



HILDALE CITY

P.O. BOX 840490 320 E. NEWEL AVE. HILDALE, UTAH 84784 PHONE: 435-874-2323 FAX: 435-874-2603

**Hildale City, Utah
Informational Packet
September 5, 2018**



HILDALE CITY

Established 1963

P.O. BOX 840490 320 E. NEWEL AVE. HILDALE, UTAH 84784 PHONE: 435-874-2323 FAX: 435-874-2603

NOTICE AND AGENDA

NOTICE IS HEREBY GIVEN TO THE HILDALE CITY COUNCIL AND THE PUBLIC, THAT THE HILDALE CITY COUNCIL WILL HOLD A COUNCIL MEETING ON WEDNESDAY THE 5th DAY OF SEPTEMBER, 2018 AT HILDALE CITY HALL, 320 EAST, NEWEL AVENUE, WHICH MEETING SHALL BEGIN AT 6:30 P.M. MDT.

THE AGENDA SHALL BE AS FOLLOWS:

1. ROLL CALL AND PLEDGE OF ALLEGIANCE
2. APPROVAL OF MINUTES FROM 08/1/2018 CITY COUNCIL MEETING
3. PUBLIC COMMENT
4. REPORTS OF ADMINISTRATIVE DEPARTMENTS
 - a. Building Department b. Fire Department c. Parks d. Public Works e. Police f. Utilities Department g. UEP h. Community Outreach Department i. Planning and Zoning j. DOJ Compliance k. Manager
5. CONSIDERATION AND POSSIBLE ACTION ON CANCELING CHANGE ORDER FOR FLOOD MITIGATION
6. CONSIDERATION AND POSSIBLE ACTION ON OPENGOV LICENSE PURCHASE
7. APPROVAL OF MINUTES AND RATIFICATION OF ACTION ITEMS FROM 07/31/2018 UTILITY BOARD MEETING
8. APPROVAL OF MINUTES AND RATIFICATION OF ACTION ITEMS FROM 07/02/2018 PLANNING AND ZONING COMMISSION MEETING
9. APPROVAL OF MINUTES AND RATIFICATION OF ACTION ITEMS FROM 07/11/2018 PUBLIC WORKS ADVISORY BOARD MEETING
10. PUBLIC HEARING ON COMPENSATION OF THE ELECTED AND STATUTORY OFFICERS OF HILDALE CITY
11. CONSIDERATION AND POSSIBLE ACTION ON COMPENSATION OF THE ELECTED AND STATUTORY OFFICERS OF HILDALE CITY
12. CONSIDERATION AND POSSIBLE ACTION ON COST REIMBURSEMENT PLAN FOR PRIVATE VEHICLE USE OF CITY MANAGER
13. CONSIDERATION AND POSSIBLE ACTION ON APPOINTING PLANNING AND ZONING COMMISSION MEMBER
14. CONSIDERATION AND POSSIBLE ACTION TO PAY BILLS AND APPROVE CHECK REGISTER
15. CONSIDERATION AND POSSIBLE ACTION ON ACCEPTING CASELLE SOFTWARE AND SERVICE PROPOSAL FOR PAYROLL SYSTEM
16. CONSIDERATION AND POSSIBLE ACTION ON ADOPTING ORDINANCE NO. 2018-004 AMENDING THE MEETINGS FOR THE CITY COUNCIL
17. CONSIDERATION AND POSSIBLE ACTION ON ADOPTING RESOLUTION NO. 2018-09-01 REGARDING SEGREGATION AND ALLOCATION OF FUNDS
18. REPORTS FROM MAYOR AND COUNCIL MEMBERS
19. CLOSED EXECUTIVE SESSION IF NEEDED
20. DISCUSSION OF PENDING OR CONTEMPLATED LITIGATION, CLAIMS, AND DEMANDS
21. ADJOURNMENT

Agenda items and any variables thereto are set for consideration, discussion, approval or other action. The City Council may, by motion, recess into executive session which is not open to the public, to receive legal advice from the City attorney(s) on any agenda item, or regarding sensitive personnel issues, or concerning negotiations for the purchase, sale or lease of real property. Council Members may be attending by telephone. Agenda may be subject to change up to 24 hours prior to the meeting. Individuals needing special accommodations should notify the City Recorder at 435-874-2323 at least three days prior to the meeting.

Hildale City Council Meeting

320 East Newel Avenue, Hildale, Utah 84784
Wednesday August 1, 2018

Present:

Mayor: Donia Jessop
Council Members: Stacy Seay, JVar Dutson, Jared Nicol, Maha Layton, Lawrence Barlow
City Recorder: Vincen Barlow
City Manager: John Barlow
Staff: Dean Cooke, Ralph Johnson, Susie Barlow, Harrison Johnson, Roxanne Barlow, Christian Kesselring, Weston Barlow, Mariah La Corti
Court Monitor: Roger Carter
Public: Vance Barlow, Jennifer Kesselring, Eric Velander, Jeff Barlow, Jethro Barlow, Joan Barlow (this list may be incomplete)

#1 Call to Order and Pledge of Allegiance

Mayor Jessop called the meeting to order at 6:30 p.m. Jared led the group in the Pledge of Allegiance.

#2. Approval of Minutes from 07/11/2018 City Council Meeting

No corrections noted.

**Lawrence Barlow moved to ratify the minutes of the July 11, 2018 Meeting.
Maha Layton seconded. Roll call vote:**

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

#3. Public Comment

None

#4. Reports of Administrative Departments

Representatives of the fire department, dispatch department, parks department, police department and building department were not available.

Dean Cooke presented for Public Works. They have been working on chip seal at a number of different locations, and it must be done by the end of August so that it is set up and hard by the time cold weather hits. They have the crusher up and going and have the chips prepared for the rest of the projects this year. They are still working on getting their large crusher up and running.

