



**RIVERDALE CITY COUNCIL AGENDA  
CIVIC CENTER - 4600 S. WEBER RIVER DR.  
TUESDAY – March 5, 2019**

**5:30 p.m. – Work Session (City Council Conference Room)**

*No motions or decisions will be considered during this session, which is open to the public.*

**6:00 p.m. – Council Meeting (Council Chambers)**

**A. Welcome & Roll Call**

**B. Pledge of Allegiance**

**C. Moment of Silence**

**D. Public Comment**

*(This is an opportunity to address the City Council regarding your concerns or ideas. No action will be taken during public comment. Please limit your comments to three minutes.)*

**E. Presentations and Reports**

1. Mayor's Report
  - a. Council Committee Assignment Reports

**F. Consent Items**

1. [Consideration/Review of meeting minutes from:](#)  
February 19, 2019 City Council Work Session  
February 19, 2019 City Council Regular Session
2. Consideration to ratify the results for the Planning Commission Vice-Chair position, Amy Ann Spiers.
3. Consideration to set a public hearing on May 7, 2019, to receive and consider comments regarding the following:
  - a. Riverdale City and Redevelopment Agency (RDA) Tentative Budget for Fiscal Year 2019-2020.
  - b. Declaring unclaimed property as public interest use.
4. Consideration to set a public hearing on June 18, 2019, to receive and consider comments regarding the following:
  - a. Amending the Riverdale City Budget for Fiscal Year 2018-2019 (as needed)
  - b. Adopting the Riverdale City Final Budget for Fiscal Year 2019-2020
  - c. Proposed amendments to the Riverdale City Code: Human Resources Manual, 1-7-2 Salaries of City Council and Mayor, and 1-7F-6 Salary of the Justice Court Judge.
  - d. Culinary water utilized by the City's general operations and the corresponding nonreciprocal interfund transfer to the City's water enterprise fund.

**G. Action Items**

1. [Consideration of \*\*Resolution 2019-04\*\*, A Resolution of the legislative body of Riverdale City appointing two representatives to serve on the Taxing Entity Committee \(TEC\) for all urban renewal \(formerly redevelopment\), economic development, and community development project areas in the City of Riverdale.](#)  
*Presented by: Rodger Worthen, City Administrator*

**H. Discretionary Items**

## **I. Adjournment**

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In compliance with the Americans with Disabilities Act, persons in need of special accommodation should contact the City Offices (801) 394-5541 at least 48 hours in advance of the meeting.

### **Certificate of Posting**

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Riverdale City limits on this 1<sup>st</sup> day of March, 2019 at the following locations: 1) Riverdale City Hall Noticing Board 2) Riverdale City website at <http://www.riverdalecity.com/> 3) the Public Notice Website: <http://www.utah.gov/pmn/index.html> and 4) A copy was also provided to the Standard-Examiner.

Jackie Manning  
Riverdale City Recorder

**RIVERDALE CITY  
CITY COUNCIL AGENDA  
March 5, 2019**

**AGENDA ITEM: F**

**SUBJECT:** Consideration to approve meeting minutes.

**PRESENTER:** Jackie Manning, City Recorder

**INFORMATION:** a. [February 19, 2019 City Council Work Session](#)  
b. [February 19, 2019 City Council Regular Meeting](#)

**[BACK TO AGENDA](#)**

Minutes of the **Work Session** of the **Riverdale City Council** held Tuesday, February 19, 2019, at 5:30 p.m., at the Civic Center in the Administrative Offices, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

**Present:**

|                 |                                      |
|-----------------|--------------------------------------|
| City Council:   | Norm Searle, Mayor                   |
|                 | Braden Mitchell, Councilmember       |
|                 | Brent Ellis, Councilmember           |
|                 | Alan Arnold, Councilmember           |
|                 | Cody Hansen, Councilmember           |
|                 | Bart Stevens, Councilmember          |
| City Employees: | Rodger Worthen, City Administrator   |
|                 | Steve Brooks, City Attorney          |
|                 | Shawn Douglas, Public Works Director |
|                 | Mike Eggett, Community Development   |
|                 | Jackie Manning, City Recorder        |

The City Council Work Session meeting began at 5:30 p.m. Mayor Searle welcomed all in attendance.

Public Comment:

There were no known public comments.

Presentations and Reports:

There was a brief discussion regarding the City Administration report with reference to the court dates listed within the legal department.

