

Minutes of the Centerville **City Council** meeting held Tuesday, July 18, 2023, at 7:00 p.m. with participants present at Centerville City Hall, 250 North Main Street, and electronically.

MEMBERS PRESENT

Mayor Clark Wilkinson

Council Members Gina Hirst
William Ince (left at 8:26 p.m.)
George McEwan
Robyn Mecham
Spencer Summerhays

STAFF PRESENT

Brant Hanson, City Manager
Lisa Romney, City Attorney
Jennifer Robison, City Recorder
Dave Walker, Deputy Public Works Director
Bryce King, Administrative Services Director
Nate Plaizier, Finance Director
Mike Carlson, Public Works Director
Paul Child, Centerville Police Chief
Lt. Allen Ackerson, Centerville Police Department
Kevin Campbell, City Engineer

VISITOR

Youth Council and families
Interested citizens

PRAYER OR THOUGHT Councilmember Mecham

PLEDGE OF ALLEGIANCE

OPEN SESSION

None

CENTERVILLE YOUTH CITY COUNCIL

Administrative Services Director Bryce King invited Youth City Councilmembers to introduce themselves. The Centerville City Youth Council for 2023-2024 was made up of 27 youth in grades 9-12. The Youth City Council was sworn in by City Recorder Jennifer Robison.

CENTERVILLE YOUTH CITY COUNCIL CHARTER AMENDMENTS

Mr. King explained that proposed amendments to the Youth City Council Charter were drafted to increase the number of youth allowed to participate, add extra required service hours, set maximum terms of service (4 years), increase allowed excused absences from 2 to 4, and provide an alumni advisor option.

Councilmember Summerhays **moved** to approve Resolution No. 2023-21 updating and amending the Centerville Youth City Council Charter. Councilmember Mecham seconded the motion, which passed by unanimous vote (5-0).

**PUBLIC HEARING – TRANSFER AND DONATION OF CITY PROPERTY – PARRISH
LANE INTERSECTION PROJECTS – UDOT**

Centerville City and the Utah Department of Transportation (UDOT) were coordinating the reconstruction of the Parrish Lane and 400 West and Marketplace Drive intersections to provide for greater traffic circulation. As part of the project, UDOT requested the City transfer and donate various parcels of property for right-of-way and transportation purposes. City Engineer Kevin Campbell said the goal was to go to bid in the coming autumn and begin project construction in summer of 2024.

Councilmember Summerhays **moved** to open a public hearing at 7:23 p.m. Councilmember Hirst seconded the motion, which passed by unanimous vote (5-0).

Zach Fowers, Centerville resident, said he was interested in urban planning and was interested in learning more about the project.

At 7:25 p.m., Councilmember Hirst **moved** to close the public hearing. Councilmember Summerhays seconded the motion, which passed by unanimous vote (5-0).

Councilmember Summerhays **moved** to approve the transfer and donation of City property to UDOT for right-of-way purposes in connection with the Parrish Lane and 400 West and Marketplace Drive Intersection Projects, and authorize the Mayor to sign the required deeds for conveyance and recording. Councilmember Ince seconded the motion, which passed by unanimous vote (5-0).

**INTERLOCAL AGREEMENT – WEST BOUNTIFUL – STOKES STEVENSON
CENTERVILLE FLEX PROJECT – 1250 WEST (CHILD LANE) 200 SOUTH**

City Attorney Lisa Romney presented an Interlocal Agreement between Centerville City and West Bountiful City regarding development of the Stokes Stevenson Centerville Flex Project located at approximately 1250 West 200 South. She spoke of the possibility of a future city boundary line adjustment that would place one of the three buildings in the project in West Bountiful and two buildings in Centerville. Councilmember Summerhays commented that Centerville would have 66.8% of the land in the project and 64% of the building square footage.

Councilmember Hirst **moved** to approve Resolution No. 2023-20 entering into an Interlocal Agreement with West Bountiful for development of the Centerville Flex Project by Stokes Stevenson located at approximately 1250 West 200 South. Councilmember McEwan seconded the motion, which passed by unanimous vote (5-0).