The oil supplier was able to supply another 75 tons of oil after some persuasion. A decision needs to be made on what project Hildale would like done in this year's budget, this will be discussed in the Public Works Board meeting. Dean mentioned that the new people that were hired are very much appreciated and are very helpful. Mayor Jessop expressed her gratitude to Dean and his crew for their hard work. JVar asked Dean to work closely with UDOT.

Harrison Johnson presented for the Utility Department. He was hired by the Utility Board last night. He presented a 60 day plan. He would like to closely review policies and procedures and learn what he can from the Operations Manager. He would then like to present a plan for the rest of the year to the council. He has three main goals: to provide safe, affordable water and customer service, the health and welfare of the employees, and to create a long term plan for the utility department.

Jeff Barlow presented for the UEP. The school district will be moving forward with their plans for baseball diamonds, a football field and track, farm area and possibly a few tech buildings. The UEP Board has approved him to move forward with a plan for Johnson Park. They have finalized a deal with purchasing "Big Rock" back and the Board has approved putting in a parking area and a few picnic tables. They have posted evictions for 25 houses and intend to post another 25 within the next few weeks. The delinquent taxes are the reason they are being evicted, as they will lose the property if taxes are ignored for over 5 years. John asked if there is somewhere that individuals can access information on what it takes to stay in their home if they do not have the internet. Jeff explained that they include a pamphlet with the 10 day notice that outlines what the issue is and what they can do. The UEP has adopted a policy that they do not accept a petition on the house until it is empty and available. They have officially begun the fence and paint project for the beautification of the city. The UEP has approved demolition on the house on Utah Avenue. The Police Department and Fire Department have asked to be allowed to do some training at the location, so demolition will not begin until that is completed and the utility department has cleaned up the sewage. There was discussion on the agricultural land owned by Willie Jessop.

Roxanne Barlow presented for the Community Outreach Department. She discussed the free Community Health Fair. It was a huge success with over 200 attendees. They intend to do it again annually. The Department was able to help get a singing and dance class for individuals 3-adult which will start at the end of this month. Farmer's Market will start up again this Saturday and will be held in correlation with the Movie in the Park and the Dream Center will be providing food. Hildale is participating in the Washington County Fair for the first time in 25 years. They are hoping to have a Miss Hildale representative. There is a leadership workshop on Friday for 5th-8th grades. Emotional Health classes are held every Tuesday evening. Soccer will be starting up shortly.

John Barlow presented for Planning and Zoning. There is a hole in the administration for the planning and zoning. John has reached out to a few contractors that may be willing to contract for a few months to fill the void and set a plan in place. John is hoping to outline a few plans to put before the council for a decision on how to move forward. Planning and zoning it is a very emotional subject, so the public's input really matters. Contracting the work out may be the best

option because if the City and Community is not happy with where it is going, they can simply fire them.

John Barlow presented the Manager’s Report. He reported on the Community Health Fair. Regarding insurance, John spoke with our insurance broker who is getting the ball rolling. Christian and John will complete the application by the end of the week. The audit has been taking up a lot of the staffs time. Washington County School District is working with the Police Department to have a police officer on campus. John, Angelene and Mary Ellen went to a training on workplace safety. On-line bill pay is working out very well and is reducing late payments and customer complaints. Engineering is starting on SRTS. Mayor Jessop thanked John for going above the call of duty. Maha asked for an update on the requested field trip of the town facilities. John explained the plan that is in place, a date will be set for the beginning of September.

#5. Discussion and Possible Action on Ratifying Utility Business Manager Hire

JVar Dutson moved to ratify the decision of the Utility Board to hire Harrison Johnson as the Utility Business Manager.

Maha Layton seconded. Roll call vote:

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

#6. Consideration and Possible Action on Adopting a Resolution Accepting the Terms of the Settlement Between the UEP and Twin City Water Works

Jeff Barlow presented as a representative of the UEP. A healthy discussion was had last night at the Utility Board Meeting. He gave a brief summary on the history of the relationship between the UEP and Twin City Water Works (TCWW). There is a dispute about who has rights to the water which has been going on for a long time. To end the dispute and help the community, they determined that the best solution would be to deed the water assets to the cities, and have signed an agreement for such. He pointed out a few caveats, one being a tax lien on TCWW from the State of Arizona that will have to be resolved, and another being the cost associated with managing and maintaining the wells. He is asking the council to pass a resolution accepting the terms of the agreement. More work will have to be done before this issue is resolved. There was discussion on how the agreement was reached. Christian walked through some of the important details that the council needed to be familiar with. Jared asked if Hildale has verified that we will be able to take on the operations. John explained that there is always risk and expenses incurred when taking on a new asset, but the benefit will outweigh any operational, financial or legal risk. Jeff Barlow informed the council that wholesale water sells for less in the conservancy district than we are currently paying. Harrison met with Vance and Mayor Allred this morning and this

issue was discussed. The Utility Department will review the books from TCWW to further confirm that the dollars and cents make sense.

Vance Barlow addressed the Board. He and Mayor Allred have discussed this and they will gather financial information and do more homework before this is taken before the Colorado City Board so that the questions asked here will already be answered. He feels that they may be harder to convince than this council.

Maha asked if in the future water/services can be distributed to outlying areas. Jeff explained that if Colorado City wants some of the limitations outlined in the agreement removed or changed, they will work together with TCWW to make that happen, if possible, so long as the assets are being managed by the municipalities. Irrigation water has not been addressed, only culinary, that detail will need to be worked out.

Lawrence Barlow moved to accept the terms of the settlement between the UEP and Twin City Water Works and adopt Resolution No. 2018-08-01.

Jared Nicol seconded. Roll call vote:

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

#7. Approval of Minutes and Ratification of Action Items from 6/26/18 Utility Board Meeting

JVar Dutson moved to approve the minutes and ratify the action items from the 6/26/18 Utility Board Meeting.

