



**RIVERDALE CITY COUNCIL AGENDA
CIVIC CENTER - 4600 S. WEBER RIVER DR.
TUESDAY –MARCH 4, 2014**

Minutes of the **Regular Meeting** of the **Riverdale City Council** held Tuesday, **March 4, 2014** at 6:06 PM at the Riverdale Civic Center, 4600 South Weber River Drive.

Members Present: Norm Searle, Mayor
Don Hunt, Councilor
Braden Mitchell, Councilor
Michael Staten, Councilor
Gary Griffiths, Councilor

Member Excused: Brent Ellis, Councilor

Others Present: Larry Hansen, City Administrator; Steve Brooks, City Attorney; Shawn Douglas, Public Works Director; Michael Eggett, Community Development Director; Lynn Fortie; Business Administrator; Roger Bodily, Fire Chief; Kelly Rose, Public Works Mechanic; Ember Herrick, City Recorder and sixteen members of the public including David Leahy, Charles Kerkvliet, Rodger Worthen, Connie Worthen, Melanie Hansen, Cody Hansen, Elizabeth Hansen, Carl Parker, Kyle Kunz, and Julie Rose.

A. Welcome & Roll Call

Mayor Searle called the meeting to order and welcomed all in attendance including all Council members except for Councilor Ellis who is excused.

B. Pledge of Allegiance

City Administrator Larry Hansen led the Pledge of Allegiance.

C. Moment of Silence

Mayor Searle called for a moment of silence when he asked everyone to remember our police officers, fire fighters, and U.S. military service members.

D. Open Communications

Mayor Searle invited any member of the public with questions or concerns to address the Council for approximately three minutes and there were none.

E. Presentations and Reports

Mayor Searle said the March 18, 2014 Council and RDA meetings will be canceled to allow everyone to attend their caucus meetings.

Mr. Hansen said the city's balances look healthy on the treasury report, all of Riverdale's businesses have renewed their licenses for 2014, and there are no changes to the staffing

authorization report. He asked for any questions about the Community Development Report and none were noted and he recognized employees with anniversaries in March including Camille Tesch. Mayor Searle presented Ms. Tesch with a service recognition award for her 10 years of service to Riverdale City and he presented retirement recognitions to Equipment Maintenance Specialist Kelly Rose with 31 years at Riverdale City and to Mr. Hansen for his 15 years of service to the city. Mr. Douglas thanked Mr. Rose for his years of dependable work as a mechanic, maintenance man, and versatile employee willing to help all departments in a pinch to fill potholes and repair water leaks, even on weekends and holidays Mayor Searle thanked Mr. Hansen for being a visionary leader for the city, for helping facilitate the development of the RDA West Bench Project Area and for the progress the city has experienced under Mr. Hansen's leadership. Mr. Hansen said Riverdale has been a wonderful organization to work for and he is proud of what the team of staff and community members has been able to accomplish and the unique challenges they have overcome since 1999. He said he is excited to serve an LDS mission in South Africa and he blessed the city with ongoing prosperity.

Utah Risk Management Mutual Association (URMMA) Chief Executive Officer Dean Steel of gave a presentation on the history and purpose of the organization started in October 1985 with Riverdale one of the first cities to join on November 1, 1985. He said the organization provides liability coverage for member cities and each municipality has a representative who serves on URMMA's board and gives input about risk management trainings and programs designed to minimize a city's liability and enhance the community.

URMMA Claims Adjuster Lyle Kunz said he investigates and evaluates claims and makes recommendations to staff working closely with Risk Management Coordinator Lynette Limburg, who he said does an excellent job. Mr. Kunz said once he investigates a claim he makes a recommendation to City Attorney Steve Brooks to pay, deny, or compromise. Mr. Kunz said URMMA's objective is to keep costs down and minimize claims against Riverdale City

URMMA Loss Control Manager Carl Parker said his job is to prevent financial losses to municipalities and he said he does an annual inspection where he meets with staff and identifies areas that are costly and recommends improvements. He said URMMA passes along lessons learned in other cities and if staff wants additional training they should let him know.

