

Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, June 21, 2016, at 6:03 PM, at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

**Present:**

City Council:

- Norm Searle, Mayor
- Brent Ellis, Councilor
- Gary E. Griffiths, Councilor
- Braden Mitchell, Councilor
- Alan Arnold, Councilor
- Cody Hansen, Councilor

City Employees:

- Steve Brooks, City Attorney
- Shawn Douglas, Public Works Director
- Scott Brenkman, Police Lieutenant
- Stacey Comeau, Human Resources
- Jared Sholly, Fire Chief
- Rich Taylor, Community Services Director
- Cody Cardon, Business Administration/Treasurer
- Mike Eggett, Community Development
- Jackie Manning, City Recorder

Excused:

- Rodger Worthen, City Administrator

Visitors:

Charles Kerkvliet	Dave Leahy	Pat DeHerrera
Darin Rodurte	Abby Ward	Donna Walker
Chuck Kerkvliet	Dave Leahy	Cameron Scott
Dianna Woods	Steve Hampton	Nik Montoya
Mike DeHerra	Alex DeHerra	Destiny DeHerrera
Kiara Kirton	Jenica Pender	Coltin McClain
Ryan McClain	Rod Kirton	Angie Pender
Kris Kleven	Rozanne Clarke	

**A. Welcome and Roll Call**

Mayor Searle called the meeting to order and welcomed all in attendance, including all Council Members and all members of the public. He reminded the members of the public to sign the roster located in the lobby. He excused the City Administrator, and explained Mr. Worthen is not in attendance due to medical reasons.

Mayor Searle acknowledged the scout member from Troop 290 who was in attendance to earn his citizenship badge.

**B. Pledge of Allegiance**

Mayor Searle invited retired Air Force Master Sargent David Leahy to lead the Pledge of Allegiance.

**C. Moment of Silence**

Mayor Searle called for a moment of silence and asked everyone to remember our police officers, fire fighters, U.S. Military service members, and members of the City Council as they make decision this evening.

**D. Open Communications**

Mayor Searle invited any member of the public with questions or concerns to address the Council and asked that they keep their comments to approximately three minutes.

Steve Hampton, who lives in the Riverglen Subdivision near 3500 S 600 W, Riverdale, Utah explained he has a family business in town and he enjoys Riverdale City. He expressed concern regarding fire potentials in the trail area near his home. He discussed the new fire hazard video which was recently posted by the Fire Chief. It was his recollection that 10 years ago the Council agreed to set up a presentation to inform the residents what to do for fire prevention or in case of a fire. He discussed the thickness of trees and plant overgrowth along the trail near his home. He recalled at one point there was an agreement to thin out the trees in that area.

Councilor Griffith explained that the area is protected and invited Fire Chief Sholly to look into the matter further. Mayor Searle commented on the new Fire Chief and his efforts in fire prevention in Riverdale City to increase fire awareness. Councilor Griffiths discussed some property he owns which has cotton. He discussed his process of keeping the cotton wet to help mitigate fire hazards. Mayor Searle stated even when cotton is wetted down it still can be a fire hazard and ignite at a rapid rate.

Chief Sholly stated he has investigated the area Mr. Hampton referred to and he has witnessed residents trimming their lawns and trees and throwing the clippings/branches into the trail area. He felt more public education regarding fire safety was warranted.

**E. Presentations and Reports**

**1. Mayors Report**

a. Award of Excellence for Outstanding Community Service

Mayor Searle presented an award to four teenagers for their outstanding service and first response regarding a car accident that occurred in Riverdale City. Mayor Searle expressed gratitude for these four teenagers. The Standard Examiner wrote an article in the newspaper and the Mayor read the article verbatim.

**2. City Administration Report**

Mayor Searle discussed the service of Police Chief Dave Hansen. He explained Chief Hansen has served 32 years in Riverdale City in various ranks and positions. He discussed the Chiefs accomplishments and expressed gratitude for all of his hard work.

Each Councilor expressed their appreciation for Chief Hansen. Chief Hansen discussed his various jobs and duties in his time with Riverdale City. Chief Hansen expressed deep appreciation for his wife and family in always supporting him in his police career. He discussed the friendships he developed over the years. He expressed appreciation for Scott Brenkman, who will be the new police chief as of July 1, 2016. He thanked the Council and the Mayor for all their support.

