACTION CALENDAR**

Mayor Wilkinson read the 4 items before the Council on the Summary Action Calendar, as follows:

- a. Purchase air compressor from Cate Equipment Company in the amount of \$26,360
- b. Purchase a 2019 GMC Sierra 2500HD truck from Young Automotive Group in the net amount of \$22,423.75 after trade-in
- c. Renew drainage maintenance contract with Twin "D" Inc. for FY 2019 at same prices as FY 2018 contract
- d. Storm drain impact fee refund in the amount of \$6,340 relating to Rigby Court Subdivision

Councilwoman Ivie made a **motion** to accept the Summary Action Calendar. Councilman Ince seconded the motion, which passed unanimously (5-0).

### **PUBLIC HEARING – ZONING TEXT AMENDMENT – CZC 12.48 South Main Street Corridor Overlay Zone**

Mr. Snyder, Community Development Director, reviewed the amendments being requested by the South Davis Metro Fire Service Area to the South Main Street Corridor Overlay Zone, in order to construct a new fire station in Centerville City. Mr. Snyder said the Planning Commission has reviewed and recommended approval with modifications as shown in the staff report. Staff also recommends approval.

Jeff Bassett & Bill Gould- Mr. Bassett, who represents South Davis Metro Fire Service Area, and Mr. Gould, who is the architect for the Fire Service Area, thanked staff for being willing to work with them on design standards. Mr. Bassett expressed that he believes a good design has been arrived at that will service Centerville for a very long time. He said this new fire station is expected to be the second busiest fire station in the area. He said that text amendments that are proposed are more along the lines of design elements. The biggest challenge they had was the required distance between buildings. They have addressed this concern by adding a plaza on the south end of the building.

The Mayor opened a public hearing at 7:23 p.m. Seeing that no one wished to come forward, the Mayor closed the hearing at 7:23 p.m.

Councilman McEwan asked Mr. Bassett if there are design elements that have been required to be added to the site plans that might cause issues with functionality. Mr. Bassett says he is concerned about the plaza on the south end of the building. It's not a place that he feels people should be enjoying Main Street, as it is next to an emergency exit. Mr. Bassett says when light and sirens come on he sees children and others running towards fire trucks. He doesn't want there to be a chance of people darting in front of equipment. He also expressed the concern that one of the ways he was required to accommodate the front set back was by doing different designs or cuts in the cement apron to create a plaza appearance. From a maintenance and budget standpoint, the more cuts that are needed to be put in the cement the

more maintenance there will be when the cement breaks under the weight of heavy fire trucks. He expressed he is more than happy to create this "gap" plaza space and add cement cuts so as not to delay construction of fire station, but these are concerns he has.

Councilwoman Fillmore asked Mr. Snyder if bollards with chain could be added around the South Plaza space. Mr. Snyder said short walls could be created. But he clarified that there is a gap plaza between buildings; and a substitute plaza which is part of the apron for the equipment, and is where the cut concrete is. The gap plaza could have chains or walls, but the substitute plaza would not work with bollards and chains.

Councilwoman Fillmore expressed that she was pleased to see the Main Street Overlay plan accommodating this flexibility.

Councilwoman Mecham expressed that she feels like the South Main Street Plan has been "whittled away", to the point where incentives have been taken away, but applicants are still locked in to having to comply with the form-based zoning. She expressed that she wants to have a work session with Mr. Snyder to understand and discuss form-based zoning. She said she feels through form-based zoning, things are being insisted upon that are not really practical. Mr. Snyder said a work session can be scheduled. In the interim, the Fire Service Area has a need to move forward with construction and would not like to stall the ability to get underway. Mr. Snyder also mentioned that the form-based zoning improvements that are being required of the Fire Station, are improvements to be installed in the latter part of the project, so there should be time for the chief to seek site plan amendments relating to these two areas if the Council amends or abandons the South Main Street Corridor Plan in a timely manner. Councilman Ince agreed with Councilwoman's request for a work session.

