

# SOUTH WEBER CITY CITY COUNCIL MEETING

**DATE OF MEETING:** 14 January 2020

**TIME COMMENCED:** 6:01 p.m.

**LOCATION:** South Weber City Office at 1600 East South Weber Drive, South Weber, UT

**PRESENT: MAYOR:**

Jo Sjoblom

**COUNCIL MEMBERS:**

Hayley Alberts  
Blair Halverson  
Angie Petty  
Quin Soderquist  
Wayne Winsor

**CITY RECORDER:**

Lisa Smith

**CITY ENGINEER:**

Brandon Jones

**CITY MANAGER:**

David Larson

**Transcriber:** Minutes transcribed by Michelle Clark

**ATTENDEES:** Jeff Judkins, Kathy DeVino, Sandra Layland, Paul Sturm, Keddington/Christensen auditors, Linda Marvel, Tammy Long, Michael Grant, Gary Boatwright, Amy Mitchell, Traci Wiese, Marci Poll, Charles Poll, Steve Rice, Corinne Johnson, Doug Ahlstrom, and Farrell Poll.

Mayor Sjoblom called the meeting to order and welcomed those in attendance. She recognized and welcomed Councilwoman Alberts and Councilman Soderquist as new Council Members.

**PLEDGE OF ALLEGIANCE:** Mayor Sjoblom

**PRAYER:** Councilman Halverson

**CONFLICT OF INTEREST:** None

**PUBLIC COMMENT:** Please respectfully follow these guidelines:

- a. Individuals may speak once for 3 minutes or less
- b. Do not make remark from the audience
- c. State your name and address
- d. Direct comments to the entire Council
- e. Note City council will not respond during the public comment period

**CONSENT AGENDA:**

- a. 26 November 2019 Minutes

**b. 3 December 2019 Minutes****c. 10 December 2019 Minutes**

**Councilman Winsor moved to approve the consent agenda. Councilman Halverson seconded the motion. Mayor Sjoblom called for the vote. Council Members Halverson, Petty, Soderquist, and Winsor voted aye. Councilwoman Alberts abstained. The motion carried.**

**PRESENTATION: Fiscal Year 2019 Audit by Keddington & Christensen LLC**

Mayor Sjoblom explained the South Weber City Council has contracted the services of Keddington & Christensen, LLC to perform an independent audit of the City's financial statements and report their findings to the City Council.

Steven M. Rowley, of Keddington & Christensen, LLC, presented the Fiscal Year 2019 Audit Findings. He discussed the auditor's responsibilities and procedures as well as the Council's responsibility to review the financial statements and internal controls of the City. Mr. Rowley recited from page one, "in our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of South Weber City, Utah as of June 30, 2019, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United State of America". He explained that is a "clean report". He then reviewed the Management Discussion and Analysis and recommended the city staff and Council review page 3 of the report as well as the supplementary information included at the back of the report.

**Financial Highlights include:**

- The assets of South Weber City exceeded its liabilities at the end of the current fiscal year by \$31,708,814 (net position). Of this amount, \$7,243,578 (unrestricted position) is available to meet ongoing obligations of citizens and creditors. Net position increased by \$1,810,584 from the prior year.
- The City's Governmental activities reported a combined ending net position of \$14,974,682. Of that amount, \$1,965,924 is available for spending at the discretion of the City (unrestricted and undesignated fund balance).
- The unassigned fund balance of the general fund at June 30, 2019, totaled \$568,950 and is 24% of the general fund total revenues for the year.
- During the year, several projects were completed by the City. In addition, several developments were completed as well, upon which the related infrastructure was contributed to the City. Capital assets were added in the water, sewer, and storm sewer funds, as well as the general fixed assets of the City.

Mr. Rowley pointed out page 50 of the report includes two sections that deal with financial controls. He stated they did not identify any deficiencies or instances of non-compliance. He explained State compliance requirements were tested for the year ended June 30, 2019 in the following areas:

Budgetary Compliance  
Fund Balance  
Justice Courts

Open and Public Meetings Act  
Treasurer's Bond  
Cash Management



Utah Retirement Systems  
Restricted Taxes and Related Restricted Revenue

Mr. Rowley reviewed state compliance finding 2019-001 Open and Public Meetings Act (Significant Deficiency) Finding: Utah Code Annotated (UCA) 52-4-203(4)(e)(ii)(A) states that a “state public body shall within three business days after approving written minutes of an open meeting, post to the [Utah Public Notice Website] a copy of the approved minutes and any public materials distributed at the meeting.” He stated during their test work they noted one posting was 55 days late and another 6 days. He noted similar findings are not uncommon throughout the state. Mr. Rowley referred the Council to the recommendation and the City’s response.