Stacy Seay seconded. Roll call vote:

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

#8. Approval of Minutes and Ratification of Action Items from 06/04/2018 Planning and Zoning Commission

Maha Layton moved to approve the minutes and ratify the action items from the 6/4/18 Planning and Zoning Commission Meeting.

JVar Dutson seconded. Roll call vote:

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		

Hildale City Council – August 1, 2018

JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

#9. Approval of Minutes and Ratification of Action Items from 6/6/2018 Public Works Advisory Board

JVar Dutson moved to approve the minutes and ratify the action items from the 6/6/18 Public Works Advisory Board Meeting.

Maha Layton seconded. Roll call vote:

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

#10 Consideration and Possible Action to Pay Bills and Approve Check Register

A check register for the month of July was provided. JVar asked for discussion on the Preferred Parts Litigation payment. John explained that the expense was because of invoices that went unpaid for a period, so they are catching up on those payments.

Weston was asked to explain a few large purchases.

JVar Dutson moved to pay the bills as they become due and as funds become available.

Stacy Seay seconded. Roll call vote:

	YES	NO	ABSTAIN
Lawrence Barlow	X		
Stacy Seay	X		
JVar Dutson	X		
Maha Layton	X		
Jared Nicol	X		

Motion carried.

#11. Consideration and Possible Action on Utah Fire Assistance Grant

John Barlow presented. Captain Barlow applied for a fund matching grant to buy some replacement parts for the truck. This is a great way for Hildale City to support the fire operations. Chief Barlow is requesting permission to submit the application.

Lawrence Barlow moved to approve Hildale City Fire Department to submit the Utah Fire Department Assistance Grant Application.

Maha Layton seconded. Roll call vote:

	YES	NO	ABSTAIN
Lawrence Barlow	X		

Hildale City Council – August 1, 2018

Stacy Seay	X		
JVar Dutson			X
Maha Layton	X		
Jared Nicol			X

Motion carried.

Lawrence pointed out that historically the volunteer has been able to match the in-kind contribution.

#12. Closed Executive Session if Needed

Not needed

#13. Discussion of Pending or Contemplated Litigation, Claims and Demands

None

There was brief discussion on how to discuss an item not on the agenda/get an item on the agenda.

With no other business, meeting was adjourned at 8:55 P.M.

I verify that a copy of the notice and agenda was delivered to the Mayor and City Council members and posted at the City Hall, 320 E. Newel Avenue, Hildale, Utah and sent to the Utah State Public Meeting Notice coordinator.

Minutes were approved at the City Council Meeting on _____.

Vincen Barlow, City Recorder



TOWN OF COLORADO CITY

P. O. Box 70 * Colorado City, Arizona 86021

Phone & TDD: 928-875-2646 * Fax: 928-875-2778

AIRPORT MANAGER'S REPORT

August 9, 2018

July was a very busy month. We had approximately 475 operations last month due to several days of training, clocking approximately 59 operations on July 16th and 62 operations on July 22nd, which was our highest daily count last month. Based and regular aircraft operation counts are still pretty healthy. We are getting three jet aircraft coming and going regularly. On June 17th, we had our ACIP meeting at the Airport Terminal. The FAA and ADOT flew into our airport in the State's King Air (pictured below). We solidified our 5-year plan and made the Airport Access Road Project and the Perimeter Fencing Project the short-term priority and put more focus on the Runway 11/29 Taxiway Project as our long-term project. The Masterplan Update Project was pushed to after the Taxiway Project. The meeting was very productive. We are very grateful for the FAA's and ADOT's support.

Project activity throughout July:

- Land Acquisition: We are working with a title company to move forward with the private land purchase. We have received our grant offer so we should see reimbursement from the FAA right away. The BLM has our survey data, so we should be publishing a NORA soon. Federal land acquisition is anticipated to take about 6 months.
- Airport Pavement Maintenance Project: We have received the IGA from the state. The project will move forward after executing the IGA and sending in our 10% match.
- Other Project/Maintenance Items: The NDB is still down; another component went out on it. We may be a week or two before we can get it back in service. I obtained some equipment last month from an airline going out of business, including two very large fire extinguishers for the Fuel Farm and the Self-Service system. I also just finished installing an ADS-B in system showing local air traffic within about 250 miles and weather.

Thank you,

LaDell Bistline Jr.

ACIP – Airport Capital Improvement Planning
NORA – Notice Of Realty Action
NDB – Non-Directional Beacon
ADS-B – Automatic Dependent Surveillance Broadcast



HILDALE FIRE DEPARTMENT

FIRE CHIEF'S REPORT TO THE BOARD

September 5, 2018

(Prepared 8/29/18)

ADMINISTRATIVE ACTIONS: The AFG Grant that provided the Thermal Imaging Cameras is at the end of contract period and there was \$4,949 of federal funds left after the purchase of the seven TIC's applied for. After communication with grant administrators, they approved using the remaining funds for an additional TIC. The department will need to come up with an additional \$5,000 match, but it will provide a TIC to be used on a chief's response vehicle.

The Arizona Governor's Office of Highway Safety has indicated a preliminary award for a hydraulic extrication spreader tool (\$11,802). We originally applied for both a spreader and cutter. The Fire District Board approved using \$25,500 from the Capital Equipment Reserve fund to purchase the cutter and ram tools to make it a complete set.

Kevin attended the International Association of Fire Chiefs (IAFC) conference Fire-Rescue International in Dallas, Texas. The conference was three and-a-half days of learning best practices, current trends, legal pitfalls, and leadership methods. The huge vendor floor provided an opportunity to see the variety of tools available for the industry.

The quarterly Southwest Regional Response Team meetings were held in St. George on 8/14/18. Kevin represented Hildale Fire Department at the meetings. Kevin also attended the Mohave County Fire Officers meeting in Kingman on 7/26/18.