Councilman Ince asked Mr. Bassett if the requirement for fire trucks to enter the station from the side street would be inconvenient and would require the fire trucks to drive through neighborhoods. The chief said no.

Councilman McEwan asked if the footprint and design of the building is where Mr. Bassett needs it to be in order to begin construction. The fire chief replied that it is. He said he will be submitting plans by the end of this week or beginning of next and wants to break ground quickly.

Councilman McEwan expressed that he considers public safety a stand-alone use and believes it should not be subject to design standards. He said he wants to work towards the most functional and risk-free fire station possible, and is concerned about a gathering place outside of a fire station. Mr. McEwan said he is in agreement with approving text amendments to allow the fire chief to move forward with obtaining a building permit and moving forward with construction, but he then wants to rapidly make changes to the overlay.

Councilwoman Ivie expressed her frustration that the fire service area had to go through so much in order to obtain approval, as she had wanted a year ago to work through the Main Street Overlay plan to prevent this.

Councilwoman Ivie made a **motion** to approve Ordinance No. 2018-19, Councilman McEwan seconded the motion, which passed unanimously (5-0).

Mr. Thacker explained the request for fee waiver from South Davis Metro Fire Service Area and said he has no objection to a waiver of certain fees. Councilwoman Ivie made a **motion** to approve the fee waiver request as outlined by staff, and Councilwoman Fillmore seconded the motion. Motion passed unanimously (5-0).

### **EMPLOYEE COMPENSATION STUDY PROPOSALS**

Mr. Thacker explained that following the July 17, 2018 City Council meeting, staff solicited quotes from six consultants for the completion of a compensation study. Three proposals were received, in addition to the proposal from Personnel Systems & Services that had been received prior to the last meeting. These proposals were briefly discussed and it is recommended by staff that a contract be entered into with Personnel Systems & Services. Mr. Thacker did point out that the current estimate from Personnel Systems & Services does not include the cost to perform job audits, as staff had initially felt that job descriptions were up-to-date and therefore an audit would not be needed. As all of the other proposals subsequently received do include the cost to perform a job audit, Mr. Thacker obtained, in a separate email from Personnel Systems & Services, an estimate for that piece of the work as well. The email was attached to the staff report. Mr. Thacker reviewed the pros and cons of adding the job audit piece to this consulting work, and said that at the minimum he would like to see a job audit for position classes that are not standard when compared with other cities.

Councilwoman Mecham asked if each supervisor could review job descriptions of their subordinates and then send this to the employee to see if they feel good about the description and can agree that the description is accurate. She suggested that perhaps this would achieve the aim of having each employee feel involved in the process. Mr. Thacker said that what would be missing is the in-depth understanding that the consultant gets when they give each employee an in-depth job questionnaire about their job description and interview each employee. Councilwoman Mecham said she was suggesting using the initial step of having the supervisor and the employee discuss job descriptions, as a way to see which jobs descriptions need to be audited.

Councilwoman Fillmore appreciated that Personnel Systems & Services provided a price to complete job audits on a "per audit" basis.

Councilman McEwan said that he does not think the compensation study is a valid process unless "other duties as assigned" is more defined and this may not be something supervisors and employees can agree on. He said he thinks it is better to do the whole job audit for all employees.

Councilwoman Fillmore reminded the Council that obtaining quotes for this compensation study was not done through an official RFP process and the Council is not obligated to go with the lowest bidder. She expressed a concern with Personnel Systems & Services local focus. Councilman McEwan responded that he had no intention of going with the lowest price bid. He expressed that he was impressed by the depth and variety of clients that Personnel Systems & Services had, and felt their price was in line given what was quoted. He did express that if national comparisons were desired in the compensation study, he was not sure that Personnel Systems & Services would be the right fit.

