

PLAIN CITY COUNCIL
MINUTES OF REGULAR MEETING
FEBRUARY 2, 2006

The City Council of Plain City convened in a regular meeting on Thursday, February 2, 2006, in the Plain City Hall at 7:10 p.m.

Present: Mayor Jay Jenkins, Councilmembers Chad Costley, Bruce Higley, Brent White and Darwin Smith
Excused: Councilmember Elaine Calvert
Staff: Diane Hirschi,
Also Present: Deputy Rex Cragun, Amber & Dustin Grieve, Ron & Kara Malan, Mike & Kristen Kearn, Troy & Tasha Facer, Harry R. Malan, Tammy Folkman, Julie Phillips, Joan C. Facer, Artie Pearce, Jeff East, Carl Miller, Don & Kelly Weston, Gordon Sorensen, Corey Fisher, Lynne Maero, Lee & Colette Doxey, Curtis Grieve, Claramae Grieve and Jake Weston

Mayor Jenkins thanked everyone for their patience and reported that the council had convened out of an executive session. He called the meeting to order and excused Councilmember Calvert.

Approval of Minutes: January 19, 2006

Councilmember Costley wondered about the wording concerning the amendment to the subdivision ordinance that was passed at the last meeting. Councilmember White noted that it was right. It was suggested that on page 2 on the discussion/motion of recreation items that it be noted that Lee Doxey mentioned that Mayor Willie said the city can't accept money as donations. It was also noted that the next sentence should say that Lee wants to get donations... Councilmember Costley noted that the second sentence on the next to the last paragraph on page 4 ought to say, "If anyone has any suggestions, get a hold of Bruce." The minutes stand approved as corrected.

Comments: Public

Dustin Grieve read the attached letter expressing the concerns of some of the residents of Poplar Subdivision who were affected by a sewer backup.

Harry Malan reported that his son lives in Poplar. He called Carlos when water started coming in his basement. He wants to know why there isn't a backup on this station. He also wants to know the last time the pump was checked. He noted that this happened on a Monday and he understands that it gets checked on Monday, Wednesday and Friday. He feels that the city management is at fault.

John Meyer reported that for his Eagle Scout project, he delivered health information packets to everyone in the city who is 65 and over. The CERT program provided the packets.

Jeff East noted some issues with 2200 North. First of all, he feels that the current speed limit of 35 mph is too fast and ought to be changed to 25 mph. Secondly, he asked if the contractor is finished with the blacktop. He noted that there is a four-inch drop-off on the sides of the road. Lastly, he reported that with the new blacktop you can't see the irrigation head gate by Jay Freestone's place. He is worried that someone is going to drive into it. Councilmember Costley asked Diane to get this information to Carlos.

Harry Malan asked when they would get an answer. Mayor Jenkins said as quick as we can.

Report from Planning Commission

There was no report.

Discussion/Motion: Truck Purchase

Councilmember Costley mentioned that Carlos isn't here to present it. He noted that the state bid runs out the end of February. There was some discussion about whether we need a new truck or a used truck. Councilmember Costley suggested that this be tabled.

Discussion/Motion: Piping of Canal on 2200 North

At the last meeting, there was a concern about children getting into the open irrigation canal on 2200 North east of 4100 West. Mayor Jenkins noted that the city council met with the irrigation company earlier tonight and are in a

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discussing phase and will keep working on it. Jake Weston reported that there are about 30 families in favor of getting this resolved.

Discussion/Motion: Alarm System for Sewer Lift Station

Councilmember Costley reported that there are some lift stations that don't have the third stage alarm. He reported that the cost with Denco is \$495 per lift station. Mayor Jenkins noted that there are two other bids coming in. This will be tabled until next meeting.

Discussion/Motion: WFFL Football Program Letter

Councilmember White noted that this has not been done yet. He asked that this be tabled until the next meeting.

Discussion/Motion: Pitching Machine Purchase

Councilmember White noted that last fall the city council approved the purchase of a pitching machine. He noted that we asked Lee to get three bids. Three were included in the packet. The overall recreation budget can pay for the pitching machine. It was noted that Brent Weston hasn't been contacted yet to see where to put the machine. Lee Doxey noted that the bid from Master Pitching Machine is the only company that makes the coin operated machine. The other companies buy the machine from Master Pitching Machine. He noted that the purchase is in line with the purchasing policy. **Councilmember White moved to approve the pitching machine from Master Pitching Machine for \$4,931.86. Councilmember Smith seconded the motion. Councilmembers Costley, Smith, Higley and White voted aye. The motion carried.**

Discussion: Parks Master Plan/Parks Capital Improvement/RAMP Tax Grants

Councilmember White would like to open up a dialogue concerning the parks and recreation programs within the city. First of all, he would like to have a parks master plan and suggests having a work session. The second question he has is the fee that is charged on building permits. He wants to see how much is there. Diane explained that it shows up in the year-end audit statement. His third item is concerning RAMP grants. He noted that the tax was passed a couple years ago. The County has collected money that is now available for grants to cities, the county and non-profit organizations. He reported that there are criteria for these grants. He noted that these grants could be used for recreation, arts, museums and parks. The application for a major grant, which is \$200,000 or more, is due by the end of March. The applications for a minor grant, which is \$2,000 or less is due the end of the summer. He noted that by having matching funds, you could get more points, which will help in obtaining the grants. Councilmember White noted that you couldn't purchase property with grant money. It was noted that Councilmember White recommends getting on the agenda to set a work session.

