

**COUNCIL WORK MINUTES**  
**SEPTEMBER 4, 2019**

**MEMBERS PRESENT:** Mayor Maile Wilson-Edwards; Councilmembers: Ron Adams; Paul Cozzens; Terri Hartley; Craig Isom; Scott Phillips.

**STAFF PRESENT:** City Manager Paul Bittmenn; City Engineer Kit Wareham; City Attorney Tyler Romeril; City Recorder Renon Savage; Finance Director Jason Norris; Police Chief Darin Adams; Fire Chief Mike Phillips; Airport Manager Nick Holt; Economic Development Director Danny Stewart; Public Works Director Ryan Marshall; Police Lieutenant Jimmy Roden.

**OTHERS PRESENT:** John Stavros, Tyler Melling, Brittanie Parry, Chris Gibbons, Larry Overson, Rita Bice, Allen Bice, Shelley Walker, Mike Walker, Hannah Bice, Justin Bice, Chris Dahlin, Tom Jett, Carter Wilkey, Robert Christian, Glen Sanders, Adam Hahn, Mark Reynders, Trevor Bradford.

**CALL TO ORDER:** Director Hussein Samha of the AL-Hekma Center gave the invocation; the pledge was led by Lieutenant David Evans.

**AGENDA ORDER APPROVAL:** Councilmember Phillips moved to approve the agenda order; second by Councilmember Isom; vote unanimous.

**ADMINISTRATION AGENDA – MAYOR AND COUNCIL BUSINESS; STAFF**

**COMMENTS:** ■Phillips – than City Staff for getting the weeds on 100 West cleaned up. Thank you for that. Also, thank SUU and all involved, Council Isom for the Utah Rural Summit, it was a great event, it is a way to highlight our community and talk about rural issues. ■ Swear in Officers: Patrick McCoy, Justin Bice & Robert Hunt: Chief Adams – we will present three new officers, I will have them introduce their families. They back fill officers that have left Isaac Askeroth, Keith Millett and Jerry Womack. Pat McCoy – I come from Bakersfield, CA, I previously worked in the California Department of Corrections, and I am a 13-year veteran of the Airforce. I am excited and grateful for the position and look forward to learning and growing in this community. I have with me my wife Jessica, and our daughters Brayleigh and Raylee. Robert Hunt - grew up in Enterprise, I joined the military, I was in the Marine Corp for 8 years. When I got out, I worked in corrections as a medical technician for Iron County. This is my beautiful wife Samantha, we have 4 kids under 6. I am excited to be working here. Justin Bice – I am from LaVerkin, this is my beautiful wife. I worked on a bachelor's degree, I worked concrete to put myself through the academy and my college education. I am excited to be here, it is a dream come true. I am excited to do this job and serve the people of Cedar City. Renon Savage administered the Oath of Office.

■Danny Stewart, Economic Development Director – most of you had a chance to participate in the Rural Summit, a few changes this year. In the past it was in August before school was in session, so it was interesting to have school in session. The Office of Economic Development has participated in the Economic Summit with the Chamber, this year they were combined, it was very worthwhile, we were able to do good work and

make good contacts. Thanks to the Mayor for her participation. Cozzens – the Mayor did a good job. It was very well done. Hartley – good contacts and ideas for us to do in our community. Phillips – I heard very positive things about our community by attendees. Danny – we had over double the attendees this year, we had to have lunch in the Ballroom. Councilman Isom did all the work. Hartley – thank you for letting me participate, I was able to go on a tour with the Inland Port people from Salt Lake and SUU took us on a helicopter tour of our property.

**PUBLIC COMMENTS:** ■John Stavros – I want to comment on a bicycle path from 300 West to Industrial and to Lund. I serve on the National Mountain Bike Patrol, I ride my bike 100 miles per week and have since Nixon was a President. There are a lot of nice pieces of bicycle paths so stitching it together is wonderful. I want to look at this from someone that would not want to spend public money on this, if you don't like to ride bicycles I understand, and I still think it is a nice idea. Kids, students, commuters would be able to use the patch and out of the road. If you are interested or not in cycling, either point of view it is a good idea and great way to spend public money. ■Carter Wilkey – I want to talk about the Furry Friend Fun Run and Animal Shelter opening. I reached out to a community member at the opening of the Animal Shelter and she shared some things. She was unable to be here tonight, but asked if I would read a statement, it is attached as Exhibit "A". It was an amazing day, I spent a lot of time with her. The Furry Friend Fun Run, Wal-Mart will sponsor with volunteers, refreshments, some dog treats water for animals and humans. We have other sponsors and vendors. All of the promotional items, 350 backpacks were made, from promotional items and banners, everything has been paid for by me, all the money raised will go to the shelter. The run is September 14<sup>th</sup>, registration at 7:00 a.m. and the race begins at 8:00 a.m. Bicentennial Park to under the Canyon Park Bridge, turn around and come back. It should be a good event.