We are looking into a potential contract with a company named Target Solutions. They provide an online program for tracking EMS and fire training hours, recertification dates, and equipment inventory. They provide hundreds of online training sessions to help meet required EMS, OSHA, NFPA and human resource topics such as Workplace Harassment and Violence in the Workplace. A webinar was held on 8/17 to get an overview of the program. Target Solutions is used by thousands of fire departments.

Kevin and Edwin attended the Arizona Ambulance Association conference in Prescott on 8/22-23. The AZAA has hired a new lobbyist to assist with many important legislative concerns regarding the ambulance industry. The program included a full day of training by Gordon Graham, a nationally respected leader in public safety risk management. Mr. Graham is a retired California Highway Patrol officer and manager, he is an attorney and is a certified risk manager. He formed the company Lexipol that thousands of police and fire agencies use for their policy manuals.

TRAINING REPORT: The August ALS Inservice included case reviews on two cardiac arrests, two stroke patients, and two trauma patients. Two paramedic students gave a short presentation on antiarrhythmic medications.

Fire training has been on water supply / hydrant maintenance, and specialty nozzles such as piercing nozzles, cellar nozzles, and chimney nozzles. One training session was multi-company drills with coordinated hose lines, ladder placement and ventilation.

Three EMS Instructors attended the training course for the Handtevy pediatric dosing system in Lake Havasu City. The Western Arizona Council of EMS (WACEMS) used their state pediatric funds this year to purchase the Handtevy system for all WACEMS agencies. The system includes a phone app and a printed guide for use by providers to get the correct medication dosing for infants and children. The system will go a long ways towards preventing and eliminating dosing errors. The system will be presented to all local AEMTs and Paramedics soon.

The July Special Operations training was a drill simulating a vehicle stuck in flood waters on a flooded street. A rope system was stretched across the street using a special sling-shot tool to shoot a small line across, which in-turn allowed a rope to be pulled across and anchored.

A Pediatric Advanced Life Support (PALS) refresher course was held on the evenings of 8/13 & 8/20. All ALS personnel are required to maintain the PALS certification, along with CPR and ACLS certs.

As we have done for the past several years, we again assisted the St. George Airport ARFF crew with their required First-Aid training on 8/15. This has been a very beneficial association as they have also helped us with ARFF training. They are looking at the possibility of using our MTU for their live fire training since the Salt Lake Airport has closed their ARFF training facility.

Kevin attended a one day training in Salt Lake City on writing NREMT test questions. This information will help in preparing students for NREMT exams.

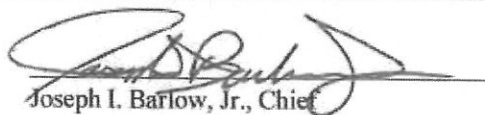
The paramedic students will begin their fourth semester on 8/27. In the mean-time, they have been very busy with clinical rotations.

MAINTENANCE REPORT: There have been numerous small repairs necessary on support vehicles. Windshield wiper relays, ball joints, etc. have kept the mechanics busy.

FIRE PREVENTION: Minimal activity this month.

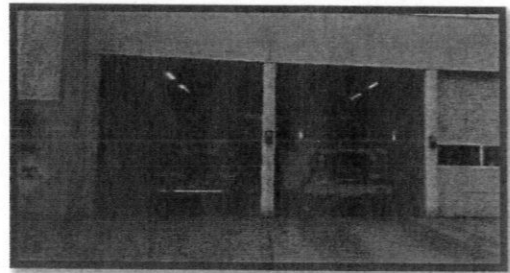
OTHER: Monsoon storms have skirted around us for the most part. The crossings have been closed a few times. Crews were out most of one night assisting Apply Valley FD to sandbag and pump flooded basements.

Along with dozens of other Utah agencies, we had a unique opportunity on 8/20 to send E1021 with a crew of four to cover a Unified Fire Authority station in Magna, UT while their crews attended the funeral services for Draper FD Battalion Chief Matt Burchett. Chief Burchett was killed on a wildfire deployment in California. He had grown through the UFA department and then was hired by Draper City when they became a separate entity. The E1021 was the only Paramedic crew available for a large area of the west valley. They responded on four calls, including a 200 acre brush fire.



Joseph I. Barlow, Jr., Chief

8/20/18 – UFA Station 102 in Magna, Utah. HFD covering during the Chief Burchett memorial service.



Volunteers cover firefighter shifts during Chief Burchett's funeral

Hildale Fire paying back UFA help after deadly flooding

By:

- Hailey Higgins

Posted: Aug 20, 2018 05:22 PM MDT

Updated: Aug 20, 2018 06:56 PM MDT

MAGNA, Utah (News4Utah) While hundreds of firefighters paid their respects to Chief Matt Burchett Monday, volunteers from other agencies stepped in to take over shifts at Draper and Unified Fire Stations.

Four firefighters from Hildale never stepped foot in Magna until Monday, when they volunteered to work a 12-hour shift.

Capt. Barlow and his crew answered emergency calls while Unified Fire Authority staff grieves Chief Burchett. It's the least they could do, Capt. Barlow said.

UFA spent more than a week near the Utah/Arizona border helping Hildale fire when 12 women and children died during flash flooding in 2015.

"It's part of the brotherhood. It's taking care of what needs done," Capt. Barlow said.

Hildale is among several agencies covering emergency calls during the hours-long funeral. Volunteers came as far as Spokane, Washington.

Battalion Chief Kohl Furley traveled from Hurricane in Washington County.

"It's our opportunity to honor the life of Chief Burchett, to pay respects in the best way we know how," Battalion Chief Furley said.

Going from rural communities to 23 stations in 14 cities is a challenge for the volunteers. Sunday night, the group was briefed on the procedures and learned how things are done in the largest fire agency in the state.

