

SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 13 December 2016

TIME COMMENCED: 6:05 p.m.

PRESENT: MAYOR: Tammy Long

COUNCILMEMBERS: Scott Casas
Kent Hyer
Marlene Poore
Merv Taylor
Jo Sjoblom

CITY RECORDER: Elyse Greiner

CITY MANAGER: Tom Smith

CITY ATTORNEY: Doug Ahlstrom

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Bryan Wageman, Mark Larsen, Paul Laprevote, Jason Tubbs, Zach McFarland, Mark McRae, Diane & Mike Ford, Mark & Natalie Dayton, Linda Poll, Layne & Jill Kap, Rhett Weaver, Bill Petty, Rhett Weaver, Cymbre Rowser, Natalie Dayton, Cole Fessler, Lyle Jorgensen, and Louise Cash.

Mayor Long called the meeting to order and welcomed those in attendance.

PLEDGE OF ALLEGIANCE: Council Member Casas

PRAYER: Council Member Sjoblom

AGENDA: Council Member Hyer moved to approve the agenda as written. Council Member Sjoblom seconded the motion. Elyse called for the vote. Council Members Hyer, Poore, Taylor, and, Sjoblom voted yes. Council Member Casas voted no. The motion carried 4 to 1.

CONFLICT OF INTEREST: None

CONSENT AGENDA:

- Approval of November 15, 2016 Meeting Minutes
- Approval of November 22, 2016 Meeting Minutes
- Approval of November 22, 2016 Work Meeting Minutes
- Approval of October 2016 Budget to Actual

- **Approval of November 2016 Check Register**
- **2017 Meeting Schedule**
- **RES 16-36: Amendments to the Procurement Policy**
- **RES 16-37: Appointment of Fire Chief**

Council Member Sjoblom moved to approve the consent agenda with the 2017 meeting schedule being changed with the Council holding a work meeting on the third Tuesday of every month. Council Member Casas seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

ACTION ITEMS:

Council Member Sjoblom moved to open the public hearing for Resolution 16-35. Council Member Hyer seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

******* PUBLIC HEARING *******

Public Hearing on Resolution 16-35: FY 2016-2017 Budget:

Mark McRae explained the proposed amendments to the budget for FY 2016-17 which are as follows:

Increase Sales Tax Revenue in the General Fund by	\$6,000
Increase Transfer to CFD in the Admin. Dept. of the General Fund by	\$6,000
Increase the Transfer from General Fund revenue in CFD by	\$6,000
Increase the Transfer to Fund Balance expense in CFD by	\$6,000

Mayor Long asked if there were any public comments. There was no comment.

Council Member Hyer moved to close the public hearing for Resolution 16-35. Council Member Sjoblom seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

******* PUBLIC HEARING *******

Council Member Hyer moved to approve Resolution 16-35: FY 2016-2017 Budget. Council Member Sjoblom seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

Ordinance 16-23: Repealing Code Section 3.01.090 B4 Inspection; Right of Entry:

Tom said the City staff has reviewed City Code Section 3.01.090 B.4. and found inspections of rental units to be unnecessary as rentals are no longer a type of regulated business.

Council Member Casas moved to approve Ordinance 16-23: Repealing Code Section 3.01.090 B4 Inspection; Right of Entry. Council Member Poore seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

