

SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 28 January 2023

TIME COMMENCED: 9:02 a.m.

LOCATION: South Weber City Office at 1600 East South Weber Drive, South Weber, UT

PRESENT: MAYOR: Rod Westbroek

COUNCIL MEMBERS: Hayley Alberts
Joel Dills
Blair Halverson
Angie Petty
Quin Soderquist

FINANCE DIRECTOR: Mark McRae

CITY MANAGER: David Larson

COMMUNITY SERVICES DIR: Trevor Cahoon

CITY ENGINEER: Brandon Jones

CITY ATTORNEY: Jayme Blakesley

CITY RECORDER: Lisa Smith

CITY TREASURER: Maryn Peterson

COMMUNITY RELATIONS: Shaelee King

RECREATION DIRECTOR: Curtis Brown

FIRE CHIEF: Derek Tolman

DAVIS CO SHERIFF'S DEPT: Elizabeth Pantone

DAVIS CO SHERIFF'S DEPT: Jammie Cox

PUBLIC WORKS DIRECTOR: Mark Larsen

Minutes: Michelle Clark

ATTENDEES: Paul Sturm

Mayor Westbroek called the meeting to order, welcomed those in attendance, and thanked those who attended last night's dinner and activity.

1. Pledge of Allegiance: Councilwoman Petty

2. Prayer: Councilman Soderquist

TRAINING

3. Open & Public Meetings Act Annual Training

City Attorney Jayme Blakesley presented the Open & Public Meetings Act Training. He conveyed a meeting is defined as the convening of a public body in which a full quorum is present. A meeting is held to discuss, receive comments, or act upon a matter over which the public body has jurisdiction or advisory power. A closed meeting must have a quorum present. The closure reason must be announced in an open meeting and pass by two-thirds roll call vote. Items discussed in a closed meeting may include discussion of the character, professional competence or physical or mental health of an individual; discussion of pending or reasonably imminent litigation; discussion of certain real property transactions or certain procurement decisions. Further training regarding appropriate social media discussions followed. Mr. Blakesley cautioned individuals to avoid texting during a public meeting and urged those who attend a closed meeting to limit any discussion to only those who were in attendance.

4. Ethics Review

Mr. Blakesley reviewed the Municipal Officers & Employees Ethics Acts which establishes the minimum standards, sets up a disclosure system for conflicts of interest, and describes crimes which can be committed as a public officer or employee.

When is disclosure required?

Written

- Regulated Business
- Doing Business with the City
- Personal Interest or Investment
- Assist/Advise on City Transaction*

Oral

- Any of items from written column
- Open Meeting
- Before discussion on related topic

*Disclosure must occur 10 days before agreement with city or 10 days before receipt of compensation (whichever is earlier).

What crimes are possible?

- Information: Disclose or improperly use private, controlled, or protected information.
- Privileges: Use or attempt to use office for economic gain or to secure special privileges.
- Gifts: Knowingly receive, accept, take, seek, or solicit a gift of substantial value or a substantial economic benefit tantamount to a gift.
- Access/Advice: Be paid to help someone with city business (without disclosure).

5. Powers & Duties Review

Mr. Blakesley identified three Municipal Land Use Actions. **(1) Legislative** with the responsible body being the City Council or General Electorate (i.e., zoning ordinance, general plan, rezones, and annexation). **(2) Administrative** with the responsible body being the City Council, Planning Commission, and Staff (i.e., conditional uses, site plans, development agreements, and subdivisions). **(3) Quasi-Judicial** with the responsible body being the Appeal Authority or Court (i.e., variance, appeal, and judicial review). The presentation concluded with various scenarios.

