

PERRY CITY COUNCIL MEETING
PERRY CITY OFFICES
October 25, 2018

7:00 PM

OFFICIALS PRESENT: Mayor Kevin Jeppsen presided and conducted the meeting, Jim Taylor, Esther Montgomery, Andrew Watkins, and Toby Wright.

OFFICIALS EXCUSED: Nathan Tueller

CITY STAFF PRESENT: Shanna Johnson, Chief Deputy Recorder
Robert Barnhill, City Planner/Office Administrator
Craig Hall, City Attorney
Scott Hancey, Sergeant

OTHERS PRESENT: Boyd Montgomery, Craig Bruderer, Stuart Grover, Ray Stander, Spencer Riley, Trevor Cefalo, Todd Williams, Jan Kerr.

ITEM 1: CALL TO ORDER

Mayor Jeppsen called the City Council meeting to order.

A. INVOCATION

Council Member Wright offered the invocation.

B. PLEDGE OF ALLEGIANCE

Shanna Johnson led the audience in the Pledge of Allegiance.

C. REVIEW AND ADOPT THE AGENDA

MOTION: Council Member Montgomery made a motion to approve the agenda. Council Member Watkins seconded the motion.

ROLL CALL: Council Member Wright, Yes Council Member Montgomery, Yes
Council Member Watkins, Yes Council Member Taylor, Yes

Motion Approved. 4 Yes, 0 No.

ITEM 2: PROCEDURAL ISSUES

A. CONFLICT OF INTEREST DECLARATION

None.

B. PASS OUT WARRANTS TO COUNCIL MEMBERS (AND POSSIBLE DISCUSSION)

Shanna Johnson passed out the warrants.

C. BUSINESS LICENSE(S)

None.

ITEM 3: PUBLIC HEARING AND/ OR PUBLIC COMMENT

A presentation of a \$2000.00 grant from Rocky Mountain Power was given by Craig Bruderer for Perry City’s Safety and Quality of Life through policing as an enhancement for the safe trading zone.

Mayor Jeppsen acknowledged the scouts that were attending City Council Meeting and had them introduce themselves. Spencer Riley and Ray Stander introduced themselves and stated that they are working on their citizenship award.

Boyd Montgomery, who is a Perry City resident and owner of buildings on 1200 W 2080 S, encouraged the Council to look into adding street lights in addition to widening 1200 W. He discussed that they have a lot of pedestrians and vehicles that turn around in that location. He also wanted to make the City aware of a 6 foot drop off that is next to the road near his property. He expressed concerns of it being a hazard in the winter for vehicles that may run off the road and asked for a remedy. He then praised the Mayor in his leadership and communication with the public.

ITEM 4: ACTION ITEMS

A. APPROVAL OF THE WARRANTS

MOTION: Council Member Taylor made a motion to approve the warrants as presented. Council Member Wright seconded the motion.

ROLL CALL: Council Member Wright, Yes Council Member Montgomery, Yes
 Council Member Watkins, Yes Council Member Taylor, Yes

Motion Approved. 4 Yes, 0 No

B. Ordinance 18-F Subdivision Street Layout and Access

Bob Barnhill presented the Emergency Access for Subdivisions Ordinance that the Planning Commission developed. Bob has done research on a dozen other communities and what they have in place. He found that most have something stating that once the subdivisions reach a certain number of units, there needs to be a secondary emergency access. In addition, the Planning Commission wanted to make sure it is in the code that the land use authority reviewing subdivisions has authority to require stub roads and to require adjacent properties to install access and follow the transportation plan. Bob then read the Code to the Council including certain items as follows:

- Overall street layout and access shall be reviewed and approved as part of the subdivision concept and/or preliminary application.
- The land use authority and the fire code official shall review and approve the street layout for all phases of the subdivision.
- The land use authority shall have authority to require stub roads, additional accesses into the development, and adjustments to the street layout, cross-section and right of way widths.
- A minimum of two separate ingress/egress routes for vehicular access shall be required when the total number of ERU’s served by a single means of access will

exceed thirty, and/or when a development extends more than 1800 feet from a connecting street.

