

Minutes of the Regular meeting of the Syracuse City Council held on April 14, 2015, at 7:11 p.m., in the Council Chambers, 1979 West 1900 South, Syracuse City, Davis County, Utah.

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

Mayor Terry Palmer
City Manager Brody Bovero
City Recorder Cassie Z. Brown

Excused: Councilmember Mike Gailey

City Employees Present:
City Attorney Clint Drake
Finance Director Steve Marshall
Public Works Director Robert Whiteley
Fire Chief Eric Froerer
Police Chief Garret Atkin
Parks and Recreation Director Kresta Robinson
Planner Jenny Schow
Planner Noah Steele

7:14:01 PM

1. Meeting Called to Order/Adopt Agenda

Mayor Palmer called the meeting to order at 7:11 p.m. as a regularly scheduled meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember. Councilmember Duncan provided an invocation. A Boy Scout from a local scout troop then led all present in the Pledge of Allegiance.

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COUNCILMEMBER DUNCAN MOVED TO ADOPT THE AGENDA. COUNCILMEMBER JOHNSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

7:16:40 PM

2. Presentation of the Syracuse City and Wendy's "Award for Excellence"

To Cade Pies and Jenna Saunders.

The City wishes to recognize citizens who strive for excellence in athletics, academics, arts and/or community service. To that end, in an effort to recognize students and individuals residing in the City, the Community and Economic Development, in conjunction with Jeff Gibson, present the recipients for the "Syracuse City & Wendy's Award for Excellence". This monthly award recognizes the outstanding performance of a male and female who excel in athletics, academics, arts, and/or community service. The monthly award recipients will each receive a certificate and be recognized at a City Council meeting; have their photograph placed at City Hall and the Community Center; be written about in the City Newsletter, City's Facebook and Twitter Feed, and City's website; be featured on the Wendy's product television; and receive a \$10 gift certificate to Wendy's.

Mayor Palmer noted both teens receiving the award for March 2015 were nominated by Syracuse Junior High School.

Cade Pies

Syracuse Junior High hereby nominates Cade Pies for the Syracuse City Excellence Award. Cade is a 9th grade student and has been one of the most valuable and successful Seahawks during his time at Syracuse Jr. He has been and is currently an elected school officer and has always had a great attitude and work ethic. He has also participated on the sports teams and is currently the manager for the wrestling team. He is always aware of what needs to be done and steps in and works with enthusiasm and dedication. Cade is a person of high moral quality and a credit to the school and city.

Jenna Saunders

Jenna is a bright, happy and smart young lady. She takes responsibility for her learning and is disciplined in understanding concepts in class, even though they may be difficult. Jenna is a great example to her peers and assists in any way she can. She is not afraid to ask questions or get help, which shows Jenna's maturity and motivation to be an excellent student and person. She is respectful of those around her and is always striving to be the best person she can be and that person is pretty great! She has been successful in her three years at Syracuse Jr. and will be a great success in the future. We are lucky to be able to associate with a wonderful young woman such as Jenna.

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3. Approval of Minutes:

The following minutes were reviewed by the City Council: Work Session and Regular Meeting of March 10, 2015 and the Work Session and Special Meeting of March 24, 2015.

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COUNCILMEMBER PETERSON MADE A MOTION TO APPROVE THE MINUTES LISTED ON THE AGENDA. COUNCILMEMBER DUNCAN SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

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4. Public Comments

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TJ Jensen referred to the Elmore Plaza concept plan item that was included on the work session agenda and stated that it is an application that was submitted last year, but approval expired and the applicant was required to resubmit. The plan is essentially unchanged and he wondered if the Council would be amenable to considering amending the fee schedule to offer a price break for developers who are resubmitting expired plans that are unchanged. He then reported Planning Commissioner Trevor Hatch informed the Commission that he will be moving out of Syracuse and he would like for the Mayor and Council to act quickly to fill his position to prevent a situation from arising where the Commission may not have a quorum. He thanked Mr. Hatch for his service and indicated he has been a great Planning Commissioner.