Public Works Operations and Management Plan: Tom said this item was discussed in the last Council meeting. He was asked to develop a Public Works Operation and Management Plan by the City Council. He began with re-writing job descriptions. He also provided assignments of each employee. He then identified items that the Public Works Department is falling behind on. Tom said Mark Larsen has a spreadsheet that includes tracking how employee's time is spent on a day to day basis, employee certification, fleet services schedules, tracking inspection for water valves, etc. Tom then reviewed the outline that indicates the employment of South Weber City personnel from 2004 to 2016. He said in the last ten years the Public Works Department has had six full-time employees. Right now the department has five full-time employees. He said the City is providing more services, but having difficulty maintaining those services with the growth of the City. He understands the Council wanting to save money, but feels the City saves money in operations and maintenance. He said right now inspections for water valves and sewer lids are being dropped. He said as part of this plan, he would ask the Council to suspend the hiring freeze. He said the Public Works Director has been spending more time out in the field and needs to be able to fulfill administrative duties. He said the director will be required to attend development, City Council, and business meetings. Also, his employment status will change from hourly to salary in January 2017. Tom said he is asking the Council to approve the hiring of a Public Works Department employee. He said there is currently \$54,000 in the budget to hire a full-time Public Works Department employee. Council Member Poore is concerned about the time being allocated to SWPPP management plan and inspections. She contacted the City Engineer's Office to get more information. She is not feeling the justification for another full-time employee. She is also concerned about parks as she added up all the time spent on parks, which is for only eight months out of the year. She would like better numbers for the actual time use. Tom said there are Winter priorities that have not been brought up yet. They are as follows: 1. Snow removal is top priority. 2. Facility maintenance and upkeep (painting, roof repair, automatic doors, etc. 3. Organize Shop 4. Inventory Parts; parks, signs, sewer, water etc. 5. Attend Training: CEU's for licensing, 6. Preventative Maintenance for: water, sewer, storm drain systems 7. Snow Plow and Truck maintenance: blades, hydraulics, salt distributors, etc. 8. Rehab pumps 9. Check for black ice and snow drifts 10. GIS and mapping. 12. Replace old signs 13. Clear roads of dead animals 14. Study to take state tests for certification 15. Repair playground equipment 16. Respond to citizen/council complaints 17. Blues stake 18. Metering 19. Water samples 20. Minor truck repair 21. Parks fleet repair 22. Dig out storm ponds 23. Dig out fire hydrants 24. Daily list. Mark said there is always something coming up and it is difficult to identify what happens on a daily basis.

Council Member Casas said the Council received the packet for this meeting and no where in there does it discuss \$54,000 for a full-time Public Works Department employee. He said the budget to actual shows the revenue not correlating with income and expenses. He said we just increased the budget for the Fire Department. Council Member Poore would like to see the bid for building inspections and contracting out park duties before hiring someone. Tom said he does have the parks information. Council Member Casas feels the Council needs time to review that information. Council Member Poore asked the Council if they are interested in getting bids for building inspections. Tom said we have already hired someone for building inspections. Council Member Hyer said that was a key duty that should be an in-house person. He felt that was clear when Tom went ahead with hiring the last individual. Council Member Hyer said he did ask Tom to identify the current roles and he did identify areas where the City is currently

falling short. He said we did talk about the part-time employees at the Fire Department helping with some of these tasks. Tom explained the Water Superintendent responsibilities. Tom said he does want to see the Fire Department conduct more public education and work on emergency preparedness. He said as the City grows the single best thing the Council can have is the personnel. He said they are the City's number one resource in accomplishing your goals. Council Member Hyer said the City is falling short in getting things done. Council Member Taylor asked where the \$54,000 will come from. Tom said it would come from the general fund. Council Member Taylor is in favor of hiring another full-time employee for Public Works. He said the Council was voted in office to take care of the City and he feels it is critical to hire another employee. Mayor Long said she noticed there is no itemized list of duties for Mark Larsen in the packet. Elyse brought Mark's task up on the presentation screen. Council Member Sjoblom said she spoke to Salt Lake County Parks and Recreation concerning contracting out parks. She was told the quality of the jobs done by contract would decrease and there would be more citizen complaints. She said it didn't sound like a wise choice to be contracting out for these services. Mark discussed training summer help and the difficulty that goes along with it. Tom said he did contact Layton City's Parks and Recreation about contracting with them and they are not interested in doing that. Mayor Long doesn't feel the hiring of another employee should be part of the motion since it was not included on the agenda.

Council Member Hyer moved to approve the Public Works Operation Management Plan including the hiring of an additional full-time Public Works employee. Council Member Taylor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Taylor, and Sjoblom voted yes. Council Member Poore voted no. The motion carried 4 to 1.

