

River Heights City Council
Minutes of the Meeting
September 9, 2014

Present were: Mayor James Brackner
Council members: Doug Clausen
Richard Okelberry
Dixie Wilson
Blake Wright
Recorder Sheila Lind
Public Works Director Clayton Nelson
Finance Director Clifford Grover
Excused Councilmember Geoff Smith
Others Present: Gayle Brackner, Engineer Eric Dursteler, USU
Journalism Student

The following motions were made during the meeting:

Motion #1

Councilmember Wright moved to “adopt the minutes of the August 26, 2014 Council Meeting with changes, and the evening’s agenda with the inclusion of a closed session.” Council member Okelberry seconded the motion, which passed with Clausen, Okelberry, Wilson and Wright in favor. No one opposed. Smith was absent.

Motion #2

Councilmember Clausen moved to “pay the bills as listed.” Councilmember Wright seconded the motion, which passed with Clausen, Okelberry, Wilson and Wright in favor. No one opposed. Smith was absent.

Motion #3

Councilmember Wright moved to “go into a closed session to discuss the purchase of property.” Councilmember Okelberry seconded the motion, which carried with Clausen, Okelberry, Wilson and Wright in favor. No one opposed. Smith was absent.

Proceedings of the Meeting:

The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the River Heights City Building on Tuesday, September 9, 2014.

Opening Remarks and Pledge of Allegiance: Councilmember Wright opened the meeting with a prayer. Councilmember Okelberry led the group in the Pledge of Allegiance.

47 Adoption of Previous Minutes and Agenda: Minutes of the August 26, 2014 Council Meeting,
48 were reviewed with the following changes: On line 121; “Wright” replaced “Wilson.” On line 131;
49 “Councilmember Wilson said” replaced, “But.”

50 Councilmember Wright asked for a closed session near the end of the meeting. Mayor
51 Brackner approved.

52 **Councilmember Wright moved to “adopt the minutes of the August 26, 2014 Council**
53 **Meeting with changes, and the evening’s agenda with the inclusion of a closed session.” Council**
54 **member Okelberry seconded the motion, which passed with Clausen, Okelberry, Wilson and**
55 **Wright in favor. No one opposed. Smith was absent.**

56 Pay Bills: The bills were presented and discussed.

57 **Councilmember Clausen moved to “pay the bills as listed.” Councilmember Wright**
58 **seconded the motion, which passed with Clausen, Okelberry, Wilson and Wright in favor. No**
59 **one opposed. Smith was absent.**

60 Finance Director Report: FD Grover discussed the emails he sent to the council members. He’s
61 happy to discuss their budgets with them, if they’d like. Things are going smoothly with the audit.

62 Mayor Brackner said the city has combined cash of nearly \$1,000,000. He’d like the council
63 and PWD to think ahead about projects they want to get done next year. They will discuss it in
64 January when they have their mid-year budget discussion. He is concerned about some of the youth in
65 the city that have nothing to do and suggested converting part of the old school/church into a recreation
66 area for them. Questions were raised on if the youth were causing problems in the city. PWD Nelson
67 said they are smoking in the park and hanging out late, which the neighbors don’t like. But they
68 haven’t done any damage.

69 FD Grover was excused from the meeting at 6:45 p.m.

70 Purchase Requisition Requests: There were none.

71 Public Works Report and Discussion: PWD Nelson reported on the following:

- 72 • Tech Electric was scheduled to install the new park lights this morning. Because of the rain,
73 they will have to do it later.
- 74 • The snow plow truck sold for \$8,650, which was a very good price. The GMC truck hasn’t
75 sold yet. It was posted for \$3,500. Mayor Brackner suggested posting it again for a lower
76 price. Mr. Nelson informed there were some complications with the new truck. It will be
77 another 6-8 weeks until its ready, so he’ll wait to advertise the GMC again. He’ll post it for
78 \$2,500 this time.

79 Administrative Report: Recorder Lind explained the recent situation with utility shut off
80 notices. When a utility user is two months behind on their bill, they are sent a delinquent letter. If it
81 hasn’t been paid after seven days, the public works department hand delivers a shut off notice, which
82 gives them 2 days to pay before their water gets shut off. They used to deliver 4-5 shut off
83 notices/month. Lately it’s up to 12, which makes a lot more work for all involved. Ms. Lind and PWD
84 Nelson have discussed the situation and feel a \$20 delivery fee for a shut off notice may help the
85 situation. Ms. Lind has talked with other cities that have a fee in place. They range from \$10 - \$30.

86 After questions and discussion, the council agreed to consider a \$20 delivery fee, which will be
87 done by resolution at the next meeting.

