

# SOUTH WEBER CITY CITY COUNCIL MEETING

**DATE OF MEETING:** 11 October 2016

**TIME COMMENCED:** 6:02 p.m.

**PRESENT: MAYOR:**

Tammy Long

**COUNCILMEMBERS:**

Scott Casas  
Kent Hyer  
Marlene Poore  
Merv Taylor (excused)  
Jo Sjoblom

**CITY RECORDER:**

Elyse Greiner

**CITY MANAGER:**

Tom Smith

**CITY ATTORNEY:**

Doug Ahlstrom

**CITY ENGINEER:**

Brandon Jones

**Transcriber:** Minutes transcribed by Michelle Clark

**VISITORS:** None

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

**PLEDGE OF ALLEGIANCE:** Council Member Poore

**PRAYER:** Council Member Casas

**AGENDA:** Council Member Sjoblom moved to approve the agenda as written. Council Member Hyer seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.

**CONFLICT OF INTEREST:** None

**CONSENT AGENDA:**

- Approval of September 13, 2016 Meeting Minutes
- Approval of September 13, 2016 Work Meeting Minutes
- Approval of September 20, 2016 Work Meeting Minutes
- Approval of August 2016 Budget to Actual
- Approval of September 2016 Check Register

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

**ACTION ITEMS:**

**RESOLUTION 16-29 Local Contractor Services Agreement Renewal with Keith Kap & Sons Excavating:** Tom said this agreement allows the City to call on Keith Kap & Sons Excavating in times of emergency.

**Council Member Hyer moved to approve Resolution 16-29 Local Contractor Services Agreement Renewal with Keith Kap & Sons Excavating. Council Member Poore seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.**

**A Company Inc. Portable Restroom Contract Renewal 2016-2019 for CFD:** The City has a contract for portable restrooms for Country Fair Days up for renewal. Mayor Long said in the work session the Council discussed getting other bids from other companies. Council Member Casas suggested Tom contact other companies. Tom said he will have the information for the October 25<sup>th</sup> agenda.

**Council Member Hyer moved to direct Tom to contact various companies. Council Member Casas seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.**

**Motion to approve 2016 Sewer Outfall Replacement Project Bid:** Brandon Jones, City Engineer, said the project will consist of replacing the sewer line from the end of Cottonwood Cove to the posse grounds. He said Council Member Casas has recommended upsizing the pipe even more to eliminate any upsizing in the future. Brandon recommended awarding the bid to Whitaker Construction. He said an award criteria analysis was conducted to determine the most qualified bidder. Brandon recommended awarding the bid to Whitaker Construction Company for \$589,906.00.

**Council Member Casas moved to approve the 2016 Sewer Outfall Replacement Project Bid to Whitaker Construction for \$589,906.00 based on Jones & Associates recommendation with the amendment to upsize the sewer pipe to 24" pipe diameter. Council Member Sjoblom seconded the motion.** Further discussion on the motion took place. Brandon explained that the 18" and 21" is capable for future growth, but Council Member Casas has suggested upsizing it to help eliminate any possibility of this happening in the future. Tom said a large majority of the project cost will be paid for with impact fees. Council Member Poore asked if Brandon foresees any other projects in the future that will need this money. Tom said we don't know until the Capital Facilities Plan is completed. **Council Member Casas withdrew his motion.**

**Council Member Poore moved to approve the 2016 Sewer Outfall Replacement Project Bid to Whitaker Construction for \$589,906.00 with the possibility of upsizing the sewer pipe to**

**24" diameter on a change order. Council Member Hyer seconded. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.**

**Public Works Salt Shed:** Council Member Sjoblom said she was recently contacted by Keith Christensen who is willing to help with excavation etc. Council Member Casas discussed if the Council would like to direct the City staff to look into a master plan for a Public Works Facility. Mayor Long said the location of the facility is central for the City and would suggest keeping it where it is at. Council Member Sjoblom thought Mark Larsen was going to look into whether or not the location is capable for future growth. Tom suggested looking at the possibility of acquiring the land behind the current facility. He said the Council needs to decide if the facility needs to have fleet maintenance, etc. Brandon said he recently did a facility for Wellsville. He said the elements at the facility are customized for each City, so it is difficult for him to say what cities typically do. Tom recommended the Council decide what they want. Brandon suggested putting together a concept plan and work with Mark Larsen to help decide what is needed. Tom said there is \$52,000 budgeted for the salt shed. Brandon estimated a concept plan and survey costing \$5,000 to \$10,000. He said this plan could be a master plan. Council Member Casas said the Council needs to be prepared to act if a concept plan is done.

