

PLAIN CITY COUNCIL
MINUTES OF REGULAR MEETING
AUGUST 3, 2017

The City Council of Plain City convened in a regular meeting on Thursday, August 3, 2017, in the Plain City Hall beginning at 7:00 p.m.

Present: Mayor Bruce Higley, Councilmembers Mike McKean, Buddy Sadler, Brett Ferrin, Natalie Hale and Brad Searle
Staff: Diane Hirschi, Mike Kerswell, Bren Edwards
Also Present: Jim & Carol Jean Beesley, Derek Moss, John Leonardi, Jeremy Crowton, Jon Beesley, Todd Davis

Call to Order: Mayor Bruce Higley
Pledge of Allegiance: Councilmember Sadler
Invocation/Moment of Silence: Councilmember Ferrin

Approval of Minutes

Councilmember Sadler moved to approve the regular meeting minutes from July 20, 2017 as presented. Councilmember McKean seconded the motion. Councilmembers McKean, Sadler, Ferrin, Hale and Searle voted aye. The motion carried.

Comments: Public

None presented.

Discussion/Motion: General Plan Update

J-U-B Engineers representative, Derek Moss commenced, asking there be no motion on this topic at this time. The purpose of his presentation is to inform the Council of progress made in the formation of an updated General Plan for Plain City. He welcomed interaction as the report continued. Derek delineated the objective of the project: 1 – Establish or reaffirm a vision for the future. 2 – Inventory existing conditions and notable changes that have occurred since the previous General Plan was drafted. 3 – Update land use map and zoning structure.

He proposed a Citizen Committee be organized, to develop and propose updates. He advocated three work session meetings for the Citizen Committee with one dedicated to interaction with land owners and building authorities. The suggested make-up of the Citizen Committee is to have representatives (volunteer or appointed) from the City Council, Planning Committee, and Plain City Staff. He described various sections to be contained within the new General Plan. He put forth an estimated schedule with an approval-ready arrangement in 6 – 8 months. He broke the schedule into phases and outlined each phase.

Councilmember Searle asked who would be in charge of selecting the members of the Citizen Committee.

Derek indicated, the selection responsibilities would rest with the Planning Commission and the Project Engineer(s). J-U-B Engineers representative, Shane McFarland added, references and related input from the City Council will be welcomed.

Derek explained, the selection group will be limited in size in order to provide better focus on relevant qualifications of possible candidates.

Councilmember Ferrin enquired, how many members will be on the Citizen Committee.

Derek responded, 8 – 10.

Councilmember Searle suggested a large spectrum of consideration for the selection of committee participants.

Derek affirmed, the committee will represent the citizens well. He emphasized the importance of the City Council's involvement as part of the group.

Councilmember Hale spoke to the value of input from different walks of life.

Councilmember Sadler spoke to the import of representation from different geographical sectors of Plain City. He readily volunteered to be part of the Citizen Committee.

Councilmember Ferrin mentioned the infrequency of General Plan updating. He emphasized the significance of good communication and a clear aim.

Mayor Higley noted, the representatives from the City Council will be selected and voted for by the Council.

Councilmember Searle asked if publicly announcing the formation of the Citizen Committee would help or hinder the process.

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Derek reminded the Council, there will be other opportunities for the public to provide input. Councilmember Ferrin proposed, each councilmember provide one or two recommendations for committee assignments.

Derek concluded his presentation.

Discussion: Purchasing Policy

Councilmember Searle announced, regarding the Plain City Staff Purchasing Policy, an update is needed. He recommended the matter be addressed soon. He sought clarification on existing policy. City Recorder, Diane Hirschi reported, the current system allows for purchases by check or cash - credit card and other electronic methods of purchasing are not permitted.

Councilmember Searle suggested, the revamping of the Purchasing Policy may facilitate a change in Payment Receiving Policy and Procedures, specifically, the receipt of payments by credit card and through other electronic means.

Diane asserted, more discussion and research is necessary before changes can be made. She distributed printed copies of the existing structure and of a model Municipal Purchasing Policy.

Councilmember Ferrin spoke to the limits set by the current Purchasing Policy.

Councilmember McKean described the advantages of incorporating a Purchasing Card provision into the Purchasing Policy. He commented on the limits set by the current Purchasing Policy. He gave an example of a code-based system and explained the benefits of immediate recording of tracking data. He detailed blocking and filtering capabilities of a Purchasing Card system. He spoke to risks that can be avoided through updating the Plain City Purchasing Policy.

Councilmember Searle enquired about fees charged by financial institutions for processing payments through credit and debit cards.

