

**BLUFFDALE CITY COUNCIL  
MEETING MINUTES  
Wednesday, March 11, 2020**

**Present:** Mayor Derk Timothy  
Wendy Aston  
Traci Crockett  
Jeff Gaston  
Mark Hales  
Dave Kallas

**Staff:** Mark Reid, City Manager  
Vaughn Pickell, City Attorney  
Bruce Kartchner, Administrative Services Director  
Jennifer Robison, Senior City Planner  
Michael Fazio, City Engineer  
Trevor Andra, Assistant City Engineer  
Stephanie Thayer, Accountant/Human Resources Manager  
Natalie Hall, Emergency Preparedness Manager  
Wendy Deppe, City Recorder

**WORK SESSION**

Mayor Derk Timothy called the meeting to order at 6:03 p.m.

**1. Roll Call.**

All Members of the City Council were present.

**2. Presentations.**

**a. Discussion Relating to New City Standards and Specifications, Staff Presenter, Trevor Andra.**

Assistant City Engineer, Trevor Andra reported on the following proposed standards and specifications:

- An option was being added to storm drain requirements to allow for the use of plastic inlets rather than concrete structures. The plastic inlets allow drain pipe to be closer to the surface, have a metal bar grate, and are safe for traffic loads and bicycles.
- In order to maintain compliance with State LID requirements, the City's current LID standards will be increased to a total of five requirements. One option was to use a swale for storm drains that allows water to be taken into the swale prior to infiltrating the system. There will also be an option to install multiple swale systems to create retention.

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- A standard will be included to allow for LID curb inlets. Inlets with no outlet will have perforated pipe and be wrapped with rock in fabric. The design could be used in parking lots and other open asphalt areas and will contain a bag that collects large debris.

Mayor Timothy asked how the bags are maintained. Mr. Andra explained that the bags will be pulled out and cleaned until they need to be replaced. They are built to handle design flows but could become an issue if they are not properly maintained.

Wendy Aston asked where it would be acceptable to use the curb inlets. Mr. Andra replied that they will be used in areas where a developer is unable to connect to a City storm pipe system or as an LID feature in a parking lot.

City Engineer, Michael Fazio noted that the City has several locations with storm drains that dead end. He stated that the City needs a method to ensure that water penetrates the ground. He shared an example of a cul-de-sac at 13800 South and 4200 West where water collects on the corner. This was corrected by digging 10 feet into the ground to allow plenty of space for the water to penetrate.

Mayor Timothy expressed concern with the digging method being a temporary solution. Mr. Fazio agreed that it would be better to have an open pond for the water to go into and explained that it is a temporary solution. He noted that it can be maintained very easily. Mayor Timothy asked that storm drains with those types of issues be kept on the deficiency list so that they can be upgraded if the City makes improvements in those areas.

Council Member Aston asked if the developers would be able to build parking lots without connecting to a storm drain. Mr. Fazio replied that the method is only used for small volumes of water. Mr. Andra noted that the City would review those requests to ensure there are no attempts to put in infrastructure that would allow a developer to avoid connecting to a storm drain when it is required.

- The standards will include rain gardens, which are beneficial for cleaning the water, particularly for the initial flush that has a lot of contaminants. Mr. Andra stated that rain gardens are fairly new to the State and pre-made systems or materials can be purchased as a mixture.
- New detention basins will be required to use low water landscape areas such as rocks and trees instead of grass. Mr. Andra noted that grass can still be used for larger areas to serve parks or other recreation areas but the new standard will be required for developments with 10 lots or less.

Wendy Aston asked what these areas will look like in 10 years. Mr. Fazio noted there are several installations in Utah that have been around for several years that are doing very well. He added that the low maintenance of the installations helps the Public Works

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Department. Developers will be able to choose from a selection of plants that do not require much water but can simultaneously handle a lot of water.