**Council Member Hyer moved to direct Jones & Associates to come up with a plot plan that includes a two hour meeting with the Public Works Department to determine what is needed with an overall cost not to exceed \$5,000. Council Member Casas seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.**

### **DISCUSSION ITEMS:**

#### **Cintas Contract**

Council Member Poore has asked that this item be on the agenda. The most recent contract is in the packet, and it has expired. The City is looking to terminate Cintas services for uniforms. Council Member Poore would like to know why the City is continuing to pay Cintas. Council Member Casas said the contract expired in 2013. Tom said since then the City has been on a month to month. He said the City is under no obligation to stay with Cintas. He said until last week, he didn't know what if any contract was agreed upon. Council Member Poore said this item was addressed during the budget process. It was stated at that time the employees would receive \$250 per person for uniforms. It was stated on occasion there are times when the employees get chemicals on their clothing. Discussion took place regarding the purchase of a washer and dryer or just replacing a pair of pants when they have chemicals on them. Council Member Hyer would like to know what the guys need every six months as far as clothing etc. The Council agreed to cancel the Cintas contract. It was decided any future contract would be signed by the Mayor.

#### **Emergency Preparedness – Services Contract(s)**

Council Member Casas said he is interested in creating an agreement with Wasatch Integrated Waste that would allow South Weber residents to be able to dump debris during emergencies/disasters, such as the recent windstorm. Discussion took place regarding the lack of

emergency preparedness in the City. It was stated the Council doesn't know their role. Council Member Casas proposed meeting December 6<sup>th</sup> for emergency preparedness training from 3:00 p.m. to 5:00 p.m.

### **Deer Run Dr. Chip & Seal Completion**

Brandon stated Staker Parsons has not completely finished their work. He said there are items that need to be cleaned up. Council Member Casas presented a picture of pot holes that were chip & sealed and are currently still there. He has had four or five citizens contact him. He feels that something wasn't done correctly. Brandon said the purpose of the project was to seal the road to extend the life of the pavement. Tom said as he understands a chip and seal is not an overlay to protect the integrity. Council Member Casas said the potholes should be filled in before the chip and seal was completed. Council Member Poore remembers asking about the pot holes and was told that would be part of the project. Brandon said part of the project was to include pot hole repair and he is sure if some of the pot holes were filled and some were missed. Brandon suggested visiting the areas of concern. It was decided the Mayor and Brandon will meet and visit the locations. Discussion took place regarding Staker Parsons being paid already. Brandon said normally the pay request is submitted to his office first and then he reviews it to make sure the project is completed. Tom said he received the pay request and asked Public Works if the project was completed, then he issued the approval to pay.

### **Agenda/Scheduling Changes**

Mayor Long said she had training for board meetings with the State Auditor's Office and they mentioned there is a senator coming down the pipe line with legislation concerning restrictions for meetings. She would like to see items be discussed in one meeting and action taken on them in the next meeting instead of both (discussion and action) in the same meeting.

Council Member Hyer feels the agenda items need to be prioritized by highest value, highest impacted to the community. Council Member Casas said sometimes he has difficulty talking to Council Member Hyer before meetings. Tom said he isn't sure how to decide what the most important agenda item is. Council Member Poore feels residents need to be given opportunities to respond to agenda items. She suggested agenda items be more specific.

Mayor Long reminded the Council not to make a motion until she asks for one. She would like to make sure everyone takes their turn to speak. She also discussed not approving items electronically. She said the State Auditor's Office is also reminding us to crack down on electronic participation and encourage skyping. Mayor Long reminded the Council to get certified for the Open and Public Meetings Act.

### **COUNCIL ITEMS:**

#### **Council Member Casas:**

**Met with UDOT:** He met with UDOT and was told by them that they will not remove snow from sidewalks.

#### **Council Member Hyer:**

**Late Fee Complaint:** He received a complaint from a resident concerning a late fee.

**Owen & Marie Cash:** He said Marie Cash contacted him concerning her concerns with Nix Construction Company. Tom said the City receives calls from Mrs. Cash and they do respond.

**Council Member Sjoblom:**

**Status of Street Light on South Weber Drive:** She asked Council Member Hyer about the status of the street light. He was told it should be in the works.

**Status of Digital Sign:** She said it is not possible to put it on UDOT property. She is looking into the possibility of installing it on Maverik's property in the flower bed.

**Central Park Project:** She said the rumor has been that money was used from Central Park to go towards the retention pond by Highmark. Tom said the money went back into the general fund.