BUSINESS**6. 2022 Year in Review & 2023 Forecast**

City Manager David Larson announced in 2022 the City Council welcomed two new members Mayor Rod Westbroek and Councilman Joel Dills. There were 27 City Council public meeting and 12 Planning Commission public meetings. Some City Code amendments included private rights of way, code enforcement, off street parking, landscaping, conflicts of interest, density calculations, short term rentals, noise restrictions, Planning Commission organization & stipends, and flood control. The City Council reviewed the following items throughout 2022: Connex Franchise Agreement, public works basin & fencing project, HAFB Compatible Use Plan, audit contract, harvest park lot 205 easement vacation, streetlight maintenance agreement, DSCSO agreement, take home vehicle policy, special events fees, digital sign/no turn on red, storm drain rates, water conservation plan, 2700 east concept plan, flag volunteer license, Robinson waste agreement, city center planning process kickoff, moderate income housing plan, development approvals (South Weber Gateway, Belnap Estates, and Sophia's Haven), final public improvement acceptance (Ray Creek, Freedom Landing phases 1-3, and Hidden Valley Meadows phases 1-3).

2023 Forecast included: public works facility, city center planning, CFP/IFFP/IFA (for transportation, water, sewer), conditional use permits code, weber river parkway trail, city events (town halls, concerts in the park), wellbeing survey results, dust monitoring & health study, law enforcement contract, emergency management training, and economic development.

Mr. Blakesley announced there is a current bill (HB 291) in the Legislature concerning short term rentals. He voiced some of the items in the bill are as a result of South Weber City's experience with short term rentals. He commended those who helped in the development of South Weber City's Short Term Rental Ordinance.

Davis County Sheriff's Department 2022 Report:

Elizabeth Pantone presented the Davis County Sheriff's Report and reviewed the patrol statistics for 2022. Total hours in South Weber City was 4,363.4. Investigated crimes covered many areas with person crimes and property crimes the highest percentage.

Public Works Department 2022 Report:

Public Works Director Mark Larsen reviewed items completed in 2022.

1. Installed bark in Canyon Meadows Park to buffer the train track
2. New pickle ball courts
3. Continued on construction of BMX track (almost complete)
4. Cut down trees in parks that were either a danger to public or dead
5. Added stairs to Dog Park
6. Cleaned up underbrush around the Dog Park and Canyon Meadows Park
7. Installed trail cameras at Canyon Meadows Park and Cherry Farms Park bathrooms
8. Repaired vandalism damage
9. Installed source meters at the west tank and the Church Street tank
10. Worked on 15 different water leaks on main lines and others in meter boxes or service lines
11. Installed 350 meters on the meter change out program
12. Replaced some of the bigger meters for newer ones
13. Cleaned up all the old piles of concrete and asphalt around the shop and built some new shelving in the back bays of the shop

14. Collected sewer flow data all year
15. Cleaned 1/5 of all the sewer pipes in town
16. Inspected all the sewer manholes and storm drain boxes
17. Received approximately 100 loads of free dirt for the new shop road
18. Completed over 800 work orders
19. Responded to approximately 900 citizen requests
20. Painted curbing at elementary school and charter school
21. Added electric signs to 475 East and Old Maple Rd. and added new speed trailer
22. Added the park reservation signs to parks
23. Worked on the street sign replacement (50 street signs, 30 stop and other)
24. Added power and replaced sprinkler timer at Silverleaf Park.

Mr. Larsen shared the Public Works Department did not have any lost time accidents, personal property damage (from water leaks, sewer backups), damage claims from road damage, personal property damage from storm water backups, and no injury claims in the parks this year. Mayor Westbrook thanked the Public Works Department for their work with moving the City's digital sign. Mark announced this summer the Public Works Department will be working with Connex.

2022 Year in Review for Engineering:

City Engineer Brandon Jones reported Jones & Associates has been working on the following general items: City Standards update, City Hall remodel, fire station auxiliary building & driveway, new public works facility, streetlights, HAFB monitoring wells, and Multi-Hazard Mitigation Plan. They have also been working on the following street items: transportation meter plan (WCG), concrete replacement project (has not been awarded because nobody will bid), crack fill project (will resume in spring), and 2700 East design.

Mr. Jones identified items concerning water: Capital Facilities Plan Update, Water Conservation Plan, 2023 Water Projects (East Bench transmission line replacement & Cornia Drive waterline replacement), systems meters project (allows for daily reads of how much water is going into the system), lead and copper rule (City needs to account for material type of services for each home in the city) and completed Wasatch Integrated Waste connection for compost site. Jones & Associates has been collecting field data for modeling and data from flow metering for the Sewer Capital Facilities Plan. They have continued to work on Canyon Meadows Park (West), WFRC funding for Weber River Parkway Trail, and Canyon Meadows wetlands. They have made great strides with mapping of culinary water, sewer, storm drain, parks, and streetlights which are all available online. Staff maps allow Public Works Department access from their phones.