Mr. Thacker said he does not feel that Centerville is competing on a national basis for anything other than the City Manager position. Mr. Thacker expressed that he is comfortable with Personnel Systems & Services' proposal, and doesn't feel that different market results will be arrived at given the fact that most of the companies use TechNet data, which is a service of Personnel Systems & Services. Mr. Thacker said he has spoken to other cities who used Personnel Systems & Services and all were very happy with the work product they received. He also said that he doesn't think any consultant is better acquainted with Utah market data than Personnel Systems & Services, and would like to engage a consultant who is tied in to the local job market.

Councilman McEwan said that Personnel Systems & Services proposal was rife with spelling errors, and they made a mistake figuring out what percentage discount they were giving in their proposal, which he feels is a problem. He also disagreed with Mr. Thacker that Centerville should not be competitive in the national marketplace, as he doesn't feel the Utah job market is exclusive to Utah and there are many people coming to Utah for work.

Councilman Ince said he feels that the City Manager, Public Works Director and Police Chief might be positions that get filled by people from around the country, but other City jobs are mainly filled by people who have already relocated here and are living in Utah. He doesn't see a great need to be on the cutting edge nationally with every job role. Councilman Ince also expressed that he is not disillusioned with the Personnel Systems and Services proposal because he remembered that they were initially only asked to provide a "quick and dirty" proposal where other consultants were later asked for a formal proposal. Mr. Thacker pointed out that there are typos in the other proposals as well.

Councilwoman Mecham is trying to understand why Centerville should look at what people make nationally for jobs like "Street Maintenance II" because the cost of living is not the same in other parts of the country, and therefore the salary being offered here would need to be in line with the cost of living here. Councilwoman Fillmore said that if she is drawn to another company outside Personnel Systems & Services, it would be because she would like a different perspective and a different process than what has been used with many of the other cities in Utah. Councilman McEwan agreed with Councilwoman Fillmore's statement. Councilwoman Fillmore also expressed concern that if the other proposers use TechNet data, she does not understand how their results could vary from the benchmark analysis already done. Mr. Thacker said he was concerned that a couple of the other companies are so large, with such large clients, that their less experienced staff may be assigned to Centerville.

Mayor Wilkinson said he thinks this is a valid process. He does share Councilwoman Fillmore's concern that if the same databases are being used the results of this study may not greatly differ from what Centerville has been using in the past. Mr. Thacker responded that part of the value of doing the study is that every position gets its own unique band determined by the market analysis, rather than establishing a series of grades.

Councilwoman Fillmore asked what the end goals of completing this study are, as she doesn't see what new information Centerville will be getting from the study. Councilman Ince replied that the current evaluation tool Centerville is using was developed more than 20 years ago, and what Centerville is going to get with a new study is a more up to date tool. Mr. Thacker confirmed there will be a new evaluation tool included as part of the cost of the study that will be more refined than the tool from the 1990's that Centerville is currently using.

Councilwoman Fillmore said she noticed in other proposals besides Personnel Systems & Services, that they seemed to include more end stage steps, such as implementation. Mr. Thacker said although Personnel Systems & Services proposal was simpler in terms of its description, in discussion with Mr. Swallow, these items are included as well.

Mayor Wilkinson asked if the Council wants to include job audits with the scope of work for this study and the Council agreed that they do. Councilman Ince suggested obtaining audits for half of the positions and not all, as he thinks 50% will confirm where Centerville's numbers are. Councilman McEwan said he wants to be able to use a fresh valid study to explain to the taxpayer in Centerville whether raises are justified using current market data and normalization of positions. He also said he wants employees to feel that their duties are recognized, valued and recorded as part of an audit process. Councilman Ince and Councilwoman Fillmore agreed.

Councilwoman Fillmore said that following the discussion in this meeting, she would feel comfortable going with staff's recommendation to hire Personnel Systems & Services to complete the compensation study. As such, Councilwoman Fillmore made a **motion** to accept the proposal from Personnel Systems & Services as shown in the staff report, without Program C, and adding in a full job audit for each position; and this acceptance of the proposal is dependent on the Cost of Services being clarified, and contract signed by the Mayor for approximately \$18,000. Councilman Ince seconded motion which passed unanimously (5-0).