Councilmember McKean recounted an example of a fee structure and noted, charges vary between institutions. He also noted, the matter of fees for processing payments through electronic means does not apply to the Purchasing Policy discussion.

Councilmember Searle asked for an estimated number of checks, remitted to Plain City Corporation for payment, that have been rejected/returned.

Diane indicated, very few.

Councilmember McKean proposed, a City Spending Plan be drafted, to include all expected expenditures, and to be presented to multiple financial institutions for a bid on a Purchasing Card Program.

Councilmember Ferrin agreed with the recommended progression. He suggested easing current policy limits and demands. He evaluated the time and effort involved in clearing purchases through the standing procedure.

Councilmember Searle noted the importance of having written policy amendments.

Councilmember McKean declared, existing banking provider(s) will not need to change if a better Purchasing Card Program is found with / attained through another institution.

Mayor Higley thanked Councilmember McKean for knowledge imparted.

Motion: Approval of Business Licenses

The following business license was approved:

New

Salon Elle LLC	Ali Larsen	2762 W 2500 N	Beauty Salon
Ray's Handyman Service	Juan Ramon Martinez	4561 W 2200 N	Handyman

Renewals

Drew Christensen/Foundation Firm	Drew Christensen	1441 N 4250 W	Business Office
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Councilmember McKean moved to approve the business license as presented. Councilmember Ferrin seconded the motion. Councilmembers McKean, Sadler, Hale and Searle voted aye. The motion carried.

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Motion: Approval of Warrant Register

See warrant register dated from 07/20/17 to 07/31/17 and 08/01/17. **Councilmember Ferrin moved to approve the warrant registers as presented. Councilmember McKean seconded the motion. Councilmembers McKean, Sadler, Ferrin, Hale and Searle voted aye. The motion carried.**

Report from Planning Commission

Planning Commission Vice-Chairman, John Leonardi reported on the official approval of the Brook Haven Development Plan (18 lot subdivision).

Report: Council

Councilmember McKean expressed gratitude to the Weber County Sheriff's Office for increased patrol presence in a location he had reported as a problem area. He relayed positive public feedback on the subject. He relayed negative input from citizens regarding the condition of the turf at Pioneer Park.

Councilmember Sadler had no further comment.

Councilmember Ferrin thanked Jon Beesley for his exceptional handling of the 4th of July Celebration. He reported on an emailed compliment from an out-of-towner and parade participant on the organization of the event. He spoke to the reduced number of mosquito abatement calls, this season and improvements planned for the abatement facilities (building).

Councilmember Hale gave thanks to those involved in the preparation of the City Summer Picnic. She reported on the affair.

Councilmember Searle reported on negative feedback from constituents, of conditions at Pioneer Park. He commented on a meeting that was held with the Parks and Recreation Director and Public Works Director, and reported the course of action agreed upon. He thanked the City Staff for promptly addressing the concerns.

Mayor Higley announced the upcoming Pops Concert. He thanked Jon Beesley and other volunteers for their efforts in producing an outstanding 4th of July Celebration. He promoted the Weber County Fair. He offered appreciation to City Staff members that were involved in preparing the activities and food for the City Summer Party. He praised the Parks and Recreation Department for conditions at Lions Club Park.

Motion for Executive Session: Pending or Reasonable Imminent Litigation

Councilmember Ferrin moved to hold and Executive Session, immediately after the regular City Council Meeting to discuss Pending or Reasonable Imminent Litigation. Councilmember Searle seconded the motion. Councilmembers McKean, Sadler, Ferrin, Hale and Searle voted aye. The motion carried..

At 8:11 p.m. Councilmember McKean moved to adjourn and was seconded by Councilmember Ferrin. The vote was unanimous.

City Recorder

Mayor

Date approved

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The City Council of Plain City convened in a regular meeting on Thursday, August 17, 2017, in the Plain City Hall beginning at 7:00 p.m.

Present: Mayor Bruce Higley, Councilmembers Mike McKean, Buddy Sadler, Brett Ferrin and Brad Searle
Absent: Councilmember Natalie Hale
Staff: Diane Hirschi, Mike Kerswell, Bren Edwards, Steve Davis
Also Present: Susan Becker, Jon Beesley, Monte Matue, Gavin Houggard, Cheri Sparks, Todd Davis, Steve Davis, Derek Moss

Call to Order: Mayor Bruce Higley
Pledge of Allegiance: Mike Kerswell
Invocation/Moment of Silence: Councilmember Brad Searle

Approval of Minutes for the Work Meeting of April 20, 2017

Councilmember McKean moved to approve the Minutes for the Work Meeting of April 20, 2017. Councilmember Ferrin seconded the motion. Councilmembers McKean, Ferrin, Sadler, and Searle voted aye. The motion carried.

