



## MINUTES OF THE SOUTH OGDEN CITY COUNCIL PRE-COUNCIL WORK SESSION AND CITY COUNCIL MEETING

TUESDAY, JANUARY 7, 2020

WORK SESSION – 5 PM IN EOC ROOM

COUNCIL MEETING – 6 PM IN COUNCIL ROOM

### WORK SESSION MINUTES

#### COUNCIL MEMBERS PRESENT

Mayor Russell Porter, Council Members Sallee Orr, Brent Strate, Susan Stewart, and Mike Howard

#### STAFF MEMBERS PRESENT

City Manager Matt Dixon, Assistant City Manager Doug Gailey, City Attorney Ken Bradshaw, Fire Chief Cameron West, Police Chief Darrin Parke, Parks and Public Works Director Jon Andersen, and Recorder Leesa Kapetanov

#### CITIZENS PRESENT

No one else attended the meeting.

**Note:** The time stamps indicated in **blue** correspond to the audio recording of this meeting, which can be found by clicking the link

[https://www.southogdencity.com/document\\_center/Sound%20Files/2020/CC200107\\_1701.mp3](https://www.southogdencity.com/document_center/Sound%20Files/2020/CC200107_1701.mp3)

or by requesting a copy from the office of the South Ogden City Recorder.

#### I. CALL TO ORDER

- Mayor Porter called the meeting to order at 5:05 pm and called for a motion to open  
00:00:00

Council Member Howard so moved, followed by a second from Council Member Stewart. Council Members Orr, Strate, Stewart, and Howard all voted aye.

#### II. REVIEW OF AGENDA

There was no discussion on the agenda items.

### III. DISCUSSION ITEMS/DEPARTMENT REPORTS

#### A. Parks and Public Works Director Jon Andersen- Parks/Recreation/Inspections

00:00:37

- Mr. Andersen had a visual presentation as part of his report. See Attachment A.

#### B. Assistant City Manager Doug Gailey - HR/Court/IT

00:27:26

- Mr. Gailey also had a visual presentation. See Attachment B.

#### C. Fire Chief Cameron West - Fire Department

00:40:30

### IV. ADJOURN

At 6:00 pm, Mayor Porter called for a motion to adjourn the work session.

**Council Member Strate moved to adjourn, followed by a second from Council Member Howard.  
The voice vote was unanimous in favor of the motion.**

00:55:42

## COUNCIL MEETING MINUTES

### COUNCIL MEMBERS PRESENT

Mayor Russell Porter, Council Members Sallee Orr, Brent Strate, Susan Stewart, and Mike Howard

### STAFF MEMBERS PRESENT

City Manager Matt Dixon, City Attorney Ken Bradshaw, Parks and Public Works Director Jon Andersen, Police Chief Darin Parke, Fire Chief Cameron West, and Recorder Leesa Kapetanov

### CITIZENS PRESENT

Susan DeBruin, Alexander Allard, Bruce C. Hartman, Max Decaria, Adam Hensley

**Note: The time stamps indicated in blue correspond to the audio recording of this meeting, which can be found by clicking this link**

**[https://www.southogdencity.com/document\\_center/Sound%20Files/2020/CC200107\\_1802.mp3](https://www.southogdencity.com/document_center/Sound%20Files/2020/CC200107_1802.mp3)**

**or by requesting a copy from the office of the South Ogden City Recorder.**

## I. OPENING CEREMONY

### A. Call To Order

- Mayor Porter called the meeting to order at 6:05 pm and called for a motion to convene

00:00:00

**Council Member Howard so moved, followed by a second from Council Member Orr. In a voice vote Council Members Orr, Strate, Stewart, and Howard all voted aye.**

### B. Prayer/Moment Of Silence

The mayor led everyone in a moment of silence.

### C. Pledge Of Allegiance

Council Member Brent Strate led the Pledge of Allegiance.

## II. OATH OF OFFICE CEREMONY

City Recorder Leesa Kapetanov administered the oath of office to Council Members Sallee Orr and Brent Strate, the winners of the 2019 general election.

00:01:50

## III. PUBLIC COMMENTS

Susan DeBruin

00:02:49

Adam Hensley, former City Council Member

Mr. Hensley tendered his resignation from the council because he and his family had moved out of the city. 00:06:22

#### IV. RESPONSE TO PUBLIC COMMENT

- Mayor Porter thanked former Council Member Hensley for his service 00:11:44
- City Manager Dixon explained the process to fill the vacant council seat 00:15:02

#### V. RECOGNITION OF SCOUTS/STUDENTS PRESENT

No scouts or students were present at this meeting.

#### VI. CONSENT AGENDA

##### A. Approval of December 17, 2019 Minutes

- The mayor read the consent agenda and asked if there were any questions; seeing none, he called for a motion to approve 00:18:08

**Council Member Howard moved to approve the consent agenda. The motion was seconded by Council Member Strate. The voice vote was unanimous in favor of the motion.**

#### VII. PUBLIC HEARING

To Receive and Consider Comments on the Proposed Vacation of Surplus Property Located in the Cul-de-sac on Diana Street

- Mayor Porter asked staff to give an overview of the purpose of the public hearing 00:19:14
- Motion to enter into a public hearing 00:23:11

**Council Member Stewart moved to open the public hearing. Council Member Orr seconded the motion. All present voted aye.**

Mikhail O'Dell 00:23:24  
Alexander Allard 00:24:18

- There were no more comments from the public. Mayor Porter called for a motion to close the public hearing.

