

Riverton City, Utah
REGULAR CITY COUNCIL MEETING
Minutes
May 16, 2017

Riverton City Hall
12830 South 1700 West
Riverton, Utah 84065

Attendance:

Mayor William R. Applegarth

Council Members:

Council Member Brent Johnson
Council Member Trent Staggs
Council Member Sheldon Stewart
Council Member Tricia Tingey
Council Member Paul Wayman

City Staff:

Lance Blackwood, City Manager
Virginia Loader, Recorder
Ryan Carter, City Attorney
Sheril Garn, Parks & Public Services Director
Trace Robinson, Public Works Director
Lisa Dudley, Administrative Services Director
Angela Meine, Communications Manager
Rosie Rivera, UPD Precinct Chief

A. GENERAL BUSINESS

1. Call to Order and Roll Call

Mayor Applegarth called the Riverton City Council Meeting to order at 5:15 p.m. and conducted a roll call. Council Members Staggs, Stewart, Tingey, and Wayman were present. Council Member Johnson arrived later in the meeting.

2. Pledge of Allegiance – Kevin Hicks led the Pledge of Allegiance.

3. Public Comments

Mayor Applegarth called for public comments; there being none, he closed the Public Comment period.

B. PUBLIC HEARINGS

Budget Amendment – Proposed Amendments to the 2016-2017 Fiscal Year Budget

Lisa Dudley, Administrative Services Director, explained that it was necessary to open and amend the budget for Fiscal Year 2016-2017 and she explained the proposed budget amendments. Brief discussion was held and the Council Members then concurred with the amendments to the budget.

Mayor Applegarth opened a Public Hearing and called for public comments; there being none, closed the Public Hearing.

Resolution No. 17-28 – Approving Amendments to the 2016-2017 Fiscal Year Budget

Council Member Sheldon Stewart **MOVED** the City Council adopt **Resolution No. 17-28** – **Amending the Budget for the 2016-2017 Fiscal Year**. Council Member Tricia Tingey **SECONDED** the motion. Mayor Applegarth called for discussion on the motion; there being none, he called for a roll call vote. The vote was as follows: Council Members Johnson-Absent, Staggs-Yes, Stewart-Yes, Tingey-Yes, and Wayman-Yes. **The motion to Approve passed.**

C. CONSENT AGENDA

Mayor Applegarth presented the following Consent Agenda:

1. **Minutes:** RCCM 05-02-17
2. **Bond Releases:**
 - a. Big O Tires – 100% Warranty Release
 - b. American Curb Cut – 100% Warranty Release
3. **Resolution No. 17-29** – To Approve entering into a contract with Newman Construction to complete the 1630 West Water Line Replacement Project
4. **Resolution No. 17-30** – To approve entering into a contract with Staker Parson Companies to complete the City Hall Rear Parking Lot Project
5. **Resolution No. 17-31** - Authorizing the execution of an Encroachment Agreement between the Jordan Valley Water Conservancy District and Riverton City

Council Member Tricia Tingey **MOVED** that the City Council approve the Consent Agenda. Council Member Paul Wayman **SECONDED** the motion. Mayor Applegarth called for discussion on the motion; there being none, he called for a roll call vote. The vote was as follows: Council Members Johnson-Absent, Staggs-Yes, Stewart-Yes, Tingey-Yes, and Wayman-Yes. **The motion to Approve passed.**

D. DISCUSSION/ACTION ITEMS

1. Process for hiring an Interim or Permanent City Manager

Mayor Applegarth asked for direction from Council Members regarding the appointment of an Interim and/or permanent City Manager.