Mr. Rowley then reviewed the 2019-002 Cash Management (Significant Deficiency) Finding: Utah Code 51-7-15(3) states that “(a) A public treasurer shall file a written report with the council on or before January 31 and July 31 of each year. (b) The report shall contain: (i) the information about the deposits and investments of that public treasurer during the preceding six months ending December 31 and June 30, respectively, that the council requires by rule; and (ii) information detailing the nature and extent of interest rate contracts permitted by Subsection 51-7-17(3).” During the audit procedures, they noted that the information about the deposits and investments of the city’s public treasurer did not match. He related that this problem was state-wide and was a technological glitch which has since been corrected.

He reiterated in their opinion, South Weber City complied in all material respects, with the state compliance requirements. Mayor Sjoblom thanked Mr. Rowley, Mark McRae, and Paul Laprevote for working to get the audit finding completed.

Councilman Winsor recommended including the acceptance of this report on the next agenda as an action item.

**PRESENTATION: Development Concept for Property at approximately 2300 E South Weber Drive by Matrix Capital:** There was no presentation as the Matrix Capital developer was not in attendance.

**RESOLUTION 2020-01: Appoint Mayor Pro-Tempore:**

Mayor Sjoblom explained Wayne Winsor was appointed Mayor Pro-Tempore on Jan 18, 2019 for a one-year term which has now been completed. She recommended the Council appoint Blair Halverson. Councilwoman Petty thanked Wayne Winsor requested explanation for the change. Mayor Sjoblom thanked Councilman Winsor for his service this last year. She related her belief that the position of Mayor Pro-Tempore should change from year to year to allow others to receive that experience.

**Councilwoman Alberts moved to approve Resolution 2020-01 to appoint Blair Halverson as Mayor Pro-Tempore from January 2020 to December 2020. Councilman Soderquist seconded the motion. Mayor Sjoblom called for the vote. Council Members Alberts, Halverson, Petty, Soderquist, and Winsor voted aye. The motion carried.**

**RESOLUTION 2020-02: Appoint Planning Commissioner**

Mayor Sjoblom indicated Debbi Pitts five-year term will be completed January 31, 2020. Advertisement for the open position was made on available platforms with a deadline of



December 12, 2019. Mayor Sjoblom, Planning Chair Rob Osborne, and Planner Barry Burton conducted interviews for all six candidates and after careful consideration, they chose to present Gary Boatright Jr. to serve as Planning Commissioner from February 1, 2020 through January 31, 2025. Mayor Sjoblom stated all six were great candidates. She stated Mr. Boatright is very level-headed and objective with a great understanding of land use. He previously served on the Planning Commission in Riverdale City and stayed informed on South Weber City current events. Councilwoman Petty appreciated the background information on the selection process.

**Councilwoman Petty moved to approve Resolution 2020-02 to appoint Gary Boatright Jr. as a Planning Commissioner from February 1, 2020 through January 31, 2025.**

**Councilman Halverson seconded the motion.** Council requested questioning of the candidate. Councilwoman Alberts asked Mr. Boatright what he hopes to contribute to the Commission. Mr. Boatright stated South Weber City is his city. He would like to bring his experience to the city. He is currently the Operations Manager for historical sites for the Church of Jesus Christ of Latter-day Saints. He noted this is a crucial time for land use in the city's history. Councilman Winsor inquired insight into his process for making land use decisions. Mr. Boatright stated he looks at all the information before deciding. Councilman Soderquist sought understanding of what he learned from serving on the Riverdale City Planning Commission. Mr. Boatright specified he learned from the mistakes made by Riverdale City. He envisioned a balance in development for South Weber City. He mentioned there is a lot of information out there and expressed there needs to be an eye toward the future as to how development will impact future generations. **Mayor Sjoblom called for the vote. Council Members Alberts, Halverson, Petty, Soderquist, and Winsor voted aye. The motion carried.**

#### **PURCHASE: Westside Reservoir Roof Repair**

Mayor Sjoblom recounted for the past few months the City has been working to rehabilitate the old water tank on the west side of town. The project initially included work within and around the tank to repair leaks on the bottom of the tank and other repairs that would hopefully provide another 15-20 years of useful life.

