

1 **PROVIDENCE CITY COUNCIL MEETING MINUTES**

2 **Wednesday, March 18, 2020 6:00 PM**

3 **Providence City Office Building,**

4 **164 North Gateway Drive, Providence UT**

5
6 **Opening Ceremony:**

7 Call to Order: Mayor Drew
8 Roll Call of City Council Members: Mayor Drew
9 Attendance: John Drew, Kristina Eck, Carrie Kirk (Video conference), Josh Paulsen (Video conference),
10 Jeanell Sealy (Video conference) Brent Speth (Video Conference)
11 Pledge of Allegiance: Mayor Drew
12 Opening Remarks – Prayer: Carrie Kirk

13
14 **Staff Reports:** Items presented by Providence City Staff (including but not limited to: City Engineer, City Attorney,
15 Public Works Director, and Administrative Services Director) will be presented as information only.

16
17 R Stapley, Public Works Director:

- 18 • Our water system is holding firm. There were no leaks due to the earthquake.
19

20 Skarlet Bankhead, Administrative Services Director

- 21 • We have been working to implement social distancing. We have cancelled our Easter activity that was
22 scheduled for April 11. Recreation is on hold until further notice. However, we have not started refunding
23 yet. We will wait until the end of next week to decide whether we are going to delay the programs or
24 cancel them.
25 • We are allowing employees to work from home or alter their schedule.
26 • J Paulsen asked if we will have an executive session tonight about 100 South. Mayor Drew said that we
27 can have one.
28

29 **Approval of the minutes**

30 **Item No. 1.** The Providence City Council will consider approval of the minutes of February 19, 2020

31 **Motion to approve the minutes of February 19: — K Eck, second — J Paulsen**

32 **Vote:**

33 **Yea: K Eck, C Kirk, J Paulsen, J Sealy, B Speth**

34 **Nay:**

35 **Abstained:**

36 **Excused:**

37 **Corrections**

- 38 • J Bardsley noted that C Kirk requested some changes in the minutes. On line 271, she clarified that her
39 concern was about objectives marked in the 5-15 year column when the objective said that it should be
40 reviewed every 5 years. On line 278, she clarified that she wanted us to use existing incentives for
41 affordable housing, such as those provided by the state.
42 • B Speth brought up line 19, where it says “New Dew Reservoir.” He suggested that the new Dew reservoir
43 be called Redd 2 because it is at the same elevation.
44 • R Stapley said that the name Dew was chosen because we needed some name to refer to it by and we
45 hadn’t received much direction on it. It came by happenstance. There are also two tanks already at the
46 Redd’s area. The names could become confusing if we add another. However, it is not too late to change
47 the name if the Council would like to do so.
48 • K Eck said that the Council was never asked about what the name should be.
49 • R Stapley said that we can discuss the name more at a later time.
50

51 **Public Comments:** Citizens may appear before the City Council to express their views on issues within the City’s
52 jurisdiction. Comments will be addressed to the Council. Remarks are limited to 3 minutes per person. The total
53 time allotted to public comment is 15 minutes. The City Council may act on an item, if it arose subsequent to the

54 posting of this agenda and the City Council determines that an emergency exists.
55

56 **Public Hearing(s) 6:20 PM:** The Providence City Council will hold a public hearing to consider a Request for
57 Disconnection filed by Steve Simmons and Howard Creed for a 0.40-acre property located just south of 700 South
58 in the general area of 330 West. The property was annexed to Providence City in 2011. The purpose of the public
59 hearing is to provide an opportunity for anyone interested to comment on the disconnection before action is
60 taken. The City Council invites you to attend the hearing in order to offer your comments.

61
62 **Administrative Business Item(s):**

63 **Item No. 1. Auditor Report:** Kaela Cornwell, Ulrich & Associates, will review the Annual Financial Report.

