

1 **NORTH OGDEN CITY WORK SESSION MEETING MINUTES**

2  
3 October 7, 2014

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5 The North Ogden City Council convened in an open meeting on October 7, 2014 at 6:30 p.m. in  
6 the North Ogden City Council Chambers at 505 East 2600 North. Notice of time, place and  
7 agenda of the meeting was delivered to each member of the City Council, posted on the bulletin  
8 board at the municipal office and posted to the Utah State Website on July 31, 2014. Notice of  
9 the annual meeting schedule was published in the Standard-Examiner on January 24, 2014.

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11  
12 PRESENT: Brent Taylor Mayor  
13 Kent Bailey Council Member  
14 Lynn Satterthwaite Council Member  
15 Cheryl Stoker Council Member  
16 James Urry Council Member

17  
18 EXCUSED: Phillip Swanson Council Member

19  
20 STAFF PRESENT: Bryan Steele Acting City Manager  
21 S. Annette Spendlove City Recorder/H.R. Director  
22 Kevin Warren Police Chief  
23 Gary Kerr Building Official  
24 Craig Giles Public Works Director  
25 Tiffany Staheli Parks & Recreation Director  
26 Rob Scott City Planner  
27 Mike Mellor Code Enforcement Officer

28  
29 VISITORS: Joan Brown Gavin Obray  
30 Blake Welling

31  
32 Mayor Taylor welcomed those in attendance.

33  
34 Council Member Bailey offered the invocation and led the audience in the Pledge of Allegiance.

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36 **ACTIVE AGENDA**

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38 **1. PUBLIC COMMENTS**

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40 There were no public comments.

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42 **2. PRESENTATION OF DEPARTMENTS**

43  
44 Prior to beginning Department presentations, Mayor Brent Taylor informed the Council of three  
45 requested change orders for the Public Works Facility project, noting the change order dealing  
46 with the split face block building material is time-sensitive and he is seeking authorization from  
47 the Council tonight to order the materials. Formal approval of all three change orders would be

48 requested at the next regular Council meeting. There was a brief discussion regarding the  
49 justification for the requested change orders, with Public Works Director Craig Giles indicating  
50 he supports the change orders and feels they will improve the overall project.

51  
52 Council Member Jim Urry inquired as to where the money for the change orders will come from.  
53 Mayor Taylor stated there is a contingency amount built into the project budget and none of that  
54 funding has been used to date. The Council concluded to support the split face rock change  
55 order. Mayor Taylor and Mr. Giles then offered the Council with a status report for the project.

56  
57 Each Department Director then used the aid of a PowerPoint presentation to provide the City  
58 Council with an overview of the highlights of their Department over the last six to 12 months,  
59 upcoming initiatives and the vision for their Departments for the next six months, and the needs  
60 of each Department, whether they be policy needs or budgetary needs. Mayor Taylor indicated  
61 this discussion could lead into discussion of budget preparation for the next fiscal year.

## 62 63 Code Enforcement

64  
65 Acting City Manager Bryan Steele introduced Mike Mellor, the City's Code Enforcement  
66 Officer, who provided the Council with some information regarding the things he has been  
67 working on relative to Code Enforcement throughout the City. He reviewed the sections of  
68 North Ogden City Code that he is responsible for enforcing, noting his main focus has been on  
69 unkempt yards and abandoned buildings.

70  
71 Council Member Urry asked if the majority of the code enforcement action taken by the City is  
72 in response to a complaint from a citizen. Mr. Mellor stated he has initiated approximately 60  
73 percent of the pending code enforcement actions while the other 40 percent are complaint driven.  
74 He stated it has been his experience that 85 to 90 percent of the people he has contacted have  
75 willingly corrected the violation on their property. He stated he would prefer to be proactive  
76 rather than reactive and he believes that the code enforcement actions taken by himself and the  
77 City will ultimately beautify the entire community and improve the overall quality of life. He  
78 then reviewed some 'problem' properties with the City Council, with a focus on vacant  
79 buildings, which the City does not have an ordinance regarding. This led to a discussion  
80 regarding the potential to consider adopting a vacant building ordinance that will give staff the  
81 ability to work with property owners to address code issues related with vacant buildings. Police  
82 Chief Kevin Warren reviewed ordinances and laws used in other cities regarding vacant  
83 buildings. The Council indicated they would be interested in considering a draft ordinance  
84 regarding vacant buildings, encompassing residential and commercial buildings.