Mr. Steel said URMMA was created to allow cities to be self insured and he explained how losses are paid and that premiums haven't increased in six years. He presented the city with a dividend check for \$4,911.84 and encouraged the city to invest the money back into their risk management program. Mayor Searle accepted the check and thanked the URMMA representatives for their presentation.

F. Consent Items

February 18, 2014 City Council Work Session

February 18, 2014 City Council Regular Session

February 21, 2014 City Council Executive Session

February 22, 2014 City Council Executive Session

Mayor Searle asked for any changes or corrections to the meeting minutes and none were noted.

2. Review and comment by March 18, 2014 on proposed amendments to Riverdale's Emergency Operations Plan

Mayor Searle asked the Council to submit their comments and corrections on the proposed Emergency Operations Plan to the city recorder by March 18, 2014.

3. Consideration of appointing Riverdale City Recorder as Riverdale City's Historical Representative to qualify for historical project funding through Weber County R.A.M.P. grants

Mayor Searle said Riverdale City needs to appoint a historical representative to complete the grant paperwork so Riverdale can apply for historical project funding through Weber County's R.A.M.P. He said the city recorder is the city's official records keeper and is willing to complete the grant application if the Council confirms her appointment to help secure funding for Riverdale's historic trail markers, part of Riverdale's Historic Preservation Project.

Motion: Councilor Hunt moved to approve the consent items. Councilor Staten seconded the motion.

Mayor Searle asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

G. Action Items

1. Consideration of Resolution 2014-5 adopting a contract for new Riverdale City Administrator

Mayor Searle said the new city administrator contract has been negotiated with the candidate for the position and he asked for discussion on the motion and there was none.

Motion: Councilor Staten moved to approve Resolution 2014-5 adopting a contract for new Riverdale City Administrator. Councilor Hunt seconded the motion.

Mayor Searle asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

2. Consideration of appointment of a new Riverdale City Administrator

Mayor Searle said hiring a new city administrator to replace Mr. Hansen is one of the most important things he will do during his tenure as Riverdale's Mayor. He said he could have made the appointment independently but included the Council and Mr. Hansen in the hiring panel to review nearly 30 applicants and interview five candidates

and there was consensus to hire Rodger Worthen, who is the current City Administrator in South Weber.

Motion: Councilor Hunt moved to appoint Rodger Worthen as Riverdale's new City Administrator. Councilor Griffiths seconded the motion.

Mayor Searle asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

Mr. Worthen introduced his wife Connie and said he appreciates the opportunity to work in Riverdale City and he gave a brief personal history saying he was raised in Brigham City and has lived with his wife and three children in Syracuse since 1996. He said he has a background in planning and community development and his philosophy is that government can solve problems and help make communities better. He asked that a letter of introduction be distributed to staff and said he looks forward to meeting with city employees when he begins work on March 17, 2014.

3. City Council authorization for Chief Bodily of the Riverdale Fire Department to prepare bid documents and or an RFP to replace Engine 41 in the FY 2015 budget year

Riverdale Fire Chief Roger Bodily said he would like Council approval to prepare bid documents or an RFP to replace Engine 41, which is part of his 2015 budget and was discussed in the Strategic Planning Meeting on February 22, 2014.

Councilor Griffiths asked if the new engine will also be called Engine 41 and Chief Bodily said it will as every engine's name corresponds to its station to avoid confusion on calls involving multiple agencies.

Motion: Councilor Staten moved to authorize Chief Bodily of the Riverdale Fire Department to prepare bid documents and or an RFP to replace Engine 41 in the FY 2015 budget year. Councilor Mitchell seconded the motion.