Mayor Sjoblom stated during the weekend of December 7 & 8, after the inside work had been completed and the sealant was curing, it was discovered that there were leaks in the roof as well. Some quick action by Dana Shuler, project engineer with Jones & Associates, determined that repairs needed to take place immediately prior to the tank being refilled and put back in service.

Approval was given through the emergency procurement procedures established by City policy to make the emergency repairs, knowing that the purchase would need to follow standard procurement procedures after the repairs were complete. Estimates at the time put the price of the roof repairs around \$15,000.

The repairs have been made and the final cost came in at \$9,210. Due to the purchase amount being over \$5,000 and not originally planned as part of the water tank project (even though the budget may be able to handle the additional amount), staff felt approval from the Council was the appropriate procedure.

**South Weber City – West Side Reservoir – Emergency Roof Repair  
By Burton Contractors**



1. Remove fill from crack location – 140 LF	Unit price \$ 15.00	Total \$2100.00
2. Chip out cracks – 1.5 in deep 1 in wide 91 feet	Unit price \$20.00	Total \$ 1,820.00
3. Install Xypex patch n plug in cracks 91 ft	Unit price \$ 20.00	Total \$ 1,820.00
4. Apply Xypex concentrate 6" wide center on crack 91 ft	Unit 20.00	Total \$ 1820.00
5. Protect from element for 48 hours	Lump sum	Total \$250.00
6. Replace earth and fill/backfill		Total \$1,400.00

**GRAND TOTAL: \$ 9,210.00**

**Councilman Halverson moved to approve the west side reservoir roof repair to Burton Contractors for \$9,210.00. Councilman Winsor seconded the motion. Mayor Sjoblom called for the vote. Council Members Alberts, Halverson, Petty, Soderquist, and Winsor voted aye. The motion carried.**

City Engineer, Brandon Jones, reported everything is up and running and he was pleased with the success of the project. City Manager, David Larson, credited the city water crew.

**PURCHASE: Server Upgrade**

Mayor Sjoblom acknowledged this year’s budget includes the upgrade of the city’s main computer server to the latest version of Microsoft Server. Microsoft support for the current version ends this month. Included is the migration of all remaining software and services to the new server hardware put in place 2 years ago. The migration is the main cost of this upgrade and is labor intensive. The city has received a quote from our IT vendor, Executech, to perform this upgrade. The cost of the migration is estimated to be \$9,644.50 to \$11,764.50. It is critical to the day to day operations to keep the software current and supported. City has known this upgrade was coming and request approval to make this final migration and upgrade to the latest version of Microsoft Server.

Councilwoman Petty asked if the City has a contract with Executech. David explained the city has a five-year contract with Executech. Councilman Soderquist questioned if the city staff is comfortable with the estimate. David understood the city would have to pay for the time it takes to complete the update. Councilman Soderquist asked the process for amounts above the estimate. David said he will notify the council if the cost is higher than the estimate. He explained this software is important for record keeping in the city and security of records. Councilwoman Alberts asked if the city website is housed on the server. David stated he didn’t believe so.

**Councilman Soderquist moved to approve purchase of the server upgrade. Councilwoman Alberts seconded the motion. Mayor Sjoblom called for the vote. Council Members Alberts, Halverson, Petty, Soderquist, and Winsor voted aye. The motion carried.**

**REVIEW: Snowplow Policy**

Mayor Sjoblom divulged the City established a “snow removal” policy and service level in January 2011 to answer questions by residents and formalize standard procedures and priorities. The city staff thought it was time to revisit, review, and update the policy, especially the priority map and cul-de-sac procedures. Most adjustments to the policy are found in the updated Snow Removal Map, which identifies the priority level of city-plowed roads. Some minor editing for clarification was also included, as well as a clearer explanation of the handling of cul-de-sacs moving forward.

Councilman Soderquist appreciated the map but petitioned for some clarification as to what constitutes a “hill”. It was suggested the policy needs to specifically identify the referenced hills either by listing roads or placement on the map. Councilman Winsor expressed there is inconsistency between the plan and the implementation. David discussed resources and time. He defined the changes made to cul-de-sacs. Councilman Winsor questioned where the snow is being pushed in a cul-de-sac and whether one pass is enough. Councilwoman Alberts asked how much time was saved in changing the snow removal of cul-de-sacs. That information was not available. Discussion took place regarding complaints received from citizens when all the snow is removed and pushed to the end of a cul-de-sac versus one pass in and one pass out. Mayor Sjoblom advocated the need for a change based on the number of complaints. David vowed to continue to work on this policy and offered to bring Mark Larsen to answer questions at the next presentation.