85  
86 Council Member Urry stated the code violation he sees most frequently is illegal parking of  
87 utility trailers, boats, or camp trailers on the street. Mr. Mellor stated those violations do occur  
88 frequently, but they can be somewhat difficult to address because owners will move the trailer  
89 for a few days and relocate them to the street. Council Member Kent Bailey suggested that the  
90 next City newsletter include an article regarding code enforcement, with a focus on the rules  
91 relative to on-street parking.

92

93 Building Official Gary Kerr concluded that Mr. Mellor is doing a wonderful job for the City and  
94 he deals with people very well.

95  
96 a. Administration

97  
98 City Recorder/HR Director Annette Spendlove then provided information regarding the  
99 Administration Department, encompassing City Recorder and Human Resources functions; they  
100 are responsible for utility billing, elections, records management, human resources, meeting  
101 management, risk management and liability insurance, notary services, administration, and  
102 codification. She noted her staff is the first point of contact for all customers of the City. She  
103 reviewed the highlights of her Department for the past year as well as plans for improving the  
104 service provided by her Department. There was a brief focus on utility billing system  
105 improvements as well as codification practices. Ms. Spendlove expressed her concerns  
106 regarding her ability to provide secure storage for the City's records and stated she would like to  
107 work to provide a facility to accommodate that security. She then stated she is also designated as  
108 the City's risk manager and she does not have sufficient time to appropriately carry out the duties  
109 associated with that title. She stated she would like to reconfigure the space that houses her  
110 office and her staff workspace to lessen the interruptions she experiences throughout the day due  
111 to front counter traffic. There was a brief discussion regarding the transition to a new utility  
112 billing software in relation to a new meter reading system.

113  
114 b. Parks & Recreation

115  
116 Parks and Recreation Director Tiffany Staheli then provided the Council with the highlights of  
117 her Department from October 2013 to October 2014, with a focus on the improvement projects  
118 that were completed over the past year. She also reviewed special events that her Department  
119 was responsible for throughout the year, after which she discussed the improvements made to the  
120 City's community garden, which is rented to capacity. She also reviewed the projects that were  
121 completed using Recreation, Arts, Museum, and Parks (RAMP) tax funding. She then discussed  
122 the implementation of a lifeguard training course at the aquatic center; the City charges for the  
123 course and generates enough revenue to pay the instructor and applicable fees. She concluded by  
124 reviewing various volunteer projects that were completed in the City under the direction of her  
125 Department. She then reviewed the outlook for her Department for the next six months, which is  
126 the winter season. There was a brief focus on the purchase of new equipment, such as trucks and  
127 mowers that will be used by her Department to improve efficiency. She also discussed projects  
128 that are slated to be completed to improve park amenities, such as restroom replacement,  
129 landscaping renovation, playground maintenance and inspection, and special events organization.  
130 She then discussed the sports programs offered by her Department, after which she reviewed the  
131 City's RAMP grant applications for the 1900 North Riverwalk Trail project, the Pleasant View  
132 Drive bicentennial trail connection, and the Orton, Green Acres, and Lomond View Park  
133 restroom projects. Ms. Staheli concluded by reviewing a slide summarizing her concerns  
134 relative to her Department: low staffing levels and sprinkler maintenance. She explained the  
135 wages for her seasonal positions are not high enough to attract people that can work the entire  
136 growing season. She noted that due to low staffing levels she is only able to address sprinkler  
137 issues that are complaint driven rather than being able to be proactive. She stated she would like  
138 to create a position that would be solely responsible for sprinkler maintenance full time

139 throughout the year. She stated she will bring additional information regarding this request to  
140 the budget retreat meeting for next year's fiscal year budget.

141  
142 c. Building

143  
144 Building Official Gary Kerr provided the Council with information regarding recent activities of  
145 the Building Inspections Division of the City. He reviewed the various responsibilities of the  
146 Building Inspections Division as follows:

- 147 • Building inspections
- 148 • New Subdivision inspections
- 149 • Business licenses
- 150 • AutoCad Mapping
- 151 • GIS ( Geographic Information System )
- 152 • FEMA Partnership and Responsibilities
- 153 • Monitoring Storm Water Activities
- 154 • Misc / CBDG Grant, Code Enforcement, Planning, Problem Solving
- 155 • Maintenance: City Hall, Police Department, North View Seniors Buildings

156 He then reviewed some of the building projects currently underway in the City. He also  
157 reviewed building and permitting data for his Department for 2012, 2013, and 2014. He  
158 discussed the new iWorq software program that is a record keeping program for the Department;  
159 it is a paperless program that seems to be working out very well. He reviewed business licensing  
160 statistics for the City for 2013 and 2014 to date. He concluded by reviewing employee training  
161 and longevity after which he reviewed the future outlook and concerns for his Department; his  
162 main concern is the increased work load his staff is dealing with as well as tracking old files and  
163 he noted a large scanner would be helpful in such tracking efforts. There was a brief discussion  
164 regarding various options for digitizing files as well as increasing staffing levels.

