

**Tooele City Council
Business Meeting Minutes**

Date: Wednesday, December 1, 2021

Time: 7:10 p.m.

Place: Tooele City Hall, Council Chambers
90 North Main Street, Tooele, Utah

City Council Members Present:

Ed Hansen

Justin Brady

Maresa Manzione

Tony Graf

City Council Members Excused:

Melodi Gochis

City Employees Present:

Mayor Debbie Winn

Jim Bolser, Community Development Director

Adrian Day, Police Department Chief

Jamie Grandpre, Public Works Director

Roger Baker, City Attorney

Shannon Wimmer, Finance Director

Darwin Cook, Parks and Recreation Director

Paul Hansen, Tooele Engineer

Michelle Pitt, City Recorder

Holly Potter, Deputy City Recorder

Minutes prepared by Katherin Yei

Chairwoman Gochis called the meeting to order at 7:07 p.m.

1. Pledge of Allegiance

The Pledge of Allegiance was led by Chief Day.

2. Roll Call

Tony Graf, Present

Ed Hansen, Present

Justin Brady, Present

Maresa Manzione, Present

Melodi Gochis, Excused

3. Mayor's Youth Recognition Awards

Presented by Debbie Winn, Mayor & Stacy Smart, Communities That Care Supervisor

Mayor Winn, Stacy Smart, and Chief Day presented the Mayor's Youth Recognition Awards to the following students:

Emberly Oborn
Breckyn Hoffman
Shawn Christensen

4. Public Comment Period

Council Member Hansen opened the public hearing

5. Independent Audit Report for Fiscal Year 2021

Presented by Larson & Company

Ms. Wimmer stated the City split the audits and hired two different companies. She stated December first is the earliest they have finished audit and introduced Josh Hidanfaller from Larson & Company to review the audit.

Mr. Hidanfaller stated the financial statement is the responsibility of management to be accurate and in accordance with laws and procedures; auditors check to see if they account are to standard with an unqualified opinion. He stated the report shows management discussion analysis with prior compared to current year, statement activities, required supplementary, and comparison statements with non-major funds. He stated the City received a single audit based on federal funds where they go over federal compliance with grants awarded.

Mr. Hidanfaller stated they reviewed the internal controls which is the responsibility of management. He stated as auditors they did a walk through but do not analyze this section. They recognize the information and use as basis. He stated a letter of any audited entities is required to give to the government. It is the management's responsibility to document and record all information. He stated the letter includes, accounting estimates with the best guess of depreciation, estimate how long the assets will last the City and making sure they are consistent and manageable, disclose if they had difficulties with management, and disclose if there were any corrections made. He stated management signs a representation letter saying they gave all information and do not withhold information. Mr. Hidanfaller stated the City has the right to consult with a CPA firm, but requests they bring in all parties to have a discussion on the findings. He stated he did not have any findings. Last year there was state compliance with having to much money in the general fund. This year, they are in compliance, but are close to that same problem.

Council Member Graf asked what the huge difference was between 2021 to 2022 under the retirement plan.

Mr. Hidanfaller stated that information is from URS and they determine that basis.

Council Member Graf asked on the summary of audit, what the low risk auditee was. Mr. Hidanfaller stated it is a single audit. The standard is set by the previous two years based on if the City has had that specific audit two years in a row.

Council Member Hansen stated his appreciation.

6. Workers Compensation Insurance Policy Update

Presented by Kami Perkins, Human Resources Director

Mrs. Perkins stated she is giving an update on the Worker's Compensation Insurance Policy. She stated it does not run on fiscal year but on a calendar year. She stated she has to use her best estimate to what the changes might be. She stated the pay roll estimated cola is \$9,779, estimated mod is 1.47, and the estimated premium 150 thousand dollars. The dividends they pay is depending on how they do as a business, running 5-7 thousand dollars received back. The 2022 policy is projected to be \$11,252,384 including the new positions, police pay adjustment, workers compensation, and looked at workers comp. This year experience module came back at 1.8. She stated there will be a rate increase of about \$24,000. She stated they have class codes, and the rate is set under those classifications. The City rate went down.

