

SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 11 April 2017

TIME COMMENCED: 6:04 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas
Kent Hyer
Merv Taylor
Jo Sjoblom
Wayne Winsor

CITY RECORDER:

Elyse Greiner

CITY MANAGER:

Tom Smith

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Mark Larsen, Derek Tolman, Clint Byram, Don Higgs, Julieanne Higgs, Kevin Ward, Darrell Byram, Cole Fessler, and Roney Ketts.

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

PLEDGE OF ALLEGIANCE: Council Member Taylor

PRAYER: Council Member Sjoblom

AGENDA: Council Member Sjoblom moved to approve the agenda as written. Council Member Casas seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Taylor, and Sjoblom voted yes. Council Member Winsor voted no. The motion carried 4 to 1.

CONFLICT OF INTEREST: None

CONSENT AGENDA:

- ◆ Approval of March 14, 2017 Meeting and Work Meeting Minutes
- ◆ Approval of March 21, 2017 Meeting Minutes
- ◆ Approval of March 28, 2017 Meeting and Work Meeting Minutes
- ◆ Approval of March 2017 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,

Taylor, Sjoblom, and Winsor voted yes. Council Member Winsor abstained from the 21 March 2017 meeting minutes. The motion carried.

PUBLIC COMMENTS:

Daryl Byram 899 3. South Weber Drive, asked how the City decides who will do a project and how a contractor is determined. Mayor Long said it is done by bid. He discussed a time when the City took out a gate post to get to the water tank and his animals got out. He also discussed catching excess water from the overflow tank and the water running into Davis/Weber Canal.

Don Higgs, 8025 S. 2250 E., said he feels government needs to be transparent. He is concerned that South Weber City is looking around at other cities and seeing what they need to do to compete. He is disappointed that the Mayor's powers are being taken away. He is disgruntled about the City Manager increase.

Mayor Long said the recent City newsletter read that on February 28, 2017 the City Council approve a new law, Ordinance 17-01, which adds authority to the powers and duties of the City Manager. This changes the authority to sign agreements and contracts from the Mayor to the City Council. She said she would like to read what was left out of the newsletter. She said our City cannot request funding for road projects from Wasatch Front Regional Council (Federal and State funds) since this requires the Mayor's signature. She corrected a statement from the 21 February 2017 meeting. She stated Tom said it took her 2/1/2 months to sign his contract, when it was five weeks due to contract negotiations between Tom and the Council. She said she has already tried to be as transparent as possible. She also likes to be kept informed as much as possible.

Council Member Sjoblom said it was never the intention to raise the City Manager salary \$20,500 but half of that. She said with that raise the City Manager still makes the low end of the scale of a typical City Manager. She said there has been some miss information there. Council Member Winsor said it was a market adjustment and not a raise. He said the minimum being paid for a City Manager is \$80,000. He said we have a City Manager doing a fantastic job. He said the Mayor's duties were not taken away and was never in the City code. He said it wasn't specified in the code and the Council moved to leave it as written. Council Member Sjoblom said according to the City Attorney, contracts can still be signed by UDOT and other agencies by other people besides the Mayor for grants etc.

ACTION ITEMS:

Front Office Personnel Action Plan: Tom Smith, City Manager, said one of our employees will be retiring, one employee will be increasing her family, and one employee will be moving. He said they have looked at rearranging duties so that they can be more efficient. He said the Justice Court Clerk position will be moved to a full-time position. He then discussed the duties of the Justice Court Clerk, Administrative Assistant (part-time), Utility Billing/Account Payable Clerk (full-time), and Office Assistant (part-time). He said this was discussed in a Finance/Administrative Committee with Council Member Winsor and Sjoblom. Council Member Winsor discussed there have been two full-time employees that have not been hired two years ago.