Bid Award for Park and Ride Snow Removal Service: Tom said in November he asked Mark Larsen to look at what bids needed to go out for snow removal. At that time, they could not find an awarded bid for the park and ride snow removal service. He said after reviewing the minutes, he found that there was a contract for one year. He wrote up the bid and only one person responded because the RFP did not go out to landscapers. He said the contact information was also inaccurate and needs to be updated. He suggested coming up with a policy as to how we are going to handle bids. Council Member Poore said there is an informal bid policy. Council Member Casas read the informal bid procedures. He said he is uncomfortable with one bid. He is also concerned because the Council was not notified nor did they see how the bid was written. Council Member Casas is not in favor of awarding this bid based on how it went out. Mayor Long said she discussed this with the City Attorney and said if the City was satisfied with the contract, they can renew the contract. Tom read the bid that went out last year and this year. Council Member Casas said when he first became a member of this Council, he noticed the contract, and he was concerned about the pricing per inches. His primary objection was the fact that there weren't three bids received for this service. He proposed sending out the bid again and in the meantime, having the Public Works Department handle the snow removal until a bid is awarded. Mark said the priority for the park and ride would be similar to what it is for cul-de-sacs.

Zach, with Greencastle, said he didn't receive a formal written contract. He was awarded the contract verbally by Duncan Murray. He never received a copy of the contract, but he has never had a complaint. He understands it is hard to determine the inches. He said most of the time he didn't bill for over 2 inches. He was under the understanding that the contract was for three

years. He said it wasn't until recently that he received an email from Mark Larsen and told that the project was re-bid. Zach said he charged \$170 for the 2" push. Council Member Sjoblom appreciated the job that Greencastle did as she drove her son to the park and ride every day last year and never had a problem.

Council Member Hyer moved to re issue the bid and ensure that Greencastle is on the bid list and has every opportunity to continue that service. He would suggest continuing with Greencastle until a new bid is awarded. Council Member Poore seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

Council Member Hyer moved to amend his first motion to continue out this year with Greencastle for snow removal at the park and ride with a contract to include one price for salt and one price for plow and then send this project out to bid next fall. The next contract will be for three to five years. Council Member Poore seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

FY 2015-2016 Audit Report by Keddington & Christensen, LLC: Gary Keddington, of Keddington & Christensen, LLC, approached the Council and those in attendance. He said the audit was conducted on the financials. He said they looked at internal controls. They also looked at fraud procedures. He said they asked a lot of inquiries concerning any weaknesses in internal control. They did ask members of the staff and council. He said they did not receive any reason to believe there was any fraud as they reviewed journal entries. He said the State Auditor's Office requires them to look at budget, court systems, and areas that they dictate to them. He said the audit went very smoothly. The staff was very cooperative. The financial statements are materially correct and unmodified by the State Auditors. He asked the Council if they have any questions. Council Member Casas said he has some concerns. He said this is the first year for Keddington & Christensen, LLC conducting an audit in South Weber City. Mr. Keddington said they did not conduct a full internal audit. He said the approximate cost to do that would be \$15,000 to \$20,000. He said they do look at internal controls but they don't give an opinion. Council Member Casas said it is the Council's responsibility to oversee the financial well being of the City. He said he hasn't had a chance to talk to the City staff to see how they felt about it. Mr. Keddington said we didn't do an efficiency audit, but a financial audit. He said those can be done, if the Council would like. Council Member Casas said he isn't aware that there are so many different kinds of audits.

Mr. Keddington said they had two findings. He said concerning utility billing he would suggest someone double check any kind of adjustments to utility billings. He said the other finding is that not all the Council has attended the open and public meetings act training. He said this should happen every year. He said there needs to be actual proof that the Council attended the training. He said they usually get a certificate for attending. He said the City Attorney can also conduct the training. Mr. Keddington thanked the Council.

Council Member Hyer moved to accept the FY 2015-2016 audit report by Keddington & Christensen, LLC. Council Member Taylor seconded the motion. Elyse called for a roll

call vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion

Weaver Estates Approval Review: Tom said in the last Council meeting the Weaver Estates Subdivision came before the Council and received approval. He said it was brought to his attention that a check was overlooked. The egress was overlooked by Sketch Plan Committee, developer, Planning Commission, City staff, etc. He said this requirement is outlined for fire protection. He said 1160 East was looked at verses 1250 East (being the egress). He is concerned that a mistake was made. He said this is a one lot subdivision. He is concerned about the precedent. He said in the future, a checklist will be used so that this mistake is not made again. Tom said if someone else comes in, they will state a mistake was made, and we don't intend to ever repeat it.

