

SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 22 November 2016

TIME COMMENCED: 6:03 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas

Kent Hyer

Marlene Poore

Merv Taylor (via electronically)

Jo Sjoblom

CITY RECORDER:

Elyse Greiner

CITY MANAGER:

Tom Smith

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Mark Larsen, Mark McRae, Wes Johnson, Jackson Hadfield, Layne Kap, Jacob McReaken, Derek Tolman, and Cymbre Rowser.

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

PLEDGE OF ALLEGIANCE: Council Member Poore

PRAYER: Council Member Hyer

AGENDA: Council Member Poore moved to amend the agenda to remove the closed session. Council Member Hyer seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Taylor, and, Sjoblom voted yes. The motion carried.

CONFLICT OF INTEREST: None

CONSENT AGENDA:

- Approval of November 8, 2016 Meeting Minutes
- Approval of November 8, 2016 Work Meeting Minutes
- Elected Official Assignments

Council Member Hyer said there were a few things that he questioned on the elected official assignments. He would like to know what some of Tom's concerns are with the Sketch Plan Review and Employee Personnel Review. Tom said if it is employee evaluations and the Council being privy to some of the short comings of the employees, makes him very concerned. He would like the Council to respect the privacy of that. He said when it comes to employee

policy, the Council should be a part of that. Mayor Long said in 2008, 2010, 2014 a council member was assigned to employee policy and review. Tom said when you cross over in roles and responsibilities, we cloud the purpose and function of the process. He said Sketch Plan Review is an example of this. He said this invites conflict of interest. Council Member Poore is concerned about transparency. Tom said we are not trying to hide anything or shield anything and would suggest anyone can come to him and discuss items with him. Council Member Hyer said the problem is when the Council or Mayor attends meetings they have a tendency to get too involved. Tom said the conflict is that the Council or Mayor holds the weight of some of the decisions being made. Council Member Casas disagrees and feels there is no harm in attending a Sketch Plan Meeting. Council Member Hyer said it isn't appropriate for us to be involved in the personnel review. Council Member Poore doesn't want to eliminate making sure the City Manager is doing his job. Mayor Long feels this would be taking away her authority by State Code. Tom said he doesn't see that we are.

Council Member Hyer moved to approve the consent agenda with an amendment to the elected official assignments that on the employee policy and employee review that the employee review is removed. 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:

a. RES 16-33: Final Plat for South Weber Valley Estates – 1 st Amendment

Tom said this is one lot that is to be subdivided. Jacob McReaken, 1453 E. 7500 S. said this will be a twin home. He said the twin home will be built north of the power lines.

Brandon's memo of 9 November 2016 is as follows:

Our office has completed a review of the Plat and Improvement Plans for the South Weber Valley Estates Subdivision – 1st Amendment, and the associated Improvement Plans received today, November 9, 2016. We recommend approval and offer the following comments as direction following approval.

1. **Plat.** No comments.
2. **Improvement Plans.** No comments.

Following Approval:

3. Before the plat can be recorded, the required improvements (water service, meter, sewer services, secondary water service and street repairs) will need to be escrowed for or actually installed. Our office will approve this escrow amount prior to the account being set up.
4. Prior to construction of the required improvements we will need to hold a preconstruction meeting with the developer's contractor to ensure that proper construction expectations and City Standards are understood and met.

Council Member Hyer moved to approve Resolution 16-33: Final Plat for South Weber Valley Estates – 1st Amendment. 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.

b. RES 16-34: Final Plat for Weaver Estates Subdivision

Tom said this is a one lot subdivision. He then referenced Brandon's memo of 16 November 2016 which is as follows:

Our office has completed a review of the Plat and Improvement Plans for the Weaver Estates Subdivision dated, November 15, 2016. We recommend approval subject to the following item being addressed before construction can begin. We also offer the following comments as direction following approval.

1. **Plat.** No comments.

2. **Improvement Plans**

a. The plans need to clearly show and label where the culinary water service (1" copper) is located with the meter shown in the park strip. The plans also need to show where the secondary water service is coming from, including what size and material it is.

