

# Providence City Newsletter

## Upcoming Events

### City Council

2nd & 4th Tuesdays except July,  
November and December  
Tuesday, October 8 and 22 @ 6:00PM

### Planning Commission

2nd & 4th Wednesdays except July,  
November and December  
Wednesday, October 9 and 23 @  
6:00PM

### Justice Court

From 4:00PM - 6:00PM  
Every Monday, except holidays

## OctoberKraut City Celebration and Car Show

October 12, 10:AM to 2:00PM at  
Spring Creek Middle School

## Contact Information

Providence City Offices  
164 North Gateway Drive  
(435) 752-9441

### \*\* After-Hours Emergencies \*\*

Fire or police emergencies - 911  
Animal control 435-753-7555  
City related issues 752-9441; after  
hours message will have an on-call  
number to call a city employee who  
will respond.

### Direct line to the Mayor

(435) 760-8989 cell  
[john.d@providence.utah.gov](mailto:john.d@providence.utah.gov)

## The Mayor's Memo

### Getting it Right

Over the past 10 months the Providence Council has taken on the task of creating the framework for establishing the position of City Manager. We are nearing the point of the "end of the beginning" by making a final choice out of a field of 30 applicants. I as well as the rest of the council are concerned about getting it right. We have made a concerted effort to cover all the bases to get the right candidate for Providence. See article on Pg 3.

I am reminded of an article written by attorney David Church who is the most well known and respected legal experts on municipal government in the State of Utah. In his article he states:

*"One disturbing theme of local government is the internal conflict among elected and appointed local government officials. There always seems to be one or two cities with ongoing spats. These conflicts very often appear to an outsider to involve little substance. They often become fodder for the press, and always result in embarrassment to those involved and, by association, to everyone else involved in local government. Very often these disputes are about who's in charge and the proper roles of officials and their duties."*

The council has had lengthy discussions about roles and responsibilities in our City government. We have created a draft of a chart that lists all key areas of authority in to what we would call a Responsibility Assignment Matrix, also known as a RACI Chart. The acronym stands for, Responsible, Accountable, Consulted, Informed.

*Responsible* - the person who does the task;  
*Accountable* - the person who delegates the task;  
*Consulted* - people who are "subject matter experts" on a particular topic; *Informed* - team members who are kept in the loop.

The Chart will be memorialized by council resolution.

### Basic Honesty and Decency of Providence Citizens

Last week I had the unfortunate experience of leaving my iPad Pro in a shopping cart at Macey's. I had my hands full and other things on my mind besides trying to stuff my grocery purchases in to the storage boxes on my motorcycle.

Later that evening I realized I was missing this expensive piece of computer equipment. I was trying to recall the last time I had it in my possession. I got in the car and stopped by Maceys and the customer service counter. Fortunately, they had the iPad and said a customer had turned it in.

About 10 years ago I had a similar experience leaving a valuable item behind at Macey's. As I left to head home, I reflected on how grateful I was for the basic honesty and decency of Providence and other CV residents.

On another note, recent arrivals to Cache Valley seem to be extra vigilant about vehicle security. I had left my car door open at Tractor Supply when I was returning a shopping cart. Someone parked in front of me when I returned said, "Is that your car?" "You could have had it stolen." I was not concerned. As I left I circled around to see the license plate on his vehicle to see if he was from California.

John Drew, Providence City Mayor

## We've Got the City Covered 24 x 7

Believe it or not, we have Providence City staff on duty 24 hours a day, 7 days a week, not just the 8 to 5 office hours. We always have someone on call to handle an emergency and respond if necessary and rally additional support to respond as needed. One dead-of-winter emergency involved an early Sunday morning report of a water leak just off Highway 165. Three hours later while the first leak was being repaired, a report of another leak in a residential area on 150 North came in. Who would have thought we would have two in one day, and on a Sunday of all days?