Consent Items:

Mayor Searle invited any corrections or comments for the work session and regular meeting minutes for the City Council Meetings held on February 5, 2019. There were no requested changes.

Action Items:

Mayor Searle invited discussion regarding the first action item, consideration to approve the Garff-Lesley Small subdivision request, property located approximately 671 West 4400 South, Riverdale, Utah; as requested by Matt Garff. Mike Eggett, in Community Development, summarized the executive summary and invited questions.

There was a brief discussion related to parking, and Mr. Eggett explained the city ordinance did not restrict or differentiate employee parking versus inventory parking. Mr. Eggett further noted the additional parking area would be paved according to the standards set forth by the city ordinance.

There was a brief discussion whether this parking area would be open to the public. Mr. Eggett stated it was his understanding it was employee and inventory parking only. No customers would be allowed within the parking area.

There was a brief discussion regarding the adjacent mobile home park located within that area with an emphasis on current code enforcement issues.

Mayor Searle invited discussion regarding the second action item, consideration of Ordinance 906, amending Title 3 Chapter 1 Section 4, Business License Application Procedure. Jackie Manning, the City Recorder, summarized the executive summary and invited questions. There was a brief discussion regarding the application process with an emphasis on a reasonable time frame to complete the business license requirements. There was a consensus among the Council to reduce the proposed expiration date within Ordinance 906 from 6 months to 90 days, with no extensions. Mrs. Manning recommended including that change within the formal motion made on this action item during the regular meeting.

Mayor Searle invited discussion regarding the third action item, consideration to award bid to Post Construction in the amount not to exceed \$687,257.01 for the Ritter Drive Reconstruction Project – Phase 1. Shawn Douglas, the Public Works Director, summarized the executive summary and invited questions. There was a discussion regarding the road improvements to Ritter Drive with an emphasis on which sections were the developers responsibility versus the city responsibility. It was noted the electrical poles were being moved at no cost to the city. Rodger Worthen, the City Administrator, reminded the Council that a home would be impacted when phase 2 of the road improvements to Ritter Drive occurs.

Discretionary Items:

Mayor Searle informed the Council the assisted living facility has been issued a building permit.

Mr. Stevens informed the Council the landslide is still active, as is the law suit. An attorney has been assigned to represent the city.

69 Mayor Searle provided a brief update regarding the anticipated sales tax reform bill. There was no formal bill yet, but  
70 Mr. Worthen and the Mayor are actively involved and monitoring the legislative session.  
71

72 Adjournment:

73 Having no further business to discuss the City Council adjourned at 6:01 p.m. to convene into their Regular City  
74 Council Meeting.

DRAFT

Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, February 19, 2019, at 6:00 p.m., at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

**Present:** City Council: Norm Searle, Mayor  
Braden Mitchell, Councilmember  
Brent Ellis, Councilmember  
Alan Arnold, Councilmember  
Cody Hansen, Councilmember  
Bart Stevens, Councilmember

City Employees: Rodger Worthen, City Administrator  
Steve Brooks, City Attorney  
Mike Eggett, Community Development  
Scott Brenkman, Police Chief  
Shawn Douglas, Public Works Director  
Jackie Manning, City Recorder

Visitors: Brad Brown Sam Bracken

**A. Welcome & Roll Call**

The City Council meeting began at 6:03 p.m. Mayor Searle called the meeting to order and welcomed all in attendance, including all Council Members and all members of the public.

**B. Pledge of Allegiance**

Mayor Searle invited Police Chief, Scott Brenkman, 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 decisions this evening.

**D. Public Comment**

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. No action will be taken during public comment. There were no public comments.

**E. Presentations and Reports**

**1. Mayors Report**

There was no Mayor Report for this meeting.

**2. City Administration Report**

Rodger Worthen, City Administrator, summarized the administration report which outlines staff anniversaries, full time employee (fte) allocation, community development (i.e. new businesses coming into the community or existing business remodels), individual staff monthly progress reports, and the condition of the treasury.

Mr. Worthen presented an employee recognition certificate to Joel Pippin, in the police department, for his 15 years of service within Riverdale City. Mayor Searle and Mr. Worthen expressed appreciation to Officer Pippin and all the police department.

Police Chief Brenkman praised Officer Pippin for his good service and discussed his various roles and shifts in working for Riverdale City.