64 **Motion to approve the financial report for 2019: — B Speth, second — C Kirk**

65 **Vote:**

66 **Yea: K Eck, C Kirk, J Paulsen, J Sealy, B Speth**

67 **Nay:**

68 **Abstained:**

69 **Excused:**

- 70 • K Cornwell (participating by video conference) referred to page 2 of the report, which states that in
71 the opinion of the auditors, “the financial statements referred to above present fairly, in all material
72 respects, the respective financial position of the governmental activities, the business-type activities,
73 each major fund, and the aggregate remaining fund information of the City of Providence as of June
74 30, 2019.” The city received the highest rating one can receive.
- 75 • K Cornwell spoke about Page 18. The balance sheet is a snapshot in time showing the position of the
76 city. At the top is the city’s assets, cash and receivables. Then there are liabilities such as accounts
77 payable and accrued payroll. Then at the bottom of the page there are fund balances with different
78 restrictions.
- 79 • K Cornwell said that the unrestricted general fund balance is limited by the state. Last year, there was
80 a finding for that because it was too high. This year, we are fine.
- 81 • On page 19, there are revenues and expenditures. On the third line from the bottom, there is the net
82 change in fund balance for the year.
- 83 • K Cornwell explained the Statement of Net Position on page 22-23. This page is about the proprietary
84 [enterprise] funds for water, waste water, and storm water.
- 85 • K Cornwell said that all of the funds except the storm water fund were net positive for net operating
86 income (page 23).
- 87 • All of the funds had a positive change in net position, which shows that the city is charging enough to
88 cover its expenses.
- 89 • K Cornwell spoke about page 36 which shows capital assets not shown on the balance sheet.
- 90 • K Cornwell mentioned long term debt listed on page 37. The only long-term debt that the city has is
91 [the water revenue bond].
- 92 • K Cornwell spoke about page 49. It shows revenues and expenditures and compares them to the
93 budget. Providence City generated more revenue and spent less than it budgeted for. K Cornwell said
94 that if we see expenditures over budget, we have to report it to the state. There were no such
95 findings.
- 96 • We had no findings regarding internal controls or state compliance.
- 97 • K Cornwell spoke about the management letter [that was sent with the report]. It covers items that
98 don’t rise to the level of a finding but should still be brought to the attention of the city. She noted a
99 few things. First, our franchise taxes from Comcast weren’t being received because Comcast didn’t
100 have our correct address. Second, there were many accounts receivable items that were significantly
101 past due. Finally, the balance sheet accounts should be reconciled on a monthly basis. There were a
102 few that needed to be adjusted at year end this year.
- 103 • K Cornwell said that this year, the city kept its general fund balance within the limit set by state rules
104 by transferring money to the capital project funds. There was no finding on the general fund balance
105 this year.
- 106 • J Paulsen asked about the increase in storm water expenditure between last year and this year.

- 107 • R Snow said that there were additional engineering costs in the amount of about \$25,000.
- 108 • B Speth noted a typo on Page 8, second to last paragraph, second line. It should read “received.”
- 109 • K Eck asked about the large amount of money that is owed to us that we haven’t been collecting. She
- 110 asked why we haven’t been collecting this [utility] money.
- 111 • Mayor Drew said that for people who still live in the city, we shut their water off if they don’t pay.
- 112 The problem is those who leave the city [without paying].
- 113 • R Snow said that we are working on that. J Bardsley, city staff, has been assigned to work on it. We
- 114 have contracted with a collection agency as well. Much of what is owed to us is interest and finance
- 115 charges on late balances. We agree with K Cornwell that we need to put more attention towards
- 116 these past due balances.
- 117

118 **Item No. 2. Cache County Sheriff Report:** Sheriff Chad Jensen will present the Cache County Sheriff’s Office report.