Discussion/Motion: Appointment of Planning Commission Member

Mayor Jenkins noted that we need an alternate member of the Planning Commission. He reported that we have advertised and asked for letters of interest. He noted that Al Drummond has submitted his letter. Mayor Jenkins read his letter. Artie Pearce reported that the alternate comes to the meetings and participates. If there is a full quorum, the alternate will not vote. If there is not a full quorum then the alternate will vote. It was noted that the city council will appoint the members and then the members will organize themselves and get a chair and vice-chair. It was also noted that the city would keep a pool of names of people who are interested in serving on boards. This will be an on-going basis. **Councilmember Costley moved to appoint Al Drummond as an alternate member of the Planning Commission. Councilmember White seconded the motion. Councilmembers Costley, Smith, Higley and White voted aye. The motion carried.**

Discussion/Motion: Business License Renewal Process

Councilmember Costley is concerned about a couple people that want to maintain a business license but are not actually performing the business. He mentioned that he is talking as a citizen who is concerned about widowed ladies who are paying \$50 per year. He is suggesting a lower fee, such as \$5 if the regular fee is \$20. Councilmember White asked if the problem was because they are in a non-complying area. Councilmember Higley feels that this could be abused. Councilmember Smith doesn't feel that \$50 per year is an exuberant fee. Mayor Jenkins noted that there would have to be some criteria. It was suggested to gather input, do some research and have Councilmember Costley put it on an agenda when he is ready.

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Other Business

Appointment of City Treasurer

Mayor Jenkins reported that Scott Campbell has been our treasurer for the past four years. His schedule has changed and he has resigned. We have advertised for the position and have four applicants. One applicant is a CPA and has done extensive government accounting. It was noted that Scott mentioned that there is a big difference between accounting and government accounting. The other three applicants have accounting experience but not in government. Mayor Jenkins noted that he has given the council a copy of the Stephen Davis' resume. He also passed the other résumé's around. Mayor Jenkins also noted that Mr. Davis knows the computer system we use. He mentioned that in the past there has been some frustration in the budgeting process and is confident that this will not be a problem any longer. The financial statement will be tighter and more detailed. It was noted that Mr. Davis has his own CPA practice that audits many government entities and he is also the treasurer of West Haven. Mayor Jenkins noted that he and Diane met with him last week and feel that he will be a great asset to the city. Diane noted that Mr. Davis has indicated that if we appoint him, he would come to a meeting once a month with the financial statement. Councilmember Smith asked what the timeframe would be as when he could start. Diane indicated that he could start immediately. Mayor Jenkins noted that his recommendation would be to appoint Stephen Davis as the city treasurer and negotiate his salary within the budget. **Councilmember Costley moved to appoint Stephen J. Davis as the city treasurer. Councilmember White seconded the motion. Councilmembers Costley, Smith, Higley and White voted aye. The motion carried.** Mayor Jenkins will get with Stephen Davis.

Discussion/Motion: Purchasing Policy

Mayor Jenkins noted that the council has a copy of the purchasing policy and wants some discussion on whether there are any weaknesses or changes that need to be made. He noted that we have approved the synopsis form and the department heads need to be using it. Councilmember Costley noted that the Mayor has been out of town and he asked that this be placed back on the agenda so we could all get on the same page. Mayor Jenkins noted that the budget process is coming. He wants to get the purchasing policy ironed out. Next he wants to get an organizational chart and make sure that is in line and work on a HR policy so that everyone is treated the same. There was a discussion about a purchase order policy. Councilmember Smith feels that each department head ought to have purchase orders available and then it puts it in the right budget. Councilmember Costley noted that there is some concern with the employees about this. There was a discussion about having an ordinance with teeth, but also allowing employees to do their job. It was agreed that a purchase order system would be a good thing. It was noted that it would be an educational process for all and will take some time. Councilmember Costley noted that it has to be defined who is department heads. It was also suggested that the council meet on a regular basis with their departments. The purchasing policy was discussed in detail. It was noted that section 2.2.010 says that expenditures under \$500 do not require bids. Section 2.2020 says that purchases more than \$400 require a bid. There was discussion that the \$400 is a typo. It was reported that department heads can purchase up to \$1,000. State bids were discussed. It was agreed that the policy is all right. Mayor Jenkins asked that the councilmember's go over this policy with their department heads and make sure they understand the process. If there is a large purchase needed, a synopsis form should be filled out and the city councilmember should introduce it in the meeting.