Council Member Winsor moved to approve one, part time administrative assistant, beginning 1 July 2017 and begin the re-hiring of office staff with the following: (1) Utility billing/Accounts Payable Clerk (full-time), (2) Office Assistant (part-time), and (3) Justice Court Clerk (full-time). Council Member Sjoblom seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

Award Personnel Compensation Study & Market Analysis Quote (\$650 - \$3,825): Council Member Winsor said this would be to hire a consultant to conduct a personnel compensation study and market analysis. There are three proposals. Tom discussed the loss of City employees to other cities. He said the City needs to be competitive. He said he has left out the names of those private individuals who have submitted proposals. He said the main objective is to provide the necessary market data to build a competitive pay structure for the City. He said meeting these criteria will enable the City to attract, retain, and motivate the right people with the right skills for the City. He then discussed Quote #1 (scope of work, labor market analysis, etc.), The cost is \$3,000 for quote #1. Quotes #2 (scope of work, labor market analysis, develop a base pay structure). The cost is \$650.00. Quote #3 (scope of work, labor market analysis, develop a base pay structure). The cost is \$3,825.00. He said consultant #2 has done work for the City before. He said the City staff recommends awarding the bid to consultant #2.

Council Member Casas moved to award the bid to Consultant #2 for \$650.00. Council Member Taylor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

DISCUSSION ITEMS:

Ambulance Service Proposal: Fire Chief Tolman said this year we have run 74 calls with only 28 of those during part-time hours. He said 21 of which were duty crew only and 8 were all calls during duty hours. 46 calls were straight volunteer staff on nights and weekends. He said 93% of after hour calls are being handled by the same five people.

Chief Tolman said we have to do 2 Advanced EMT's 24/7/365 at a minimum or we can't do it. He said with a nursing home being built in South Weber we can expect a minimum of 2-3 calls a week. Nursing home residents either have private insurance and/or Medicare. We can almost guarantee payment on every transport from a nursing home. Which means we will be missing out on revenue. Also, if we had our own ambulance I-84 medical/car accident calls would become ours with auto insurance paying the transport bill. He then discussed the pros and cons of South Weber City having their own ambulance service which is as follows:

Pros:

- Quicker Ambulance Response
- Quicker Transport to Hospital
- Around the Clock Staffing
- Advanced EMT service
- More self sufficient
- Increases competence in personnel
- Revenue should cover INCREASE in staffing.

Cons:

- It won't be profitable/it is expensive
- Around the clock staffing means increase in payroll
- More responsibility for Officers and EMT's
- Will require Purchase of Ambulance
- 10-15% of revenue goes to billing service and supplies.

The Numbers:

- Part time wages \$263,000
- Chief Administration Pay \$38,000
- Call Back/Training Pay \$12,000
- Increase \$218,000
- Net Revenue \$120,000 (estimate)
- Additional \$100,000 to run an ambulance

Are we ready?

- We would need to upgrade our licensing level with the state.
- We would have to purchase beds and lockers.
- We would need a call back program to back fill the station.
- We would need to purchase better software.

Billing Options:

- Gold Cross: 5.5 % of net
 - IRIS: 6% of net
 - FPCS: 6% of net
- FPCS will be most compatible with our model of care.

Ambulance Options

- North Davis will sell theirs for \$10-20,000
- Farmington will sell one that's a lot newer with low miles and a gurney for \$55,000
- New we are looking at over \$100,000
- Online anywhere from \$10,000 to \$75,000 used.

Mayor Long asked about grants. Chief Tolman discussed different grants and their requirements. Council Member Taylor asked about the possible donation of an ambulance. Chief Tolman said there was an agency that was willing to donate but was then counseled that they would need to charge.

Chief Ward from Layton City Fire Department approached the City Council. He said last year they had 135 calls to South Weber City with 85 of them being ambulance transports. He said they collect approximately half of the cost for transport. He said to staff an ambulance cost Layton City approximately \$450,000. He said Layton City is busy. Council Member Taylor asked why only half the cost for transport is collected. Chief Ward said because most of their transports are on Medic Aid. He said they currently have plans to add an additional ambulance. He said this is not a money making venture. The Council thanked them for helping with the decision making process. Mayor Long thanked him for his attendance and helping with the interview process for South Weber City Fire Chief.

Chief Tolman said South Weber City is definitely not dissatisfied with Layton City. The City Council and Mayor thanked Chief Tolman for his time and research.

Mayor Long welcomed Troop #266 to the City Council meeting.

