

SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 24 May 2016

TIME COMMENCED: 6:00 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas
Kent Hyer (via electronic communication)
Marlene Poore
Merv Taylor
Jo Sjoblom

CITY RECORDER:

Elyse Greiner

CITY ATTORNEY:

Doug Ahlstrom

CITY MANAGER:

Tom Smith

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Brandon Jones, Tim Grubb, Dana Shuler, Cole Fessler, Dave Bremer, Robert Thompson, and John Grubb.

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

PLEDGE OF ALLEGIANCE: Council Member Taylor

PRAYER: Council Member Casas

AGENDA: Council Member Taylor 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

Davis County Sheriff's Department Introduction of Staff: Captain Dave Bremer introduced himself. He introduced Lieutenant Robert Thompson, who was in attendance and Lieutenant Shane Archibald, who is a resident of South Weber City and is in Texas right now. Lieutenant Thompson said he has spent six years patrolling in South Weber City. He said a search warrant was issued and an arrest made last week. They recovered several stolen bicycles. Council Member Taylor said they made some little boys in his neighborhood very happy in recovering their bicycles. Mayor Long thanked the department for their assistance with the secondary water line break. Council Member Hyer asked about increased speeding in Byram Estates Subdivision. Tom reported Sergeant Sorenson is actively patrolling that area as well as Lester Drive and 1250 East during drop off and pick up of school time. Lieutenant Thompson will send a message to

the daytime officers. He also suggested installing the rubber tubing that collects data as to the speed and traffic.

CONSENT AGENDA:

- **Approval of April 26, 2016 City Council Meeting Minutes**
- **Approval of April 26, 2016 City Council Work Meeting Minutes**
- **Approval of May 10, 2016 City Council Meeting Minutes**
- **Approval of May 10, 2016 City Council Work Meeting Minutes**
- **Approval of April 2016 Budget to Actual**

Council Member Sjoblom moved to approve the consent agenda as amended. 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:

1. **Old Fort Road Project:** Tom stated the City approached a developer in October concerning the widening of 6650 South leading into Old Fort Road. The City staff has met with surrounding property owners. Douglas Stephens is willing to contribute \$170,000 and deed a portion of his property. Tom discussed the following costs which summarize the current participation status:
 - a. Total Project Cost = \$1,236,422.00
 - b. MB-South Weber Land LLC (Riverside Place Subdivision) @ 28.5% = \$352,380.27
 - c. Douglas B. Stephens @ a total participation of \$170,000.00
 - d. South Weber City @ 31.8% = \$393,182.20
 - e. Remaining Amount = \$320,859.53

He then discussed the pros and cons to this project. The City has currently spent approximately \$35,000 for this project. He is optimistic that widening this road will attract commercial development. He said in the long run the City's contribution can be recouped through impact fees. He said the road will have bike lanes on both sides and a trail easement. He said the City does have an agreement with Rocky Mountain Power concerning relocating the power lines. Tom said some of the cons include that there is no guarantee for commercial development. He said there is no timeline as to when impact fees will be recouped. He said the City could possibly lose \$300,000 in impact fees, if not used by a certain date.

Council Member Sjoblom asked about the property to be donated by Mr. Stephens. Tom said it is approximately 1.3 acres. Tom asked the Council to move forward with this project. Council Member Hyer questioned if the City can get money back because of development.

Council Member Casas asked when this project will go out to bid, if approved. Brandon Jones said if approved, the bid can go out right away. Council Member Casas is concerned about the need to asphalt 475 East.

Council Member Hyer would hope that there would be something in place as far as a fee schedule. Tom said there will be and that is the direction the City would go.

Mayor Long said she has a meeting coming up with Wasatch Front Community Council and is wondering if they can help with the project cost. Tom said as it stands right now, there isn't time. Brandon Jones said this type of project would take a considerable amount of time to even be considered by Wasatch Front. He said federal funds also change the process of the project. He would suggest doing that for the portion that will be remaining.

Council Member Poore is concerned that this project will drain the City's money. She feels the money can be used in other places i.e. new water tank. Council Member Taylor questioned why the developer isn't building the road. Tom said this road is not for a developer. He said the City approached the developer about widening the road. Council Member Casas said by providing infrastructure to the City, in the future, it gives a viable way for transportation throughout the City.

Council Member Sjoblom said she has deliberated over this project for weeks. She remembers this project was high priority in January. She said there are two developers willing to donate funds. She feels this project should move forward because it is part of the general plan and the money is available. She did talk to Wayne Winsor concerning the existing water tank and he doesn't feel it is a panic situation.

Council Member Casas moved to move forward with the Old Fort Road Project to continue with City planning and engineering until a final decision is made on 14 June 2016.