- Minimum widths for various sections, park trails, strips, lanes will be added to the existing standard.
- A new pavement operation requirement standard will be added to outline requirements for paving including pre-pave meetings that must be held prior to paving.
- A new trail standard will be added changing the requirements for pavement from PG64-28, which is the standard for all asphalt in the City, to PG52-28 with the same amount of wrap. The change provides a cheaper option for contractors while maintaining the integrity of trails. The Planning Commission requires PG58-28 or better.
- A new standard will be implemented to require as-built drawings showing storm drain features, street names, and additional details. The information will be entered into the GIS system.
- A new Asphalt Paving and Quality Assurance Manual will be issued outlining the City's methods for assuring quality and working through issues. An adjustment manual will also be provided to employees outlining how to handle quality assurance. The manual will serve as a guide for inspectors.

Dave Kallas asked if all developers are required to conform with the standards or if they only pertain to developments of a specific size. Mr. Andra stated that the standards must be followed regardless of the size of the development.

Council Member Kallas noted that the Legislature is proposing a change to the storm water discharge and asked if the City will need to make changes if it passes. Mr. Andra's understanding was that the bill simply reduces the amount of detention or retention.

**b. Budget Discussion Relating to New Personnel, the Proposed Percent of Salary Increase and a Job Description for Communications Manager, Staff Presenters, Stephanie Thayer and Mark Reid.**

City Manager, Mark Reid gave an overview of proposed staff positions and noted that the positions are open for debate or changes. Changes could also be made when the budget is brought to the Council.

- The Public Works Department was requesting three new employees including one for the Street Division, one for the Water Division, and one for the Parks Division. The Parks Division is currently short one employee and is working to fill the vacancy. The new employees being requested would begin work in the Spring 2021.

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- A School Resource Officer was expected to be trained by August when the new junior high school opens. Mr. Reid spoke with Police Sergeant, Zach Robinson about adding an Officer and a Canine Officer. Sergeant Robinson liked the idea but needs a Traffic Officer at this time.

Mr. Reid asked for direction from the Council and noted that adding a Traffic Officer would be in addition to the School Resource Officer position. Mayor Timothy stated that he is not giving up on the Canine Officer position but understands the Sergeant's needs. Dave Kallas mentioned that his priority is to fund a full-time Economic Development position.

A job description was provided for the Communications Manager position. Mr. Reid hoped to fill the position by July 1. The position will be part-time and consist of 25 to 28 hours per week and will not include medical or dental benefits.

Jeff Gaston asked who wrote the job description. Mr. Reid stated that it was a team effort by Natalie Hall, Stephanie Thayer, Mark Reid, and Bruce Kartchner. Accountant/Human Resources Director, Stephanie Thayer looked at similar positions in other cities and added the specific needs for Bluffdale.

Jeff Gaston stated that the position should not include a supervisory component and asked if that could be changed. Ms. Thayer stated that the Emergency Manager will rely heavily on the Communications Manager in an emergency. Mr. Reid added that the Emergency Manager gets almost no supervision and needs to be put under a manager. He believes the position fits best under communications since many of the Emergency Manager's duties relate to communications. He also noted that there are not a lot of supervisors to choose from. Jeff Gaston raised concerns with the bachelor's degree requirement and years of required experience. Mr. Reid stated that he will ensure that the degree is non-specific bachelor's degree but has some emphasis on communications.

Council Member Gaston noted that the Police and Fire Departments handle most of the Public Information Officer duties. He asked that the Communications Manager be careful not to impose on those roles. He also encouraged Mr. Reid to ensure that the Communications Manager works in conjunction with other departments and not impose on their communications efforts. Mr. Reid stated that the Communications Manager will oversee logos and branding for the City and its Departments. Council Member Gaston made it clear that the person filling the position will not be over other employees and noted that he expects Mr. Reid to oversee communications. He had similar concerns with the oversight of the Emergency Management position and commented that it appears that the City is duplicating a position that it already has. Mr. Reid assured the Council that they are two separate positions with different functions.

Mr. Reid stated that a vote on the positions was not desired at this time and would be brought back with the proposed salary and benefits. Finance Director, Bruce Kartchner was asked if Ms. Thayer had collected the salary range information. Mr. Kartchner noted that she had not.

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Mark Hales asked why the Council was not required to review the job descriptions for the City Planner and Attorney positions. Mr. Kartchner noted that the job descriptions are only provided for new positions and both are existing positions. City Attorney, Vaughn Pickell stated that the City Council approves organizational charts and job descriptions. Council Member Hales noted that the Communications position is an existing dual job. Mr. Reid agreed and clarified that there are changes to the job description and hours for the position that need to be approved. He described the percentage of salary increases and stated that the City sets targets for cost of living and merit increases. Mr. Kartchner reported that he completed an analysis and reached out to other finance directors but had not heard back yet.

