

SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 23 February 2016

TIME COMMENCED: 6:06 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas

Kent Hyer (attendance via electronic communication)

Marlene Poore

Merv Taylor

Jo Sjoblom

CITY RECORDER:

Tom Smith

CITY ATTORNEY:

Doug Ahlstrom

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Brandon Tate, Andrew Tate, Parker Weaver, Billy Weaver, Darrell Ross, Ryan Dickson, Bryson Durrant, Jason McRoberts, Ethan McRoberts, Tate McRoberts, Hyrum Gobble, and Michael Pearce.

Mayor Long called the meeting to order and welcomed those in attendance including Troop #734, #733, and #834.

PLEDGE OF ALLEGIANCE: Mayor Long

PRAYER: Council Member Taylor

AGENDA: Council Member Sjoblom moved to approve the agenda as written. Council Member Casas seconded the motion. The Council voted all in favor. The motion carried.

CONFLICT OF INTEREST: None

CONSENT AGENDA:

- Approval of February 9, 2016 City Council Work Meeting Minutes
- Approval of February 9, 2016 City Council Meeting Minutes
- Approval of February 16, 2016 City Council Work Meeting Minutes
- January 2016 Budget to Actual

Council Member Taylor moved to approve the consent agenda. Council Member Sjoblom seconded the motion. Tom called for a roll call vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

DISCUSSION and action on:**Identify potential amendments to the South Weber City Procurement Policy, to include:**

- **Purchasing Thresholds**
- **Purchasing of Large Equipment**
- **Identifying other items of concern for the policy**

Tom Smith, City Recorder, said the Council has requested improvements and amendments to the City's procurement policy. Council Member Poore discussed Section I concerning approval in which she would like to delete "City Manager" and add "City Council". She discussed taking out the heading of "Approval" in Section V. Council Member Poore asked why the Council is excluded from reviewing informal bids. She is concerned that just because the money is available in the budget, department heads make purchases without the Council's approval. Council Member Casas feels the department heads need to have discretion. He feels the threshold should be anything over \$5,000 comes to Council and anything below doesn't. He said sometimes we don't agree with a purchase but we have to trust the staff. Council Member Hyer feels most of the recent issues, in terms of judgment to make purchases, has been a concern to the Council. Council Member Casas said a policy has been changed on a temporary basis for a specific department to the \$1,000 level. Council Member Poore would like to leave the informal bidding from \$2,500 to \$24,999 for equipment and projects. She would like the Council to be able to review anything that falls under the informal bidding process criteria. Council Member Taylor agreed. Council Member Poore would like to add a definition for "exceptions". She discussed exceptions being work stoppage, monetary limitations, etc. Council Member Casas suggested the threshold being \$25,000 for exceptions. Tom said sometimes situations are time sensitive. Council Member Hyer would be in-favor of a percentage of the project versus \$25,000. Tom doesn't have a problem with notifying the Council to let them know where money is being spent. He said a weekly memo will help. Council Member Hyer feels comfortable with that. Council Member Casas agreed. He wants to make sure the City Manager is comfortable and isn't judged after a decision is made. Council Member Casas proposed if the change order is under \$25,000 and the project is deviating more than 20% then it should come before the Council. Council Member Hyer agrees with that. Tom said he will put together a draft for the Council to review and adopt a resolution. Mayor Long would like to make a change under Section XIII concerning ethics, strike out "to be approved by City Manager". Council Member Casas disagreed. Doug Ahlstrom said you have a policy regarding City equipment, but this section is concerning purchases of supplies. Tom recommended concerning section X petty cash. He proposed raising the amount to \$300. The Council agreed. Tom recommended Section XI concerning credit cards, include all purchases will have a receipt. The Council agreed.

Code Enforcement Level of Service, to include:

- **Proactive vs. Reactive Code Enforcement**
- **Policy Options for Funding Proactive Code Enforcement**
- **Code Enforcement Policy including resource allocation**

Tom said in his opinion there are three types of code enforcement to include: safety, beautification, and "my neighbor said" issues. Council Member Taylor feels the City needs to be proactive instead of waiting for someone to contact the City. Council Member Casas would like to see the City being proactive versus reactive. Council Member Poore discussed a resource

table that was given to the Council concerning full time employees. She suggested contracting out commercial building inspections so that the Public Works Director can do code enforcement. She said because right now 30% of the Public Works Director's time is spent on commercial building inspections. Council Member Casas agrees. Council Member Hyer recommended someone else on the staff do that instead of the Public Works Director, who should be managing his employees. Tom said keep in mind code enforcement needs to be separate from the Public Works Department. He said Mark Johnson just recently left, so he would suggest creating a part time job for code enforcement. Tom said the Council will need to lift the freeze on hiring, if they want to look at creating this job. Council Member Taylor will work with Tom on this item. Council Member Casas asked how this will be funded. Tom said you would take the money allocated for the full time employee and reduce it to a part time employee in the Public Works Department.

CITY COUNCIL ITEMS:

Council Member Casas:

Nix Construction: Council Member Casas met with Stephanie Nix, of Nix Construction Company. He discussed Owen and Marie Cash's complaints with her. He thanked Doug Ahlstrom for his information concerning the situation. Council Member Casas said Nix Construction is interested in moving somewhere else in the City. He said Stephanie mentioned using the existing property for residential development.