- 119 • C Jensen said that there has been a bit of an increase in [cost] for the contract this year.
- 120 • C Jensen said that the increase is partly due to increased wages in order to reduce turnover. It is also due
- 121 to the fact that Providence uses more hours than we contract for. We are trying to gradually increase the
- 122 contract price towards that number. Providence contracts for about 1498 hours per year. On average,
- 123 Providence uses 4,025 hours per year.
- 124 • C Jensen said that this year, we will probably take more calls for service than we did last year based on
- 125 how many we have done so far this year.
- 126 • Mayor Drew asked about the high turnover rate in the department.
- 127 • C Jensen said that much of the high turnover rate has to do with the current climate within law
- 128 enforcement. Right now, there are about 900 law enforcement jobs open in Utah. We are not even
- 129 getting enough people out of the academy to cover the open spots.
- 130 • C Jensen said that with the changes the department has made, they have been able to have their pick of
- 131 the local academy graduates. Those people will be more likely stay in the valley.
- 132 • Mayor Drew asked how we can get people to stay in the valley.
- 133 • C Jensen said that the morale and attitude in the office are great right now. The wages are also better.
- 134 This will help.
- 135 • Mayor Drew asked what the big obstacle is to recruiting people.
- 136 • C Jensen said that the main obstacle is the attitude and discussion about law enforcement in general. A
- 137 lot of it is cultural. Also, many younger people are not looking for a long-term career. They are not as
- 138 interested in the benefits.
- 139 • C Jensen explained that the department is doing better with their retention. They are also using lateral
- 140 transfers to get people from other agencies.
- 141 • C Jensen spoke about some new things that the department is starting. One is a new probation unit. Drug
- 142 crimes were recently downgraded from felonies to misdemeanors statewide, which makes them ineligible
- 143 for state probation. We want to get them on probation under the [Cache County Sheriff’s Office] so that
- 144 we can reduce their recidivism rate.
- 145 • K Eck asked about jail tours for young people. Maybe it would help reduce crime. C Jensen said that they
- 146 no longer do physical jail tours. They have virtual tours.
- 147 • B Speth asked about the hours that we contract for vs the hours that we use. Are we and other cities
- 148 overworking the department? Is this why people were leaving the department?
- 149 • C Jensen said that we are not necessarily overworking anyone. Every community that we contract with
- 150 uses more than 200% of the hours that they contract for. What is happening is that we may not be
- 151 providing the service that we should to the unincorporated county areas because we are spending that
- 152 time in the contract cities.
- 153 • B Speth asked about probation. Should it be another entity other than the sheriff’s department? It takes a
- 154 tremendous number of hours to run probation.
- 155 • C Jensen said that they have hired new people to run the probation so that it will not affect current
- 156 enforcement levels. Also, he has talked to other states about what they do for probation. Many of them
- 157 do it through the counties. Further, probation can decrease stress on the jail and on enforcement,
- 158 because the probation officers are taking care of those repeat offenders.

- 159 • C Jensen spoke about the idea of creating a county-wide impound facility for animals. The project has
- 160 been proceeding slowly.
- 161 • Mayor Drew asked if the Sheriff's office will take on cats as well.
- 162 • C Jensen said that they will, but each community will have to pay for the things that they want to do with
- 163 regards to cats. The facility will house cats.
- 164 • Mayor Drew asked about the Cops Fast program.
- 165 • C Jensen said that it is a great idea, but after the grant runs out, it creates some problems. He said that
- 166 although the county is growing, and the department could probably use a few more officers, it is not an
- 167 emergency. He is not concerned with the level of service they are currently providing with the current
- 168 number of officers.
- 169 • J Paulsen asked if we could have the data for the number of calls over the past 5 years in Providence. C
- 170 Jensen said that he can get that data to the City.
- 171 • J Paulsen asked about the process if someone has an animal control problem after the usual animal
- 172 control business hours.
- 173 • Lieutenant Bartschi of the Sheriff's department said that they have three animal control officers. They
- 174 work until about 10 PM all days of the week. When someone calls dispatch, if there is not an animal
- 175 control person on duty, we send another officer. Sometimes dispatch may mistakenly tell people to wait
- 176 until animal control is on duty.

177
 178 **Item No. 3. Resolution 007-2020 Law Enforcement Contract:** The Providence City Council will consider for
 179 approval a resolution approving the Interlocal Agreement between Cache County and Providence City for law
 180 enforcement services.

181 **Motion to approve resolution 007-2020 Law Enforcement Contract: — C Kirk, second— J Sealy**

182 **Vote:**

183 **Yea: K Eck, C Kirk, J Paulsen, J Sealy, B Speth**

184 **Nay:**

185 **Abstained:**

186 **Excused:**

187
 188 **Item No. 4. Resolution 008-2020 Animal Control Contract:** The Providence City Council will consider for approval a
 189 resolution approving the Interlocal Agreement between Cache County and Providence City for animal control
 190 services.