**QUALTRICS DATA COLLECTION AND SURVEY SOFTWARE AGREEMENT –
QUALTRICS, LLC**

Ms. Romney said staff recommended the City enter into a contract with Qualtrics for data collection and survey software for the upcoming General Plan project and the planned branding effort. Finance Manager Nate Plaizier said funding would come from the General Fund line item in the budget. Councilmember Hirst said she was not sure enough money was set aside for the General Plan as it was, and asked if the contract should be postponed. Councilmember Mechem said she agreed, and would prefer to only start paying when the services were needed. Ms. Romney suggested the Council approve the agreement that evening with a possible stipulation that the agreement was only to be signed when the City was ready to begin using the services. Councilmember Mechem commented that Centerville was a small community that could only

1 afford a limited amount of technology. Ms. Romney expressed the opinion that the services from
2 Qualtrics would be important to the upcoming projects.

3
4 Administrative Services Director Bryce King said he would prefer to have access to the
5 software sooner than later to have time to build it on the back end. He said he would be
6 comfortable with an effective date of August 1, 2023. Councilmember Summerhays suggested
7 allocating a portion of the annual cost in the future to departments that utilized the services.
8 Councilmember Hirst expressed agreement.

9
10 Councilmember Hirst **moved** to approve the Qualtrics Data Collection and Survey
11 Software Agreement to implement Qualtrics data collection and surveying services for various
12 City projects and research, with an effective date to be determined by staff when ready to use the
13 services. Councilmember Mecham seconded the motion, which passed by unanimous vote (5-0).

14
15 **CASELLE CONNECT – SOFTWARE SERVICES AGREEMENT – CASELLE, INC.**

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17 Mr. Plaizier said the City currently used software provided by Caselle, Inc. for accounting,
18 payroll, and utility management. The data was currently housed on a server owned and operated
19 by the City. Mr. Plaizier recommended approval of a new agreement with Caselle for a cloud-
20 based “hosted solution” version of Caselle Connect software. Caselle would host the server,
21 perform daily backups of the server’s data, and perform the software updates. He said staff
22 believed the agreement would provide more security for financial data and alleviate time spent by
23 the City’s Information Technology employee. The cost of the service would be \$30,936, with a 5%
24 discount if paid annually. Mr. Plaizier commented that the City’s current server was nearing the
25 end of its lifespan. Councilmember McEwan said he believed the pricing was reasonable.

26
27 Councilmember Hirst **moved** to approve the Caselle Connect Software Services
28 Agreement with Caselle, Inc. for accounting, payroll, and utility management software.
29 Councilmember Mecham seconded the motion, which passed by unanimous vote (5-0).

30
31 **MUNICIPAL CODE AND PERSONNEL POLICIES AMENDMENTS – EMPLOYEE**
32 **APPEALS AND EMPLOYEE APPEAL BOARD**

33
34 City Attorney Lisa Romney explained proposed amendments to the Municipal Code and
35 Personnel Policies regarding employee appeals and employee appeal board. She said the
36 outside counsel hired to represent the appeal board had reviewed the proposed amendments and
37 recommended minor non-substantive changes, and requested the Council include the non-
38 substantive changes in the motion.

39
40 Councilmember Summerhays **moved** to approve Ordinance No. 2023-13 amending
41 various provisions of the Centerville Municipal Code regarding employee appeals and the
42 employee appeal board, and Resolution No. 2023-19 amending various provisions of the
43 Centerville Personnel Policies regarding employee appeals, employee grievances, and pre-
44 disciplinary action hearings, including non-substantive changes approved by staff.
45 Councilmember Hirst seconded the motion, which passed by unanimous vote (5-0).

