

1 **NORTH OGDEN CITY BUDGET RETREAT AND CITY COUNCIL MEETING**

2  
3 May 8, 2014  
4

5 The North Ogden City Council convened in an open meeting on May 8, 2014 at 12:40 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 May 8, 2014. Notice of  
9 the annual meeting schedule was published in the Standard-Examiner on January 24, 2014.

10  
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 Eric Thomas Chairman  
19 Don Waite Vice-Chairman  
20 Scott Barker Commissioner  
21 Joan Brown Commissioner  
22 Blake Knight Commissioner  
23 Dee Russell Commissioner  
24 Phillip Swanson Commissioner

25  
26  
27 **STAFF PRESENT:** Ronald F. Chandler City Manager  
28 S. Annette Spendlove City Recorder/ H.R. Director  
29 Bryan Steele Finance Director  
30 Kevin Warren Police Chief  
31 Gary Kerr Building Official  
32 Tiffany Staheli Parks & Recreation Director  
33 Stacie Cain Comm. Dev. Coord./Deputy City Recorder

34  
35 **VISITORS:** Phillip Swanson  
36

37 Mayor Taylor welcomed those in attendance. City Recorder Spendlove provided the invocation and  
38 led the pledge of allegiance.

39  
40 Mayor Taylor requested that the agenda be rearranged by moving item four behind item six  
41 pertaining to the budget for the Public Works Facility project. He also recommended that item three  
42 be heard ahead of item two.

43  
44 Council Member Urry reported that the Supreme Court has ruled it legal to have prayers during City  
45 Council meetings. Mayor Taylor stated that is correct.  
46  
47

48 **BUDGET RETREAT/PUBLIC WORKS FACILITY MEETING - NOON - 5:30 P.M.**  
49 **AGENDA**

50  
51 **1. PUBLIC COMMENTS**

52  
53 There were no public comments.  
54

55 **3. DISCUSSION AND/OR ACTION TO CONSIDER THE MISS NORTH OGDEN**  
56 **PAGEANT**

57  
58 Mayor Taylor provided a brief history of the organization of the Miss North Ogden Pageant and  
59 reminded the Council that they heard a request during their April 22 meeting to offer financial  
60 assistance to the organizers of the pageant for the upcoming event.  
61

62 Hannah Goodrich reported that those working to organize the pageant were able to secure a  
63 major sponsor that will provide \$2,500, which will cover the cost to rent the pageant venue as  
64 well as the franchise fee from the Miss America organization. There will be additional money  
65 left over to contribute to the scholarship budget for the pageant participants. She stated she has  
66 worked very hard to find other various sponsorship and scholarship opportunities. She reviewed  
67 the scheduling for the pageant and noted organizers have settled on June 28.  
68

69 Council Member Urry asked why the Council is considering this issue. Mayor Taylor noted the  
70 City must sanction the pageant and accept donations that will be passed through to the pageant  
71 organizers for their use to cover costs for the pageant. The City will also pay the fee to the Miss  
72 America organization. Council Member Urry asked if the Council is being asked to provide  
73 money to the pageant, to which Ms. Goodrich answered no. There was a general discussion  
74 regarding the scheduling of the event, with a focus on whether other cities should be included in  
75 the pageant since the event will occur so close to heritage days celebrations for other cities.  
76 Council Member Bailey stated it may be difficult to do that this year with such short notice.  
77 Mayor Taylor agreed and stated the Council is being asked to vote to support the pageant and  
78 noted he will direct staff to confer with other cities to determine whether they would like to  
79 participate in the pageant next year.  
80

81 **Council Member Urry moved to sponsor the Miss North Ogden pageant with no financial**  
82 **contribution from the City. Council Member Bailey seconded the motion.**

83  
84 **Voting on the motion:**

85  
86 **Council Member Bailey**                    **aye**  
87 **Council Member Satterthwaite**       **aye**  
88 **Council Member Stoker**               **aye**  
89 **Council Member Urry**                   **aye**

90  
91 **The motion passed unanimously.**  
92  
93

94 **2. DISCUSSION ON SOLID AND GREEN WASTE CONTRACT**

95  
96 City Manager Chandler reviewed the options available to the City following the recent request  
97 for proposal (RFP) process relative to the City's garbage and recyclables hauling services. He  
98 noted the first option is to maintain the current program and stay with the current vendor, Waste  
99 Management, which would result in a \$1.11 annual increase per household. If the City opted to  
100 contract with Republic Services the result would be a \$3.63 annual decrease per household. The  
101 total annual savings for the entire City would be \$26,000. The second option for the Council to  
102 consider is a program that offers weekly trash and recycling collection; in this case the monthly  
103 increase from Waste Management would be \$1.43 per household per month (\$17.11 annually)  
104 and the increase from Republic Services would be \$0.87 per household per month (\$10.46  
105 annually). The total increase to the City would be \$95,159 for Waste Management or \$58,181  
106 for Republic Services.