Mr. Kartchner encouraged the Council to consider the 2.3% unemployment rate and shared statistics from Zion's Bank showing that personal income changes 6.3 % every year. He also noted that there is an average job increase of approximately 3.5%, a consumer price index of 3.7%, inflation changes of 4%, and increasing home prices.

Mr. Reid reported that he will be meeting with other city managers the following week and will ask what other cities are considering for salary increases. He will provide the information to Mr. Kartchner to develop a target number for the Council to consider. Mr. Kartchner stated that he will also be working with staff to collect salary range information and will include the information in the budget for consideration.

**3. Council Discussion.**

Dave Kallas asked what the minimum building size is that requires a building permit. Mr. Reid stated that buildings under 200 square feet do not require a Building Permit. Mayor Timothy added that a builder is still under the obligation of complying with the setbacks if the building is less than 200 square feet in size.

Council Member Kallas asked if a 200 square-foot building would have to be engineered and stamped similar to hay barns. Mr. Reid stated that PO barns have those requirements. Dave Kallas asked if portable structures require setbacks. Mr. Reid stated that the setbacks and size requirements are in the State Code and cannot be changed by the City. Mayor Timothy noted that the City made changes to the term "portable." Mr. Reid agreed and stated that there are standards for portable buildings with the maximum size being 400 square feet. He added that there are provisions for setbacks and what makes a building portable.

The Work Session adjourned at 6:56 p.m.

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**Staff:** Mark Reid, City Manager  
Vaughn Pickell, City Attorney  
Bruce Kartchner, Administrative Services Director  
Grant Crowell, City Planner/Economic Development Director  
Stephanie Thayer, Accountant/Human Resources Manager  
Michael Fazio, City Engineer  
Shane Paddock, Public Works Director  
Trevor Andra, Assistant City Engineer  
Wendy Deppe, City Recorder

**Others:** Chief Andrew Burton  
Sergeant Zach Robison  
Carrie Sibert, Salt Lake County Animal Services  
Ryan Hales, Hales Engineering  
Jay Springer, Smith Hartvigsen  
Cody Deeter, EFG

**REGULAR BUSINESS MEETING**

**1. Roll Call, Invocation, Pledge of Allegiance.**

All Members of the City Council were present.

City Engineer, Michael Fazio offered the invocation and led the Pledge.

**2. PUBLIC FORUM.**

Mayor Timothy opened the Public Forum. There were no public comments. The Public Forum was closed.

**3. CONSENT AGENDA:**

**3.1 Approval of the February 12, 2020, City Council Meeting Minutes.**

**3.2 Approval of the February 12, 2020, Special City Council and Planning Commission Combined Meeting Minutes (Economic Development).**

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- 3.3 **Approval of a Resolution of the Bluffdale City Council Awarding the 14600 South Redwood Road High T Intersection Traffic Signal Project and Establishing a Contingency.**
- 3.4 **Approval of a Resolution Authorizing Execution of an Interlocal Cooperation Agreement for a Tourism, Recreation, Cultural, Convention, and Airport Facilities Tax Act Grant.**
- 3.5 **Approval of a Resolution Authorizing Execution of a Pipeline Agreement with Jordan Valley Water Conservancy District (Bringhurst Station, Storm Drain).**
- 3.6 **Approval of a Resolution Authorizing Execution of an Interlocal Cooperation Agreement with Salt Lake County Related to Corridor Preservation Funds for the Utah Transit Authority Purchase.**

Dave Kallas moved to approve the Consent Agenda. Wendy Aston seconded the motion. The motion passed with the unanimous consent of the Council.

**4. Presentation and Discussion Relating to Project Empathy, Presenters, John and Chase Hansen.**

Chase Hansen thanked Jeff Gaston for inviting him to tonight's meeting. He provided information on a project he and his father created called Project Empathy that aims to provide opportunities for homeless and non-homeless individuals to have a meal together. The goal was to provide a sense of connection, togetherness, and friendship for the homeless and offer service opportunities to individuals.