Approval of Minutes for the Work Meeting and City Council Meeting of August 3, 2017

Councilmember Ferrin moved to approve the Minutes for the Work Meeting and Regular City Council Meeting of August 3, 2017. Councilmember Sadler seconded the motion. Councilmembers McKean, Ferrin, Sadler, and Searle voted aye. The motion carried.

Comments: Public
None imparted.

Discussion/Motion: Approval of Scope & Schedule for General Plan Update

J-U-B Engineers representative, Derek Moss presented a Work Plan; including scope, schedule, and fee for the Plain City General Plan Update. He noted, the proposed Citizen Committee has yet to be organized.

Mayor Higley asked how many members the Citizen Committee will comprise.

Derek Moss answered, 6 – 8. He described a series of Work Sessions that the Committee will hold to review and contribute to the General Plan. He stressed, the first Work Session should take place in September.

Councilmember Sadler asked if meeting schedule information has been provided to the Councilmembers. He asked if Citizen Committee referral paperwork has been provided to the Councilmembers.

Derek Moss answered in the affirmative. He reviewed printed documents that had been distributed to the Council and Staff.

Councilmember Sadler queried if the Work Plan has been reviewed and approved by the Planning Commission.

Derek Moss explained, the Work Plan is still in the process of Planning Commission evaluation. He assured, a finalized plan will not be presented to the City Council for vote until the Planning Commission approves it.

Councilmember Ferrin moved to Approve the Scope and Schedule for General Plan Update, as presented. Councilmember Searle seconded the motion. Councilmembers McKean, Ferrin, Sadler, and Searle voted aye. The motion carried.

Discussion/Motion: Purchasing Policy

Councilmember Searle outlined proposed Purchasing Policy changes. He spoke to the perceived need for alterations to the standing regulations.

Mayor Higley sought input from Diane Hirschi (Plain City Recorder).

Diane Hirschi referred to printed information provided for discussion at the previous City Council Meeting.

Councilmember Ferrin reported on research of neighboring municipality policies. He noted, the city of Farr West is undergoing adjustments to their Purchasing Policy, as well.

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Councilmember McKean gave urgency to the initiation of the process. He revisited the advantages of an updated Purchasing Policy. He suggested, City Staff compile a list of typical expenditures to present at the next City Council Meeting for analysis.

Public Works Director, Bren Edwards described the purchasing system of Riverdale City. He inferred, the Riverdale model be studied as reference when developing new Purchasing Policy limits and standards. Councilmember Ferrin mentioned current requirements for City Council approval of particular purchases by the City Staff.

Bren Edwards explained, the Parks and Recreation Department has implemented a system of electronic receipt of payment. He detailed the procedure. He noted, the banking fee required to accept payments of higher amounts, such as building permit charges, can be excessive.

Diane Hirschi asserted, bank card payment provisions would benefit the Plain City Justice Court. She spoke of Utah State Court bank card payment acceptance, noting, she has requested information for orientation. She reported on efforts of the Judge to arrange a compatible program for the Plain City Justice Court.

Councilmember Searle proposed limiting electronic payment acceptance in relation to dollar amount.

Councilmember McKean agreed with the notion and explained the process of setting limits on extents payable with bank cards.

Mayor Higley described payment transaction standards of neighboring municipalities.

City Treasurer, Steve Davis emphasized the importance of retaining all receipts for purchases. He reviewed audit stipulations and accounting methods.

Councilmember McKean informed the Council of electronic tracking, reporting, and archiving applications that are available with purchasing card programs through some financial institutions.

Steve Davis noted, requirements for reporting and retaining receipts (electronic or otherwise) must be included in new Purchasing Policy to ensure uniform compliance.

Councilmember Ferrin proposed a special work session be scheduled, wholly dedicated to the Purchasing Policy matter.

Discussion over the agendas for scheduled, upcoming work meetings ensued.

Mayor Higley suggested, a consolidated work session be held with the Planning Commission on upcoming land use issues, to free up a City Council Work Meeting.

Councilmember Ferrin moved to Table the Discussion/Motion of the Purchasing Policy until after a Work Session. Councilmember McKean seconded the motion. Councilmembers McKean, Ferrin, Sadler, and Searle voted aye. The motion carried.