Austin Reed  
Property Maintenance  
Technician

We also have dedicated staff assigned to City parks 7 days a week. Austin Reed is assigned to visit and check every city park every morning and evening. He opens restrooms and checks trash receptacles first thing each morning between 6:30 and 8:00AM. He also checks the fields and equipment for any attention needed. In the evening, he is back visiting those same city parks to check the restrooms for cleanliness and lock them up, and check the trash cans and empty as necessary.

If you have an emergency that needs attention from City staff, call the main number (435) 752-9441 and the recorded message will have the phone number of the person on duty. That person will respond to the problem personally and/or get additional resources deployed as needed.

—John Drew, Mayor

## City Office Administration



Skarlet Bankhead  
Administrative Services Director

### *Elections*

The following council candidates will be on the November 5 ballot:

**4-Year Term** - Brent Speth, Jon Mock, Frank Montoya, Carrie Kirk, Joshua Paulsen, Ralph Daniels

**2-Year Term** - Don Calderwood, Jeanell Sealy

This will be a by-mail election. The ballots will be mailed between October 15 and 22.

### *Meet the Candidates*

Date: Thursday, October 10, 2019

Time: 6:30 PM

Place: Spring Creek Middle School

### *Providence City Youth Council*

We are now accepting applications for the 2019/2020 Youth Council. This is an opportunity for youth in the 8<sup>th</sup> – 12<sup>th</sup> grades to acquire a greater knowledge of the community through active participation in community affairs. Applications available on the City website: <http://www.providencecity.com/youth-council.htm>

— Skarlet Bankhead, Administrative Services Administrator

## Public Works



Rob Stapley  
Public Works Director

Just as a reminder,

With fall here, the Public Works Department would like to remind you that we will be picking up leaf bags. **We would ask that you do not rake your leaves into, or place your leaf bags in the gutter.** Please place the bags on the curb or edge of your property.

We will not be picking up or chipping branches. The green waste bins are still available at the Public Works Facility at 350 East Center. If you choose to take your leaf bags to the green waste bins, please do not place the bags in the bins, you will need to open them and empty your leaves into the bins.

As always, please feel free to reach out to our office at 435.753.0313 with any questions.

—Rob Stapley, Public Works Director

## Interfaith Humanitarian Event

*Date & Time:* Saturday, November 9, 2019, 9 am-12 pm

*Location:* River Heights Stake Center Church Building; 800 S 600 East, River Heights

*Invited to Attend:* Women and Girls, ages 8 and up

*Description of Activity:*

On Saturday, November 9, 2019, all women and girls (ages 8 and up) in the community are invited to attend an Interfaith Humanitarian Event. It will be a wonderful opportunity to work together to complete humanitarian projects. A light breakfast will be served. At the activity we will be working on projects for Little Lambs Foundation and Logan Regional Hospital.

We need donated yarn, fleece for blankets, scrapbooking supplies, colored pencils, and embroidery floss. We will have a drop box at the Providence City Office.

Committees made up of members of the community of all faiths will work to plan the interfaith humanitarian service event. If you are interested in being on a committee, please contact Jennifer Jergensen at 435-512-4141, Allison Jossie at 435-512-0465, or Toni Rees at 512-470-5880.

# Hiring a City Manager

## The Quest for the Right Candidate - Setting the Stage for Success

On August 13, 2019, the Providence City Council passed an ordinance to amend various parts of the City code to create the position of City Manager. The vote was unanimous. Ten months prior in November of 2018, the council had asked the mayor to bring up this issue for discussion and consideration.

### *Succession Planning*

The mayor and council had heard from long-time city employee Skarlet Bankhead that she wanted to transition toward retirement over the next 2 to 3 years. Skarlet holds the title of Administrative Services Director with City employees reporting to her.

Skarlet has worked for Providence City in a number of capacities and has taken on increasing levels of authority and responsibility over 29 years. Skarlet is typically seen arriving to work before 7:00AM and leaving well after 7:00PM. That's on a regular day. When we have council meetings, planning meetings, and others, she is often around in to the late hours (council meetings have gone past 11:00PM).