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5a. Recognition: National Volunteers Week – Recognition of Police Department Volunteers

April 12-April 18, 2015, has been set aside as National Volunteer Week. This national week of recognition was first established by President Nixon in 1974; a new proclamation has been issued by the President each year since its inception. One purpose of National Volunteer Week is to recognize those who have given back to their community through their acts of service.

In the spring of 2013, Syracuse Police Department partnered with the Syracuse Lion's Club to build a Volunteers in Police Service (VIPS) program. The majority of volunteer efforts have centered on administering fingerprinting services for the public. Prior to the partnership, officers had to be called in from the field to perform this duty; volunteers have allowed the Department to continue this valuable community service, while keeping officers out patrolling the community. Volunteers have also helped with data entry and other administrative functions within the Department.

In 2014, members of the Syracuse Lion's Club donated over 240 hours to the Department. Based on a national estimate of what volunteer time is worth, the service of our volunteers has been a benefit in excess of \$5,400.00

It is with great pride and admiration that I present the members of our Volunteers in Police Services program to the Mayor and Council for recognition.

Volunteers who donated between 50 and 100 hours

Lynn John

Sandra John

Steven Anderson

Eric Ellington

Volunteers who donated up to 50 hours

Merl Thurgood

Chris O'Shea

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Chief Atkin reviewed his staff memo and recognized volunteers in attendance at the meeting.

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5b. Recognition: Recognize Fire Fighters who have completed specialized training courses.

Chief Froerer reported that several of the Fire Fighters he planned to recognize this evening were unable to attend the meeting due to severe weather conditions; he asked that the item be deferred to the next City Council business meeting.

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Chief Froerer reported it is necessary to defer this item to the next business meeting agenda as those that he planned to recognize were not able to attend due to unforeseen circumstance.

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6. Authorize Administration to write-off outstanding utility accounts due to bankruptcy, bad debt, or low income.

A staff memo from the Finance Director explained periodically it becomes necessary to write-off utility billings because amounts are no longer collectable due to bankruptcy.

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Mr. Marshall reviewed his staff memo and referred the Council to a spreadsheet identifying accounts with outstanding amounts that are subject to the proposed write-off.

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COUNCILMEMBER DUNCAN MADE A MOTION TO AUTHORIZE ADMINISTRATION TO WRITE-OFF UTILITY ACCOUNTS DUE TO BANKRUPTCY, BAD DEBT, OR LOW INCOME. COUNCILMEMBER PETERSON SECONDED THE MOTION. Councilmember Gailey was not present when this vote was taken.

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7. Final Subdivision Plan, Wilcox Meadows Phase 1 (name change from Wilcox Farms), Castle Creek, located at 1200 S. 3000 W., R-2 Zone.

A staff memo from the Community and Economic Development Department explained this request is for final approval the first phase of the Wilcox Farms Subdivision. This phase will complete 1200 South through to 3000 W. There development consists of two phases. The Planning Commission moved to recommend approval, to the City Council, of the Final Plan for Wilcox Meadows Phase 1.

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City Planner Schow reviewed the staff memo.

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COUNCILMEMBER LISONBEE MADE A MOTION TO GRANT FINAL SUBDIVISION PLAN APPROVAL FOR WILCOX MEADOWS PHASE 1, CASTLE CREEK, LOCATED AT 1200 S. 3000 W., R-2 ZONE. COUNCILMEMBER JOHNSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

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8. Final Subdivision Approval, Steed Lake View Farm phase 1, Lake View Farm 1, LLC, located at 700 S. 3000 W., R-2/R-3 Zone.

A staff memo from the Community and Economic Development Department explained The Final Plan for the Steed Lakeview Farm includes two zones, R-2 and R-3. The R-3 zone was approved by the Planning Commission and City Council as a buffer to the anticipated West Davis Corridor that may run adjacent to the westerly boundary. The subdivision proposes to develop in 5 phases. The developer has worked with the city engineer to coordinate the road improvements that will be made along both 3000 W and 700 S. Please see staff reviews for further information. The Planning Commission moved to recommend approval, to the City Council, of the Final Subdivision Plan for Steeds Lakeview Farm Phase 1.

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City Planner Schow reviewed the staff memo.