Tyler – in case any of you get text messages, we are not broadcasting, Kaden is working on it now YouTube had changed some things.

**PUBLIC HEARING TO CONSIDER AMENDING THE CITY'S  
TRANSPORTATION MASTER PLAN TO ADD A 66-FOOT MASTER  
PLANNED MAJOR COLLECTOR STREET ALONG INDUSTRIAL ROAD  
FROM 300 WEST TO AIRPORT ROAD. KIT WAREHAM:**

Kit – we want to add a 66-foot-wide street from 300 West to Airport Road. The next item the trails master plan goes from 300 West to Lund Highway, it would be added to the trails master plan and available for impact fees. Hartley – 20 foot paved? Kit – no 10 feet paved with shoulders, it will be pedestrian and bike path. Phillips – is there irrigation? Kit – yes from 300 West to Airport Road. Phillips – can that be added into the parkway? Kit – we have talked about having the irrigation as a babbling brook. Phillips – I see 66-foot-wide road, but how much space all together on either side? Kit – the road master plan on the side without a trail as that property develops, they will put in curb, gutter and sidewalk. The side of the walking path will just have the parkway amenities and trail. Cozzens from the Coke Plant to Airport Road? Phillips – from 300 West. Kit – from 300 to 400 West there is not curb and gutter. Cozzens – is it 66 feet from curb to curb? Kit – 51 feet of asphalt.

Mayor Wilson-Edwards opened the public hearing. Adam Hahn – the majority of development is west of town, so any roadways that can facilitate from West to downtown, we need to focus on that. I think this is fantastic. I asked Kit in Planning Commission, it would be nice if this could be connected to U-56, the railroad is not used all the time. It would facilitate the flow of traffic better to get downtown and to Bicentennial Park. The issue we are well aware of, if you drive in St. George, the traffic jams with Bluff and St. George Blvd., I see that with 200 North and Main Street. Phillips – I agree, the more traffic corridors the better, you cannot rely on one or two roads to carry all the traffic. I encourage us to look at that. Kit – when the City bought the Railroad right-of-way, we bought it from 100 West, so we may come back later to run a trail through those two blocks. The hearing closed.

**PUBLIC HEARING TO CONSIDER AMENDING THE CITY'S TRAILS MASTER PLAN TO ADD A 20-FOOT-WIDE PARKWAY ALONG INDUSTRIAL ROAD FROM 300 WEST TO LUND HIGHWAY. KIT WAREHAM:** Kit – see comments on the above item.

Mayor Wilson-Edwards opened the public hearing. There were no comments, the hearing closed.

**PUBLIC HEARING TO CONSIDER AMENDING THE CITY'S STORM DRAIN MASTER PLAN IN THE NORTHFIELD AREA. KIT WAREHAM:** Kit – we are making a proposal to extend the City storm drain system from west of I-15, the area is seeing a lot of development and we are running out of developed storm drain systems to handle the storm drain. We are proposing to extend the master plan back of the subdivision west of I-15, west of Canyon View High School and extend it to the County gravel pit on Bulldog Road. The pit is already handling storm drainage and is big enough to handle a lot more. There is a lot of development in the Northfield area and we need to direct the storm drainage to an area away from the developments. Phillips – what kind of an agreement with the County? Kit – a handshake, it is a pit not being used and has had storm drain for a lot of years. Cozzens – didn't they bury a machine trying to clean it out? Yes. Phillips – are we developed out to handle the current drainage? Kit – yes, we met with the Burgesses to handle the drainage off their property. They are doing most of the development in the area.

Mayor Wilson-Edwards opened the public hearing. There were no comments, the hearing closed.