#### **DISCUSS WHETHER TO STUDY FEASIBILITY OF 2<sup>nd</sup> CEMETERY**

Mr. Thacker posed the question of whether to proceed with a feasibility analysis of developing a second cemetery.

Councilwoman Fillmore said that she agrees with conducting a feasibility analysis, and the Council will need more information in order to make decisions about whether and where to add a second cemetery. She would also like a cost-benefit analysis and wants to know what things would cost and how they would be paid for. She also said she wants a cost-benefit analysis of adding a mausoleum wall.

Councilman McEwan asked Ms. Romney if there is something similar to an impact fee that can be applied if more residents are moving in, to fund the construction of a second cemetery. Ms. Romney said that impact fees do not apply to cemeteries. Councilman McEwan said he wants to look at creative alternative funding mechanisms.

Councilwoman Mecham reminded the Council that there was an option to approach a property owner to see if he could be incentivized to sell land for a cemetery. Councilwoman Ivie and Councilman Ince agreed that anything feasible should be studied.

Mayor Wilkinson commented that Centerville's burial fees are way below other cemeteries. Mr. Thacker said that the fees are generally comparable to other public cemetery's fees, but lower than private cemeteries.

Councilwoman Ivie expressed interest in constructing a columbarium as these are inexpensive options for burial and are also space-saving.

Bruce Cox, Parks and Recreation Director, assured the Council members that the current cemetery will not reach full capacity for another couple of years, assuming death rates

remain as they currently are, as long as the Council keeps in place the "immediate need" requirement.

Lisa Romney asked the Council members if they want to step back and ask the initial question of whether the City should continue to be in the cemetery business. Councilwoman Mecham said she wants to continue offering cemetery space as a City. Councilman Ince agreed and said he feels it is something Centerville should continue offering if there is any way to do so.

Mr. Thacker wanted to know how much land Centerville should try to acquire.

Mayor Wilkinson said the Federal Government had somehow helped Fruit Heights get a cemetery and wondered if a multi-city agreement could be reached to create a shared cemetery.

The Council members expressed they want to go ahead and conduct the feasibility study and that they want North Centerville considered as a possible location for the 2<sup>nd</sup> cemetery. Councilwoman Fillmore said she wants the Hillside area looked at and expressed that West Centerville should not be considered. Councilwoman Ivie does not want the Hillside looked at, but does want West Centerville looked at. Councilman Ince said in a feasibility study all areas should be studied for feasibility. The Council directed Mr. Cox to prioritize studying the feasibility of constructing columbariums first.

#### **FINANCIAL REPORT FOR PERIOD ENDING JUNE 30, 2018**

Marcus Arbuckle presented the Centerville City Financial Report for the period ending June 30, 2018. In summary, Mr. Arbuckle said Centerville is in a much better position this year than where it was last year.

#### **MAYOR'S REPORT**

The Mayor reported that he met with the president of Management Training Corp. to get his opinion on Centerville's response to the protestors, and expressed that he was quite happy with the response.

There will be a Preparedness Fair on September 8. It will include presentations by the Centerville Cares Committee, a creation of the Mayor's Wellness Initiative. The Mayor reported that he spent time last week with five different people who have had difficult times in their life, making a video to urge people to reach out for help. The Mayor said that any Council Members who would like to participate in the creation of this video are welcome to, and he would arrange for the videographers to be at the Council meeting. Councilman Ince wanted to know how the Mayor plans to distribute or share this effort. The Mayor said the big kickoff will be September 8, and there are representatives from the Davis School District, Davis Behavioral Health and Davis County Health on the committee. The Mayor said any additional ideas are welcomed. Councilman Ince wanted to know how he can help. The Mayor said the committee is trying to make resources known and available to people who are struggling. Councilwoman Fillmore said she feels the existence of the group itself is a step towards reducing the stigma around mental health issues. Councilman McEwan thinks that this is a great effort because people are often discriminated against because of mental health issues.