Review City Council Rules of Order and Procedure (RES 12-11) and Agenda Format:

Mayor Long suggested discussing this item on 18 April 2017 when the City Attorney will be in attendance. Council Member Sjoblom doesn't understand why this has to wait. Tom said at the last Council meeting the Council brought this item up. He said right now the Mayor decides what is on the agenda and what is not. He said the rules are established by resolution. He said there is no State code. Council Member Hyer discussed not having a distinction between action items and discussion items. Mayor Long feels it is more transparent for the public to let them know what is action and what is discussion. Tom said it is incumbent upon the City Manager to provide information for the Council to make a decision and to prepare you for that. Council Member Taylor feels the agenda should show the items and not whether or not they are action items or discussion items. Council Member Hyer said his biggest concern is spelling out and being more specific with agenda items. Council Member Casas suggested labeling items "Active Agenda". Council Member Hyer agreed. Council Member Sjoblom agreed. Tom asked about the content of the agenda. Council Member Sjoblom feels by having an active agenda would allow the Council to take action if they desire. Council Member Taylor is concerned about misinformation being placed on the agenda (i.e. City Manager contract). Tom said Mayor Long decides what is placed on the agenda. Council Member Casas said we are never going to all agree on what goes on the agenda. Council Member Hyer recommended the agenda stays as is presented in the packet. He said it is frustrating when it is changed prior to the meeting. Council Member Taylor would like to receive the agenda prior to the Thursday before. Tom said by having public comment in the beginning of the meeting goes against the City rules. Council Member Taylor suggested having public comment at the end and everything else under "active agenda". He said this will not limit us and help in getting items passed immediately and we move on. Mayor Long asked about having the City Attorney via conference call. It was stated the City Attorney would need to be paid whether he is present at the meeting or on the conference call. Discussion took place regarding having the Council preview the agenda on Wednesday, give their approval, and then the City staff sends out the packet on Thursday. Council Member Winsor cautioned adding anything to an agenda when the City staff may not have time to get all the information. He also suggested discussing the next agenda at the meeting before. It was decided the format will change.

City Manager Contract Changes with \$20,500 Pay Increase: (No further discussion from work meeting)

COUNCIL ITEMS:

Council Member Taylor: He asked about the stop sign coming off of Highway 89 that needs to be replaced.

Council Member Casas: He discussed the potholes on the 475 East overpass. He contacted UDOT and was told South Weber City is responsible for the repair of the potholes. Mark Larsen said South Weber City has never done any maintenance on the bridge. Council Member Casas suggested sending a signed letter from the Mayor and Council to UDOT asking for formal

assistance. He also suggested contacting the State Legislature. He said the Fire Department budget will be increasing this year. It was stated Mark will repair the pot holes on the bridge. Tom suggested gathering a petition to go with the letter to UDOT.

Council Member Hyer: He met with the Recreation Department. The tackle football has dropped dramatically. He said Curtis Brown, Recreation Director, is looking at other alternatives. Youth Council held a successful Easter Egg Hunt at Cherry Farms Park last night.

Council Member Sjoblom: She reported that they received the easement from Maverik for the City sign. She discussed Central Park playground equipment and the project should be completed by July 15th. She spoke with Nathan and Preston at Wasatch Integrated Waste and they are looking at covering a portion of the exposed garbage.

Council Member Winsor: He said the Finance/Administrative Committee will be meeting.

CITY MANAGER ITEMS: He said they are looking at the Transportation Utility Fund. He recently attended training and the City Recorder is required to be in attendance at all meetings including the closed meetings. He said if we are not conducting City business, then it is okay to have more than two council members present.

Tom reported that the City has received a letter from Tim Grubb concerning the Petersen property that was donated to the City that the City has received an interest in. Discussion took place regarding noticing the property for thirty days for full disclosure. Tom said the Sewer Capital Facilities Plan will be discussed at the next meeting. Also, the FY 2017-2018 budget.

Council Member Taylor asked if property owners have been contacted concerning a possible walking trail to the posse grounds. Tom said he has been working on other items with higher priorities.

ADJOURNED: Council Member Taylor moved to adjourn the meeting at 8:09 p.m. Council Member Hyer seconded. Elyse called for the vote. Council Members Casas, Hyer, Winsor, Sjoblom, and Taylor voted yes. The motion carried.

