

NORTH OGDEN CITY COUNCIL WORK SESSION MEETING MINUTES

February 4, 2014

The North Ogden City Council convened in an open meeting on February 4, 2014 at 6:30 p.m. in the North Ogden City Council Chambers at 505 East 2600 North. Notice of time, place and agenda of the meeting was delivered to each member of the City Council, posted on the bulletin board at the municipal office and posted to the Utah State Website on January 31, 2014. Notice of the annual meeting schedule was published in the Standard-Examiner on January 24, 2014.

PRESENT: Brent Taylor Mayor
 Kent Bailey Council Member
 Justin Fawson Council Member
 Lynn Satterthwaite Council Member
 Cheryl Stoker Council Member
 James Urry Council Member

STAFF PRESENT: Ronald F. Chandler City Manager
 S. Annette Spendlove City Recorder/ H.R. Director
 Jon Call City Attorney
 Bryan Steele Finance Director

VISITORS: Joan Brown Don Brown

Mayor Taylor welcomed those in attendance.

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

AGENDA

1. TRAINING ON OPEN AND PUBLIC MEETINGS AND NON-DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT

City Attorney Call provided the Council and Mayor with the annually required training regarding the Utah Open and Public Meetings Act (OPMA). At the conclusion of the training there was a brief discussion regarding records classification relative to the protection of a City record or protected information included in a record.

City Manager Chandler then provided training regarding sexual harassment, which all City employees receive on an annual basis.

Mayor Taylor then stated he would like to discuss item five in conjunction with item two.

2. ROLES OF THE MAYOR, COUNCIL AND STAFF/ **5. CITY COUNCIL RULES OF PROCEDURE**

City Recorder Spendlove provided the Council and Mayor with copies of the City Council Rules of Procedure, which govern the way City Council meetings are conducted. She also provided a copy of the section of the City Code that specifies the rules and duties of the Mayor, Council, and City Staff. Mayor Taylor reviewed the pertinent section of the City Code. He then briefly reviewed the Rules of Procedure document, which was initially adopted in 2010. There was a discussion regarding the need to elect a Mayor Pro Tempore and the Council determined it appropriate to appoint Council Member Bailey to that position. There was general discussion of various sections of the Rules of Procedure document throughout Mayor Taylor's review. At the conclusion of the review Mayor Taylor stated he and staff will conduct research to address any concerns expressed by the Council and make changes to the document before it is added to a Council business meeting agenda for adoption.

3. FUTURE GOALS AND PRIORITIES

Mayor Taylor stated he would like the Council to brainstorm and create a list of key topics for the Council to focus on over the next several months. He stated Mr. Chandler will lead the discussion to facilitate the creation of the list.

Mr. Chandler first updated the Council on the status of existing goals and priorities, first focusing on the status of the planning phase of the Public Works Facility construction project. Other goals included long term capital planning for the City's infrastructure. There was a general discussion regarding funding depreciation of the City's infrastructure. Council Member Satterthwaite suggested the adoption of a fiscal or budgeting policy; this policy could be updated as needed and would serve as a great tool to the Council and could be reviewed following each municipal election. All Council Members agreed this suggestion was a great idea. Mr. Chandler reviewed additional goals including land use ordinance updates; comprehensive General Plan update including finalization of a Trails Master Plan; and updates to the City's Transportation Master Plan. There was a discussion regarding the potential Monroe Boulevard extension project and the Council asked Administration to provide information regarding the strings attached to the funding the City has access to for the project. Mr. Chandler stated there are several economic development items; one is the Smith's redevelopment project; another is the King's redevelopment project; and the third is a developer proposed mixed-use zoning of the old Country Boy Dairy property. He then referenced some traffic projects, such as the project to restripe 3100 North in front of Bates Elementary to create a designated drop-off zone for the school. He stated in two years from now the water line on that same road will be replaced and in conjunction with that project the City will install, curb, gutter, and sidewalk. He then discussed the project to redesign the City's website.

Council Member Satterthwaite then stated he would like for the Council to have regular updates regarding the things that are happening in the various Departments of the City. He stated there are 10 Departments in the City and each Department Head should be invited on a regular basis to provide the Council with information regarding the challenges they are facing, what progress they are making, etc.

Mayor Taylor then facilitated a discussion to add new items to the City's list of goals and priorities. The list of new items included a recommendation from Council Member Satterthwaite that the Council receive regular updates regarding the things that are happening in the various Departments of the City. He stated there are 10 Departments in the City and each Department Head should be invited on a regular basis to provide the Council with information regarding the challenges they are facing, what progress they are making, etc. Mayor Taylor suggested those types of discussions and presentations take place during a work session meeting. Council Member Bailey suggested those meetings be held outside of the budget preparation process so as not to bog that process down. Council Member Bailey suggested other methods to improve communication between the Council and Administration. He then suggested that updates regarding the financial status of the aquatic center and the level of the City's subsidization of the facility