**CONSIDER PROPOSALS FOR IT SERVICES. PAUL BITTMENN:** Paul – recently the Council directed staff to publish an RFP regarding information technology services. We got 4 companies, all qualified, we had Executech, Les Olson, Mountain West and SymTec. The RFP are different than bids, bids we know quality and quantity, we need you to do X and give us a cost. This is for purchasing vehicles or Public Works projects. Proposals we are asking companies if they understand our needs and tell us what we need. We published and asked what we were looking for and score it. We had 6 staff members

from different departments and in general terms we had questions regarding the proposals, the instructions were to focus on what was in the proposal and that is what we would evaluate. All companies had different staffing, Executech had the largest staffing, not much difference on what required. Some items were cost and service, all 6 staff members rated Mountain West best in cost section, we asked for 40, 60 and 80 hour per week service for the proponents. SymTec provided one overall annual cost of \$172,620; The bids were as follows for 40 hours, 60 hours and 80 hours per week: Executech \$124,800, \$177,840, \$224,640; Les Olson \$124,800, \$187,200, \$249,600; Mountain West \$58,000, \$75,000, \$94,000. Executech did not charge for after hours, Les Olson \$195 per hour, Mt. West scheduled maintenance after hours and had an hourly rate of \$95 per hour after that. Symtec did not provide a fee, they want to work with staff to not have after hour calls. Most operations do not operate from 8 to 5 see write up.

Service all had different approaches. Executech's proposal included: network support, individual user support, office 365, security, data backup, planning, and their ability to provide 24/7/365 service. Les Olson's proposal included: analysis of our networks; remote monitoring and management of our networks, data backup, sonic wall for our servers, and ability to scope and price projects outside of the agreement. Mountain West's proposal included: business hour service, scheduled after hour service, contact points for service, emergency support, general maintenance, covering parts and costs of an additional warranty, antivirus, replacement parts are covered under the same cost. SymTech's proposal included: communication with the client, tracking to ensure issuers are resolved, monitoring for maintenance issues and security, 4-year budgeting plan related to network infrastructure. They do not sell hardware, but will recommend the best buys for hardware, onsite service without disturbing work. Each of the providers indicated an ability to take service requests by phone, in person, or through a ticketing system. Generally, Executech scored a little higher in the service plan area than the other providers.

Phillips – I know every day is different, but can we get an idea, are we now doing 40 hours per week, do we have an indication of where we are? Paul – when we specked we contracted for 20 hours originally we are now up to 30 hours per week, our ability to interlink with all departments, phones, etc. continue to increase so we specked out 40, 60 and 80 hours per week. Cozzens – in 3.5 years, August 2016 to May 2019, we paid Executech \$207,960, \$59,391 per year. We ended up using about 30 hours per week? Paul – they contract all their hours and provide that to us each statement, typically they exceed 30 hours per week, but we only pay for 30 hours per week. Phillips – in the RFP, or in the proposals we received back, we will be more tech reliant, I am wondering, there are terminology differences, I am wondering if they are the same thing. There is a huge cost differentiation between the three and Mountain West. Paul – we will give you the proposals and you can do your own evaluation. It is up to the Council to decide what we do. Phillips – is this an annual fee for 3 years? Paul – I cannot tell you. Cozzens – the three local bidders, Mountain West bid what we paid Executech the past three years. I asked Paul for supporting documentation, concerns were the scoring the costs where the City has almost doubled with 80 or more hours per week. Typically, when I bid, the panel has 1 or 2 professionals to get unbiased opinions and we just had department heads and

staff, why not Leavitt Group or SUU and give professional opinion. I know it is subjective, the scoring on the cost section with 30 points available and some outcomes were concerning to me. Hartley – where are we on the Executech’s contract? Paul – we are month to month. Hartley – have they raised their costs? Paul – no the hourly cost stayed the same, but they have more hours. Mayor – we will get you all the information so you can review before the vote is taken in two weeks. Action.