191 **Motion to approve Item No 4 Resolution 008-2020 Animal Control Contract: — C Kirk, second — J Paulsen**

192 **Vote:**

193 **Yea: K Eck, C Kirk, J Paulsen, J Sealy, B Speth**

194 **Nay:**

195 **Abstained:**

196 **Excused:**

197
 198 **Item No. 5. Resolution 009-2020 Bid Award:** The Providence City Council will consider for adoption a resolution
 199 awarding the bid for Spring Creek Parkway.

200 **Motion to approve extending the contract to Cache Valley Excavation for the bid price: — B Speth, second — C**
 201 **Kirk**

202 **Vote:**

203 **Yea: K Eck, C Kirk, J Paulsen, J Sealy, B Speth**

204 **Nay:**

205 **Abstained:**

206 **Excused:**

207 **Comments:**

- 208 • R Stapley said that M Pierce and R Snow and himself have gone through the bid tabulations. The low bid
- 209 didn't do the unit pricing, so we didn't continue to look at it. The second lowest bid was Cache Valley
- 210 Excavation. R Stapley does not have a lot of experience overseeing their work, but has no reason not to

- 211 recommend them. R Stapley spoke with the owner, and he was confident with the numbers he put on the
212 bid. R Stapley also questioned the owner about some of his line items and felt more comfortable after
213 hearing his answers.
- 214 • B Speth asked about the line item called “surface restoration and earthwork.” Cache Valley Excavations’
215 estimate for that item was different from the others.
 - 216 • R Stapley said that this line items is about restoring vegetation and wetlands. In this case it will also
217 include restoring some of the nearby charter school’s grass. Cache Valley Excavations’ estimate was
218 within an average range of some other bids [which were not included in this packet].
 - 219 • B Speth said that we have several different prices on curb and gutter. It seems like it should be more
220 standard.
 - 221 • R Stapley said that most of these companies will use subcontractors for concrete work. Hopefully they
222 have done their homework.
 - 223 • B Speth asked if we anticipate significant change orders. Some companies bid low and then make their
224 money on the change orders.
 - 225 • R Stapley said that he thinks we have things pretty well figured out. We are near a wetland, we might
226 have soft spots that need repairing, and weather can also be a problem sometimes. However, he does not
227 foresee anything major at this point in time.
 - 228 • B Speth asked what kind of bridge this will be.
 - 229 • R Stapley said that it will be a 30” concrete culvert. This is a creek that feeds into Spring Creek, not the
230 main Spring Creek.
 - 231 • Mayor Drew asked about unit pricing and why it is important in evaluating the bids.
 - 232 • R Stapley said that unit pricing allows us to understand where the bid came from. It also allows us to keep
233 a lid on the change orders, because we can use those same unit prices on the change orders.
 - 234 • K Eck asked where Naylor Construction [the lower bidder without unit pricing] is located. R Stapley said
235 that [the owner] lives on Hillsborough Drive in Providence. K Eck asked if we would we ever go back and
236 ask them to give us the information they are missing on their bid.
 - 237 • R Snow said that it is pretty standard to reject a bid that doesn’t have unit pricing. He never saw this in his
238 years of dealing with bidding. It is a red flag. It is normal to consider a bid like this non-responsive.
 - 239 • Mayor Drew asked when they would plan to start. R Stapley said that Cache Valley Excavation was waiting
240 to hear back from us before they took on more work. R Stapley said that there might be some delay due
241 to the stream alteration permit. However, we are anticipating that they might be able to start in early
242 July.
 - 243 • J Paulsen asked if the City Manager should be included in the contract language on the resolution.
 - 244 • S Bankhead said that on contracts it is usually the Mayor who signs and the City Recorder who attests to
245 the Mayor’s signature.

246
247 **Item No. 6. Resolution 010-2020 Wastewater Treatment Impact Fee:** The Providence City Council will consider for
248 adoption a resolution setting the impact fee for wastewater treatment facilities.

