

SOUTH WEBER CITY COUNCIL MEETING

DATE OF MEETING: 13 January 2015

TIME COMMENCED: 6:02 p.m.

PLEDGE OF ALLEGIANCE: Council Member Poore

PRAYER: Council Member Poff

PRESENT: MAYOR: Tammy Long

COUNCILMEMBERS: Scott Casas
Randy Hilton
Michael Poff
Marlene Poore
David Thomas

CITY RECORDER: Tom Smith

CITY MANAGER: Duncan Murray

Transcriber: Minutes transcribed by Michelle Clark

*A PUBLIC WORK MEETING was held at
5:30 p.m. to
REVIEW AGENDA ITEMS*

VISITORS: Jeff Monroe, Jan Ukena, Bryon Saxton, Weston Stanger, Bayden Ketts, Mason Stanger, Nick Jarvis, Rob Osborne, and Maxton Osborne.

Mayor Long called the meeting to order and welcomed those in attendance including Scout Troop #33 and #833.

APPROVAL OF THE AGENDA: Council Member Thomas moved to approve the agenda as written. Council Member Poff seconded the motion. Tom called for a roll call vote. Council Members Casas, Hilton, Poff, Poore, and Thomas voted yes. The motion carried.

CONFLICT OF INTEREST: There was none

CONSENT AGENDA:

- Approval of the 12-9-14 City Council Work Meeting Minutes
- Approval of the 12-9-14 City Council Meeting Minutes
- Approval of the 12-16-14 City Special Meeting Minutes
- Approval of the 12-16-14 City Closed Meeting Minutes

Council Member Poore moved to approve the 12-9-14 Council Work Meeting Minutes and table 12-9-14 City Council Meeting, 12-16-14 City Council Special Meeting, and 12-16-14 City Closed Meeting Minutes. Council Member Casas seconded the motion. Tom called for a roll call vote. Council Members Casas, Hilton, Poore, and Poff voted yes. Council Member Thomas abstained. The motion carried.

Presentation of the Annual Financial Audit Report by Tim Rees (and motion to approve by Council): Duncan said the annual financial audit report is not complete. He said Tim Rees and Ron Stewart will be attending the work meeting at 5:30 p.m. on 20 January 2015 to make a presentation then.

Council Member Casas moved to review the agenda item of the annual financial audit report at the City Council Meeting on 20 January 2015. Council Member Thomas seconded the motion. Tom called for a roll call vote. Council Members Casas, Hilton, Poore, Poff, and Thomas voted yes. The motion carried.

Council Member Poore moved to open the public hearing for Resolution 15-01. Council Member Poff seconded the motion. Tom called for a roll call vote. Council Members Casas, Hilton, Poore, Poff, and Thomas voted yes. The motion carried.

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

Resolution 15-01: Amendment to the City’s Subdivision Planning and Development Fee Schedule: Duncan, City Manager, explained that this resolution is to amend Chapter 16 (Planning Development Fees of the Consolidated Fee Schedule). He explained that various departments charge fees to offset the expense of providing certain municipal services. He said this is an attempt to charge more for city engineering fees up front as well as increasing the base fee. The idea behind this will allow the city to collect fees up front and not be a collection agency.

Mayor Long asked for public comment. There was none.

Council Member Hilton said this action is pretty well consistent with other cities.

Council Member Hilton moved to close the public hearing for Resolution 15-01. Council Member Poff seconded the motion. Tom called for a roll call vote. Council Members Casas, Hilton, Poore, Poff, and Thomas voted yes. The motion carried.

******* PUBLIC HEARING CLOSED *******

Council Member Hilton moved to approve Resolution 15-01. Council Member Poore seconded the motion. Tom called for a roll call vote. Council Members Casas, Hilton, Poore, Poff, and Thomas voted yes. The motion carried.

Council Member Hilton moved to open the public hearing for Resolution 15-02. Council Member Poore seconded the motion. Tom called for a roll call vote. Council Members Casas, Hilton, Poore, Poff, and Thomas voted yes. The motion carried.

