



MINUTES

October 12, 2022

**Oakley City Council
Work Session 7:00 PM
Oakley City Hall**

**Zoom Meeting Platform
Meeting ID 820 258 4629
Passcode 777869**

Anchor Location: 960 West Center Street, Oakley UT 84055

In Attendance:

City Administration: Mayor Zane Woolstenhulme, Councilmembers: Joe Frazier, Kelly Kimber, Dave Neff, Steve Wilmoth; Councilmember Tom Smart

City Staff: City Recorder, Amy Rydalch; Public Works director Kendell Staples; Event Specialist Karylyn Bliss

Others in Attendance: Wade Woolstenhulme, Sam Aplanalp, Doug Evans, Chris Hansen, Kerbee Atkinson; Via zoom: "Beck," "Spock iPhone," "Larry."

1. **Mayor Woolstenhulme** Opened the meeting.
 - a. **Councilmember Kimber** led the Pledge of Allegiance.
 - b. **Councilmember Frazier** offered the invocation.

Approval of the Consent Calendar.

Councilmember Wilmoth motioned to approve the consent calendar. **Councilmember Smart** seconded the motion. Motion Carried. Consent Calendar Items Approved.

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MAYOR'S REPORT

- c. **Well Update:** Bidding documents are on the street for the first phase. The site visit for perspective drilling contractor's is next week. The plan is to open bids on Friday after which a special session of the Council will be held on the 16th of November to award the contract.
- d. **Cattle in Stevens Grove** – Trails foundation does not want cattle there for weed mitigation. The manure brings seeds from other locations. Mayor is deferring to trails foundation unless Council feels otherwise. No disagreement noted.
- e. **UOSH Site Visit** – invited UOSH to provide consultation. By doing so buys City time to take care of potential violations and gives the City a two-year grace period.
- f. **Appeals Authority** – City will contract with an individual to act as City's adjudicator in place of a Board of Adjustment.

2. ELK MEADOWS -MANAGEMENT UPDATE: Gary Beynon and Zach Beynon

New management representatives from Elk Meadows introduced themselves to the city council. Elk Meadows has been under new ownership for two years, and the management of the facility has been historically third party. The owners wanted the council to know that they believe changes to in-house management will improve the level of care residents are receiving. The executive director, Jamie, and the property owners provided some background on their company, which owns and operates assisted living facilities in the Salt Lake City area. They expressed their commitment to the community and discussed their plans for Elk Meadows. The new management appears enthusiastic about being part of the community and working closely with the council.

3. COMMUNITY BENEFIT UPDATE: Amy Tuddenheim & Lori Weston Intermountain HealthCare

Representatives from Park City Hospital and Intermountain Healthcare provided an update on the healthcare services available in the community. They discussed the hospital's role as a healthcare provider and employer in Summit County, highlighting their mission to help people live healthier lives. The hospital statistics provided included the number of caregivers, admissions, births, surgeries, and emergency visit activity. They discussed charity care, community benefits, and the role of their hospitals in supporting marginalized populations. They mentioned partnerships with community organizations and volunteer services. The presentation included an overview of their community board, service offerings, including medical, surgical, and emergency services, and special focus on behavioral health services, addressing the growing mental health challenges in the community.

4. WEBER RIVER TRAIL EASEMENT AGREEMENT (POSSIBLE ACTION)

Doug Evans presented the proposed trail easement with the Victors including terms and location of trail and fencing. This trail easement is part of the greater Weber River Corridor Trail. The project aims to create a trail connection from New Lane Bridge, just north of the

84 bridge through the Victor property connecting to an existing trail that leads to the Government
85 Federal Bureau of Reclamation. The purpose of the trail is to provide a recreational and walking
86 path for the community, offering access to the outdoors.

87 The discussion included various aspects of the trail project, including details of the trail route,
88 the use of trail easements, and agreements with property owners. It's noted that the trail will
89 run alongside private properties, and agreements have been reached with the additional
90 property owners to grant an easement for the trail's construction and use. These agreements
91 will be coming to the council in a future meeting. Discussion focused on plans for upgrading
92 certain fences along the trail to keep the public safe and protect the environment. Additionally,
93 the discussion covered plans for parking facilities related to the trail with a goal to keep parking
94 away from certain areas and manage it more effectively.

95 The discussion touched on the concept of "non-exclusive trail easement," which means that the
96 easement could potentially be used for other purposes as well, depending on future decisions
97 made by property owners or utilities. The conversation further included the discussion of
98 property bonus density, which pertains to the land development code and potential property
99 development bonuses associated with providing the trail easement.

100 The goal is to secure approval from the City Council to proceed with the trail project, finalize
101 the agreements and easements, and allow for the signing of documents related to the project.

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103 **Councilmember Smart** motioned to authorize the Mayor to execute the Victor Trail Easement
104 Agreement. **Councilmember Neff** seconded the motion.

105 **Further Discussion:**

106 **Councilmember Neff** asked if they were setting a precedent with offering 2 units of bonus
107 density. Would another landowner with 40-acres expect to be treated with the same
108 entitlement?