Mayor Searle asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

4. City Council authorization for Chief Bodily of the Riverdale Fire Department to prepare bid documents and or an RFP to design for remodel of Station 41 and RFP documents to solicit proposals from contractors for the Station 41 upgrades including bedrooms, truck bay, exercise room and day room in the FY 2015 budget year

Chief Bodily said also discussed at Strategic Planning Meeting was a proposal to remodel Station 41 including upgrades to the bedrooms, truck bay, exercise room and day room. According to Chief Bodily, there are some safety concerns because the current bedrooms don't have windows and he said he is requesting Council authorization to prepare bid documents or an RFP to design the station remodel. Councilor Staten asked about architect and consulting fees and he said often the designer will charge a percentage of the overall cost of the project and Chief Bodily said the city may be able to save money

by selecting a contractor that has an architect on staff. Councilor Staten said he would like a not to exceed amount for the design budget and Chief Bodily said his contractor estimated the cost at \$5,000 to \$10,000. Councilor Staten asked about the cost to design the exhaust control system and Chief Bodily said the current building is already engineered for the exhaust system, it just needs to be purchased and installed. Councilor Hunt said this is a relatively small project that shouldn't require a large design budget and he said he would also be hesitant to authorize this expenditure without a not to exceed amount. Councilor Griffiths asked if the proposed fire station remodel should anticipate accommodating additional fire staff when the West Bench develops to avoid the need to remodel the building again in the near future. Chief Bodily said he isn't proposing expanding his department just a 15,000 square foot addition to the existing building. Mr. Hansen said Riverdale has entered into mutual aid agreements with the surrounding fire districts to provide adequate coverage for Riverdale's daytime population.

Councilor Staten said he works as a consulting engineer and he recommended the not to exceed amount be set at \$20,000 with the Mayor polling the Council if additional money is needed. Mr. Brooks said additional funding would need to be allocated in an open public meeting. Mr. Hansen said this isn't a time sensitive matter and he recommended Chief Bodily request some bids and come back to the Council with a not to exceed amount for the design of the remodel at the April 1, 2014 meeting.

Motion: Councilor Hunt moved to table the discussion of authorization for Chief Bodily of the Riverdale Fire Department to prepare bid documents and or an RFP to design for remodel of Station 41 and RFP documents to solicit proposals from contractors for the Station 41 upgrades including bedrooms, truck bay, exercise room and day room in the FY 2015 budget year. Councilor Griffiths seconded the motion.

Mayor Searle asked for discussion on the motion and there was none.

Call the Question: The motion passed unanimously.

5. Consideration of Resolution 2014-6 adopting a Riverdale City Council Guide to Disaster Operations

Chief Bodily said staff did not receive any corrections or comments on the Riverdale City Council Guide to Disaster Operations during the two week review period and he asked for consensus to approve Resolution 2014-6 making this document a guiding reference for the Council in emergency situations. He asked for any comments or questions and Councilor Mitchell said he was impressed with the professionalism of the document and thinks it will be valuable in helping elected officials understand their role in supporting Riverdale's Emergency Manager Roger Bodily.

Motion: Councilor Mitchell moved to approve Resolution 2014-6 adopting a Riverdale City Council Guide to Disaster Operations. Councilor Griffiths seconded the motion.

Mayor Searle asked for discussion on the motion and there was none.

Roll Call Vote: Councilor Hunt, aye; Councilor Griffiths, aye Councilor Staten, aye; and Councilor Mitchell, aye. The motion passed unanimously.

H. Discretionary Items

Mayor Searle asked if there were any discretionary items and Councilor Hunt thanked Mr. Hansen for being a great teacher and for his guidance to the Council. He said Mr. Hansen has been a quality leader with a unique ability to think strategically and prepare redundancies to protect the city and he thanked Mr. Hansen for his service and wished him and his family well. Councilor Griffiths said Mr. Hansen has a quiet demeanor that inspires others to listen to him.

There were no additional discretionary items.

Adjournment:

With no further business to come before the Council at this time, Councilor Griffiths moved to adjourn the meeting. Councilor Mitchell seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 7:11 p.m.

Approved: April 1, 2014

Attest:

Norm Searle, Mayor

Ember Herrick, City Recorder