Council Member Taylor questioned if there will be a public hearing. Tom said it will be held on 14 June 2016.

Council Member Sjoblom seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, and Sjoblom voted yes. Council Member Poore and Taylor voted no. The motion carried 3 to 2.

RES 16-17 Procurement Policy Amendment

Tom said the resolution is to amend the Procurement Policy. Those changes are as follows:

IX. Service Contracts and Professional Services. Service Contracts and Professional Services shall be awarded at the discretion of the City based on the City's evaluation of the professional qualifications, service ability, experience, cost of services, and other applicable criteria as may be established. Prior to entering into a service contract, the City shall determine that it is within the best interest of the City to do so, and that as many providers as practical have been considered for the service. Approval of such contracts shall be in accordance with this policy and all aspects of the service contract shall be reviewed, by the City, prior to entering into any contract for goods and services. When reasonable, more than one proposal shall be submitted from prospective service providers. **Once a service contract has been issued, the periodic payments do not require additional approval provided that said contract payments have been properly budgeted.**

Council Member Sjoblom moved to approve Resolution 16-17 Procurement Policy Amendment. Council Member Hyer seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

DISCUSSION ITEMS (possible action):

Culinary Water Capital Facilities Plan Presentation: Brandon Jones, City Engineer, said the culinary water capital facilities plan (CFP) has been completed. He said the purpose of this presentation is to report to the Council on the findings of the CFP. He said Dana Schuller, of Jones & Associates, said the plan analyzes the existing system and estimates for the future. She said it outlines existing and future deficiencies and develops a plan of attack for correcting these deficiencies. She said the current system is mainly compliant, but there are deficiencies in meeting fire flow. She then discussed the equivalent residential connection (ERC). She said this term is used to evaluate service connections of non-residential users to residential users. One (1) ERC is the amount of water the average single family residence uses. She then reviewed the Division of Drinking Water and what they dictate. She understands there is an interest in reduction sizing requirements. She said this would require South Weber City to install significant upgrades to metering/data recoding equipment, etc. She reviewed the growth estimates. Currently, there are 1,936 residential connections.

Brandon Jones reviewed the analysis from the water sources. He said the City has to be compliant in the peak day demand which is 800 gallons per day, which is a flow rate. He said the average yearly demand is 146,000 gal//ERC/yr (volume). He said in projecting out in 2035, with a projected 3,912 ERCs, 1,753 ac-ft/yr will be required. This is a deficit of 703 ac-ft. He is recommending a change to the procedure in which water has been purchased in the past. He recommends purchasing water from Weber Basin Water Conservation District (WBWCD) on as needed basis via impact fee pass through method. Tom asked if this method meets the States requirement. Brandon said, "yes". Brandon said the impact fee analysis needs to incorporate the CFP. He said if the City was at build out today the total annual cost would be \$715,207.72. With the impact fee pass through approach to build-out the total cost would be \$379,627.72.

Dana reviewed the water storage and State requirements. She said an analysis by pressure zone could reveal that upsizing a zone specific tank might be necessary. She said projects would include replace existing reservoir #1 and #2 with a 1.5 million gallon reservoir. She reviewed the water distribution system. She said to date; South Weber City has adopted the 2006 International Fire Code. Fire Flow requirement for one and two family dwellings less than 3,600 s.f. shall be 1,000 gpm. She reported that peak day demand fire flow was not adequate. She said most of the deficiencies occur where there are 6" lines in the City. She discussed the line that goes through Job Corp with some of it going under buildings.

She reviewed the project cost estimates. Total estimated cost is \$13,700,000 with \$2,000,000 being impact fee eligible. They recommend upgrading 4" and 6" lines to 8" as funds allow.

Council Member Casas sees the replacement of lines each year as a manageable number. Brandon said South Weber City is actually in pretty good shape. He said the deficiencies are relatively minor with the fire flow.

Doug Ahlstrom asked about the cost to purchase meters and whether or not it is cost effective. Brandon said the main reason for getting the reduction is so that you don't have to acquire as much water as you continue to build. Discussion took place regarding new reservoir locations being metered. Brandon said he can include that cost in this plan. The Council decided not to include it at this time.

Tom said Jones & Associates finished this project a week early. The Council thanked Brandon and Dana.

City Owned Property Appraisals

Tom said Council has discussed getting appraisals of 4 City owned properties by Paul W. Thronsen with Appraisal Group LLC for the price of \$3,450.00. Paul is committed to having the appraisal back to the City in 3 weeks of the request for service date. The properties for appraisal are: (i) The Posse Grounds; (ii) The 2 parcels on the northeast side of South Weber Dr. and (iii) The parcel on the southeast side of South Weber Dr. (which actually connects to a portion of land across South Weber Dr. onto the other side). Tom suggested rezoning these properties to commercial. He understands the tradition and culture of the posse grounds and explained that the City would grandfather in the use of it being a posse ground.