249 **Motion on resolution 010-2020 that we approve the impact fee for wastewater treatment facility: — B Speth,**
250 **second — K Eck**

251 **Vote:**

252 **Yea: K Eck, C Kirk, J Paulsen, J Sealy, B Speth**

253 **Nay:**

254 **Abstained:**

255 **Excused:**

256 **Comments:**

- 257 • S Bankhead said that we used the exact amount that was discussed in the impact fee facilities plan and
258 analysis.

259
260 **Legislative Business Item(s):**

261 **Item No. 1. Ordinance No. 2020-004:** The Providence City Council will consider for adoption an ordinance granting
262 a request to disconnect a 0.40-acre parcel located south of 700 South in the general area of 330 West.

263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314

Council Reports: Items presented by the City Council members will be presented as informational only; no formal action will be taken. The City Council may act on an item, if it arose subsequent to the posting of this agenda and the City Council determines that an emergency exists.

Carrie Kirk

- Youth Council is discontinuing meetings [because of the coronavirus]. The Easter event was also cancelled.

Brent Speth

- We have gone through the General Plan with K Eck and R Snow and made some changes. We made some positive steps.
- K Eck said that she enjoyed the process of the subcommittee. We got a lot done. We tried to take the 30,000 ft view with the Plan. Much of the plan was too specific. We wanted to simplify things. She feels very good about it. B Speth agreed.
- B Speth attended three emergency preparedness meetings. He said that he can be a facilitator to establish an emergency management group in Providence. However, we need to create a structure within the city that would continue emergency management after he is off of the council
- B Speth said that we have a great resource for emergency management through The Church of Jesus Christ of Latter Day Saints. The Church has a plan that during an emergency, everyone will check their own home first and then report to the Stake Center and bring whatever they can to contribute (medical skills, etc) . B Speth said that the city has its own issues, such as the water system, etc. We won't have to go door to door, [because the church can cover that aspect.] The County and the State will provide the training for emergency response. They can also provide funding.
- B Speth said that in an emergency, we will need to rely upon ourselves for at least 72 hours. We may not have a fire department, etc. We cannot rely on Logan or Cache County.
- B Speth said that R Snow will start attending the emergency meetings.
- B Speth spoke about the organizational chart. Where does the city attorney come in? He feels that the Council should approve with a vote any seeking of legal counsel. The Council controls the purse strings.
- Mayor Drew mentioned the ward and stake organizations and emergency management. They communicate with HAM radio, and Mayor Drew was asked to be an operator for the ward that covers his area. However, the structure never went anywhere.
- B Speth said that emergency management is moving to the stake level. Maybe we can help as a city by keeping it in the forefront of the Stake President's mind.
- B Speth said that the Historic Preservation Commission is engaging someone from Utah State to write a history of the water companies.
- B Speth reported that the first two cases of coronavirus are in Cache Valley.

Kristina Eck

- K Eck said that the survey we did on the city celebration indicated that September is the best month for it. She asked the Council if there is anyone that has interest in helping with the celebration. J Sealy, J Paulsen, and C Kirk indicated that they would like to help. K Eck said she might like to have a country music band play, teach swing or line dancing, etc.
- C Kirk said that she would like to see the results of the survey.
- R Snow said that we are still waiting to send out emails to our Sportsites people and to send the survey in the newsletter. However, we already have 120 responses. Members of the Council can stop by any time to see the current results
- K Eck said that the survey shows that residents want a parade. A parade should be more than throwing candy out of a truck. She used to do bike parades when she was younger. Perhaps we should have a theme parade.
- K Eck brought up floats. C Kirk said that the Youth Council has a float.
- B Speth suggested having a grand marshal. Mayor Drew suggested Glade Davis.
- K Eck said that she would like there to be a theme. She would like us to establish a tradition.
- J Sealy said that she would like the businesses in the community to be involved in the parade.

- 315 • Mayor Drew said that he would like the citizens to be involved in making these celebrations happen
316 instead of relying on the city staff.
317

318 Jeanell Sealy

- 319 • J Sealy and J Paulsen worked on the recreation cost methodology. We made a few adjustments that
320 were productive. We are still tweaking it a little bit.