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COUNCILMEMBER DUNCAN MADE A MOTION TO GRANT FINAL SUBDIVISION PLAN APPROVAL FOR STEED LAKE VIEW FARM PHASE 1, LAKE VIEW FARM 1, LLC, LOCATED AT 700 S. 3000 W., R-2/R-3 ZONE. COUNCILMEMBER PETERSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

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9. Proposed Resolution R2015-12 adopting comprehensive edits to chapters 12-24 of the Personnel Policies and Procedures Manual.

Finance Director Marshall reported the Council determined to continue discussion of this item during the next extended work session meeting.

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COUNCILMEMBER DUNCAN MOVED TO TABLE CONSIDERATION OF PROPOSED RESOLUTIN R2015-12 ADOPTING COMPREHENSIVE EDITS TO CHAPTERS 12-24 OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL. COUNCILMEMBER LISONBEE SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

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10. Authorize Administration to execute purchase and installation agreement for Community Center Backup Generator Project.

A staff memo from the Information Technologies (IT) Director explained this contract represents a purchase and installation agreement for a backup generator at the Community Center. This would provide power to the entire building in the event of an emergency and can be used as a shelter. It would also protect against damage from freezing and heat to the interior infrastructure. The City received the following four bids:

- Hawk Electric - \$92,000.00.
- CR Lighting & Electric Inc. - \$85,266.00.
- Neuwave Electric -\$95,450.00.
- Sorensen Companies Inc.-\$83,912.00.

After reviewing all bids that were submitted, staff recommends the Council select CR Lighting and Electric based upon their recent project history that closely matches the size and scope of the generator that Syracuse City has requested. The lowest bid was rejected due to their project history not being comparable in size.

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IT Director Peace reviewed his staff memo.

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Councilmember Peterson inquired as to the budget for the project. Mr. Peace stated that the budget set was to cover two generators and it was \$140,000. He stated this project will take more than half of that budget, but staff understood that the Community Center generator would be the more expensive of the two as the generator located at Public Works will be much smaller.

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COUNCILMEMBER DUNCAN MADE A MOTION TO AUTHORIZE ADMINISTRATION TO EXECUTE PURCHASE AND INSTALLATION AGREEMENT FOR COMMUNITY CENTER BACKUP GENERATOR PROJECT. COUNCILMEMBER JOHNSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

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11. Councilmember reports.

At each meeting the Councilmembers provide reports regarding the meetings and events they have participated in since the last City Council meeting. Councilmember Duncan's report began at [7:36:30 PM](#). He was followed by Councilmembers Lisonbee, Johnson, and Peterson. Councilmember Gailey was not present to provide a report.

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12. Mayor's Report.

Mayor Palmer's report began at [7:42:49 PM](#).

[7:46:11 PM](#)

13. City Manager report

City Manager Bovero's report began at [7:46:16 PM](#).

[7:49:40 PM](#)

14. Consideration of adjourning into Closed Executive Session pursuant to the provisions of Section 52-4-205 of the Open and Public Meetings Law for the purpose of discussing the character, professional competence, or physical or mental health of an individual; pending or reasonably imminent litigation; or the purchase, exchange, or lease of real property.

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COUNCILMEMBER DUNCAN MADE A MOTION TO ADJOURN INTO CLOSED EXECUTIVE SESSION PURSUANT TO THE PROVISIONS OF SECTION 52-4-205 OF THE OPEN AND PUBLIC MEETINGS ACT FOR THE PURPOSE OF DISCUSSING THE PURCHASE, EXCHANGE, OR LEASE OF REAL PROPERTY. COUNCILMEMBER PETERSON SECONDED THE MOTION. THE FOLLOWING ROLL CALL VOTE WAS TAKEN: VOTING "AYE" – COUNCILMEMBERS DUNCAN, JOHNSON, LISONBEE, AND PETERSON. VOTING "NO" – NONE. Councilmember Gailey was not present when this vote was taken.

The meeting adjourned at 7:50 p.m.

The meeting reconvened at 8:59 p.m.

At 8:59 p.m. COUNCILMEMBER JOHNSON MADE A MOTION TO ADJOURN. COUNCILMEMBER PETERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

Terry Palmer
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: May 12, 2015