Questions were asked regarding streetlights and requests for repair online. The City is in the process of identifying city and Rocky Mountain owned street lights. The maintenance company is immediately notified of any requests.

Jones and Associates was heavily involved with developments including residential certificate of occupancy inspections and the developments listed below.

- Riverside RV Park
- South Weber Commercial – The Shops
- Riverside Place – 1, 2, 3, & 4 • Harvest Park – 1, 2, & 3
- Morty's Car Wash

- South Weber Gateway
- The Lofts (Deer Run Townhomes)
- Sophia’s Haven
- Riverwood
- Freedom Landing – 1, 2, & 3
- Ray Creek Estates
- The Meadows (Watts Property)
- Petersen Farms
- Kastlecove (Lester Drive)
- Belnap Estates
- Hidden Valley Meadows – 1, 2, & 3
- General RV
- Crosswinds – Wasatch Dermatology – Young Automotive Group
- Dygert

Recreation Department 2022 Report:

Recreation Director Curtis Brown reviewed the attendance and revenue for the Recreation Department compared to 2021.

	ATTENDANCE		REVENUE	
	2022	2021	2022	2021
TOTALS	37,728	39,480	\$39,264	\$39,580
FAC	12,239	13,868	\$19,884	19,820
Karate	1,474	1,564	\$180/mo	\$180/mo
Tumbling	2,091	3,662	\$365/mo	\$365/mo
High Fitness	276	NA	\$140/mo	NA
Indoor Soccer	959	NA		
Rec BBall Practice	1,687	1,352		
Rec BBall Games	7,202	4,253		
Comp BBall Practice	171	353		
Comp BBall Games	9,311	12,718	\$19,380	\$19,760
Clinics/BBall/Soccer	524	595		
Events/Wrestling/Halloween/Santa	1,794	1,115		

FACILITY RENTAL	2022	2021
TOTAL	\$19,383	\$19,095
½ Gym	\$5,695	\$5,764
Full Gym	\$1,115	\$2,950
Dance Room	\$3,310	\$2,704
Multi-purpose Room	\$6,328	\$5,560
Parks	\$2,900	\$2,117

	PARTICIPANTS		REVENUE	
	2022	2021	2022	2021
TOTALS	1,307	1,129	\$50,603	\$43,753
Baseball	96	62	\$4,220	\$2,758
Basketball	188	184	\$8,277	\$8,112
Coed Basketball	110	73	\$4,829	\$3,237
Coed Coach/T-Ball	154	126	\$5,088	\$4,410
Coed Soccer	492	496	\$17,208	\$17,365
Coed Volleyball	38	56	\$1,352	\$1,690
Flag Football	113	94	\$4,520	\$3,320
Girls Basketball	44	41	\$1,941	\$1,790
Machine Pitch	30	24	\$1,320	\$1,071

Mr. Brown announced new planned adult drop-in events for 2023 are volleyball, softball, pickleball, corn hole, and nine square. Mr. Brown reminded Council Cherry Farms Park ballfield is scheduled for upgrading.

Finance/Administration 2022 Report:

Administrative staff presented a fun video of 2022 highlights. Department Head Mark McRae communicated in 2022 staff made improvements to the budget document. He declared the City Hall remodel is currently underway and rejoiced there was no turnover in staff. He related in 2023 bonding/financing for Public Works Facility will be priority. He divulged IT security is a major concern as there have been at least three Utah cities with million-dollar threats and South Weber City is hit nearly every day with fraudulent emails. Plans are to remove the server and store information to the cloud.