Following Approval:

3. Before the plat can be recorded, the required improvements (water service, meter, sewer lateral, secondary water service, sidewalk, etc.) will need to be escrowed for or actually installed. Our office will approve this escrow amount prior to the account being set up.

4. Prior to construction of the required improvements we will need to hold a preconstruction meeting with the developer's contractor to ensure that proper construction expectations and City Standards are understood and met.

Layne Kap, 8085 S. Juniper Ct., said the intention is to install sidewalk. The access will be from Lester.

Council Member Sjoblom moved to approve Resolution 16-34: Final Plat for Weaver Estates Subdivision. 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.

c. South Weber City Procurement Policy amendments: Tom said this item was discussed in the work meeting. He said amendments have been made in red. It was discussed changing anything purchased over \$1,000 to \$5,000; however, there were council members that were not in agreement with this. Council Member Sjoblom questioned Section V item #2. It was stated "above" should be changed to "below". Mayor Long questioned Section VIII item #1. It was stated that would remain \$2,500.

Council Member Casas moved to South Weber City Procurement Policy as amendments directed. 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.

d. City's lease/purchase options on 2 fleet vehicles: Mark McRae said at budget time we discussed the fleet. At that time, it was suggested to purchase the three leased trucks and lease two new 2017 RAM 2500 4x4 trucks. Council Member Hyer said in the long run, if the City keeps the trucks, it will cost approximately \$4,000. He is concerned about leasing because he likes being able to keep them with option to sale. Council Member Taylor asked who is

responsible for regular maintenance. It was stated the City is responsible. Mark said he is following the budgeted plan for vehicles.

Council Member Casas moved to approve the City's lease/purchase options on two 2017 RAM 2500 4x4 trucks for two years. Council Member Sjoblom seconded the motion. Elyse called for a roll call vote. Council Members Casas, Poore, and Sjoblom voted yes. Council Member Hyer vote no. The motion carried 4 to 1.

e. Motion to approve to solicit for sale SWC owned parcels: 3.9 acres located at approx. 2071 E. South Weber Dr. (Parcel 13-033- 0077); .58 acres located at approx. 2068 E. South Weber Dr. (Parcel 13-033- 0078); and 2.5 acres located at approx. 670 E. 6650 S. (Parcel 13-018-0018): Tom said the City recently rezoned property and accepted the appraisal conducted by Appraisal Group, LLC on October 18, 2016. This action item is to place the property up for sale. He recommended to not sale the posse grounds until it can be relocated. Council Member Hyer said there is a possible location north of the new soccer development for a posse ground. He said if the posse ground is sold in the next few years, he would suggest taking that money and putting it towards a new posse grounds. Tom said Council Member Taylor is still in the process of working with Smith & Edwards.

Council Member Hyer moved to approve to solicit for sale SWC owned parcels: 3.9 acres located at approx. 2071 E. South Weber Dr. (Parcel 13-033- 0077) and .58 acres located at approximately 2068 E. South Weber Dr. (Parcel 13-033- 0078) and not solicit for sale the posse grounds (Parcel 13-018-0018). 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.

f. Contract to renew portable restroom services for CFD

Tom has compiled the following bids. Prices are on a per year basis and the contract will be for 3 years.

A Company \$551.05

Restrooms \$56.65
ADA \$56.65
Hand wash \$66.95
Water Tank \$77.25

All American Waste Services \$869.92

Restrooms \$159.98
ADA \$199.98
Hand wash \$159.98
Water Tank \$349.98

Honey Bucket - \$867.26

5 ADA
4 Standard
2 Hand wash
1 – 300 gallon tank

Council Member Sjoblom moved to contract to renew portable restroom services for Country Fair Days with A Company for \$551.05. 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.