46
47 **WATERLINE EASEMENT – CENTERVILLE CORPORATE PARK SUBDIVISION LOT 1**
48 **– J&S PURPURA VENTURES, LLC**

49
50 Ms. Romney said the owner of Lot 1 of the Centerville Corporate Park Subdivision had
51 agreed to grant the City a 7-foot-wide culinary waterline easement adjacent to the existing 7-foot
52 public utility easement along the south property line of Lot 1 of the Centerville Corporate Park
53 Subdivision (MTC Lot). The purpose of the easement would be to install culinary waterlines and

1 fire hydrants for additional fire protection to the MTC easterly building and Zion's Bank. The new
2 7-foot waterline easement would be exclusive to Centerville City. City Engineer Kevin Campbell
3 said the owner of the Lot had not requested any compensation.
4

5 Councilmember Hirst **moved** to accept the Waterline Easement for Lot 1 of the Centerville
6 Corporate Park Subdivision from J&S Purpura Ventures, LLC. Councilmember Summerhays
7 seconded the motion, which passed by unanimous vote (5-0).
8

9 **SUMMARY ACTION**

- 10
- 11 1. Water Department Vehicle Purchase – purchase of two trucks for the Water
12 Department for \$42,498.00 each (\$84,996 total).
 - 13 2. Streets Department Vehicles and Plow Equipment Purchase – purchase of an
14 International CV with plow equipment (\$151,671.95) and a Ford F-550 Chassis
15 \$58,885).
16

17 Public Works Director Mike Carlson answered questions from the Mayor and Council.
18 Councilmember Hirst **moved** to approve both Summary Action items as listed. Councilmember
19 Summerhays seconded the motion, which passed by unanimous vote (5-0).
20

21 **MINUTES REVIEW AND APPROVAL**

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23 Minutes of the June 20, 2023 Work Session and Council Meeting, and June 27, 2023
24 Special Council Meeting were reviewed. Councilmember Hirst requested amendments to the
25 June 20, 2023 Council Meeting. Councilmember McEwan **moved** to approve the June 20, 2023
26 Work Session minutes, June 20, 2023 Council Meeting minutes as amended, and June 27, 2023
27 Special Council Meeting minutes. Councilmember Summerhays seconded the motion, which
28 passed by unanimous vote (5-0).
29

30 **FINANCIAL REPORT**

31
32 Mr. Plaizier presented a financial report for the fourth quarter of FY 2023 ending June
33 2023, and answered questions from the Council. He pointed out the City had not yet received all
34 invoices for FY 2023, so some of the numbers would change before the final FY 2023 report. Mr.
35 Plaizier reported the City had made the final payment on the loan from the South Davis Recreation
36 District for the Community Park Expansion.
37

38 Councilmember Ince left the meeting at 8:26 p.m.
39

40 **COUNCIL REPORT**

41
42 Councilmember Hirst provided an update on Centerville Deuel Creek Irrigation Company.
43 Councilmember Summerhays reported the South Davis Recreation Board passed a motion by
44 majority vote to move forward with a 125% levy increase. Councilmember Hirst updated the
45 Council regarding Parks and Recreation Committee summer activities.
46

47 **MAYOR REPORT**

- 48
- 49 • Mayor Wilkinson reported on participating in a recent Weber Basin Water tour. He said
50 he became interested during the tour in learning more about development of additional
51 water resources given the growing need in Utah.
 - 52 • Mayor Wilkinson expressed appreciation for everyone involved in organizing the
53 recent 4th of July parade and celebration.

- The Mayor reported CenterPoint Legacy Theatre was interviewing candidates for the Executive Director position.

CITY MANAGER REPORT

- Mr. Carlson updated the Council on the status of the Church Well, and shared his idea to install two AC pumps to replace the former AC pump and DC pump. He suggested adding the ability to attach a generator to be able to use the Well in case of an emergency. Councilmember Mecham suggested implementing hours of operation when the Well was repaired in consideration for those who lived nearby. Mr. Carlson suggested scheduling a work session for discussion of access to the Well when repairs were completed.

ADJOURNMENT

At 9:03 p.m., Councilmember McEwan **moved** to adjourn the meeting, and Councilmember Summerhays seconded the motion. The motion passed by unanimous vote (4-0).

Jennifer Robison
Jennifer Robison, City Recorder

8-1-2023
Date Approved