She stated the experienced modifier is quoted as \$105,618 based on what the experience has been and what workers comp is. She stated the company did give the City discounts based on Tenor, Claims, non-avoidable accidents, etc. She stated they want their E-mod to be at a 1.0 or less for average risk. She stated 1.8 is the highest ever seen within the City. When establishing they look back at the last three years; 2020 was over \$84,000.

She summarized the previous years claims as follows:

2018, someone had a back injury with some other underlying issues and an ankle injury occurred during an act of crime

2019, ongoing causes from previous year, back injury from slipping on ice, knee injury occurred during an act of crime, shoulder injury from a pool instructor, and a ladder slip and fall

2021 is trending down.

Mrs. Perkins stated knowing they did solicit some other proposals, police are high-risk; Utah local government trust put together a competitive proposal, but still more expensive. She stated general labor costs are included. She stated she has a team that is trying to be on top of safety and wanted to give an update.

Council Member Graf stated whomever came up with the cost modifier gave a non-threatening name to the risk modifier.

Mrs. Perkins stated NCCI, independent agency determines what your experience modifier is. She stated part of it is if the City has a loss time claim, the city is responsible. If it is a non-loss time claim, the payout is way less. It impacts the employee psych and modifier.

7. Resolution 2021-105 A Resolution of the Tooele City Council Adopting the Tooele County Comprehensive Emergency Management Plan

Presented by Debbie Winn, Mayor

Mayor Winn stated the Legislator passed Bill 96, that required Cities to create and maintain their own emergency operation management plan. She stated they were notified in August of this year and have reviewed and adopted the Tooele County comprehensive emergency plan with the goal to create their own plan.

Council Member Graf asked if they will have to come before the Council every year with an update.

Mayor Winn stated they will as things change. She stated Tooele City has not had a plan of their own and has always relied on Tooele County. She stated if there happens to be an emergency within the City, they can do that on their own.

Council Member Graf asked for clarification on the section it talks about the chair and successor chair.

Mayor Winn stated that they will discuss that in the next resolution. She stated Mr. Bolser, the current Tooele City manager, went through Tooele County plan. She stated at this point, it is better to have this plan than none.

Council Member Graf motioned to approve Resolution 2021-105. Council Member Brady seconded the motion. The vote was as follows: Council Member Hansen, "Aye," Council Member Graf, "Aye," Council Member Brady, "Aye," Council Member Manzione, "Aye." The motion passed.

8. Resolution 2021-106 A Resolution of the Tooele City Council Designating Scott VonHatten as the Tooele City Emergency Manager, and Further Designating Three Emergency Interim Successors

Presented by Debbie Winn, Mayor

Mayor Winn stated the resolution is related to the same code and law adopted by legislator. She stated by July 1st of each year the Council has to designate the Tooele City Emergency Manager and three successors. She stated her appreciation for Mr. Bolser for handling the Tooele City Emergency Management. He put together 72-hour packages for staff if they are not able to leave, added security in offices, and put in place a fire and or emergency plan to leave the building. She stated she was made aware that Scott Vanhatten has 10 years past experience and certified. She stated she asked him for a minimum of two-hours a week. She stated he read the County plan and will put together a City plan. The Resolution is to designate Scott Vanhatten, Parks supervisor, as the Tooele City Emergency Manager. She stated they have to name three successors by code. They are in order as follows: Mayor, City Council Chair, and Police Chief.

Council Member Hansen stated the resolution in packet is incorrect.

Mayor Winn stated it is Scott and not Jim. She stated when the Police Station was built, they talked about emergency management be held and implemented at the Police Station. It is equipped with electronics and communications and has the ability to handle emergencies if needed.

Council Member Graf asked for clarification about the Chairperson and their successor section of the resolution.

Mr. Baker stated recognizing the chair would be leaving soon, they wanted to make sure the next chair that came in January would automatically be put in.

Council Member Manzione motioned to approve Resolution 2021-106. Council Member Brady seconded the motion. The vote was as follows: Council Member Hansen, "Aye," Council Member Graf, "Aye," Council Member Brady, "Aye," Council Member Manzione, "Aye." The motion passed.

