

River Heights City Council
Minutes of the Meeting
January 14, 2014

Present were: Mayor James Brackner
Council members: Doug Clausen
Richard Okelberry
Geoffery Smith
Dixie Wilson
Blake Wright

Recorder Sheila Lind
Public Works Director Clayton Nelson
Finance Director Clifford Grover

Others Present: William Baker, Kathryn Hadfield, Ross Mann, Jeff Young, Gayle Brackner, Peggy Smith, Rasmussen Family, Ruthann Nelson

The following motions were made during the meeting:

Motion #1

Councilmember Clausen moved to “adopt the minutes of the December 10, 2013 Council meeting and the evening’s agenda.” Councilmember Okelberry seconded the motion, which passed with Clausen, Okelberry, Smith, Wilson and Wright in favor. No one opposed.

Motion #2

Councilmember Okelberry moved to “pay the bills as listed except the Brentag bill, until the goods are received.” Councilmember Wilson seconded the motion, which passed with Clausen, Okelberry, Smith, Wilson and Wright in favor. No one opposed.

Proceedings of the Meeting:

The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the River Heights City Building on Tuesday, January 14, 2014.

Opening Remarks and Pledge of Allegiance: Mayor Baker thanked all those that have served the city over his tenure as mayor, including the council and employees. Councilmember Wright led the group in the Pledge of Allegiance.

Swearing in of New Officials: Recorder Lind administered the Oath of Office to James Brackner as the new mayor and Douglas Clausen and Geoffrey Smith as council members.

Adoption of Previous Minutes and Agenda: Minutes of the December 10, 2013 Council meeting were reviewed.

Councilmember Clausen moved to “adopt the minutes of the December 10, 2013 Council meeting and the evening’s agenda.” Councilmember Okelberry seconded the motion, which passed with Clausen, Okelberry, Smith, Wilson and Wright in favor. No one opposed.

Pay Bills: The bills were presented and discussed. PWD Nelson asked that the Brentag check be held until he receives the goods.

Councilmember Okelberry moved to “pay the bills as listed except the Brentag bill, until the goods are received.” Councilmember Wilson seconded the motion, which passed with Clausen, Okelberry, Smith, Wilson and Wright in favor. No one opposed.

Finance Director Report: Mayor Brackner introduced Cliff Grover as the new finance director who took his spot at the table.

Purchase Requisition Requests: There were none.

Public Works Report and Discussion: Clayton Nelson reported on the following:

- Logan City has been holding some sewer city meetings. They are coming up with an advisory committee. He requested a meeting with Mayor Brackner and the council member who will be over sewer to discuss what is going on.
- JUB Engineers have been working for the storm water coalition for the last two years. Some cities have been pulling away from using them. Logan City is going to head up the coalition now. If River Heights has paid JUB for unused services, they will be reimbursed.

Councilmember Clausen asked why Logan City feels they can do this. Do they have legal jurisdiction? Mr. Nelson doesn’t know for sure but will find out more at a meeting tomorrow.

Administrative Report: Recorder Lind reported she has been getting a lot of the old files organized. She suggested they could stop in the office to learn the system for finding things.

Public Comment: There was none.

Presentation of Council Assignments: Mayor Brackner handed out and read ‘River Heights City’s traditional Method of City Administration,’ a document he drafted (included with these minutes). He asked that differences be tolerated. He discussed the traditional form of city government, which he would like to keep intact.

Mayor Brackner asked Councilmember Clausen to be over water and sewer, Councilmember Wilson to be over parks and recreation, Councilmember Okelberry to be over community affairs, Councilmember Smith to be over public safety and Councilmember Wright to be over planning and zoning. Councilmember Okelberry respectfully declined his assignment. He doesn’t feel he is willing to participate in this way, but he will volunteer for other things. Mayor Brackner asked Councilmember Smith to take community affairs and he will be over public safety and roads. Mr. Okelberry suggested having the council clarify the duties and responsibilities for council assignments. He’d like to work on this with Mayor Brackner over the next few weeks. He read from the Utah League of Cities and Towns handbook that recommends such actions. He’d like to put it on a future agenda.

Councilmember Wilson wonders about rearranging some of the duties. Mayor Brackner said he will work on more clear definitions in the coming weeks and present them at the next meeting.

Discuss Bid for Office Computers and Audio Systems: Mayor Brackner asked Jeff Young, of YTech, to present his bid (included with these minutes). Mr. Young explained that he met with Recorder Lind and PWD Nelson to determine what the city’s needs are. He discussed the audio recording system. State legislation is moving more and more to the importance of record keeping. He discussed the need for clarity in the meeting recordings. The current recording system isn’t very effective. He recommended permanent microphones installed in the council desk. There is also an additional microphone that can be plugged in for the public to use. He and Councilmember Okelberry

discussed the number of recording tracks. Mr. Okelberry worries about a gallery microphone that would interfere with the council's discussions. Mr. Young said he has not seen a problem with this. The recording would be on a SD card, which would be transferred onto the city's computer. He said the quality is very good.

Everything he installs comes with a one year warranty. Their servicing fees are very reasonable. He believes small communities need this type of equipment.

He explained the Council Room TV set up. There would be an external plug and additional plugs for the Council to use to project from their own devices. The mayor would dictate who has control over the projections. He recommends a 60"-65" TV. Councilmember Okelberry suggested trying the TV the city has downstairs to see if it's big enough.

