

SOUTH WEBER CITY COUNCIL WORK MEETING

DATE OF MEETING: 15 November 2016

TIME COMMENCED: 6:02 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas
Kent Hyer (via electronically)
Marlene Poore
Merv Taylor (excused)
Jo Sjoblom

CITY RECORDER:

Elyse Greiner

CITY MANAGER:

Tom Smith

CITY ENGINEER:

Brandon Jones

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Mark McRae

Council Member Sjoblom moved to amend the agenda to include an opening prayer and pledge of allegiance. Council Member Casas seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Sjoblom, and Poore voted yes. The motion carried.

Pledge of Allegiance: Council Member Sjoblom

Prayer: Council Member Casas

CONSENT AGENDA:

- **Elected Official Assignments**
- **Westside Water Reservoir Project scope of work**
- **Caselle Timekeeper Module & Document Management Module**

Council Member Sjoblom said she talked to Council Member Taylor concerning the elected official assignments. She would like to table until next meeting.

Council Member Sjoblom moved to amend the consent agenda and remove elected official assignments to the next meeting. Council Member Casas seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.

Council Member Casas moved to approve the amended consent agenda. Council Member Sjoblom seconded the motion. Elyse called for the vote. Council Member Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.

ACTION ITEMS:

a. Water Capital Facilities Plan – Replace lead-joint line at Canyon Dr. between 1375 East and 1300 East:

Brandon Jones, City Engineer, said the project has been identified in the capital facilities plan as a section of pipe that needs to be replaced. He said the estimate was approximately \$50,000. He said the Mayor asked about possible funds from the Legislature, and after researching he was told the use of those funds was for huge projects i.e. Lake Powell etc. He said this type of project could be a loan from the SRS program. South Weber City would not qualify for grant money for this particular project. Council Member Casas asked how we know it is or is not contained. Brandon said he goes off of the information given to him from the Public Works Department. Council Member Hyer asked if the pipe is big enough to scope. Brandon said that is something that can be done, but is not typically done for a pipe this size and located in a City street. Council Member Casas is aware that there have been water line breaks in the past in this road. Tom said upon approval, he would like to solicit for bids within the next couple of weeks.

Council Member Casas asked about the list of Capital Facilities Plan Projects and where the City stands on their priorities. Tom said he would like to discuss those projects at the Summit to be held in January 2017. He will provide a financial outlook and how those projects can be incorporated in a three-year plan.

Council Member Casas moved to approve the Water Capital Facilities Plan – Replace lead-joint line at Canyon Dr. between 1375 East and 1300 East and allow the administration to bid out the project. Council Member Sjoblom seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.

b. City’s fleet vehicle lease agreement

Mark McRae said the City staff is requesting approval for the purchase of the following 3 vehicles and a two-year extension on the lease of the fourth vehicle. The budgeted amount and the actual amount requested for approval are the same.

2014 Dodge Ram 2500 ST 3C6TR5CT0EG143708	Mileage: 22955	\$17,000
2014 Dodge Ram 2500 ST 3C6TR5CT2EG143709	Mileage: 20088	\$17,000
2013 Chev 3500 REG C&C 1GBEKZC8902289690	Mileage: 29357	\$22,250
PURCHASE TOTAL		\$56,250

2-year lease extension on 2014 Dodge Ram 2500 ST 3C6TR5HT8EG143707
 Yearly lease cost \$ 3,846.

Council Member Casas asked about leasing a brand new truck. Mark said to lease a brand new ¾ ton truck would be \$4,872 and ½ ton truck is \$4,700. Council Member Poore is not in favor

because the intention was to stagger out the age of the trucks. She would suggest leasing a new truck. Mark suggested leasing for two years and then during those two years look at possibly purchasing one of the leased trucks and then purchase a tweener truck. He said tweener trucks are every day trucks and not a mini dump truck. He said it would be a better option for the parks department.

Council Member Casas to direct staff to purchase three of the currently leased trucks 2014 dodge ram \$17,000, 2014 dodge ram for \$17,000, and 2013 Chev for \$22,500 for total of \$56,250. Council Member Hyer seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.

