

The Meeting of the Nibley City Council held at Nibley City Hall, 625 W. 3200 S. Nibley, Utah, on Thursday, March 26, 2009.

**The following actions were made during the meeting:**

**Councilman Hansen made a motioned to change Ms. Phippen's title from Zoning Administrator to Planner 1 and raise her to a 7C pay scale. Councilman Jacobson seconded the motion. Councilman Hansen, Councilman Jacobsen, Councilman Dustin, are in favor of the motion. Councilman Mickelson and Councilman Larsen are opposed. The motion passed 3-2.**

**Councilman Jacobsen made a resolution that stated: Whereas we find Ms. Phippen's past performance to not only be up to expectations, but exceeding expectations. Be it resolved that we as city council we are happy to extent this new position to Ms. Phippen and hope with all sincerity that she will accept it. Councilman Hansen seconded the resolution. The resolution passes 4-0; with Councilman Jacobsen, Councilman Hansen, Councilman Dustin, and Councilman Mickelson in favor. Councilman Larsen abstains from the vote.**

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OFFICIAL MINUTES OF THE MEETING

Minutes were taken and prepared by Assistant City Recorder Cheryl Bodily

Mayor Gerald Knight called the Thursday, March 26, 2009 Nibley City Council Special Session meeting to order at 7:04 p.m. Those in attendance included Mayor Gerald Knight, Councilman Scott Larsen, Councilman Larry Jacobsen, Councilman Shawn Dustin, and Councilman Brian Hansen. Councilman Thayne Mickelson is present via conference call. Larry Anhder, City Manager, Cynthia Frederickson, City Treasurer and Planning Commissioner Marina Heidt were also present.

**Item 1: Discussion of a proposed salary increase and job title change for the current Zoning Administrator, Shari Phippen.**

Mayor Knight said Ms. Phippen had an offer from the Cache County planning department. They have called this meeting to discuss offering Ms. Phippen a counter offer. Mr. Anhder has proposed her position be changed to Planner 1 at a paygrade of 7C. They would like to move her into this position to retain her at Nibley City. Mayor Knight said he will entertain a motion. Councilman Mickelson said he would like to have a discussion before a motion is made. Councilman Hansen asked for a description of what Ms. Phippen does in her current position and for comparisons to a previous employee. Mr. Anhder gave a description of Ms. Phippen's current responsibilities. Mr. Anhder stated Ms. Phippen assisted the City Manager considerably in a variety of invaluable ways 25% of the time. He said Ms. Phippen has excellent work habits and organizational skills. Councilman Hansen said they have seen an individual who has risen to the occasion and he has noticed the growth in her. He felts if they put this out for hire they did not know what they would receive but they did know they have a valuable person now. Mr. Anhder noted Ms. Phippen had grown into the position and required very little

supervision. Councilman Hansen asked if Ms. Phippen had any interest in furthering her education in planning. He would like to see her keep developing and growing. Mr. Anhder stated in conversations with Mayor Knight, Ms. Phippen had expressed a desire to further her education. Councilman Larsen said he thinks she had improved over time but there had been some semantics about the title. He said he did not view her as a planner. He views her as a city administrator. He does not feel there is a fair comparison in comparing Ms. Phippen with the previous planner. He would be more comfortable with the title of Assistant City Administrator which would leave the door open for a future planner. He said there is a pool of applicants out there and he does not know if they could get as good or better. He said he perceived they needed a planner. He does not want to call her a planner if she is not a planner. Councilman Mickelson said the immediate need is that Ms. Phippen has been offered a job and they need to figure out if they can offer her a job that will entice her to stay. He thinks there are other options to consider and if they could afford the new salary. One option would be not to replace that position. Another option is to look at another set of skills that involved a planner. They could also outsource. He asked what the Council wanted to see over the next 3-5 years. Mr. Anhder said their revenues that are tied to development are way down. Their building permits are running good. Their sales tax is weak and dropping every month. He stated every year they have roughly \$100,000 dollars for doing other things. The pay scale for a Planner 1 is what the county has offered and a little more. That is what they want to counter with. Mayor Knight stated it would be questionable if they could afford to hire a Planner 2. The number of city employees has doubled in five years. Where they are at now with Ms. Phippen is at the best possible place they can be with a city of this size. Mayor Knight said Ms. Phippen had done an excellent job of coordinating with consultants when there were items she had fallen short on. Councilman Mickelson asked if they go through this and offer more money and Ms. Phippen takes the job with the county if they would look to hire someone with the same skills. Mr. Anhder stated his personal preference was a person with a background in public administration education. He said the best planners came from a public administration background. He would not look for anything different. Councilman Mickelson noted that in the next couple of year Mr. Anhder could be looking to retire and sees this as an opportunity to hire someone who could easily transition into that job when Mr. Anhder retires. Mr. Anhder said Bill Saunder's recommendation was to promote Ms. Phippen to the Assistant City Manager. Mayor Knight said they have not tested Ms. Phippen in that area. Councilman Jacobsen said a corporation like Nibley City needs to adequately compensate their employees. Councilman Jacobsen said he is not interested in a bidding war. He does not blame her for going out and looking elsewhere for a more solid career path. He said they need to make a written job description. He appreciated Councilman Mickelson comment that this may be an exercise in futility. He spoke to Ms. Phippen last night and she said she would look at their offer seriously.