Council Member Tricia Tingey **MOVED** that an Interim City Manager be appointed immediately and that the City Manager position be advertised and posted on the Wasatch Front with the effective date being September 1st. **The motion died for lack of a SECOND.**

Council Member Sheldon Stewart **MOVED to defer discussion of a permanent City Manager until the first week in August and move ahead and meet in a Closed Session later in the evening to discuss the appointment of an interim City Manager.** Council Member Paul Wayman **SECONDED** the motion. Mayor Applegarth called for discussion on the motion; there being none, he called for a roll call vote. The vote was as follows: Council Members Johnson-Absent, Staggs-Yes, Stewart-Yes, Tingey-No, and Wayman-Yes. **The motion to Approve passed 3 to 1.**

E. UPCOMING MEETINGS

Mayor Applegarth reviewed the following upcoming meetings:

1. May 25, 2017 – Regular City Council Meeting/Budget Session – 6:30 p.m.
2. June 06, 2017 – Redevelopment Agency Meeting – 6:20 p.m.
3. June 06, 2017 – Regular City Council Meeting – 6:30 p.m.
4. June 20, 2017 – Redevelopment Agency Meeting – 6:20 p.m.
5. June 20, 2017 – Regular City Council Meeting – 6:30 p.m.

F. BUDGET SESSION

1. Discussion of Tentative Budgets for Fiscal Year 2016-2017

Each Council Member had submitted by email a list questions pertaining to specific funds and line items and requested further discussion on those items.

Lisa Dudley, Administrative Services Director, presented information regarding the budget and she addressed questions and noted changes throughout the budget.

Council Member Johnson arrived at 6:04 p.m.

Council Member Sheldon Stewart then led discussion of City Council's Tentative Budget with the following question from the Council Members followed by an answer from [Staff Members](#) as follows:

Discussion:

<p>10-54-317 and 10-90-570</p>	<p>Paul Wayman Sheldon Stewart Trent Staggs</p>	<p>Look at proposal to eliminate contract with county. Hire two code enforcement officers under Bill that are tasked with code enforcement (includes animal control) at \$100k total in salary and benefits. Procure or reuse existing equipment and issue RFP to contract with local vet clinic for sheltering.</p>
<p>Craig Calvert Lisa Dudley</p>	<p>Information was provided to Elected Officials and Management by email dated 5-05-2017. No RFP has been published because Craig has received no response to his May 5 email. City either transferred or surplussed its animal control assets when service was shifted to SL County Animal Control.</p>	

Action: Council Member Sheldon Stewart **MOVED** to pursue RFPs as needed to take in to services in house as well as exploring a month to month type of agreement or whatever can be negotiated with the County as an interim service until we can get those quotes back and develop a plan to hire additional ordinance officers. Council Member Trent Staggs **SECONDED** the motion. Mayor Applegarth called for discussion on the motion. Council Member Staggs wanted to make sure in the RFP that a sample be prepared and it not just talk about sheltering but also providing administrative services such as licensing. Council Member Stewart **added that we explore a software system that could be flexible enough for data entry at the point of shelter and licensing.** Mayor Applegarth then called for a roll call vote. The vote was as follows: Council Members Johnson-Abstained, Staggs-Yes, Stewart-Yes, Tingey-Yes, and Wayman-Yes. **The motion to Approve passed.**

Discussion:

10-64-300	Sheldon Stewart Trent Staggs	Look at separating contract for treatment and increasing. Want to explore cost of seasonals and running 2-3, 4 hand crews and initial replacement and rotation of equipment cost.
Craig Calvert	Current contract, which runs through this year's mowing season (Apr - Oct) includes mowing and fertilizing. There is no termination clause in the current contract, except for non-performance. This item will require further analysis and would be an appropriate strategic planning item, if the Council so desires.	