Council Member Sjoblom asked if the City is looking to sell these properties. Tom said, "yes." Council Member Casas recommended tabling this item until August.

Council Member Taylor moved to allow the City staff to move forward with the rezone to commercial and appraisals. 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.

Vehicle Replacement Plan: Heavy Equipment

Tom said the idea was tossed around about leasing heavy equipment. He will put together information concerning leasing verses purchase.

Public Works Facility: Preliminary Discussion

Tom said the City continues to face a growing need to build an adequate and functioning Public Works facility. Some serious discussion needs to be had to discern a couple of issues before we move forward with any kind of plans (engineering, construction, site, etc.). Some of those issues are:

- (i) The council must decide what they want: whether or not you want to include City Hall with Public Works (idea has been brought up multiple times);
- (ii) The Council must decide where they would like to put the facility. There are some issues with the current location: (1) The current location has a very strong possibility to develop into a Nix Const. vs. local residents type situation because it would be surrounded by residential development; (2) The current area is also very small and likely to be inadequate over time, especially as the City grows and acquires more equipment; (3) if an alternate location is desirable, where would the council like to have it located.

Council Member Sjoblom questioned if the salt leakage will impact the value and sale of the existing property. Council Member Taylor requested the City staff research various locations throughout the City. Council Member Casas said his primary concern is to make sure it is big enough for build out. He is in favor of having an architectural firm put together a plan as to the size needed. Tom said \$9,000 was budgeted last year. Mayor Long would like to compare the size needed with other cities. Council Member Casas recommended giving City staff direction

to move forward with size and location. Tom said if we are going to get a plan, he would recommend following it. Council Member Hyer is concerned that this project wasn't in the top ten priorities in January. Council Member Taylor is concerned about the salt storage status. Tom said the salt storage has created some concerns.

Council Member Casas moved to recommend City staff move forward to study the land footage needed for a public works facility to build out of 2035. 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.

PUBLIC COMMENTS:

Cole Fessler, 7200 S. 1700 E., thanked the Council for postponing the budget. He appreciates the Council taking the time to review it. He asked about the June 14, 2016 meeting and if Old Fort Road and the Budget will be on that agenda. It was stated yes.

CITY COUNCIL ITEMS:

Council Member Casas:

Water Reservoir Committee Meeting: This meeting will be held May 31, 2016 at 5:30 p.m.

Council Member Sjoblom:

City Office Sign: She received a bid from Yesco and their bid was significantly higher than Allied Sign. She received permission to go ahead with Allied Sign bid. There is not electricity and it will be approximately \$2,000 to get power.

Metal Work: She received a call from someone that does metal work for signs. They are working on incorporating this with the digital sign.

Council Member Poore:

Budget Review: She has concerns with the budget and is wondering when her questions can be reviewed. Council Member Casas said he has concerns with the Enterprise Fund. It was decided to have a work meeting on 7 June 2016 at 4:00 p.m. to discuss the budget [did not take place].

Council Member Hyer:

Youth Council: The Youth Council toured governmental buildings in Salt Lake. They met with the Governor. This activity was held instead of going to USU Leadership Conference.

Country Fair Days: The committee met last night with City staff. They are moving forward on that.

CITY MANAGER'S ITEMS:

Impact Fee Bids: The City received two bids Lewis, Young, and Birmingham and Zion’s Financial.

Land Use Training: Thursday from 6:00 to 7:30 p.m. at South Ogden City Hall. Elyse did send the information out in an email.

Temporary Land Use Regulation Resolution 16-02: He asked the Council if they can lift the temporary land use regulation at the June 7, 2016 meeting. There was no opposition.

Planning Commission/City Council Retreat to discuss land use: This will take place the end of October.

MAYOR’S ITEMS:

Dare Graduation: She attended the Dare Graduation at Highmark School.

ADJOURNED: Council Member Taylor moved to adjourn the meeting at 8:30 p.m. Council Member Sjoblom seconded the motion. Council Members Casas, Hyer, Poore, Sjoblom, and Taylor 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: 24 May 2016

TIME COMMENCED: 5:30 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas
Kent Hyer (via electronic communication)
Marlene Poore
Merv Taylor
Jo Sjoblom

CITY ATTORNEY:

Doug Ahlstrom

CITY RECORDER:

Elyse Greiner

CITY MANAGER:

Tom Smith

FINANCE DIRECTOR:

Mark McRae

CITY ENGINEER:

Brandon Jones

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: John Grubb, Bryan Wageman, and Dana Shuler.