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

Presentation by Nick Jarvis with the Utah League of Cities and Towns, and action on: Resolution 15-02: In Support of Transportation funding for the Utah Transportation Coalition:

Nick Jarvis, of the Utah League of Cities and Towns, explained the problems the State is facing with transportation including: aging infrastructure, increased vehicles, increased fuel efficiency, impact of inflationary pressure, and new transportation paradigm (bike lanes, light rail, etc.). Nick stated as population increases there will be more people in vehicles. He said the last gas taxation increase was in 1997. He said the Utah League of Cities and Towns is advocating for a quarter cent local option sales tax. This would be imposed by city/town councils within two years. Nick said South Weber’s total transportation spending for FY 2011 was \$300,221. South Weber’s B&C road funding for FY 2011 was \$187,326. South Weber’s General Fund Subsidy for transportation was \$112,895. Council Member Thomas asked if the League is looking at phasing out Class B&C road funding. Nick said “no” they are not. Council Member Poff is not a big advocate for tax increases. He is concerned that the League is asking us for support. He feels this could evolve into something else. Nick said we totally understand that. He said there is nothing in this resolution that states you support whatever the League comes up with. Council Member Casas is opposed to this resolution because of the tax increase on sales tax. He feels the users need to be taxed. He said this resolution doesn’t address air quality. He feels this resolution doesn’t address the bigger picture. He said businesses, who use the roads a ton, don’t pay sales tax i.e. UPS, FedEx, etc. Nick said it does address air quality because you decide if you are going to put in bike trails, transit, etc. Council Member Poff said he understands that the Governor has not signed off on any of this. Mayor Long asked if vehicle registration fees are factored into A, B, & C road funds. Nick said, “yes”. Council Member Thomas said he has always been more in favor of a consumption tax. He is not opposed to going this direction so long as we understand that this will probably replace the gas tax overtime. He doesn’t know if he is opposed to that either. He said it is true that we have a paradigm that we are not keeping up. He feels something has to be done, unless we are in favor of a gas tax increase. He is concerned about a local option because cities will opt out. Council Member Poff suggested making the resolution less specific. Nick said there isn’t anything in this resolution that supports a specific funding mechanism. Tom Smith, City Recorder, said after discussing this with Cameron Diehl, he was under the understanding that the request for a resolution was for support of additional public money to be allocated to the State Transportation fund, not that the City would contribute a portion of their taxes and/or raise taxes for the initiative. The City Council discussed amendments to the resolution.

Mayor Long asked for public comment. There was none.

Council Member Poff moved to close the public hearing for Resolution 15-02. Council Member Hilton seconded the motion. Tom called for a roll call vote. Council Members Casas, Hilton, Poore, Poff, and Thomas voted yes. The motion carried.

******* PUBLIC HEARING CLOSED *******

Council Member Poff said this has been educational. He said hopefully the City Council can create a discussion forum with the citizens.

Council Member Poff moved to approve Resolution 15-02 with the amendments. Council Member Thomas seconded the motion. Tom called for a roll call vote. Council Member Hilton, Poore, Poff, and Thomas voted yes. Council Member Casas voted no. The motion carried 4 to 1.

Resolution 14-29: to amend the City Manager Employment Agreement: Tom Smith said this resolution is to ratify the amendment of the City Manager Employment Agreement. The Council reviewed the City Manager's employment agreement on 16 December 2014 and an amendment to the agreement (to increase compensation) was approved by motion at that time.

Council Member Thomas moved to approve Resolution 14-29. Council Member Hilton seconded the motion. Tom called for a roll call vote. Council Members Casas, Hilton, Poore, Poff, and Thomas voted yes. The motion carried.

Check Register for Dec. 1-15, 2014: Duncan explained that this is an opportunity to voice any questions or concerns with any transactions. Council Member Poff asked about the D.R. Horton expense. Duncan explained this was concerning the city's cost for an increase in size for a regional detention pond, upsizing culinary water and sewer lines in that subdivision. Council Member Casas discussed his concerns for city vehicle oil changes. He is concerned that they go past ten different businesses just to get to this one place. Tom said he isn't sure but it may be part of the lease agreement. Duncan said he will research.

