

Minutes of the Work Session meeting of the Syracuse City Council held on March 28, 2017 at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson
Corinne N. Bolduc
Mike Gailey
Dave Maughan
Jordan Savage

Mayor Terry Palmer
City Manager Brody Bovero

City Employees Present:
Finance Director Steve Marshall
City Attorney Paul Roberts
Public Works Director Robert Whiteley
Fire Chief Eric Froerer
Parks and Recreation Director Kresta Robinson
Police Lieutenant Heath Rogers

The purpose of the Work Session was to receive public comments; hear the following requests to be on the agenda:

- Disaster Preparedness Committee report/presentation;
- Utah Department of Transportation (UDOT), re: Antelope Drive project;
- Field reservation fee waiver request, Utah Rebels Baseball;
- Field reservation fee waiver request, Syracuse Youth Lacrosse;
- Syracuse Arts Academy re: use of City fields;
- Presentation by management of The Rush re: contract termination related to closure of swimming pool space; and

discuss camping in City parks; discuss Council training budget; discuss proposal to install sewer stub on 2000 W. to Property Reserve Inc. (PRI) property north of Syracuse High School; conduct the Fire Department biennial review; and discuss Council business.

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Councilmember Gailey led the audience in the Pledge of Allegiance. Councilmember Maughan provided an invocation.

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Public comments

There were no public comments.

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Request to be on the agenda: Disaster Preparedness Committee report/presentation.

An administrative staff memo explained members of the Disaster Preparedness Committee of the City have requested an opportunity to provide the Council with a presentation regarding their new website.

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City Manager Bovero reviewed the staff memo and introduced Kevin Homer, member of the Committee. Mr. Homer used the aid of a PowerPoint presentation to provide the Council with information regarding the Committee.

PURPOSE

The scope and goals of the Syracuse Emergency Preparedness Committee (the Committee) as stated on the Syracuse City website are:

- Make recommendations to the Mayor and City Council on measures the City can take to better prepare for natural disasters and other similar emergencies.
- Communicate and coordinate with City emergency personnel on emergency response protocols involving volunteers.

- Develop and make recommendations to the Mayor and City Council on public education and awareness programs for better preparedness of the City and its residents.

Mr. Homer explained the intent of the YouTube channel is to help accomplish the Goal #3, to provide an additional method of education for the residents of the City with an aggregation of videos related to personal and family preparedness for emergency situations.

LOCATION

The Syracuse Preparedness YouTube channel can be found by opening a browser on any computer or by using the YouTube application on any Internet connected mobile phone or tablet.

- In a browser, in the address field, type in or copy "<https://tinyurl.com/SyracusePreparedness>" or the full URL <https://www.youtube.com/channel/UCjIwqWB2rb0f9I4LyasLPtA>.
- In the mobile device YouTube app, click on the Search icon (magnifying glass), and type "Syracuse Preparedness".
- Also, proposed by Matthew Jones (Committee secretary), creating subdomains for SyracuseUt.com and SyracusePrepares.com for long-term URL maintenance and redirection.

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The majority of YouTube channels, including the Syracuse Preparedness channel, have the following features.

- Title and description
 - The title, description and channel picture can be changed, as the Committee, Mayor and City Council members would deem appropriate.
- Playlists
 - Each Playlist represents a logical grouping of related areas of preparedness topics. A variety of videos are included in each Playlist that provides the viewer with information and instruction about the specific area.
 - The most relevant 2-3 videos of each area are placed at the top of the Playlist.
 - Each Playlist can have videos added or removed, as the Committee, Mayor and City Council members would deem appropriate.
 - Additional Playlists can be added, as the Committee, Mayor and City Council members would deem appropriate.
- Subscriptions
 - Subscriptions create a list of related YouTube channels that the viewer can browse to and view additional information and videos on the Subscribers channel.
 - The Subscriptions that are included on the Syracuse Preparedness channel can be updated as the Committee, Mayor and City Council members would deem appropriate.

