

**M**INUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD  
JANUARY 20, 2016 at 7:00 p.m. in the Vernal City Council room, 374 East Main,  
Vernal, Utah 84078.

**PRESENT:** Councilmembers Ted Munford, Dave Everett, Bert Clark, Travis Allan, and Mayor Sonja Norton. Councilmember Samantha Scott was excused.

**WELCOME:** Mayor Sonja Norton welcomed everyone to the meeting.

**INVOCATION OR UPLIFTING THOUGHT:** An invocation was given by Councilmember Ted Munford.

**PLEDGE OF ALLEGIANCE:** The pledge of Allegiance was led by Councilmember Dave Everett.

**APPROVAL OF THE MINUTES OF JANUARY 6, 2016 REGULAR CITY COUNCIL MEETING:** *Councilmember Bert Clark moved to approve the minutes of January 6, 2016. Councilmember Travis Allan seconded the motion. The motion passed with Councilmembers Munford, Allan, Everett, and Clark voting in favor for a unanimous vote.*

**FY2015 AUDIT REPORT - DOUG RASMUSSEN:** Mr. Doug Rasmussen presented the FY2015 Audit Report to the Vernal City Mayor and Council. He gave the City his opinion that the financial statements present fairly the financial position of the City which is an unqualified or clean opinion. He further explained that the State Auditor's office required local governments to have a clean opinion. Mr. Rasmussen explained that the City's assets exceed liabilities by \$53 million dollars with \$1.8 million dollars being unrestricted. The net increase for 2015 was \$150,000 comprised of government activities and business activities. He noted that sales tax decreased. Also, there is a new reporting requirement, GASB 68, which requires every entity to record their share of the pension liability through Utah Retirement System that is basically unfunded. That figure, \$2.2 million dollars, is reflected in the audit report. The City does not have to come up with those funds, only continue to pay the required contributions, but because of GASB 68, the City must reflect that cost in the financial statements. The City has an unassigned fund balance of \$2,048,644 which is between the 5% minimum and the 28% maximum amount required. Overall, the government funds lost \$345,000 over the past year while the utility funds had a net increase. The water department had a net income of \$596,000 and the sewer department showed \$475,000 reflecting those systems are generating enough revenue to take care of each system. Mr. Rasmussen noted that a separate management letter has been provided recommending a few changes. The first suggestion is to provide a schedule of all State and federal grants received with specific catalog numbers. The second suggestion is the court bail trust account. The bail funds are being paid and receipted properly, but when the funds are forfeited or given back, there is not an easy way to track it with the current software required by the court system. Mike Davis stated his office is working on a solution. Councilmember Ted Munford thanked Mr. Rasmussen for his report and asked how Vernal City is doing compared to other cities he audits. Doug Rasmussen answered that it is difficult to compare. The financial information of Vernal City shows the City is very conservative and run well even with the downturn in the economy. The Mayor and Council thanked Mr. Rasmussen for his report.

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**VICTIM ADVOCATE REPORT - ALISHA GOWEN:** Alisha Gowen explained that the downturn in the economy has greatly impacted the victim advocate program by requiring more services. The oil and gas industry affected the program greatly. In 2014, 22 people were helped who had worked in the oil industry, and in 2015, 45 people were helped which is more than a 100% increase. She explained that the victim advocate office actually provides two functions – crisis services for victims of domestic violence, and court advocacy for the court system. This past year services were provided to 272 victims of domestic violence or sexual assault, 145 protective orders were sought, and 213 victim impact statements were filed with the court. Further, Alisha noted that their mobile crisis calls increased by 5% overall. Training is provided every year which includes court, shelter, and other agency personnel. This year the training included several scenarios with different choices or responses to see how that would affect the victim. Councilmember Clark asked if the training was beneficial. Alisha Gowen answered yes, that it showed the participants that every experience is different. The funding source for this program includes the Violence against Women Act (VOWA) grant and the City. The Victims of Crime Funds (VOCA) grant was not awarded this year. Councilmember Dave Everett expressed his appreciation for the contribution these employees make to the community dealing with challenging situations. The Mayor and Council thanked Alisha for her report.

