

Minutes of the Joint Work Session meeting of the Syracuse City Council and Planning Commission held on February 12, 2013, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Brian Duncan
Craig A. Johnson
Karianne Lisonbee
Douglas Peterson
Larry D. Shingleton

Mayor Jamie Nagle
City Manager Robert Rice
City Recorder Cassie Z. Brown

City Employees Present:

City Attorney Will Carlson
Community Development Director Michael Eggett
Parks and Recreation Director Kresta Robinson
Fire Chief Eric Froerer
Police Chief Garret Atkin
Finance Director Steve Marshall
Public Works Director Robert Whiteley
Utility Billing Manager Holly Craythorn

Visitors Present: Gary Pratt Wayne Kinsey Mike Thayne
Mel Krueger Jerry Guffey Kade Burrows
Alysia Noyvong Sawyer Morain Dakota Yoshimura
Spencer McBride

The purpose of the Work Session was for the Governing Body to review the agenda for the business meeting to begin at 7:00 p.m.; hear a request to be on the agenda from the Davis County Commission; discuss utilization of the late fee proceeds charged on utility bill; review business meeting agenda items 8, 9, 10, 11, and 12; and discuss Council business.

6:00:47 PM

Request to be on the agenda: visit from Davis County Commission

County Commissioners Louenda Downs, Bret Milburn, and John Petroff joined the Council at the table. Commissioner Downs stated that the County Commission likes to try to visit all cities in the County but it usually takes two years to make that rotation. Commissioner Milburn stated that the Commission likely interacts more with the Mayor because her position on COG, but they like to try to meet with all elected officials and have a conversation about any topics either body would like to discuss.

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Mayor Nagle asked the Commission to talk about any road funding. Commissioner Milburn stated the County is very interested and engaged in transportation aspects and all Commissioners have been active on the Wasatch Front Regional Council (WFRC) and he is the new Chair of that Board. He stated the Chamber has a transportation committee as does COG and they are trying to identify things that benefit the County. He stated that over the last couple of weeks he has engaged in conversations with Senator Adams and he is very interested in transportation issues at the legislature.

Commissioner Petroff stated that his sense is that due to the situation at the federal level there will be very little funding for transportation or buildings. He has talked with Senator Adams about improvements to 2000 West because of the State Road 193 project and he will be surprised if there is much funding this year. He stated that if there is a federal budget transportation funding may break loose.

Commissioner Milburn stated it is important to get a priority list so that everyone can be ready when funding does become available.

Commissioner Petroff stated that prior to the Olympics, Interstate-15 was rebuilt. He noted that the Legacy Highway was also constructed and over the last few years the Interstate-15 core project has been taking place throughout Utah County. He stated that all of those projects were funded with state funds rather than federal dollars; Utah has stepped up and done a tremendous job to complete billions worth of projects. He stated they are so integral to the state's success in

terms of economic development. He stated he thinks the state will work to pay down the bonds for those projects before taking on any more.

Commissioner Downs stated that the Commission has some information to leave with the Council. Commissioner Petroff stated that last week they created a State of Davis County document and he provided copies to all Councilmembers and the Mayor.

Commissioner Downs inquired about some of the issues the City is facing that are pressing. Councilmember Johnson stated that there are many infrastructure issues in the City and balancing those issues with fiscal responsibility is important. Mayor Nagle added that one of the things that the City has been working on recently is related to the high number of suicides that have occurred in the City. She stated the City is partnering with IHC, NUHOPE, and Davis Behavioral Health to work on suicide prevention and early intervention. She stated that the City met with a working group last week to start working on outreach efforts. She stated the committee expressed they were having a hard time getting people involved at a higher level to get the efforts moving forward. She asked if there is anything the County can do to try to help the program implemented in the schools. Commissioner Downs asked if they are working with the school district as well. Mayor Nagle stated they are just working with Syracuse High School and Clearfield High School at this point. Commissioner Downs stated that it could be something that could be raised at COG. Mayor Nagle stated she planned to do that. Councilmember Johnson asked if it would be possible to have the youth council's participate in suicide prevention. Commissioner Downs and Mayor Nagle both stated that would be a great idea.

Commissioner Milburn invited any citizens to meet with the Commission in the hall to talk about any issue they would like to discuss.