321 Josh Paulsen

- 322 • J Paulsen said that the bills that ULCT was advocating for went pretty well in the legislature.
323 • J Paulsen said that the legislature passed the affordable housing bill. It provides incentives for private
324 investment in affordable and moderate income housing.
325 • J Paulsen spoke about economic development. What is happening with regards to coronavirus at the
326 national level is fairly significant. It could also affect our local sales tax revenue.
327 • J Paulsen reported that the federal government is working on a stimulus package for the economy.
328 He listened to a discussion with the Governor, Mitt Romney and local leaders.
329

330 Ryan Snow, City Manager:

- 331 • R Snow said that the subcommittees worked very well.
332 • We have purchased a subscription with OpenGov in order to be more transparent with financials on our
333 website, etc.
334 • We are putting many of our forms online.
335 • At this point, we have not closed [our office] due to coronavirus. We are operating at normal business
336 hours.
337 • Due to the lack of work with school crossings, we are employing our crossing guards to help us organize
338 some things in our storage [under] the library.
339 • R Snow said that the items recommended by the traffic engineer for 100 South have been installed. The
340 payments have been made to the property owners. The property owners have requested to have an
341 appraiser come from the Ombudsman's office. The appraiser will come Monday. Other than the appraisal
342 and legal issues, the road is pretty much ready to be opened.
343 • The ULCT has cancelled the Spring Conference.
344 • J Paulsen asked who the ultimate authority on opening [100 South] is.
345 • R Snow said that because the previous Council gave direction to open it, we have been moving in that
346 direction.
347 • C Wooley, City Attorney (participating by video conference) said that the City Council is the ultimate
348 authority in all the decisions that are made throughout the process. The decision was made some time
349 ago to open the road, and so that has been our direction.
350 • J Paulsen requested that on the next City Council agenda that there be a discussion to reconsider the
351 decision to open 100 South.
352 • B Speth said that he would support putting that discussion on the agenda.
353 • The Council discussed whether they should have an executive session tonight to discuss legal issues
354 surrounding 100. J Paulsen said that we would not be able to discuss whether or not to open 100 South
355 during the executive session. We would only discuss legal issues surrounding it.
356 • C Wooley said that discussion could occur during the executive session because there is current litigation
357 occurring related to 100 South. Making a change in direction, however, would need to be an agenda item
358 during a public meeting.
359 • J Paulsen said that he would like the Council to vote on affirming or changing the previous Council's
360 decision at the next meeting.
361 • Mayor Drew said that we should go into executive session to discuss legal issues. J Paulsen agreed, but
362 said that we should make sure that we only discuss those issues that shouldn't be public.
363

364 Mayor Drew

- 365 • The COG meeting that was scheduled for next week has been cancelled.
366 • Mayor's association had dinner last Saturday.

- 367
- 368
- 369
- 370
- 371
- The Wastewater Treatment Rate Committee has not met. The Solid Waste Advisory Board meeting was cancelled.
 - Mayor Drew said that there has been discussion about the plastic bag issue. It has been up in the air. There is evidence that reusable bags carry bacteria and viruses.

372 **Motion to enter executive session: — K Eck, second — C Kirk**

373 **Vote:**

374 **Yea: K Eck, C Kirk, J Paulsen, J Sealy, B Speth**

375 **Nay:**

376 **Abstained:**

377 **Excused:**

378

379

380 **Executive Session Notice:**

381 The Providence City Council may enter into a closed session to discuss pending or reasonably imminent litigation as allowed by Utah Code 52-4-205(1)(c).

382

383 The Providence City Council may enter into a closed session to discuss professional competence or other factors allowed by Utah Code 52-4-205(1)(a).

384

385 The Providence City Council may enter into a closed session to discuss land acquisition or the sale of real property Utah Code 52-4-205(1) (d) and (e).