DISCUSSION ITEMS:

a. Employee Performance

City employees have recently had their annual evaluations. Tom said he would like to ask the Council for performance increases. The employee increases are ongoing but for 6 months remaining in the fiscal year will be \$12,285.00 at a 3% increase for most FTE's and two part-time employees. Not all employees will receive 3%. He said this would be a one time increase that stays stagnant over the years. It is a 1.5% increase for the fiscal year. He feels this will send a message to the employees that we value them and want to keep them. Council Member Hyer suggested Tom put together something on paper that details this process. Tom asked the Council to consider this item as it will be on the agenda for possible approval on December 13, 2016.

b. Public Works Operations Management Plan

Tom reviewed the Public Works Operations Management Plan. He reviewed the break down of tasks and time spent. He said they look at the parks, detention/retention ponds, cemetery, and posse grounds. He also reviewed sprinkler maintenance, horticulture (trees, flowers, weed abatement etc.). Tom said Mark Larsen is also working on who is going to be where and when things are going to be done. He said he has been working with Mark Larsen and they agree that there are operations that can be significantly improved. Tom asked the Council to look at hiring another full-time laborer. He said there are duties that are falling behind and not getting completed (i.e. inspections necessary to perform the required post storm inspections, blue staking for the days where time is not available, and street maintenance). He said starting January 1, 2017 he said the full-time Public Works Department employees will all be on salary. He estimated it will cost \$13.77 an hour with a salary of approximately \$40,000 to \$45,000. Council Member Casas would like to explore bidding out cost to maintain the City parks and would suggest doing this prior to hiring another employee. Council Member Hyer said it is worth looking into that. Council Member Casas said he had individual contractors give him professional opinions. Council Member Hyer cautioned Council Member Casas about contacting contractors on individual bids. Tom agreed.

Tom discussed taking Mark Larsen out of the field so that he can maintain his administrative duties. Council Member Hyer said it is hard to look at this plan and see who is needed for what. He said they did talk about having the Fire Department help with some of these items. Council Member Hyer said it is the perception from some of the Council and citizens that the City has enough employees. He appreciates being able to see the spreadsheet before them. Council Member Taylor asked if the money is still in the budget for those employees who left. Tom said the money is still in the general fund. Discussion took place regarding seasonal work. Tom reviewed the spreadsheets for both summer and winter. He asked the Council if this can be put on the 13 December 2016 as an action item. Council Member Hyer feels Tom needs to make a better case as to why he needs another employee. This will be on the agenda for 13 December 2016.

c. Bid to repair fences at Central Park and Cherry Farms Park: Tom said companies were contacted. Custom Fence bid the fence repair at \$1,030. Council Member Hyer suggested taking out the fence at Central Park completely. He thinks he can get some scouts to remove it. The fence at Cherry Farms Park is the canal company's fence. Mark Larsen said he will contact Monte Byram from the canal company.

d. GPS tracking devices in City owned vehicles: Mayor Long said she has contacted a company that can do a presentation. She will keep working on that. She asked if the two new RAM trucks will have a GPS. Mark McRae said he didn't know that was a consideration. Mark Larsen asked why the need for the tracking device. Mayor Long said in case it gets stolen or if damage happens to the truck.

e. Snow removal at "S" curve on South Weber Dr. between HighMark Charter School and South Weber Storage: Tom said the City has spoken with UDOT and they have no interest in the maintenance of the area for snow removal. Staff has not heard from the Poll family and is requesting direction on the issue as the season turns into winter. Tom said he is asking the Council's support to uphold the City ordinance if there is a violation. Council Member Casas feels the City has tried to come up with alternatives and he feels if the sidewalk is not cleared, then the owners will need to pay for work done by the City. Tom discussed the City code enforcement procedure. Council Member Hyer said the City tried to work with the property owners. He said the property owners should meet together and look at possibilities to get a common contract. He is in favor of enforcing the code as it is written. Tom said it will be difficult to correct the precedent. Council Member Hyer said the property owners have responsibility. Mark Larsen suggested directing the property owners to the City Attorney.

COUNCIL ITEMS:

Council Member Casas:

Dust Monitoring: He contacted Davis County Environmental concerning dust monitoring and they haven't started yet. He will get together with Tom and draft a letter.

Council Member Hyer:

Fire Department: He asked for an update on the Fire Department Chief hiring. Tom said he has received three applications. He said it was heavily advertised.