**F. Consent Items**

**1. Review of Meeting Minutes for City Council Meetings held on June 7, 2016 Regular Meeting and Work Session, as well as the Meeting Minutes for the Strategic Planning Meeting held on May 14, 2016.**

Mayor Searle asked for any changes to City Council Meeting minutes and there were none.

**MOTION:** Councilor Arnold moved to approve the consent items as proposed. Councilor Mitchell seconded the motion. There was not any discussion regarding this motion. The motion passed unanimously in favor.

**G. Action Items**

**1. Consideration Resolution 2016-13, policy amendments to HR Policy 6-2 Use of City Mail, Voicemail and Computer Systems, 9-2 Annual Leave, and 11-3 Fair Labor Standards Act.**

Stacey Comeau, Human Resources, summarized the executive summary which explained:

The policy 6-2 Acceptable Use of Information Technology, is being updated for clarification purposes. The policy 9-2 Annual Leave amendment is being proposed because after evaluating a 40 hour week employee who works 2080 hours per year compared to a 48 hour shift firefighter who works 2821 hours per year the amendment would allow full-time firefighters to carry 312 hours accrued annual leave forward to a new calendar year. The policy 11-3 Fair Labor Standards Act is being updated to come into compliance with the federal law.

Councilor Mitchell inquired about policy 6-2 and asked if there was an existing issue with the current policy. Ms. Comeau explained the main change is so the city only has one facebook page for all the department heads to report to, versus each department having their own page.

Councilor Hansen recommended a change to section 9-2 from "regularly scheduled to work 24 hour shifts" to "regularly scheduled to work 48 hour shifts".

**MOTION:** Councilor Arnold moved to approve Resolution 2016-13, policy amendments to HR Policy 6-2 Use of City Mail, Voicemail and Computer Systems, 9-2 Annual Leave, and 11-3 Fair Labor Standards Act, with the recommended change proposed by Councilor Hansen. Councilor Hansen seconded the motion.

Mayor Searle invited discussion regarding the motion. There was not a discussion.

**ROLL CALL VOTE:** Councilor Hansen, Griffiths, Ellis, Mitchell and Arnold all voted in favor. The motion passed unanimously.

**2. Consideration of Infill Lot Development/Final Residential Subdivision for A K Walker Subdivision, 850 West 4375 South, Riverdale, Utah 84405,**

Mike Eggett, Community Development, summarized an executive summary in the packet which explained:

Cameron Scott has applied for a five-lot subdivision preliminary review and approval of the proposed A K Walker Subdivision located at approximately 850 West 4375 South in a Residential R-2 zone. Additionally, because the proposed lots are just short of the minimum width requirements and based on being surrounded by other similar residential projects with stubbed roads to the property, the proposed development fits the criteria for consideration as an Infill Lot Development and, therefore, subject to City Code 10-12 "Infill Lots". A public hearing is not required to consider this proposal. On May 24, 2016, the Planning Commission provided Preliminary approval of the subdivision subject to resolving all outstanding staff concerns noted in reports found within the packet. On June 14, 2016, the Planning Commission provided a recommendation to City Council for approval of the proposed subdivision subject to resolving the last few outstanding staff concerns noted on reports found within the packet. Following the presentation and discussion of the proposal, the City Council may approve the proposed A K Walker Subdivision, approve with additional comments and/or conditions, or not approve the proposed A K Walker Subdivision with the supporting findings of fact.

**Title 10 Ordinance Guidelines (Code Reference)**

This Infill Lots/Preliminary Residential Subdivision Plan review is regulated under City Codes 10-12 "Infill Lots" and 10-21 "Subdivisions", and is affected by City Codes 10-9B "Single Family Residential Zones (R-1-10, R-1-8, R-1-6, R-1-4.5)", 10-14 "Regulations Applicable to All Zones", and 10-15 "Parking, Loading Space; Vehicle Traffic and Access".