**F. Consent Items**

**1. Consideration to approve the City Council meeting minutes from: February 5, 2019 Work Session and Regular Meeting.**

Mayor Searle invited any corrections or comments regarding the above referenced meeting minutes. There were no comments regarding this item.

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

**G. Action Items**

**1. Consideration to approve the Garff-Lesley Small Subdivision request, property located approximately 671 West 4400 South, Riverdale, Utah; as requested by Matt Garff.**

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

Matt Garff, as represented by Brad Brown and/or Sam Bracken, has provided an application for a Residential Small Subdivision Site Plan review for a two-lot subdivision proposal located at approximately 671 West 4400 South and 667 West 4400 South within the Mobile Home Park-Recreational Vehicle Park (Rmh-1) Zone. The proposed subdivision comprises 5.25 acres of land within the proposal.

This site plan is being proposed for the two-lot subdivision and subsequent development of a large parking area on the easternmost lot (Lot 2) in this subdivision. A small portion of Lot 2 does include an existing off premises large advertising sign (billboard). The western lot (Lot 1) will continue to exist as a mobile home park. All properties affected by this proposal are currently owned by Garff Properties Riverdale, LLC.

This matter came before the Planning Commission previously on November 27, 2018, December 11, 2018, January 8, 2019, and the final date of February 12, 2019 for review by the Commission. At the conclusion of the discussion, during the February 12, 2019 meeting, a motion was approved to recommend City Council approval of the request for the Garff-Lesley Subdivision with the requirement that all outstanding staff concerns be addressed. All outstanding staff concerns have been resolved prior to this meeting and this matter is now before the City Council for consideration of final approval for the proposed subdivision.

A public hearing is not required to consider this Site Plan proposal. Per Small Subdivision standards of the City Code, the applicant only needs to receive a Final Subdivision recommendation from the Planning Commission to then move forward for City Council consideration.

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

This Small Subdivision Site Plan review is regulated under City Code 10-21 "Subdivisions", specifically 10-21-12 "Small Subdivisions; Special Provisions", and is affected by City Codes 10-9G "Mobile Home Park-Recreational Vehicle Park Zone (Rmh-1)", 10-14 "Regulations Applicable to All Zones", 10-15 "Parking, Loading Space; Vehicle Traffic and Access", and 10-16 "Sign Regulations".

The proposed development parcel is located on property on the western end of 4400 South, currently operated as the Leslie's Mobile Home Park on property currently owned by Garff Properties Riverdale, LLC. The property is located in a Rmh-1 zone and the requested use of an ancillary parking lot is a permitted use in this zone as noted in 10-9G-14 of the City Code.

Attached with this executive summary is a document entitled "Small Subdivision Site Plan Review – Garff-Lesley Small Subdivision"; this is a supplementary document addressing items on the Residential Subdivision Site Plan application document. Also attached, following this executive summary, are comments from the Public Works Director, the Fire Chief, the Police Chief, and contracted City Engineer.

A component of the approval consideration also requires a review of the Engineer's Cost Estimate for project improvements within the City right-of-way. The proposed Engineer's Cost Estimate for this project and also the City Engineer's approval of the Engineer's Cost Estimate has been provided to you for your use and review.

Staff would encourage the City Council to review this matter and then discuss with the petitioner concerns raised by staff and/or the Planning Commission. Staff would then recommend that the City Council make a motion to provide final approval of the Garff-Lesley Small Subdivision site plan proposal, provide approval of the proposed site plan with any requested modifications, table the matter to allow for further discussion and review, or not provide final approval of the Garff-Lesley Small Subdivision site plan. If final approval is provided, then this matter could move forward to finalizing all performance security requirements and recording the plat and long-term storm water maintenance plan, prior to construction activities commencing on this site.

**General Plan Guidance (Section Reference)**

The General Plan use for this area is currently set as "Residential – Medium Density" and this proposed project would be allowed with this land use as a result of the Rmh-1 language regarding hard-surfaced area establishment.

Mr. Eggett read, for the record, department comments made by the Public Works Director, Shawn Douglas, regarding the storm water requirements: 1) have drainage system operation and maintenance plan with BMPS recorded with the plat; and 2) notice of intent filed with the state prior to beginning construction.

There was a discussion regarding improvements to be made to the parcel, including the adjacent mobile home park which is also owned by the applicant. Brad Brown, a representative of the applicant, explained the new potential buyer of the mobile home park is looking to upgrade the mobile home park until other redevelopment opportunities are presented.