be listed as a priority. He recommended that an enterprise fund be created for the aquatic center. Council Member Bailey then stated he would like to set a goal of cost containment for the City. He stated he would like to develop the City's annual budget using the zero-based budget method. Council Member Satterthwaite and Mayor Taylor agreed. Mayor Taylor stated he would like to set a goal to participate in benchmarking studies with other cities on a regular basis. Council Member Bailey stated he would also like to investigate any sensible opportunity to outsource a service currently provided by the City. Mr. Chandler updated the Council regarding the potential to outsource maintenance of the City's parks and open space. Council Member Bailey then stated he would like to review the City's agreement for funding of a school resource officer at North Ogden Junior High in order to understand how the funding amount was determined and negotiated between the City and Weber School District. He added another goal would be improved communication of City issues to the City residents. Mayor Taylor stated Administration is investigating options for republishing the City newsletter. Council Member Fawson stated he feels more communication tools are needed and he provided some examples of those tools. Council Member Bailey then stated he wants to set a goal to discuss emergency communications with the Council, residents, and amongst City Departments. He is concerned about how communications in the City would be impacted in a disaster. This suggestion was followed by a brief discussion of the City's Emergency Operations Plan with Mayor Taylor stating this topic should be discussed in a future work session meeting. Council Member Bailey stated an additional goal of his is to add a tool to the City's website to allow residents to report problems throughout the City. Mr. Chandler stated that tool is currently up and running on the City's website and he will provide additional information to the Council regarding how it functions. Council Member Bailey then stated the trails system is a priority to him. He added another of his priorities is to minimize undesirable businesses in the City. He added he also places a great importance on keeping residential areas free of commercial uses. He stated he feels home occupations should be invisible. Mr. Chandler suggested that the Council and Planning Commission hold a joint meeting to get on the same page regarding various land use issues. There was discussion regarding this suggestion and the outcome of the discussion was consensus among the Council to hold a joint meeting to give the Planning Commission some direction. Council Member Bailey stated another goal would be to review the makeup of the Fire District to investigate why a charter was created without representation from an elected official of the City. There was brief discussion regarding the Fire District with a focus on the way it was created.

Council Member Fawson then listed his goals and priorities, including execution of the recommendations of the employee compensation committee; balance of full and part-time employees; improving communication with residents through social media outlets; and implementation of a regular town hall meeting schedule to make elected officials accessible to residents in a casual setting;

Council Member Urry stated some of his goals and priorities include discussion regarding business licensing in the City. There was a brief discussion regarding the types of businesses in the City that are required to obtain a license.

4. CITY COMMITTEES AND COMMITTEE ASSIGNMENTS

Mayor Taylor stated he has provided the Council with a list of committees on which the City currently has representation. He stated he would like to determine which Council Members should be appointed as the City's representative on the various committees as well as what additional committees the City should consider creating. There was a general discussion with each Council Member expressing interest in which committee positions they would like to be appointed to. New committees to be created included a General Plan Review Committee. There was a discussion regarding the potential makeup of a General Plan Review Committee and the purpose of the Committee. Mayor Taylor then stated he would like the Council to consider creation of a Volunteer Committee; the idea for this committee came from a

discussion regarding the potential for volunteers to assist on various City projects, like the construction of restrooms in City parks. Mayor Taylor then referenced the potential creation of a committee that would assist in the formation of a long-term Capital Improvement Plan. Council Member Fawson suggested that many of the members that served on the Public Works Committee would be a good fit for a Capital Improvement Plan committee. He added he would like to receive from the staff a list of all properties currently owned by the City. Mayor Taylor then led a discussion regarding oversight of the Cherry Days celebration and whether a committee or foundation should be created to handle that function. The consensus was to try to transition to a foundation that would handle the oversight of the event. The discussion concluded with each Council Member expressing interest in various committee assignments. Mayor Taylor stated there may be a need to have an elected official participate on the Cultural Council as well in order for the City to be eligible to apply for certain grant funding sources.

6. TOPICS FOR FUTURE WORK SESSIONS

Mayor Taylor stated throughout tonight's discussion there have been several topics recommended for future work session meetings.

7. CAPITAL PROJECT PLANS AND PUBLIC WORKS FACILITY

Mr. Chandler provided the Council with an update regarding the bids received for the Public Works Facility project and noted it may be necessary to consider delaying other Capital Projects in order to provide sufficient funding the Public Works Facility project. He noted he had planned to bring a contract to the Council at the February 11 meeting for approval, but that will likely not happen until February 25. He stated the Council can have discussion regarding the budget for the project during the budget meeting scheduled for February 20, 2014.

8. PUBLIC COMMENTS

Joan Brown stated the Planning Commission would appreciate knowing the Council's feelings regarding certain projects and economic development; they would like to meet with the Council and receive feedback. She added she would also like to find additional ways to get feedback and input from the residents. She noted the Planning Commission has not been fully staffed for nearly a year.

9. CITY COUNCIL, MAYOR, AND STAFF COMMENTS

There were no additional comments from the Council, Mayor, and staff.

10. ADJOURNMENT

Council Member Satterthwaite moved to adjourn the meeting. Council Member Bailey seconded the motion.

The meeting adjourned at 10:55 p.m.

Brent Taylor, Mayor

S. Annette Spendlove, MMC
City Recorder

Date Approved