**NEW BUSINESS:** Mayor Sjoblom discussed the possibility of putting a third member on the Legislative Policy Committee (LPC) as a voting member of The Utah League of Cities and Towns. Councilman Winsor was appointed. She wanted an update from Chris Tremea who was monitoring parking along 1150 East on the west side of the street by South Weber Elementary in response to complaints.

Councilwoman Alberts received a request from the neighbors located near the Lofts to be informed if there is any construction that will affect them.

Councilman Winsor asked for an update concerning the Cottonwood Drive water line. David proposed the city committee meet before meeting with Uintah City. Councilman Winsor suggested the three members of Legislative Policy Committee keep up to date on bills going through the legislature. He recommended a standing agenda item during the legislative session to address anything of interest to cities.

## **REPORTS:**

### **Mayor Sjoblom:**

1. Fisherman’s access has had some vandalism in the last few months. Weber Pathways is concerned and has asked the city to keep a close eye out. They are looking to maybe place cameras on the trail there. She contacted the Sheriff’s office and so had Weber Pathways. She urged Council to encourage residents in that area to be aware.
2. Weber Pathways requested leaving some logs down by the fisherman’s access for use in the newly improved area just north of I-84.
3. Mayor Sjoblom and David met with Dak Maxfield with Staker Parsons. He is anxious to get back to a quarterly meeting with the City to address needs. He also expressed a desire to contribute to local pickleball courts in Canyon Meadows Park should the Council agree that project be made a priority.
4. She related she and David taught the city staff how to play the pickleball a couple of weeks ago. They seemed to really enjoy it. She offered to do the same with Council and suggested adding it to the itinerary for the ULCT Conference this summer.

**Councilman Halverson:** He requested a speed limit sign on 475 East. Brandon reported it is currently in process.



**Councilwoman Petty:** She asked for an update on the Civic Center. David reported research is taking place concerning alternatives for landscaping which vary greatly financially. She sought an update on the flag for the fire station. David had been putting together some information to bring back to the council; however, no construction will take place until then. Councilwoman Petty stated the Parks and Recreation Committee received an email concerning grant cycles for recreation and this could be an upcoming agenda item. David will schedule a committee meeting.

**Councilman Soderquist:** He reported the Admin/Finance Committee met to discuss the City's Procurement Policy and it should be ready to be presented to the Council on January 28, 2020.

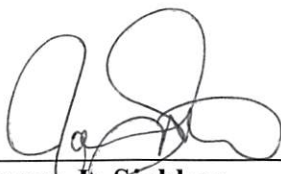
**Councilman Winsor:** He stated the Mosquito Abatement report for West Nile fatalities included over 100 nationally and three in Utah. He discussed the procedure for signing up for a no spray zone. He explained the district needs four nighttime employees for seasonal work.

**City Manager, David Larson:** He relayed the US Census will be coming and suggested each citizen participate as it is directly related to money for the city. He stated more information will be provided later.

**ADJOURNED:** Councilman Winsor moved to adjourn the Council Meeting at 7:20 p.m. and go into a Closed Executive Session (Utah Code 52-4-205(1)(c)) to discuss pending or reasonably imminent litigation. Councilman Halverson seconded the motion. Mayor Sjoblom called for the vote. Council Members Alberts, Halverson, Petty, Soderquist, and Winsor voted aye. The motion carried.

Councilman Winsor moved to go back into an open session at 8:42 p.m. Councilwoman Halverson moved to second the motion. Mayor Sjoblom called for the vote. Council Members Alberts, Halverson, Petty, Soderquist, and Winsor voted aye. The motion carried.

Councilman Halverson moved to adjourn the City Council Meeting at 8:42 p.m. Councilwoman Petty moved to second the motion. Mayor Sjoblom called for the vote. Council Members Alberts, Halverson, Petty, Soderquist, and Winsor voted aye. The motion carried.

**APPROVED:**  Date Jan. 28, 2020  
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Mayor Jo Sjoblom

  
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Transcriber: Michelle Clark

Attest:   
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City Recorder: Lisa Smith