



Mayor Sue Bybee

**UINTAH CITY COUNCIL MEETING**

Planning – Gordon Cutler

Council Members:

**THURSDAY, January 3rd, 2013**

Building Inspector-Brent Stuart

Don Pearson

Heidi Flitton

**2:00 PM**

Treasurer – Nichole Venz

David Boothe

Lee Wohlgemuth

**MINUTES**

Sheriff – Lt. Burns

Fire Chief – Mike Marz

Attendees: Dave Boothe, Don Pearson, Lee Wohlgemuth, Heidi Flitton, Mayor Bybee, Matt Hartvigsen, Gordon Cutler, Mike Marz, Paula Curl, Shane Sanders, Mike Sanders, Thair Blackburn, Ti Blackburn and Darinda Wardell.

## **MEETING MINUTES:**

1. **MEETING CALL TO ORDER:** By Mayor Bybee.

2. **PLEDGE OF ALLEGIANCE:** Lead by Dave Boothe

**CONFLICT OF INTEREST:** Council members are required by law to file a public disclosure statement with the City Recorder listing business interests and investments that could create a conflict of interest with the duties of the Council Member. When a matter in which a Council member has a business or investment interest appears on the Council agenda, the Council member must publicly disclose that interest. Mayor Bybee asked the Council if they had any conflicts of interest; there were no conflicts.

3. **APPROVAL OF CITY COUNCIL MEETING MINUTES HELD DECEMBER 18<sup>TH</sup> & DECEMBER 20<sup>TH</sup>, 2012:**

Presenter: Mayor Bybee

- Dave Boothe had called and changed tab 9 of the Fire Department Report to state that Firefighter Certification Training would be done by the end of April.
- Heidi Flitton motioned to approve the minutes for December 18<sup>th</sup> and December 20<sup>th</sup>, 2012 with the correction.
- Seconded by Don Pearson
- Mayor Bybee asked if there was any discussion on the motion; there was none.
- All in favor; the motion passed.

4. **DISCUSSION/ACTION ON RFP'S FOR PROPOSAL ON A DESIGN FOR THE FIRE STATION; THREE**

**INTERVIEWS:** (00:02:04)

Presenter: Mayor Bybee

- Mayor Bybee explained that the three Architects would each be given a 45 minute time period to present their firm; their quote and answer any questions the Council might have. At the end the Council would vote on which Architect they would award the design to.
- Mayor Bybee handed out a score card for each of the Council to use to standardize their scoring. The scorecard had the following questions with a scoring point system:  
Briefly give us the Company's background and experience  
Are we meeting with the people that will actually do the work  
Have you worked on a CDBG project and know the requirements of recordkeeping  
Talk about the phases of the project that you plan to use  
What strengths do you have that will be particularly useful on the project  
What will you need from us to ensure a successful relationship  
Is the Council comfortable with their customer service approach  
Are they committed to the project.
- The three companies came in the following order:
  1. Design Interface Architects – Presenter Paula Curl
  2. Sanders & Associates – Presenter Shane Sanders
  3. Thair H. Blackburn, Architects – Presenter Thair Blackburn
- After each of the companies had their time the Council was able to discuss and interact with the City Engineer and City Fire Chief about the presentations.
- After the last presentation Mayor Bybee asked which one of the three was their best choice:  
Heidi Flitton: Design Interface and Sanders  
Lee Wohlgemuth: Sanders  
Don Pearson: Sanders  
Dave Boothe: Design Interface  
Mike Marz: Design Interface and Sanders  
Matt Hartvigsen: Design Interface and Sanders

Mayor Bybee: Sanders

- It was discussed and decided that they award the project to Sanders and Associates.
- Mayor Bybee asked Chief Marz to sit down with the Fire Department and decide what they want and then bring that back to the Council.
- The timeline was reviewed; get the contract and set the start date; this gives the fire department about 3 weeks to get their plan back to the Council (by January 24<sup>th</sup>).
- Lee Wohlgemuth stated that we did get the extension on the contract; the next step is to request the first disbursement of funds.
- Don Pearson motioned to accept the proposal from Sanders and Associates for their design for the remodeled or refurbished Fire Station.
- Seconded by Lee Wohlgemuth
- Mayor Bybee asked if there was any discussion on the motion; there was none.
- The motion passes.

**5. DISCUSSION/ACTION ON CITY MEDIA FOR THE REMAINDER OF THE 2012/2013 FY BUDGET:** (01:57:23 #2)

Presenter: Mayor Bybee

- Mayor Bybee reviewed with Council the table she had put together listing the different ways of City Media including the following:

Product	Monthly Cost
City Website	\$750 per year hosting
City Newsletter	Average \$150. Per month
Utility Bills (messages)	\$0
Facebook	\$0 to \$50 a month
- Lee Wohlgemuth has volunteered to work on the website; he has been training and working with support to get up to date on the website. Council agreed to work with Lee and get him their updates and current news to post on a weekly basis.
- Council discussed the message section of the utility bills and was okay with the messages and had no changes.
- Facebook: Lee Wohlgemuth will volunteer with Crystal Western as backup to be the moderator for the Uintah City Facebook page.
- Council discussed at length the disclaimer statement that would be attached to our Facebook page. They decided to have an open group to see how that worked and if it didn't they would make it a closed group.
- Council decided that they did not want it to be a discussion group; they would send comments complaints and or suggestions to the appropriate Council Member for their response.
- Newsletter: It was discussed if we needed to have a newsletter. With the website and Facebook page being updated weekly did we need the expense? It was discussed that we have several citizens that don't have access to the internet and how do we address their needs. We have several notices that need to be given to each household each year; it was decided that we would do a one page, two sided newsletter, printed in house monthly if needed. We will do flyers for the few times we have notices and also have available at the City office information from the website to citizens who request it.
- City Council minutes: Mayor Bybee asked if the Council wanted to have the meeting minutes posted on the City Website; it was discussed having a two month trial period; if after the two month period they changed their minds they would be taken off.
- Lee Wohlgemuth motioned to have a two month trial period to post the City Council Meeting Minutes on the City Website.
- Don Pearson seconded the motion.
- Mayor Bybee asked if there was any discussion on the motion; there was none.
- Roll call vote; Dave Boothe – no; Don Pearson – yes; Heidi Flitton – yes; Lee Wohlgemuth – yes; Mayor Bybee – no.
- Motion passed for a two month trial period.
- Don Pearson motioned to move forward with the Facebook page; the City Website; Utility Bills and the City Newsletter as discussed.
- Seconded by Dave Boothe.
- Mayor Bybee asked if there was any discussion on the motion; there was none.
- All in favor; motion passes.

**6. OTHER BUSINESS:** (02:48:00 #2)

- Mayor Bybee advised the Council that she had been contacted by Weber Basin Water that the City had gone over in their water usage by 78 acre feet for the year 2012; which means we either pay the \$31,000 penalty or buy the water for \$26,500. She advised that if we buy the water we have to buy that much

more every year; so the contract price would increase that much annually. It will be on the agenda for the next meeting for the Council to discuss and vote on.

**7. MEETING ADJOURNMENT:** (02:51:10 #2)

Heidi Flitton motioned to adjourn the meeting.

Seconded by Mayor Bybee

All in favor; the motion passed.

The meeting was adjourned.

APPROVED by City Council this 15<sup>th</sup> day of January, 2013.

A handwritten signature in cursive script, reading "Darinda K. Wardell". The signature is written in black ink and is positioned above a horizontal line.

DARINDA K. WARDELL, City Recorder