The proposed subdivision is currently planned for the vacant and undeveloped Walker family lot, comprising 1.53 acres of property, which has historically been used as agricultural space primarily for horse grazing and usage. The property is owned by the Al & Donna Walker Family Trust. At current time, there are two stubbed dead ends roads across from each other that terminate at this lot; these two stubs are proposed to be connected as part of this proposed subdivision project. The proposed lots are slightly smaller than the minimum requirement in order to accommodate four new residential lots on this property. Due to this proposed scenario, this lot, when subdivided, cannot meet the minimum lot requirements. Additionally, this lot currently is surrounded by residential use homes and properties that would be similar to the types of residential uses proposed for these subdivision lots. Further, there are lots in close proximity that do not meet minimum lot requirements for width within the same zoning designation. Due to the above noted three considerations, this subdivision proposal meets criteria found within the Infill Lots ordinance to allow this lot to be subdivided. According to the applicant, once the lots have been subdivided they would then be available for purchase in the real estate marketplace for residential dwelling use.

Attached with this executive summary is a document entitled "Infill Lot Development/Final Residential Subdivision Plan Review"; this is a supplementary document addressing items on the Preliminary Site Plan application, following full review of the application. No major concerns were noted as part of the Planning and Zoning review. Also attached, following this executive summary, are comments from the contracted City Engineer, Public Works Department, City Administrator, Fire Department, and Police Department. The engineer's cost estimate document, for the subdivision, has also provided in this packet, with a letter from the City Engineer supporting the costs outlined on the engineer's cost estimate document.

Staff would encourage the City Council to review this matter, including concerns outlined herein, and then discuss with the petitioner concerns raised by staff, in addition to any items of discussion and concern raised by the City Council. Staff would then recommend that the City Council act to approve the proposed A K Walker Subdivision, approve with additional comments and/or conditions, or not approve the proposed A K Walker Subdivision with the supporting findings of fact.

Councilor Arnold thanked the applicant in their diligence in resolving all the outstanding items.

**MOTION:** Councilor Arnold made a motion to approve Infill Lot Development/Final Residential Subdivision for A K Walker Subdivision, located approximately 850 West 4375 South, Riverdale, Utah 84405. Councilor Griffiths seconded the motion.

Mayor Searle invited discussion regarding the motion. There was not a discussion.

**CALL THE QUESTION:** The motion passed unanimously in favor.

**3. a. Public Hearing: to receive and consider comment regarding proposed amendments to the Riverdale City Code: Human Resources Manual (Referred to in 1-7-1), 1-7-2Salaries of City Council and Mayor, and 1-7F-6 Salary of the Justice Court Judge.**

Cody Cardon, Business Administrator/Treasurer, explained these are the annual salary increases. He explained there was an error on the resolution found in section 3, paragraph 1-7F-6, the corrected amount is fifty four thousand nine hundred twelve dollars and zero cents.

Councilor Arnold asked if this increase was annual and explained when he was previously on the Council the wages were raised semi-annually. Mr. Cardon explained this is a one-time annual increase.

**MOTION:** Councilor Ellis made a motion to open the public hearing. Councilor Mitchell seconded the motion. All voted in favor.

There were no public comments.

**MOTION:** Councilor Hansen made a motion to close the public hearing. Councilor Griffiths seconded the motion. All voted in favor.

**b. Consideration of Ordinance 879, proposed amendments to the Riverdale City Code: Human Resources Manual (Referred to in 1-7-1), 1-7-2 Salaries of City Council and Mayor, and 1-7F-6 Salary of the Justice Court Judge.**

Councilor Hansen asked if the planning commission were included in the salary and wage increase. Councilor Hansen requested the Planning Commissioners be included in the step increase and added to the table chart as seen in the packet. There was a discussion regarding the Planning Commissioners wages with an emphasis on whether to increase their wages and add them to the chart..

Mr. Cardon and Mr. Brooks explained how the proposed change would impact the budget. He explained if the Councilors wish to make the change to include the Planning Commission in receiving a wage increase it would be better to address at the time of approving the final budget for fiscal year 2016-2017.

Councilor Hansen discussed the new water rate structure. He felt that if the Council were going to raise the water rates for the residents, he felt the Council should forgo raises this year. There was a brief discussion regarding Councilors wages and it was noted by Councilor Ellis that the Council did not receive a raise the prior year due to water rate increases.

