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**Minutes of the North Logan City  
City Council  
Held on September 20, 2017  
Special Session  
At the North Logan Fire Department, North Logan, Utah**

*Damon Cann made a motion to appoint Nancy Potter as Mayor Pro Tem for this meeting. John Bailey seconded the motion. A vote was called and the motion passed unanimously with Nancy Potter, John Bailey, Roger Anderson, Damon Cann and Kristen Anderson voting in favor.*

The meeting was called to order by Mayor Pro tem Nancy Potter at 6:33 p.m.

Council members present were: Kristen Anderson, Roger Anderson, Damon Cann, John Bailey and Nancy Potter. (Mayor Lloyd Berentzen was excused).

Others present were: Kelly Brown, Carolyn Krebs, Lynn Krebs, Talia Poulsen, Steve Goodwin, Laura Levin, Jason Killinen, Jon Keller, Nicki Harper, Jordan Oldham, Scott Bennett, Alan Luce and Marie Wilhelm.

The Pledge of Allegiance was led by Jason Killinen.  
An invocation was given by Damon Cann.

**Adoption of Agenda**

*Damon Cann made a motion to adopt the agenda as presented. John Bailey seconded the motion. A vote was called and the motion passed unanimously with Nancy Potter, John Bailey, Roger Anderson, Damon Cann and Kristen Anderson voting in favor.*

**New Business**

**Recognition of Exemplary Staff Member**

Nancy Potter presented Nicki Harper with a gift certificate for her exemplary work as an employee of the North Logan Fire Department.

**Fire Department Workshop to discuss various fire department operational concerns.**

North Logan Fire Department Chief, Jon Keller gave a PowerPoint presentation reflecting their current staff situation and what is required in relation to training and certification; the number and types of calls they get, to this point for 2017; goals, objectives, and various related needs of their department, and detailed the specifics throughout the document. He discussed at length the staff situation and the problems they have in retaining people and the difficulties the volunteers experience in working for the fire department. He discussed the training their department provides, logistically and financially; and that then they end up losing these volunteers as they seek paid employment elsewhere. He further discussed their need for funds in order to meet staff needs.

Per a question from Nancy Potter, Chief Keller said that training for the basic level takes two years.

Per a question from John Bailey, Chief Keller said the employees only get paid for the hour that they are actually on a call.

Chief Keller further discussed trying to find a way to be able to hire more paid, full-time employees; and explained potential ways they might be able generate more funds to accomplish this, including mentioning the \$22K they made this year working on wildland fires away from the valley.

He continued to go through his presentation, and discuss the strain the department is under in trying to maintain coverage; and addressed the City Council's various comments and questions.

There was discussion about having a unified fire department and getting information from other comparable cities on this. Chief Keller said he has done a lot of research in trying to get that information, and explained the difficulty in that the various cities are so different in the equipment that they have, their demographics, the types of calls that they have, etc., and explained further.

60 Various items continued to be discussed.

61

62 Reports from City Council members regarding what was learned at the Utah League of Cities and  
63 Towns Annual Conference.

64 Scott Bennett discussed what he learned in relation to GRAMA requests, as well as records  
65 retention and the maintenance schedule, thereof.

66

67 Jordan Oldham discussed what he learned regarding emergency preparedness and water  
68 sources; and how best to prepare for emergency events, and commented further.

69

70 Kristen Anderson discussed a presentation she attended regarding customer service, and how to  
71 interact in our community in productive and positive ways. She said they explained that residents  
72 want to feel like we are listening to their problems and finding solutions. She said they also  
73 recommended that employees choose something that they want to work on so that they feel  
74 empowered to choose how they want to improve. She also discussed what she learned  
75 regarding the budgeting process and how assets are tracked, and said we need to ensure that we  
76 are earmarking dollars for specific needs in the future, across the board in the various  
77 departments.

78 Nancy Potter said she was in that same class and said they had worksheets for all of the various  
79 areas in the City, such as sewer, water lines, streetlights; and said the worksheet included when  
80 things were installed, how long the warranty is for the item, the cost for the item, the model  
81 number, what it takes to be replace, etc.; so that the city knows exactly how much it would cost  
82 and what it takes to replace any element in their infrastructure.

83

84 John Bailey reviewed the things he learned from various presentations, including that typically a  
85 city's water plan is disproportionate to how important people feel it is. He also discussed, in  
86 relation to budgeting, that cities need to do a better job of determining what kinds of services that  
87 they want to provide that are funded by city taxes, especially property taxes, and commented  
88 further on recommendations for budgeting. He also discussed items he learned regarding  
89 planning and zoning in relation to high density and affordable housing; doing a thorough review of  
90 our personnel policies; elected vs. appointed officials; and, how we handle credit cards; and said  
91 those were the stand-out items for him.