Mr. Hansen reported that he became motivated to help the homeless when he was approximately four years old and realized that people are afraid to talk to the homeless. He and his father began inviting people through social media to join the homeless for a meal. Subway and other restaurants donate meals for the project, including Chili's who donated 100 meals.

Mayor Timothy was very impressed with Mr. Hansen's efforts to serve the homeless and thanked him for attending the meeting and making a presentation to the City Council. He invited Mr. Hansen to take a photo with the City Council.

**5. Presentation of the Bluffdale City Fire Department Semi-Annual Statistical Report, Staff Presenter, Fire Chief Roberts.**

Fire Chief, John Roberts gave the Bluffdale City Fire Department Semi-Annual Statistical Report and stated that the Department has handled some very serious calls. He reported the following:

- Chief Roberts personally witnessed and responded to a recent helicopter crash at Camp Williams.

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- The Fire Department has Advanced Life Support (“ALS”) ambulances that provide life support and have EKG capabilities. Heart patients are transported directly to the Catheterization Lab to bypass the Emergency Room.
- Station 91 always has at least two Emergency Medical Technicians (“EMT”) on the fire engines and two paramedics in the ambulances.
- The Department handled a total of 251 medical calls with 204 in Bluffdale, 29 in Draper, nine in Herriman, and nine in Riverton.
- Chief Roberts provided a list of the days and times that calls came in and noted that Monday nights are the busiest.
- A list of calls by station and apparatus was also provided. Chief Roberts stated that Ambulance 91 and Engine 91 combined responded to 150 calls.
- The medic ambulance responded to 92 calls.
- It was reported that the average time to handle a call from receiving the call to transporting the patient to the hospital is approximately 26 minutes. Transports to the VA Hospital take a few additional minutes due to being stopped at a gate to answer questions about the Coronavirus.
- The types of calls the Department handles include treated and transported, advanced life support, treated release (i.e., bloody nose that would not stop), BLS transports, assisting other agencies, patients that refuse care, patients that are turned over to police such as psychiatric patients, and those who transport themselves in their personal vehicles.
- The majority of patients were taken to Riverton Hospital this year. Patients that went to Mountain Point Hospital were likely heart patients. Trauma patients are usually taken to IMC.
- The Department handled 113 fire calls, which included a few house fires, good intent calls such as helping an elderly woman turn off and replace batteries in a smoke detector, 36 false alarms (i.e., burnt popcorn), and hazardous conditions.
- A total of 364 significant calls were handled between ambulance and fire for events such as gas leaks and evacuations

Chief Roberts shared a story about a young firefighter, Aaron Whitmill, who worked at the Fire Department and was nominated for a Knight of Heroes award. He explained that Mr. Whitmill took the lead on a young boy who was mauled by a dog. The boy and his mother moved to Saratoga Springs after the incident and he learned that the children at the boy’s school were making fun of him. Mr. Whitmill went to the school, held an assembly, and explained what had happened to the boy. He told the children they should not make fun of him and that he is going to heal. After the assembly, the children were giving high-fives to the boy, and he has many friends now. Mr. Whitmill is now working in Sandy City as a paramedic.

Chief Roberts was thanked for his service.

6. **PUBLIC HEARING – Regarding (A) the Issuance and Sale by Bluffdale City, Utah of not more than \$8,000,000 Aggregate Principal Amount of its Water Revenue Bonds, Series 2020; and (B) Any Potential Economic Impact that the Project to be**



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**Financed with the Proceeds of the Series 2020 Bonds Issued Under the Act may have on the Private Sector; and Related Matters, Presenter, Matt Dugdale, George K. Baum & Company, Staff Presenter, Bruce Kartchner.**

Matt Dugdale reported that George K. Baum & Company was sold to Stifel, Nicolaus & Company. The City Council previously adopted a bond resolution for issuance of the water revenue bonds for the tank and the next step is to hold a public hearing. Mr. Dugdale stated that issuing the bonds while interest rates are low will benefit the City and its residents.

Mayor Timothy opened the public hearing.

Japheth McGee asked if the bonds are being financed by the Water Department or privately financed. Bruce Kartchner explained that because the bond money from the Water Department would have come from federal sources, the cost of building the tank would have been 10 to 20% higher. Staff found that it would be less expensive for the City to pay a slightly higher interest rate through private financing rather than pay higher overall costs.