"They are volunteering, they're not getting paid to be here. They're taking their own time to come up and support us so those who were close to Matt can go support the family," Unified Fire Authority firefighter Bruce Larsen said.

"We are really grateful to be here," Capt. Barlow said.

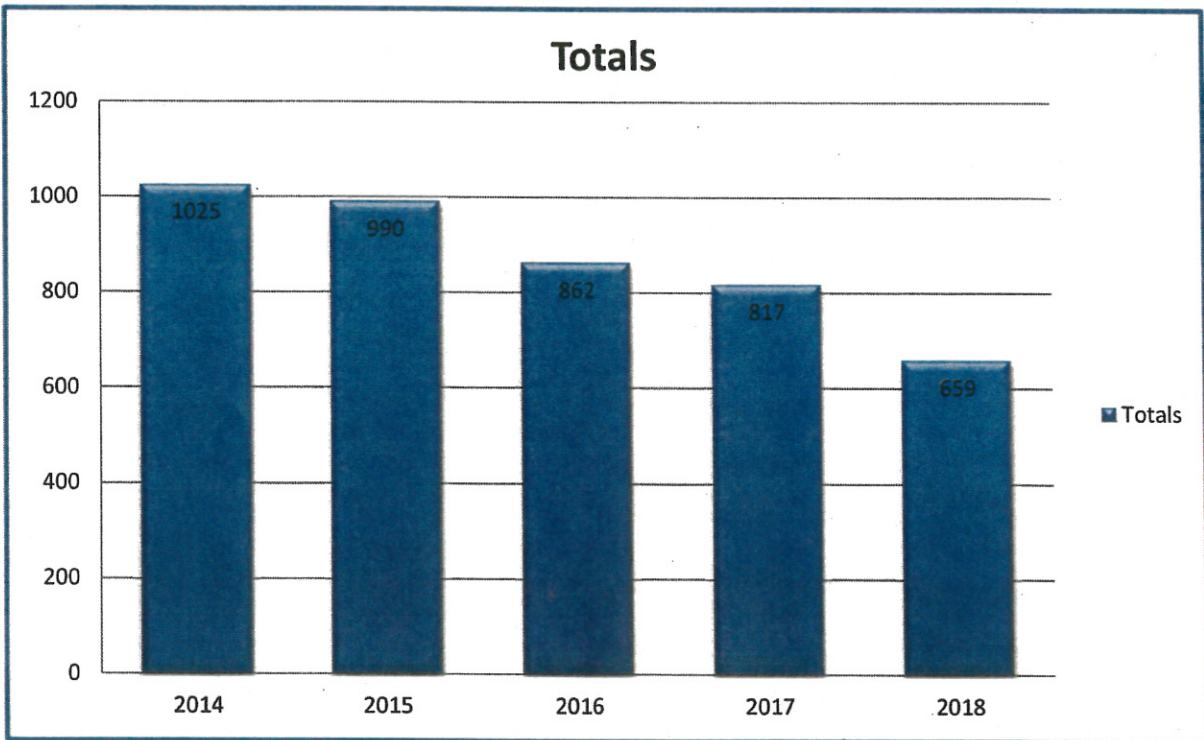
The firefighters from Hildale will finish their shift Monday night and will immediately head back home to continue their full-time jobs on Tuesday.



HILDALE - COLORADO CITY FIRE DEPARTMENT
Statistical Run Review
Five Year Comparison

AS OF AUGUST 28 - INCIDENT #659

Call Type	2014	2015	2016	2017	2018
Alarms	11	24	8	19	10
EMS	787	705	660	599	509
HazMat	32	39	23	25	8
Other	87	108	94	98	61
Public Service	53	59	34	40	24
Structure Fire	33	28	20	10	19
Wildland Fire	22	27	23	26	28
Totals	1,025	990	862	817	659



COMMENTARY: Even with the continued decline in responses, the average is 2.7 calls per day (82 calls per month). There have been 16 days in 2018 with no calls.

Public Works Advisory Board

Public Works Report

September 2018

Finished up the chip seal projects we had planned. We were able to get the oil from Fredonia, we may get it from there next year we will have to see.

The crew has got the new crusher plant up and going. Just a few more bugs to work out and it will be running efficiently to make base. We have been running the plant we have now and have a big pile of base ready to use.

On Johnson Ave we have been placing road base ready for curb and gutter. Plans are to do curb first week of September.

The Oak St. project is finished.

In Hildale the Carling St. detention pond is in progress and appears to be going well.

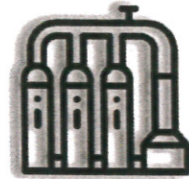
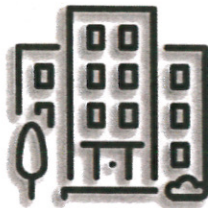
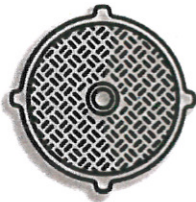
We had some significant flooding that has required a lot of road repairs.

Four members of the crew attended the safety summit put on by ADOSH in Prescott.

Thanks for the opportunity to help improve our community.

Public Works Director

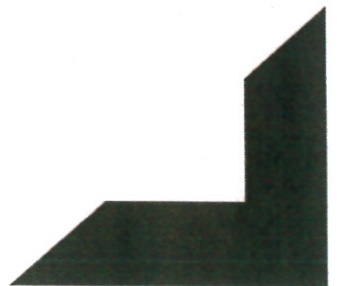
Dean Cooke, PWD



Hildale-Colorado City Utility Department

Manager's Report to Hildale City Council

09/05/2018



Letter to the Board

To the Hildale City Council,

My first 30 days as the new utility business manager have been nothing short of exciting and extraordinary. But let me be clear, the challenges that face the Hildale-Colorado City Utility Department I would classify as extreme. The consummate risks to the staff and the community in terms of safety, security and economic stability and growth are severe. It has only been by the hard and dedicated work of Weston and his technicians and Vincen and the office administrators that the Department carries on.

