

# SOUTH WEBER CITY CITY COUNCIL MEETING

**DATE OF MEETING:** 12 September 2017

**TIME COMMENCED:** 6:00 p.m.

**PRESENT: MAYOR:**

Tammy Long

**COUNCILMEMBERS:**

Scott Casas

Kent Hyer

Merv Taylor (excused)

Jo Sjoblom

Wayne Winsor

**CITY RECORDER:**

Elyse Greiner

**CITY MANAGER:**

Tom Smith

**Transcriber:** Minutes transcribed by Michelle Clark

**ATTENDEES:** Brandon Jones (City Engineer), Mark McRae (Finance Administration), Curtis Brown (Recreation Director), Derek Tolman (Fire Chief), John Grubb, Daren Felix, Sean & Cindy Swedin.

Mayor Long called the meeting to order and welcomed those in attendance. She also excused Council Member Taylor.

**PLEDGE OF ALLEGIANCE:** Council Member Casas

**PRAYER:** Council Member Hyer

**AGENDA:** Council Member Hyer moved to approve the agenda as written. Council Member Sjoblom seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Sjoblom, and Winsor voted yes. The motion carried.

**CONFLICT OF INTEREST:** None

**QUARTERLY REPORT: Public Works Director:** (Mark Larsen, Public Works Director, was excused from the meeting)

**QUARTERLY REPORT: Recreation Director:** Curtis Brown, Recreation Director, presented the Recreation Quarterly Report. He said the Country Fair Days Swim Party had 750 participants. He said 1150 tickets were given out. He would suggest charging a \$1 per ticket to get more of a commitment from people next year. He said there were 20 teams that participated in the 3 on 3 Basketball Tournament. The Country Fair Days Youth Stop brought in \$134. The Country Fair Days Pickle Ball Tournament \$145. The Family Activity Center memberships are

\$1896, gym \$580, dance room \$142, and multipurpose room \$521. Park reservation revenue \$391. The summer basketball clinic brought in \$350. He has been using Sportsites to help with registration fees and budgeting. He said volleyball, flag football, and soccer will begin this fall. Council Member Casas asked about the grass and trees around the Family Activity Center. Curtis said it is the school district that maintains that. Curtis said he will talk to Cecil from South Weber Elementary concerning that. Council Member Casas asked Curtis if he had a wish, what would it be. Curtis said a second ball diamond at Canyon Meadows Park.

**CONSENT AGENDA:**

- **Approval of August 15, 2017 Meeting Minutes**
- **Approval of August 22, 2017 Meeting and Work Meeting Minutes**
- **Approval of August 2017 Check Register**

**Council Member Winsor moved to approve the consent agenda as amended with corrections made to 15 August 2017 meeting minutes. Council Member Sjoblom seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Sjoblom, and Winsor voted yes. The motion carried.**

**ACTIVE AGENDA:**

**Council Member Sjoblom moved to open the public hearing for Ordinance 17-14. Council Member Winsor seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Sjoblom, and Winsor voted yes. The motion carried.**

**\*\*\*\*\* PUBLIC HEARING \*\*\*\*\***

**Public Hearing: ORDINANCE 17-14 Parks Impact Fee Facilities Plan and Impact Fee Analysis:** Brandon Jones, City Engineer, said the Parks Impact Fee Facilities Plan (IFFP) and Impact Fee Analysis (IFA) were prepared by Zions Bank Public Finance. He said the city provided them with the information. Susie Becker, of Zions Bank, is unable to attend tonight. He said the plan is based off of service. He reviewed Table 14 - summary of the cost. It includes park land, mowed, asphalt parking, park improvements, trails, trailheads, and cost associated with those. He said the IFFP indicates that population will grow and additional facilities will need to be provided. He then reviewed Table 24 of the IFA. The total gross parks, recreation, trails and open space impact fee is \$589.39 per capita. The maximum fee per household is \$2,061.68. He would recommend the IFFP be reviewed at least every five years if not sooner.

**Sean Swedin, 2204 E. 7400 S.,** is concerned about the weeds in the retention pond by his home. He is also concerned about the access road to the south and people driving on it.

**Daren Felix, 1933 Cedar Loop Drive,** asked if the City is going to add any more access or egress into the city. He feels it would be a good thing to open the road going up 1900 East to Hill Air Force Base. He said having a couple of incidences in the last couple of months, he would hope the City is looking into possibilities.