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Mr. Homer stated that he has a great interest in emergency preparedness and he participated in a discussion with the Council regarding efforts being made by the Committee to increase the community's capacity to respond in an emergency. Mr. Bovero added that the City's website can link to the Committee's website to provide residents access to this valuable tool that will help them be better prepared. Council discussion centered on the need for the City to monitor whether videos published are pertinent or applicable to situations that could potentially occur in the City. Mr. Homer stated that he views the Committee as an extension of the City and he is willing to allow any member of City staff or the City Council to review content included on the website or the YouTube channel. Councilmember Savage stated that he would recommend the Committee work with the local Community Emergency Response Team (CERT) program to build upon one another and eliminate any duplication in efforts in getting residents prepared to respond to an emergency situation.

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Request to be on the agenda: Utah Department of Transportation (UDOT), re: Antelope Drive project.

A staff memo from the City Manager explained in 2009 UDOT performed road and utility improvements on Antelope Drive, including the road widening. As part of this project, the City entered into a betterment agreement with UDOT to perform certain underground utility projects on behalf of the City, which would be paid for by the City. The project was divided into two phases of the agreement, with a stated bid price of \$568, 140 for the City, however the actual price tag was \$403,539. At some point during the project, certain portions of the

project were moved to a 2nd phase, and additional improvements were made by UDOT at the City's request. The total price of the additional improvements was approximately \$177,000. There was no amended agreement to reflect the additional improvements made in the 2nd phase, although the work was completed by UDOT. UDOT never billed the City for the additional improvements, and the City paid the original contract price in full (\$403,539). In 2014, UDOT returned to the City after receiving comments from an internal audit, indicating that the City had never paid for the additional improvements. Staff has been reviewing all of the charges and discussing it with UDOT since then. Although UDOT made the mistake of not billing the City, and the City complied with the agreement in place, UDOT is asking that the City to pay for those improvements. The memo further explained that while technically, the City has complied with its legal requirements under the betterment agreement, the City did, in fact, receive improvements on its behalf without paying for it. Staff feels that while this mistake was squarely in UDOT's arena, it makes sense to work with UDOT and come to an agreement whereby the City can pay for the improvements it received. In the future, the City will be working hand-in-hand with UDOT on several projects, and maintenance of a good working relationship is in the best interest of the City, and UDOT. Having said that, staff feels that UDOT's ownership of the error could include a partial sharing of the cost to reconcile the difference. UDOT will be in attendance to request an agreement to reconcile the unpaid charges.

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Mr. Bovero reviewed the staff memo. He introduced UDOT Region One representative, Nathan Peterson, and noted staff has worked closely with him and other UDOT representatives to try to resolve the problem. He stated that the City and UDOT currently have a great working relationship and he would like to preserve that going forward to ensure quality projects continue to be completed in Syracuse City.

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Mr. Peterson reiterated Mr. Bovero's explanation of the situation and explained how the underbilling error occurred. He indicated that UDOT is requesting that the City take steps to pay the amount that was not billed as a result of the error; he emphasized that the amount does not include interest and UDOT can offer flexibility for payment of the \$177,000 over the course of multiple fiscal years.

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The Council participated in discussion regarding the request, after which Councilmember Maughan asked if the Council will need to take a formal action to approve the request. Mr. Bovero stated that formal action will come by way of including funding in the City's budget; a budget opening will be necessary to include a portion of the funding in the current Fiscal Year (FY) budget and the remainder will be included in the next FY budget. Mr. Peterson thanked the Council for their consideration of this issue.

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Request to be on the agenda: field reservation fee waiver request, Utah Rebels Baseball.

A staff memo from the Parks and Recreation Department explained Chad Barney, who represents the Utah Rebels Baseball Team, has met with Kresta Robinson, Parks and Recreation Director, and Chad Smout, Assistant Parks and Recreation Director; regarding his field reservation request. Mr. Barney would like to request from the Council a partial fee waiver for field usage of Field Five at Founders Park. The following cost for field reservations requested are as follows:

- 10 Saturdays for 12 hours (\$15/hour): Cost...\$1800.00
- 10 Field preparations (\$25): Cost...\$250.00
- Total Cost...\$2,050.00

The memo concluded Chad Barney, or a team representative, will be present at the meeting to discuss their request, and answer any questions the Council may have.