Mr. Reid asked Mr. Dugdale to provide information on the current interest rates. Mr. Dugdale explained that the interest rate on the building that was financed in January 2016 was around 3.5%. The rates will now be around 2%. Mr. Reid noted that the City may need to look at some of its other bonds and refund them at the lower rates.

There were no further public comments. Mayor Timothy closed the public hearing.

**7. PUBLIC HEARING – Consideration and Vote on Proposed Improvements to the City Engineering Standards and Specifications, City of Bluffdale, Applicant, Staff Presenter, Trevor Andra.**

Assistant City Engineer, Trevor Andra outlined the following proposed improvements to the Engineering Standards and Specifications:

- The drinking water standard will include an option for recessed lids on meters. The current lids have an antenna on top that is easily broken and often mowed over. The proposed change would allow the antenna to be recessed. A similar change was proposed to the pressurized irrigation standard for lids on larger sized meters. A requirement was also being added to stamp the lids as water or irrigation to differentiate between the two.
- A modification to an existing standard was proposed for an LID feature, which takes water from the curb inlet and puts it into a StormTech underground system. The change allows greater flexibility in what goes in and adds a manhole at the beginning of the system for easier maintenance.
- Changes to the existing streetlight standard specify that the ground rod goes into the junction box. There were issues with the rods being placed outside of the box and the proposed change would make them easier to locate.

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- There were two foundation dimensions that were constrained or unconstrained. The new standard includes a larger foundation that can function in any scenario that would not require a determination of being constrained or unconstrained
- The conduit that comes up through the foundation was originally just metal. The proposed change would comply with industry standards to allow PVC, rigid metal, or fiberglass.
- A change was proposed to specify the type of seal used on road cross sections. The options are Type 2 slurry or high-density mineral bond surface treatment.
- Updates to the stormwater design standard manual include adding sections on the current LID requirements and where drainage features are allowed. Subdivisions with less than three lots cannot have drainage or detention features and must use a dedicated parcel. Larger subdivisions may provide easements and must enter into the stormwater covenant and include all of the drainage features.

Mayor Timothy opened the public hearing. There were no public comments. The public hearing was closed.

**Wendy Aston moved to approve the amendments to the City Engineering Standards and Specifications, as presented. Jeff Gaston seconded the motion. The motion passed with the unanimous consent of the Council.**

**8. Presentation, Consideration and Vote on a Resolution of the Bluffdale City Council Adopting an Amended Style Guide for the City of Bluffdale Relating to Signs, Staff Presenter, Jennifer Robison.**

City Planner, Jennifer Robison presented a resolution to add branding to the City's Style Guide for signage and entryways.

**Wendy Aston moved to approve the Amended Style Guide for the City of Bluffdale. Dave Kallas seconded the motion. The motion passed with the unanimous consent of the Council.**

**9. PUBLIC HEARING – Consideration and Vote on an Ordinance Establishing a Temporary Land Use Regulation Prohibiting Certain Applications or Approvals of a Commercial Sign Pursuant to Title 11, Chapter 22, Signs and Outdoor Advertising, Staff Presenters, Jennifer Robison and Vaughn Pickell.**

Mrs. Robison reported stated that the Signs and Outdoor Advertising Code is outdated and staff requested time to update it. City Attorney, Vaughn Pickell explained that the request will put a hold on any new signs or commercial sign permits for six months with the exception of three grandfathered projects, which include the Gateway Redwood Zone, Gateway C Hospitality Zone, and Bringham Station. Any other commercial signs will be halted up to the six-month timeframe.

Mayor Timothy opened the public hearing. There were no public comments. The public hearing was closed.

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Dave Kallas asked that the updates be made as quickly as possible to avoid slowing projects down. He also suggested ensuring that recently installed signs comply with the new ordinance.