Discussion/Motion: City Manager/City Attorney Options

Councilmember Ferrin defined the proposed City Manager/City Attorney position. He indicated, some neighboring municipalities are employing an individual to handle both City Manager and City Attorney responsibilities. He suggested a public RFP (request for proposal) be drafted, for the hiring of a City Manager/City Attorney.

Councilmember Searle proposed research be done on salary expectations. He contrasted contract positions and permanent employment situations.

Councilmember Sadler stated, he'd like to see the position be separated. He acknowledged the need for a City Attorney but surmised, a City Manager position should be examined more thoroughly before filled. He reiterated his acceptance of an RFP or RFQ (request for quotation) for a new City Attorney but reasoned, Plain City is not large enough to require a City Manager.

Councilmember Searle questioned the viability of posting an RFQ for a City Attorney and an RFP for a City Attorney/City Manager at the same time.

Councilmember Sadler propositioned, both be issued.

Councilmember McKean advised, the pool of qualified attorneys to serve strictly as an attorney for the City is greater than that of attorneys with experience and knowledge necessary to manage a city.

Councilmember Searle spoke to the difficulties of finding a candidate to fill the dual role. He stated, the reasoning behind the proposed combining of positions is budgetary in nature.

Mayor Higley suggested the matter be tabled for further research and preparation.

Councilmember Ferrin asked if moving forward on posting an RFQ for a City Attorney is possible.

Bren Edwards reported on measures already taken to draft an RFQ for a City Attorney to be submitted to the Council for amending and approval.

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Councilmember Sadler moved to generate an RFQ for City Attorney to review at the next City Council Meeting. Councilmember Searle seconded the motion. Councilmembers McKean, Sadler and Searle voted aye. The motion carried.

Discussion/Motion: Ordinance for Policy & Procedure for City Council Meetings

Diane Hirschi referred to a printed ordinance document that was distributed to councilmembers and noted, input from the City Council has yet to be reflected, pending legal review of the proposed directives.

Councilmember Ferrin, after reviewing the draft, proposed line 18 of Rule 4 on page 6 be omitted.

Councilmember Sadler noted changes from accepted meeting protocol that are written in paragraph 2 of Rule 1 on page 1.

Councilmember McKean sought clarification on the origin of the document being reviewed.

Diane Hirschi confirmed, the document being discussed is a preliminary draft of the new Ordinance for Policy & Procedure for City Council Meetings, presented by City Attorney, Brandon Richards, at the last City Council Meeting.

Councilmember Sadler suggested the specifics on time be omitted from Rule 3, paragraph 1; leaving it open to the decision of the City Council at the beginning of each year without having to change the ordinance. He noted, state codes referenced by numbers in the draft must be reviewed prior to approval of the ordinance.

Mayor Higley agreed with the deduction that each state code, referred to in the document, will require individual research before the Council votes.

Councilmember Sadler spoke to the time limits placed on public comments, written on page 5. Recognizing set time limits are necessary, he requested terms that might allow flexibility under certain circumstances.

Mayor Higley stressed the importance of consistency in rules governing meetings.

Councilmember Sadler commented on the rules of decorum, written on page 10. He recommended the inclusion of the Mayor (with the Councilmembers) in those subject to the stipulated rules of decorum.

Councilmember Ferrin pointed out, two councilmembers may call the Mayor to order.

Councilmember Sadler proposed changes to the Suspension of Rules formula. He expressed concern with the stated timeline for the distribution of agendas and information packets to councilmembers. He suggested the due date be Friday, allowing for review over the weekend.

Diane Hirschi explained, sanctioned Planning Commission Meeting information is not available until Friday.

Necessarily including it in the information packet and delivering it to councilmembers on the same day it's received is difficult – if not impossible.

Councilmember Sadler asserted, the time required for City Council Meeting agenda change notification should be 48 hours instead of 24 hours as stated on page 12, paragraph 16.

Councilmember Ferrin disagreed, stating, a 24 hour notification window is sufficient.

Mayor Higley instructed Diane Hirschi to provide the City Attorney with a synopsis of the input from the Council.

Councilmember Searle asked if the next draft of the Ordinance for Policy & Procedure for City Council Meetings will be deemed by the City Attorney to be in sync with standing Plain City codes and State Law.

Diane Hirschi stated, she will pose the question to Brandon Richards and report as soon as she knows.

Councilmember Ferrin moved to table the Ordinance for policy & Procedure for City Council Meetings pending further discussion. Councilmember McKean seconded the motion. Councilmembers McKean, Sadler and Searle voted aye. The motion carried.