107  
108 Council Member Urry inquired as to the average number of delinquent accounts each month. Mr.  
109 Chandler stated that number ranges from 48 to 52 each month. He then stated the third option is  
110 a program for weekly trash collection, bi-weekly recycling collection, and green waste recycling  
111 during the months of April to October, the increase for Waste Management would be \$2.85 per  
112 household per month (\$34.20 annually) and the increase for Republic Services would be \$1.91  
113 per household per month (\$22.88 annually). The total increase to the City would be \$190,273  
114 for Waste Management or \$127,286 for Republic Services. He noted the third option does not  
115 include the cost to purchase receptacles for the new services being provided and it would be  
116 necessary to build that cost into the rates charged to users. He then reviewed the final option of a  
117 weekly trash and recycling collection and weekly green waste collection during the summer  
118 months. The increase for this option for Waste Management would be \$4.18 per household per  
119 month (\$50.20 annually) or \$3.08 per household per month (\$36.97 annually) for Republic  
120 Services. The total increase to the City would be \$279,260 for Waste Management or \$205,647  
121 for Republic Services. This option also does not include the needed investment of the purchase  
122 of new collection receptacles. He then added that he spoke to Weber County officials regarding  
123 the County's ability to accept the City's green waste; they are not capable of doing that at this  
124 time, but they are expanding their facility and may be able to handle it next year. He then  
125 reviewed the City's current utility rate fee structure; the total monthly charge per household is  
126 \$46.61, which includes water, central weber sewer district fees, garbage collection, and storm  
127 water fee. He reviewed a proposed rate structure that includes increases to various utility fees to  
128 cover depreciation costs, but noted he did not make any changes to the garbage fees because that  
129 amount will change depending upon the contractor selected by the Council and the type of  
130 program that is ultimately implemented. He stated during the last discussion regarding garbage  
131 and recycling programs there was a focus on incentivizing residents to use a recycling can rather  
132 than a second garbage can and he noted the City currently charges a considerably lower rate for  
133 recycling cans than second garbage cans. He then reviewed the manner in which some of the  
134 proposed rates could change depending on reduced tipping fees or the ability to sell recyclables  
135 to other recycling vendors. He discussed the current tipping fees for garbage as well as a  
136 proposal from the County to begin charging tipping fees for green waste delivered to the landfill  
137 by commercial haulers; this cost would be \$26 per ton, which is a \$6 per ton savings over the  
138 tipping fee currently paid for garbage tipping fees. Mayor Taylor stated he has been surprised to  
139 learn of the additional costs associated with a green waste recycling program and noted the

140 program is almost not worthwhile because it will not provide a great cost savings to the City or  
141 the residents. Mr. Chandler agreed and noted that if the City generated 900 tons of green waste  
142 annually the savings would only be \$5,400. He then led a general discussion regarding the  
143 participation in the City's recycling program and noted he would like the Council to consider the  
144 program that offers weekly garbage collection and bi-weekly recycling collection with the  
145 implementation of an aggressive public relations marketing campaign regarding the recycling  
146 program.

147  
148 Council Member Bailey stated he would recommend that the City contract with Republic  
149 Services to realize the savings included in their proposal, opt for the program that offers weekly  
150 garbage collection and bi-weekly recycling collection, and do some things to incentivize or  
151 encourage more recycling City-wide. He stated he feels the green waste program is too large a  
152 gamble at this time, but he believes there are options for considering a green waste program in  
153 the future. Council Member Urry stated that he knows a resident that used to live in California  
154 and one thing they did to incent recycling was provide small garbage cans to residents so they  
155 were forced to recycle more. Council Member Bailey stated something like that may be possible  
156 in the future depending on the investment that would be required. He stated at this time it may  
157 be more appropriate to charge more for garbage cans and less for recycling cans. There was a  
158 general discussion regarding an appropriate rate structure with a continued focus on incentivizing  
159 recycling in the City.

160  
161 Mr. Chandler stated the decision before the Council today is which carrier to select and what  
162 level of service they should provide.

163  
164 **Council Member Bailey made a motion to select Republic Services as the City's garbage**  
165 **hauler and to opt for a program that provides the same level of service the City is currently**  
166 **experiencing. Council Member Satterthwaite seconded the motion.**

167  
168 Mayor Taylor stated the City could either use the savings that will be realized by contracting  
169 with Republic Services to purchase additional recycling cans or to decrease the rate charged to  
170 residents. Mr. Chandler stated he would recommend the Council make that decision during the  
171 discussion later in the meeting regarding the entire utility rate structure. He added that he would  
172 like to ask Republic Services to amend their proposal to include the cost to transport recyclables  
173 to Rocky Mountain Recycling, the company that has offered to purchase the City's recyclable  
174 materials.

175  
176 **Council Member Bailey amended his motion to include a request that Republic Services**  
177 **amend their proposal to include a cost to transport the City's recyclable materials to Rocky**  
178 **Mountain Recycling. Council Member Satterthwaite seconded the motion.**

179  
180 Council Member Urry stated he would like the City to consider exploring possibilities for  
181 incentivizing recycling in the City. Council Member Bailey agreed and noted the fee schedule  
182 can be considered at a later date when the total budget is considered. There was a general  
183 discussion about use of and fees associated with the City's green waste pit, with Mr. Chandler  
184 stating staff can be tasked with considering ways to improve the efficiency and availability of the  
185 green waste pit.

186 The Mayor then called for a vote on the motion.

187

188 **Voting on the motion:**

189

190 **Council Member Bailey** aye

191 **Council Member Satterthwaite** aye

192 **Council Member Stoker** aye

193 **Council Member Urry** aye

194

195 **The motion passed unanimously.**

196

197 **4. DISCUSSION AND/OR ACTION TO CONSIDER A RESOLUTION ESTABLISHING**  
198 **THE NORTH OGDEN CITY TENTATIVE BUDGET FOR FISCAL YEAR 2014-2015**

199

200 A staff memo from Finance Director Steele explained State Statute 10-6-111 requires that the  
201 City Council adopt the tentative budget at the first scheduled Council meeting in May. The  
202 tentative budget includes a budget message that provides a highlight of some of the components  
203 of the budget. Even though the Tentative Budget is being adopted, changes can still be made  
204 before the Final Budget is adopted in June. Any changes that Council decides to make will be  
205 documented and included with future budget discussions. Items that still need to be addressed  
206 include:

- 207 • Street Lighting Fund
- 208 • Street Construction Fund
- 209 • Public Works Building
- 210 • Utility Rate increases – (From the last budget retreat, I got the impression that Council  
211 wanted to fund depreciation in the Enterprise Funds at 75%. So the following rate  
212 changes are included in the Tentative Budget):
  - 213 ○ Water rate increasing \$1.67
  - 214 ○ Sewer rate unchanged
  - 215 ○ Storm Water rate increasing .75¢
  - 216 ○ Solid Waste rate decreasing .30¢
  - 217 ○ Total rate increase would be \$2.12
- 218 • Other items may come up that the Council wants to take action on.