**MOTION:** Councilor Hansen moved to approve Ordinance 879, proposed amendments to the Riverdale City Code: Human Resources Manual (Referred to in 1-7-1), 1-7-2 Salaries of City Council and Mayor, and 1-7F-6 Salary of the Justice Court Judge, with the amendment that the Councilors do not receive a wage increase this fiscal year 2016-2017 and to fix the typo in Section 1, paragraph A, strike the word "two". Councilor Arnold seconded the motion.

Mayor Searle invited discussion regarding the motion. There was not a discussion.

**ROLL CALL VOTE:** Councilor Ellis, Mitchell, Arnold, Hansen and Griffiths all voted in favor. The motion passed unanimously.

**4. Consideration of Resolution 2016-14, to adopt the Certified Tax Rate.**

Mr. Cardon explained this is a formality with the state code to approve the certified tax rate, as prepared by the county. The tax rate is 0.001144 as calculated by the Weber County Auditor.

**MOTION:** Councilor Ellis moved to approve Resolution 2016-14, adoption of the certified tax rate. Councilor Arnold seconded the motion.

Mayor Searle invited discussion regarding the motion. There was not a discussion.

**ROLL CALL VOTE:** Councilor Mitchell, Arnold, Hansen, Griffiths, and Ellis all voted in favor. The motion passed unanimously.

**5. a. Public Hearing: to receive and consider comment on proposed amendments to the Riverdale City Fiscal Year 2015-2016 budget**

Mr. Cardon summarized an executive summary which explained:

With the City's fiscal year end approaching the financial statements and budget has been reviewed for possible amendments. Several potential amendments have been identified in different funds and departments. These amendments are summarized in the attached exhibit A for the Council's consideration. There were no additional questions.

**MOTION:** Councilor Arnold made a motion to open the public hearing. Councilor Mitchell seconded the motion. All voted in favor.

There were no comments made during the public hearing.

**MOTION:** Councilor Mitchell made a motion to close the public hearing. Councilor Arnold seconded the motion. All voted in favor.

**b. Consideration of Resolution 2016-15, proposed amendments to the Riverdale City Fiscal Year 2015-2016 budget.**

**MOTION:** Councilor Arnold moved to approve Resolution 2016-15, proposed amendments to the Riverdale City Fiscal Year 2015-2016 budget. Councilor Griffiths seconded the motion.

Mayor Searle invited discussion regarding the motion. There was not a discussion.

**ROLL CALL VOTE:** Councilor Arnold, Hansen, Griffiths, Ellis and Mitchell all voted in favor. The motion passed unanimously in favor.

**6. Consideration of Resolution 2016-16, proposed amendments to Riverdale City Code 1-12 the Consolidated Fee Schedule, including but not limited to, a change in water rates.**

Cody Cardon explained this proposal reflects what was discussed during the strategic planning meeting that was held on May 14, 2016. Councilor Mitchell discussed the municipal cost index and felt the Council should review the water rates every year. There was a consensus to review water rates every year. Mr. Cardon explained the municipal cost index was provided for informational purposes only and was not included within this resolution.

There was a discussion regarding water rates in relation to needed water infrastructure improvements. City Staff was given direction by the consensus of the City Council to review the municipal cost index in relation to water rates and include neighboring city rates going forward at the annual strategic planning meetings. Councilor Hansen added that anticipated infrastructure/repairs was also welcomed.

Councilor Hansen expressed he would like to see the salary table included in the strategic planning meetings as well. Mayor Searle explained Riverdale City still maintains a lower water rate than most of the surrounding cities even with this rate increase.

**MOTION:** Councilor Arnold moved to approve Resolution 2016-16, proposed amendments to Riverdale City Code 1-12 the Consolidated Fee Schedule, including but not limited to, a change in water rates. Councilor Ellis seconded the motion.

Mayor Searle invited discussion regarding the motion. There was not a discussion.

**ROLL CALL VOTE:** Councilor Hansen, Griffiths, Ellis, Mitchell and Arnold all voted in favor. The motion passed unanimously.