Action: Council Member Sheldon Stewart **MOVED** that we look into separating the weed and feed contract that includes specific callout for pre-emergent and prescribed service levels, then also working with the current mowing contracts in the new season that has additional SLA's that define the standards that we hold so that we better define failures, and come back with a draft bid in September. Council Member Staggs **SECONDED** the motion with a **Friendly Amendment to leave the RFP open to where it could be either zoned or give the bidder the opportunity to bid City-wide for the fertilizing.** Council Member Stewart accepted the Friendly Amendment. Mayor Applegarth then called for a roll call vote. The vote was as follows: Council Members Johnson-Yes, Staggs-Yes, Stewart-Yes, Tingey-Yes, and Wayman-Yes. **The motion to Approve passed unanimously.**

Discussion:

10-31-435 and 10-65-635	Sheldon Stewart Trent Staggs	Sheldon: Want to discuss this with the offsetting expense line and how we arrive and administer these fees. Could this be done with seasonal workers at a lower cost or an organization that has a vested interest. Trent: 20K? Spend has been more like \$42k as shown in 2015-16. Hire two seasonals to work 5 hours/day at \$14/hr for 100 days a year to keep ball fields maintained to satisfaction of those paying for it. This is a revenue neutral cost and something the baseball league, who is paying for this, is requesting. Baseball league is willing to provide chalk and ATV used to prep fields.
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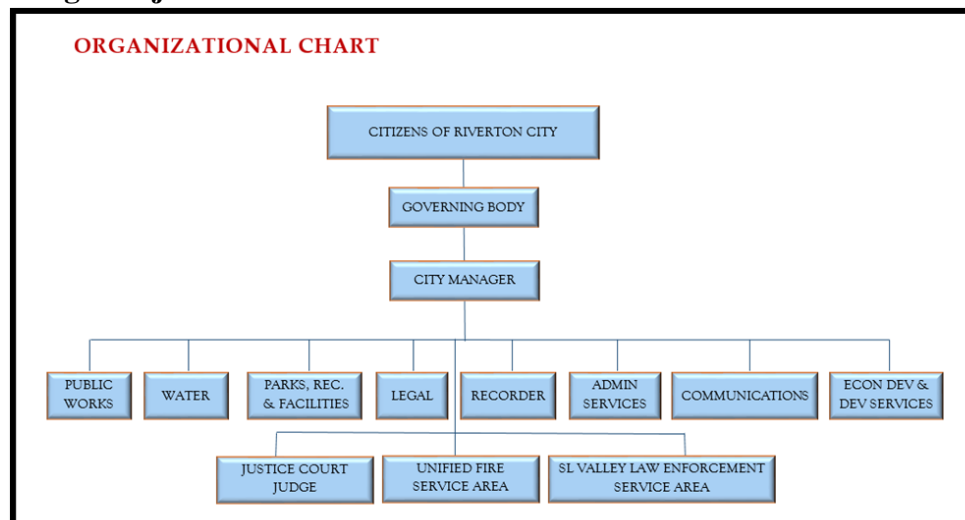
<p>Lisa Dudley Sheril Garn Craig Calvert</p>	<p>For clarification, the amts collect and spent in FY2015-16 include outstanding invoices from previous years. That year, there were also tournaments for State and Western Regionals that required additional field prep. The revenue will be less than the expenditure because of City recreation programs.</p> <p>Current contract is with Majestic and has a 30-day termination clause.</p> <p>Majestic maintains the following fields in the spring:</p> <ul style="list-style-type: none"> -6 baseball fields at CR Hamilton (Cal Ripken baseball) -3 softball fields at Centennial Park (Oquirrh Mtn girls' softball) <p>Majestic maintains the following fields in the fall:</p> <ul style="list-style-type: none"> -4 baseball fields at CR Hamilton (for Riverton City rec league) -3 flag football fields at CR Hamilton (City youth program) -4 football fields at CR Hamilton (Ute Conference football) <p>This item will require further analysis and would be an appropriate strategic planning item, if the Council so desires.</p>
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Action: Council Member Trent Staggs **MOVED to doing a new RFP and separating Baseball, Softball and Football and getting that sent out in August/September.** Council Member Sheldon Stewart **SECONDED** the motion. Mayor Applegarth then called for a roll call vote. The vote was as follows: Council Members Johnson-Yes, Staggs-Yes, Stewart-Yes, Tingey-Yes, and Wayman-Yes. **The motion to Approve passed unanimously.**