Commissioner Petroff stated that he wanted to briefly talk about Antelope Island; the City has gotten more involved in promoting the Island over the past year, but he thinks more can be done. He stated that he thinks that as the asset is promoted it will only help the City.

6:15:03 PM

Utilization of late fees on utility bill

A staff memo from the Finance Director explained he was asked to come up with options on how the City could utilize the late fee revenue collected on past due utility bill accounts. Total late fee revenue over the last 12 months \$92,100. There are four different options listed below:

- Use the money to install radio read devices on all culinary water meters in the City.
- Use the money to offer incentives/rebates for citizens who sign up for electronic utility bill statements.
- Use the money to offer incentives/rebates for citizens who sign up for automatic utility bill payments through the City.
- Keep the money in the fund and use that money to offset any potential rate increases.

Option One - USE MONEY TO INSTALL RADIO READ DEVICES ON ALL CULINARY WATER METERS IN THE CITY.

City Staff has previously discussed with the Council the idea of placing a radio read device on all culinary meters. This device would be capable of sending up-to-the minute real time information and data to our utilities department and would allow the city to read meters instantaneously at any time during the year. This information could also be available to each resident so they would have access to water usage at any time from a computer in their home. Some of the Pro's and Con's for this project are as follows; this is not an all inclusive list:

PRO'S

- Year-Round Metering of water usage for all residents and businesses.
- Real time data accessible by citizens.
- Help with leak detection and water conservation.
- Citizens would not be billed all at once for high usage during winter months.
- Already have meters for culinary water and they are already installed.
- No seasonal employees to read meters during summer months.

CON'S

- High start up costs for 6500 homes currently built in Syracuse.
- Ongoing maintenance costs of new system.
- Likely a 2-3 year phase in for project.

Estimated costs of a project can vary depending on the vendor we use, type of radio read system we install, and installation costs of the new system. A radio read device can vary in price from \$75 per unit to \$120 per unit. The software and system to support the radio read equipment could cost between \$70,000 and \$120,000. For our city of approximately 6,500 homes, the estimated cost to fully implement a system city wide would be approximately **\$625,000**.

Option Two - USE MONEY TO OFFER INCENTIVES/REBATES FOR CITIZENS WHO SIGN UP FOR ELECTRONIC UTILITY BILL STATEMENTS.

The average cost to send a hard copy utility bill to each individual citizen is approximately \$0.55 each month. The City could offer an incentive in the form of a rebate given to all citizens who sign up for electronic billing and waive receiving a hard copy bill in the mail. We could give a one-time rebate of **\$10 or \$15** to each citizen who elects to receive their bill electronically. The cost savings to the city over a year's time would be \$6.60. The City would use a portion of the late fee revenues to cover the difference. I would recommend putting a minimum requirement on this election (i.e. 6 months or 1 year).

Option Three - USE MONEY TO OFFER INCENTIVES/REBATES FOR CITIZENS WHO SIGN UP FOR AUTOMATIC BILL PAYMENT THROUGH THE CITY.

The City incurs costs when processing utility bill payments that could be eliminated if citizens would sign up for an automatic bill payment. Currently it costs the City \$0.22 cents plus an average of 1.11% for each credit card transaction processed at the City. This means that for a citizen that pays the basic utility bill cost of \$64.05 to the City, it costs the City \$.92 to process that transaction ($\$0.22 + 1.11\% * 64.05$). Similarly if a citizen pays through online banking it costs the City \$0.20 per transaction. The City could offer an incentive in the form of a rebate given to all citizens who sign up for automatic bill payment. We would require that the citizen bring in a voided check so that the City could process the automatic payment each month. We could give a one-time rebate of **\$10 or \$15** to each citizen who elects to receive their bill electronically. The cost savings to the city over a year's time would be approximately \$6.72. The City would use a portion of the late fee revenues to cover the difference. I would recommend putting a minimum requirement on this election (i.e. 6 months or 1 year).

Option Four - KEEP MONEY IN THE UTILITY FUND AND USE THAT MONEY TO HELP OFFSET ANY POTENTIAL RATE INCREASES.

The City could use this money to offset future increased costs in the system. Inevitable the costs of providing culinary water to citizens will continue to rise. As these costs go up, the City has to evaluate the costs and adjust utility rates to cover those costs. This would act effectively as a rebate to all citizens who pay utility bills. I would strongly discourage reducing rates at this time. If we were to rebate this late fee in the form of a rate decrease it would amount to \$1.15 per household per month ($92,100/6650 \text{ homes}/12 \text{ months}$). A reduction of only a \$1.15 could be quickly forgotten by the residents and when it comes time to increase rates because of increased costs, citizens could be upset.