**7. Consideration of Resolution 2016-17 Adopt final budget for fiscal year 2016-2017.**

Cody Cardon summarized an executive summary which explained:

The City held a public hearing on June 7, 2016 to receive and consider public comment on the budget for the fiscal year 2016-2017 as the final budget as amended for all funds. The only change to the budget from that presented to the public at the June 7, 2016 City Council meeting was to increase the budgeted revenues associated with the account 10-31-1000 by \$4,074 to be \$600,074 and reduce account 10-31-3000 by the same amount. This was done as requirement of the State Law in order for the Certified Tax Rate budgeted revenues, as calculated by the Weber County Auditor, will reconcile to the City's budgeted property tax revenues.

Mr. Cardon explained if the Council would like to include the planning commissioners in the salary wage increase then there would be an increase to account 10-58-1200 in the amount of \$160, and account 10-58-1300 would need to be increased \$14. In order to off-set the increase, they would take \$174 out of account 10-49-9000 which is a reserves account. This would increase the Planning Commissioners salary from \$50 to \$51.87.

**MOTION:** Councilor Hansen moved to approve Resolution 2016-17 Adopt final budget for fiscal year 2016-2017, with the proposed amendments to include the Planning Commissioners salary increase. Councilor Arnold seconded the motion.

Mayor Searle invited discussion regarding the motion. There was not a discussion.

**ROLL CALL VOTE:** Councilor Griffiths, Ellis, Mitchell, Arnold and Hansen. The motion passed unanimously in favor.

**8. Consideration to authorize City Staff to switch insurance from URMMA (Utah Risk Management Mutual Association) to Utah Local Government Trust.**

Cody Cardon summarized an executive summary which explained:

The City's Risk Management Committee has been discussing options to maximize the usage of financial resources of the City in connection with its insurance policies and provider. This came about in lieu of policy increases due to utilization of the City's workers compensation insurance. It is the recommendation of the City's Risk Management Committee to switch insurance providers effective July 1, 2017 to the Utah Local Governments Trust with an estimated savings in excess of \$32,000 and a higher level of training and service.

Mr. Cardon discussed the advantages the Utah Local Governments Trust also offers a legal hotline to an employment attorney. Due to the savings and the increase in services the Risk Management Committee felt this would be a better benefit for the city.

Councilor Hansen discussed the business relationship between URMMA and Riverdale City and he wanted to ensure the city would not be penalized financially for leaving. Mr. Cardon explained URMMA will need to have a year's warning before they leave, so it will not impact this fiscal budget and there is no penalty fee for leaving.

Mr. Cardon referred to the information in the packet which displayed a table from other cities that have left URMMA for Utah Local Governments Trust and their annual premiums as to an idea of what to expect in potential future rate changes.

There was a discussion regarding recapture fees. It was determined that the City, in relation to recapture fees, would be saving money by switching to the Utah Local Government Trust and would be receiving an increase in services.

Mr. Brooks discussed the changes to URMMA in policy and procedures over the year as well as the annual rate increases. Mr. Brooks stated staff will discuss this with URMMA before they officially cancel.

**MOTION:** Councilor Arnold moved to authorize City Staff to switch insurance from URMMA (Utah Risk Management Mutual Association) to Utah Local Government Trust. The motion was seconded by Councilor Mitchell.

Mayor Searle invited discussion regarding the motion. There was not a discussion.

**CALL THE QUESTION:** The motion passed unanimously in favor.

**H. Discretionary Items**

Councilor Mitchell thanked the public works department regarding their clean-up of the tennis courts. Councilor Arnold discussed a residents concern regarding E-cigarette usage in the parks. Mr. Brooks stated E-cigarettes would be included in the smoking law. Lieutenant Brenkman discussed the difficulty of enforcing cigarette violations in the park because you can't always catch people in the act. Mr. Douglas stated there are signs in the park that display no smoking.

Mr. Brooks explained there will be a special city council meeting this upcoming Thursday.

**I. Adjournment.**

**MOTION:** Having no further business to discuss, Councilor Ellis made a motion to adjourn. The motion was seconded by Councilor Mitchell; all voted in favor. Councilor Griffiths was not present for this motion. The meeting was adjourned at 7:35 PM.

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Norm Searle, Mayor

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Jackie Manning, City Recorder

Date Approved: **July 5, 2016**