Each employee has taken it upon themselves, the monumental task of operating an intergovernmental utility department that has an immense scope and is subject to scrutiny both from the community, as well as, state and federal authorities. Each technician must obtain certifications for all utility services and perform a daily regimen of tasks that is varied and often overwhelming. The administrative staff have assumed roles where there has been significant turnover, and those that have remained have dedicated themselves to assisting their fellow employees in ways that go beyond their assigned job duties. The transition continues take a professional and emotional toll as they work to mitigate serious legal, financial and material risk. Many field and staff employees have taken on roles that have required exigent overtime work. Therefore, each employee should be thoroughly commended for their efforts and the work they've put in so far.

However, the heaviest tasks are likely before us. Removing barriers to infrastructure development, bringing the Department into regulatory compliance, reducing the rate and fee burden on the community, and implementing new sources of water are only a few of the tasks we have before us. Accomplishing these will take enormous and cooperation both on the part of the staff, and the Utility Board. For my part, while leading this Department, I will work to bring about three fundamental goals: to provide safe, quality utility services at the lowest cost to our community, to ensure the health and welfare of our employees, and to see fit the long-term viability of the Department. I ask you for your honesty, and for your guidance and support as we head towards the future.

Harrison Johnson
Utility Business Manager
Hildale-Colorado City Utility Department

Reporting Items

Safety and Security

During my initial tour through our utility assets with Mayor Allred and Weston, we noticed significant safety and security issues. These issues have been noted and are considered an immediate priority.

- Unsecured property and critical infrastructure due to doors with non-functioning locks, or no locks at all.
- No centralized control to access property
- Tools and equipment not properly put away or accounted for.
- Chemicals and other dangerous materials in improper containers.
- Sites with little security protection from vandalism or theft

I plan to address each issue with a specific remedy, but I will defer to the overall policy in the action items on the best approach.

Cross Lot-Lines

Concerning the issues with crossed lot lines, we hope to address this issue more comprehensively next month.

Aging Accounts and Revision of Late Payments

The Utility Department has roughly \$130,000 of over 90 days delinquent debt, some of which has been inactive since 2015. The official HCUD policy is that we are to pass long overdue balances to collections agencies. There are two main issues with moving to collections. One, as a customer service-oriented organization, we should avoid actions that have outsized effects on their financial stability, especially in a community with a high poverty rate. And two, collections agencies take large percentages of any money they collect, hurting the reputation of HCUD all the while. In order to best solve this problem, the board will be presented with a solution that shifts the administrative burden of collections to the customers in exchange for a fee reduction of some kind.

Modifying the fee structure, and instituting an equitable repayment system, where customers are incentivized for good payment behavior, will hopefully achieve the dual outcomes of lowering the aging accounts balance while increasing the participation of the community. More to come in the months ahead!

Sewer Pond Dredging

Starting with a cost prohibitive plan of dredging, drying, and decommissioning sewer treatment pond one, we have formulated a different, cost effective strategy of using probiotics or enzymes to reduce the waste amount and bring the pond back to service. Working with Weston, we have developed the initial plans in reducing the raw sewage waste blanket in pond by half through a process that will likely take six months:

1. Clear the intake valve leading into pond one
2. Moving the waste into a city-leased field nearby
3. Refilling pond one with irrigation water provided by the UEP at no charge
4. After a bidding and cost analysis process, use probiotic/enzymes to reduce the waste blanket by half or more.

The total cost of the project should not exceed \$30,000 by initial estimates, which is significant reduction from the decommissioning plan which was estimated to be anywhere from \$150,000 to \$500,000. An actionable plan will be presented at a future board meeting as further details are determined.

Violations

Chlorine Testing Violation- I was notified by office staff of violation in submitting water quality tests to the Department of Environmental Safety. We apparently failed to submit one on time in May and failed entirely to submit one in July. July's test has been sent since the absence was discovered and we will doubly assign those duties in order to avoid this in the future. However, we may be required to disclose July's failure to the public within one year.

Gas Taxes- I was notified by office staff that the Department of Revenue for the State of Utah is asking use to potentially pay back taxes as it relates to sales of propane gas. Interim Office Manager Vincen informed me that we likely are exempt from such taxes and will coordinate with their office to resolve any discrepancy

Professional Development

The management has started a professional development program that will allow the Department to take an active role in developing their immediate and ultimate professional goals. This may include implementations of education assistance programs, and individual scheduling to help employees work towards them. This development program will also allow us to standardize employee personnel reviews to assist managers in determining job proficiency and progress. It is likely that board actionable items will follow within the coming months.

Billing Cycle Revision

As part of the broad policy of becoming a more customer service-oriented organization, HCUD would like to move the billing cycle from the last day of the billing month to the first business day of the following month. This will allow customers who normally get paid on the first of the month the opportunity to pay their bill on the day they receive their pay check without incurring late fees.

Many Short Creek residents live paycheck-to-paycheck which means bills with applied late fees can have an outsized effect on their financial stability. Residents who receive their paycheck on the first of the month may find themselves unable to pay their utility bill on the last day of the month due to a lack of available funds. Moving the billing cycle to from the last of the current month to the first business day of the following month will

reduce late fees, and administrative costs due to the processing of past due balances. Additionally, if a customer has their service disconnected on the first business day of the month, they have all week to pay that balance. This reduces administrative cost and overtime hours for field technicians who reconnect services once a bill has been paid, which often requires technicians to reconnect over the weekend.

Fiber Optic Network Proposal

Developed over decades, the fiber optic network maintained by HCUD may allow the cities to benefit from offering internet service to customers where available through the development of a municipal Internet Service Provider (ISP). A municipal ISP for our rural area would have many benefits for our community. Customers would have access to a faster, more reliable form of internet connection than currently available. Competition would be introduced to the area, which can drive down costs and drive up quality.