Councilman Dustin agreed with Councilman Jacobsen that they do need to have a written job description and did not care what they called her as long as the job description is appropriate for the workload. He would rather hire for now and for the skill set they need right now and let the future take care of itself. If this is the skillset and personality they

want he would like to make an offer and make a job description and put the ball in Ms. Phippen hands.

Citizen, Janiece Edgington said that as a citizen it does make a difference what the job title is and it sends a message to the public and a community about what that person is and what he/she is doing.

Councilman Larsen said they addressed a consultant and said from his point of view a consultant is disconnected from the community and does not necessarily see the vision the city wants to go in. He said when the City hired her, Mr. Ahnder wrote the job description to fit Ms. Phippen, because he wanted her. It was said at that time we would work on a better job description and throw our loop out there. That has never happened so they don't know what is really there. He said he thinks the skill set they want and have a greater need for is an Assistant City Manager. Mr. Anhder said he has seen the title Assistant City Manager/Planning. Mayor Knight stated title carried a lot of weight with people that don't know Ms. Phippen personally and can carry more clout.

Councilman Hansen said he does not believe they are going to find a Planner 1 in the workforce that would meet their needs. He said they do not have the budget for that and they needed someone that can coordinate and do the things that Ms. Phippen does.

Commissioner Heidt said her job as a member of the Planning Commission is land use issues and Ms. Phippen has made her job much easier. Ms. Phippen is the land use guru. She knows her ordinances and land use issues. Commissioner Heidt stated in her mind she is a planner, she is a city planner. She thought the job description of a planner suits Ms. Phippen. Commissioner Heidt does have issue with the Assistant Manager title, and said that delineates her job differently. Her strong point is land-use issues. Being a planner grooms Ms. Phippen to step into Mr. Anhder shoes because she will have had well rounded experience.

Councilman Hansen made a motion to change Ms. Phippen's title from Zoning Administrator to Planner 1 and raise her to a 7C pay scale. Councilman Jacobson seconded the motion. Councilman Dustin asked if they would consider a title that would just be City Planner as opposed to Planner 1. Councilman Hansen said they are trying to give her room to grow to a Planner 2. Mr. Anhder said his council to her if she stay is that on any business card or letter head her title would be city planner but her pay grade and position is Planner 1. Councilman Larsen said he still had issue with the Planner portion of this proposal. Councilman Mickelson said they have to opportunity to look at a different type of leadership and reevaluate what their goal in planning is. He does not see the skill set he would like to see in a planner. He would like to look a little further down the road and look for those skills. Councilman Hansen, Councilman Jacobsen, Councilman Dustin, are in favor of the motion. Councilman Mickelson and Councilman Larsen are opposed. The motion passed 3-2.

Mr. Anhder asked if any of the dissenters would like to change their vote as a measure of support. Mayor Knight said they need to send a very strong message to Ms. Phippen that

they want to keep her. Councilman Larsen said if he were Ms. Phippen he would take the other job but he is willing to support Ms. Phippen and hopes that she will stay. Councilman Dustin said what Ms. Phippen does is a function of what they ask her to do. He would like the city manager to challenge her and give her a chance to see what she can do. Councilman Jacobsen said they work themselves into a corner when they start thinking about what is best for the employee. It is not up to them to think what is best for Ms. Phippen. He encouraged city staff to continue to refine Ms. Phippen's job description.

Councilman Jacobsen made a resolution that stated: Whereas we find Ms. Phippen's past performance to not only be up to expectations, but exceeding expectations. Be it resolved that we as city council we are happy to extend this new position to Ms. Phippen and hope with all sincerity that she will accept it. Councilman Hansen seconded the resolution. The resolution passes 4-0; with Councilman Jacobsen, Councilman Hansen, Councilman Dustin, and Councilman Mickelson in favor. Councilman Larsen abstains from the vote.

The meeting was adjourned at 8:08 p.m.