**PROPOSAL OF UBATC TO PURCHASE DEVELOPMENT LOTS FROM VERNAL CITY - TAMMY WILKERSON & PRESIDENT AARON WEIGHT:** Ken Bassett explained that Tammy Wilkerson, with Uintah Basin Applied Technology College, expressed an interest in the College purchasing two building lots owned by the City. The lots are close to Vernal Garden Apartments in a subdivision developed by Lloyd Barton and donated to the City. The City, one and a half years ago, solicited proposals to sell the lots with a minimum bid of \$25,000 and received bids, however, it was discovered that there were restrictions on the lots so the bids were rescinded. Since that time, the value of the lots has decreased because of the restrictions (CC&R's) and the economy. Tammy Wilkerson explained that they are excited to have the carpentry program back in Vernal. These lots will be used to instruct students how to build homes, and they are close enough to the High School for the students. Further, Ms. Wilkerson stated they have reviewed the covenants and are confident homes can be designed that meet those requirements. The proposal from the College is to purchase the lots for \$18,000 a lot. Mr. Aaron Weight asked the City Council to consider their proposal for this program at the Vernal campus. Councilmember Clark asked if the building fees would be waived. Ken Bassett stated he would need to look at the policy to see if the fees can be waived as this housing would not be low to moderate income housing. Councilmember Dave Everett asked when this program will begin. Tammy Wilkerson stated it will start next semester and will take nine months to a year to complete. Councilmember Clark asked how long the students will participate. Tammy Wilkerson answered it will depend on their schedule. Ken Bassett informed the Council that anytime the City disposes of property a public hearing must be held. The Council did that back in 2013 when bids were first solicited. He recommended the lots be sold as this project would increase the housing stock and the City would no longer have to maintain the lots. Councilmember *Ted Munford* moved to accept the proposal of \$18,000 a lot from Uintah Basin Applied Technology College. Councilmember *Bert Clark* seconded the motion. The motion passed with the following roll call vote:

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*Councilmember Munford.....aye;*  
*Councilmember Allan .....aye;*  
*Councilmember Everett .....aye;*  
*Councilmember Clark.....aye.*

**PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 1<sup>ST</sup>**

**PUBLIC HEARING:** Mayor Sonja Norton explained this is the first public hearing for 2016 Community Development Block Grant program to receive input from the public to see if there are any specific projects they would like the City to consider. Ken Bassett explained that the City Council previously considered the types of projects to list in the Consolidated Plan that was recently adopted. He explained this is a Federal program with the funds going to the State and then to the Uintah Basin Association of Governments (UBAG). There is approximately \$450,000 available to UBAG for the three-County area, with the priority being infrastructure improvements to low to moderate income residents. All eligible activities can be reviewed in the 2016 CDBG Policies and Procedures Manual. The funding is awarded through a competitive process through UBAG. For example, the funds can be used for water and sewer line improvements, acquisition of property, provision for public services as well as a loan program for private businesses hiring low income employees, as long as the project benefits low to moderate income residents. In order to complete they type of project, the City would need to complete income surveys. A better option is to do a project that would benefit low and moderate income housing that has already been established as such because the residents already meet the federal income criteria. This would include infrastructure improvements. There are several housing units that are owned by the Uintah Basin Assistance Council, the housing authority in Vernal, Utah, that have already been identified as needing infrastructure improvements such as sidewalks, driveways and lighting improvements. The Director, Marcie Buca, has indicated to the City that these apartments are still in need of these improvements and is hoping the City can help. Mayor Norton asked if this is the low income housing complex by the hospital. Ken Bassett answered yes. There being no public comments, the public hearing was closed. Councilmember Dave Everett moved to approve applying for funds through the CDBG program to make necessary repairs to the infrastructure for low to moderate income housing. Councilmember Travis Allan seconded the motion. The motion passed with Councilmembers Everett, Allan, Munford and Clark voting in favor.