219

220 Mr. Steele reviewed his staff memo as well as the budget message, with a focus on the financial  
221 implications of potential salary increases. Council Member Bailey asked if it is correct that the  
222 baseline of the budget will be increased by \$250,000 annually to cover the increased costs  
223 associated with wage increases. Mr. Chandler answered yes.

224

225 Mayor Taylor acknowledged the extensive amount of time and effort Mr. Chandler, Ms.  
226 Spendlove, and other staff have put into developing a pay plan that offers a compromise to the  
227 recommendations of the Employee Compensation Committee. The recommendation is fair to  
228 the tax payers and good for the employees. Council Member Bailey stated he supports fair  
229 compensation for employees wholeheartedly, but he simply wants the Council to be aware that  
230 this will be an ongoing expense rather than a one-time cost to the City. Mayor Taylor agreed,  
231 but noted the City employees provide a great service with minimal funding and this investment is

232 a good, solid proposal. The Department Heads have been very involved in determining the  
233 amount of money each employee should receive.

234  
235 Council Member Satterthwaite asked if the funding will be included in the final budget, to which  
236 Mayor Taylor answered yes. Council Member Satterthwaite stated \$250,000 is a lot of money  
237 and he hopes the employees will see it as a vote of confidence with the understanding that the  
238 Council will continue to expect great performance from them.

239  
240 Mr. Steele continued the review of his staff memo and budget message. Mr. Chandler provided  
241 the Council with a brief summary of the proposal to hire a part-time code enforcement officer in  
242 the Police Department and Mayor Taylor offered some historical data about the position, noting  
243 it was full-time until 2008 when the former employee left her employment and the position was  
244 not filled. Council Member Urry stated he is appreciative of the City hiring a code enforcement  
245 officer because it is something that is needed in the City. Mr. Chandler then provided  
246 information regarding the proposal to hire a part-time mechanic in the Public Works Department.

247  
248 Mr. Steele continued the review of the budget message highlighting motor pool funding and  
249 special revenue funds including the aquatic center budget. There was a general discussion  
250 regarding debt service for the aquatic center bond and Mr. Chandler reported revenues generated  
251 by the aquatic center cover 97 percent of operating costs, but no debt service or depreciation for  
252 the facility. Council Member Satterthwaite stated he would like to develop a plan to increase  
253 revenues at the center to cover all costs. Council Member Bailey stated he feels a more  
254 attainable goal is to cover operational costs with revenues generated by the facility. There was a  
255 discussion about different programs that can be offered at the pool to increase user-ship or  
256 generate additional revenues, with a focus on the amount of facility rentals. The Council asked  
257 for a cost benefit analysis for constructing an additional bowery at the facility with the goal of  
258 increasing revenues. Mayor Taylor asked that at the next budget meeting the staff provide a  
259 graph highlighting operating expenses and the percentage of which are covered by revenues  
260 generated at the City as well as a graph that includes debt service and depreciation costs. There  
261 was a general discussion regarding tax revenues that fund the aquatic center via debt service;  
262 debt service monies come from property taxes for properties in the specific redevelopment  
263 agency (RDA) commercial area surrounding the facility and there are still monies left over.

264  
265 Council Member Urry suggested that marketing material regarding the aquatic center be placed  
266 at the visitor's bureau in Weber County.

267  
268 Council Member Bailey stated there have been some fairly major expenses associated with the  
269 aquatic center over the years and he asked if those were expensed or capitalized. Mr. Steele  
270 stated he believes they were capitalized, but he would need to confirm that. There was a general  
271 discussion regarding the depreciation budget for the aquatic center and Mr. Chandler stated the  
272 City has not used RDA funding for ongoing maintenance or repairs at the facility. Council  
273 Member Bailey stated it is important for the Council to understand the economic life of the pool  
274 and if depreciation is not adequately funded it would be necessary to issue another bond to  
275 replace it at some point in the future. Mr. Chandler stated staff can work to determine those  
276 figures and report back at a later date. Council Member Bailey stated the Council needs to make  
277 a decision about how and whether to fund depreciation of the facility. He added that he is

278 concerned about the fashion in which the Council has isolated discussions about specific issues  
279 and it is difficult to make global decisions.