**Council Member Howard moved to close the public hearing but leave the record open until their next meeting if anyone wanted to add to it. Council Member Strate seconded the motion. All present voted aye.**

## **VIII. REPORTS/DIRECTION TO CITY MANAGER**

### **A. City Council Members**

- Council Member Howard - Nothing to report
- Council Member Orr - Nothing to report
- Council Member Strate - Nothing to report
- Council Member Stewart - 00:27:24

**B. City Manager** 00:29:10

**C. City Attorney** Nothing to report

**E. Mayor** 00:36:18

**F. City Manager Dixon** 00:37:11

## **IX. ADJOURN**

- At 6:45 pm, Mayor Porter called for a motion to adjourn  
00:38:21

**Council Member Strate so moved. The motion was seconded by Council Member Howard. The voice vote was unanimous in favor of the motion.**

The meeting adjourned at 6:45 pm.

I hereby certify that the foregoing is a true, accurate and complete record of the South Ogden City Pre-Council Work Session and Council Meeting held Tuesday, January 7, 2020.

  
Leesa Kapetanov, City Recorder

\_\_\_\_\_  
January 21, 2020  
Date Approved by the City Council

## **ATTACHMENT A**

Presentation by Jon Andersen



## **2019-2020**

### **Parks & Recreation Building Maintenance Inspections**

#### **NRPA Recommends:**

**8.3 FTE Parks & Recreation employees for  
every 10,000 residents.**

- Staff- 6 FTE
- 85 acres of parks & trails
- Splash pad
- Bowery's - 9 (reservation prep)
- Restroom's - 7
- Playgrounds - 8
- Tennis courts - 4
- Basketball courts - 2 (outdoor)
- 40<sup>th</sup> ST median & park strips
- Baseball fields - 5 (maintained & painted)
- Football fields - 2 ( maintained & painted)
- Flower Beds - 16
- Graffiti removal on city property
- Christmas lights
- Sprinkler Clocks -23 (wired)
  - Friendship has approximately 215-230 heads
- SVC - 11 (battery)
- Mower service & repair
- Janitorial service during winter months (2 buildings)
- Snow removal of City properties
  - (6-8hrs)
- Nature park - no Reservations
- Called back only 4 times for bowery issues ( 2 complaints)  
(20-25 times 2018)

## Parks

### Additions 2019

- Club Heights Dog Area Completed
- Park Strips & Medians along 40th
- Compound at City Hall (flower beds)
- Broke ground – Burch Creek Park

### Improvements 2019

- Nature Park Amphitheatre lighting & power
- Nature Park playgrounds surfacing & shade structures
- SOJH Restroom finished-Joint project

### Current Projects 2020

- Burch Creek Park
- Club Heights park light
- Restroom improvements
- Club Heights park improvements (depends on funding)

## Projects 2019

### Nature Park Shade Sails



### Arbor Day 2019





## Problems – Parks 2019

Splash Pad Touch Pad



City Hall Sprinkler Main



## Parks 2019

### Issues

- Part-time difficult to hire, must be 18 (one employee for five weeks)
- Vandalism – restrooms & tunnel
- Bowery registration changes
- 89 detention basin is a swamp

### 2019 Projects & Needs

- Playgrounds \$150,000-\$400,00
- Resurfacing Courts 40<sup>th</sup> \$35,000
- Burch Creek Park Development
- Club Heights Development
- Club Heights Lights (working with cell tower provider)
- 40<sup>th</sup> Detention Basin Construction - Park Improvements
- 40<sup>th</sup> Bowery \$150,000
- Restrooms \$10,000-\$20,000
- Main Point Landscaping \$28,000
- Splash Pad upgrades????



# Recreation

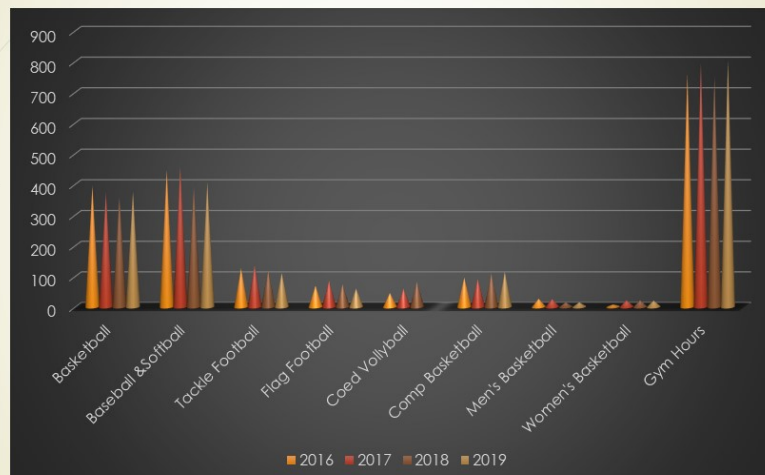
## Programs 2019

- Basketball K-9<sup>th</sup> 376
- Baseball & Softball Pre-K – 9<sup>th</sup> 407
- Tackle football 7-14yrs 111
- Flag football 60
- Tennis - no instructor
- Comp Basketball 115 Teams
- Men's Basketball 15 teams
- Women's Basketball 21 teams
- Gym hours 804.75 (202.25 WBL-Saturdays)
- Staffing & Officials becoming difficult to fill the needs