**CONSIDER DRAFT AIP 35 RUNWAY GRANT. NICK HOLT:** Nick Holt, Airport Manager – the last two years the City has been looking forward to replacing their runway. The Grant will provide the funding to replace the runway, lights. Anticipated amount \$17,133,498, the grant is a 95% to 5% match, 95% federal government, 5% the City is responsible for. The City has worked with the FAA to come up with a project to work off as an in-kind match, we have brought that through the City Council and FAA, they have approved to meet the match of \$1,458,451. When City and Airport went in 2019 to apply for the grant it was \$19,392,000, we know the FAA will not fund over that amount. The projected amount of \$17,133,498 is what we expect the grant to come in at. We have not received the grant yet, I have given you the terminology from the FAA, the dollar amounts of the \$17,133,498 is the anticipated amount the consultants have come up with. I would like you to review the information, as the grant comes in, I will get it to you and let you see the actual dollar amount. In the action meeting we will ask for the mayor’s signature and legal department signature. We will also need the single audit certification form, any time a grant is over \$750,000 the City can be audited, we will ask the signature on the grant and on the single audit. Isom – in your experience do you think we will get the grant? Nick – I talked to the FAA and they are behind us, we have to have it to the FAA by the 19<sup>th</sup>, I will get the Mayor’s signature on the 18<sup>th</sup> and we will scan and email it to the FAA. If we don’t get it, we will be pushed another year. Phillips – if it is not received, will we be bound? Nick – no. we ask for the \$19 million is last year the bids are over by \$1 million. The FAA can grant up to \$19 million. We already have our force account which is the in-kind match covered if they fund more than the \$17 million. Hartley – how does the lighting tie into the grant? Nick – if we were to do it without the runway project, the City would be liable to pay \$1,269,902.78, the City would have to front all that money and not get reimbursed if we do it outside the runway project. They want to do it all together. Paul – we want to do it so we can get reimbursed. Nick – we will not sign the agreement and it will not be done without this grant. Action.

**CONSIDER A RESOLUTION FOR THE CEDAR CITY ENGINEERING STANDARD UPDATE 2019. KIT WAREHAM:** Kit – we are only talking about 1 item, in the zoning ordinance we have required a fence between different developments. It has been unclear and hard to administer on what type of fence and if we need them at all. Sometimes the ordinance says as chosen by the Planning Commission, they are not fence experts. One time it was subject by discretion of Project Review Board. We have had a lot of issues over the years. We are trying to simplify by making fences part of the Engineering Standards, recommending 3 types of fences to be used for required fences, first is masonry block wall, other one is a privacy link fence with 98% privacy rating, you can only see 2% visibility through the fence, there are good fences now, there is one behind Brad’s Food Hut, it has been in for 20 years, it is chain link with slats. The

hospital has this type of fence and it looks about the same as it did when it was installed. The other fence is composite fencing product, it has good reviews on the websites we have looked at and feel it would meet everyone's needs. We are giving the developers the 3 options, masonry, privacy 98% and fiberon fence. We would like this added to the Engineering Standards, then when a project comes through, they can select one of the fences. Phillips – do we revisit these annually? Kit – we will look at it if we see issues, we would go back and find something else or go back to the two others. We are confident through our research that the fiberon will be a good fence. We are asking to put the 3 in the Engineering Standards, so the citizens have a choice. Hartley – the chart does not have all three. Kit - #34 has it. We will have it right in the standards. Action.

**CONSIDER PROPOSALS FOR CHRISTMAS LIGHTS. PAUL BITTMENN:** Paul – during last year's budget the Council budgeted \$130,000 from RDA to update the Christmas lighting displays on Main Street from 200 North to Center. The swag/banana will be retired, and we will see the new decoration. Cozzens – are we mixing the cool and warm white together because Main and Center don't match? Paul – the company proposed this, but it works out. Cozzens – it bothers me that Center and Main don't match. Paul – we have asked Danny to take pictures of the lights on Main to send to the Manufacturer. The folks that produce the decorations can use whatever lighting you would like, if you want the snowflakes and ribbon to match the trees and the ribbon accent, we can do that. Cozzens – is Main the cool or warm light? Mayor – Center is bright white. Phillips – what happens to the existing decorations we will no longer be using? Paul – the rendering of Mayors Park would have a large box present, it is 300 lbs and the ribbon is 16 feet in the air, you can walk through the box. The star and bulb on the sides are 6 ½ feet tall, they are substantial pieces. We would repurpose the decorations from Mayors Park to Main Street Park, the bananas we would surplus, one community has contacted us to purchase them. Phillips – what about the light poles? Paul – they would stay, and the toy soldiers would stay also. The packages are two toned and is what the design folks suggest. We had \$130,000 budgeted, the total project with shipping and all lights \$95,231.44, we are about \$34,000+ under budget. Hartley – will this just be in the downtown area? Paul – yes, it will not expand. Phillips – does this redo the existing trees on Main Street? Paul – we contract with a local company to do maintenance of lights in the trees, they wrap and fix every couple year. We run into problems with the electrical system and blow a fuse, if that happens, we get our electrician out to fix. That is a different line item. Phillips – we want it to be cohesive. We will tell them the snowflakes and trees need to match, the accent color we will leave up to them. Cozzens – when you say gold, is that the warm white? Paul – if you look at the star and package there is a gold tone. Cozzens – the accent on Main Street is it the warm white? Phillips – I think the gold will match. Mayor – there will not be colors. Hartley – I would like you to have it double checked. Cozzens – they should be able to send us a sample of the lights so you can look at them against what we have. Paul – we will bring samples and have Danny send the pictures and get the lights they would suggest. Cozzens – just plug them in and sample. Action.