280  
281 Mr. Steele then reviewed additional special revenues funds, including the street lighting fund and  
282 street construction fund. Council Member Urry stated that he wants to know if there is  
283 community support for fees for street repairs or street lighting. He stated he has a problem with  
284 funding a lacrosse field for \$63,000 when that same amount of money could be used to fund  
285 street lighting for the next two years. The Council had a general discussion regarding the intent  
286 of the street lighting and street construction fees, with Mr. Chandler stating the question before  
287 the Council tonight is whether to increase utility fees by \$1.00 for new street lighting and  
288 whether to increase utility fees by \$3.00 to set aside money to be used for new road construction,  
289 including the round-about on 2100 North, the Elberta Drive project, or the widening and  
290 extension of Washington Boulevard. Council Member Satterthwaite stated he is concerned  
291 about the possibility that the City will spend a large amount of money to covert to LED street  
292 lights only to see the cost of LED lights decrease over the next couple of years as they become  
293 more widely used. Mayor Taylor stated that it is his opinion that if the Council does not dedicate  
294 money to things such as street lighting or new road construction projects, it will not be possible  
295 to complete those projects when they are needed; the new utility fees are a mechanism to  
296 dedicate that money and is much easier to do than pull money from the general fund. Council  
297 Member Urry stated that he wants to be up front with the public so they understand what the  
298 Council is considering and the reason the new utility fees are needed. Council Member  
299 Satterthwaite stated it is his understanding that the utility fees are used in other cities that  
300 implemented the fees to avoid the need to bond for needed projects. Council Member Urry  
301 agreed and stated that simply needs to be explained to the citizens. Mayor Taylor referred to the  
302 new utility fees, specifically the street construction fee, as a “pay as you go” funding program.  
303 Council Member Bailey stated there is a high degree of cynicism among the residents regarding  
304 these types of things. He then noted that in the past the City was putting \$100,000 per year of  
305 enterprise funds into an account to be used for the public works facility project; that practice was  
306 stopped, but he has not seen any changes to the City’s utility rates that fund the enterprise funds  
307 and he inquired as to where the \$100,000 has gone. He asked if it is used to fund depreciation, to  
308 which Mr. Chandler answered yes. Council Member Bailey stated that means the City was  
309 robbing from depreciation funding to fund the new public works facility rather than actually  
310 saving any money. Mayor Taylor refocused the discussion on need to educate the citizenry  
311 regarding the need for the two new utility fees. Council Member Bailey stated his biggest  
312 frustration is that the Council has not adequately dealt with the budget for the public works  
313 facility and he does not feel that he can, in good conscience, vote to increase utility fees without  
314 determining the exact funding of the public works facility project and depreciation issues. He  
315 stated he is tired of stealing from depreciation funding to fund other projects. He noted he would  
316 rather determine the actual budget for the public works facility and the amount of money needed  
317 to fully fund depreciation and then determine how to structure the City’s fee schedule to fund  
318 those things. Mayor Taylor stated it is important to prioritize the discussions the Council needs  
319 to have relative to various funding issues; he suggested the Council focus on capital funding and  
320 funding of the Public Works Facility project prior to discussing the fee schedule.

321  
322 The Council took a break at 2:40 p.m.

323 The meeting reconvened at 2:50 p.m.

324 The Council's discussion regarding the importance of funding depreciation continued and  
325 Council Member Bailey stated that from a public policy standpoint it may be more important to  
326 fund replacement costs rather than depreciation.

327  
328 Mr. Chandler then reviewed a spreadsheet that included information regarding capital project  
329 and enterprise funds, but it did not include the motor pool or RDA fund. In the capital project  
330 fund the project fund balance in 2014 is \$3.5 million and the estimated revenue in FY2015 is  
331 \$799,000 which leaves the City with \$4.3 million to spend. Council Member Bailey asked if that  
332 figure is based upon dividing revenues in half between capital projects and the general fund  
333 balance. Mr. Chandler answered yes. He added the City has \$3.7 million in needed capital  
334 project funding, which leaves \$573,000 left over. He reviewed the formulas used to create the  
335 table and stated the Council can edit it in real-time during this meeting. He also briefly reviewed  
336 the capital projects that are included in the spreadsheet and stated it is his hope that the Council  
337 can prioritize the projects this evening; the project list includes the Public Works Facility and the  
338 cost for that project is based on the base bid including site work and revenues that may be  
339 generated by the sale of top soil and the existing building. There was a discussion regarding  
340 whether the cost for the Public Works Facility includes the covered fuel station and Mayor  
341 Taylor stated that component of the project can be added to the list.

342  
343 Mr. Chandler then refocused the discussion on the capital projects included on the excel  
344 spreadsheet, with a focus on utility infrastructure. Council Member Bailey asked how the  
345 replacement or repair needs are being projected using the iWorks system; he wondered if the  
346 projections are based on the age of the infrastructure or on actual leak data. Public Works  
347 Director Giles stated forecasting can be done using age information and leak data. Mr. Chandler  
348 noted it will ultimately be up to the Council to make a policy decision regarding the parameters  
349 that must be present in order for a pipe to be replaced. He then continued reviewing the capital  
350 projects list and he offered a brief justification for each project. There was general discussion  
351 regarding the components of some of the projects, with a focus on estimated costs and contractor  
352 selection for the projects. Through the discussion, four projects were removed from the list: two  
353 in the capital projects fund and two from the storm drain fund, which increased the funds  
354 available to spend to \$615,000.

355  
356 Mr. Chandler then started the discussion regarding the budget for the Public Works Facility  
357 project. He noted a representative of Lundahl would be joining the meeting soon. He began by  
358 discussing the potential wetlands on the site and noted a large portion of the perceived wetlands  
359 has been eliminated and he identified the area on the site that is still considered to be wetlands.  
360 He identified the location of the detention basin and road on the project site; he also identified  
361 the current property boundaries and updated the Council regarding negotiations with the  
362 neighboring property owners to adjust the property boundaries slightly. He then reviewed a  
363 worksheet including costs for various components of the project. Council Member Bailey asked  
364 why it may be necessary to pay for imported fill dirt for the site at a cost of \$180,000. Mr.  
365 Chandler stated Lundahl is making the assumption that there will be enough dirt available for the  
366 project, but if not it will be necessary to import fill at the cost of \$180,000. Council Member  
367 Bailey expressed his concern about this component of the project and noted that it has not been  
368 discussed previously. Mr. Chandler stated it was included on the bid sheet that was reviewed at  
369 the last meeting. He continued reviewing the bid sheet and identified the items that would be



370 added to the base bid amount, including the \$180,000 to import fill dirt; the sale of top soil  
371 estimated at \$100,000; and land sale revenues and demolition costs. The final cost is \$4,139,927  
372 and Public Works Director Giles has provided input regarding his priorities for the project,  
373 including the fuel station, salt storage shed, and storage area under the administration building.  
374 Mr. Chandler encouraged the Council to have an open dialogue with the Lundahl representative  
375 to get their questions about various components of the project answered and then go through the  
376 process of elimination to reduce the price of the project.