Council Member Poff moved to approve the check register for December 1-15, 2014. Council Member Thomas seconded the motion. Tom called for a roll call vote. Council Members Hilton, Poore, Poff, and Thomas voted yes. Council Member Casas voted no. The motion carried 4 to 1.

November 2014 Budget to Actual:

Duncan explained the November 2014 budget to actual report is where the city reconciles all transactions back to July 1, 2014. Council Member Poff asked if the city staff has a solid grasp now. Duncan said there are still a few things and is an ongoing process.

Council Member Poff moved to approve the November 2014 budget to actual report. Council Member Casas seconded the motion. Tom called for a roll call vote. Council Members Casas, Hilton, Poore, Poff, and Thomas voted yes. The motion carried.

Procurement Policy: Duncan explained that the purpose of the procurement policy is to establish procedures and guidelines for the procurement of supplies, services, and construction for the city. He said the policy also establishes procedures for the disposal of city property. The 2015 Procurement Policy states that before purchase of supplies, services or construction having a unit value of \$500 or more, a purchase order shall be submitted to the City Manager, or designees, for approval, except in circumstances permitted by this policy (i.e. emergency purchases). The City Manager, or designee, will review all purchase orders to ensure the expenditures requested is for a city purpose, funds available to cover the expenditure, and the purchase is being made according to the purchasing rules and regulations set forth. A purchase order will not be required for service contracts entered into between the city and the contracted party which specify the cost of service. Purchases with a value of less than \$500 require approval

by the Department Head, or designee. The Department Head is also responsible to ensure there are sufficient funds budgeted and available within their department's budget to cover the purchase(s) to be made. Purchases above \$500 for budgeted items require prior approval of the Department Head, or designee, and the City Manager, or designee. The City Manager, or designee, will verify there are sufficient funds budgeted and available to cover the purchase(s). Items less than \$5,000 that are not budgeted for will require prior approval of the Department Head, or designee, and the City Manager, or designee. The City Manager will ensure there are sufficient funds available within the general fund to cover the purchase without exceeding the budget. Purchases of \$5,000 or more for items not budgeted for require the approval of the Department Head, or designee, City Manager, or designee, and the City Council. The City Manager, or designee, will verify that the procedures have been accurately followed prior to the City Council giving approval.

Council Member Poff feels a procurement policy provides protection. Council Member Poore said she has gone through this policy and she is concerned about the amount of exceptions. She isn't sure why bids should be limited to three. Duncan said it is a minimum of three bids. Council Member Poore would like to see all the bids received. Duncan said there is a file generated for projects that will include the bid specifications. Tom said the City does use the Public Notice Web-site for bid notices.

Mayor Long would like more definition concerning the disposal of property. Duncan said he will look at more clarity.

2015 SWC Goals: This item will be moved to the next City Council meeting.

On-Call Response Protocol: Duncan said there are times when the city doesn't receive advance notice. He would like to be able to best respond to residents. He said as residents come to the Council, he would suggest each council member let them know to contact the city number that goes to the Public Works Department member who is on call. Duncan said he will include information in his Manager's Minute in the city newsletter.

Restructuring of Front Office:

Duncan explained that two of the part time receptionists need more hours and benefits. He said one receptionist will be leaving for another job. He did post internally a full-time position. He said the other receptionist did apply for the full-time position. He would also like this full-time position to back up Curtis as a Recreation Director when he wants to take a day off. He said right now there is no one able to back up Curtis. Duncan is recommending a full-time position. Council Member Casas said in the budget it shows we have spent over for part-time positions, but for full-time we are under. Council Member Poore said at some point she would like to see some desk auditing done and that time is really needed in that position to justify the higher expense we have verses other cities our size. Duncan said the League does provide bench mark data. Council Member Poore is concerned about this changing the position descriptions. Duncan said those will have to be reviewed again. Council Member Thomas is comfortable with Duncan's recommendation. The Council was not opposed to Duncan's recommendation for a full-time position.