CONSENT AGENDA:

- **Approval of April 26, 2016 City Council Meeting Minutes**
- **Approval of April 26, 2016 City Council Work Meeting Minutes**
- **Approval of May 10, 2016 City Council Meeting Minutes**
- **Approval of May 10, 2016 City Council Work Meeting Minutes**
- **Approval of April 2016 Budget to Actual**

Council Member Poore discussed amending the minutes of 26 April 2016 concerning Resolution 16-17 to reflect the Council was not in favor of the procurement policy amendment at that time.

Council Member Poore is concerned about the percentage of what has been budgeted for certain departments and is wondering if that should be compared to the next budget. Mark McRae said he would be happy to meet with Council Member Poore to discuss that further. Council Member Poore questioned Class C road snow removal. She thought the wording "salt" was going to be added to this. Mark will change the narrative. Council Member Poore asked about the auditor charge of \$19,000. Mark explained the charge is under one line item and has been fairly consistent.

ACTION ITEMS:

Old Fort Road Project: Tom said they are looking at moving forward. Council Member Taylor thought a public hearing was going to be scheduled. Tom said the City staff would like to know if the Council is willing to move forward or not with this project.

RES 16-17 Procurement Policy Amendment

Tom stated the resolution is to amend the Procurement Policy in which the idea was presented to and confirmed by the Council at the April 26, 2016 work meeting. Those changes are as follows:

IX. Service Contracts and Professional Services. Service Contracts and Professional Services shall be awarded at the discretion of the City based on the City's evaluation of the professional qualifications, service ability, experience, cost of services, and other applicable criteria as may be established. Prior to entering into a service contract, the City shall determine that it is within the best interest of the City to do so, and that as many providers as practical have been considered for the service. Approval of such contracts shall be in accordance with this policy and all aspects of the service contract shall be reviewed, by the City, prior to entering into any contract for goods and services. When reasonable, more than one proposal shall be submitted from prospective service providers. **Once a service contract has been issued, the periodic payments do not require additional approval provided that said contract payments have been properly budgeted.**

DISCUSSION ITEMS (possible action):**Culinary Water Capital Facilities Plan Presentation (no discussion on this item)****City Owned Property Appraisals**

Tom said in prior memos, he has mentioned that the City will get appraisals on four City owned properties by Paul W. Thronsen with Appraisal Group LLC for the price of \$3,450.00. Paul is committed to having the appraisal back to the City in 3 weeks of the request for service date. The properties for appraisal are: (i) the Posse Grounds; (ii) the 2 parcels on the northeast side of South Weber Dr. and (iii) the parcel on the southeast side of South Weber Dr. (which actually connects to a portion of land across South Weber Dr. onto the other side).

Tom would like to know the Councils' opinion on these appraisals.

Vehicle Replacement Plan: Heavy Equipment

Tom stated the Council has selected an introductory plan for vehicle replacement. However, the plan does not speak to heavy equipment. He asked if the City wants to lease or put together a rotation. Council Member Poore would like to wait until the budget is approved prior to making a decision on this. Tom asked if the Council wants the City to lease or buy. Council Member Poore discussed keeping the backhoe rather than lease. Tom said the backhoe is decreasing in value each year. He said by leasing a backhoe it is cheaper and includes warranties. Bryan Wageman said the backhoe is used for everything in the City. He said it is over ten years old. Tom would recommend leasing a backhoe. Council Member Poore would like to get some facts and comparisons together and then make a decision. Bryan estimated \$5,000 a year to lease a backhoe. Council Member Poore suggested looking into used equipment. Bryan said it is difficult when the City doesn't have its own mechanic to do the maintenance on used equipment.

Public Works Facility: Preliminary Discussion

Tom said the City continues to face a growing need to build an adequate and functioning Public Works facility. Some serious discussion needs to be had to discern a couple of issues before we

move forward with any kind of plans (engineering, construction, site, etc.). Some of those issues are:

- (i) The Council must decide what they want: whether or not they want to include City Hall with Public Works (idea has been brought up multiple times);
- (ii) The Council must decide where they would like to put the facility. There are some issues with the current location: (1) The current location has a very strong possibility to develop into a Nix Construction vs. local residents type situation because it would be surrounded by residential development; (2) The current area is also very small and likely to be inadequate over time, especially as the City grows and acquires more equipment; (3) if an alternate location is desirable, where would the Council like to have it located.

Tom suggested getting some preliminary discussion on this issue, so that they can move forward with some definitive direction. Council Member Taylor asked about purchasing property across the highway. Council Member Casas said he looked into that and the property was \$250,000 per acre. Discussion took place regarding looking at property options in the west end.

Adjourned at 6:00 p.m.

APPROVED: _____ **Date**

Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Recorder: Elyse Greiner