Administration has recommended four different options to utilize the late fee revenue generated on the utility bill. We consider all four options good options.

Finance Director Marshall reviewed his staff memo.

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Councilmember Johnson asked if the City gets charged a fee to run the transaction when someone signs up for electronic payment. Mr. Marshall answered no; the money is pulled directly from the customer's bank account and that option does not cost the City any money. He then continued to review his staff memo.

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Councilmember Johnson asked about the \$10 or \$15 rebates to citizens. Mr. Marshall stated he was simply providing options for the Council to consider. He stated that they can opt for a combination of proposals, but it would be nice to select an option that would give residents a \$20 or \$30 credit on their utility bill. Councilmember Johnson stated he is leaning in that direction and he wants to incentive people enough that they no longer have late payments. Mr. Marshall stated that he does not think that most people that have paid late in the past will be willing to sign up for a program that will auto draft the money from their bank account because they may be struggling to make their payments. City Manager Rice stated that staff is simply interested in incentivizing good behavior, but those that pay late will likely not take advantage and they may continue to pay late. Councilmember Peterson asked about people that are already signed up for these programs. Mr. Marshall stated staff talked about applying the practice retroactively and applying a courtesy credit to the residents that are already participating. He stated there are currently approximately 700 people signed up for auto draft and another 700 signed up through electronic bill pay.

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Councilmember Lisonbee stated that a citizen contacted her after reading the packet and suggested using the revenue generated by the late fee to pay off debt. She stated it made her wonder why the City cannot use the money to fund water infrastructure projects. Mayor Nagle stated that the money goes into the general fund and it can be used for road. Mr. Marshall stated that the money actually stays in the utility fund and some of the money was used to pay off water bonds that the City held. Councilmember Lisonbee stated she did not think it was feasible to pay off additional debt, but she does think the money can be used for infrastructure projects. Mr. Rice stated he would suggest that the radio reads would be an infrastructure project that can be self funded; it will modernize the system and also provide a better system that people can view when paying their bills.

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Councilmember Duncan stated he thinks the radio reads are a good idea, but the return on investment is so long-term. Mr. Rice stated it is actually not that long term. He then stated that the City does not read meters in the winter, so there is a huge spike in user costs in April when meters are read again. He added that the system the City currently has is a socialist system; someone that uses 1,000 gallons pays the same amount of money as their neighbor that uses 7,900 gallons. He stated users pay for their other utilities based on how much they use. He stated the City cannot go to that type of system without being able to read meters year round and the only way that can be done is with radio reads. Councilmember Duncan stated the radio reads are so expensive and it will either be necessary to raise rates or understand that it will take a long time to pay them back.

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Councilmember Peterson stated that last time the Council discussed this issue he made the statement that he thinks it is something the Council needs to consider if they want to be visionary. He stated he also had the same concerns about there being so much up front money needed. He stated that he has since found out that there is \$92,000 available from the late fees and he agrees that money should be reinvested in water projects. He stated he met with Mr. Marshall and Public Works Director Whiteley and there was discussion about the fact that the water bond was recently paid off and that means the City now has the money in the culinary water account to pay the project off in three years. He stated that he thinks that it can be tackled and it will put the money back where it should be and the Council will be looking into the future.

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Councilmember Shingleton asked what the payback of the radio read project was when this issue was first discussed. He asked if it was longer than three years. Mr. Marshall stated yes, but that was only considering paying for the project using the wages saved for the meter reader position, which would be eliminated. He stated it is hard to quantify water loss costs, but that too must be considered with this project. He stated that when meters are read every April, the bills are more than 2/3 more than the normal bill amounts and that is water that is lost through the system throughout the winter that people are paying for.

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Mayor Nagle stated the time allotted for discussion of this item has expired and she suggested that this conversation be continued during the upcoming budget retreat.

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Review agenda item 8 and 9; proposed resolution adjusting the FY 2013 budget and adjusting the fee schedule.