- Where more than one means of access is required, the points of access shall be placed a minimum of six hundred feet apart, measured from center of right-of-way to center of right-of-way.
- The final land use authority may waive these access requirements when any of the following exist, unique topographic circumstances or the property is landlocked, and where no point of second access is available within six hundred feet, and where all Equivalent Residential Units (ERUs) are provided with an approved sprinkler system, a second access shall not be required until number of ERU's reaches sixty.

The Council then asked about who is responsible for the financial expense when the sprinkler system installation is required. Bob explained that it would be the developer's responsibility. Bob stated that the Fire Marshall has gone over this and approved it.

MOTION: Council Member Taylor made a motion to approve Ordinance 18-F Subdivision Street Layout and Access. Council Member Wright seconded the motion with an amendment to add the requirement of having a concept indoor preliminary approval.

ROLL CALL: Council Member Wright, Yes Council Member Montgomery, Yes
Council Member Watkins, Yes Council Member Taylor, Yes

Motion Approved. 4 Yes, 0 No

C. RESOLUTION 18-12 AUTHORIZING THE MAYOR TO EXECUTE AN INTERLOCAL AGREEMENT WITH WEBER COUNTY FOR STORM WATER MANAGEMENT

Tabled (In need of updated agreement).

D. RESOLUTION 18-13 AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR THE CREATION OF A RESIDENTIAL LANDFILL DISPOSAL PERMIT PROGRAM WITH BOX ELDER COUNTY

Craig Hall discussed the agreement negotiated with Box Elder County in regards to putting a program in place that would allow Perry City residents to be able to use the landfill for free or a minimal charge. The County will provide tickets or permits, to allow the city residents access to use the landfill one time per calendar year for free. Steve Hadfield, the County Attorney, has reviewed the agreement and approved it. There is a fiscal impact to the City of \$4,000 on an annual basis and they anticipate the tickets to be available starting January 1. The City office will be in charge of ensuring that the permits are handed out appropriately to the residents.

MOTION: Council Member Wright made a motion to approve 18-13 Authorizing the Mayor to Execute an Agreement for the Creation of a Residential Landfill Disposal Permit Program with Box Elder County with praise to Council Member Montgomery for initiating the program. Council Member Taylor seconded the motion.

ROLL CALL: Council Member Wright, Yes Council Member Montgomery, Yes

Council Member Watkins, Yes Council Member Taylor, Yes

Motion Approved. 4 Yes, 0 No

E. RESOLUTION 18-14 AMENDING AND UPDATING THE PERRY CITY PURCHASING AND PROCUREMENT POLICY

Shanna Johnson discussed resolution 9905 being passed in the year 1999; it is the purchasing policy that the City has been working off of for the past twenty years. She stated that with inflation, expense, and the amount of time required to get approval of Request for Proposal (RFP) processes, that the City is proposing an update in the amount allowed for purchasing. It will not bypass resolution 1403 but will allow the City to not have to get competitive quotes if the cost of an item is under \$2,500. Anything over \$2,000 will still go to council for warrant approval.

Purchases exceeding \$2,500 but less than \$50,000 would require the competitive quotes, and purchases exceeding \$50,000 would require a formal RFP.

Professional services under \$100,000 would require three quotes to negotiate and get approval from the Council.

Construction projects under \$25,000 would require the purchase order approval and warrant approval. Projects between \$25,000 and \$50,000 would require three competitive bids, and over \$50,000 would require a formal RFP. Craig Hall added that the city is entitled to adopt its own purchasing policies and processes as long as it does not violate the intent of the State Procurement Code. He stated that we are still bound by the rest of the terms and conditions of the State Procurement Code and that this is amending a very small provision to make it more functional for the community.