Discussion:

<p>Sheldon Stewart</p>	<p>Org. Chart should show City Manager reporting to governing body not mayor</p>
<p>Ryan Carter</p>	<p>If org chart were prepared considering only City ordinance, the line of command would be from the Governing Body to the City Manager. However, the current employment contract, which was approved by City Council and in force on May 2, outlines the line of authority for the City Manager to go directly to the Mayor. The org chart is correctly presented according to the current employment contract. Staff is comfortable presenting the org chart showing only one box for "Governing Body" rather than to individual boxes identifying the Mayor separately from the City Council.</p>

Budget Adjustment:



Discussion:

10-43-500	Sheldon Stewart	Want to under the cost of the videos and why this is so high? Also want to go into further discussion on Facebook Live and equipment, but also how we can display data on the screen also.
Angie Meine	City must contract out video production. Angie provides story-board - but contractor will do shooting and technical editing. Tentative budget includes everything needed for FB Live.	

Move forward this year with this plan, which is Facebook Live and one camera to capture the screen.

Discussion:

10-44-245	Sheldon Stewart Trent Staggs	Move \$500 to line 10-95-110 for Historical Society
Lance Blackwood	The budget can be changed with the consensus of the Council during an open meeting.	

All Council Members concurred with the above change.

Discussion:

10-45-355	Sheldon Stewart Trent Staggs	Which accounting service? Why now \$10k?
Lance Blackwood Lisa Dudley	For any outside help needed in the creation of the local district for Riverton law enforcement.	

Action: Council Member Trent Staggs **MOVED to budget \$10,000 to 10-43-300 – Citizen Survey/Education for educational material for RLESA.** Council Member Sheldon Stewart **SECONDED** the motion. Mayor Applegarth called for discussion on the motion; there being none, he called for a roll call vote. The vote was as follows: Johnson-Yes, Staggs-Yes, Stewart-Yes, Tingey-Yes, and Wayman-Yes. **The motion to Approve passed unanimously.**

Budget Adjustment: 10-43-300 account title was changed to “Citizen Survey / Education” and \$10,000 was added to the budget for citizen education regarding the LESA local district:

Account Number	Account Title	2015-16 Pri Year Actual	2016-17 Cur Year Budget	2016-17 Current year Actual	Current Year Projected Budget	2017-18 Staff Budget	2017-18 Mayor's Budget	2017-18 Council Budget
FUND 10 - GENERAL FUND								
ADMINISTRATIVE								
10-43-300	Citizen Survey / Education	.00	.00	.00	.00	.00	.00	10,000
Budget notes: -2018 Council: change account title to "Citizen Survey / Education" and add \$10,000 for educational material for LESA								

Discussion:

10-95-110	Sheldon Stewart Trent Staggs	Increase to \$2000. (Sheldon/Trent) Transfer the \$500 from 10-44-245. (Trent) Increase another 500 from Senior Center 10-95-115. Why do we give money to senior center? Already provide staff and pay all utilities for them? How do they use this small amount?
Virginia Loader Lisa Dudley	Name on Account s/b changed to Historic Preservation Commission in accordance with Resolution #16-11. After some time in the new bldg, the senior recycling program was no longer a viable program for them. At that time, the City began to give them an annual contribution to replace what had previously been earned from recycling. This money has been used for field trips and other activities not funded by County Aging. The increase in this line was a request by the Mayor. The budget can be changed with the consensus of the Council during an open meeting.	
10-95-115	Trent Staggs	Reduce by \$500