**REQUEST FOR APPROVAL OF MINOR SUBDIVISION FOR TONI GRAHAM AT 258**

**NORTH 100 EAST:** Allen Parker explained that the City received a request from Toni Graham to split one parcel of land into three building lots. The property is located at 258 North 100 East in an R-2 zone. The staff found the request to be in compliance with the City code with one exception - the lot line on Parcel #1 is 68 feet and the code requires 70 feet. The Planning Commission reviewed the request and is forwarding a positive recommendation once the footage on Lot #1 is corrected. Councilmember Clark asked where the additional two feet came from for Lot #1. Allen Parker stated Lot #2 has an easement for a driveway that will be used by both lots. Councilmember Travis Allan asked what the size is of the other lots in that neighborhood. Allen Parker answered that it varies. He noted that Lot #3 is large as far as depth with acreage in the back. Councilmember Clark asked what happens to the existing structures. Allen Parker

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explained that the structures are considered non-conforming buildings grandfathered in as part of the lot to the east. *Councilmember Ted Munford moved to approve the minor subdivision for Toni Graham as presented. Councilmember Travis Allan seconded the motion. The motion passed with Councilmembers Munford, Allan, Clark and Everett voting in favor.*

**COMMUNITY IMPACT BOARD PRIORITY LIST:** Ken Bassett explained that every year the City goes through the process of identifying projects that may need funding through the Community Impact Board (CIB.) A one-year list and a two / five-year list must be submitted to the CIB. In order to apply for funding for a project, it must be listed on the one-year list. The list always includes water, sewer and street improvements and now also includes storm water projects. The building facilities manager has asked that the public works facility improvements be considered, however, that project has not been placed on the list. After further discussion, *Councilmember Bert Clark moved to adopt the Community Impact Board priority list as presented. Councilmember Dave Everett seconded the motion. The motion passed with Councilmember Clark, Everett, Allan and Munford voting in favor.*

**REQUEST FOR APPROVAL OF PLANNING COMMISSION CHAIR AND VICE-CHAIR FOR 2016:** Allen Parker explained that the Planning Commission voted to establish a new chair, Kimball Glazier, and vice-chair, Samantha Scott, for 2016. The Planning Commission by-laws require the Council to approve these appointments. Councilmember Clark asked if he had received any recommendation to fill the vacancies on this Board. Allen Parker stated he did not have any recommendations. He explained that the Planning Commission is an advisory board for land use issues with seven regular members and three alternates. All members are required to attend at least 80% of the meetings. Councilmember Clark noted any potential members should be submitted to Allen Parker. Mayor Norton stated this is one Board where the members need to be prepared for controversy. *Councilmember Bert Clark moved to approve Kimball Glazier as the Chair and Samantha Scott as the Vice-Chair for the Planning Commission. Councilmember Travis Allan seconded the motion. The motion passed with Councilmembers Clark, Allan, Munford and Everett voting in favor.*

### ADMINISTRATIVE REPORTS

#### Wellness Wagon:

Councilmember Dave Everett stated he attended a meeting regarding the Wellness Wagon, along with Mayor Norton and Bert Clark, and they will try to have this program up and running by February.

#### Joint City / County Meeting:

Ken Bassett reminded the Council of the Joint City/County meeting scheduled for Monday, January 25<sup>th</sup> at 3:30 pm.

#### Local Officials Day at the Legislature:

Ken Bassett reminded the Council of the Local Officials Day at the Legislature on January 27<sup>th</sup>. The students will meet at the City office on Tuesday at 3:00 p.m.

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**ADJOURN:** There being no further business, Councilmember Bert Clark moved to adjourn. Councilmember Ted Munford seconded the motion. The motion passed with a unanimous vote and the meeting was declared adjourned.

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Mayor Sonja Norton

ATTEST:

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Roxanne Behunin, Deputy Recorder

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