## Possible Additions 2019

- Youth soccer 3-4yrs old
- Pickle ball- open gym for one night - inside
- Spike ball- spring league
- Need Score Booth Friendship Park
- Raising official wages to help with shortage of officials
- Remodel offices

## Recreation 4 year history



## BUILDING MAINTENANCE

### 2019

- Going through VAV's in City Hall
- Animal shelter sewer pump needs redesigned

### 2020 Maintenance Needs

- P.W. remodel \$330,000.00-\$400,000.00
- Garage door openers/controls- Fire 81
- City Hall control valves \$16,000
- Back up boiler- City Hall \$35,000-\$50,000
- Fire 81 ramp replacement
- Compressor for AC in the coming years

## INSPECTIONS

### 2019 Building Permits Issued

#### Residential

➤ New 24 unit apartment Buildings	1
➤ New 12 unit apartment buildings	2
➤ New Homes	3
➤ Remodels	9
➤ Additions/Detached Garages	5
➤ Fire Renovations	1
➤ Solar PV Systems	35
➤ Miscellaneous	164
<b>Total</b>	<b>220</b>

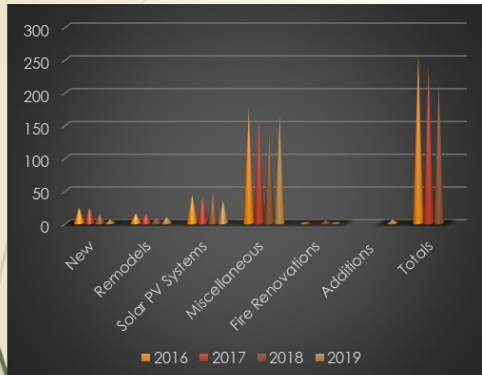
#### Commercial

➤ New Buildings	1
➤ Mixed Use Apartment	1
➤ New Cell Tower & Building	2
➤ Cell tower upgrade	1
➤ Remodels	16
➤ Miscellaneous	25
<b>Total</b>	<b>46</b>

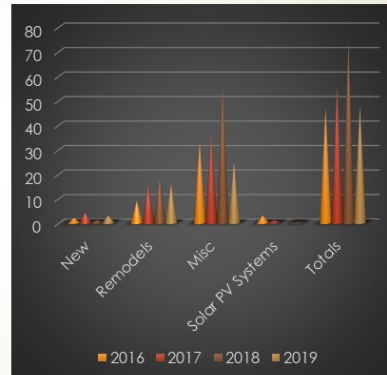
**Total Permits This Year 266**

## Inspections 4 year history - Permits

*Residential Permits*



*Commercial Permits*



## **ATTACHMENT B**

Presentation by Doug Gailey

# 2019 COUNCIL PRESENTATION

DOUG GAILEY ASSISTANT CITY MANAGER



## DEPARTMENTS

- Information Services
- Special Events
- Court
- Human Resources
- City Manager Projects





## COURT

Court Supervisor Elaine Burleigh, Clerk Tristine Toyn,  
Part-time Clerk Cydni Gutierrez

### Job Overview

- Court Functions
- Passports
- Utility Payments/Applications
- Building Permits
- Business Licenses
- Phone Calls
- Reservations
- Mail/Supplies



## COURT DEPARTMENT

- Biz Muni
- Need another part time clerk
  - Open and staffed everyday
  - Limited cross training
  - Time off



## **INFORMATION SERVICES**

### Information Services Manager Brian Minster

#### Job Overview

- Maintain 70 computers citywide ( 3 different locations)
- Maintain 41 Police Camera devices
- Manage 10 Servers
- Maintain 10 Network Switches
- Maintain 5 firewalls
- Maintain 82 City telephones
- Local Agency Security Officer for Utah Bureau of Criminal Investigations
- Forecast long term needs and act as liaison for acquisition.



## **PROJECTS**

- Live Streaming Council Meetings
- Building Security Cameras
- Security Cameras for Burch Creek Park





## **SPECIAL EVENTS**

Part-Time Coordinator TBA

### **South Ogden Events**

- Social Media Stories
- S.O.B.A.
- Employee Appreciation Dinner
- Easter Egg Hunt
- South Ogden Days
- Veterans Memorial
- Old Fashioned Family Holiday



## **HUMAN RESOURCES**

Compensation/Benefits Study

Turnover

- 13 Full-time
- 28 Part-time