- b. Snow Plow Replacement part for 2003 Dump Truck:** Tom said the Public Works Department was recently getting ready for this winter and noticed the snow plow needed some replacement parts. The cost to repair the outdated parts was \$38,000. The cost to purchase a new plow is approximately \$13,547. It was stated the old snow plow would need to be scrapped.

Council Member Sjoblom moved to approve the snow plow purchase for the 2003 dump truck for \$13,547. Council Member Poore seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.

DISCUSSION ITEMS:

a. South Weber City Procurement Policy: Tom said he is asking to amend the South Weber City Procurement Policy to clarify the definition of the department head. He said in Section IV he is asking to amend the amount of purchase orders and to include when they are deemed necessary. He also discussed amendments to Section V concerning approvals, review, and verification. It was suggested to amend Section VIII, from \$2,500 to \$5,000 for exempt expenditures. Council Member Poore is concerned about the \$5,000 purchase level. Tom said the purpose is for flexibility and to allow for autonomy. He said this would also allow the staff to get tasks done with more haste. Council Member Poore feels because there wasn't justification for some of the budgeted line items that she isn't in agreement with some of the sections in the procurement policy. Council Member Casas is not in favor of amending the \$1,000 back to \$5,000. Discussion took place regarding the City using purchasing cards versus credit cards. This process has been taking place for one year. Council Member Poore feels the \$1,000 purchase should stay for at least another year. Council Member Hyer would like to table until next week. Council Member Casas would like to see the amendments made to the policy and then review this item at the next meeting. Mayor Long would like to incorporate staff back up reports into the procurement policy.

b. City Social Media Policy

Mayor Long has asked the City Attorney to look in to creating a social media policy concerning Council and staff conduct on personal social media accounts and city accounts. It was stated that Mayor Long had Elyse include in the packet a copy of policies from Sandy City, Draper City, Layton City, and State of Utah. Council Member Sjoblom would like to know what necessitated

this. Mayor Long would like to change “disciplinary action” to “termination” when someone is in violation. Council Member Poore would like to see the redline changes made by Doug Ahlstrom, City Attorney. Tom said Mayor Long requested Doug Ahlstrom look into this. Council Member Hyer said he thought there was suppose to be a discussion prior to having Doug Ahlstrom look into something. He is concerned that the City Attorney’s monthly fees are going over budget. Council Member Casas suggested the Mayor put together a draft of what she would like changed. Council Member Sjoblom is concerned that Doug Ahlstrom has been coming to a lot of meetings and feels the Council needs to be careful about what they are using his services for because this is the first time she has heard of this. Council Member Casas is concerned as well. He said the monthly budget for him is \$600 and last month it was \$2,400. Council Member Poore would like to see the last six months invoices from Doug Ahlstrom. It was stated this item will be discussed at the December 13th meeting.

CITY COUNCIL ITEMS:

Council Member Casas:

Beautification: He would like the Council to pick one item at the summit to do for City beautification.

Council Member Sjoblom:

Digital Sign: She is still working towards a digital sign for the City.

Council Member Hyer:

Street Light: He reported there are mixed reviews on the recently installed street light. He said it seems to be a lot safer in the morning hours.

Summit Meeting: He would like to see time frames for key projects.

MAYOR’S ITEMS:

Mosquito Abatement Meeting: Mayor Long reported that there was no West Nile or Zika found in South Weber City.

CITY MANAGER ITEMS:

Cottonwood Drive: Tom has met with Mayor Flinton of Uintah concerning Cottonwood Drive. They discussed a possible cost share agreement. He has also asked Brandon to look into the cost for a trail and no trail.

Pepsi Check: The City received a check from Pepsi for \$2,000 from Country Fair Days. He thanked all those involved with a successful Country Fair Days.

City Summit: This will be held January 14, 2017. It will be held at the Davis County Library in Farmington.

Implement GPS devices in City vehicles: It was decided to put this item on the next meeting agenda.

ADJOURNED: Council Member Hyer moved to adjourn the meeting at 7:44 p.m. Council Member Sjoblom seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.

APPROVED: _____ Date
Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Recorder: Elyse Greiner