**Dave Kallas moved to approve an ordinance establishing a Temporary Land Use Regulation prohibiting certain applications or approvals of a commercial sign pursuant to Title 11, Chapter 22, Signs and Outdoor Advertising. Wendy Aston seconded the motion. The motion passed with the unanimous consent of the Council.**

**10. Mayor's Report.**

Mayor Timothy reported on the following:

- The Southwest Mayors attended a visioning meeting with the Steering and Technical Committees. The meeting did not go well due to a disconnect in the direction of the conversation. Mayor Timothy explained that the mayors wanted to discuss infrastructure rather than land use but the advisors continued to address ways to change land use instead of how to make infrastructure better. The mayors were all dissatisfied with the direction and were in communication to determine how to resolve the issue.
- Mayor Timothy, Chief Roberts, and Mark Reid recently met with representatives from the Intermountain Riverton Hospital and discussed changing the logo in the conference room that is named after Bluffdale City. Mr. Reid will present a budget item for the change. Natalie Hall stated that she and Laura Garner are working together and there is money available in the budget.
- Mayor Timothy was concerned about the ranking of officer pay and the number of officers in the Police Department. He stated that Saratoga Springs is going to provide information in terms of a budget.

**11. City Manager's Report and Discussion.**

Mr. Reid reported on the following:

- Mr. Pickell has accepted a new position with his last day of work being March 27.
- Part of the Tank Project involves resurfacing 15000 South. Resurfacing will begin on Monday of 15000 South from 2700 West to Redwood Road.
- A major crack seal and slurry operation will begin in April on roads throughout the City.
- The hotel developers came in last week and appeared to be very engaged. They proposed a few changes to the hotel and stated that they will be holding off on building the apartments until the hotel is completely built. The developers mentioned that they plan to break ground on the hotel this year.
- The Building Development Coordinator and Associate Planner positions have been filled.
- Mr. Reid and Ms. Hall attended the Salt Lake County Emergency Management Meeting regarding the Coronavirus. Ms. Hall is working on a draft of the preparation plan and a committee of senior managers has been formed to review the plan on an ongoing basis.

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- The City may need to consider cancelling the Monster Truck and Old West Days events. City events will only be cancelled based on County directives.
- Ms. Hall reported that she receives updates from the County and the State and communicates with residents through neighborhood emails, social media, and emergency alerts. Mr. Reid noted that this is an example of why Emergency Management should be put under Communications.
- Residents were being advised to avoid visiting hospitals as much as possible and were being encouraged to contact Connect Care instead for virtual doctor visits. Those with symptoms were encouraged to call Connect Care rather than go to the hospital and avoid calling 911 if they have symptoms.
- A third case of Coronavirus was reported by the Utah State Health Department earlier in the day. The individual had symptoms after traveling to Europe and knew he was exposed. He was able to get diagnosed without going to the hospital and is currently self-quarantining at home.
- Local businesses were being asked to follow CDC guidance.
- Although Intermountain Healthcare is not the City's PHP provider, they were serving as the Connect Care provider. Intermountain Healthcare is also welcoming all patients regardless of their provider. This information will be advertised through the Community Neighborhood Plan and in the newsletter.
- The Bluffdale Pandemic Committee was created to monitor the situation.
- The cleaning crew was asked to clean City Hall on a daily basis and employees were encouraged to wash their hands when they arrive, leave, and throughout the day.
- Signs were posted encouraging staff who plan on traveling for conferences to only book hotel reservations that can be cancelled without penalty.
- The City currently has nine remote VPN users set up in the event that employees need to work remotely. More VPN connections can be added as needed. Essential personnel will be authorized to work remotely based on Mr. Reid's determination and authorization. Remote employees will only be paid for City-related work, and will submit timecards electronically.
- A Zoom account was set up for online meetings, including Council meetings, if necessary.
- Employees may be able to request reimbursement for cell phones if working remotely.
- Administrative leave will be considered for anyone who needs to be out due to the Coronavirus. Mr. Reid stated that it will be difficult to ask an employee who gets exposed at work to use personal vacation or sick leave. He added that the County is providing administrative leave pay to any County employees who are ill.

Jeff Gaston supported providing administrative leave for employees who become ill. Wendy Aston added that employees stay home if they are ill.

- The Fire and Police Departments updated their protocols in the event of a pandemic and will provide information to residents who contact them about Coronavirus symptoms.
- The State of Utah and Salt Lake County both declared emergencies. The State covers all jurisdictions in the state, and the County covers all of the cities within its jurisdiction.