Skarlet told me she would like to "get back to working an 8-hour day" and assume the land use and planning responsibilities. Many of the staff and council will tell you Skarlet works more than one job.

### *Process to Create the Position*

Prior to voting to create the City manager position, the council discussed the role this person would play, and held several workshops to develop appropriate language for the ordinance. The council also worked on an employment agreement draft and a chart defining roles, assignments and responsibilities of the mayor, council, city manager and city staff. The City staff provided research from over 30 Utah cities that had code language that established a city manager/city administrator position to assist in the process.

### *A Bit of History*

Alma Leonhardt, who served as mayor was employed to also serve as full-time city manager for several years. In 2003 the City council decided to hire an outside individual with the title city manager, while limiting the mayor's operational role. The city manager, mayor and council at the time clashed when a clear delineation of authority and responsibilities was not established.

I believe that understanding and agreeing on the role and responsibilities of the mayor, council, city manager and staff is vital. Failing to do so invites division and discord. From reports of city staff and elected officials from that time, this is apparently what happened.

In 2016 there was an initiative on the ballot to create the city manager position that failed on election day. Many people have pointed to misinformation about the role of the city manager in city government, as well as, "It was tried before in Providence so it won't work here" refrain.

### *Selection Panels*

We received 30 responses to ads for the position. A panel of 2 council members, the City HR manager Diane Campbell, Skarlet Bankhead and Greg Cox, Logan City HR Director, conducted initial video interviews of 7 clearly qualified candidates and narrowed the group down to 4.

For the second round of interviews, the candidates were invited to present their case in person. The City council decided to broaden the selection input to include a diverse group of individuals besides just the council members. Interview panels were selected that included City staff, a Providence Citizens panel, and a panel of 3 Cache Valley City Managers/Administrators and 2 former mayors. Each panel also

included an HR person for guidance including Greg Cox, Logan HR Director and two HR people from Workforce Services. The panels ranked each candidate and submitted their scores to the council.

### *City Staff Panel*

- Beth Munson, City Treasurer
- Rob Stapley, Public Works Director
- Shane Hansen, Cemetery Sexton and Parks Maintenance Supervisor
- Sheyler Gunnell, Recreation Director
- Jeff Myers, Water Supervisor
- Jason Hamblin, Streets Supervisor

### *Citizens Panel*

- James Swink, Cache County Attorney
- Blake Parker, Real Estate Broker
- Ralph Daniels, Spring Creek Water Company - Watermaster
- Mike Liechty, Cache County School District Deputy Superintendent
- Chad Checketts, Human Resources Consultant
- Dan Turner, Civil Engineer
- Kathleen Alder, Commercial Property Owner

### *City Managers/Former Mayors*

- David Zook, Nibley City Manager
- Alan Luce, North Logan City Administrator
- Craig Giles, Smithfield City Manager
- Don Calderwood, Former Mayor 2010 - 2014
- Randy Simmons, Former Mayor 2002 - 2005, USU Professor

### *City Council and Mayor*

- Dennis Giles, Councilman
- Kristina Eck, Councilwoman
- Roy Sneddon, Councilman
- Kirk Allen, Councilman
- Brent Fresz, Councilman
- John Drew, Mayor

### *Setting the Stage for Success*

The council being wary of the history of failure of past leadership, intends to clearly define the roles of mayor, council, city manager and staff to ensure that all parties are on the same page from day one. The council plans to adopt a resolution that firmly states those roles.

As of this writing, the council has made a choice to narrow the field to two candidates from four. Later this week the council will meet to make the decision and extend a job offer to one of the two candidates.

—John Drew, Mayor

## Do Your Part to Keep Our Storm Water Clean

Storm water, or rain water, flows into the storm drains you see at street corners and roadside ditches.