377  
378 Mayor Taylor addressed Justin Robinson, Lundahl representative, and inquired as to the  
379 likelihood of needing to import fill to the project site and where the fill will be used. Mr.  
380 Robinson stated that if needed the fill will be used around the structures and the parking area to  
381 raise the elevation of the site. He stated he will know within 30 days of beginning earth work  
382 whether he will need to import fill, but he is fairly comfortable that it will not be necessary to  
383 spend the entire \$180,000 for fill.

384  
385 Council Member Satterthwaite asked if it is necessary to cover the fuel station and how much  
386 money would be saved if the cover were removed from that component of the project. Mr.  
387 Robinson stated that a quarter of the cost for the fuel station would be eliminated if the cover  
388 were removed. He noted the cover is important because it helps to prevent rainwater from  
389 entering the fuel containment system and he provided an explanation of the design of the  
390 containment system. He added, however, that it is not absolutely necessary to cover the fuel  
391 station and the station used by Lundahl is open and has not experienced any problems. The  
392 Council opted to remove the cover for the fuel station. There was then a general discussion  
393 regarding the needed space for vehicle storage on the site and Council Member Bailey stated he  
394 would prefer to only complete the basic and essential components of the project with the idea  
395 that other components can be added in the future as the City has the financial means to complete  
396 such projects. Mr. Chandler identified the location of the covered materials storage building as  
397 well as the covered storage area that would be used to store trash cans and dumpsters and he  
398 asked the Council if they felt it is worth \$117,000 to complete that aspect of the project. Mr.  
399 Robinson stated that there are other options for storing garbage cans outside and screening them  
400 from public view. Mr. Chandler stated he feels the \$117,000 would be better spent on a back-up  
401 generator, crane, furniture, and upgrading the air conditioning units at the facility, which would  
402 total \$77,975. There was a general discussion regarding a compromise that would accomplish  
403 screening of the garbage cans and Mr. Robinson noted that the building would also serve as earth  
404 retention at the site. There was a general discussion regarding other retaining wall options that  
405 would save some money in the project cost. Mr. Chandler edited the cost sheet by reducing the  
406 cost for covered storage by \$50,000, eliminating the cost for the back-up generator and replacing  
407 it with the cost to run conduit to the various buildings on the site to accommodate the future  
408 addition of a generator. There was then a general discussion regarding the \$31,000 cost for  
409 furniture for the project and Mr. Chandler noted it is an allowance and City staff will actually  
410 purchase the furniture from another vendor.

411  
412 Mr. Chandler then reviewed the funds available for the project and stated based on the projected  
413 cost of the project there is a shortfall of \$205,000. There was a general discussion regarding the  
414 contingency amount built into the project and Council Member Bailey stated he would like the  
415 Council to have oversight regarding the use of the contingency. Mr. Chandler stated the Council

416 could place limits on the contingency and there was a general discussion about what would  
417 happen if the total project cost exceeded the amount approved by the Council. Mr. Robinson  
418 stated that he wanted to assure the Council that it is very important to him that the City gets the  
419 most 'bang for their buck' with their project and that is why he recommended a design that was  
420 different than anything recommended by any other bidder. He stated there will be flexibility in  
421 the project costs and he will not do work that is not sensible or functional for the Public Works  
422 Department.

423  
424 Mr. Chandler briefly reviewed the changes to the cost sheet, including the elimination of  
425 landscaping costs, and the changes to impact fees for the project and noted the funding shortfall  
426 is now \$150,000. Mayor Taylor stated that means the Council will need to determine where the  
427 contingency amount will be taken from if necessary. Council Member Bailey recommended that  
428 the money be taken from the capital projects fund if necessary.

429  
430 Council Member Satterthwaite stated he would like to identify a tool that will allow the City to  
431 save money to construct the vehicle storage building on the site in the future. Mayor Taylor  
432 stated the best practice would be to save a specified amount of money every year to accumulate  
433 the amount needed to construct the building. Council Member Bailey suggested that the project  
434 be included on the capital projects list to vie for funding like every other capital project in the  
435 City. Mr. Chandler agreed that would be appropriate and would allow for the project to be  
436 ranked against other needed capital projects.

437  
438 **Council Member Bailey made a motion to direct staff to prepare a contract between North**  
439 **Ogden City and Lundahl for the construction of the Public Works Facility based on the**  
440 **project cost (\$2,952,000) determined this evening. Council Member Stoker seconded the**  
441 **motion.**

442  
443 Mr. Chandler stated if the motion is approved the City can issue a notice of award to Lundahl  
444 and after the contract is finally approved the notice to proceed will be issued. The budget  
445 available for the project is \$3,350,000, which leaves money available for contingency items if  
446 necessary. Mr. Robinson stated that the cost may still change through the design/build process if  
447 the Council chooses to change the scope of the project.

448  
449 Mr. Chandler contacted City Attorney Call via telephone; Mr. Call indicated that the Council can  
450 give Lundahl authority to proceed based on the price determined tonight with the understanding  
451 that the final contract will not be approved until next Tuesday.

452  
453 **Council Member Bailey amended his motion to approve a project cost not to exceed**  
454 **\$2,951,847 and authorize Lundahl to proceed with the project with the understanding that**  
455 **the official contract will not be fully executed until Tuesday, May 13, 2014. Council**  
456 **Member Stoker seconded the motion.**

457  
458  
459  
460 **Voting on the motion:**  
461

462 Council Member Bailey aye  
463 Council Member Satterthwaite aye  
464 Council Member Stoker aye  
465 Council Member Urry aye

466  
467 **The motion passed unanimously.**  
468

469 Council Member Satterthwaite asked that the covered vehicle storage aspect of the project be  
470 included in the capital projects list at a cost of 75 percent of the amount provided by Lundahl.