Action: Line Item 10-95-115 was not reduced; however, Council Member Trent Staggs **MOVED to increase the Historic Preservation Commission budget to \$2,000, contingent upon them submitting a budget.** Council Member Sheldon Stewart **SECONDED** the motion. Mayor Applegarth called for discussion on the motion; there being none, he called for a roll call vote. The vote was as follows: Johnson-Yes, Staggs-Yes, Stewart-Yes, Tingey-Yes, and Wayman-Yes. **The motion to Approve passed unanimously.**

Budget Adjustment: \$500 budget has been moved from 10-44-245 to 10-95-110 + an additional \$500 was approved for the Historic Preservation Commission – it has also been noted that the Commission must present a budget prior to distribution:

Account Number	Account Title	2015-16 Pri Year Actual	2016-17 Cur Year Budget	2016-17 Current year Actual	Current Year Projected Budget	2017-18 Staff Budget	2017-18 Mayor's Budget	2017-18 Council Budget
FUND 10 - GENERAL FUND								
RECORDER								
10-44-245	Historian Expenditures	210	500	.00	.00	500	500	.00
Budget notes:		~2018 Council:move \$500 budget request to 10-95-115 for Historic Preservation Commission						
Total RECORDER:		210	500	.00	.00	500	500	.00
CITY COMMITTEES & BOARDS								
10-95-110	Historic Preservation Comm.	.00	1,000	.00	.00	1,000	1,000	2,000
Budget notes:		-2018 Council:+ \$500 from 10-44-245 + additional \$500 from fund balance Historic Preservation Comm must present budget prior to receiving City funds						

Discussion:

10-41-639	Sheldon Stewart Trent Staggs	Increase this amount suggestions are at \$3k or above
Lisa Dudley	The budget can be changed with the consensus of the Council during an open meeting.	

Action: Council Member Trent Staggs **MOVED to increase the Riverton Choice Awards Budget to \$2,000 to include plaques for the students.** Council Member Sheldon Stewart **SECONDED** the motion. Mayor Applegarth called for discussion on the motion; there being none, he called for a roll call vote. The vote was as follows: Johnson-Yes, Staggs-Yes, Stewart-Yes, Tingey-No, and Wayman-No. **The motion to Approve passed 3 to 2.**

Budget Adjustment: 10-41-639 budget for Riverton Choice awards was increased from \$1,500 to \$2,000:

Account Number	Account Title	2015-16 Pri Year Actual	2016-17 Cur Year Budget	2016-17 Current year Actual	Current Year Projected Budget	2017-18 Staff Budget	2017-18 Mayor's Budget	2017-18 Council Budget
FUND 10 - GENERAL FUND								
EXECUTIVE								
10-41-639	Riverton Choice Awards	1,600	1,500	69	1,500	1,500	1,500	2,000
Budget notes:								
-2018 Council: + \$500 - raise budget to \$2,000 to give kids something more - i.e. a plaque								

Summary: The sum of the changes to the Gen Fund Budget was an approved increase of \$11,000 resulting in an increase to 10-37-850 Budgetary Use of Fund Balance:

Account Number	Account Title	2015-16 Pri Year Actual	2016-17 Cur Year Budget	2016-17 Current year Actual	Current Year Projected Budget	2017-18 Staff Budget	2017-18 Mayor's Budget	2017-18 Council Budget
FUND 10 - GENERAL FUND								
CONTRIBUTIONS								
10-37-850	Use of Fund Balance	.00	29,000	.00	.00	.00	39,555	50,555

5-Mil Gallon Water Culinary Water Storage Tank

The 5-million gallon tank was estimated to cost \$5,676,708 of that amount 80% or \$4,541,366 was budgeted from culinary impact fees and the remaining 20% or \$1,135,500 from culinary operations. Because, the cash balance in the impact fee fund is less than the full 80%, the Mayor’s budget also includes a transfer, to establish and interfund loan, from Fund 51 – Culinary Water [operations] Fund to Fund 52 – Culinary Impact Fund.

