



ROOSEVELT Utah

ROOSEVELT CITY COUNCIL MINUTES

July 18, 2023

1. Call to Order

Mayor JR Bird called the July 18, 2023, meeting of the Roosevelt City Council to order at 5:31 p.m.

2. Roll Call

Councilmen David Baird, Don Busenbark, Dustin White, and Mayor JR Bird were in attendance. Councilman Cody Aland participated via Zoom. Councilman Rowdy Cloward was excused from this meeting due to travel and was not present.

3. Opening Ceremony (*prayer and pledge of allegiance*)

Councilman White offered the opening prayer.

4. Minutes

a. June 20, 2023,

Councilman Busenbark noted that there was an incomplete sentence missing the word, "session" and that the word "serve" had been written without the last e. Councilman Busenbark motioned to approve the minutes from the last meeting pending those corrections and was seconded by Councilman Baird. The motion passed unanimously.

5. Public Comment Period

Nancy Boender addressed the Council regarding State Street and the recent construction work that had been finished. Mrs. Boender said, "state street road work is looking good," and then expressed concern about how fast people will now be tempted to drive. Mrs. Boender requested speed limit signs south of Maverick and indicated that there was quite a lot of space where there were no signs. Public Works Director, Kirby Wolfinger informed Mrs. Boender that the signs had been removed for construction and would be put back up shortly.

6. Committee Appointments

There were no committee appointments recommended during this meeting.

7. Recognitions

No recognitions were provided during this meeting.

8. Citizen Request to Address Council

a. Troy Gad re: City Right of Way Discussion

Troy Gad addressed the Council regarding the Parkview subdivision and a property owners request that the City vacate property along the street so that it can be maintained by the residents. Mr. Gad explained that when Parkview was originally subdivided the City vacated approximately 10 feet off the street, and indicated to the Council on the Plat how that vacation created uneven lines along the roadway, as well as created a strip of land between the backs of some of the Parkview property and the adjacent sidewalk, which was not being maintained by the residents (due to it not being their property,) or the City. Mr. Gad requested that the City vacate additional property along the roadway to property owners within the Parkview subdivision to clean up the subdivision lines, as well as enable the property to be maintained by the residents. Mr. Gad also recommended that although he was only representing property owners from Parkview (south side of the street) that he believes the City should also consider vacating property on the North side of the street to clean up those lines as well. Mayor Bird told Mr. Gad that he believed that this issue had already been brought before the council some time between 2013 and 2018 and that he would like staff to look into any decisions that may have been made before the Council makes a new decision. Mayor Bird then asked the Council what their opinion on this request would be, if a decision hadn't already been made. Councilman Baird stated that he believed that it would be better to vacate the property. Councilman Busenbark agreed indicating that he was in favor of vacating property on both the South and North sides of the street. In consulting with the City Attorney, Grant Charles, it was determined that if a decision had not already been made by a previous Council, that the request would have to be brought before the Planning and Zoning Commission for a recommendation, then brought back to City Council for final approval.

9. Action Items

a. Workforce Services water Contract Approval

City Attorney, Grant Charles presented this item and explained to the Council that the City entered into an agreement with Workforce Services (UBAOG) in 2021 and that they were requesting an amendment to the contract. Mr. Charles went on to explain that Workforce Services (UBAOG) runs the water assistance program for families, and they want the contract updated to say, "if a client discontinues service with a water provider, water provider must return any water benefit credit directly to client." Mr. Charles stated that he was unsure if by "the client" the agreement was referring to DWFS, or the individual receiving the service, but that since they would be the ones administering that portion of the contract, he wasn't concerned about it. City staff were asked if they ever had ever had a utility refund of this sort requested, and they said they had not, so there was no concern about retroactive requests. Councilman Busenbark motioned to approve the contract, with the expectation that staff get clarification from DWFS on where refunds were to be issued prior to issuing any refunds and was seconded by Councilman White. The motion passed unanimously, and the

agreement was approved.

b. Capital Purchase Approval

- Dustin Glines- Roosevelt Parks Department

- Lawnmower

Parks Director, Dustin Glines requested that the Council approve the purchase of a new Hustler riding lawn mower for \$27,739. Mr. Glines explained that since 16 acres of green space were being added to the parks, upsizing their lawnmower was necessary and would cut down on maintenance time. Mr. Glines also explained that the Parks Department currently has a Hustler brand mower from 2015 that has held up well, so he feels this manufacturer has great longevity. Mayor Bird added that this item had already been included in the Fiscal Year 2024 budget, so Mr. Glines was not requesting any additional funding. Councilman Baird asked if the old mower would be sold, and Mr. Glines explained that the trade in value he was quoted for the 2015 mower made it not worth trading in and that the parks department intended to keep it and use it for emergencies. Councilman Busenbark motioned to approve the purchase and was seconded by Councilman Baird. The motion passed unanimously, and the purchase was approved.