Community Services Department 2022 Report:

Community Services Director Trevor Cahoon recounted his department's accomplishments. Code work included private rights of way, code enforcement, parking, landscaping, noise restrictions, standard code update, and R-7 code revisions. moderate income housing was also updated. Human Resources transitioned to a new payroll and timecards provider, conducted a wage study, survived an audit, and conducted open enrollment. Gateway and Sophia's Haven Developments were approved along with Deer Run Investments Development Agreement. The whole department was reorganized with responsibilities shifting. Information was distributed regarding property taxes and community events. His department was essential in the City Hall renovation project, participated in Country Fair Days and other community events.

Mr. Cahoon acknowledged the department with the most turnover is the Fire Department. The city has had a steady stream of individuals applying for most positions; however, it has been difficult to fill the Fire Department Engine Boss position. The city did gain one new full-time staff member in the Public Works Department and converted Fire Chief Tolman to full-time.

The Community Services Department 2023 focus will be the Emergency Operations Plan (EOP), External Accessory Dwelling Units (EADU), City Center formulation and small area plan, parking enforcement code, planning and executing community events, finish revising the R-7

Code, public works facility financing communication, employee appreciation week, property tax communication, Country Fair Days, city center town halls, policy and procedure manual review, compensation study, employee party, voting communications, and begin gathering General Plan materials.

South Weber Fire Department 2022 Report:

Fire Chief Derek Tolman reported the Fire Department's duties continue to include fire suppression, rescue, emergency medical services, specialized roles, fire prevention, and paramedics. Coverage includes three-handed staffing, 24-hour shifts, 24/7/365 coverage, and paramedic coverage. In the last five years the call volume has doubled. There were 400 total calls in 2022. They responded to the care center 33 times which is down from 49 in 2021. He shared South Weber Fire Department was the first in the county to transition to medic service since the early 2000's.

Fire Chief Tolman reported there have been no Emergency Management Assistance Compact (EMAC) orders due to the wet winter. He conveyed the recent F-35 crash had fortunate circumstances as it did not land on La Rocca Soccer Facility and happened when the temperature was cooler. He presented a historic picture of a house fully engulfed and a recent house with the fire fully contained and shared no homes have burned to the ground in the city since full staffing. In 2022 the Fire Department dedicated the fire station to Wim Pluim (late Fire Chief). Chief explained paramedics are being lured away by private industry (hospitals, warehouses, cruises, etc.) which are able to pay better. There has been a shift back to hiring the right people and training them.

Chief Tolman updated everyone on the status of the Engine Boss hire. When asked about the ambulance service revenue, Chief Tolman reviewed how the service is billed. He explained South Weber only bills for the actual services provided whereas other cities charge the maximum allowed whether paramedics were involved. He questioned the ethics of billing in that way. Mayor Westbrook advised for best results the new concrete should have ice removed immediately with no use of salt or ice melt and driving on it should be limited.

Chief Tolman reviewed upcoming planned major expenses.

- Station Remodel \$100,000 FY 2026
- Air Compressor \$60,000 FY 2029
- Quint \$1,105,000 to \$1,600,000 FY 2028

7. Budget Priorities & Directives

City Manager David Larson provided an overview of the City's financial position. Three major Governmental Funds include: General, Capital Projects, and Special Revenue. Five Non-major Funds include: Road, Public Safety, Recreation, Park Impact, and TUF. The four major Enterprise Funds are: Water, Sewer, Storm Drain, and Sanitation with Vehicle Lease being an Internal Service Fund. Mr. Larson reviewed the Sales Tax Revenue Bond 2012 with an ending balance of \$494,000 and Water Revenue Refunding & Series 2017 Bond of \$2,623,442.

Build Out Scenario Projections were presented.

GENERAL FUND PROJECTIONS	Current	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5
Description	Undeveloped Land	Today's Zoning	90% RM 10% Ag	General Plan Projected Land Use Map	70% RM 20% Com 10% Ag	90% R7 10% Ag
Undeveloped Land Property Tax Value	\$31,306	\$330,471	\$581,306	\$840,221	\$955,674	\$1,478,965
Revenue Projection	\$3,282,000	\$5,152,646	\$5,403,481	\$5,662,396	\$5,777,849	\$6,301,140
Expenditure Projection	\$3,282,000	\$5,598,615	\$5,598,615	\$5,598,615	\$5,598,615	\$5,598,615
Over (Under)	\$0	(\$445,969)	(\$195,134)	\$63,781	\$179,234	\$702,525

FY 2024:

Public Works Facility

Mr. Larson stated one of the retreat goals was to discuss the City’s number one budget need for the construction of a new Public Works facility. There are two extreme ends for funding the \$15M facility project – (1) fitting the project into existing revenue and (2) only using new revenue. He conceded it will most likely fall somewhere in the middle. Mr. Larson explained the process for the new Public Works facility including identifying space needs, preliminary layout & design, financing \$16M, final design. The decision whether to proceed in the typical design, bid, build format or construction manager general contractor was also in question.