**Council Member Sjoblom moved to discuss the plan for Central Park at the meeting next week. Council Member Casas seconded the motion. Elyse called for a roll call vote. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.**

#### **MAYOR'S ITEMS:**

**Public Works Gate:** She discussed the status of the gate that was broken during the storm.

**Council Member Casas moved to discuss the public works gate on the agenda. Council Member Hyer seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.**

#### **CITY RECORDER ITEMS:**

**Quorum Concerns:** She reminded the Council to let her know if they are not going to be at the meeting or if they will be participating electronically.

**Social Media Administrator:** She said during the recent wind storm the Mayor told the residents that they could take their tree limbs to the landfill, but that information was not relayed to her and she would have put that on the City's website.

#### **CITY MANAGER ITEMS:**

**Public Works Recognition:** He thanked the Council for recognizing Zach McFarland for exemplary service in the recent storm.

**Water Bond:** He reported the bond rating went up from A to A+. He congratulated the financial department.

**Park and Ride:** He said the park and ride will be striped this Sunday.

**City Council Retreat:** The retreat will take place on 21 January 2017.

**CITY ATTORNEY:**

**Agenda Items:** He discussed concerns with agenda items being discussed in the work session and then discussing again in the next meeting. He also discussed making sure the public isn't misled by agenda items. He said 99% of the discussion of agenda items should be between Council members. He said if you really want a meeting to go quicker, keep discussion amongst the Council, and limit questions for staff. He suggested contacting Brandon, Tom, etc. ahead of time before the meeting.

**ADJOURNED:** Council Member Sjoblom moved to adjourn the meeting at 8:20 p.m. to go into a 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. Council Member Casas seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Sjoblom, and Poore voted yes. The motion carried.

**Council Member Hyer left prior to the closed meeting and the absence was unexcused.**

**APPROVED:** \_\_\_\_\_ Date  
Mayor: Tammy Long

\_\_\_\_\_  
Transcriber: Michelle Clark

Attest: \_\_\_\_\_  
City Recorder: Elyse Greiner

# SOUTH WEBER CITY COUNCIL WORK MEETING

**DATE OF MEETING:** 11 October 2016

**TIME COMMENCED:** 4:47 p.m.

**PRESENT: MAYOR:**

Tammy Long

**COUNCILMEMBERS:**

Scott Casas  
Kent Hyer  
Marlene Poore  
Merv Taylor (excused)  
Jo Sjoblom (arrived at 5:40 p.m.)

**CITY RECORDER:**

Elyse Greiner

**CITY MANAGER:**

Tom Smith

**CITY ATTORNEY:**

Doug Ahlstrom

**CITY ENGINEER:**

Brandon Jones

**Transcriber:** Minutes transcribed by Michelle Clark

**VISITORS:** Zach McFarland, Theida Wellman, and LeeAnn Warnok.

**UMCA Board Presentation Special Recognition to Elyse Greiner.** Theida Wellman and LeeAnn Warnok of the Utah Municipal Clerks Association were introduced. LeeAnn recognized Elyse for getting her Certified Municipal Clerk certificate.

**Public Works Employee Zach McFarland for exemplary service:** Council Member Casas thanked Zach McFarland for all his hard work during the recent windstorm of September 22-23, 2016. He then presented him a plaque and gift card on behalf of the City Council and staff of South Weber City.

## **CONSENT AGENDA:**

- **Approval of September 13, 2016 Meeting Minutes**
- **Approval of September 13, 2016 Work Meeting Minutes**
- **Approval of September 20, 2016 Work Meeting Minutes**
- **Approval of August 2016 Budget to Actual**
- **Approval of September 2016 Check Register**

Council Member Casas questioned a miscellaneous purchase in the legislature fund on the budget to actual. He said this went way over budget. Paul Laprevote said they were instructed to put some Country Fairs Days items thru this fund.

Council Member Casas questioned the payment to Cintas because he thought with this was a considerable change to the budget. He also questioned the donations to Highmark and Sunset Jr. High and said in the past that has always come before the Council for approval. Tom apologized and said in moving forward he will bring all donations to the Council. Doug Ahlstrom cautioned the Council concerning donations as per Utah State Code 10-8-2. He said the only donations that can be made are to 501C3 type organizations. Tom said since he has been City Manager there have always been donations to schools. Council Member Casas is in favor of stopping this practice. It was decided this item will be put on a future agenda for further discussion.

Council Member Casas asked about the gas payments and whether or not the purchase was at Maverik. He is concerned about time and money when going somewhere else. Council Member Poore questioned the purchase of safety glasses for \$499. Tom said it is for two pair of prescription glasses.