**MOTION:** Councilmember Arnold moved to approve the Garff-Lesley Small Subdivision request, property located approximately 671 West 4400 South, Riverdale, Utah; as requested by Matt Garff. Councilmember Ellis seconded the motion.

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

**ROLL CALL VOTE:** Councilmembers Ellis, Mitchell, Arnold, Hansen and Stevens all voted in favor of this motion.

**2. Consideration of Ordinance 906, amending Title 3 Chapter 1 Section 4, Business License Application Procedure.**

Jackie Manning, City Recorder, summarized the executive summary which explained:

This ordinance amendment would address a new trend staff is seeing in relation to business license applications. For the past several years we have been receiving business license applications from business owners who never finish the process, despite consistent follow up from city staff. This follow up becomes time consuming for both the city recorder, and fire inspector. By having an expiration time frame it allows the city to recoup fees for staff time and puts the burden on the applicant to complete the process within a 6 month time frame. The majority of businesses that apply open within a few weeks (or less) of their application submittal date. During the work session meeting it was proposed to reduce the expiration date from 6 months to 90 days. Mrs. Manning reminded the Council if they wish to implement that recommendation they will want to include it in their motion.

**MOTION:** Councilmember Hansen moved to approve Ordinance 906, amending Title 3 Chapter 1 Section 4, Business License Application Procedure, with the recommended change that 6 months be reduced to 90 days. Councilmember Mitchell seconded the motion.

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

**ROLL CALL VOTE:** Councilmembers Mitchell, Arnold, Hansen, Stevens and Ellis all voted in favor of the motion.

**3. Consideration to award bid to Post Construction in the amount not to exceed \$687,257.01 for the Ritter Drive Reconstruction Project – Phase 1.**

Shawn Douglas, the public works director, summarized the executive summary which explained:

On February 7, 2019 there was a bid opening for our 2019 Ritter Drive Phase 1 project. There are numerous items in the bid including the street project, storm drain piping, and water line replacement. There were four bidders on the project. Post Construction was the low bidder in the amount of \$624,779.10. Funding for these items will be storm water fund, water fund, class c road funds, and local option funds. Mr. Douglas requested a contingency of 10% to cover any items that may come up during construction. The contingency would help keep the construction time lower and minimize traffic delays should any small changes arise. Mr. Douglas asked the council to approve the project at a not to exceed the amount of \$687,257.01.

There was a brief discussion regarding the bidding process with an emphasis on qualifications of the bidders.

There was a brief discussion regarding road closure. Mr. Douglas explained the contractor would like to close the road for no more than 2 months to finish the project as efficiently and quickly as possible. It was noted that Rocky Mountain Power will be relocating the utility poles within the road improvement area.

**MOTION:** Councilmember Arnold moved to award bid to Post Construction in the amount not to exceed \$687,257.01 for the Ritter Drive Reconstruction Project – Phase 1. Councilmember Hansen seconded the motion.

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

**ROLL CALL VOTE:** Councilmembers Arnold, Hansen, Stevens, Ellis and Mitchell all voted in favor of the motion.

H. Discretionary Items

Councilmember Arnold instructed Mr. Worthen to review the speed limit of Ritter Drive after construction is completed to evaluate the effectiveness of the current speed limit. Mr. Worthen discussed the data collection process for roads and how the data was used to determine speed limits.

Councilmember Ellis complimented the public works department for their snow removal services this winter.

I. Adjournment.

**MOTION:** Having no further business to discuss, Councilmember Hansen made a motion to adjourn. The motion was seconded by Councilmember Arnold; all voted in favor. The meeting was adjourned at 6:34 p.m.

\_\_\_\_\_  
Norm Searle, Mayor

\_\_\_\_\_  
Jackie Manning, City Recorder

**Date Approved: March 5, 2019**

**RIVERDALE CITY  
CITY COUNCIL AGENDA  
March 5, 2019**

**AGENDA ITEM: G**

**SUBJECT:** Consideration of Resolution 2019-04, A Resolution of the legislative body of Riverdale City appointing two representatives to serve on the Taxing Entity Committee (TEC) for all urban renewal (formerly redevelopment), economic development, and community development project areas in the City of Riverdale

**PRESENTER:** Rodger Worthen, City Administrator

**ACTION REQUESTED:** Consideration to approve

**INFORMATION:** [a. Executive Summary](#)  
[b. Resolution 2019-04](#)

**[BACK TO AGENDA](#)**



## City Council Executive Summary

For the Council meeting on:  
March 5, 2019

Presenter:  
Rodger Worthen, City Administrator

### Summary of Proposed Action

Resolution of the legislative body of the City of Riverdale to appoint two City representatives to serve on the Taxing Entity Committee (TEC) for redevelopment, economic development and housing development areas in the City of Riverdale.