109 **Doug Evans** clarified that the bonus density is dictated by a formula in the city code. He further
110 stated that by utilizing the bonus density the City can move the development out of the river
111 bottoms.

112 **Councilmember Wilmoth** asked about the other property owners and their interest in a trail
113 easement and bonus density.

114 The indication is that there is interest in bonus density and the agreements will follow shortly.

115 **Mayor Woolstenhulme** called for a vote. **All Voted in Favor. Motion Carries.**

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5. FRAUD ASSESSMENT ITEMS: Councilmember Joe Frazier and Recorder Rydalch

a. Credit Card Policy – Joe Frazier

The purpose of this discussion is to finalize and document a policy for the use of credit cards by employees. The transcript mentions that The policy is based on a template recommended by the Utah State Auditor, with some minor adjustments.

1. **Credit Card Usage:** The policy spells out how employees can use their credit cards, including authorizations, reconciliations, and procedures for handling lost cards or receipts.
2. **Prohibited Credit Card Purchases:** The policy provides examples of what is prohibited when using the credit card, to set clear boundaries on spending.
3. **Employee Termination:** The discussion highlights the need to clarify the language in the policy regarding employee termination or separation and how the return of the credit card should be handled.
4. **Deductions:** There is a request to add a clause that allows the City to make deductions, if necessary, with employee consent.
5. **Contract of Employment:** The discussion addresses the need to include language in the policy that specifies it does not create a contract of employment and that employment is at will.

b. Travel Policy – Joe Frazier

The policy outlines what employees can and cannot do when it comes to travel expenses and how they will be reimbursed. Here are the main points of the discussion:

1. **Travel Expenses:** The policy specifies what travel expenses will be covered for employees. It may include details on what is allowed and what is not, as well as the process for submitting travel expenses for reimbursement.
2. **Per Diem:** The policy likely outlines how per diem works, which is a daily allowance for meals and incidental expenses incurred while traveling. It might mention that the organization will use the IRS rate structure for per diem calculations.
3. **Mileage:** The policy may state that the IRS rate structure will be used for mileage reimbursement. It could also clarify that this applies when employees are traveling beyond a certain radius (e.g., outside a 50-mile radius from the office).
4. **Use of City Vehicles:** There is a point of discussion about the use of city vehicles. The participants are debating whether the reference to city vehicles should remain in the policy. The concern is that city vehicles are typically trucks, and it might not be appropriate for all types of travel. The suggestion is to provide employees with multiple options, such as using city vehicles, mileage reimbursement, or other means of transportation.
5. **Public Works Employees:** It's mentioned that public works employees are expected to use city vehicles for tasks within the 50-mile radius, but if they have to travel outside of that radius for specific equipment or tasks, they would be covered by the policy.

161 **6. HISTORICAL PRESERVATION ORDINANCE – Presented by Councilmember Frazier**

162 **Councilmember Frazier** introduced the draft of the ordinance by stating that this is an ordinance
163 designed to encourage historic preservation within the city. It is not intended to force or
164 mandate any specific preservation actions but to promote the idea. The ordinance sets up a
165 historic preservation commission that is tasked with overseeing advising on historic preservation
166 efforts within the City. Specific examples of potential structures are the Sorensen Barn and
167 Creamery. The ordinance is also needed for some funding opportunities.

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169 Discussion about needing to notice the ordinance for a Public Hearing before a vote or passage
170 can occur.

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172 **7. COUNCILMEMBER AGENDA REQUESTS:**

173 **a. Possible Revisit – GO EXL Academy Request**

174 **Mayor Woolstenhulme** explained how to formally request a revisit for a previous
175 decision.

176 **Councilmember Neff** motioned to reconsider the decision regarding the Go EXL
177 Academy. **Councilmember Kimber** seconded the motion.

178 **Discussion** that the motion had been for staff to work within the current rental
179 framework and determine whether the lease was feasible. **Councilmember Neff** asked
180 to have a reconsideration of discussing further and having Council make the
181 determination to enter into the lease. Feels that there are details that the Council should
182 be aware of prior to committing to the use of City assets.

183 **Mayor Woolstenhulme** called for a vote. The vote was 4—1 for consideration.
184 (Councilmember Wilmoth voted not to reconsider.)

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186 **Recorder Rydalch** presented the Council with an overview of the historical rental
187 revenues from Cattleman’s Hall for rentals Monday through Thursday. Historical utility
188 costs were discussed, and net revenue projections were presented. Discussion regarding
189 impacts on staff labor, physical improvements to the building, and liability questions.

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191 Further discussion regarding the timing of cleaning of the facility and in particular Sunday
192 rentals and staff needing to turn the building over to the Academy Monday morning
193 ready for class. The conversation touched on the possibility of extending the rental
194 period for the building, but concerns were raised about the practicality of this extension.
195 The council acknowledged the need for more information and emphasized the
196 importance of keeping within the existing rental policy parameters. There was a proposal
197 to consider Monday to Thursday rentals and splitting utility costs, allowing the renters to
198 be responsible for Sunday night cleaning. Staff asked Council to consider taking
199 Cattlemen’s Hall off the rental calendar Monday through Thursday to other renters to
200 eliminate staff time in preparing the building for rentals in the evening Monday through
201 Thurs. The motion was approved with additional details to be worked out in subsequent
202 discussions.