Two staff memos from the Finance Director explained the proposed changes to the budget and the fee schedule. The memo regarding the budget opening stated the Council discussed the budget opening and potential changes at the last Council meeting. For this meeting, I have updated the PDF file to show changes we had discussed. All changes are highlighted in red. We discussed adding overtime wages to the departments that were helping with snow plowing and snow removal. The total cost estimate for this change is \$6,000. In addition to these we have also proposed a few additional changes as discussed below.

Police Chief Atkins and Fire Chief Froerer would also like to discuss a potential add on to the budget opening. They currently have 18 mobile radios that are obsolete. When these radios break or fail, we will not have a way to fix them. Motorola no longer makes parts for them and they no longer provide assistance in fixing them. We are proposing that we add in this budget opening a line item to purchase and replace these radios. If we replace them now, Motorola will give us a rebate of \$500 per radio or a total of \$9,000. The cost of the radios would be approximately \$3,100 each for a total cost of \$55,800. The increase in sales tax projections will more than cover this expense.

We also had our bid opening for the 700 South and 2500 West project. The low bid came in at \$2,770,275. We are requesting two modifications to the budget based on this bid. The first is the sewer line which came in at \$275,000 instead of

\$\$250,000 as originally discussed. The second is an increase to storm water impact fee expense. We estimated \$430,000 for this project and the bid for the storm sewer came in at \$500,000. This is a total increase in budgeted expense of \$95,000. The great news piece is our estimate for use of Class C roads funds on this project came in \$240,050 under budget. We estimated \$310,050 and the bid came in at just under \$70,000. This is a savings of \$240,050 in road money that came be utilized in future road projects.

These are the only changes that were made to the budget proposal since the last Council meeting. Administration recommends adopting proposed resolution R13-03 adjusting the Syracuse City budget for the fiscal year ending June 30, 2013.

The memo regarding the fee schedule stated staff has reviewed the consolidated fee schedule and is recommending a handful of changes that are considered necessary. The items in red are either new fees being proposed or are changes to existing fees in the fee schedule. Most items are very minor changes. One major change is that we are proposing adding a fee for police contract services. This would be for any special event or interagency utilization. The rate proposed is a one-time admin fee of \$20 and a \$55 per officer per hour fee to staff the event. These charges are strictly to recover our costs to staff the event.

Mr. Marshall reviewed his staff memos.

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Councilmember Duncan inquired as to the overall plus and minus associated with the budget opening. Mr. Marshall stated there is \$19,000 net positive to the general fund and all other expenses are covered by an increase in revenue in the associated funds. He stated all funds are net positive or flat.

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Councilmember Lisonbee stated that page nine of the packet references the number of radios to be purchased, but there are two different numbers and they are not the same. Mr. Marshall stated that there are 16 radios needed in the Police Department and two in the Fire Department.

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Councilmember Shingleton inquired as to the current level of the rainy day fund. Councilmember Johnson stated that this budget opening will not tap into the rainy day fund. Mr. Marshall stated that is correct and stated that the rainy day fund is currently around 14 percent and this budget opening actually adds to it. Mr. Rice stated that he still thinks that the revenues will be higher than projected and that percentage could increase close to 18 at the end of the year. Councilmember Johnson stated he would like that; he referenced potential legislation that would increase general fund balance limits to 25 percent and he would like to have a higher reserve. Councilmember Lisonbee stated she would like to increase the fund balance to 20 percent if that legislation is passed.

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Mr. Marshall then continued to review his staff memo.

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Councilmember Peterson stated that the largest additional expenditure to be approved with this budget opening is the radio replacements for public safety and he is supportive of that expense especially since staff has communicated that there is more revenue than was originally projected and it can be spent to equip the public safety officials. He stated it is a 'no brainer'. Councilmember Johnson stated he also has no concerns about that expense. Chief Atkin provided the Council with two radios that his Department is currently using. He noted the display is faded and the numbers listed on the display cannot be seen and that is preventing the officers from doing their job appropriately. Councilmember Shingleton stated that the City has been talking about replacing the radios for at least the past five years. Councilmember Johnson stated it is a good use of funds. Mr. Marshall stated that it is projected that the radios will last 10 to 15 years.

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Mr. Marshall then reviewed the proposed changes to the fee schedule.

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Councilmember Peterson asked what kinds of events the officer fee will be charged for. Chief Atkin stated it would be used for events like marathons or special events at any local businesses that require additional officers. He stated the change will be the City in compliance with state law relative to security versus police use.