In line with the broader goals of the elected leaders to bring in more economic development, faster and more reliable internet may also help attract technology companies to establish offices or businesses in Short Creek which could become a boon to the local economy.

Backflow Protection Enforcement Sweep

It has been brought the attention of the HCUD that there are many potential violations of Colorado City and Hildale's Backflow ordinances and threaten the integrity of our culinary water system. During the months of September through October, HCUD intends to conduct an enforcement sweep of these ordinances. Customers will receive written notices in their August bills that are mailed out informing them of the enforcement sweep. It outlines what constitutes a violation and what are the potential consequences for failing to fix a violation.



HILDALE CITY

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To: Hildale City Council and Mayor

From: John Barlow, Hildale City Manager

Date: September 3, 2018

Subject: Manager's Report for September 5th, 2018

Attachments: (1) Mission Band Aid Timeline
(2) Pictures of Flood Mitigation
(3) Budget for Flood Control Change Order
(4) Letter to Jeff Barlow
(5) Cemetery Map
(6) Cemetery Budget
(7) Salaries and Wages Proposal Memo
(8) Career Fair Flyer

Dear Mayor and Council;

It has been a very busy month for Hildale City Administration. Planning and Zoning has taken a front seat to all other projects; however, a lot of other projects were moved forward all the same.

Planning and Zoning

The Planning and Zoning Commission (PZC), has been meeting three times a week to accomplish Mission Band Aid. Mission Band Aid is the PZC's best attempt to get some planning and zoning ordinances pasted that can serve as a placeholder until a more comprehensive ordinance can be developed.

The philosophical framework that is guiding the development of the ordinances is; ***develop ordinance that are structurally sound, and then relax the regulation enough to get it quickly passed.*** The ordinance that will be proposed to the council will likely be very comprehensive and detailed; however, **it is unlikely that the ordinances will be highly restrictive.**

The three main points of interest the Council will want to consider when determining if they should adopt any proposed land use ordinances in Hildale are;



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1. **Allowed-Non-Conforming Uses:** This is a term for land uses (e.g. housing, business, etc.) that will be allowed to continue to operate or come into operation even if their use is non-conforming (i.e. prohibited).
 - a. This is likely to be the vehicle that takes Hildale City from where it is, to where the PZC would like it to end up. Most cities have highly restrictive rules for allowed-non-conforming uses (e.g. the City of Ivins allows no improvements that would expand the use of a non-conforming structure).
 - b. It is likely the PZC will propose ordinances that relax this regulation greatly, and even more unusual, specify different rules for allowed-non-conforming uses depending on the zone and use.
 - c. **The Problem:** The PZC is stuck in a unique place, zone for what is in existence—and give up planning; or plan for the future—and hand down strict land use regulations to a population that has never seen any land use regulation. Both options are problematic. **The Solution;** Plan but give a high level of tolerance (in terms of time) for compliance.
2. **Zones Established:** The charts in the section “Zones Established,” are the meat of the land use ordinances. They will tell you what is permitted and what is not. Pay special attention to the charts (P=permitted, N=not permitted, C=permitted with condition use permits).
3. **The Maps:** The maps are the Council’s way of telling individual property owners what rules apply to their specific piece of property. **When/if someone is zoned for a use that does not align with the way they are currently using it, they are likely to become very uncomfortable.** I recommend the Council gain an intimate understanding of allowed-non-conforming uses to facilitate the understanding of what is, and most importantly, is not required. Communicated effectively, this should be a very exciting time for Hildale City residents because it offers the best of both worlds, little regulation today; while still planning for tomorrow.
4. **Yes—there is four main things to consider in my list of three—conditional use permits:** I highly recommend the Council only pass proposed land use ordinance that have conditional use permits that have clearly outlined the conditions for the conditional use permits, and the Council feels that the conditions are objective enough that they can be administered indiscriminately of who applies.

It is important that these rules are thought completely through before there is an applicant to ensure permits are issued based on a predetermined basis—not on the needs of the applicant. While using discretion on land use decision may feel good and show goodwill to the applicant, in the long run, it will almost certainly lead to costly litigation for the City. It is worth going through great lengths to avoid future land use decisions being made based on discretion.



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Another exciting component to P&Z, is that our online application for land use ordinance should be coming online in a week or two. This will allow anyone with a web browser to access interactive maps that show all the permitted uses.

Flood Control Projects:

Central Street Detention pond was used as a resource extraction point for the other projects; consequently, it's much deeper and safer now.

Carling Street Detention Pond is nearly complete. Everything went smooth financially and with construction. Feller Enterprise and their subcontractors have done a great job.

After looking at the Canyon Street project a little closer, I noticed that the plans included the use of the canal that runs along Canyon Street at the point of the mountain. It was my intention to do another safe route to school project along that road, and the canal would interfere with that project and push pedestrians into the road on a blind corner. Fixing this problem will not be easy. It will require excavating down to grade the canal, then digging even deeper to put in a drain pipe. This comes at a total cost of \$50,000. There was the money available because of some cost savings on the Carling Street project. Taking into consideration the safety issue it presents, **I authorized the change order.**

Although I made this change order because it is in the best interest of the City and keeps the public safe, I would like to disclose to the Council that part of the change order will benefit my brother, Jeff Barlow, who owns the property that some of the piping is on. I have written a letter to Jeff Barlow, describing the Cities plans and recommending that he pay \$22,000 (\$17,400 for piping and \$4,600 for a manhole) to the City (the amount I estimate this change order will benefit him). Regardless of whether Jeff Barlow donates this money, it is in the best interest of Hildale City for public safety to make these changes.

It looks like there will be enough funds available to do some riprap on canyon street to help alleviate some concerns of property erosion.

In the Image below, the red marking is where the drain piping will go, and the yellow is where the riprap improvements will go.