471  
472 The Council took a break at 5:19 p.m.

473  
474 The meeting reconvened at 5:44 p.m.

475  
476 **CONTINUED DISCUSSION AND/OR ACTION TO CONSIDER A RESOLUTION**  
477 **ESTABLISHING THE NORTH OGDEN CITY TENTATIVE BUDGET FOR FISCAL**  
478 **YEAR 2014-2015**

479  
480 City Manager Chandler stated there are only three additional budget items to cover: \$30,000 for  
481 LED lighting; a request for additional temporary personnel; and fees. Mr. Steele provided a brief  
482 overview of the purpose for each budget item and there was a focus on the \$30,000 for LED  
483 lighting and whether it is wise for the City to proceed with that project at this point in time;  
484 Council Member Bailey suggested waiting until LED is in wider use because he feels the cost for  
485 the technology will decrease or there may be a better technology. Council Member Satterthwaite  
486 stated it may be wise to monitor the power sources to the light poles to determine why lights are  
487 burning out so quickly. Mr. Chandler stated staff can easily monitor the replacement patterns  
488 and report back to the Council at a future date. Council Member Stoker stated upgraded lights  
489 will improve the look of the gateway to the City. Mr. Chandler agreed and stated that would be  
490 part of improving the aesthetics of the commercial corridor of the City. Council Member Urry  
491 stated he understands residents get concerned about lighting problems, but the biggest issue for  
492 him is whether this project will actually save the City money in the long run. The consensus was  
493 to leave the funding in the budget, but to complete an analysis to determine the replacement  
494 requirements and the payback period of the project. Mr. Chandler stated staff can include a line  
495 item in the budget called “new light construction” so that it is not confused with traditional light  
496 replacement.

497  
498 Mr. Steele then discussed the request for a temporary, part-time employee to provide sprinkler  
499 maintenance in the Parks Department of the City; the employee would work in the spring  
500 months. Mr. Chandler stated if the Council is satisfied with the current operations in the Parks  
501 Department, this request is not needed; the new employee would help the Parks Department get  
502 out in front of sprinkler problems. Mayor Taylor stated it is more of a want than a need and the  
503 consensus was to eliminate the \$25,000 request from the budget.

504  
505 Mr. Chandler then led the discussion regarding potential changes to the City’s utility rate  
506 structure. Council Member Urry suggested that the Council reach out to the residents before  
507 considering changes to the City’s utility rate structure. Council Member Bailey agreed and

508 stated that he does not feel there is urgency to this issue; the Council and Administration need to  
509 be very prepared to discuss this issue with the public. Mr. Chandler stated the recommended rate  
510 structure would equal a total increase of \$2.42 per household per month. Mayor Taylor stated  
511 there was a small increase last year and no one is very happy about a fee increase, but there were  
512 no residents that attended the budget hearing to express their concerns regarding the increase.  
513 Council Member Bailey agreed and stated that it is important to explain to the residents that the  
514 City's debt is minimal and the City did not increase debt for the Public Works Facility project.  
515 He added it is important to communicate that it is necessary to eventually fund depreciation.  
516 There was then a discussion regarding the fees for garbage and recycling collection with a focus  
517 on creating a fee structure that will incentivize use of a recycling can rather than a second  
518 garbage can. Council Member Urry stated he feels it would be best to create a forecasting  
519 document that will explain to residents how increased revenues will be used and which projects  
520 will be accomplished.

521  
522 Mr. Chandler concluded the Council needs to adopt a tentative budget and he suggested that a  
523 motion be made to approve the tentative budget with the changes that have been discussed  
524 tonight. He stated the motion should include a change to the special revenue funds for new street  
525 light installation, the new street construction project, and associated fees; increasing second trash  
526 can cost to \$18 and decreasing second recycling can cost to \$2.60; transfers of \$125,000 from  
527 each of the general fund, water fund, sewer fund, and storm fund to the capital projects fund;  
528 increasing the budget for the Public Works Facility Project to \$3,350,000; eliminating the  
529 Oaklawn Park Capital Project; eliminating the Sidewalk Project; eliminating the Sleepy Hollow  
530 Ditch Project; eliminating the 2550 North Inlet Project; eliminating funding for temporary parks  
531 employee; changing \$30,000 street lighting expense from funding for LED lights to new street  
532 light construction;

533  
534 **Council Member Bailey made a motion to adopt Resolution 09-2014 adopting the 2014-**  
535 **2015 tentative budget with the changes as mentioned by Mr. Chandler above. Council**  
536 **Member Stoker seconded the motion.**

537  
538 **Council Member moved to accept. Council Member seconded the motion.**

539  
540 **Voting on the motion:**

541  
542 **Council Member Bailey aye**  
543 **Council Member Satterthwaite aye**  
544 **Council Member Stoker aye**  
545 **Council Member Urry aye**

546  
547 **The motion passed unanimously.**

548  
549  
550  
551  
552  
553

554 **RDA**

555

556 **1. DISCUSSION AND/OR ACTION TO CONSIDER A RESOLUTION ESTABLISHING**  
557 **THE NORTH OGDEN CITY RDA TENTATIVE BUDGET FOR FISCAL YEAR 2014-**  
558 **2015**

559

560 Finance Director Steele provided a brief overview of the RDA budget, noting the only  
561 substantial change is transferring money to the aquatic center budget for debt service rather than  
562 paying debt service directly from the RDA budget. He reviewed the projected revenues and  
563 expenses for the budget and there was a brief discussion regarding potential economic  
564 development projects that may be completed with assistance of RDA funding.