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Justin Bauerle stated he is the coach of the 10u Utah Rebels baseball team; he summarized the request for the fee waiver and noted that coaches and parents of the team can perform field maintenance between games. He stated the only service needed by the City is early-morning field prep prior to the first game. He stated that use of the fields will draw teams

from all over the State of Utah and this will result in an economic benefit for the City because spectators will spend their money while in the City. Additionally, providing a home field for his team will allow the players to have a sense of pride in the City. Council discussion centered on the logistics of the team's use of the field at Founder's Park and the Council asked for input from City staff. There was a focus on whether there is enough field space to accommodate all needs in the City. Councilmember Maughan stated he supports the request, though he has some concerns: first is proper maintenance of the field and subsidy of private team. He stated that he has considered the actual expenses associated with property maintaining a field and he would be comfortable adjusting the fee schedule to charge a daily fee rather than an hourly fee for use of the fields. Discussion between the Council and staff centered on the process of developing a new policy and fee structure to allow private club sports teams to use City facilities at a reduced cost so long as maintenance requirements are met. City Manager Bovero suggested it may even be possible to solicit private sponsorships of teams or fields to increase the revenue available to cover maintenance costs.

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Councilmember Gailey stated that Councilmembers Anderson and Maughan are very informed about and involved in the recreation programs of the City and he suggested they work together to formulate a proposal for the Council to consider relative to the use of City facilities by private club teams. Mr. Baurele thanked the Council for their consideration and reiterated that the pride the players have in this community is tremendous and this action will only help to grow that pride.

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Request to be on the agenda: field reservation fee waiver request, Syracuse Youth Lacrosse.

A staff memo from the Parks and Recreation Department explained Amber Lukenbaugh and David Hall, representatives of the Syracuse Youth Lacrosse, have met with the Parks and Recreation Department staff; regarding their field reservation request. They would like to request from the council a partial fee waiver for field usage at Linda Vista Park. The following cost for field reservation request are as follows:

- Practices:
 - 10 Tuesdays for 2 hours (\$15/hour): Cost... \$300.00
 - 10 Thursdays for 2 hours (\$15/hour): Cost... \$300.00
 - 10 Fridays for 2 hours (\$15/hour): Cost ...\$300.00
 - Games:
 - 8 Saturdays for 8 hours (\$15/hour): Cost...\$960.00
- Total Cost...\$1,860.00

The memo concluded Amber Lukenbaugh and/or David Hall will be present at the meeting to discuss their request, and answer any questions the Council may have.

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Mr. Hall stated he is a member of the Syracuse Youth Lacrosse program and he summarized the program's request for use of the Linda Vista facilities for practices and games. The program has grown to over 100 players on six teams in the community. He stated he feels that something similar to what was previously discussed for the Utah Rebels Baseball Team can be negotiated for the Lacrosse program and he is willing to participate in any discussions regarding appropriate fees and agreements between the program and the City for maintenance of the field.

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Council discussion of the request centered on the difference between the use of the field for practice time versus game times. The Council ultimately concluded to reduce the fees to result in a total cost of \$600 for the 10 weeks of practice and eight weeks of game play.

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Request to be on the agenda: Syracuse Arts Academy re: use of City fields.

A staff memo from the Parks and Recreation Department explained on February 28, 2017, during the City Council Work Session, the Council directed staff to construct an agreement with the Syracuse Arts Academy that pertains to Baseball Field #3 (Founders Park). This agreement included the following: Ten-foot (10') extension of existing 'skinned' infield; Installation of base anchors that will accommodate ninety feet (90') bases; Renovate existing designated pitching area to

accommodate various pitching distances (fifty-four feet (54') and sixty feet-six inches (60'6")); Purchase of portable pitching mound, in which Syracuse Arts Academy will provide complete funding for the purchase of the portable pitching mound. In consideration of Syracuse Arts Academy's participation in the improvements, the Council agreed to waive the field rental fee(s) for games, but required payment for all field preparation fee(s), in relation to field rental dates. Subsequently, Matty Bryant, Assistant Principal of the Syracuse Arts Academy, contacted Kresta Robinson, Parks and Recreation Director, with a request to add 'Practices' on Baseball Field #3 (Founders Park), for the Syracuse Arts Academy's Baseball Team, to the interlocal agreement.

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Ms. Robinson reviewed her staff memo. She stated she has worked with Mr. Bryant to develop a schedule for use of the field at Founders Park that will not conflict with City use of the fields for Syracuse recreation programs. She stated that City Attorney Roberts is in the process of negotiating an agreement between the City and the Arts Academy relating to proper preparation and maintenance of the fields to reduce any liability the City would have for the condition of the field.