88 Public Comment: There was none.

89 Docuware – Paperless Storage and Retrieval System: Mayor Brackner discussed the
90 presentation that was given to the office staff. He recommended the city purchase the system at a one-
91 time charge of about \$4,400, plus a yearly maintenance fee of \$320. It would allow all of the city
92 documents to be stored electronically and recalled through searches. He is strongly in favor. It would

93 have to be added to the budget. Councilmember Clausen suggested adding the cost of extra time for
94 Recorder Lind to scan and organize all the documents. Ms. Lind feels she wouldn't put in much more
95 hours than she is currently. She plans to work on it an hour here and there and never go over 30
96 hours/week. Discussion was held on backup storage and how long it would be saved.

97 Councilmember Okelberry said the city already has Microsoft Office 365, which is capable of
98 scanning and storing. Discussion was held on what format Docuware would store the documents in.
99 Mr. Okelberry doesn't want it to be something that can't work with other programs. He will contact
100 Les Olsen Company to ask his questions and report back.

101 Councilmember Wright asked if other companies were investigated. He was answered that Les
102 Olson contacted the city about giving a presentation. They haven't heard from any others. He
103 suggested looking into a system that Cache Valley Electric has started selling. Councilmember
104 Okelberry will check with them and others.

105 Mayor Baker wants the city to go with a good program that will work efficiently, even if it
106 costs a little more.

107 Update of 400 South Road Project: Engineer Eric Dursteler reported on a meeting with Staker
108 Parsons this afternoon. He gave a report on the progress of the project. He presented a couple change
109 orders. Their bid included moving a water meter that is no longer necessary. They have also
110 discovered a layer of topsoil under the road that they recommend excavating and replacing with road
111 base, which will help stabilize the new road. They aren't sure how much they will need to remove, but
112 have bid it for the maximum amount. They'll only replace the areas they find it's needed. PWD
113 Nelson guesses there will be less topsoil than they think, so the cost will be less.

114 The Council agreed Mayor Brackner can sign the changeovers. Engineer Dursteler will prepare
115 the documents and get them to Mayor Brackner for signing in the morning.

116 LED Lighting: Councilmember Clausen said he is trying to find out the cost of two lights for
117 Saddlerock Subdivision. PWD Nelson said the companies he is requesting bids from need to know
118 details on the types of poles the city is interested in before they can give a price. He reminded that he
119 asked the Council to look at some different types of poles to determine if they want to go with
120 decorative or wood? Councilmember Wilson didn't like the decorative poles she saw.
121 Councilmember Wright likes the decorative ones and felt the lighting was decent. He suggested asking
122 each company for a bid on the decorative poles so they can get a price comparison. Councilmember
123 Clausen asked him to have them bid the wood ones, as well. Mr. Clausen read from a Rocky Mountain
124 Power bid. They are comparable in price. Councilmember Okelberry likes the decorative.

125 Mayor Brackner recommended waiting until January when they will be able to get a bid from
126 RMP for LED lights. Maintenance fees should be considered, as well. The council asked PWD Nelson
127 to get bids for LED lights on metal poles.

128 City Code Update Consulting Fees: Mayor Brackner explained the system for updating the city
129 code in 2005. Currently, a digital format is needed, which would include the changes that have been
130 made since then. Councilmember Wright and Recorder Lind have been working on it themselves to
131 save the city money on paying a codifying company. Mr. Wright has recently asked to be
132 compensated for this additional consulting work (which is outside the scope of his duties as a council
133 member) at \$30/hour. He figures he has spent 12 hours so far and guesses he'll spend another 12 hours
134 to get it finished up. Councilmember Okelberry discussed his desire to post the ordinances on the
135 city's website and link them to state code and other sections of the city code.

136 Councilmember Wright explained the council may opt to hire a company to do this work, but it
137 will be very expensive. If he and Recorder Lind can continue their work on it, the city will have

138 control of the electronic files. Once it is finished, changes can be easily made in-house. Mr. Wright
139 explained he has budgeted for this for a number of years.

140 All Councilmembers approved to pay Councilmember Wright \$30/hour as a consultant for his
141 work on the city code.

142 Mayor and Council Reports: Councilmember Okelberry discussed the possibility of the city
143 purchasing a \$30 caster which would allow them to show images from their electronic devices to the
144 TV screen in the council room. Mayor Brackner said he will purchase one.

145 Councilmember Wright reported that the biannual housing report has been turned in to the
146 state. He also reported that Conservice has asked for clarification on a lighting definition for their
147 temporary parking lot. Mr. Wright has contacted the city engineer for his opinion. Conservice is in
148 the process of selecting their architect. He guesses they will be in to the planning commission to
149 discuss their desire to build slightly higher than the code presently allows in a commercial zone. Mr.
150 Wright said the city will most likely make a minor code change to accommodate them.

151 **Councilmember Wright moved to “go into a closed session to discuss the purchase of**
152 **property.” Councilmember Okelberry seconded the motion, which carried with Clausen,**
153 **Okelberry, Wilson and Wright in favor. No one opposed. Smith was absent.**

154 The council moved into an executive session at 7:45 p.m. and returned at 8:10 p.m.

155 The open meeting adjourned at 8:12 p.m.

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Sheila Lind, Recorder

James Brackner, Mayor