- Aaron Brown- Roosevelt Recreation Department

Mike Oakes, Greens Superintendent addressed the Council on behalf of Aaron Brown and requested approval for the purchase of the following equipment:

- Sharpener equipment

Mr. Oakes explained that the mowing reels used at the golf course must be precisely sharpened and that the City is currently paying \$24,000 per year to have someone else sharpen the reels. Mr. Oakes went on to explain to the Council that second-hand equipment that he described as being in “immaculate condition” was available for purchase for \$44,000, which is less than half of what it would cost new. City Attorney, Grant Charles informed the Council that the cost for this item would usually require going out to bid, but that the Council could choose to make an exception given the unique circumstances of the deal available. Councilman Busenbark motioned to approve the purchase and was seconded by Councilman Baird. The motion passed unanimously.

- Fertilizer Spreader

Mr. Oakes also requested approval from the Council to purchase a sprayer/ spreader for \$26,438. Mr. Oakes explained that it was multiuse equipment that would spray granular as well as liquid fertilizers. Mr. Oakes went on to explain that it is vital for the greens to be properly fertilized, and that he has been using his personal equipment to make it happen, and that the cost of the fertilizer spreader would be worth it over having to replace grass that isn't doing well. Mr. Charles added that this purchase would also qualify for exemption from bidding requirements. Councilman Baird motioned to approve the purchase and was

seconded by Councilman White. The motion passed unanimously.

c. Procurement Policy Discussion/Direction

Mayor Bird introduced the topic explain that he, the City Attorney, City Manager, and Finance Director had gotten together and reviewed the procurement policy. Mayor Bird went on to explain that the requirements of the policy were focused on purchase amount, not on project type. City Manager, Joshua Bake added that there are some things about the policy that the Council may want to consider changing later, but that for now the City Staff just want to clarify the process and work with what we have. Mr. Bake explained the approval tiers as such: expenditures of \$10,000 or below can be approved by the City Manager, expenditures of \$10,000-\$24,999 need to go through an informal bidding process then be brought back to Council for approval, even if they have already been approved as a budget line item. Mayor Bird asked the Council what they would like to see in terms of expenditure approvals and gave the example of a \$150,000 being approved by the Council, then being invoiced in 3 separate amounts- would each of those invoices need to come before the Council for approval, or would the initial approval be sufficient? Councilman Busenbark responded that he would like to be kept updated and see the expenditures on the purchase order list, but that once a project is approved, he would like the staff to be able to make the necessary purchases. Mayor Bird acknowledged that portion of the policy was a little vague. Councilman Baird clarified the steps as follows: 1) General budget approved including capitol projects 2) projects come before council for approval with their final budgets/bidding, 3) purchases can be made as necessary even if they are over \$10,000. Councilman Busenbark motioned that for any project that has been approved through the proper procurement process funds can be expended up to the amount of the total project without additional council approval and was seconded by Councilman White. The motion passed unanimously.

d. Mayor/City Council Term Limit Discussion

Mayor Bird introduced this topic of discussion and began by explaining the current term limit ordinance. The current ordinance puts a term limit of 8 years of service, either as a council member or mayor, within a 16-year period. The proposal he was asking the council to consider would amend the ordinance to extend the term limit to 12 years, with the provision that no more than 8 of those years could be in the same position. For example: 8 years on council followed by 4 years as mayor would be acceptable. Mayor Bird went on to explain that since term limits are currently set by ordinance, a future Council could make the choice to do away with term limits altogether. In working with the City Attorney, Mayor Bird proposed that a solution to this would be to institute term limits through an initiative (popular vote). City Attorney, Grant Charles explained the initiative process to the Council explaining that technically an initiative is sponsored by the people, not a Council, and that it would be ideal if the Council were not involved in sponsoring the initiative, but if it was necessary, one of them could act as one of the five (5) needed sponsors. The deadline for getting an initiative on the 2023 ballot has already passed, so the soonest that the initiative process could begin is April 2024. In the meantime, the Council could choose to alter term limits by amending the ordinance. A citizen attending the meeting asked if there was enough interest in serving on the Council, or if term limits would discourage participation. Mayor Bird responded that creating districts to encourage broader participation

would also be a part of the conversation moving forward.