565

566 **Board Member Urry made a motion to adopt Resolution 10-2014 adopting the 2014-2015**  
567 **tentative RDA budget. Board Member Satterthwaite seconded the motion.**

568

569 **Council Member moved to accept. Council Member seconded the motion.**

570

571 **Voting on the motion:**

572

573 **Council Member Bailey aye**

574 **Council Member Satterthwaite aye**

575 **Council Member Stoker aye**

576 **Council Member Urry aye**

577

578 **The motion passed unanimously.**

579

580 **2. ADJOURNMENT**

581

582 **BUDGET RETREAT/PUBLIC WORKS FACILITY MEETING – CONTINUED**

583

584 **5. DISCUSSION ON COMMITTEES**

585

586 Mayor Taylor distributed a packet of information to each Council Member regarding some of the  
587 committees he would like to create or revitalize in the City. The packet included the proposed  
588 makeup of each committee including requested participation from Council Members. The  
589 Council voiced their desires to participate on the various committees.

590

591 **6. DISCUSSION AND/OR ACTION TO CONSIDER THE BUDGET FOR THE PUBLIC**  
592 **WORKS FACILITY**

593

594 See above

595

596 **7. PUBLIC COMMENTS**

597

598 There were no public comments.

599

600 **8. CITY COUNCIL, MAYOR, AND STAFF COMMENTS**

601  
602 There were no additional comments.

603  
604 **9. ADJOURNMENT**

605  
606 **Council Member Satterthwaite moved to adjourn. Council Member Stoker seconded the**  
607 **motion.**

608  
609 **Voting on the motion:**

610  
611 **Council Member Bailey aye**  
612 **Council Member Satterthwaite aye**  
613 **Council Member Stoker aye**  
614 **Council Member Urry aye**

615  
616 **The motion passed unanimously.**

617  
618 **CITY COUNCIL/PLANNING COMMISSION WORK SESSION**

619  
620 Mayor Taylor welcomed those in attendance. City Manager Chandler provided the invocation and  
621 led the pledge of allegiance.

622  
623 **1. PUBLIC COMMENTS**

624  
625 There were no public comments.

626  
627 **2. INTRODUCTION**

628  
629 Mayor Taylor introduced those members in attendance to the intent of this meeting, which is to  
630 begin the process of updating the City's General Plan. He provided a brief overview of the  
631 process the City will follow and indicated this is a big opportunity for the Mayor, Council, and  
632 Planning Commission to forecast the future development of the City.

633  
634 **3. MUNICIPAL LAND USE, DEVELOPMENT, AND ANAGEMENT ACT/GENERAL**  
635 **PLAN DIRECTION**

636 **4. GENERALLY**

637 **5. MANDATORY PLAN ELEMENTS**

638 **6. OPTIONAL PLAN ELEMENTS**

639 **7. WASATCH FRONT LOCAL PLANNING RESOURCE GRANTS**

640 **8. GENERAL PLAN SCOPE OF WORK**

641 **9. DOWNTOWN PLAN SCOPE OF WORK**

642 **10. NEXT STEPS**

643 **11. BRAINSTORM "TOPICS WANTING TO ADDRESS"**

644 **12. HOW TO INVOLVE PUBLIC INPUT**

645

646 Planning Director Scott used the aid of a Power Point Presentation to provide the Mayor,  
647 Council, and Planning Commission with an overview of the intent and legal requirements for a  
648 General Plan.

649  
650 Council Member Bailey stated Utah Law indicates General Plans are advisory in nature, but he  
651 asked if there are instances in the North Ogden City Code where the General Plan is codified and  
652 legally binding. Mr. Scott stated he has not found those instances himself; the General Plan  
653 establishes goals and a broad direction and the zoning ordinances of the City are the specific  
654 laws that implement the goals of the General Plan. Council Member Bailey stated he has heard  
655 of other cities 'getting in trouble' when they do not follow their General Plan and he asked how  
656 that can be if the General Plan is advisory in nature. Mr. Scott stated it may not be illegal to act  
657 contrary to the General Plan, but it is important to provide consistency in order to validate the  
658 document.

659  
660 Mr. Scott continued his review of his PowerPoint Presentation and concluded by indicating the  
661 City has \$75,000 in the current fiscal year budget to complete General Plan updates and staff has  
662 requested an additional \$50,000 to complete the Downtown Plan. He reviewed the goals and  
663 strategies of the General Plan and stated the Mayor has asked him to have a strong focus on  
664 stakeholder outreach and incorporating feedback into the Plan. Development of a General Plan  
665 is ultimately a legislative process and the City Council has the responsibility to adopt the  
666 document. He noted the land use inventory was last updated in 1997 and he provided examples  
667 of land use used throughout the City and noted staff and the Planning Commission may be  
668 recommending some new land use categories to the City Council in the near future. There was a  
669 brief discussion regarding the trends in land use and Mr. Scott stated the land use inventory will  
670 be a great tool the City can use to identify trends. Council Member Bailey started a discussion  
671 regarding the type of software that will be used to track land use inventory and Planning  
672 Commission Chairman Thomas stated there is a great software option for this purpose, but he has  
673 looked into it and it is somewhat cost prohibitive. He stated that the actual Planning  
674 Commission or City Council agendas or action documents can be used by a planning intern to  
675 update the land use inventory weekly. Planning Commission Vice-Chairman Waite stated  
676 building permits could be used for that purpose as well.

677  
678 Planning Commission Chairman Thomas then noted that the intersection of 2600 North and  
679 Washington Boulevard does not line up, but the City permitted Wells Fargo Bank to expand their  
680 operation, which prohibits any potential for expanding the east side of the intersection to  
681 accommodate population and traffic growth. He stated that it would be helpful to identify  
682 critical issues like that for the Planning Commission and City Council to consider when dealing  
683 with plan review for certain applications. Mr. Scott stated it is critical to identify those types of  
684 issues in the General Plan.