Almost all the different city funds are available to participate in the scope of this building with the portion being adjustable from each fund. He commended Brandon Jones, Mark Larson, and Mark McRae for their extensive review of all the Capital Projects cost, status, and rating. Mr. Jones expressed the Capital Facilities Projects would be delayed by ten years. The City Council requested a copy of the detailed spreadsheet of chosen delayed projects which includes sewer, storm drain, and water. Mr. Larson reviewed the proposed raise of rates which are as follows:

		% increase	Total	Yearly	Curr Yrly Rev
Property Tax	GF/ Cap Proj	25%	\$3,960,000	\$264,000	
	Recreation	0%	\$160,000	\$10,667	
Utility Rate	Water	9%	\$2,080,000	\$138,667	\$1,576,000
	Sewer	15%	\$2,392,000	\$159,467	\$1,036,000
	Sanitation	4%	\$320,000	\$21,333	\$520,000
	Storm Drain	18%	\$1,768,000	\$117,867	\$640,000
	Water Impact	109%	\$1,120,000	\$74,667	\$68,500
	Sewer Impact	68%	\$1,288,000	\$85,867	\$126,000
	S. D. Impact	184%	\$952,000	\$63,467	\$34,500
	Parks Impact	62%	\$840,000	\$56,000	\$90,000
Road Impact	40%	\$1,120,000	\$74,667	\$185,000	
			\$16,000,000	\$1,066,667	\$4,276,000

Mayor Westbroek directed the Municipal Committee to review and research this item further as well as acquire cost estimates. Mr. Jones stated most of the work that has been done this far includes a needs analysis for now and in the future.

Animal Care & Control Property Tax Transfer

Mr. Larson recounted state law changes now allow the county to use property tax directly to pay for animal care & control rather than contracting with each city. To facilitate this change the city will need to step out of the approximately \$25,000 of property taxes used for animal care & control at the same time the county will step into that amount (like the previous paramedic service transfer only in reverse).

Weber River Parkway Trail

Mr. Larson explained grant funding has been awarded through the Wasatch Front Regional Council (WFRC) for three major sections of the Weber River Parkway Trail extension from Cottonwood Drive to the mouth of the canyon. To access that funding, the City will coordinate the project and ensure the proper federal steps are taken to complete an environmental study prior to construction. Davis County is working with the two gravel pits concerning the Davis County portion including Fisherman's Trailhead and Weber Canyon Trailhead and securing property easements. Fire Chief Tolman added the City will be responsible to provide emergency response for those sections of the trail. Mr. Jones expressed the need for an agreement which states both Davis County and the Trails Foundation of Utah will be responsible to maintain that portion of the trail.

Dispatch

Davis County and its cities have been looking at options for consolidated dispatch services county-wide. Currently, four dispatch centers serve Davis County residents. Discussions are taking place that could reduce that to possibly two centers, one in Bountiful to serve the south county and one in Layton to serve the north county. The financial and governance structures are yet to be finalized.

Parks Project List

The Parks Committee has spent the last few months preparing a list of potential park maintenance and upgrade projects for all City parks.

Old Maple Detention Basin: Install fence along west property line

Posse Grounds/Dog Park: Install cement for east and west entrances, install grass up to the sidewalk, plant additional trees, add picnic tables and benches around trail, clean up deadfall around trail, clean up weeds at east entrance, and install fishing hole between Posse and dog park.

Historic Cemetery: Re-gravel the access road and pursue first right of refusal on neighboring property.