203 **Councilmember Frazier** stated that he doesn't feel that local government should be
204 responsible for providing a location for a private enterprise. **Councilmember Smart**
205 **concur.**

206
207 Discussion from **Councilmember Wilmoth and Kimber** that the academy does serve a
208 community purpose.

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210 Discussion from council soliciting whether there is undue burden being asked of staff
211 after hours and on weekends to accommodate the academy. The motion that is being re-
212 addressed was read into the meeting:

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214 **"Councilmember Wilmoth motioned to accept the proposal Academy's proposal with**
215 **monthly rent of \$1,000 a month if logistics can be worked out within the City's current**
216 **rental policy and with staff scheduling. Councilmember Frazier seconded the motion.**
217 **All voted in favor. Motion carried."**

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219 Further discussion that the only way to change that motion is if another motion is made
220 that changes the previous motion.

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222 Discussion around cleaning the building and the possibility of needing to get a
223 contractual cleaning service to manage the Sunday Night preparation for the Academy on
224 Monday.

225 Further discussion of length of contract and not wanting to sign multi-year lease,
226 including incremental utility costs passed on to Academy etc.

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228 **Councilmember Smart** motioned to approve the contract on a short-term basis for monthly rent of
229 \$1,000/month, plus the incremental utility costs, and cleaning costs. **Councilmember Neff seconded**
230 **the motion. All voted in favor. Motion Carried.**

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232 ****Five Minute Recess****

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234 **b. 2023 PRCA Prize Money Allocation – Readdress**

235 **Mayor Woolstenhulme** invited the Rodeo Chair and a couple of the Rodeo Committee
236 members to address the Council with the motivation behind the decision to increase the
237 prize money for the 2023 rodeo.

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239 **Chairman Wade Woolstenhulme** provided a brief history on the financials of the rodeo.
240 Initially prize money was paid out of ticket/concessions revenues. After some years of
241 production, the committee felt that it was better for the rodeo and for the quality of
242 contestants to increase the prize money. It was at this point the committee decided to
243 secure sponsorships to cover the increase in prize money. He discussed the different
244 levels of rodeos within the PRCA and the ProRodeo Tour. In order to be considered a Pro

245 Tour Rodeo there are certain conditions required with prize money, number of entries,
246 and days of competition. In looking at the competing rodeos on the 4th of July weekend,
247 Oakley needs to increase the prize money and stock to attract the better contestants.
248 Fewer turn-outs as well. Benefits of “even money” across events was discussed. The goal
249 of the rodeo committee is to raise enough money through sponsorship to cover the
250 increased prize money.

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252 **Mayor Woolstenhulme** asked if the Council still wished to readdress the motion to
253 approve the increase in prize money for the 2023 rodeo event.

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255 **No motion for readdress was made. Previous approval stands.**

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257 **c. 2023 Rodeo Ticket Pricing**

258 **Chairman Woolstenhulme** stated that the Rodeo Committee is recommending that
259 whatever the ticket price online is online is the full ticket price. No add ons for processing
260 or taxes. They would like those fees built into the face value of the ticket.

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262 **Councilmember Neff** presented several price point options at \$25, %27, and \$30 price
263 points.

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265 Discussion of the scenario from the 2020 Covid Rodeo where patrons paid \$30/ticket and
266 the performances sold out. Points of reference were brought up regarding price points of
267 other rodeos. Discussion of premium sections, possible gradient pricing, season tickets
268 and possible changes in the seating style.

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270 **Councilmember Neff** motioned to increase the ticket price to \$30/ticket with a \$25/ticket face price for
271 locals in the pre-sale event only. The ticket price is to include all fees and taxes. **Councilmember**
272 **Wilmoth** seconded the motion. **All Voted in Favor. Motion Carried.**

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275 **8. RODEO COMMITTEE ITMES – Chairman Woolstenhulme**

276 **Chairman W. Woolstenhulme** addressed the rodeo committee items throughout the previous
277 discussions to readdress previous motions/approvals. No further discussion occurred. With the
278 exception that the Council discussed their desire to have members of the Rodeo Committee
279 come to select Council meetings throughout the year as they felt this was a very productive
280 portion of the meeting and facilitated understanding and good will.

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282 **9. In Accordance with the Utah State Code Annotated: The Oakley City Council may elect to**
283 **enter a closed session to discuss the purchase, exchange, or lease of real property and to**
284 **discuss the character, professional competence, or physical or mental health of an individual**
285 **UCA 52-4-205 (a) and (d).**

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287 Councilmember Wilmoth motioned to enter closed session. Councilmember Frazier seconded the
288 motion. All voted in favor. Council entered Closed Session.

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291 10:23 PM Council enters closed session.

292 12:04 AM Closed Session ended.

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294 10. Meeting Adjourned

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296 Approval is to form this 28 day of November, 2023.

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Zane Woolstenhulme, Mayor


Amy Rydalch, City Recorder