Council Member Hyer is concerned about future development. Council Member Casas asked Layne Kap if he can change the direction of the egress. Layne explained the history of the area with Lester Street. He said for Lester Street to go through property would need to be purchased from Daytons and DeLongs. Layne said he has a 25' right of way that goes out 1200 East. He feels the 30 lots ordinance was directed at him. He said 1160 East can't line up with 1200 East unless he purchases Eddy Shaw's property, Stauffer's home, etc. which is not cost prohibited. Council Member Casas feels the Council needs to either adhere to the ordinance or change the ordinance. Layne said City ordinance does allow for the City Council to use their discretion. Council Member Hyer said most people complain about new developments creating more traffic through existing neighborhoods. He said this one lot subdivision isn't going to create more traffic in the existing subdivision. Council Member Poore said this is the only road that goes past the school. Layne said he actually has 13 more lots that can be developed on his property. He has presented options to the City but none of them are perfect. Layne said he spoke with Joe DeLong and he is willing to sell. He said the City made a mistake. Tom said he understands that but there is no problem without this development. Council Member Casas said by approving this, we violate City ordinance. Mayor Long said the universal fire code does state 30 units.

Cole Fessler, 7233 S. 1700 E., said the international fire code does state 30 units. He said the number of dwellings shall not be increased unless there is a possibility of future development.

The Council agreed to open this up for public comment. Mark Larsen said he is nervous about changing an ordinance to fix an oversight. Mark said there is a way out on 1200 East to South Weber Drive. He said this would be a fix for an oversight. Layne discussed the house facing Lester Street but accessing 1200 East. Tom said the City Engineer needs to review this new plan.

Diane Ford, 1110 East South Weber Drive, said they are developing Easton Village. She said we were told no exception and 30 lots was it. She doesn't understand why it should change for 31 when they wanted 32.

Mark Dayton, 7420 S. 1025 E., said he put his property up for sale. In talking to his realtor, he was told he could only put five homes on his property and if the City is going to allow one then you need to allow five more. He wanted Layne Kap to know, for the record, he did not send any letter.

Cymbre Rowser, 985 E. 7375 S., said at some point in time the City needs to hold the developer to what needs to be done. She said there are issues with water and things that break that were never replaced and they need to be responsible.

Natalie Dayton, 7420 S. 1025 E., said they tried to build a few years ago on their property and went through so much. She would suggest the Council get to know the ordinances.

Layne Kap asked the Council to waive the ordinance and allow this home to go in. He would love to sit down with the City, DeLongs, and Daytons to see if another egress can be developed. He said this would take traffic off of Lester as well.

Mayor Long asked if UDOT gave approval to access SR 60. Layne said after meeting with the City Manager (at the time), Brandon Jones, etc. They were told yes.

Jill Kap, 8085 S. Juniper Ct., said when they purchased the property of Weaver Estates. This didn't have anything to do with the existing subdivision. She asked if anybody along Lester Drive that wants to develop will need another egress.

Council Member Casas referred City Ordinance 13-08 from 2013.

Jill said a public hearing was held on the subdivision and no one said it was a problem and then the City approves it and then people go ahead with engineered plans and financial costs put out, and at some point, there were plenty of notices and no one complained about the development.

Council Member Casas proposed going back to the City Engineer and waive all fees so that this can be looked at again. Council Member Poore said she is against it.

Roni Ketts said if we allow this one and say this home needs to be sprinkled, they then meet the international code. He said the reason for the code is for fire.

Diane Ford said Layne Kap knew that this couldn't be built on because he has been involved with the subdivision. Jill Kap said we didn't know because this was a different parcel.

Rhett Weaver said the issue is that this subdivision has been approved. He said a lot of money has been spent already because it was approved.

Mark Larsen said if the house was sprinkled and followed the exact plan, they would meet the fire code and technically, other people could do the same thing.

Layne Kap said he thought this affected his subdivision and not the Daytons etc. He said the Council has the ability in the ordinance to waive that. He said this will not affect the school. He said there is a crossing guard. He said in his opinion the way the K-2 building has been set up it is well orchestrated. Tom said there is a plan to put another possible crossing guard at 1160 East.

Council Member Hyer moved to close the public comment. Council Member Taylor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

Council Member Casas moved to deny this request and send it back to the City Engineer with the City picking up \$5,000 in expenses incurred. The motion died due to lack of second.