e. Hangar Lease Agreement Approval

Mayor Bird presented the proposed Hangar Lease Agreements to the Council for their approval. Mayor Bird explained that there are two (2) lease agreements, residential and commercial. The agreements were approved by the Airport Board with the recommendation that the timeframe for lease termination notice be extended from 60 days to 120 days. The Airport Board also recommended the inclusion of a subletting provision that would allow subleasing but vest all responsibilities with the person who entered into the agreement with the City. Councilman Busenbark motioned to approve the proposed agreement with the inclusion of the Airport Board's recommendations (120-day termination notice and subletting provisions) and was seconded by Councilman Baird.

f. Roosevelt City Ordinance progress update

Planning and Zoning Division Manager provided the Council with a brief update on the status of the Code review update and was asked by Councilman Baird to follow up with RCC on the ordinances that were still not included in the published version of the code. Public Information Officer, Sunshine Bellon showed the Council how public access to the proposed revisions worked. Ms. Bellon was told that full public access to the proposed revision was not the intention of the Council's previous direction, but that they did not want her to remove public access. The Council decided that a review of Titles 1-4 by the Council and staff should take place between now and the August 1st meeting so that a recommendation could be provided at that time. Councilman Baird voiced his appreciation for the work that RCC (Rural Community Consultants) has already done for Roosevelt City and indicated that he would be supportive of getting them back before the Council if a new contract with them became necessary.

g. RFP for auditing services for Roosevelt City

This item was stricken from the agenda.

h. Secondary Phase III Grant Approval

Assistant City Manager, Ryan Clayburn presented a 2-million-dollar grant funding package that had been awarded to the City by the Department of Natural Resources, for the purpose of secondary water improvements, and requested that the Council approve acceptance of the funding. Councilman White looked at the proposed project area and noted that Gales Acres had been included. Councilman White stated that Gales Acres has an HOA which has its own secondary service, so perhaps the line proposed for that area could be installed elsewhere. Councilman Baird motioned to approve the acceptance of the funding and was seconded by Councilman Baird. The motion passed unanimously.

i. Capital Project Updates

Assistant City Manager, Ryan Clayburn presented a slideshow of current City projects. Details included project engineers, estimated project costs, funding sources, phase information, current activity, and Council

members assigned to each project. The projects covered were the Sports Complex, the Nature Park, the Rough Rider Shooting Complex, and the Roosevelt Innovation Hub. The presentation has been included with these minutes for full details.

10. Purchase Orders & Financial Review

Seeing no questions or concerns, Councilman Busenbark motioned to approve the presented purchase orders and was seconded by Councilman Baird. The motion passed unanimously.

11. City Manager Report

City Manager, Joshua Bake let the council know that the City is currently working on installing a shade structure over the playground at Central park. Mr. Bake also informed the Council that the State Street Reconstruction Project was nearly complete, and congratulated the Arts, Parks, and Recreation Committee and City staff on the awesome July 4th celebration.

12. Committee Reports

Councilman Busenbark thanked the Interfaith Advisory Committee for the Citywide cleanup and the Sunday Concerts. Councilman Busenbark said that he was impressed with the amount of work that was done during the cleanup and said he was excited to move forward with more participation in future years.

Mayor Bird added that he would like to personally thank staff and the Arts, Parks, and Recreation Committee for all the great things and projects that have been happening recently. Staff have been buying into and supporting committee ideas.

13. Items for Future Discussion

14. Closed Session as for the purposes listed in Utah Code 52-4-205(1)(d)

Councilman Busenbark motioned to enter a closed session for the purposes listed in Utah Code 52-4-205(1)(d) and was seconded by Councilman Baird. A roll call vote was taken with the following results:

Busenbark: Aye

White: Aye

Baird: Aye

During the closed session, Councilman Aland lost his Zoom connection at 8:18 p.m. and did not reconnect during the remainder of the meeting. At 8:26 p.m. Councilman Baird excused himself from the meeting and did not return.

At 8:31 p.m. Councilman Busenbark motioned to return to regular session and was seconded by Councilman White.

A quorum was not present at this time, so no vote was taken.

15. Adjourn

Councilman Busenbark motioned to adjourn at 8:32 p.m. and was seconded by Councilman Baird. The meeting was adjourned.