Unlike the water that flows down the drains inside your home that goes to sewage treatment facilities, the storm drain system is completely separate. Water in storm drains receives no filtering or treatment. This means that any pollution mixed in with the storm water gets washed directly to our creeks, rivers, reservoirs, and lakes. Examples of common storm water pollution come from construction debris, material stockpiles, automotive fluids, erosion, paint, pesticides, litter or any other industrial, construction, household, and landscaping materials.

Be sure to keep all work areas clean and sweep up litter and debris. When doing construction or landscaping projects, be sure to keep all piles of dirt and other material off of streets, and out of gutters and storm drains. Instead of using a dirt ramp to go over the curb, use one made from crushed rock. Cover storage and dumpsters and clean them regularly to avoid leaks. Install silt fences and other erosion controls where needed and properly maintain them, especially after rainstorms.

Remember, it's illegal to dump or discharge waste or pollution into storm drains! So do the right thing and make keeping storm water clean part of your job.

— April Fredrickson, Stormwater Technician and Public Works Office Specialist

PLEASE JOIN US FOR THE 2019

# PROVIDENCE CITY Oktoberkraut CELEBRATION

HELD IN CONJUNCTION WITH THE  
**SWEET RIDES AND SAUERKRAUT  
CAR SHOW**



**OCTOBER 12  
10 AM TO 2 PM**



**BAND  
BOUNCE HOUSE  
CRAFT VENDORS**



**COWBOY CORNER  
FOOD  
PARADE  
PICKLEBALL**



**PICKLEBALL**

EVENT HELD AT SPRING CREEK MIDDLE SCHOOL 100 N. 350 W.  
REGISTER ONLINE AT [WWW.PROVIDENCECITY.COM](http://WWW.PROVIDENCECITY.COM) OR  
IN PERSON AT THE PROVIDENCE CITY OFFICE 164 N. GATEWAY DRIVE

VISIT OUR FOOD AND CRAFT VENDORS AT THE CELEBRATION

## Public Works

### Sewer Department

The City owns and maintains approximately 45 miles of sewer trunk lines. Our city is on a gravity fed system. As property on the west side of Highway 165 develops, there may be the need for lift stations. Once the sewage leaves Providence City's system, it enters Logan City's collection system where it flows to Logan's treatment plant.

#### Department Staff

We have 3 certified sewer operators: Public Works Director Rob Stapley, Crew Chief Jeff Myers and Operator Dan Wiser. Gerald Taft is also a member of this department and takes care of the city's bluestaking and mapping.

#### Maintenance Routine

The City contracts out a portion of the regular maintenance work. We have a 3-year contract with Twin "D" to clean and camera sewer lines at the rate of approximately 1/3 of the city so that the entire system will have been done in a 3-year period.

Providence City owns and operates a Vector truck that is able to clean and rod lines. We also have a camera trailer that we are able to take video footage of our sewer lines. This is done to check the overall system and to check areas that may be problematic. This practice also helps us locate any possible sump pumps that have been illegally connected to the sanitary sewer system. If you do have a sump pump that pumps directly to the sewer system, you need to have it disconnected ASAP. Please contact our office with specifics.

Along with using the camera, all manholes are checked yearly. This means that each lid is lifted, and an inspection from the top side is completed. This is work that is done by our employees and not part of the contract work.

#### New Development

When sanitary sewer lines are placed for new development by a developer, the contractor must camera all lines and submit the video to the City so that we can ensure that the lines are clean and working properly before they are accepted by the City. Each new sewer service to a home or building is also inspected and maps are kept for each service line. These are maps that are available to citizens if needed.

#### Anomalies

Every once in a while we have found that individuals like to drop things down the manholes; everything from fireworks to a trailer hitch to toys. Even with those rare cases Providence City has an incredible record when it comes to sewer backups and problems. We credit this to responsible citizens and the hard work and dedication of our employees.

As always, please feel free to reach out to our office at 435.753.0313 with any questions.

—Rob Stapley, Public Works Director

