

SOUTH WEBER CITY COUNCIL WORK MEETING

DATE OF MEETING: 18 November 2014

TIME COMMENCED: 5:30 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

**Scott Casas
Randy Hilton
Michael Poff (excused)
Marlene Poore
David Thomas (excused)**

CITY MANAGER:

Duncan Murray

CITY RECORDER:

Tom Smith

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Rod Westbroek, Mark McCrae, and Paul Laprevote.

Mayor Long called the meeting to order.

TRAINING

Open and Public Meetings Act and Sexual Harassment Training by Bill Morris: Duncan said Bill Morris was unable to attend and present this portion of the meeting tonight. He then reviewed the Open and Public Meetings Act. He discussed the definition of a meeting and what is considered a public body. He then stated a chance meeting, social gathering, and training are not considered a meeting. In January each year the city publishes a notice of its annual meeting schedule. An agenda must be posted at least 24 hours before a meeting. Agendas are also posted on the Utah Public Notice Website. Regular council meetings are to be held at city hall. Written minutes of an open meeting shall include: date, time, and place of the meeting. The minutes include the names of members present and absent. Minutes also include substance of all matter proposed, discussed, or decided which may include a summary of comments made by members of the public body. The minutes also include a record, by individual member, of each vote taken by the public body. The minutes will also include brief substance of the testimony or comments provided by the public.

The minutes of recordings of an open meeting shall be available within a reasonable time after the meeting. All or part of an open meeting may be independently recorded by any persons in attendance if the recording does not interfere with the conduct of the meeting. Written minutes shall be the official record of action taken at the meeting.

Duncan then discussed the closed meeting procedures. A closed meeting may be held only if a quorum is present and 2/3 of the City vote to approve the closed meeting. He then reviewed the purpose of a closed meeting.

Duncan presented the Unlawful Discrimination Act. He said the purpose of training is to recognize unlawful discrimination or harassment in the workplace. It is also to prevent unlawful discrimination and sexual harassment in the workplace. Some of the categories of discrimination include: sex, race, color, national origin, religion or creed, disability, pregnancy, age (over 40 years), gender and gender identity, sexual orientation, marital status, veteran status, genetic predisposition, and carrier status. Duncan suggested that South Weber City adopt a Non-discrimination Ordinance. He said there are two types of Sexual Harassment which include: Quid Pro Quo and Hostile Environment. He said the goal is to immediately take appropriate and remedial action, communicate to the person who complained that effective remedial action has been taken, and avoid conduct that could be construed as retaliation against the complaining employee. Duncan reviewed the steps to investigating harassment.

Discussion took place regarding employee benefits. Duncan explained that he recently met with Dirk Keyes, of Keys Insurance, to discuss the current employee benefits. He said there is another insurance agent researching the City's benefits just to make sure the City is getting the best insurance for the cost.

REPORTS/DISCUSSION ITEMS:

Report by City Treasurer Paul Laprevote and discussion of Enterprise Funds and Capital Improvements Fund: How these funds work and what they include: Paul Laprevote, City Treasurer, discussed the need to use the debt service fund #31. He said the penalties utilities fund has nothing budgeted but there are actuals going in there. He would suggest eliminating that fund and putting it in the general fund. Mark McCrae said the option is to put it in a one line item fund or four line item funds. He too suggested putting it in the general fund. Paul said the capital project fund needs a lot more work. He would suggest more detail as to what are the projects, what are the limits, etc. Duncan said some of the items identified in the capital improvements fund will be included in our grant writing. Paul said the enterprise fund depreciates at the fund level. Infrastructure, assets, roads, etc. will change the look of the enterprise fund. He said there is a healthy cash balance. Mark discussed the Public Treasurers Investment Fund (PTIF). He said the City puts money from property taxes, etc. into a PTIF and that money is invested. He said the money is pulled down for operations as needed (typically for emergency situations and long term capital improvement projects). Duncan discussed setting up committees in which each member of the council will serve on. Council Member Casas referred to work meeting minutes of 6 May 2014 concerning the increase in sewer rates. The minutes state *"In the water enterprise fund, Dariel has to calculate the rate based on the municipal cost index. Erika stated each year we have to do an increase. Council Member Thomas said it is one of the bond covenants. The current estimate is 62 cents"*. Duncan said the assumption may have been to raise the rates to cover the increase. He said a rate study will help decide some of these decisions. Council Member Poore would like to be able to see, if money is taken out of a fund, where it goes. She would like to see a money trail. Mark said quarterly reports will give you some additional information. He said the audit report will also make distinctions for you. He

said it can be a little more work on a monthly basis but quarterly reports will show where the money is going. The Council thanked Paul and Mark for their report.

Report by City Manager Duncan Murray and discussion of a grant writing strategy:

Duncan Murray, City Manager, said he has been looking into grants and the possibilities for the city. He said there is a website and software program called ECIVIS that can be used in grant writing. He said it would be a commitment of approximately \$2,200 a year. It is a database where this company looks at all the grants available. The company will train the city employees how to use the system. Duncan said it is helpful to have some sort of tracking system. He said Danny, morning receptionist, will have some time to help track grants etc. He said there is a grant writer out of Eden, Francine Mecham, who is retired. He said we can pay her on a per project basis. He would also like to use local resources in the community to help us attain whatever we want to achieve. He would suggest working on two to three grants at a time. He would like to start with the Canyon Meadows Park baseball field, installation of sidewalk from South Weber Elementary School to South Weber Drive, and a new water tank.

Public Meeting – Open Meeting: Mayor Long asked about acquisition or purchase of a piece of equipment and what type of meeting would need to take place. Mark said certain things have to be bid but the dollar amount usually stipulates if it needs to go before the council or not. He said it doesn't necessarily need to be a public meeting, but should be published on the agenda. Duncan recommended scheduling another work meeting and going over the City's procurement and financial policies.

Council Member Casas moved to adjourn the meeting at 7:48 p.m. Council Member Hilton seconded.

APPROVED: _____ **Date**
Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____ **City Recorder: Tom Smith**