[6:40:01 PM](#)

Review agenda items 10 and 11: appoint new Planning Commission members

A memo from the Community Development Director explained on November 21, 2012, Planning Commissioner Braxton Schenk submitted his notice of resignation from the Planning Commission. The term of this vacancy is scheduled to expire on June 30, 2014, which is in line with an effort to maintain established term rotations for commissioner appointments. Recently, resident Wayne Kinsey submitted a letter of interest to be considered for the Planning Commission vacancies and met with the Mayor, Council Member Johnson, and CED Director Mike Eggett to discuss his interest and desire to serve in this position. The conclusion is that Mr. Kinsey has served on various decision-making boards (within the medical industry) in a professional capacity and would be a great benefit to the Syracuse Planning Commission. The Mayor is recommending that the City Council support the appointment of Mr. Wayne Kinsey to serve as a member of the Planning Commission by filling Mr. Schenk's vacancy on the Commission. Mr. Kinsey has affirmed his interest and intent to fill this vacancy, if appointed to serve in this capacity, and will be present at the next City Council meeting. Additionally, the Community and Economic Development Department fully endorses and is in support of the Mayor's proposed appointment of Wayne Kinsey to fill Mr. Schenk's vacancy on the Planning Commission. The CED Department looks forward to working with Mr. Kinsey as a member of the Planning Commission. For your use and review, City Staff has provided resolution R13-05 that supports the aforementioned appointment of Wayne Kinsey to fill the Planning Commission vacancy. The Community and Economic Development Department hereby recommends that the Mayor and City Council show their support for Wayne Kinsey by approving his appointment to fill a currently vacant position on the Planning Commission.

On December 11, 2012, Planning Commission Alternate Curt McCuiston was appointed to serve as a Planning Commissioner, which created an alternate position vacancy on the Planning Commission. The term of this vacancy is scheduled to expire on June 30, 2016, which is in line with an effort to maintain established term rotations for commissioner appointments. Recently, resident Brandon Haddick submitted a letter of interest to be considered for the Planning Commission vacancies and met with the Mayor, Council Member Johnson, and CED Director Mike Eggett to discuss his interest and desire to serve in this position. The conclusion is that Mr. Haddick has a great deal of professional experience in working around development conditions, residential environments and with wetlands/landscaping activities and, therefore, would be a great benefit to the Syracuse Planning Commission. The Mayor is recommending that the City Council support the appointment of Mr. Brandon Haddick to serve as a member of the Planning Commission by filling Mr. McCuiston's vacancy as the alternate on the Planning Commission. Mr. Haddick has affirmed his interest and intent to fill this vacancy, if appointed to serve in this capacity, and will be present at the next City Council meeting. Additionally, the Community and Economic Development Department fully endorses and is in support of the Mayor's proposed appointment of Brandon Haddick to fill the Planning Commission alternate vacancy. The CED Department looks forward to working with Mr. Haddick as a member of the Planning Commission. For your use and review, City Staff has provided resolution R13-06 that supports the aforementioned appointment of Brandon Haddick to fill the Planning Commission vacancy. The Community and Economic Development Department hereby recommends that the Mayor and City Council show their support for Brandon Haddick by approving his appointment to fill a currently vacant alternate position on the Planning Commission.

Mike Eggett reviewed staff memo.

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Mayor Nagle asked Mr. Kinsey to provide a brief description of his background.

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Mr. Kinsey provided a brief explanation of his background.

[6:41:51 PM](#)

Councilmember Duncan inquired as to Mr. Kinsey's general philosophy. He stated that Mr. Kinsey will be advising the Council and he asked his thoughts on the General Plan in terms of it being a guiding document for the City. Mr. Kinsey stated that he needs to do some research on the General Plan and he does not bring a lot of planning experience to this position. He stated that he has not read the General Plan, but he will do that very quickly.

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Councilmember Lisonbee stated offered a hypothetical situation as follows: an applicant comes to the City and asks the Planning Commission and City Council to change the General Plan in order to bring a lucrative building project to the City that would bring in commercial, retail, or business park use. She asked Mr. Kinsey his feelings on that. She asked if his principles are based on the citizen comment making a big impact on his opinion or if his first priority is economic development. She asked how the two can be balanced. Mr. Kinsey stated that a balance is important and he would need to listen to all the voices as they come forward. He stated that he would read the General Plan and understand the focus of the community to determine whether the project would fit into the community's best interests. He stated he would listen to everyone involved and with the benefits and risks of what the project may bring to the City.