9. Resolution 2021-107 A Resolution of the Tooele City Council Acknowledging Mayor Winn's Appointments of Tooele Downtown Alliance Committee Members

Presented by Jared Stewart, Economic Development Coordinator

Mr. Stewart stated this appointment will bring them to 9 of 15 possible seats of Tooele Downtown Alliance. He stated John Cluck, Danielle Mornag, and Julian Prescott are being added as the next three to the Downtown Alliance Committee.

Council Member Brady motioned to approve Resolution 2021-107. Council Member Manzione seconded the motion. The vote was as follows: Council Member Hansen, "Aye," Council Member Graf, "Aye," Council Member Brady, "Aye," Council Member Manzione, "Aye." The motion passed

10. Resolution 2021-108 A Resolution of the Tooele City Council Approving and Ratifying the Policies and Procedures of the North Tooele City Special Service District Administrative Control Board

Presented by Maresa Manzione, Council Member

Council Member Manzione stated she is the liaison for the North Tooele City Special Service District and policies have not been update since started the district. She stated they are having a hard time filling the open positions. They are asking to go from a 7-member board to a 5-member board. She stated it would be easier and beneficial.

Council Member Graf motioned to approve Resolution 2021-108. Council Member Brady seconded the motion. The vote was as follows: Council Member Hansen, "Aye," Council Member Graf, "Aye," Council Member Brady, "Aye," Council Member Manzione, "Aye." The motion passed.

Mr. Baker asked the Council to sign resolution in two different places.

11. Resolution 2021-109 A Resolution of the Tooele City Council Approving an Agreement with Mountain Heights Flooring for the Dow James Building Floor Replacement Project

Presented by Darwin Cook, Parks & Recreation Director

Mr. Cook stated the resolution has been sent to bid. When evaluating with the Sport Court who put the floor in, the floor shows up in the record as 18 years old. He stated the issue is the center of the tile is beginning to collapse. He stated the new floor is puncture resistance to cleats, tables, and chairs with a life expectancy of 38 years and a 3-year warranty. He stated every 10 years it should be relined. They are going to have a basketball court, volleyball, and pickleball courts, with enough room to paint a permit walking path. He stated they are asking for approval of a contract with Mountain Heights flooring in the amount of \$104,262 with a 5% contingency. He stated the company will retrieve, palatize, and send the current floor to Africa to be used for youth.

Council Member Hansen asked how it is being paid for.

Mr. Cook stated it is coming from the park tax budget and was put in the budget.

Council Member Graf asked if it is non-marking.

Mr. Cook stated it is limited marking. He stated they will line it and coat it. He stated once the coating is on, the lines will come off with the cleaning machine.

Council Member Graf asked how long the coating lasts.

Mr. Cook stated it is recommended every 10 years to be relined, sealed, and coated.

Council Member Graf asked indentations on the floor from shoes.

Mr. Cook stated with the elasticsation and elongation of it, it can handle it up to 1000%.

Council Member Brady asked if the ball bounces differently.

Mr. Cook stated it will bounce better at about a 98%.

Council Member Brady motioned to approve Resolution 2021-109. Council Member Graf seconded the motion. The vote was as follows: Council Member Hansen, "Aye," Council Member Graf, "Aye," Council Member Brady, "Aye," Council Member Manzione, "Aye." The motion passed.

12. Minutes

Wednesday November 3, 2021 Council Work and Business Meetings

Tuesday November 16, 2021 Election Canvass

There are no requested changes to the minutes.

Council Member Graf motioned to approve Minutes. Council Member Manzione seconded the motion. The vote was as follows: Council Member Hansen, "Aye," Council Member Graf, "Aye," Council Member Brady, "Aye," Council Member Manzione, "Aye." The motion passed.

13. Invoices

Ms. Pitt presented the following invoices:

Rehrig Pacific Company for 702, 950-Gallon trash cans in the amount of \$49,788.

Tooele County Sherriff's Office for 3rd Quarter 2021 Dispatch Fees in the amount of \$88,764.

Council Member Manzione motioned to approve invoices. Council Member Brady seconded the motion. The vote was as follows: Council Member Hansen, "Aye," Council Member Graf, "Aye," Council Member Brady, "Aye," Council Member Manzione, "Aye." The motion passed.

14. Adjourn

Council Member Hansen adjourned the meeting at 8:12pm

The content of the minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.

Approved this 15th day of December, 2021

Ed Hansen, City Council Vice-Chairman