APPROVED: _____ Date
Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Recorder: Elyse Greiner

SOUTH WEBER CITY COUNCIL WORK MEETING

DATE OF MEETING: 11 April 2017

TIME COMMENCED: 5:07 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

**Scott Casas
Kent Hyer (arrived at 5:14 p.m.)
Jo Sjoblom
Merv Taylor
Wayne Winsor**

CITY MANAGER:

Tom Smith

CITY RECORDER:

Elyse Greiner

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Wes Johnson, Derek Tolman, Mark Larsen

CONSENT AGENDA:

- ◆ Approval of March 14, 2017 Meeting and Work Meeting Minutes
- ◆ Approval of March 21, 2017 Meeting Minutes
- ◆ Approval of March 28, 2017 Meeting and Work Meeting Minutes
- ◆ Approval of March 2017 Check Register

PUBLIC COMMENT: Council Member Taylor asked why public comment has moved to the beginning of the meeting. He is concerned about losing control of the public before the meeting starts. Mayor Long said she would like to try it at the beginning of the meeting because residents have complained about not attending meetings because they have to wait until the end of the meeting for public comment. Council Member Casas is in favor of moving it to the beginning of the meeting. Council Member Winsor is concerned as to why to this has been added to the beginning of the meeting for this particular meeting. He feels people will be more emotional and respond to things that they don't have the facts about. Council Member Sjoblom said she agrees with Council Member Winsor. She said it can be difficult because the Council is not able to respond during public comment. Council Member Winsor explained that he has seen other cities have public comment on each agenda item. Council Member Taylor is concerned about that because the meetings may go longer. Tom discussed the public having options to communicate with the Council prior to meetings. Council Member Sjoblom said the public is welcome any time to contact the City, City staff, and Council members. Council Member Hyer agreed with Council Member Sjoblom. He said the Council's emails are available. Council Member Hyer said he doesn't mind having public comment at the beginning of the meeting with the ground rules being laid out up front with three minutes per person. He feels it is a good idea to hear

multiple sides to an issue before voting. Council Member Sjoblom discussed the importance of everyone hearing the facts before public comments.

ACTION ITEMS:

Front Office Personnel Action Plan: Council Member Winsor said he met with Council Member Taylor to discuss the front office personnel action plan. He said the front office will be turned over by this summer. The City staff has reviewed job assignments. Ultimately, they are asking for approval of a new half-time position for the front office. Tom Smith, City Manager, said the City staff is trying to approve the organization and maximize efficiency. He discussed amendments to various employee's responsibilities, as well as the importance of cross training. Tom said if this is approved, they would like to hire as soon as possible. Council Member Casas asked about the Justice Court Clerk hours increase. Tom said it will be a full-time position. Council Member Sjoblom would like to see someone responsible for grant writing. Council Member Casas is concerned about hiring the fourth employee before awarding a personnel compensation study. Council Member Winsor said there are some market adjustments that need to be considered for the upcoming budget. He is concerned about missing opportunities to train that fourth person. Mark McRae recommended hiring the utility billing hire and then the justice court clerk, because they will back each other up.

Award Personnel Compensation Study & Market Analysis Quote (\$650 - \$3,825): Council Member Winsor stated the City is out of date with a personnel compensation study and market analysis. He said essentially this would be a market survey for a salary structure. He said it is based on analysis across the State of Utah. Mayor Long is concerned about comparing positions with cities who have larger budgets than South Weber City. Council Member Winsor said the City staff needs guidelines and they don't have time to do it. Council Member Taylor said it will help with retention.

DISCUSSION ITEMS:

Ambulance Service Proposal: Chief Tolman discussed how busy the Fire Department is right now. He said this year they have run 74 calls only 28 of those were during part-time hours. He said the county has been busy and we have had to wait for ambulance service. Tom said the City staff is not recommending approving this proposal at this time. Council Member Casas discussed the increase this would be to the budget.

Review City Council Rules of Order and Procedure (RES 12-11) and Agenda Format: (No discussion on this item)

City Manager Contract Changes with \$20,500 Pay Increase: Council Member Taylor asked why this item is on the agenda. He said the increase was not this amount. Council Member Sjoblom said it was never the attention to increase his pay to \$20,500. Mayor Long said she wasn't able to attend the meeting and neither was Council Member Casas when this was approved. Council Member Winsor said the meeting in which this was approved had a full quorum.

Adjourned at 6:00 p.m.

APPROVED: _____ **Date**
Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Recorder: Elyse Greiner