

River Heights City Council
Minutes of the Meeting
October 7, 2014

Present were: Mayor James Brackner
Council members: Richard Okelberry
Geoff Smith
Dixie Wilson
Blake Wright
Recorder Sheila Lind
Public Works Director Clayton Nelson
Finance Director Clifford Grover

Excused Councilmember Doug Clausen

Others Present: Engineer Eric Dursteler, David Bryan, Other Scout
Leader, Boy Scout Troop 78

The following motions were made during the meeting:

Motion #1

Councilmember Wilson moved to “adopt the minutes of the September 23, 2014 Council Meeting, and the evening’s agenda.” Council member Okelberry seconded the motion, which passed with Okelberry, Smith and Wilson in favor. No one opposed. Clausen and Wright were absent.

Motion #2

Councilmember Okelberry moved to “pay the bills as listed.” Councilmember Smith seconded the motion, which passed with Okelberry, Smith and Wilson in favor. No one opposed. Clausen and Wright were absent.

Motion #3

Councilmember Okelberry moved to “approve the change order for the 400 South Road Project, given to the council tonight, in the deficit amount of \$4719.78.” Councilmember Smith seconded the motion, which carried with Okelberry, Smith, Wilson and Wright in favor. No one opposed. Clausen was absent.

Motion #4

Councilmember Smith moved to “adopt change order #2, with the name changes.” Councilmember Wright seconded the motion, which carried with Okelberry, Smith, Wilson and Wright in favor. Clausen was absent.

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Motion #5

Councilmember Wilson moved to “approve the expenditure of a high speed Fujitsu scanner and associated software of up to \$1,200.” Councilmember Okelberry seconded the motion, which carried with Okelberry, Smith, Wilson and Wright in favor. No one opposed. Clausen was absent.

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, October 7, 2014.

Opening Remarks and Pledge of Allegiance: FD Grover discussed the devastation in Seria at this time. He reminded how fortunate we are to live here and to have utilities that work. He encouraged us to reflect and be grateful. Councilmember Okelberry led the group in the Pledge of Allegiance.

Adoption of Previous Minutes and Agenda: Minutes of the September 23, 2014 Council Meeting, were reviewed.

Councilmember Wilson moved to “adopt the minutes of the September 23, 2014 Council Meeting, and the evening’s agenda.” Council member Okelberry seconded the motion, which passed with Okelberry, Smith and Wilson in favor. No one opposed. Clausen and Wright were absent.

Pay Bills: The bills were presented and discussed.

Councilmember Okelberry moved to “pay the bills as listed.” Councilmember Smith seconded the motion, which passed with Okelberry, Smith and Wilson in favor. No one opposed. Clausen and Wright were absent.

Councilmember Wright joined the meeting.

Finance Director Report: FD Grover is continuing his work on the audit.

Purchase Requisition Requests: There were none.

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

- He’s been working with the eagle scouts to get their signs built.
- He has done an inventory of the street lights. He is ready for Councilmember Clausen to contact RMP to compare their observations.
- Councilmember Okelberry discussed the installation of a couple new stop signs. He wondered if he should put a notice on the city’s website. Mayor Brackner felt people will get accustomed to them.

Administrative Report: Recorder Lind gave out copies of her notes from the UMCA Conference she attended. She reported it was time well spent.

Public Comment: There was none.

Update on 400 South Road Project: Engineer Eric Dursteler reported the curb and gutter is nearly finished. Concrete should be finished by Thursday. Asphalt is scheduled for next Monday. After that they will begin putting yards back together. Discussion was held on power pole locations.

He handed out copies of a contract change order. Tony Johnson doesn’t want the fence and retaining wall replaced on the north side of the property he is under contract to purchase (located at 412 S 600 E). He would rather have a grassy slope. Mayor Brackner has contacted Krystle Jaquier, the homeowner, who said this arrangement is fine with her.

92 Tony Johnson requested that the savings to the city (\$4,719.78) be applied to the installation of
93 curb and gutter on the west side of the property. Mayor Brackner explained to Mr. Johnson that the
94 city is not agreeable to this because it would end up costing the city an additional \$3,000. Mr.
95 Johnson's second request would be to use the fence credit towards water or sewer hook-up fees on a
96 separate property he owns. Mayor Brackner suggested the money could be held in abeyance and
97 applied to the connections at a later date. The council discussed how they felt about the money being
98 used on a property that wasn't associated with the project. Mayor Brackner reminded that Ms. Jaquier
99 has agreed with this arrangement. It was suggested, if the sale doesn't go through, the money will be
100 forfeited. Councilmember Wright wondered if the change order was premature since the house hadn't
101 yet been sold. Councilmember Wilson agreed with the project changeover but not with how the
102 savings would be applied. Mayor Brackner proposed sending a letter to Ms. Jaquier informing that the
103 fence won't be reinstalled. The credit will be hers, not Mr. Johnson's, until the sale is final.
104 Councilmember Okelberry suggested she can transfer the credit to Mr. Johnson in the sale.