Discussion/Motion: Approval of 2017 Road Projects

Bren Edwards presented bids for 2017 Road Projects. He reviewed the data and defined the scope of the projects. He outlined late-coming information that had not been included in the information packets.

Councilmember Searle asked who had performed the work on the roads in the past.

Bren Edwards responded, Advanced Paving.

Councilmember Ferrin asked if there are any concerns about the contractors that have submitted bids.

Bren Edwards answered in the negative. He spoke to pricing, application and product differences.

Councilmember Searle queried about the level of striping work in the bids.

Bren Edwards explained, the stencil work will be performed by City Staff with City Equipment. The bids are for “long line” production.

Councilmember Searle sought figures for cost savings through in-house stencil applications.

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Bren Edwards estimated, between \$5,000 and \$6,000 was saved. He accounted for the cost of material and equipment.

Councilmember McKean requested a cost total, according to the preferred bid(s), for all aspects of the Road Projects.

Bren Edwards responded, \$216,000 from Class C Road Funds will cover the cost of the project, in full.

Councilmember Searle pointed out, the quoted amount is higher than the amount provided in the information packet.

Bren Edwards explained, allowance has been built-in for possible errors in scope estimation and other unforeseen complications. He affirmed, the amount, including the cushion for error, is well within budgeted funding.

Councilmember Searle asked if a start date and/or finish date has been scheduled.

Bren Edwards noted, the estimated schedule has been provided in the printed information, but the start date depends on when a bid is selected and approved by the City Council.

Councilmember Ferrin moved to approve the bids by Aspen Paving, Holbrook Asphalt, and American Pavement Marking and funding of \$216,000 from Class C Roads Budget for 2017 Road Projects.

Councilmember Searle seconded the motion. Councilmembers McKean, Sadler and Searle voted aye. The motion carried.

Motion: Approval of Business Licenses

The following business license was approved:

New

Paulette & Emily's Home Daycare	Paulette Sip	1547 N 4325 W	day care
Hagaar's	Monte Matue	5055 W 2150 N	internet sales

Councilmember McKean moved to approve the business licenses as presented. Councilmember Searle seconded the motion. Councilmembers McKean, Sadler and Searle voted aye. The motion carried.

Motion: Approval of Warrant Register

See warrant register dated from 08/01/17 to 08/16/17. **Councilmember Ferrin moved to approve the warrant registers as presented. Councilmember McKean seconded the motion. Councilmembers McKean, Sadler, Ferrin and Searle voted aye. The motion carried.**

Report from Planning Commission

Planning Commissioner, Cheri Sparks – representing Planning Commission Chairman, Blake Neil – reported, the Planning Commission Meeting to be held on August 10 was cancelled. She reported on the scheduling of a public hearing for re-zoning the Hales Property. She briefed the Council on General Plan progress, including commercial aspects.

Report: Council

Councilmember Searle had no further comment.

Councilmember McKean deferred.

Councilmember Sadler asked Bren Edwards for details on sidewalk construction in front of Kent's Market, specifically, an estimated completion date.

Bren Edwards disclosed, the schedule for the sidewalk construction is controlled by the developer. He agreed to seek out schedule information and report if a firm date can be projected.

Councilmember Sadler commented on the planned crosswalk and sidewalk at 2700 N. He asked for a timeline for completion.

Bren Edwards acknowledged, the project is behind schedule. He cited coordination issues between multiple engineering sources as the main cause of delay. He outlined recent activity.

Mayor Higley announced, the solar-lit signage for the crosswalk is being supplied by the State. He confirmed, every effort to hasten the completion of the project is being made.

Bren Edwards reckoned the project will be complete by Mid-September. He indicated, crossing guards have been hired and trained to man the crosswalk as soon as it is operational.

Councilmember Ferrin had no further comment.

Mayor Higley relayed, a grant for funding updated restroom facilities at Lee Olsen Park has been awarded to Plain City.

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Bren Edwards delineated an estimated schedule for when the funds will be available and when work can begin. Mayor Higley reported on a meeting held with the management of the Weber County Transfer Station. He directed, a proposed change to the City Fee Schedule to cover transfer station fee increases be suspended until further notice. Diane Hirschi announced a community play, the Wizard of Oz, will be performed for the public, at Fremont High School – September 7th, 8th, and 9th at 7:00 p.m. She indicated, the Director would like to advertise the event on the City Hall Marquee. After discussing the matter, the Council accepted administrative discretion in advertising the free community event.

At 8:24 p.m. Councilmember McKean moved to adjourn and was seconded by Councilmember Searle . The vote was unanimous.

City Recorder

Mayor

Date approved

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