Mr. Young explained how he looks to the future, when recommending equipment. It will all be wired, so there won't be any hijacking. Each ipad will plug in to the system. The main switch will probably be on the side of the table. There is also a blueray player built into the set up.

Mayor Brackner is in favor of this, although he doesn't understand the technology behind it.

Councilmember Okelberry wondered if the operating system on the server needed to be purchased and licensed through the state, or a person who is qualified in the state's eyes. Councilmember Okelberry will look into this.

Mr. Young said nearly all cities have underpowered their computer system. They try to save money but the system barely runs the software. The main office computer is slow. He also suggests two monitors to all cities. He recommended Windows 7 and not 8 because it's not supported. In April, XP is done being serviced. Windows 7 is supported until 2020.

He said the router is in the basement, which isn't good. He talked about memory needed to run the software, as well as memory to hold the programs.

He discussed the downstairs computer. Mr. Nelson currently has a laptop, which are the highest maintenance computers. Mr. Young recommends a desktop computer to store all the data, rather than on a laptop that is transported around. The laptop is not able to run all the things Mr. Nelson needs. Mr. Nelson said it was purchased to only read meters. Mr. Young assured that he designed the bid for the smallest equipment needed to take care of the most programs. He projects there will be problems with the current laptop because it's not big enough.

Mr. Young informed, the computer system in the mayor's office is decent and doesn't need to be replaced at this time.

He includes all install costs on his bids. Other companies don't usually do this. He wants them to know the bottom line upfront.

He discussed the file server and desktop scanner. He wants them to have information that is easy to find and get to. The scanner would go on the desk and is a one touch system. It would allow Recorder Lind to load all the council packet information in a folder that could be accessed by everyone on the Council. No paper is involved and can be accessed from any device from home.

Councilmember Okelberry asked if the current copy machine scanner can be used in conjunction with the new system. Mr. Young said it will work, but is less convenient. His scanner will be used 4-5 times more than the one with the copy machine. It does duplexing, double siding, and can feed up to 30 pages of any sized paper.

Mayor Brackner recommended they each do some homework on this information and they'll discuss it at the next meeting. Mr. Young pointed out his contact information so they can ask him other questions.

Mayor and Council Reports: Council member Wright reported that the Planning Commission has embarked on trying to come up with a plan for the city's property, located north of the Providence

137 Cemetery. A public hearing will be held next Tuesday to gather input from residents. A flyer will be
138 delivered by the end of the week. A survey has been set up on-line that residents will be able to take.
139 They are welcome to attend the meeting or submit written comment, as well. He's hoping to have
140 Cathy Wood (cemetery consultant) at the meeting to answer questions. Councilmember Okelberry
141 would like to look into what money was used to purchase this property to make sure a cemetery would
142 be allowed. Councilmember Wright stated the property is zoned as 'parks and recreation,' which
143 allows a cemetery or park. Councilmember Wilson will do some checking to see if any grant money
144 was used to purchase the property.

145 Councilmember Wilson is still working on putting together some dog owner information. She
146 and Mayor Brackner will talk about it later. She thanked the Public Works Department for painting the
147 basement and Council Chambers. She will meet with PWD Nelson to discuss park goals for the future.

148 Councilmember Clausen asked how Jeff Young was contacted to give a bid for computer
149 equipment. Mr. Young said Mayor Baker discussed the city's needs with the Richmond mayor, who
150 told Mr. Young. Mr. Young then called Mayor Baker to let him know his company could help.
151 Councilmember Clausen reminded that the city needs to get bids for projects over \$7,500. Mr. Young
152 is fine with this. Mr. Clausen also reminded this isn't in the budget. Finance Director Grover will
153 check the budget to determine if the city can pay for it. Mr. Clausen asked for a discussion to reduce
154 River Heights resident's property taxes by 10%, on the next agenda.

155 Councilmember Okelberry has concerns about the website. He will discuss it with Mayor
156 Brackner before bringing it to the Council. He has been made aware of a bill that is going to the
157 legislature, which deals with business licensing. The sponsor wants to exclude non-profit businesses
158 from the need to be licensed. He is worried, if it goes through, anyone could start a non-profit business
159 and the city would be out of the loop for regulating. He'd like to bring this up at the next meeting. He
160 feels it's important for the city to voice their concerns. He will send a copy of the bill to all the council
161 members. Mayor Brackner asked Councilmember Wright if the Commission could regulate this.
162 Councilmember Wright said a non-profit business still needs to apply for a Conditional Use Permit
163 (just like a school does). At this point the business would need to fall under the city's ordinances.

164 Councilmember Okelberry has been doing some work on the ADA issues. He gave Mayor
165 Brackner an article about snow removal to discuss with PWD Nelson.

166 Councilmember Smith didn't have anything to report.

167 Mayor Brackner and past mayor Baker will meet with the city finance employees on January
168 23rd. After that he'd like to hold a workshop to assess how the budget is doing. They scheduled this
169 meeting at 4:00 on Feb 25th, before council meeting.

170 PWD Nelson said Geoshack is holding the GPS unit until there is a computer to sync it to.
171 He's sure the city doesn't want to pay to load it a second time (when he gets a new computer). It will
172 cost \$2,100 for the software and loading. Councilmember Okelberry volunteered to get a few other
173 bids for the computers before the next meeting.

174 The meeting adjourned at 8:20 p.m.

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178 Sheila Lind, Recorder

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James Brackner, Mayor