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Dixie State University Partnership:

DSU brought a great deal of their freshman class to Hildale City for service projects. Hildale City administration put on one of those service projects. Students were broken into groups and proposed solutions to problems Hildale city is facing:

1. Decrease fatalities on SR-59
2. Negotiation strategy for TCWW
3. Increase Adult Education

Mayor Jessop, Harrison, and I went down to Dixie's business school and proposed to MBA students for 150 free consulting hours. Many students seemed interested in the opportunity. Final selection is next Wednesday, August 5th, 2018.

DSU has agreed to give the Hildale City Police Department two treadmills, and we are discussing the possibility of more gym equipment donations to Hildale PD.

Security:

Harrison Johnson is taking lead on getting bids for physical security and access control. It is likely that there will be bids presented at the meeting. Hopefully, we will get those before the meeting, in which case, I will forward them to the Council.

Budgeting and Transparency:

There is a misconception floating about Hildale City's financial and economic position. Hildale City does



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have some budgetary problems, **but they are corrective measures in place to fix this.** The Council is aware from the proposed and adopted budget that there is about a \$200,000 budgetary shortfall. As serious as this problem is, it is not as dire as the public might think.

To facilitate a better understanding, I am looking into an online cloud system that will publish our financial reports as they are update in our accounting software. This will give the public real time information and allow complete transparency, even down to the invoice level. Washington City uses this system. If their pricing structure is affordable, it is likely that the council will see a proposal for purchasing the license.

Pay and Compensation:

During the budget work sessions and public hearings, the council expressed that an objective pay structure should be presented before any salaries and wages are increased. I have started an extensive study and report on hiring, compensation, and cost reimbursement. This study should be joint developed and implemented with TOCC to be effective or apply to more than two or three people. Additionally, it brings a lot of budgetary discussions into play that have not had the proper consideration yet. In conclusion, while it is necessary, and I believe it can happen within the next year, it will be very time intensive to develop a systemic approach to pay and compensation.

Attached is a memo regarding a short-term solution to pay.

Cemetery:

As presented a few months ago, the cemetery on Canyon Street, owned by the UEP, is in dire condition. It does not reflect well on Hildale City, nor send the message that, "your local government cares," to residents.

Although, at the face of the problem, it may not seem like this should be a priority, I believe that there is an unmeasurable consequence to having public infrastructure look abandoned. The first and immediate step I took was to approach a local volunteer group, the Short Creek Dream Center (SCDC), and ask for volunteers to clean it up as much as possible.

SCDC has organized several volunteer events, and consequently the cemetery already looks much better. Hildale City paid for doughnuts at the volunteer events, the Mayor delivered them, and personally thanked the volunteers.



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Secondly, I have asked Randall Barlow to volunteer his time to do some design work and cost projections to build the necessary infrastructure. Lastly, I plan to approach the UEP and ask them to spend money necessary to implement Randall's plan.

My proposal will to the UEP will likely include an offer to use Public Works, or some of the City's parks maintenance money to contribute. The Council will see a more details before the City's assets, personnel, or funds are used.

Insurance:

A great deal of Christian Kesselring's time has gone to developing the narratives that are required for insurance applications. During one of the meetings, it was presented that applying for insurance may be as easy as a phone call; that is entirely inaccurate. Applying for insurance for a multi-million and multi department organization is incredibly complex, especially when that organization has not always prioritized risk management.

There were three separate applications submitted to Olympus Insurance, one to renew the insurance that the city currently had, one application to expand the City's general liability coverage to include actions taken by public and appointed personnel, and one application for insurance that would cover the Hildale City Police Department. The application for renewal was accepted almost right away, and we are waiting to hear back on the other two.

Last note on insurance, Mr. Kesselring's time and professionalism in drafting narratives, will certainty have an unmeasurably large impact on Hildale City's ability to get insurance and the rate of that insurance.

Public Trust:

Based on informal surveys, I believe public trust in Hildale City is dropping. As a result, I have done some research and according to an unreliable internet blog; the top five reasons people don't trust local governments are;

1. You didn't tell us you're making a decision.
2. You didn't ask us before making a decision.
3. Everyone said X, but you decided Y.
4. Undue influencers said X, and you decided X.
5. If you really wanted our opinion, then participation wouldn't be so inconvenient and intimidating, nor would it compromise our privacy.



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Although I doubt that this comes from a formal survey, it does seem like a good place to start. I will present a way to address each of these. I invite the Council to propose solutions as well.

Utility Building on Newel Street:

The City Council voted to end the lease with Sunny Creek Sales. The City Attorney and I determined the building to be abandoned. After posting a notice of abandonment, we received a letter saying it was not abandoned; therefore, we posted a termination of lease notice. After the lease had expired and the building looked abandoned, we posted another notice of abandonment. More details will be sent as they develop.

Looking Forward:

There are two projects/events that the Council has requested; the **tour of operations and strategy session**. The administration is actively planning these events, and the Council can look forward to more details at the next meeting.

Hildale City will be sponsoring a Career Fair (see Flyer attached).

Hildale City Community Outreach Department will be sponsoring a Cactus Apple Fair with a 5k. Roxanne will give more details as they develop.

Utah Avenue Safe Route to School Project:

The engineering for Safe Route to School is mostly done (see attached draft). From the preliminary budget, it looks as though we may be able to work in a sidewalk on the north part of Utah Avenue as well. This project scope expansion may happen, depending on what the grant allows.



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Closing:

I am very optimistic about the direction and speed Hildale is moving. Additionally, I am very encouraged by the amount of external organizations, government and otherwise, that have reached out and offered Hildale support. The support the administration receives from Council and Mayor has made all the difference.

It has been an absolute pleasure working for Hildale City, and I look forward to another productive month.

Respectfully,

John Barlow
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CITY OF HILDALE

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