**CONSIDER PROPOSAL FOR ELECTRONIC DOCUMENT MANAGEMENT SOFTWARE SYSTEM. PAUL BITTMENN:** Paul – approximately 10 years ago we

bought a document management system, Sire, for deeds, contracts, minutes, GRAMA requests, packets we scan. We did not purchase ongoing maintenance, software has changed a lot. SIRE does not exist, they have been bought and sold, the new company would be happy to maintain, and you would owe X number of years of maintenance. We put it in the budget \$30,000 for this item. We had one company, MVI respond to the RFP, Laserfiche, it will do the storage, it has neat features with forms and workflow. We are proposing to purchase Laserfiche from MVI, they have proposed moving it over, we would have 10 licenses the cost is \$26,210. With SIRE we purchased 6 licenses it was a free for all, Laserfiche doesn't do that. We went through the departments to see how many used them, we can have one license and have it as Intern and have multiple people use it. Phillips – it is to bring to date and transfer everything, what is the annual maintenance? Paul – I don't have that with me. Another problem with SIRE, we have tried to update some of our hardware, SIRE will not convert, so we have an older piece of equipment to link it over. Phillips – are we comfortable with MVI? Paul – they have been in business since the 90's they service a lot of municipalities, Renon knows a lot of people that use it, I know some and between the two we called over half dozen and got nothing but positive feedback. Phillips – do we hope to put all records digitized? Paul – the question of all records is a big question, they are old, yes, we would like to get them all in. we also have old payroll, finance and personnel. The Police Department also has a lot of things, their own system. Not everything will be on one system, it will depend on the user. Consent.

**ADJOURN:** Councilmember Isom moved to adjourn at 7:48 p.m.; second by Councilmember Hartley; vote unanimous.

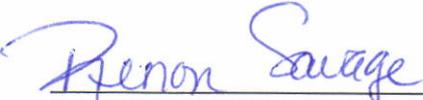
  
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Renon Savage, MMC  
City Recorder

EXHIBIT "A"  
CITY COUNCIL - SEPTEMBER 4, 2019

What can we do to help?

That was the question we asked Tina Garrison 2 years ago when we went to the shelter and saw a mother cat trying to nurse her newborn kittens in a small cramped cage.

Since that day we have had foster animals in our home almost non-stop. We hoped to help ease the burden of full cages & the continuous cycle of sick animals in such tight quarters.

We have successfully fostered & adopted out dozens of animals for the city. We have also lost more than I ever could have imagined due to disease & simply being exposed to other sick animals while at the shelter.

As I walked into the foyer of the new adoption center @ the grand opening tears started streaming down my face. I was overcome with absolute joy. A facility we can finally be proud of!

As I walked the halls & saw all of the rooms for healthy, sick & adoptable animals I just kept thinking how wonderful! We can do so much more now, we can save more lives. It will be so much easier now to take care of all of the animals coming in.

The new adoption center is a place people will want to visit. A place where animals can be properly cared for with amenities we don't have to be ashamed or embarrassed about. It's a place people will want to volunteer & spend time at. I am beyond grateful that we finally have a place to properly care for & adopt out our furry friends.

Jill,

Cedar City Resident and Animal Advocate