

## MINUTES OF A REGULAR COUNCIL MEETING

February 18, 2020

The meeting was called to order at 5:30 p.m. by Mayor JR Bird.

A roll call was taken which showed council members Dustin White, David Baird, Don Busenbark, Vince Reiley, and Cody Aland present. Mayor JR Bird stated that the meeting was a regularly called meeting and that notice of the time, place and agenda of the meeting had been provided to the local news media, to each member of the governing body, and was posted on the city web page and the state public meetings web page.

Others present included Acting City Manager Ryan Clayburn, City Recorder Carolyn Wilcken, Acting Finance Director/Assistant City Manager Randy Robb, Dean Johnson, Kirby Wolfinjer, Hal Huff, Dusty Anderton, Mark Tervort, Patrick Corun, Melissa Yergensen, Matt Ferensen, and Wayne Malnar.

Opening prayer was given by Ryan Clayburn.

### **MINUTES**

A motion was made by Councilman Don Busenbark to approve the minutes of the regular meeting of January 21, 2020, as presented. Motion was seconded by Councilman John Aland. Those voting Aye were, Dustin White, David Baird, Don Busenbark, Vince Reiley, and Cody Aland. Motion was carried unanimously.

### **PUBLIC COMMENT PERIOD**

Hal Huff stated that he has a drainage problem in his driveway where the snow has been piled and is now melting, causing ice in his driveway. This is caused from plowing the snow off 800 South and he is asking that next winter this problem be considered when plowing the snow in front of his home.

### **PUBLIC HEARING – CONDITIONAL USE PERMIT – MOON LAKE ELECTRIC ASSN.**

Mayor JR Bird explained that although this is a scheduled public hearing, it has been determined that it found to be unnecessary. Since zoning ordinances are already approved, if the Planning and Zoning Commission approves a conditional use permit, there is no need to come before Council unless the applicant protests the conditions. Mayor Bird explained that Council is an appeals board to hear protests to Planning and Zoning decisions. Since this was already advertised as a hearing, Mayor Bird stated Council would listen to any public comments. Moon Lake Electric Assn. has requested a conditional use permit to construct a new electrical substation to be located at 2407 South State Street. Planning and Zoning recommended approval by City Council for the conditional use permit with five conditions as follows: 1. Road access and construction, 2. Site obscuring fencing, 3. A letter stating they will install curb and gutter and/or matching improvements with neighbors once the area is improved and developed, 4. A turnaround for emergency vehicles, and 5. Notification to neighbors of the City Council Public Hearing. It was determined that 1. Moon Lake has their own minimum specifications for the road which are

more stringent than the city requires, 2. A site obscuring fence is not required by city ordinance, 3. Any curb and gutter and/or matching improvements with neighbors would be covered by a special service district, 4. There isn't really a need for a turnaround at this time. Mayor Bird opened up the public hearing portion of the meeting. Wayne Malnar stated that he would like the site obscuring fence requirement upheld since his property is near the project. Mayor Bird stated that the only purpose to meet with the Council is if Moon Lake wants to appeal the site obscuring fence requirement voted on by Planning and Zoning. This would require being placed on the next Council agenda since a protest wasn't shown on the city council agenda for this meeting. Moon Lake representative Patrick Corun stated that they would prefer to agree to the site obscuring fence rather than have to return to the next meeting.

### **HUMAN RESOURCES CONTRACT**

City Council previously authorized entering into a contract for human resource services. At the end of the process, it was determined that Melissa Yergensen would be the best person to perform these services and fulfil Roosevelt City's requirements. It is now necessary to enter into a formal contract. After review and discussion, a motion was made by Councilman Dustin White to accept signing a contract for human resource services with Melissa Yergensen. Motion seconded by Councilman David Baird. Those voting Aye were Dustin White, David Baird, Don Busenbark, Vince Reiley, and Cody Aland. Motion was carried unanimously.

### **VEHICLE LEASE ALLOWANCE POLICY**

Acting City Manager Ryan Clayburn explained to City Council the process of preparing the proposed vehicle lease allowance policy. He explained that this was drafted from the previous vehicle lease allowance policy. After review and discussion, a motion was made by Councilman Vince Reiley to approve this policy with the addition of a 4-wheel drive requirement and yearly inspection. There were further concerns expressed. There was no second to the motion. A motion was then made by Councilman Don Busenbark to table this matter until the concerns can be addressed. Motion seconded by Councilman Dustin White. Those voting Aye were Dustin White, David Baird, Don Busenbark, Vince Reiley, and Cody Aland. Motion carried unanimously.

### **TITLE II - REVISIONS TO CITY CODE DISCUSSION**

Councilman David Baird stated that he and Councilman Vince Reiley have reviewed Title II of city code and made revisions. A motion was made by Councilman Don Busenbark to move this to a public hearing for the next Council Meeting. Motion seconded by Councilman Vince Reiley. Those voting Aye were Dustin White, David Baird, Don Busenbark, Vince Reiley, and Cody Aland. Motion carried unanimously.

### **PURCHASE ORDERS**

A motion was made by Councilman Vince Reiley to approve the following purchase orders. Motion seconded by Councilman Cody Aland. Those voting Aye were Dustin White, David Baird, Don Busenbark, Vince Reiley, and Cody Aland. Motion carried unanimously.

	Duchesne County Water Conservancy Dist.	\$ 27,530.18
2709	Duchesne County Water Conservancy Dist.	198,000.00
77160	J-U-B Engineering	10,000.00
	J-U-B Engineering	39,483.90
	PEHP	47,500.00
	K & K Sanitation	73,636.88
	Moon Lake Electric	13,174.56
	Siddons-Martin Emergency Group	<u>48,000.00</u>
	<b>TOTAL</b>	<b><u>\$457,325.52</u></b>

### **STANDING COMMITTEE REPORTS**

Mayor Bird suggested the following assignments:

Mosquito Abatement - David Baird  
 Arts, Park & Rec – Cody Aland and Don Busenbark  
 Airport – Vince Reiley and Mayor JR Bird  
 EDC – Vince Reiley and Dustin White  
 Emergency Management – David Baird and Vince Reiley  
 Water - Cody Aland and Dustin White  
 City Beautification - Don Busenbark and Cody Aland  
 ULCT – Dustin White  
 Planning and Zoning – Don Busenbark and Mayor JR Bird  
 Finance – David Baird and Mayor JR Bird  
 UBAOG – Mayor JR Bird

### **CITY MANAGER REPORT**

Acting City Manager Ryan Clayburn reported the City Recorder position has been advertised. The 500 East Sidewalk project has gone out to bid. The golf course will be opening soon, depending on weather. The city's web site is being upgraded to be easier to navigate. The budget is being prepared for the new budget year.

A motion was made by Councilman David Baird to adjourn the meeting. Motion seconded by Councilman Vince Reiley. Those voting Aye were Dustin White, David Baird, Don Busenbark, Vince Reiley, and Cody Aland. Motion carried unanimously.

Meeting adjourned at 7:40 p.m.

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Roddy I. Bird Jr., Mayor

ATTEST:

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Carolyn Wilcken, Recorder