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Mr. Bovero then noted that he thinks it is great that the City Council is willing to work with local sports clubs to allow use of City facilities for their programs in the vein that doing so will result in an economic benefit for the City. However, he asked that the Council keep in mind that over the past year, Ms. Robinson has been under intense pressure to generate revenue through recreation programming. He asked that the Council recognize that any reduction or waiver of fees is a policy decision that will ultimately impact the revenue generation of Ms. Robinson's Department. Councilmember Maughan stated that he would still like for the Recreation Department to have a goal of being self-sustaining or revenue generating; he believes the requests that have been considered tonight could potentially result in revenue generation through another stream. Councilmember Anderson agreed and added that it is important to provide those interested in renting City facilities with a justification for the fees that are being charged. Councilmember Gailey stated that he would like for a subcommittee of the Council to work to develop a policy regarding rental activities; this will give staff proper guidance for these types of situations in the future.

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Presentation by management of The Rush re: contract termination related to closure of swimming pool space.

A staff memo from the Community and Economic Development (CED) Department explained that earlier this year the Rush Funplex was found to be in breach of contract with the redevelopment agency after they stopped operating their swimming pool. They would like to present to the council a proposal to continue to receive tax increment and justify a new contract with the Redevelopment Agency to collaborate in funding these operations.

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Kenny Gertge, General Manager of The Rush Funplex, approached to discuss the recent closure of the swimming pool space at The Rush. He also summarized the newest proposal of The Rush; management is seeking amendment of the contract to allow for new venues in the swimming pool space that could potentially generate four times the revenue previously generated by the aquatic use. The Rush management feel that these new venues will benefit the entire community as a whole and will draw from many areas and turn the Center into a destination location.

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Mayor Palmer then conducted a discussion among the City Council regarding the request; there was a focus on financial data provided by The Rush to illustrate the losses experienced by the facility due to continued operation of the aquatic feature. Councilmember Maughan stated that he would like to see financial data for the past three years; this data may be similar to information provided to lending institutions to secure a loan for improvements to the Center. Ed Gertge, Owner of The Rush Funplex, stated that he has profit and loss data for the past three years that he can provide to the City. He can also provide data maintained by the lending institution used by The Rush. Councilmember Bolduc added that she would also like to see a report detailing the cost of the improvements to be constructed in the swimming pool space; she would like for expenses to be itemized. Ed Gertge stated that some costs are unknown because bids have not been secured for total buildout of the space. Councilmember Savage stated that the City needs as much information as possible in order to respond to citizen concerns regarding the City's continued financial support of The Rush. Councilmember Maughan agreed. Councilmember Anderson stated that some citizens feel that continued City support of The Rush is the same as continued investment in a failing business and that is something that she does not want to be party to. She stated that before agreeing to continue the agreement between the City and The Rush, she wants detailed business models or other information that illustrates that the

new plans for the aquatic space are feasible and can succeed in this community. Mr. Bovero stated that he can send an email to The Rush detailing all of the documentation requests made by the Council. Ed Gertge stated he has no objection to providing the information requested by the Council.

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Discussion regarding City policy re: camping in parks.

A staff memo from the Parks and Recreation Department indicated that Syracuse City Ordinance 4.35.180 reads: “Camping or sleeping overnight in City parks or multi-use open space is permitted upon obtaining a permit from the Parks and Recreation Department of the City.” The ordinance also states, in Section 4.35.130, that “persons may camp overnight in designated areas.” At this time, the City does not have a policy for overnight camping, or where designated areas for camping shall be. The Parks and Recreation Department would like to propose the following:

Rules and Regulations:

- Camping will only be permitted during fair weather conditions.
- Camping may not exceed a 24-hour period by the same group. Check-in will be no earlier than 1 PM, with check out time, no later than 12 PM the following day.
- A \$1,000,000 liability insurance policy must be provided to the City before permit will be approved.
- A \$50.00 minimum fee will be charged to the credit card (provided at the time of reservation) when rented facilities are not left in the condition in which they were found.

Fee Schedule:

Small group campouts will consist of 1-20 people.