Council Member Hyer:

Recreation Meeting: Council Member Hyer and Council Member Sjoblom met with Curtis. He will look at ways in which he can cut his budget. He reported that the recreation programs are pretty much self sustaining.

Council Member Sjoblom:

Pipe Line Safety: She recently attended a meeting on pipe line safety.

Welcome Sign at Entrance of City: She is currently working on the City's welcome sign at the entrance to the City. She stated Carl Bastian is willing to do the rock work, Rod Westbroek will be the contractor, and Nate Reeve is offering his engineering services. They have met with the owner of the property, who is willing to work with them as well.

Council Member Taylor:

City Sign: Council Member Taylor requested looking into a new sign for the City Office. Council Member Hyer suggested removing the current sign before it hurts someone.

Grant Writer: He did check into a grant writer and found out he doesn't do writing for municipalities.

MAYOR'S ITEMS:

Cog Meeting: She attended the COG meeting and was given discounts for prescriptions.

Mosquito Abatement Seminar: She recently attended a seminar in which the hot topic is the Zika Virus. She reported they are developing a drone for mosquito abatement.

Wasatch Front Regional Council: They will be looking at cities our size for grants that made need less than 50/50 match.

CITY RECORDER ITEMS:

City Engineer Projects: Tom gave the Council a memo of 22 February 2016 from Brandon Jones concerning City projects and timelines.

Sewer Repairs: Tom has a memo concerning sewer repairs involving Peeks, Kaps, Cooks, and Watts.

Code Section regarding City Manager. He has a redlined document for the Councils review.

Council Member Sjoblom motioned to go into closed session as per 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 7:28 p.m. Council Member Poore seconded the motion. Tom called for a roll call vote. Council Members Hyer, Poore, Sjoblom, and Taylor voted yes. Council Member Casas voted no. The motion carried 4 to 1.

Council Member Sjoblom moved to adjourn the meeting at 9:45 p.m. Council Member Taylor seconded the motion. Council Members Hyer, Poore, Sjoblom, and Taylor voted yes. Council Member Casas was excused at 9:35 pm. The motion carried.

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

Transcriber: Michelle Clark

Attest: _____
City Recorder: Tom Smith

SOUTH WEBER CITY COUNCIL WORK MEETING

DATE OF MEETING: 23 February 2016

TIME COMMENCED: 5:30 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas

Kent Hyer (attendance via electronic communication)

Marlene Poore

Merv Taylor

Jo Sjoblom

CITY TREASURER:

Paul Laprevote

CITY ATTORNEY:

Doug Ahlstrom

CITY RECORDER:

Tom Smith

Transcriber: Minutes transcribed by Michelle Clark

VISITORS:

CONSENT AGENDA:

- **Approval of February 9, 2016 City Council Work Meeting Minutes**
- **Approval of February 9, 2016 City Council Meeting Minutes**
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- **January 2016 Budget to Actual**

Mayor Long asked if there were any questions with the consent agenda. Council Member Casas is concerned about some of the benefit areas sky rocketing. He said we may need to look at adjusting the next budget. He said workman's compensation is at 100% or above. Tom said the City hasn't had a single claim; in fact, the premium dropped because there hasn't been a claim. Paul Laprevote said Mark McRae will have a better idea of what is going on. Council Member Poore said there is only approximately \$50,000 left in capital projects. Tom said he will look into that. Council Member Poore and Casas pointed out that the snow plow purchase of approximately \$141,000 went on this year's budget and should have gone on last year's budget. Tom said there are some items that are not going to be expensed.

DISCUSSION and action on:

Identify potential amendments to the South Weber City Procurement Policy, to include:

- **Purchasing Thresholds**
- **Purchasing of Large Equipment**
- **Identifying other items of concern for the policy**

Council Member Poore said she went through and made notes on items she would like to look at. She then passed out a copy of the procurement policy with her redline items that she would like to see changed. Tom said he doesn't have a problem with the change to the first paragraph removing "City Manager" and adding "Council". Discussion took place regarding Section V item #2 concerning who authority to approve items above \$500 for budgeted items. The Council discussed Section V item #2 concerning who approves items less than \$5,000 that are not budgeted for. Council Member Poore discussed the recent purchase of tires by the Public Works Director for the leased trucks at approximately \$1,300 per truck. She is concerned because the lease agreement on the trucks expire the end of October 2016 and the vehicles are not that old. Council Member Hyer feels there should be some kind of threshold established (for example, \$5,000). As far as emergency, he feels the Council needs to receive a heads up from the City Manager in his weekly report. Council Member Hyer feels communication will alleviate some of the questions with the budget to actual. He doesn't think because funding is in the budget (items over \$5,000) a department should be able to purchase whatever they want. Council Member Casas feels comfortable with the \$5,000. He doesn't feel it would be good to micro manage below \$5,000. Tom reminded everyone that this doesn't relate to only the Public Works Department. Council Member Sjoblom understood Mark Larsen was only authorized to purchase below \$1,000 without approval.

Code Enforcement Level of Service, to include: (No discussion on this item)

- **Proactive vs. Reactive Code Enforcement**
- **Policy Options for Funding Proactive Code Enforcement**
- **Code Enforcement Policy including resource allocation**

Adjourned at 6:00 p.m.

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

Transcriber: Michelle Clark

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