165  
166 d. Police

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168 Police Chief Kevin Warren provided the Council with information regarding his staff as well as  
169 the responsibilities of his Department. He provided the highlights of his Department, with a  
170 focus on closed/solved cases in the community. He then discussed equipment highlights in his  
171 Department, noting the Department has acquired 16 body cameras that record up to 18 hours of  
172 video, 20,000 digital photos, or 500 hours of audio and have 1080 pixel digital quality. These  
173 cameras will prove invaluable in documenting encounters between our police officers and  
174 civilians. Police Chief Warren is confident they will increase accountability of the legality of  
175 official encounters and will decrease complaints about misconduct and abuse; one way or  
176 another, the images from these cameras document a portrait of truth that cannot be denied. Chief  
177 Warren also reviewed highlights relative to service, focusing on crosswalk flags, traffic school  
178 enrollment, fingerprinting services, sex offender registrations, the safety fair, crossing guards, the  
179 VIPs volunteer program, prescription drug collection events, CERT program enhancement, and  
180 assistance with races and special events. He then reviewed the Department statistics for 2013,  
181 with a focus on calls for service for various issues. He reviewed the outlook for the Department,  
182 focusing on Lexipol (Standard Operating Procedure Manual) improvements, increasing the  
183 number of Automated External Defibrillators (AED) in the City, purchasing additional bullet-  
184 proof vests, creating a Youth Court, improving the Department's website, purchasing additional

185 “blowout” first aid kits (tourniquets, gauze, bandaging, chest compresses, etc.), and applying for  
186 additional grants (radars, AEDs, in-dash cameras, updating Emergency Operations Center, and  
187 grant opportunities as they arise). He then reviewed the concerns of the Department with a focus  
188 on the need to increase salaries for his employees in order to attract and retain top-quality  
189 employees. He stated it is very expensive and time consuming to train new employees only to  
190 see them leave for a different agency for more money after completing their training. He added  
191 he also has concerns regarding the condition of his building, noting it has inadequate space for  
192 evidence storage, it has asbestos, is in disrepair relative to electrical wiring, plumbing, heating  
193 and air, and building security. Mr. Kerr noted the biggest problem with the building is that it  
194 does not meet the seismic building code. Chief Warren then stated animal services and the  
195 justice court fall under the control of his Department and he provided the Council with highlights  
196 and concerns of those divisions. He concluded the North Ogden Police Department is committed  
197 to provide a safe and secure community; their aim is to provide top quality service to the public  
198 and they strive to maintain courteous and professional relations with the community they serve.  
199

200 There was a brief discussion regarding potential upgrades to the Police Department building,  
201 after which Mayor Taylor thanked Chief Warren for his presentation.  
202

#### 203 e. Planning 204

205 City Planner Rob Scott reviewed the accomplishment of the Planning Department in the time  
206 that he has worked for the City, which is since January of 2014:

- 207 • Number of Applications
- 208 • Annexations (4)
- 209 • Conditional Use Permits (3)
- 210 • Rezone Map Amendments (3)
- 211 • Site Plan Reviews (4)
- 212 • Subdivisions (16)
- 213 • Variances (2)

214 He added he has developed an application tracking spread sheet to provide valuable information  
215 regarding any application handled by the City. He then provided the Council with an update  
216 regarding the project to update the City’s General Plan, after which he focused on the many  
217 planning components of long range planning practices for the City. He reviewed ordinances  
218 current under consideration, including: a beekeeping ordinance; home occupation garage  
219 exception ordinance; front yard setback reduction on steep slopes ordinance; and a grading and  
220 drainage standards ordinance. He then stated his Department works closely with the Planning  
221 Commission and he could not accomplish the things he has without the assistance of Stacie Cain.  
222 He stated he also relies upon staff from other Departments to provide accurate information to the  
223 Planning Commission. He noted there are some projects currently underway relative to training  
224 Planning Commissioners regarding their roles and duties. He then reviewed the needs of his  
225 Department, with a focus on the need for an application tracking software tool, funding for  
226 Planning Commission training opportunities, and general plan implementation.  
227

228 Mayor Taylor inquired as to whether 16 subdivision applications is a standard number in a given  
229 year. Mr. Scott stated he would need to review historical records in order to answer that  
230 question. Mr. Kerr added that many of the subdivision applications are for minor subdivision,

231 including 10 or fewer lots. There was a brief discussion regarding the relation between code  
232 enforcement and planning application approvals.