685  
686 Mr. Scott continued his review of his PowerPoint Presentation and there was a general  
687 discussion regarding job creation in the City and County at large as well as the requirement to  
688 include a moderate income housing plan in the General Plan. He then discussed potential  
689 development and planning for the downtown area of the City, specifically the area between 1700  
690 North and 2700 North on Washington Boulevard; it is imperative to identify the geographic  
691 boundary of the area that should be considered the downtown area. He reviewed the possible

692 next steps for proceeding with the update of the General Plan and invited discussion regarding  
693 his presentation.

694  
695 Mayor Taylor inquired as to how long a General Plan update typically takes. He also inquired as  
696 to the role of consultant in the update process. Mr. Scott stated he projects it will take eight  
697 months to complete the update once a consultant is hired. He noted there are a couple of local  
698 planning firms that are very interested in working on the project and the work to be provided by  
699 them would be defined in a contract.

700  
701 Council Member Satterthwaite asked if Weber State University would have the capacity to work  
702 on the General Plan update and he asked how much something like that would cost. Mr. Scott  
703 stated the City has hired an intern from Weber State University to perform the land use  
704 inventory.

705  
706 Planning Commissioner Knight stated the biggest challenge in the update process is to advertise  
707 it in a way that citizens are aware of what is happening and can become involved at the onset.  
708 Mr. Scott stated there are many resources available to the City to get the word out to the citizens.  
709 Planning Commission Chairman Thomas agreed it is difficult to inform the public of these types  
710 of issues, mainly because most people are not paying attention to what is happening around  
711 them. Council Member Bailey agreed and stated the key is to communicate to residents why  
712 they should care what is happening around them. There was a general discussion regarding  
713 communication with residents as well as the proposed timeline for completing the update.

714  
715 Council Member Bailey asked how the City will determine the deliverables required of the  
716 consultant that will be hired for this project. Mr. Scott stated those terms will be negotiated  
717 through the development of the contract; staff will recommend a scope to the City Council, but  
718 the City Council will make the ultimate decision regarding the responsibilities of both parties.  
719 Planning Commissioner Knight stated there are some due diligence things the City can do on its  
720 own without paying a consultant and it will be necessary to identify those things. Council  
721 Member Bailey stated that throughout this process he would like to identify tools that can be  
722 implemented that will prevent the City needing to go through this process again in the future. He  
723 suggested that some portions of the Plan be codified and that the Plan is revisited on a more  
724 regular basis.

725  
726 Mayor Taylor facilitated a brainstorming session regarding prioritization for the goals and  
727 strategies for the General Plan. The final list will be provided to the General Plan Update  
728 Steering Committee for incorporation into the process.

729  
730 The list included:

- 731 Access
- 732 Defined City Center
- 733 Transportation/effective roads and their impact on economic development
- 734 Aesthetically pleasing street designs, particularly on main corridors
- 735 Mixed use developments
- 736 Incorporation of parks and trails into new subdivisions (mandatory versus incentivized)
- 737 Incorporation of trail and park plans into the General Plan



738 Definition of North Ogden City now and in the future: vision statement  
739 Home based businesses; neighborhood economic development  
740 Job creation  
741 Business community growth; business attraction  
742 Connection to nearby recreation areas  
743 Citizen involvement  
744 City branding  
745 Improvement of the gateway to the City  
746 How much commercial space does the City need at buildout?  
747 Implementation of manufacturing and production land uses and job creation – is there space for  
748 it?  
749 Focus on development of the entire region  
750 Inclusion of gathering places in the community  
751 High density or multi-family housing  
752 Miscellaneous development plans and projects in other communities  
753 Advertising and encouraging residents to shop local  
754 Incorporation and encouragement of public transit  
755  
756 Council Member Bailey suggested a consultant may be able to facilitate the generation of a new  
757 list with more focused goals or priorities. Mayor Taylor agreed and noted this information will  
758 be used to draft the request for proposals (RFP) for a consultant.  
759  
760 Mayor Taylor asked the group for ideas for encouraging public input. The list of ideas included:  
761  
762 Town hall or neighborhood meetings in residential homes  
763 Place greeting tables at grocery stores to communicate with patrons  
764 Place meeting information and announcements at senior center and aquatic center  
765 Place a North Ogden planning booth at the Cherry Days celebration  
766 Mail-in survey with incentives to participate  
767 Contests to encourage participation  
768 Provide anonymity for responders  
769 Engagement of citizens through the school system  
770 Engagement of citizens through corporate community involvement representatives  
771  
772 There was a brief discussion regarding the timeline for developing the RFP and for holding the  
773 next public meetings necessary.  
774  
775 Mayor Taylor then reported that he would like to schedule the ground breaking event for the  
776 Public Works Facility on June 3 at the beginning of the work session meeting. He stated it will  
777 be a public event and everyone is invited to attend.  
778

### 779 **13. PUBLIC COMMENTS**

780  
781 There were no public comments.  
782

783

784 **14. ADJOURNMENT**

785

786 **Council Member Bailey moved to adjourn. Council Member Satterthwaite seconded the**  
787 **motion.**

788

789 **Voting on the motion:**

790

791 **Council Member Bailey aye**

792 **Council Member Satterthwaite aye**

793 **Council Member Stoker aye**

794 **Council Member Urry aye**

795

796 **The motion passed unanimously.**

797

798 **The meeting adjourned at 8:56 p.m.**

799

800

801

802

803 \_\_\_\_\_  
Brent Taylor, Mayor

804

805

806

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

808 City Recorder

809

810

811 \_\_\_\_\_  
Date Approved