Council Member Sjoblom:

Digital Sign: She said UDOT is very restrictive with signs. She is going to still try to do her best.

Cherry Farms Park: She thanked Jackson for his efforts on Cherry Farms Park.

Council Member Taylor:

Storm Drain on Harper Way: He thanked Tom and the Public Works Department for their work on getting the storm drain taken care of on Harper Way.

CITY RECORDER ITEMS:

EOC Exercise Update: She said the State is helping her put together a seminar to go over roles in the Emergency Operations Center as outlined in the Emergency Operations Plan and then the City will follow up in a couple of months with a tabletop exercise. She said it is highly important that the Council review their roles and responsibilities and come prepared on December 6, 2016 from 3:00 p.m. to 5:00 p.m. with any questions/comments.

CITY MANAGER ITEMS:

West Side of South Weber Elementary: He said citizens want to see a cross walk on 1160 West. Tom will be with Principal Conrad to see what can be done. Tom feels it should at least be striped and a cone added.

PUBLIC COMMENTS:

Cymbre Rowser, 985 E. 7375 S., thanked Mark Larsen and the parks group for keeping the posse grounds in good condition.

ADJOURNED: Council Member Taylor moved to adjourn the meeting at 8:30 p.m. Council Member Hyer seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Sjoblom, 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: 22 November 2016

TIME COMMENCED: 5:00 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas
Kent Hyer (arrived 5:05 pm)
Marlene Poore
Merv Taylor (via electronically)
Jo Sjoblom

CITY RECORDER:

Elyse Greiner

CITY MANAGER:

Tom Smith

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Mark McRae, Wes Johnson, and Mark Larsen

CONSENT AGENDA:

- **Approval of November 8, 2016 Meeting Minutes**
- **Approval of November 8, 2016 Work Meeting Minutes**
- **Elected Official Assignments**

Council Member Casas asked about not being able to listen to the minutes on his cell phone. Council Member Sjoblom asked about the employee policy and review and all personnel related issues. She asked what the responsibility is for that assignment. Mayor Long said anything to do with employees. Council Member Poore said she has always looked at it being an oversight duty of the Council.

ACTION ITEMS:

a. RES 16-33: Final Plat for South Weber Valley Estates – 1 st Amendment

Elyse said this is one lot that will be split into two lots. Tom said before the plat can be recorded, the required improvements (water service, meter, sewer services, secondary water service and street repairs) will need to be escrowed for or actually installed. Mayor Long asked about the easements. Elyse said Barry and Brandon have reviewed the plat and given approval.

b. RES 16-34: Final Plat for Weaver Estates Subdivision: Tom said this is a one lot subdivision which has been reviewed and approved by the Planning Commission. Tom said the plans need to clearly show and label where the culinary water service (1” copper) is located with the meter shown in the park strip. The plans also need to show where the secondary water service is coming from, including what size and material it is. He said before the plat can be recorded, the required improvements (water service, meter, sewer lateral, secondary water service, sidewalk, etc.) will need to be escrowed for or actually installed. Mayor Long asked about a

sidewalk. Elyse said the City will collect money for escrow on the sidewalk or the sidewalk will be installed. She suggested asking Brandon Jones for more detail on that.

c. South Weber City Procurement Policy amendments: Mayor Long asked about Section IV, V, and VIII concerning approval review and verification. Tom asked the Council to amend the \$1,000 to \$5,000. Mayor Long said she would like to keep it at \$1,000. Council Member Hyer discussed expenditures that came under scrutiny in the past. He said there are some purchases that he hasn't been comfortable with and by opening that gate a little bit further probably scares some of us. He said just because something is budgeted for, doesn't mean we have to spend it. He assumes over time, as they get comfortable with expenditures, we can elevate it higher. Council Member Casas is comfortable with \$1,000. Council Member Poore would like to see it stay at \$1,000. Tom said he feels comfortable with the decisions the current staff is making. He trusts and believes in their judgment. Tom said many of the purchases have already been made by the time he sees the purchase order. Mark Larsen said Tom does spend a lot of time with some of the simplest of purchases. Tom said he is asking to make his job and the City staff's job a little bit easier. Tom asked if the Council would be willing to increase it to \$2,500. Council Member Poore and Casas would like to see it at \$1,000. Council Member Hyer agreed.