Canyon Meadows West: Install second basketball court, finish dirt bike track, install permanent restrooms, install large pavilion, install small pavilion, install Petersen Barn Memorial, landscape around the parking lot, install a sign for the park, connect cement walking path to CMP East, add benches for the pickleball and basketball court, install a drinking fountain, and plant additional trees.

Canyon Meadows East: Open up the tree area on the southwest side of park, add benches around trail, install the second baseball diamond, add topsoil to outfield (\$112,000), improve grass, add covers and shade to dugouts (\$35,000).

DR Horton Detention Basin: Leave as is – no projects.

Central Park: Leave planning to City Center Plan, additional trees, replace bowery (\$60,000), install two additional bowery's, and add grills.

Veterans Memorial: Contact UDOT about parking stall striping along South Weber Drive, establish a plan for additional recognition, install a paved trail along the south and west sides, add picnic tables, add benches along the trail and near the memorial, install permanent restrooms, establish a Veterans Day Program, plant additional trees around the trail, and fix the sign.

Cedar Cove: Add disc golf holes, install a gaga pit, add benches, install a bowery, replace asphalt trail with concrete (\$32,000), add grills, repaint basketball court, and upgrade children's play structure.

Cedar Loop Detention Basin: New playground (\$110,000), new bowery (\$60,000), and plant trees.

Cherry Farms: Add horseshoe pits, install a gaga pit, add pickleball courts, remove goat heads, replace/upgrade ball field (\$190,000), replace the playground equipment & surface (\$300,000), install a walking path around the park, stripe the parking stalls, and plant additional trees.

Nathan Tyler Loock Memorial Park: Add picnic table in SE corner.

Deer Run Detention Basin: Leave as is – no projects.

2020 East Detention Basin (Old Dog Park): Remove fence and add parking.

Fire Truck

Replacement of the City's old fire engine is planned for FY2028 with an estimated cost of \$1.1 to \$1.6M. Current order times are four years out, so decisions need to be made promptly. Chief Tolman reviewed the functions of a new Quint fire truck with an aerial apparatus, water pump storage, and utility performance. He explained the twenty-year life span of a vehicle with a ten-year replacement plan and the \$115,000 budgeted each year. Chief Tolman expressed there was an oversight because the lease program was supposed to be separate from the vehicle purchase program. Research into purchase or lease price along with down payment amount and time table needed to be conducted before decisions could be made.

Future Road Projects

The City anticipates needing to pay for the City's portion of four road projects at an unknown future date depending mostly on development in the area – Old Fort Road, 2700 East, 925 East/7375 South, and 7600 South (Stark Lane). Each road section has a different story, but the results are similar in that when the time comes the City will be responsible for its share. Staff felt the need to keep these projects on the radar because the timing is unknown even though they are not specific budget items for this year.

2700 East

City Engineer is currently collecting information for design of 2700 East for future development. Traffic counts projected would increase this road to five lanes. The upsize is covered in part by impact fees. Mr. Jones included the access locations need to be put in place now given the upcoming proposal for future development.

Old Fort Road

As development increases the city will need to pay a portion for widening the road.

925 East/7375 South

When Layne Kap does his development there will be an increased urgency to widen this road.

7600 South

Possible future road connection.

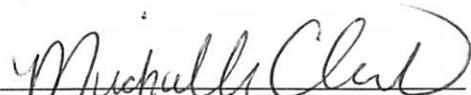
8. Council Committee Priorities (To be continued in another meeting.)

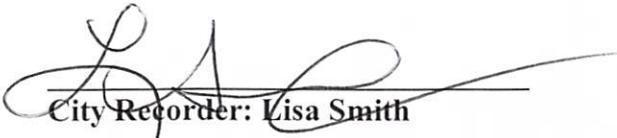
9. Strategic Plan Review (To be continued in another meeting.)

10. Adjourn

ADJOURN: Councilwoman Alberts moved to adjourn the meeting at 2:59 p.m. Councilwoman Petty seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Alberts, Dills, Halverson, and Petty voted aye. The motion carried.

APPROVED:  **Date** 02-28-2023
Mayor: Rod Westbrook


Transcriber: Michelle Clark

Attest: 
City Recorder: Lisa Smith