Large group campouts will consist of 21-200 people. (One permit will be issued per month)

- Small group camp rental fee: \$20.00
- Large group camp rental fee: \$100.00
- Pavilion rental fee: \$100.00/per pavilion
- Jensen Visitor Center rental fee: \$250.00

Designated areas for Camping:

- Jensen Nature Park
 - Large and Small group camping allowed
- North Canterbury Park
 - Small group camping allowed
- 1475 West Detention Basin
 - Small group camping allowed

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Ms. Robinson reviewed her staff memo and facilitated a discussion among the Council regarding development of a policy that would provide opportunities for camping in City parks; there was a focus on issues such as fees charged to users, the maximum length of time for a camping reservation, regulation of open fires, availability of electricity hook-ups, and general liability of the City associated with allowing camping. Ms. Robinson indicated that she will use Council feedback and work with City Attorney Roberts to formulate a draft ordinance for the Council to consider in order to officially provide for parking in City parks.

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Discussion re: use of City Council training budget.

An administrative staff memo explained this is an open discussion item for the City Council members to discuss various uses for the training budget. Historically, this budget item has been used for the following items:

- ULCT Spring and Fall Conference
- EDC Utah training
- Leadership training at budget retreat
- Local Officials training day at state legislature
- ICSC Conference
- Food & Supplies for budget retreat

The Council has budgeted \$6,000 per year over the past 4-5 years for its travel and training budget. Below is the actual amount spent:

- o FY2012 = \$3,167.11
- o FY2013 = \$2,657.28
- o FY2014 = \$5,887.82
- o FY2015 = \$3,205.58
- o FY2016 = \$2,476.78

The memo concluded most the expense above, were for ULCT spring and fall trainings.

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Mr. Bovero and Finance Director Marshall reviewed the staff memo and facilitated a discussion among the Council regarding future use of the training budget; there was a focus on development of a policy that offers proper direction to the Council regarding use of training funding when they are interested in attending various training courses. The Council concluded to develop a sub-committee made up of staff members as well as Councilmembers Bolduc and Savage to work on development of a formal policy based upon suggestions offered throughout the discussion; the policy will eventually be submitted to the entire Council for formal consideration.

[8:12:50 PM](#)

Discussion re: proposal to install sewer stub on 2000 W. to Property Reserve Inc. (PRI) property north of Syracuse High School.

A staff memo from the Community and Economic Development (CED) Department explained once 2000 West is completed it will be a concrete road; stubbing utilities into that road will costs much more if they are installed after the project is completed. The City Engineer has wisely identified a costly item associated with expected development of the corner of 2000 and SR-193; this is probably some of the most marketable property in the City, but it currently has green belt tax status. Any improvements made to the property by the owner could jeopardize that designation, which still has several years left. For that reason, staff is proposing to put the sewer stub in on behalf of PRI and allow them to reimburse the City for that cos at the time the land either develops or is sold, plus two percent annual interest. This will require both a budget opening and approval of a payback agreement. The contractor for the 2000 West road widening project has estimated this will cost around \$50,000 to install now and could easily approach a \$200,000 price tag to install after the fact. The memo concluded installing the sewer stub now will make the land easier to develop while preventing the need to damage the road at a future date.

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City Planner Steele reviewed the staff memo and asked for Council direction. With minimal discussion, the Council indicated their support for the proposal. Mr. Bovero noted that staff will draft a payback agreement to be submitted to the Council during a future business meeting for formal approval.

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Fire Department combined Biennial/Quadrennial Market Review.

A staff memo from the City Manager explained the Fire Department is pleased to be able to discuss and present an in-depth review of the department with the City Council, including points that affect operations and the overall direction of Fire and Emergency Medical Services delivery within our jurisdiction. City Administration has identified four main areas of focus for the discussion, including Apparatus Replacement, Staffing, Consolidation considerations, and Dispatch Efficiency. Staff also wants to discuss wage benchmarks and compression in hopes the discussion yields insight and support for current and future services.

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Chief Froerer reviewed the staff memo and used the aid of a PowerPoint presentation to provide the Council with more in-depth information regarding the operations of his Department. He noted the mission of the Department is as follows:

"As professional firefighters, we will respond to serve and assist the citizens of our community in their time of need with courage, conviction and compassion."