**ACTION ITEMS:**

**RESOLUTION 16-29 Local Contractor Services Agreement Renewal with Keith Kap & Sons Excavating:** Tom said this agreement allows the City to call on Keith Kap & Sons Excavating in times of emergency. Council Member Casas asked who declares the emergency. Tom said the declaration generally comes from the Mayor. He said then the Council meets in the EOC. Discussion took place regarding the recent windstorm and how that was handled. Council Member Casas commended the Mayor and Tom for their response concerning this storm.

**A Company Inc. Portable Restroom Contract Renewal 2016-2019 for CFD:** Tom said the City has a contract for portable restrooms for Country Fair Days up for renewal. Council Member Poore questioned if it is time to look around for a better price. Mayor Long said Honey Bucket does Central Weber Sewer. Tom said he will be happy to contact some other companies.

**Motion to approve 2016 Sewer Outfall Replacement Project Bid:** Brandon Jones, of Jones & Associates, said the bids were opened on 6 October 2016. Ten bids were received. They are as follows:

<u>Bidder</u>	<u>Total Bid</u>
Reynolds Construction	\$ 575,500.00
Whitaker Construction	\$ 586,906.00
Hube's Construction	\$ 603,801.16
ABC	\$ 663,364.46
Counterpoint Construction	\$ 669,761.00
Wardell Construction	\$ 729,901.00
Nix Construction	\$ 809,616.00
Vancon Inc	\$ 844,618.00
Condie Construction	\$ 865,465.40
Landmark Excavation	\$1,079,215.00

Brandon said the two lowest bidders had bids within 2% of each other. As a result, he felt it was in the best interest of the City to perform an award criteria analysis to determine the most qualified bidder. This project will be very challenging to construct due to the depth, very tight construction limits, and significant groundwater. When comparing the two lowest bidders, Whitaker Construction has significantly more experience than Reynolds Excavation in doing

projects that are deep and wet. Brandon recommended awarding the bid to Whitaker Construction Company for \$589,906.00.

Council Member Casas is concerned because the City is paying ½ million dollars because someone didn't think far enough into the future. Brandon said the sizing of the pipe needs to be upsized from 15" to 18" and 21". Council Member Casas asked about upsizing it even bigger for future generations. Brandon explained going to 18" is significantly bigger. He said the City does have impact fees that can be used to help with the cost of this project. Council Member Casas asked if it is possible to go the next size up in the pipe.

#### **Council Member Sjoblom arrived at 5:40 p.m.**

Brandon said it would cost approximately \$25,000 to \$50,000 to upsize. He doesn't believe the City needs it to be any larger than the 18" and 21" but wouldn't argue with adding extra factors of safety on top of that. He said if the Council is in favor of upsizing a change order would need to be made.

**Public Works Salt Shed:** Tom said it has been proposed to get a salt shed for the Public Works Department. Council Member Casas said in the January work session the Council discussed the need for a Public Works Facility at the same location as the current shops. He contacted a number of companies that construct salt sheds. He suggested doing this project in phases. Brandon recommended concrete flooring and walls because the salt is so corrosive. Council Member Hyer discussed building expandable bays. Tom said this came up because the City is trying to keep infrastructure intact. He said the EPA told them the City needed to fix the way the City stores salt and the way vehicles are washed. He said the Public Works Department does take the vehicles to a car wash now. Tom suggested putting together a committee similar to the water tank committee.

Council Member Casas discussed the location of the shed being installed against a hillside. This helps maintain the walls. Brandon said currently the Public Works property doesn't drain. He said a master plan would allow us to make sure everything will drain off the property the way that it should. He would recommend master planning a Public Works Facility. He wouldn't put money on the property until you are confident you have everything for build out.

#### **DISCUSSION ITEMS:**

##### **Cintas Contract**

Council Member Poore has asked that this item be on the agenda. The most recent contract has expired. The City is looking to terminate Cintas services for uniforms.

##### **Emergency Preparedness – Services Contract(s)**

Council Member Casas has asked that this item be placed on the agenda. He is interested in creating an agreement with Wasatch Integrated Waste that would allow South Weber residents to be able to dump debris during emergencies/disasters, such as the recent windstorm.

##### **Deer Run Dr. Chip & Seal Completion**

The Mayor has asked that this item be placed on the agenda and will discuss it.

**Agenda/Scheduling Changes**

The Mayor would like to discuss changing the way items are scheduled on the City Council agendas. She would like to see items be discussed in one meeting and action taken on them in the next meeting instead of both (discussion and action) in the same meeting. Staff would like a council consensus moving forward.

**Adjourned at 6:00 p.m.**

**APPROVED:** \_\_\_\_\_ **Date**  
**Mayor: Tammy Long**

\_\_\_\_\_  
**Transcriber: Michelle Clark**

**Attest:** \_\_\_\_\_  
**City Recorder: Elyse Greiner**