



Administrative Offices  
4600 So. Weber River Drive  
Riverdale, Utah 84405

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Minutes of the **Regular Meeting** of the **Riverdale City Council** held Tuesday, **October 03, 2006** at 6:00 pm at the Riverdale Civic Center, 4600 South Weber Drive.

Members Present:     Bruce Burrows, Mayor  
                              David Gibby, Councilor  
                              Stacey Haws, Councilor  
                              Shelly Jenkins, Councilor  
                              Gary Griffiths, Councilor  
                              Doug Peterson, Councilor

Others Present:        Larry Hansen, Chief Administrative Officer; Steve Brooks; City Attorney;  
                              Randy Daily, Community Development Director; Doug Illum, Fire Chief;  
                              Stacey Comeau, HR Manger/Office Manager; Marie Alvord,  
                              Administrative Assistant; Kelly Bingham, Standard Examiner; and two  
                              citizens.

**A. Welcome and Roll Call**

Mayor Burrows called the meeting to order and welcomed all those present.

**B. Pledge of Allegiance**

Mayor Burrows lead the Pledge of Allegiance. Mayor Burrows gave a quote from George Washington.

**C. Moment of Silence**

Mayor Burrows' quote was followed by a moment of silence.

**D. Information Items**

**1. Open Communications**

There were no open communications at this time.

**2. Mayor's Report**

Mayor Burrows commented that in the latest Legislative Session each County was given the ability to pass a quarter of a cent sales tax for transportation to benefit the area where it was collected. He further commented under general consensus of the local Mayors and County Commissioners that this tax would more desirable than the \$10 annual renewal fee assessed to licenses. Mayor Burrows stated that he is unsure of the direction that will be taken but it is too late to add it to this year's ballot and will have to hold a special election or wait for the following year's election.

Councilor Jenkins stated that she was under the impression that the Legislature was uncertain on the language of the decision. She inquired if this was part of the update he had received. Mayor Burrows informed her that it had and that the final decision was to allow the Counties to keep the tax where it was collected.

3. Recorder's Report (Review status of Council requested follow-up items)

Councilor Jenkins inquired of the status on the General Plan Review - Certain areas of the City for update. She was informed that the update of the town meeting was distributed to the City Council in a previous packet. Councilor Haws stated that this issue was scheduled to come to City Council on this Agenda and asked why it was not on the agenda. Mr. Hansen informed him that it was tentatively placed on the Agenda but was pulled. He reported that the item should first go through the Planning Commission with a Public Hearing and then be forwarded on to the City Council at a future time.

**E. Consent Items**

1. Approval of meeting minutes from:

**August 15, 2006 and September 5, 2006 Closed Executive Sessions  
September 19, 2006 Council Work Session  
September 19, 2006 Regular City Council**

There were no comments on the minutes.

**Motion:** Councilor Gibby moved to approve the Consent Items as presented. Councilor Jenkins seconded the motion.

**Call the Question:**

The motion passed unanimously.

**F. New Action Items**

1. Department of Business Administration

**a. Consideration of Resolution #28-2006 amending the Fire Administrative Assistant/Secretary job description.**

Mrs. Comeau reviewed the amendments to the Fire Administrative Assistant/Secretary job description. Councilor Haws noted that the wording on the new description did not flow and seemed confusing. Chief Illum stated that he will correct the problems. Councilor Jenkins noted that the change in job description was made due to another job. She inquired if the other job description will also be changed. Mr. Hansen stated that it would not be changed as that job will remain the same.

**Motion:** Councilor Gibby moved to adopt Resolution #28-2006 adopting amendments and additions to Riverdale City job descriptions. Councilor Peterson seconded the motion.

**Call the Question: Roll Call Vote**

Councilor Gibby, Yes; Councilor Griffiths, Yes; Councilor Haws, Yes; Councilor Jenkins, Yes; Councilor Peterson, Yes. The motion passed unanimously.

**b. Consideration of Resolution #27-2006 amending HR Policy to add a new section entitled 11- 7 Time Reporting.**

Mrs. Comeau reviewed the amendments to the HR Policy, addition of section 11-7 Time Reporting. Councilor Gibby requested where possible, a time clock be used to record all employee hours worked. Mrs. Comeau stated that currently one department within the City uses a time clock and another is looking into using one. Councilor Jenkins noted that there are computer programs where one can log into the system and it will keep time. Mrs. Comeau reported that she has looked into time keeping systems and cannot find one that will integrate with Caselle. She stated that Caselle has a time keeping system, called Clarity, but it does not meet the needs of city staff. Mrs. Comeau informed the Council that Caselle is currently updating all their software, including Clarity. Mr. Hansen asked the Council if they would like staff to report back when the Clarity update is complete. All Councilmembers indicated that they would like an update. Mr. Hansen requested that this item be placed on the Recorder's Report; stating that when Caselle's Clarity software is updated that it will be brought back for discussion for a time keeping module.

**Motion:** Councilor Gibby moved to approve Resolution #27-2006 adopting the amendments to the Riverdale Policy and Procedure Handbook. Councilor Haws seconded the motion.