He noted the areas of focus in his presentation will be:

- 1) Apparatus Replacement – Transport Engine
 - Enhanced Response Resource
- 2) 5 – Person Staffing

- Overlapping Incident Coverage
- Short-staff Exposure
- 3) Consolidation
 - Pros & Cons
 - Service Delivery, Manning, Resources
- 4) Dispatch Efficiencies
 - Consolidated Server Concept
 - Full Physical Consolidated Dispatch

He discussed the proposal to replace current apparatus with a transport engine and he reviewed a document that included the specifications for the type of transport engine he would pursue purchasing. He then discussed the five-person staffing request; he started by reviewing the staffing history of the City dating back to 1965 when a volunteer Fire Department was first organized in the City. He noted that in 2016 the Department responded to 1022 total incidents; there were 89 overlapping calls, 47 covered by Syracuse City, and mutual aid received for 42 incidents. There were also 631 total ambulance incidents and 391 total fire incidents. The average ambulance run time was 1:03 in 2016. Chief Froerer then reviewed the current roster of the Fire Department using the three full-time/one part-time employee, 24 hours per day, seven days per week model. He also reviewed charts illustrating call volume by the day of the week and the hour of the day and the types of incidents that the Department responds to. He noted that moving to a five-person staffing model would provide for a Captain, Engineer, one full-time Firefighter, and two part-time Firefighters staffed at the Fire Station at all times; this would improve coverage and greater access to a larger pool of Firefighters. Under the current staffing structure, there are times when only two Firefighters may be at the Station and this is problematic if there is another call for service as those employees cannot respond; during these times it is necessary to rely upon mutual aid and Syracuse City provides mutual aid to other agencies in return. City Manager Bovero stated that there is not sufficient funding available to cover the five-person staffing model this year based upon priorities discussed in the recent budget retreat; he noted, however, it is something that can be considered in future years. Chief Froerer then discussed potential opportunities for Fire Department consolidation; he is not advocating for consolidation at this time, but it would be irresponsible to not consider it as a viable option at some point – possibly five to 10 years – in the future. It could eventually be feasible to develop a fire district in the area; this could potentially provide an increased level of service to more residents at a reduced cost. Chief Froerer and Deputy Chief Hamblin responded to questions and comments throughout the presentation regarding things like special events, services and programs offered to the public, current resources and equipment of the Department, options for retrofitting old equipment rather than purchasing new equipment, use of interlocal agreements, call volume compared to other cities or jurisdictions, costs for transitioning to a five-person staffing model, and the benefits of possibly consolidating services at a future date. At the conclusion of the discussion, Mr. Bovero indicated that the biennial review of the Department will continue during the April 25 City Council work session.

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Councilmember Maughan stated that for the next meeting he would like for the Chief to be able to answer the following questions: why is Syracuse Fire Department better than Fire Departments in surrounding cities; and, in which one area could the Fire Department improve and what do they need to make those improvements. He stated he wants to be able to evaluate the Department's trajectory and understand what their goals are. Mr. Bovero stated that he would like for the Department to improve public interface efforts; they are great at 'putting out fires', but improvements can be made relative to working with the public on preventative efforts. Chief Froerer added he would like to understand the public's opinion of the Department because that is what is most important to him. He wants the citizens to feel a strong sense of security when they think of the services offered by the Department. He then stated that relative to morale, it is necessary to address the wage compression issues in the Department; his employees know what Firefighters are paid by other agencies and it can be hard to feel appreciated and have great confidence in the City when steps are not being taken to address wage problems. Councilmember Maughan stated that independent of compensation, he would like to know what can be done to improve the Department. Councilmember Anderson stated that she would like to be made aware of letters of commendation or positive feedback received from residents towards the Fire Department; these are the types of things that make it easier for the Council to build a case for improving the wage structure for Firefighters. Councilmember Savage stated that the Community Emergency Response Team (CERT) program operated by the Fire Department is very high quality. Concluding discussion centered on tenure of various employees working for the Fire Department.

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Council business

City Council Work Session
March 28, 2017

The Council and Mayor provided brief reports regarding the activities they have participated in since the last City Council meeting.

The meeting adjourned at [9:56:42 PM](#) p.m.

Terry Palmer
Mayor

Cassie Z. Brown, MMC
City Recorder

Date approved: May 9, 2017