MOTION: Council Member Taylor made a motion to approve Resolution 18-14 Amending and Updating the Perry City Purchasing and Procurement Policy. Council Member Montgomery seconded the motion.

ROLL CALL: Council Member Wright, Yes Council Member Montgomery, Yes
 Council Member Watkins, Yes Council Member Taylor, Yes

Motion Approved. 4 Yes, 0 No.

ITEM 5: DISCUSSION ITEMS

A. COUNCIL RETREAT MEETING

The Mayor suggested November 10, 2018 for the date of the retreat and doing it at the City building. The Council discussed what time they would like to start and decided on 7:00 a.m.

ITEM 6: MINUTES & COUNCIL/MAYOR REPORTS

A. APPROVAL OF CONSENT ITEMS

- **OCTOBER 11, 2018 CITY COUNCIL MEETING MINUTES**

MOTION: Council Member Montgomery made a motion to approve the October 11, 2018 City Council Meeting Minutes. Council Member Wright seconded the motion.

ROLL CALL: Council Member Wright, Yes
Council Member Taylor, Yes

Council Member Montgomery, Yes
Council Member Watkins, Yes

Motion Approved. 4 Yes, 0 No.

B. MAYOR'S REPORT

The Mayor stated that the land negotiations have continued to progress and are on track regarding the Sitla and DNR properties.

Council Member Taylor asked about the Chief of Police position, Shanna informed the Council that we have had a lot of applicants and that the position closes on October 30, 2018.

C. COUNCIL REPORTS

Council Member Wright discussed going with the Mayor to meet with the contractor regarding the shed at the gun range. He stated that the building and shooting range are at different elevations and suggested the possibility of raising the elevation of the location of the shed. The Mayor discussed reaching out to the contractors/engineers for an evaluation of what it would need and cost. They also talked about what materials they could use for fill and wanted to have it done soon so that it could settle through winter.

Council Member Watkins acknowledged that the two welcome signs are done and have had a lot of help from Brett Jones and Bob Barnhill. Granite Construction and Cache Valley Electric are going to install the south sign and they are contemplating installing the north sign as well. They can do the installation for \$700 for each sign and he thinks that the entire project will be under \$4,000, which is under the budget of \$10,000. The location of the signs has been decided and it is very close to being complete. He then added that he and Bob had time to go and tour some City Hall buildings including Nibley, Wellsville, Hyrum, and Mendon. Chief Arbon went with him the next day to Clearfield. He would like to review and discuss ideas from the tours at the retreat with the Council.

D. STAFF COMMENTS

Shanna discussed that early voting is going on. There is a box to drop off ballots at the City. She told the Council about the new website for the City that is close to being done, and also informed them about the Holiday movie that is scheduled for Saturday December 1, 2018 at Walkers Cinema (the movie being shown is The Star) at 10:00 a.m. She also told them the city staff Holiday party is scheduled for December 14, 2018.

Sergeant Hancey displayed the new armor for the police department. He thanked the Council and told them how nice it is and much lighter than other armor he has worn for the SWAT team in the past.

E. PLANNING COMMISSION REPORT

Commissioner Grover suggested in regards to the landfill use permits, to attach it to the newsletter that is sent out to the residents. He commended Bob on presenting the Ordinance 18-F. He summarized that there are six members now on the Planning Commission and that they are trying to make a bucket list of projects with a schedule attached to them so they can prioritize and support the general plan in regards to projects to be completed.

ITEM 6: EXECUTIVE SESSION

None.

ITEM 7: ADJOURNMENT

MOTION: Council Member Montgomery made a motion to close the meeting. Council Member Wright seconded the motion.

ROLL CALL: Council Member Montgomery, Yes Council Member Wright, Yes
 Council Member Taylor, Yes Council Member Watkins, Yes

Motion Approved. 4 Yes, 0 No.

The Regular Meeting Closed at 7:57 PM.

Susan Obray, City Recorder

Kevin Jepps, Mayor

Shanna Johnson, Chief Deputy Recorder