**Call the Question: Roll Call Vote**

Councilor Gibby, Yes; Councilor Griffiths, Yes; Councilor Haws, Yes; Councilor Jenkins, Yes; Councilor Peterson, Yes. The motion passed unanimously.

2. Department of Community Development

**a. Consideration of Ordinance #663 amending Title 10, Chapter 13, regarding hillsides.**

**b. Consideration of Ordinance #664 amending Title 10, Chapter 5 regarding re-zones.**

**c. Consideration of Ordinance #665 amending Title 10, Chapter 19 regarding conditional uses.**

Mr. Daily requested that these Ordinance changes be tabled. He noted that tabling these Ordinances will give the City Council time to review and comment on those changes. Councilor Haws asked if the changes will be sent back to the Planning Commission. Mr. Daily indicated that they would. Councilor Jenkins requested that a due date for changes from the City Council be set. Mr. Daily stated that within the next two weeks if possible. Councilor Jenkins inquired if they will discuss the changes in the next City Council meeting and then forward them to the Planning Commission. Mayor Burrows indicated that another agenda item would not be needed to discuss the changes. Councilor Jenkins asked if the City Council needed to make a recommendation on it right now. Mr. Daily informed the Council that he would like each Councilmember to submit their comments and changes to staff individually. Staff would then forward those comments to the Planning Commission. Mr. Hansen stated that Administration would like to communicate more clearly to the Planning Commission about their concerns on the draft for the three ordinances. He further stated that in order to streamline the process it would

be best to take changes directly to the Planning Commission for review and Public Hearing, then to the City Council. Mr. Hansen echoed Mr. Daily in stating that the best action is to table these items and let staff work through the mark ups.

A general discussion was held pertaining to the most effective way to submit the changes and comments to the draft Ordinances. Mayor Burrows asked for consensus on how the Council would like to submit the changes by either placing items on the next agenda and as a body decide on the changes or submit changes individually. **Consensus was reached for the City Council to submit the changes individually to staff and staff will forward them to the Planning Commission.**

**Motion:** Councilor Gibby moved to table Ordinances 663, 664, and 665; request to the Council for the submittal of all comments and changes to Mr. Daily by October 13, 2006; request to Planning Commission to review the suggestions and to submit a final draft to the City Council. Councilor Peterson seconded the motion.

**Call the Question:**

Councilor Gibby, Yes; Councilor Griffiths, Yes; Councilor Haws, Yes; Councilor Jenkins, No; Councilor Peterson, Yes. The motion passed with four in favor and one opposed.

3. City Administrator

**a. Consideration of “THE GREATEST GENERATION” Museum \$55, 000 funding request.**

A general discussion of the requested donation was held. A consensus was reached that this project is a good project idea and credible, yet the City does not have the funding to support it at this time. The funding had not been budgeted in the current year’s budget and with the current Legislative action; the City will have a greatly reduced income this year. It was further noted that the RAMP tax includes such projects and it is felt that using Riverdale City’s resources would be irresponsible of the City Council.

**Motion:** Councilor Gibby moved to deny the Museum \$55,000 funding request. Councilor Peterson seconded the motion

**Call the Question:**

The motion passed unanimously

4. Mayor

**a. Consideration of appointment/reappointment to the Board of Adjustments.**

Mayor Burrows’ recommendation was against the reappointment of Don Farr to the Board of Adjustments. He also requested to leave this position vacant until staff and City Council can review and rewrite the Ordinances pertaining to the Board of Adjustments to better fit the City’s needs. Councilor Haws referred to a Utah League of Cities and Towns (ULCT) meeting that he attended and noted that it was recommended to have a Land Use Authority, which could be a Community Development Director, City Council

Member, and/or Planning Commission Member, who makes the decision. The appeals would go to an Appeals Authority comprised of one or more persons other than the Land Use Authority and then the appeal could be taken to court. Mayor Burrows noted that there are a number of ways a City could match the requirements of LUDMA to streamline the appeals process and give a more definitive answer for those who are appealing a decision.

**Motion:** Councilor Gibby moved to withhold appointment and reappointment on the Board of Adjustments currently held by Don Farr, direct City staff to review the Board of Adjustments to determine if it should be eliminated or revised and draft appropriate ordinances to bring back to the Council. Councilor Haws seconded the motion.

**Call the Question:**

The motion passed unanimously.

**G. Discretionary Items**

Councilor Haws noted the partial reopening of 300 West. Mayor Burrows informed the Council that a ribbon cutting will take place once it is fully completed.

Councilor Gibby asked about the status on the City signs. Mr. Daily noted that the rock for the sign on 300 West is not acceptable and will be replaced. He also explained that the rock on 4400 South on the roundabout needs to be sandblasted and sealed, and then a decision will be made on the adequacy of the rock.

**H. Adjournment**

With no further discussion to come before the City Council at this time, Councilor Gibby moved to adjourn the meeting. Councilor Jenkins seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 7:04 p.m.

Attest:

Approved: October 17, 2006

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Marilyn Hansen, City Recorder

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Bruce Burrows, Mayor