92

93 Damon Cann discussed the various presentations he attended in which he received information  
94 on personnel issues; obtaining monies and grants for various art and history museums, as well as  
95 libraries and historical sites; economic development needs; public safety needs; property rights;  
96 legal rights to photographs we might use in documents; and, rights to public roads.

97

98 Nancy Potter discussed the class she attended regarding roads and transportation, and what she  
99 learned about bonding for roads and the levels of construction, which helps determine whether a  
100 city can bond for a road. She discussed this further, as well as how it could relate to 2300 North  
101 and/or another access out of the upper bench subdivisions. The council discussed this briefly.

102

103 Alan Luce discussed a capitol improvement computer program; and they have learned there is a  
104 free program that is better, more robust and includes more information than the one we had been  
105 using; which he explained further, and said they are already almost completely utilizing it.

106

107 Alan also told the council that there will be an upcoming agenda item regarding analyzing  
108 revenue, where it is coming from, what each department is bringing in, and explained further. He  
109 said they also want to work with the Utah League and get better and potentially more accurate  
110 information, as well as training, on property taxes and also sales tax, and further explained. John  
111 agreed and commented further.

111

112 Nancy asked about the possibility of the various presentations from the conference being on the  
113 Utah League of Cities and Towns' website.

113

114 **Reports from city officers, boards, and committees**

115 Alan Luce explained that the City is going to start using Parlant this month for water shut offs, to  
116 inform citizens who are delinquent on their payments. He said we will no longer be sending out a  
117 paper notice which he said will save the City a lot of money and time. He said the cities who  
118 have used this option have reduced their amount of shuts offs by half.

119

Alan gave an update on the Community Center survey and said we got a very good response on

120 that; over 100 responses so far, and explained further.

121 Alan discussed the meeting on the Council of Governments held this week, and further discussed  
122 our request to obtain monies for the construction of 600 East, as well as 3100 North. He  
123 explained the process and scoring system and said more information will be forthcoming.

124 Alan said that we will be switching all of our email accounts to a Google account, and explained  
125 further; including that Scott Bennett sent information out to everyone, and that we will be moving  
126 forward with it beginning the following day, September 21<sup>st</sup>.

127 Alan discussed the newsletter and said they are reviewing the various, continued issues,  
128 including shortening it, costs, whether people are reading it, its effectiveness, etc. The council  
129 discussed this further, including the current costs for the newsletter and the option of sending it  
130 electronically.

131  
132 Scott Bennett discussed the upcoming Meet the Candidates night taking place on October 11<sup>th</sup>, at  
133 6:30 p.m. at the North Logan Library Conference Room, and further explained the North Logan  
134 City Youth Council's involvement in it.

135  
136 Jordan Oldham explained that the intersection of 2200 North and 200 East will be shut down for  
137 approximately six weeks, beginning Monday, for the construction of the round-about.

138  
139 The exercise situation that has been taking place at the North Logan library was discussed by the  
140 council, and some attending, interested citizens. Kristen Anderson explained her conversation  
141 with North Logan City Recreation Director, Jesse Howe, and the potential recreation programs he  
142 is trying to put together in the new recreation center, for a nominal fee, to essentially replace this  
143 program.

144 Alan explained the situation further and what they will be trying to put together for those  
145 interested citizens.

146

147 Executive Session (Closed) to discuss litigation, potential real estate acquisitions and personnel  
148 issues.

149 *Damon Cann made a motion to close the meeting and move into Executive (Closed) Session for*  
150 *the purpose of discussing litigation, potential real estate acquisitions and personnel issues. John*  
151 *Bailey seconded the motion. A vote was called and the motion passed unanimously with Nancy*  
152 *Potter, John Bailey, Roger Anderson, Damon Cann and Kristen Anderson voting in favor. This*  
153 *occurred at 9:09 p.m.*

154

155 Minutes for this portion of the meeting are written under separate cover.

156

157 *John Bailey made a motion to open the meeting and move out of Executive Session and return to*  
158 *the regular City Council meeting. Kristen Anderson seconded the motion. A vote was called and*  
159 *the motion passed unanimously with Nancy Potter, John Bailey, Roger Anderson, Damon Cann*  
160 *and Kristen Anderson voting in favor. This occurred at 9:56 p.m.*

161

162

163 *Damon Cann made a motion to adjourn the meeting. Kristen Anderson seconded the motion. A*  
164 *vote was called and the motion passed unanimously with Nancy Potter, John Bailey, Roger*  
165 *Anderson, Damon Cann and Kristen Anderson voting in favor.*

166

167 The meeting adjourned at: 9:57 p.m.

168

169 Approved by City Council:

December 20, 2017

170

171 Transcribed by Marie Wilhelm

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173 Recorded by

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Scott Bennett/City Recorder