The bids for this project were opened on Tuesday, May 16, prior to City Council Meeting. The bids were much lower than expected. The project budget has been revised to include the following components:

- ✓ \$3,600,000 – contract for tank construction (rounded for budget purposes)
- ✓ \$ 100,000 – Herriman City landscape requirements
- ✓ \$ 35,000 – SCADA installation
- ✓ \$ 125,000 – inspection & testing
- ✓ \$ 140,000 – contingency
- \$4,000,000 – total project

\$3,200,000 – 80% eligible for impact fees

\$ 800,000 – 20% to be funded by culinary operations

With that in mind, the budget for the project – including the interfund loan – needed to be revised. Several accounts are affected by this change:

In Culinary Water – Fund 51:

- 51-37-850 – Budgetary Use of Fund Balance
- 51-75-700 – Capital Outlay
- 51-99-520 – Transfer to Culinary Impact (for the interfund loan)

Account Number	Account Title	2015-16 Pri Year Actual	2016-17 Cur Year Budget	2016-17 Current year Actual	Current Year Projected Budget	2017-18 Staff Budget	2017-18 Mayor's Budget	2017-18 Council Budget
FUND 51 - CULINARY WATER								
51-37-850	Use of Fund Balance	.00	975,315	.00	.00	.00	2,411,750	754,575
	Budget notes:							
	-2018 Council:reduced after having received bids for 5-mil gallon tank							
	Total Revenue:	.00	975,315	.00	.00	.00	2,411,750	754,575
51-75-700	Capital Outlay	.00	95,000	35,340	42,349	1,135,500	1,135,500	800,000
	Budget notes:							
	-2018 Engineering:1,135,500 - Water Tank (\$5,676,708 x 20% (80% of cost is impact fee eligible) + rounding							
	Council:revise budget for tank in accordance with bids							
	\$800,000 = 20% x \$4,000,000							
	Total Proj (\$3,600,000 tank const contract + \$100,000 landscaping + 35,000 SDADA + \$125,000 inspection & testing + \$140,000 contingency)							
51-99-520	Transfer to Culinary Impact	.00	.00	.00	.00	.00	1,321,675	.00
	Budget notes:							
	-2018 To establish interfund loan for unfunded portion of 5-mil gallon tank eligible for impact fees - to be repayed through the collection of future culinary impact fees							
	Council:No longer needed with the bids received for 5-mil gallon tank							

In Culinary Impact – Fund 52:

- 52-37-850 – Budgetary Use of Fund Balance
- 52-38-510 – Transfer from Culinary Water
- 52-60-700 – System Improvements

Account Number	Account Title	2015-16 Pri Year Actual	2016-17 Cur Year Budget	2016-17 Current year Actual	Current Year Projected Budget	2017-18 Staff Budget	2017-18 Mayor's Budget	2017-18 Council Budget
FUND 52 - COMM IMP- CULINARY								
52-37-850	Use of Fund Balance	.00	.00	.00	.00	.00	2,950,000	2,930,309
	Budget notes:							
	-2018 Council:reduced after having received bids for 5-mil gallon tank							
52-38-510	Transfer from Culinary Water	.00	.00	.00	.00	.00	1,321,675	.00
	Budget notes:							
	-2018 To establish interfund loan for unfunded portion of 5-mil gallon tank eligible for impact fees - to be repayed through the collection of future culinary impact fees							
	Council:No longer needed with the bids received for 5-mil gallon tank							
	Total Revenue:	.00	.00	.00	.00	.00	4,271,675	2,930,309
52-60-300	System Improvements	283,442	125,000	.00	.00	5,147,175	5,147,175	3,805,809
	Budget notes:							
	-2018 Dept:							
	\$ 4,541,366 = 80% x \$5,676,708 (total cost of 5 mil gallon tank)							
	\$ 325,400 - 4500 W 13400 S to 13800 S - City's project							
	\$ 280,409 - 4250 W 13200 S to 13400 S							
	Council:revise budget for tank in accordance with bids							
	\$3,200,000 = 80% x \$4,000,000							
	Total Proj (\$3,600,000 tank const contract + \$100,000 landscaping + 35,000 SDADA + \$125,000 inspection & testing + \$140,000 contingency)							
	Other projects stay the same:							
	\$ 325,400 - 4500 W 13400 S to 13800 S - City's project							
	\$ 280,409 - 4250 W 13200 S to 13400 S							