Mileage Reimbursement: Council Member Hilton discussed Mayor Long traveling about 2,000 miles and being reimbursed approximately \$1,019. He referenced the South Weber City

May 2011 Policy and Procedures Manual which states the city only reimburses elected leaders for travel in their personal vehicle when it involves a single round-trip of 150 miles or more and not before. In the work meeting, prior to this meeting, Mayor Long gave to the City Council a copy of information she was initially presented when taking office in 2014 concerning mileage reimbursement. Council Member Hilton is concerned about “city business” because some of the Mayor’s descriptions raise questions. He is wondering if this is actually city business. He feels some of her travel should come out of the Mayor’s monthly compensation of \$800. He said the Council doesn’t even know what the purpose of her travel is. He would like some clarification on which procedures to follow. Tom said there seems to be two forms of policy. He would like the Council to let the city staff know which policy is acceptable. Council Member Thomas would suggest going with the approved 2011 policy and procedures that was voted on by the Council. He said traditionally elected officials don’t collect until it is over 150 miles one direction. Council Member Poff is concerned that Mayor Long is not explaining her transportation reimbursement when she has questioned other employee’s transportation reimbursements. Council Member Poff is also concerned about those items that were addressed by Council Member Hilton. Council Member Hilton hasn’t seen a previous Mayor asking for reimbursement for travel. Council Member Casas suggested looking at an increase in the Mayor and Council’s compensation in the future. Duncan said typically, long distance travel is reimbursed for mileage. Council Member Hilton is concerned about the Mayor being reimbursed for going to Utah League of Cities and Town meetings in Salt Lake City in which the council also attended those meetings and wasn’t reimbursed. Council Member Poore would like to look at changing the 150 miles. Council Member Poff feels that some of the mileage turned in by the Mayor is suspicious.

Jan Ukena, 7948 S. 2100 E., feels that when someone runs for a public office they run to serve the citizens. She said you don’t do it for the money. She said the minute someone is elected they have the responsibility of going through all of the policy and procedures manuals. She said this is not sitting well with a lot of people in the City.

Council Member Poff feels the council should disregard the information from Erika and go by the policy and procedures manual. Council Member Casas agreed. Council Member Poore agreed. Council Member Thomas said Erika’s letter was never voted on.

MAYOR’S ITEMS:

Mileage Reimbursement: Mayor Long said she would consider paying back the mileage reimbursement. Council Member Thomas said there is a policy that is applicable to all of us as elected officials and city employees. However, we would have treated a city employee is how we should treat ourselves.

COUNCIL MEMBER ITEMS:

Council Member Casas:

Stop sign missing on 1550 East: He emailed that it was missing and it was installed in a day. He thanked the Public Works Department.

Council Member Poff:

Eagle Projects: He has been approached by youth looking for Eagle Scout projects. He wanted to know if anyone was opposed to him contacting Mark Larsen.

Law Enforcement Body Camera Policy: He suggested at next quarterly report having them discuss their policy.

Council Member Thomas:

Safety Concerns on the Corner of Peachwood Way and 2530 East: He received a concern from a citizen about the drop off especially during the winter months. He suggested looking at something other than the railing.

PUBLIC COMMENTS:

Jan Ukena, 7948 S. 2100 E., asked about the city council’s scheduled retreat. Tom said it will be held January 30th & 31st at Marriot Hotel in Layton. She said she copied tonight’s packet from the city web-sited and noted that there are items missing from the City Council packets.

CITY RECORDER’S ITEMS:

Protocol for Closed Session: Tom explained the protocol and specifying what the purpose of a closed session meeting is for, and which category should be referenced going into the meeting.

ADJOURNED: Council Member Casas moved to adjourn the City Council Meeting at 8:47 p.m. Council Member Hilton seconded the motion. Council Members Casas, Hilton, Poff, Poore, and Thomas voted yes. The motion carried.

APPROVED: _____ Date

Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Recorder: Tom Smith