



ROOSEVELT Utah

ROOSEVELT CITY COUNCIL MINUTES

February 7, 2023

1. Call to Order

Mayor, JR Bird called the February 7, 2023, meeting of the Roosevelt City Council to order at 5:33 p.m.

2. Roll Call

Mayor, JR Bird and Council Members, David Baird, Don Busenbark, Dustin White and Rowdy Cloward were present. Council Member Cody Aland was not present for this meeting. City Employees present included Joshua Bake, Ryan Clayburn, Mark J. Watkins, Rhonda Goodrich, Kirby Wolfinger, Dustin Glines, Edwin Butterfield, Sunshine Bellon, Grant Charles Taylor Ruff & Marianne Stout.

Members of the public in attendance included: Lynn Snow and Colton Roberts.

Council Member David Baird excused himself from the meeting at 6:48 p.m.

3. Opening Ceremony (*prayer and pledge of allegiance*)

Councilman Don Busenbark offered the opening prayer.

4. Minutes

a. January 17, 2023,

Councilman Busenbark motioned to approve the minutes from the January 17, 2023 meeting of the Roosevelt City Council and was seconded by Councilman Coward. The motion passed unanimously.

5. Public Comment Period

There were no comments during this period.

6. Action Items

a. JUB- Task Order No. 45-23-009-001

Airport Manager, Kirby Wolfinger presented the task order for services from JUB Engineers for calendar year 2023. Mr. Wolfinger told the council that JUB, specifically Kimberly Silvester have provided excellent service to the City and requested that the Council approve and sign their 2023 task order.

b. JUB- Task Order No. 45-22-009-001 (Amended)

Along with the 2023 JUB Task order, Airport Manager, Kirby Wolfinjer presented Council with an amended task order for 2022 which allowed for the payment of \$3,000 over the annual contract. Mr. Wolfinjer explained that in addition to their usual services, JUB provided assistance with the AWOS system update, COVID grant management, coordinated FAA risk assessment, and land development near the airport among many other additional tasks. Airport Board, Colton Roberts was in attendance and voiced his support for approving the amendment saying, "they find us lots of grants, I am in favor of it." Councilman Busenbark asked City Finance Director, Rhonda Goodrich if the 2022 budget would need to be reopened if this was approved, and she said that it would, but that it would need to be reopened for other reasons anyway. Councilman Busenbark motioned to approve both the amended 2022 task order and the 2023 task order and was seconded by Councilman Baird . The motion passed unanimously and task order numbers 45-23-009-001 and 45-22-009-001 (Amended) were approved.

7. Discussion Items

a. Discussion on Fee Schedule changes- Aquatic Center, Golf Course, Recreation, Airport Hangar Leases – City Manager, Joshua Bake briefed the Council on upcoming proposed fee schedule changes from multiple City Departments. Mr. Bake stated that the fee schedule gets periodically reviewed and he had asked staff to work on their portion of the fee schedules to prevent multiple revisions. Mr. Bake went on to tell the Council that they were not seeking formal approval, that staff just wanted feedback on their proposed changes to make sure they were headed in the right direction. Mr. Bake did not have revisions to suggest, but asked the Council to think about whether they wanted to bill for City Hangar space by square footage, as is currently listed in the fee schedule, or if they wanted to determine the rates by contract. Following his introduction, Mr. Bake asked that Aquatic Center Manager, Edwin Butterfield present his working fee schedule revision to the Council. Mr. Butterfield provided the council with a packet detailing the current rates, proposed changes and the reasoning behind those changes. The changes Mr. Butterfield proposed included military and first responder discounts, day rate increases of \$0.35- \$0.75 and inflatable obstacle rentals increasing from \$50.00 to \$200.00 for repairs and replacements that are not covered by the current rate. Mr. Butterfield explained that the purpose behind these proposed changes was to offset the City's projected \$500,000.00 subsidy of the Aquatic Center in 2023, without increasing costs so much that citizens cannot access the facility. Councilman Busenbark requested that Mr. Butterfield reassess facility rental fees and see if they are high enough and the Council suggested basing fees on number of people/ required staffing to ensure the Aquatic Center is recouping those costs.

b. Airport Hangar Lease Discussion – Kirby

Airport Manager, Kirby Wolfinjer provided the Council with a brief update on the status of updating the City Hangar leases. Mr. Wolfinjer explained that the City Attorney is currently working on a new lease, and that JUB Engineer's was working on getting a bid out for roof repairs at the City Hangar.

c. Interfaith Budget

City Manager, Joshua Bake briefed the Council on a request for a budget of \$2,500 for the Interfaith Advisory Committee, explaining that the budget would allow for lunches among other incidental costs. The Council discussed this request and gave the direction that the Committee would need to take steps to become more formal if a budget were to be approved.

d. Public Information Policy Update

Deputy Recorder/ PIO, Sunshine Bellon presented Council with a working draft of her proposed revisions to Roosevelt City's Dissemination of Public Information Policy. Ms. Bellon reviewed her preliminary recommended changes and expressed that her intention was to make the policy more thorough, covering all of the potential Public Information needs of the City, without making any unnecessary restrictions on the PIO position and department heads. The Council provided feedback that they agreed with the direction and changes thus far and requested that forwarding Council Members copies of posts and public releases, be included in the final policy.

e. Website Recap

Deputy Recorder/ PIO, Sunshine Bellon presented the Roosevelt City website alignment review to the Council and highlighted data that indicated that the Aquatic Center page accounted for a significant amount of the websites traffic. Search data and page views also indicated that citizens are able to quickly find the Aquatic Center information they need. This same data revealed that information on the Animal Shelter is not easy enough to find, and this will be taken into account during the upcoming website redesign. Ms. Bellon stated that her intent was to capitalize on the content and pages that were already doing well, while improving pages and content that didn't appear to be meeting the needs of the citizens.

f. Logo Discussion- Innovation Hub, Nature Park –*Josh/ Ryan*

City Manager, Joshua Bake, presented the Council with copies of logos the City owns, that could be used for the Nature Park and Innovation Hub for their review. Council indicated that they liked the logos, but official decisions were held for a future meeting.

8. Purchase Orders & Financial Review

Having no questions or concerns with the list as presented, Councilman Busenbark motioned to approve the purchase orders and was seconded by Councilman Baird. The motion passed unanimously, and the purchase orders were approved.

9. City Manager Report

City Manager, Joshua Bake provided a brief update to the Council on the following items:

- Snow removal and snow building up on sidewalks. After looking into the issue Mr. Bake stated that there were ordinances in place that put the responsibility of clearing snow from sidewalks on the property owners (both business and residential), not the City.
- "Free Trash Week" will need to be discussed

-Council volunteers are needed to participate in and help provide oversight for the Sports Complex project. Councilmen Aland and Cloward were nominated to participate.

-An exploratory committee focusing on cemetery expansion is needed. Councilmen Busenbark and Cloward volunteered to participate.

10. Committee Reports

There were no reports from committees at this time.

11. Items for Future Discussion

No items for future discussion were noted.

12. Closed Session as for the purposes listed in Utah Code 52-4-205(1)(d)

A closed session was not held during this meeting.

13. Adjourn

At 6:54 p.m. Councilman Busenbark motioned to adjourn the February 7th, 2023, meeting of the Roosevelt City Council and was seconded by Councilman Cloward. The motion passed unanimously, and the meeting was adjourned.