386

387

388

389 **Motion to close the executive session: — J Sealy, second — C Kirk**

390 **Vote:**

391 **Yea: K Eck, C Kirk, J Paulsen, J Sealy, B Speth**

392 **Nay:**

393 **Abstained:**

394 **Excused:**

395 Executive session closed at approximately 8:52 PM

396

397 Discussion after the executive session:

- 398
- 399
- 400
- 401
- 402
- 403
- 404
- 405
- 406
- 407
- 408
- 409
- 410
- 411
- 412
- 413
- 414
- 415
- 416
- 417
- 418
- 419
- Mayor Drew explained about the referendum that was done on the Chugg property rezone. State Code says that if it is an election year and if it is after January 30th, the initiative will be on the ballot on next municipal election (which in this case is in 2021) unless the Council decides to hold an emergency [special] election.
 - Mayor Drew asked if the Council would like to have a discussion item on a future agenda about having a special election to put the initiative on the ballot this November.
 - J Paulsen asked whether the last Council chose not to put it on the ballot in [2019]. Mayor Drew said that the last Council did not choose to put it on the agenda. K Eck said that she does not remember ever being given the option.
 - C Kirk and J Sealy said that they would be fine discussing it. Mayor Drew asked if it should be a discussion item or an action item. C Kirk wanted an action item.
 - J Sealy said that there might be more citizen input during a Presidential election than if we waited for the next municipal election. K Eck agreed.
 - B Speth said that if we put it on the agenda, we can take the time to consider it properly before the next meeting.
 - R Snow said that while cities control the municipal elections, the County is in charge of the general elections. This is something to consider.
 - J Paulsen asked if it would cost us anything to put the item on the General Election Ballot.
 - R Snow said that the County would probably charge us something. It might be less of a cost than if we did it on our municipal election, but it might not be.
 - J Sealy spoke about the last Planning Commission meeting. Kent Dunkley made a presentation to the Commission in order to get their feelings about adjusting the zoning for a property on the southwest

- 420 corner of the intersection of 1700 South and Highway 165. K Dunkley discussed options including doing a
421 mix of high density housing and commercial, and just doing commercial.
- 422 • Mayor Drew said that this kind of question can put the Planning Commission in an awkward situation. It is
423 best if city staff research the property first and then present their findings to the Commission. If a
424 member of the Commission gives their opinion, and then months later an application is submitted,
425 sometimes they cannot stick to their original opinion.
 - 426 • J Sealy felt that the Commission did a good job listening to the different opinions and choosing their
427 words carefully.
 - 428 • B Speth wondered whether if coronavirus continues on its present course, we will need to think about
429 [granting some sort of relief] for utility payments, etc. We can't give them funds, but maybe we can avoid
430 turning off their water. Maybe someone could come fill out an application if they have a hardship.
 - 431 • Mayor Drew said that there is a mechanism for that. There are programs that BRAG manages which can
432 subsidize someone's utility bills.
 - 433 • B Speth said that maybe we should inform people about these programs in our next newsletter.
 - 434 • J Sealy agreed that we should include the existing assistance options, such as BRAG, in our newsletter.
 - 435 • B Speth said that the program from BRAG requires someone to show that their income is at a certain
436 level. Some people [who may be experiencing hardship during the coronavirus outbreak] would have
437 higher incomes than the threshold. They are experiencing a temporary problem.
 - 438 • C Kirk agreed. She said that some people who are not on salary will be in big trouble.
 - 439 • R Snow said that when we collect [on utilities], we will work with people individually. We make payment
440 plans with them, etc. We do a fairly good job with trying to help people. R Snow believes that the
441 [coronavirus crisis] will last a while.
 - 442 • C Kirk said that we should let people know that they can reach out to us.
 - 443 • R Snow said that if [people struggling with utility payments] becomes a large enough issue, the staff will
444 bring it to the Council. Staff will try to do the right thing during this crisis.

445
446 **Motion to close the meeting: — J Sealy, second — C Kirk**

447 **Vote:**

448 **Yea: K Eck, C Kirk, J Paulsen, J Sealy, B Speth**

449 **Nay:**

450 **Abstained:**

451 **Excused:**

452 Meeting adjourned at approximately 9:11 PM

453 Minutes prepared by Jesse Bardsley

454
455
456
457
458 _____
459 John Drew, Mayor

_____ Skarlet Bankhead, City Recorder