Town of Portage

Council Meeting and Budget Hearing

Wednesday, February 13, 2019

Portage Town Hall

25880 N 9000 W Portage, Utah

Minutes

**Attendance**: Mayor Nic Tree(arrived @6:02)

Council Member Katherine Munns

Council Member Lesley Smith(arrived @6:10)

Council Member Martina John

Treasurer Debbie Lucas

Clerk/Recorder Melissa Neilson

**Absent:**Sargent Bennett

**Visiting:**Norma Lasa, Chelsie Nelson, Cindy Gevas, Leslie Gibbs, Grant Smith, Jeremiah Kingston.

**Call to Order -**6:00 PM

**Opening Ceremony-**

**Pledge of Allegiance :**Katherine Munns

**Prayer :**Martina John

1. **Review and approve minutes from January 9th 2019 Town Council Meeting-** Each member of the Council was provided a draft copy of the minutes to review.

**Motion to approve the meeting minutes from the January 9th, 2019 Town Council meeting by Council Member Munns, seconded by Council Member John. Motion passed.**

Aye Votes: Mayor Tree, Council Member Nelson

1. **Review and approval of January 9th- February 13th, 2019 bills/payroll**

Each member of the Council was provided a copy of the bills to review. There was a check for the Real water association and the Chemtect-ford inc. for the Nitrate sample that is performed annually.

**Motion to approve bills/payroll from January 9th- February 13th, 2019 by Council Member John, seconded by Council Member Nelson. Motion Passed.**

Aye Votes: Mayor Tree, Council Member Munns

1. **Review Financial Report, Bank Reconciliations and Water adjustments or write-offs -** Copies were provided to all Council members to review. Everything was correct.
2. **Amend the 2018-2019 FY budget.**-Copies were provided to all Council members to review and the public had access to copies as well.

**Mayor Tree;** We got a letter from the State, stating that we had more income and we have to spend that money in a timely manner so that the tax payer can benefit from those taxes now. We have an increase budget for line 4140(budget report)-office management to $28,655.00. Office management can use those for what they need but it will most likely be used to pay the Lawyer fees. we also increased the budget for line 4570 (budget report)-Park Mower to $10,000. We felt like the park mower was a good investment for the town. We can also have a new budget hearing to move the money to any other location that is needed. This money is from unrestricted accounts that we have just been saving up.

**Member John:** None of the money that we got from the grant is shown in the roads budget correct? **Mayor Tree -**The money from FEMA has gone through, but we won't see the grant money for the roads project until April. **Member Munns -** What happens to the money if we don't use it in the budget year?**Mayor Tree -** We still get it but we would have to put it in an unrestricted fund balance saying why we are saving it for things like Lawyer fees. **Member Smith** asked if this money had anything to do with the roads funds and Leslie Gibbs confirmed that the roads is in a restricted account and could not be moved to other departments, but that the roads funds still have to be spent in a timely manner to benefit the tax payer now.

**Motion to pass budget resoulution 2019-02.**

**Role Call: Mayor Tree-AYE. Member John- AYE. Member Munns - AYE Member Smith - AYE. Member Nelson- AYE.  Motion Passed.**

1. **Review and decision on resumes received for TownClerk/Recorder position.**Copies of all resumes were provided to commission members to review.

4 resumes were presented - Katherine Munns, Cindy Gevas, Angela Harper(did not attend) and Grant Smith. **Mayor Tree, Member John and Member Nelson** asked each applicant a number of questions.

**Questions- (1)What is the key to success when communicating with the public?** Grant-Accurate notes and have them quickly available to the public. Cindy-Open communication and access. Katherine- Clear communication.**(2)Share an experience you had in dealing with a difficult person and how you handled the situation?** Cindy- Keep to the facts. Katherine- Like to put myself in their shoes and understand why they are upset and to keep a level head. Grant-First listen and don't even personalize, communicate honestly and keep to the facts. **(3)In your experience, what is key to ensuring the town is compliant with all laws, regulations and standards applicable to your area of responsibility?** Katherine-Staying current. Grant-Keeping current and also going to back to know what is on the books and knowing past laws and keeping track of the budget and every department. Cindy-Add to what was already said but also not be afraid to ask questions. **(4)Member John asked that anyone that takes the job to make sure that they stay organized and are they ready to do that?** Grant- File management is extremely important in this job**.** Cindy- she is not technically challenged. Katherine- She is great at organizing and has come in to companies and help them get organized so that they can operate smoothly. **(5) If you could describe yourself as a vehicle what would it be, what color and why?** Cindy- Range Rover, green. Can go anywhere and do anything(adventure). Grant- Hummer and either black and white, designed to do everything but fly. Katherine- Convertible Ford Mustang, yellow. But also thought Jeep because they are practical and can also have fun in it.