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Councilmember Duncan asked what it would take to change the General Plan if it does not contort with a proposed development. He asked Mr. Kinsey if he would recommend changing the General Plan to contort with the development. Mr. Kinsey stated that the General Plan would have to be changed, but with his lack of experience in that area he does not know if he can answer that question appropriately at this time.

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Mr. Eggett then introduced Mr. Haddick who provided a brief explanation of his background.

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Councilmember Duncan said he thinks is good to have people that work in businesses in the community, but there may be some concerns about specific conflicts. Mr. Haddick stated he has actually discussed that issue with his boss and he has determined that he would abstain from participating in voting on any issue that would be a conflict for him. He stated he would participate in the discussion of the item, but he would not vote.

[6:47:38 PM](#)

Review agenda item 12: contract award for 2500 W. 700 S. roadway improvement project.

A memo from the Public Works Director explained that enclosed is the bid tabulation graph for the bids opened February 5, 2013 for the above referenced project. This project includes utility infrastructure upgrades with widening on 700 South from 2500 West to St. Andrews Drive and widening 2500 West from 1700 South to 700 South. The low bidder and bid amount are as follows: Advanced Paving and Construction, Inc.; bid amount: \$2,770,275.00. We have reviewed the submitted bid from all bidders and recommend awarding the contract to Advanced Paving and Construction, Inc. as soon as possible. Please call us with any questions you may have regarding this information. Once the Notice of Award has been executed we will forward them to the contractor for signature. This project is one that was identified in our list presented to City Council as a high priority due to road width safety concerns and poor existing asphalt conditions. City crews will paint all crosswalks and furnish and install all signs for the project. The cost for purchasing the signs is estimated at \$10,000. The construction will begin as soon as contract documents are in place and be completed in August. The overall cost for the project came in about \$216,000 less than the budgeted amount; however the storm drain impact fee budget was approximately \$68,000 over budget. We have proposed increasing the storm drain impact fee budget \$70,000.00 to \$500,000 total for this fiscal year. The bid amount on this project is \$2,770,275.00.

Mr. Whiteley reviewed his staff memo.

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Councilmember Lisonbee asked Mr. Whiteley if he is concerned about change order due to the spread between the lowest and highest bidders. Mr. Whiteley stated he would be concerned if it were a contractor that he does not know or if the spread had been between the lowest and second lowest bidders. He added that Advanced Paving and Construction has done several projects in the City and he is very comfortable with them and their bid.

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Mayor Nagle inquired as to the time frame for the project from start to finish. Mr. Whiteley stated that once the project is awarded it could begin as soon as three weeks later, meaning the project should begin at the beginning of March and will be completed by the end of August.

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Council business

Councilmember Johnson stated he was approached by a couple of residents that asked him questions about requiring permits for installation of a water heater. He asked if people are required to get permits for that type of work. Mr. Eggett and Mr. Whiteley both answered yes and Mr. Whiteley provided an explanation as to why the permits are required. There was discussion of the cost of the permit and the reason for a permit and Mr. Rice suggested that the Council refer those residents to Building Official Riley Jones because he is an expert on the subject. Councilmember Lisonbee stated that it may be possible for Mr. Jones to come to a Council meeting to discuss the issue.

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Councilmember Lisonbee stated that a resident approached her with concerns about the fact that the City requires inspections for home businesses that will not having customers coming to their house. She stated she would like to hear more about that practice as well.

[6:56:02 PM](#)

City Council Work Session
February 12, 2013

Mayor Nagle stated that she mentioned the City's participation with the NUHOPE program and she asked Chief Atkin to provide an explanation of Detective Rowley's participation in the program. Chief Atkin explained Detective Rowley's participation and how it could potentially assist with the suicide problem in the City. Mayor Nagle assisted in reviewing NUHOPE's model. Councilmember Shingleton suggested that information about the program be placed on the City's website. Mayor Nagle stated that will be done and the program will also be reviewed in the City's newsletter. She added that she has reached out to local leaders in the community that can be of assistance.

The meeting adjourned at [7:01:05 PM](#).

Jamie Nagle
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: February 26, 2013