



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL**

**UNIVERSITY PARK ELEMENTARY SCHOOL
4315 UNDERWOOD STREET**

7:30 p.m.

February 4, 2019

MINUTES

1. CALL TO ORDER: *Mayor Carey* at 7:30 p.m.

Present: Mr. Brosch, Mr. Schultz, Ms. Morrissey, Ms. Verrill, Mr. Caskey, Ms. Wells

Absent: None

Excused: Mr. Stephen

2. PLEDGE OF ALLEGIANCE was led by Ms. Morrissey.

3. APPROVAL OF THE AGENDA

Mayor Carey proposed changing the agenda by inserting an update on “Town Hall Needs Analysis” by Arnold and Arnold Architects prior to agenda item 4, Public Comment.

Moved by: Caskey

Seconded by: Ms. Wells

Yea: 6

Nay: 0

Abstain: 0

APPROVAL OF THE AGENDA as amended

Moved by: Ms. Verrill

Seconded by: Mr. Caskey

Yea: 6

Nay: 0

Abstain: 0

University Park Town Hall Needs Assessment - Arnold and Arnold Architects

Mr. Mike Arnold gave an update on the Town Hall Needs Assessment study.

- We are looking at what Town Hall is and what it wants to become.
- All Town Hall departments are being interviewed.
- Council was asked to complete a survey on how they see the use of the Town Hall evolving.
- A Public Workshop has been scheduled on Saturday, March 2 from 2-5 p.m. in order to create a comprehensive list of what the civic need is in Town. Public input will be reflected in the final report.
- Mr. Arnold will contact Metro about what can and cannot be done around the ventilation shaft.

4. PUBLIC COMMENT

- A Councilmember said that after seeing the advertisement for the police department position, she was shocked at the low starting salary. She would like to attract and retain the best people to work for the Town and the police department. This is done by paying them well.

5. NEW BUSINESS

A. COUNCIL DISCUSSION TO RECONSIDER DECISION ON EGRESS WINDOWS

Motion: To approve or deny the request for reconsideration of the Council’s decision at the January 7, 2019 Council meeting regarding egress windows at 6712 44th Avenue, and if approved to schedule a public hearing at the next Council meeting.

Approved Motion from the January 7, 2019 Council Meeting:

Motion: To grant the variance for the two windows in the second floor sleeping rooms and at the end of the current lease period on June 30, 2019, to deny the variance for the two windows in the third floor sleeping rooms.

Moved by: Ms. Verrill

Seconded by: Ms. Morrissey

Yea: 4

Nay: 2 (Brosch, Wells)

Abstain: 0

B. BUDGET ADJUSTMENTS – TRANSFER OF FUNDS (*Introduction*)

Motion: To introduce the transfer of funds as recommended by the Town Treasurer in the January 24, 2019 memo to the Mayor and Council in the total amount of \$45,675.00, as reflected below.

<u>Account Name</u>	<u>Transfer to:</u>	<u>Transfer from:</u>
<u>General Fund Expenditures</u>		
<u>General Government</u>		
Employee Awards and Events	250.00	
Insurance	2,500.00	
Legal Advertisement	200.00	
Payroll Taxes & Benefits		2,950.00
<u>Police</u>		
Salaries	5,000.00	
Bike Patrol	1,500.00	
Gasoline	3,000.00	
Police Vehicle Maintenance	2,500.00	
Medical Exams	1,500.00	
Mobile Data Terminals	1,725.00	
Training	2,500.00	
Payroll Taxes and Benefits		6,725.00
Body Worn Cameras		6,000.00
Small Equipment		5,000.00

Public Works		
Snow Removal	2,000.00	
Account Name	Transfer to:	Transfer from:
Tools & Supplies	3,000.00	
Engineering	10,000.00	
Vehicle Maintenance	10,000.00	
Payroll Taxes & Benefits		25,000.00

The earliest this may be considered is at the February 25, 2019 Council meeting, as the total exceeds \$2,500.00.

Moved by: Ms. Wells **Seconded by:** Mr. Brosch

Yea: **Nay:** **Abstain:**

Motion: To amend the motion by moving line item Engineering for \$10,000.00 to line item Street Improvement and Traffic Control.

Moved by: Ms. Wells **Seconded by:** Mr. Schultz

Yea: 6 **Nay:** 0 **Abstain:** 0

Motion: To introduce the transfer of funds as recommended by the Town Treasurer, as amended, in the January 24, 2019 memo to the Mayor and Council in the total amount of \$45,675.00, as reflected below.

Moved by: Ms. Wells **Seconded by:** Mr. Brosch

Yea: 6 **Nay:** 0 **Abstain:** 0

C. INTRODUCTION OF LEGISLATIVE RESOLUTION 2019-O-02: AMENDING FY 2019 BUDGET (Introduction)

Motion: To introduce LR 2019-O-02 containing budget amendments as recommended by the Town Treasurer in the January 24, 2019 memo to the Mayor and Council, as reflected below.

Increase in General Fund Revenues		
Prior Years Surplus	156,498.00	
Account Name	Transfer to:	Transfer from:
General Government		
Salaries	7,000.00	
Council Retreat/Orientation	3,750.00	
Employee Awards and Events	3,250.00	
Unreserved Undesignated		14,000.00
Police		
Salaries	15,000.00	
Police Officer – Unreserved – Designated		15,000.00

The earliest this may be considered is at the March 4, 2019 Council meeting.

Moved by: Ms. Verrill **Seconded by:** Mr. Caskey

Police, Traffic and Public Safety Committee- Mr. Schultz

- The Committee is working on the following: 4000 Van Buren Street, Underwood Street and paving of sidewalks.

Sustainability Committee - Mr. Schultz

- The Committee is working on the use of public transit and food composting.

Policy, Rules and Municipal Structure Committee - Ms. Verrill

The next meeting is scheduled for Thursday, February 7 at 7:00 p.m. at University Park Elementary School.

C. ANNUAL REPORT FROM THE CHIEF OF POLICE ~ *Chief Baker*

Chief Baker gave a presentation of the University Park Police Department Annual Report January - December 2018. This report can be found on the Town website.

Chief Baker answered the following questions:

- A VR119 Flag Releases means an unresolved ticket is flagged.
- Looking at body cameras, but the obstacle is the cost of the storage.
- Officer Johnson resigned effective February 20, 2019. Four applicants will be interviewed on February 12.
- The Patrol Rifle Program will be helpful for the department in case of an emergency.
- Mr. Brosch recommended that it would be helpful to have a “community night” where all the University Park officers could come together and meet with the residents.

8. ADJOURNMENT by consent at 9:00 p.m.

Submitted by: _____
Lenford C. Carey, Mayor