**Mayor Tree** said that if the day of the week needs to be changed to accommodate the new clerk it can be changed as long as it is normal business hours**. Mayor Tree** chose Katherine Munns to be the new Clerk and Recorder.**Member Smith** was concerned that Katherine's children would get in the way of her duties. Katherine assured that they would not**. Member John** asked if Katherine would be able and willing to attend needed classes, Katherine said yes. A vote was taken for support.

**Motioned to appoint Katherine as new Clerk, by Council Member John. Seconded by Member Nelson .**

**Aye votes: Mayor Tree, Member Nelson, Member John**

**Abstain votes: Member Munns and Member Smith.**

**Motion Passed.**

1. **Katherine Munns was sworn in by Melissa Neilson**
2. **The decision to wait a few months to give the Clerk a raise was agreed upon.**

**The Parks and Rec. position will be posted and appointed in April.**

**Public Comment: This is an opportunity for the public to address the Council. Please limit your comments to three minutes:**

**Review of Departments**

1. **Water**- Council Member Nelson-Nothing to report or discuss
2. **Roads**- Council Member Smith

**Member Smith** mentioned that the Portage history book that was at the museum has gone missing. It was the LDS churches copy and so we need to find it or replace it. **Member Smith** also said that there has been weird noises late at night that sounds like gun shots and she called the Sheriff but has not heard back from the department about it.

A- Discussion on water melting on 8800

Water issues from the melting snow, Norma Last has had some flooding at her home because the ditch on the south side on the house was not deep or wide enough so Mike John took his backhoe and dug it out. **Member Smith** was concerned about the culvert south of Member Johns home was plugged up and not draining properly. Member Smith said-We can't do anything about the water issues yet but that we are aware and that will be fixing those issues in April when Bill comes out and determines if we need to replace the culvert or not. Also out on 27100 the water is running crossed the road and that there will be a new culvert in the spring. Some of the land owners along 8800 are concerned about what the road project will do to their driveways. Bill told Member Smith that the driveways will be either the same or even better after the project. **Mayor Tree** suggested that we have a public meeting with Bill Gilson so that he can answer any questions.

B-Borrow ditches- Need to be made deeper.

C- Upcoming road work in the spring. Will start in April. Member Nelson raised the concern of after this work is done on the main road that people will continue to park their semis along it and in the ditches and damage what was just done and that the town spent a lot of money on. He suggested passing an ordinance to keep people from parking their semis or vehicles along that road in the ditches. Member Smith said that she has talked to some of the semi drivers about the road project and that while it is ongoing that they would have to find somewhere else to park.

Member Smith just wanted to say that the plow **t**ruck can not plow one persons driveway because if you do it for one then you have to extend that to everyone. The town can't pay for that and take that much of Mikes time.

1. **Planning and Zoning**-Council Member John

**A- Discussion on Master Plan update**; Small typos and page number changes and ordinances. She went to Logan to talk to Zack and he is almost done with the changes. These changes were voted and passed.

**B-Discussion on plan for how to move forward with work**. They discussed how they were going to organize the ordinances.

**C- Index with page numbers for easy reference**.They are going to add an index page to the ordinances. Figuring out what would be the easiest ways to find what you are looking for.

**D- Discussion on question on voting**. Member John she doesn't like voting out loud in font of people and Smith agreed with her and do they have to? Mayor Tree said that Dave Church said that these days that the public needs to hear what your vote was. You could write it down but with this job, just that comes with it and to have thick skin. But that Dave Church advises that you vote out loud. Member Smith that in the book that you can do Lots.

**E- Thoughts on adding maps to ordinances.** Member John asked if adding maps to the ordinances would be a good idea and would the Council agree with that? Also possible adding those maps to the welcome packet so that they know what area they are building. Member Munns said that that info being available to the public to protect the individual but also the Town wouldn't hurt.

1. **Parks and Recreation**- Council Member Munns- Nothing to report. Member Smith asked if the septic tank got pumped and Member Munns said that no that the guy that she hired wasn't able to make it out before it snowed.
2. **Fire Department**- Assistant Chief Robert Barrow- We received $2800 in grant money to buy 3 radios and those are ordered and on their way.
3. **Sgt. Bennett-**Call out report(did not attend because of health issues.)

**Motion to adjourn by Council Member Smith, seconded by Council Member Nelson.**

**Adjournment- 7:24PM**

Passed and Approved this 13th day of March 2019

/S/ Nicolas Tree; Town of Portage Mayor

/S/Katherine Munns; Portage Town Clerk/Recorder