**CITY MANAGER'S REPORT**

Review work session/field trip calendar

1. Meeting on August 21, 2018 for the Community Foundation prior to the regular City Council meeting (this will only be for Mayor Wilkinson and Councilman Ince)
2. Work Session September 5, 2018 with the Youth City Council.
3. Work Session will need to be held sometime in September on sidewalks and trees. An assessment will be made with staff in the next couple of weeks regarding when they will be ready for a work session.
4. Field Trip to Pickle Ball courts, to be arranged by the Mayor.
5. A meeting with the RDA will need to be scheduled concerning the tax increment request. This could happen in the next few of weeks. Staff met the morning of August 7, 2018 with the Mayor and Councilman Ince on this issue.
6. Work Session to understand and discuss form-based zoning. Councilwoman Mecham said she feels two hours will be enough to discuss this issue and would like to have this meeting as soon as possible. Mr. Thacker suggested September 18 if it was to be done before a regular City Council meeting. Councilwoman Fillmore wanted to know if the Planning Commission should be involved in this discussion. Councilwoman Mecham doesn't want to talk this over in a large setting and expressed that she just wants to create direction to pass to the Planning Commission. Mr. Thacker suggested an August 21, 2018 work session, to be held after the regular City Council meeting. The Council agreed to this date.

Other Items

The barrier fence on the foothills is in progress, and staff is optimistic this will be in place in August, as there appears to be volunteers.

Mr. Thacker reported on the status of the Army Corps of Engineers, "After the Fact Permit" to mitigate the acre that was filled.

Mr. Thacker reported that there are police department staffing changes, due to a couple of staff members retiring earlier than were anticipated. He said their duties will need to be reassigned and possibly a part-time employee will be asked to work full-time.

The LTAP street assessment was to be done in August, but the City Engineer is recommending that this be pushed to spring because a lot of the streets to be assessed will be slurry sealed within the next couple of weeks. He would like to wait until after winter to see what the weather does to the roads.

In regards to affordable housing: Mr. Thacker reports that the legislature is determined to do things to encourage cities to create affordable housing. One of the strategies to consider is revisiting ADU's in existing homes as something for the League of Cities and the Legislature to take on. Mr. Thacker has spoken with the City Building Official, Myron Williams, to see if he could prepare a summary to provide to the City Council to understand what the obstacles are in the Building Code to ADU's. Mr. Thacker asked if the Council would like to have that briefing. They agreed they would, and asked for local state legislators to be invited.

Councilman McEwan asked what is happening on Frontage Road and specifically asked about smoothing on the east side, as he feels that more than a 2-inch overlay will be required to fill some of the dips in the road. Mr. Thacker assured Councilman McEwan that the plan accommodates these dips and will result in a smooth road. Mr. Thacker said he will ask about this issue and send an email with an update. He also reported that filling and paving should be done in August.

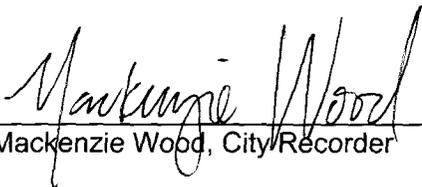
Councilman Ince asked about the status of the Land Rover dealership. Mr. Thacker said Ken Garff now owns it.

### APPOINTMENTS

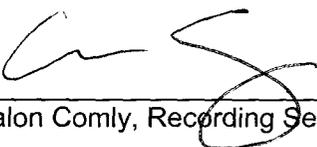
It was proposed by the Mayor that Jake Layton be appointed to the Trails Committee and that Cheylynn Hayman's appointment to the Planning Commission be renewed for another 3 years. Councilwoman Fillmore made a **motion** to support those proposed appointments. Councilwoman Ivie seconded the motion, which passed by unanimous vote (5-0).

### ADJOURNMENT

At 9:34 p.m., Councilman McEwan made a **motion** to adjourn the meeting. Councilwoman Fillmore seconded the motion, which passed by unanimous vote (5-0).

  
Mackenzie Wood, City Recorder

9-4-2018  
Date Approved

  
Avalon Comly, Recording Secretary