Approval of Business Licenses

New

Neal's Landscape Designer Curbing	Jack Neal	1853 N 3375 W	landscaping
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Renewals

Almost Home	Susan Crosthwait	2414 N 4350 W	day care
RDSS Properties Inc	Rich Skeen	4355 W 2200 N	real estate holding corp.
CK Construction & Services Corp	Robert Checketts	4370 W 2650 N	construction
Yard Masters LLC	Bryce Wade	4585 W 1600 N	yard care
MBI Recruiting Specialists	Phil Meyer	1806 N Pioneer Rd	technical recruiting office
Dawn Co-RK Supply	Rebecca Kohler	2511 N 3975 W	property management
Keyway Strategies LLC	Sara Hurd	4487 W 2575 N	service business
New Beginnings Realty Group	Diana Moss	2028 N 3700 W	real estate sales
Brush Remodeling & Construction	Gilmer Brush	3455 W NPC Rd	construction/remodeling
Stevens Construction	John Stevens	3300 N 2800 W	construction
W&W Concrete, Inc	Tracy Wilson	2341 N 4500 W	concrete work

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J Bees Photo Reconstruction	Jim Beesley	2149 N 4425 W	photo reconstruction
New Wave Pool & Spa	Jeff Tippetts	3364 W 1975 N	sale of pools/spas/chemicals
Jack's Garage	John Etherington	2417 N 4425 W	auto repair
Advanced Telecommunication Co.	James R Wolfe	1615 N 2750 W	office
The Dance Establishment	Gary & Peggy Nielsen	4425 W 2350 N	dance instruction
Nielsen's Configuration Services	Victoria Nielsen	2911 W NPC Rd	engineering data consulting
Dena's Day Care	Dena M Blackner	2880 W NPC Rd	day care
Randy Marriott Construction	Randy Marriott	4960 W 2200 N	construction & maintenance

Councilmember Costley moved to approve the business licenses as presented. Councilmember Smith seconded the motion. Councilmembers Costley, Smith, Higley and White voted aye. The motion carried.

Approval of Unpaid Invoices

See warrant registers dated 01/19/06 to 01/31/06 totaling \$64,037.41. **Councilmember White moved to approve and pay the bills as presented. Councilmember Costley seconded the motion. Councilmembers Costley, Smith, Higley and White voted aye. The motion carried.**

Comments: Council

Councilmember Costley reported that Councilmember Calvert gave him a note of past grand marshals and a recommendation for this year. He will give that to Councilmember Higley.

Councilmember Smith noted that he attended a relief society meeting concerning emergency preparedness. He noted that he has been challenged to present the city's emergency plan. He mentioned that Plain City has potential of several types of disasters. He learned that in the event of a disaster, our 32 person volunteer fire department would be called out to their full-time jobs if they work in emergency response jobs instead of staying in Plain City. He turned some time over to Tammy Folkman to discuss the CERT program. Tammy challenged the council to participate in the CERT program this year. She reported that they are starting a seven-week CERT training beginning March 8 at 6:30 in the Senior Center. She is working with Weber County Emergency Management. She mentioned a grant for NIMS (National Instant Management Systems). She noted that they are doing some coordination with public works departments and gave the city a copy of the mutual aid agreements.

Councilmember Smith reported that he met with the fire department and is wondering what the next step is. There was a discussion about design builds. Councilmember White noted that the cost data is showing \$35 square foot. He reported that probably \$95 to \$125 per square foot is more accurate. It was noted that the budget needs to be looked at. It was proposed last fall that an impact fee be charged to help pay for it. Mayor Jenkins is concerned with projects that start out at one price and keeps growing. He would like to keep a handle on it. Councilmember White recommends that they obtain an RFP for design purposes. This would request the qualifications, descriptions and would get us a fee schedule and estimate with no commitments.

Councilmember Higley noted that we had a work session with Plain City Irrigation and feels that we can work together. He also noted his concern for the homeowners in Poplar and had some of the same questions. He feels that the city council is entitled to give them answers as they can. It was noted that the city is not ignoring the problem and most of the questions will be answered.

Councilmember White had a question about a line item on the parks budget concerning capital projects. He asked Mayor Jenkins if he had talked to the cemetery board about Councilmember White becoming a member of the board. The Mayor noted that he has and Councilmember White needs to contact H.R. Hale.

Councilmember Costley thanked the Sheriff's Office for keeping him informed.

Mayor Jenkins reported that he met with Sheriff Slater and went through the budget and services. He noted that he is impressed with the Sheriff's office. He noted that the only increase would be due to fuel costs. He mentioned that because of the high school, we have increased coverage. He complimented Deputy Cragun and Lt. Thompson for their work. Mayor Jenkins reported that he attended a Bona Vista meeting. He met with the school board and if the bond passes, they will look at building a new elementary school in Plain City.

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Public Comments

There was none at this time.

At 9:10 p.m. Councilmember Smith moved to adjourn. Councilmember White seconded the motion. The vote was unanimous.

City Recorder

Mayor

Date Approved

NOT OFFICIAL DOCUMENT