233

#### 234 f. Public Works

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236 Public Works Director Craig Giles provided the Council with information regarding the recent  
237 highlights of his Department, with a focus on the construction of the new Public Works Facility,  
238 fleet and equipment upgrades and improvements, street maintenance projects, and water, sewer,  
239 and storm water infrastructure improvement projects. He reviewed the staffing of his  
240 Department and referencing the training opportunities available to his staff, with a focus on  
241 cross-training opportunities. He then discussed the outlook for his Department indicating he  
242 wants to continue to improve cross training opportunities, snow plowing routes, and focus on  
243 important and needed capital improvement projects for street maintenance, sewer linings, storm  
244 water infrastructure, and water infrastructure. There were brief discussions throughout Mr.  
245 Giles' presentation regarding infrastructure maintenance. There was also a discussion regarding  
246 increased snow plowing responsibilities due to increased development in the City. Mr. Giles  
247 concluded by stating the main concern in his Department relates to staffing levels; he has lost  
248 many employees that have never been replaced, though the responsibilities of the staff have only  
249 grown throughout the year. He stated many other cities pay more money for equivalent positions  
250 and it is something that needs to be addressed. The Council had a lengthy discussion regarding  
251 City-wide salary and wage concerns, with a focus on funding available to fund requested wage  
252 increases. The Council concluded they would like to have a work session meeting in November  
253 or December just to review wage issues in all Departments of the City.

254

#### 255 g. Finance

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257 Finance Director/Acting City Manager Bryan Steele provided the Council with information  
258 regarding the Finance Department, noting the highlights include: the hiring of new Treasurer; the  
259 refinance of the Aquatic Center Bond; an upgrade of the City's financial software;  
260 implementation of an electronic purchase order system; and preparation and completion of the  
261 fiscal year budget and audit. He indicated the outlook for his Department includes the  
262 completion of the audit for the previous fiscal year; commencement of the budget development  
263 process including an update of the City's Capital Improvement Plan (CIP); updating impact fees;  
264 research in preparation of the creation of financial policies; and review the City's asset  
265 management data. The Council had a brief discussion regarding impact fee collection and  
266 expenditure and Council Member Bailey stated he would like for the Council to be educated  
267 regarding impact fee trends and issues in a future meeting. Mayor Taylor stated he can facilitate  
268 such a discussion.

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270

### 271 **3. DISCUSSION ON CITY COUNCIL MEETINGS FOR THE REST OF THE** 272 **CALENDAR YEAR**

273

274 Ms. Spendlove reviewed the regular Council meeting schedule for the remainder of the year,  
275 focusing on the holidays that fall on regular meeting nights. The Council discussed their  
276 schedule and concluded to hold a work session on November 4, 2013 at 6:30 p.m. and a business

277 meeting on November 18, 2014 and possibly November 25, 2014. Ms. Spendlove announced the  
278 City's Christmas party will be held December 2. The Council decided to cancel the December  
279 23, 2014 meeting.

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281

282 **4. PUBLIC COMMENTS**

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284 There were no public comments.

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287 **5. CITY COUNCIL, MAYOR, AND STAFF COMMENTS**

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289 Council Member Urry stated he was very impressed by the presentations from the Department  
290 Heads. Council Member Satterthwaite echoed Council Member Urry's comments.

291

292 **6. ADJOURNMENT**

293

294 **Council Member Bailey motioned to adjourn, Council Member Stoker seconded the**  
295 **motion.**

296

297 **Voting on the motion:**

298

299 **Council Member Bailey** aye

300 **Council Member Satterthwaite** aye

301 **Council Member Stoker** aye

302 **Council Member Urry** aye

303

304 **The motion passed unanimously.**

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307 **The meeting adjourned at 11:05 p.m.**

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312 \_\_\_\_\_  
Brent Taylor, Mayor

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316 \_\_\_\_\_  
S. Annette Spendlove, MMC

317 City Recorder

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319

320 \_\_\_\_\_  
Date Approved