Council Member Poore moved to rescind the approval of Weaver Estates. The motion died due to lack of a second.

Council Member Hyer moved to grant the waiver as requested by the Kaps that they meet with the Daytons to discuss any potential options so that everyone can develop their land to the west and do it with the appropriate egress for future development. The motion died due to lack of a second.

Council Member Taylor moved to table for one week and meet on 20 December 2016 at 6:00 p.m. Council Member Casas seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

Council Member Taylor moved to put the employee performance merit increase on the first meeting in January 2017. Council Member Poore seconded. Elyse called for a roll call vote. Council Member Casas, Hyers, Poore, Taylor, and Sjoblom voted yes. The motion carried.

DISCUSSION ITEMS:

Employee Performance Merit Increases:

COUNCIL ITEMS:

Council Member Poore:

Contacting City Attorney: Council Member Poore discussed being denied talking to the City Attorney until the Council gives their consensus. Council Member Hyer said if there is no cost incurred then it is fine to contact him. Tom said the traditional expenses for City Attorney have been exceeded. He explained that Council Member Poore's email is to ask Doug Ahlstrom to conduct work. He said the code is ambiguous. Council Member Poore said she wanted Doug's interpretation of the code. Tom said he has already authorized it.

PUBLIC COMMENTS:

Mark Larsen said he is trying to put together a mailbox ordinance. He said 6650 South will be on the agenda 10 January 2017. He said a decision needs to be made on this.

Council Member Hyer moved to go into a closed session as per UCA § Section 52-4-205(1)(a): Discussion of the character, professional competence, or physical, or mental health of an individual at 9:00 p.m. Council Member Sjoblom seconded the motion. Elyse

called for the vote. Council Members Casas, Hyer, Sjoblom, Taylor and Poore voted yes. The motion carried.

Council Member Casas moved to go back into an open meeting at 10:36 p.m. Council Member Hyer seconded the motion. Tom called for the vote. Council Members Casas, Hyer, Sjoblom, Taylor and Poore voted yes. The motion carried.

Council Member Casas asked about real estate transactions and public disclosure. Tom said when negotiations take place for property, then it can be kept private.

Council Member Casas moved to give Tom Smith a \$5,000 bonus based on past performance in 2016. Council Member Sjoblom seconded the motion. Tom called for the vote. Council Members Casas, Hyer, Sjoblom, and Poore voted yes. Council Member Taylor voted yes but wanted it noted that he wasn't in favor of the amount. The motion carried.

ADJOURNED: Council Member Hyer moved to adjourn the meeting at 10:42 p.m. Council Member Sjoblom seconded the motion. Council Members Casas, Hyer, Sjoblom, Taylor, and Poore voted yes. The motion carried.

APPROVED: _____ Date
Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Recorder: Elyse Greiner

SOUTH WEBER CITY COUNCIL WORK MEETING

DATE OF MEETING: 13 December 2016

TIME COMMENCED: 5:01 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas
Kent Hyer
Marlene Poore
Merv Taylor
Jo Sjoblom

CITY RECORDER:

Elyse Greiner

CITY MANAGER:

Tom Smith

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Bryan Wageman, Mark Larsen, Paul Laprevote, Jason Tubbs, Zach McFarland, and Mark McRae.

CONSENT AGENDA:

- **Approval of November 15, 2016 Meeting Minutes**
- **Approval of November 22, 2016 Meeting Minutes**
- **Approval of November 22, 2016 Work Meeting Minutes**
- **Approval of October 2016 Budget to Actual**
- **Approval of November 2016 Check Register**
- **2017 Meeting Schedule**
- **RES 16-36: Amendments to the Procurement Policy**
- **RES 16-37: Appointment of Fire Chief**

Council Member Casas was excited about the percent of revenue on the budget to actual. Council Member Poore questioned a gas card payment in which Paul Laprevote researched. Council Member Casas asked about the old snow plow. Bryan Wageman explained that they included it in the scrap pile. Council Member Casas asked about oil changes. Bryan said they tried to take the vehicles to King Auto but they are too busy. Bryan said they take the vehicles to Jiffy Lube. Mark Larsen said Jiffy Lube does keep record of what has been done on City vehicles. Council Member Casas said if at all possible, he would like to keep business in South Weber City.