105 Councilmember Wright suggested Mayor Brackner let Tony Johnson know, if he builds a fence
106 in the future it will need to be in compliance, whereas the one they are removing isn't.

107 **Councilmember Okelberry moved to "approve the change order for the 400 South Road
108 Project, given to the council tonight, in the deficit amount of \$4719.78." Councilmember Smith
109 seconded the motion, which carried with Okelberry, Smith, Wilson and Wright in favor. No one
110 opposed. Clausen was absent.**

111 Engineer Dursteler presented and explained an additional change order and the costs associated
112 with it. They've decided to use flat grates, rather than hooded grates because the depth is more than
113 they initially thought. PWD Nelson explained the backflow preventer must be installed to be in
114 compliance with state law. The city requires property owners to pay for these, but in this case, it's the
115 city's project. Mr. Nelson asked if the city would cover the cost in this instance or if they should bill
116 Gary Tucker, the property owner. The Council couldn't decide so they'll discuss it later. This change
117 order also includes the fence credit (discussed earlier). The Council wanted Tony Johnson's name
118 replaced with Krystle Jaquier's on the order.

119 **Councilmember Smith moved to "adopt change order #2, with the name changes."
120 Councilmember Wright seconded the motion, which carried with Okelberry, Smith, Wilson and
121 Wright in favor. Clausen was absent.**

122 Discuss Docuware – Paperless Storage and Retrieval System: Councilmember Smith has
123 viewed the Docuware presentation and recommended acceptance of their proposal. He feels they have
124 great growth potential. He would use it in his business if he needed this type of system. He also
125 proposed purchasing the new scanner, as the bid states. He didn't see any red flags in the system.

126 Councilmember Okelberry suggested NOT going with Docuware, although he considers their
127 scanner to be very useful for either Docuware or the in-house system. He feels most of what the city
128 needs is done by the scanner and that DocuWare's type of indexing is a dinosaur. The new systems are
129 very powerful. He explained how Windows can automatically index. He gave a presentation on his
130 recommendation.

131 FD Grover said he uses Windows at work and it's not efficient enough for him. He has a lot of
132 data and the searches he uses don't work very well for him. He agreed on the Fujitsu scanner offered
133 by Docuware.

134 Councilmember Wilson suggested trying the Windows system for a while. The others agreed.
135 FD Grover suggested Councilmember Okelberry work with him and Treasurer Wilker. They can run
136 some general tests.

137 **Councilmember Wilson moved to “approve the expenditure of a high speed Fujitsu**
138 **scanner and associated software of up to \$1,200.” Councilmember Okelberry seconded the**
139 **motion, which carried with Okelberry, Smith, Wilson and Wright in favor. No one opposed.**
140 **Clausen was absent.**

141 Business Licensing and Commercial Taxing: Mayor Brackner stated new businesses cannot be
142 charged a franchise fee for doing business in River Heights. They will be taxed the same rate as
143 residential properties but, the tax rate will be applied to the full assessed values without the discount of
144 45% applied to residential property. The city can charge a business license fee, to cover costs; it’s not
145 a revenue for the city. Mayor Brackner recommended using the same fees as Logan, since they have
146 done the background work to come up with the amounts. The Council would like to adopt this rate by
147 resolution at the next meeting. Mayor Brackner asked Recorder Lind to review Logan’s license
148 application and give her suggestions at the next meeting.

149 Mayor and Council Reports: Councilmember Smith informed he has photos from Apple Days.
150 He was told he could store them on the city’s server.

151 Councilmember Okelberry discussed the preservation of all incoming and outgoing city emails.
152 He is looking for a solution on how to do this effectively. He reiterated the importance of keeping all
153 city correspondence on a separate email account.

154 Councilmember Wright reported he has a tentative meeting set up with the Johnson property
155 owners. He’ll report on it later.

156 Mayor Brackner attended a disaster preparedness meeting. He found out River Heights is in
157 good shape as far as risk factors. However, River Heights does register high on radon gas. There have
158 been seminars held to inform people of the risks and what to do about it. There are testing kits
159 available for \$8/each. He would like to offer a seminar for River Heights citizens and an opportunity
160 for them to purchase testing kits.

161 Mayor Brackner informed that a gentleman has offered to sell the city 5 lots of water rights,
162 either individually or together. Councilmember Clausen is looking into the price to see if his offer is
163 fair. Mr. Brackner informed there is only one trailer left on the old gas station property. They have
164 cleaned up quite a bit.

165 Mayor Brackner, Councilmember Clausen and PWD Nelson have visited with the city engineer
166 to discuss cost estimates for potential upcoming projects. He handed out a list and discussed each
167 item.

168 The meeting adjourned at 8:25 p.m.

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Sheila Lind, Recorder

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174 James Brackner, Mayor