Other Council direction

The following items do not have an immediate correlation to the FY2017-2018 budget – but rather were topics of interest to the Council and potential items for the Strategic Plan:

- Future audit of P-card transactions and travel reimbursement
- Continuation of research and planning regarding the establishment of a Riverton LESA
- Publish new snow removal policy
- Metered street lighting in WCD on 13200 S to allow for holiday decorations
- Recreation to track customer calls – understand why customers call in
- Explore mixing water from Green Well with JVW
- Separate components of sports field maintenance contract into: baseball, football, and softball
- Separate mowing contract into mowing and chemical application
 - Add pre-emergent to chemical contract
- Pursue month-to-month animal services contract w/ SL County
- Issue RFP for sheltering and licensing services
- Find option i.e. GoTo Meeting or Granicus that will allow for video streaming of slides during City Council Meetings

G. CLOSED SESSION

1. Discussion of the character, professional competence, or physical or mental health of an individual

Council Member Tricia Tingey **MOVED to meet in a Closed Session at 8:34 p.m. for the discussion of the character, professional competence, or physical or mental health of an individual.** Council Member Sheldon Stewart **SECONDED** the motion. Mayor Applegarth called for discussion on the motion; there being none, he called for a roll call vote. The vote was as follows: Johnson-Yes, Staggs-Yes, Stewart-Yes, Tingey-Yes, and Wayman-Yes. **The motion passed.**

I, Bill Applegarth, Mayor of Riverton City, do hereby certify that a meeting of the City Council held on May 16, 2017, was closed to discuss the character, professional competence, or physical or mental health of an individual, wherein no other items were discussed.

Council Member Tricia Tingey **MOVED to reconvene the City Council Meeting at 8:44 p.m.** Council Member Sheldon Stewart **SECONDED** the motion. Mayor Applegarth called for discussion on the motion; there being none, he called for a roll call vote. The vote was as follows: Johnson-Yes, Staggs-Yes, Stewart-Yes, Tingey-Yes, and Wayman-Yes. **The motion passed.**

H. DISCUSSION/ACTION ITEMS

1. Potential appointment of an Interim City Manager

Council Member Tricia Tingey **MOVED to appoint Ryan Carter as Riverton City’s Interim City Manager effective June 1, 2017.** Council Member Sheldon Stewart **SECONDED** the motion. Mayor Applegarth called for discussion on the motion; there being none, he called for a roll call vote. The vote was as follows: Johnson-Absent, Staggs-Yes, Stewart-Yes, Tingey-Yes, Wayman-Yes, and Mayor Applegarth-Yes. **The motion passed.**

Council Member Sheldon Stewart reported that Mark Anderson was appointed as the UFSA Administrator and Michelle Anderson was appointed as UFSA Legal Counsel.

Council Member Trent Staggs gave a brief report on UPD and requested the Budget Calendar be updated to include the SLVLESA withdrawal timeline. He also reported on the Downtown Study and described some of the improvements and elements defined in that study.

I. ADJOURN

Council Member Sheldon Stewart **MOVED to adjourn.** Council Member Paul Wayman **SECONDED** the motion. Mayor Applegarth called for a vote. The vote was as follows: Council Members Johnson-Yes, Staggs-Yes, Stewart-Yes, Tingey-Yes, and Wayman-Yes. **The motion passed.** The meeting adjourned at 8:50 p.m.

Approved: CC 06-06-17