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Ms. Hall did not recommend that the City declare an emergency since it does not have a hospital or care facility and the City is covered by the State and County.

- Staff would continue to observe and follow guidelines and make public health the top priority.

Wendy Aston asked Chief Roberts if the Fire Department has the supplies it needs. Chief Roberts stated that they have had a difficult time getting Clorox and Lysol but have it now. He added that the Department is sanitizing after every call and has plenty of gloves and masks. Jeff Gaston asked Chief Roberts if the Department needs additional funding. Chief Roberts stated that they have sufficient funds. He also noted that a special code is used for calls reporting Coronavirus symptoms so that emergency personnel know to wear gloves and masks for those calls.

Mr. Reid reported that Salt Lake County has asked the cities for an inventory of supplies to assist other cities that may be experiencing shortages. Wendy Aston asked if there are enough supplies for employees. Ms. Hall stated that she has a supply of masks, gloves, and hand sanitizer.

Mr. Reid suggested monitoring supplies closely and noted that he has asked the custodians to lock up custodial supplies and only leave out a minimal amount. Ms. Hall added that she keeps emergency supplies in a locked closet. Mark Hales asked Ms. Hall if she still plans to give supplies to attendees of the CERT classes. Ms. Hall stated that they will still receive backpacks, helmets, vests, and work gloves but will not receive gloves or other essential supplies.

Dave Kallas noted that there was a discussion at the Capitol with the Health Department highlighting the outcomes in Japan and South Korea based on their responses to the Coronavirus. He stated that Japan was more successful in containing the virus because it closed all of its schools and cancelled all public events to prevent the virus from spreading. The Health Department has advised state leaders and university officials to be prepared for recommendations to cancel all public gatherings. Council Member Kallas mentioned that social distancing has been very effective, and encouraged the City to consider cancelling public events. Ms. Hall stated that she will be watching for State and County recommendations and will cancel events as needed.

Mr. Reid was excited to see the neighborhood plan in effect and noted that it is the best plan among the cities. He noted that a communications test is coming up in the next few days and noted that Ms. Hall has done an excellent job coordinating the plan.

Mr. Reid highlighted the following upcoming events:

- Knight of Heroes will take place on March 27 at the Herriman Fire Station. Over 200 people were expected to attend. Jeff Gaston and Mayor Timothy noted that they plan to attend. Wendy Aston stated that she will be out of town.
- The Annie performances will run from March 26 to the 28.
- The Lion's Club Easter Egg Hunt starts at 10:00 a.m. on April 11.
- The Shakeout and Preparedness Fair is scheduled for April 18.
- The Miss Bluffdale Pageant takes place on May 2 at 6:00 p.m.

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12. **Closed Meeting Pursuant to Utah Code §52-4-205(1) to Discuss the Character, Professional Competence, or Health of an Individual, Collective Bargaining, Pending or Imminent Litigation, Strategies to Discuss Real Property Acquisition, Including any Form of a Water Right or Water Share, Security Issues, or any Alleged Criminal Misconduct.**

Mark Hales moved to go into Closed Session to discuss the character, professional competence or health of an individual. Jeff Gaston seconded the motion. The motion passed with the unanimous consent of the Council.

The Council was in Closed Session from 8:27 p.m. to 9:27 p.m.

13. **Adjournment.**

The City Council Meeting adjourned at approximately 9:29 p.m.

*Wendy Deppe*

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Wendy L. Deppe, CMC  
City Recorder

Approved: April 8, 2020

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Mark Hales  
Dave Kallas

**Staff:** Mark Reid, City Manager  
Vaughn Pickell, City Attorney  
Bruce Kartchner, Administrative Services Director

At approximately 8:27 p.m., Mayor Derk Timothy called the meeting to order.

**Motion:** Mark Hales moved to go into Closed Session to discuss the character, professional competence or health of an individual.

**Second:** Jeff Gaston seconded the motion.

**Vote on Motion:** The motion passed with the unanimous consent of the Council.

The Council discussed the character, professional competence, or health of an individual.

The Closed Session adjourned at 9:27 p.m.

*Wendy Deppe*

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Wendy L. Deppe, CMC  
City Recorder

Approved: April 8, 2020