Discussion took place regarding amending the 2017 meeting schedule to make the third Thursday of the month a work meeting to begin at 5:00 p.m.

Mayor Long asked if there were any questions on Resolution 16-36: Amendments to the Procurement Policy. Council Member Poore asked about the Mayor signing all contracts. Council Member Hyer doesn't understand why the Mayor should sign the contracts. Council

Member Casas said Doug Ahlstrom suggested the Mayor sign them. Council Member Hyer said the City Manager is the one who deals with the contracts and feels he should be the one to sign them. Council Member Poore would like to get Doug Ahlstrom’s opinion on that, since he was the one who suggested it. Council Member Casas would like Doug Ahlstrom’s opinion as well.

Mayor Long asked if there were any questions with Resolution 16-37 concerning Derek Tolman being appointed Fire Chief. Council Member Hyer asked how many applicants applied. Mayor Long said there were four applicants. Tom said two were internal and two external applicants. He said the hiring panel discussed pros and cons of hiring internal verses external. Council Member Casas said Derek has a leadership style within the department. He felt having a Fire Chief within the City has some weight to it. Council Member Taylor said Derek is close and knows the citizens. Council Member Casas said Derek is a third generation fire fighter. Council Member Casas said he stopped by the fire station today and met with the fire fighters. He said they were excited as well as enthusiastic about serving South Weber City.

ACTION ITEMS:

Public Hearing on Resolution 16-35: FY 2016-2017 Budget:

Mark McRae said State code states that if funds fall below in the City, the following year we have to bring it up to that level. He said Country Fair Days was one of those funds. Proposed amendments to the budget for FY 2016-17 are as follows:

Increase Sales Tax Revenue in the General Fund by	\$6,000
Increase Transfer to CFD in the Admin. Dept. of the General Fund by	\$6,000
Increase the Transfer from General Fund revenue in CFD by	\$6,000
Increase the Transfer to Fund Balance expense in CFD by	\$6,000

Ordinance 16-23: Repealing Code Section 3.01.090 B4 Inspection; Right of Entry:

Tom said the City Council and staff have reviewed City Code Section 3.01.090 B.4. and found inspections of rental units to be unnecessary as rentals are no longer a type of regulated business.

The Council discussed keeping simple items on the agenda available for action verses some controversial items being discussed one week and action on the next week.

Public Works Operations and Management Plan: Tom stated Mark Larsen has drafted a schedule for the Public Works Department. It includes hours worked, certification tracking, and duties & task assignments. This will allow for review of where hours are being spent. Mark said he is doing it on an Excel calendar right now, but it is still a work in progress. He estimated it will be completed in the next few months. Tom said the plan also includes checks on the fleets. He said they also looked at job descriptions. He said there is data entry with iWorQ that includes inspections, manhole service, etc. He said this information will provide reports for the Council to review. Tom said in the past ten years there have been six employees, which does not include seasonal employees. On average there is one employee that is replaced per year. Tom said he would like to go back to the model of having six employees. He explained Mark Larsen’s position and said to keep operations going he holds firm that Mark needs to be in the office to conduct administrative duties. He said as the City grows more and more development is coming in and the model needs to be adjusted. He discussed the City being broken up into quads and assignments being made to certain Public Works employees. Tom said right now the

Public Works Department is down one full time employee. Tom said he would like to fill that position.

Council Member Taylor asked why the City is losing an employee a year. He doesn't like the City being a training ground. Bryan said most of them leave for more money. Tom said the City has to be able to compete. Council Member Casas said he doesn't see in the plan anything that discusses hiring another employee. He also discussed the possibility of the Public Works Department taking on the snow removal of the park and ride verses hiring an outside company. Tom said we need to decide the priority.

Bid Award for Park and Ride Snow Removal Service: no discussion on this item

FY 2015-2016 Audit Report by Keddington & Christensen, LLC: no discussion on this item

Weaver Estates Approval Review: The Council briefly discussed the history of the approval of Weaver Estates.

DISCUSSION ITEMS:

Employee Performance Merit Increases: no discussion on this item

Adjourned at 6:00 p.m.

APPROVED: _____ Date
Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Recorder: Elyse Greiner