d. City's lease/purchase options on 2 fleet vehicles: Mark McRae reviewed the lease quotes and said the pricing went down on the RAM. He is recommending leasing two 2017 RAM 2500 4x4, regular cab with the annual payment of \$4,324.80. He said mileage allowance is 12,000 per year. Council Member Hyer asked about purchasing verses leasing. Mark said when we went through the budget process we decided to lease. He said at the end of the two-year lease, he would suggest looking at purchasing them or look at purchasing a tweener. He said some cities buy and sale every three years. He would like to have that discussion at another time. Council Member Poore said we need to try to downsize some of these trucks. Council Member Taylor asked if there is an advantage to purchasing a 3/4 ton. Mark said if you are hauling a trailer or plowing snow you need a 3/4 ton. He said there is a better resale value on 3/4 ton as well. Mark Larsen said the reason why we went to leasing is because every time we change Councils it changes as to when to purchase or sell. Council Member Hyer would suggest looking at purchasing two 3/4 ton verses leasing. Mark said we have already bought the three leased trucks.

e. Motion to approve to solicit for sale SWC owned parcels: 3.9 acres located at approx. 2071 E. South Weber Dr. (Parcel 13-033- 0077); .58 acres located at approx. 2068 E. South Weber Dr. (Parcel 13-033- 0078); and 2.5 acres located at approx. 67 E. 6650 S. (Parcel 13-018-0018): Tom said the City recently rezoned property and accepted the appraisal conducted by Appraisal Group, LLC on October 18, 2016. This action item is to place the property up for sale. Council Member Hyer doesn't want to see parcel 13-018-0018 sold at this time. Tom said he would recommend selling parcel 13-033-0077 and parcel 13-033-0078. Wes Johnson said the local equestrians have approached the owner of the Smith & Edwards property about a possible posse ground.

f. Contract to renew portable restroom services for CFD

Tom has compiled the following bids. Prices are on a per year basis and the contract will be for 3 years.

A Company \$551.05

Restrooms \$56.65

ADA \$56.65

Hand wash \$66.95
Water Tank \$77.25

All American Waste Services \$869.92

Restrooms \$159.98
ADA \$199.98
Hand wash \$159.98
Water Tank \$349.98

Honey Bucket \$867.26

5 ADA
4 Standard
2 Hand wash
1 – 300 gallon tank

Tom recommended going with A Company for \$551.05.

DISCUSSION ITEMS:

a. Employee Performance

Tom said City employees have recently had their annual evaluations. Tom said he would like to ask for performance increases. The employee increases are for 6 months (versus a year) at \$12,285.00 at a 3% increase this year for most FTE’s and two part-time employees. Not all employees will receive 3%. He said there are four employees that are not eligible. He said there would be 12 FTE’s and 4 part-time. He would recommend that a couple of employees receive more than 3% with some of the employees getting less than 3%. Council Member Poore would like to look at the ULCT. Council Member Casas reminded the Council that the goal for the budget was to decrease the budget, which did not happen. He said we will spend more this year than last year. Tom said money is available in the general fund. Council Member Taylor said we need to take care of our employees. It was stated the budget will be increasing with the Fire Department. Council Member Hyer would like to see them pay a little bit below and then compensate with a bonus. Council Member Casas suggested allocating some money at Christmas time for a bonus and then it is not a permanent increase in salary, but would show they are being paid for their efforts. Tom said has concerns about retention of employees. He feels the City needs to be competitive. He is concerned about a bonus.

b. Public Works Operations Management Plan No discussion on this item

c. Bid to repair fences at Central Park and Cherry Farms Park No discussion on this item

d. GPS tracking devices in City owned vehicles No discussion on this item

e. Snow removal at “S” curve on South Weber Dr. between HighMark Charter School and South Weber Storage: No discussion on this item

Adjourned at 6:00 p.m.

APPROVED: _____ **Date**

Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Recorder: Elyse Greiner