### Summary of Supporting Facts & Options

The Redevelopment Agencies Act, 17B-4 of the Utah Code Annotated requires that each redevelopment agency that adopts economic and community redevelopment areas must participate and create a Taxing Entity Committee. The legislative body of the City needs to appoint two voting members of the committee. Through discussions with Mayor Searle, RDA advisors, and City staff, it is recommended that Mayor Norm Searle and City Administrator Rodger Worthen be appointed as Taxing Entity Committee members with Mike Eggett as alternate. These representatives will vote on behalf of the City of Riverdale and its legislative body on all matters coming before the Taxing Entity Committee.

This action of the City Council is per authorized direction of the state code to appoint two voting members to the Taxing Entity Committee. (TEC). City staff recommends approval.

### Legal Comments – City Attorney

Steve Brooks

\_\_\_\_\_  
Steve Brooks  
City Attorney

### Fiscal Comments – Treasurer/Budget Officer

Cody Cardon

\_\_\_\_\_  
Cody Cardon  
Business Administrator

### Administrative Comments – City Administrator

Rodger Worthen

\_\_\_\_\_  
Rodger Worthen  
City Administrator

Signatures were added electronically. There were no comments regarding this item.



## **RESOLUTION NO. 2019-04**

### **A RESOLUTION OF THE LEGISLATIVE BODY OF RIVERDALE CITY APPOINTING TWO REPRESENTATIVES TO SERVE ON THE TAXING ENTITY COMMITTEE FOR ALL URBAN RENEWAL (FORMERLY REDEVELOPMENT), ECONOMIC DEVELOPMENT, AND COMMUNITY DEVELOPMENT PROJECT AREAS IN THE CITY OF RIVERDALE**

**WHEREAS**, the Community Development and Renewal Agencies Act, 17C-1-101 through 701, Utah Code Annotated 1953, as amended (the "Act"), has been enacted by the Utah Legislature; and

**WHEREAS**, pursuant to Section 17C-1-402 of the Act each Redevelopment Agency (RDA) that has adopted or proposes to adopt a post-June 30, 1993 urban renewal or economic development project area plan must cause a Taxing Entity to be created; and

**WHEREAS**, the Redevelopment Agency of the City of Riverdale has created a Taxing Entity Committee and by state law, the legislative body of the City of Riverdale needs to appoint two representatives to the Taxing Entity Committee; and

**WHEREAS**, the Redevelopment Agency of the City of Riverdale is requesting that the legislative body of the City of Riverdale appoint representatives to the Taxing Entity Committee.

**NOW THEREFORE BE IT RESOLVED** by the legislative body of Riverdale City as follows:

1. That for all urban renewal, economic development, and community development project areas in Riverdale City, the legislative body of Riverdale City hereby appoints Mayor Norm Searle, the Redevelopment Agency Chairperson and Rodger Worthen, Executive Director of the Redevelopment Agency, as its two voting representatives on the Taxing Entity Committee, and also appoints the Riverdale City Community Development Director, as an alternate representative to act in case of absence of either of the two regular representatives, and authorizes them to attend meetings of the Taxing Entity Committee and to vote on behalf of Riverdale City and its legislative body on all matters coming before the Taxing Entity Committee. The addresses of said representatives are as follows:

Mayor Norman Searle  
Riverdale, UT 84405  
RDA Chairperson

Rodger Worthen  
Clinton, UT 84015  
RDA Executive Director

2. That each of the above-named Taxing Entity Committee representatives shall serve until their respective successors are appointed and qualified.

3. That this Resolution shall become effective on the date of adoption

This resolution duly adopted upon this \_\_day \_\_\_\_ 2019.

RIVERDALE CITY

By: \_\_\_\_\_  
Norm Searle, Mayor

Attest:

\_\_\_\_\_  
Jackie Manning, City Recorder