**Council Member Winsor moved to close the public hearing for Ordinance 17-14. Council Member Hyer seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Sjoblom, and Winsor voted yes. The motion carried.**

**\*\*\*\*\* PUBLIC HEARING CLOSED \*\*\*\*\***

**Council Member Winsor moved to approve Ordinance 17-14. Council Member Sjoblom seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Sjoblom, and Winsor voted yes. The motion carried.**

**RESOLUTION 17-35 Transportation Utility Fund Policy:** Council Member Sjoblom stated the Utilities Committee met three times to discuss making a Transportation Utility Fund Policy. She said it entails the intent, explanation of the fund, its purpose, explanation of fee, and billing and enforcement of the fee. She said in the work meeting it was decided to remove the word “operations” and add reviewing the policy annually.

**Council Member Sjoblom moved to approve Resolution 17-35 with the amendments. Council Member Hyer seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Sjoblom, and Winsor voted yes. The motion carried.**

**Canyon Meadows Park Wetland Delineation proposal:** Brandon Jones, City Engineer, said the last delineation for Canyon Meadows Park was done when the subdivision was developed. He isn't sure if the delineation was ever submitted to the Army Corp of Engineers. He said there have been a lot of changes since that delineation. He said the city staff is concerned and have tried to stay out of the wetlands, but the delineation is specific with measurements; therefore, he would recommend obtaining a new delineation. He said there are homes being built around there and the material excavated has been used as fill for the second ball diamond in the park. He said we know the city needs clean fill but not sure where we can store it. He said now is a good time to get a delineation completed. He has reached out to a consultant for a cost proposal. He would like to know if the council is interested in getting a new delineation. Council Member Casas asked about the cost. Brandon said it would probably cost \$10,000 to \$20,000. He said the city also needs to know if the wetlands are jurisdictional. Council Member Casas said he spent several hours in the area and some of the wetlands are gone. He said there are areas with frag mites which can be a fire hazard. Chief Tolman said he will look into seeing if they can burn them. The council decided they would like to see the cost proposal before making a decision. Council Member Hyer asked if there are concerns in other areas throughout the city.

**Type 4 Brush Truck and Amenities proposal:** Fire Chief Tolman reviewed pictures of various types of trucks. He said the State has offered to purchase a brush truck but wants the city to outfit it. He said with the new agreements with the State our man hours and vehicle hours are covered. He would like to do a tactical water tender on the truck.

Chief Tolman discussed the recent fires in the city and how the Community Wildland Protection Program (CWPP) helps with the cost.

**Council Member Winsor moved to approve fitting a five-ton truck to be a tactical tender not to exceed \$8,000. Council Member Hyer seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Sjoblom, and Winsor voted yes. The motion carried.**

Council Member Hyer thanked Chief Tolman and the South Weber fire fighters for all their efforts in fighting the Uintah fires. Council Member Sjoblom said after all the hours of fighting the fires, they were at the elementary school Fall Festival.

Chief Tolman reported on the Uintah fires. He said three homes were totally burned down and three homes are uninhabitable. He said the engine was on the fire for 72 hours and the brush truck was over 90 hours. He said wildland fires are worked around the clock. He said we earned major respect from large agencies. He said we have received a lot of respect from the State. He thanked the Public Works Department and the Emergency Operations Center (EOC).

Chris Tremea said Chief Tolman worked 24 hours prior to the Uintah Fires. He left his full-time job to take care of this fire. He said he has changed this department as a whole and changed it as a community. He said people know they can count on South Weber Fire Department. He encouraged the council to look at the efforts he has put in.

**PUBLIC COMMENTS:** (None)

**REPORTS:**

**Mayor Long:** She attended the ribbon cutting for the new IHC Hospital in Layton. She attended the Board Meeting and Wasatch Integrated. They are working on improvements around 1900.

**Council Member Casas:** He gave Tom a list of street lights that are out and need repair. He said there is a street light in Royal Farms Estates in which there is no power to the pole. He said the Dust Committee met and dust monitoring has started on 7400 South. He asked Brandon about the sidewalk being installed on Ray Creek Estates and said on 1375 East the sidewalk is 4' and on Canyon Drive it is 6'.

**Council Member Hyer:** He said his parents live on 1250 East. He has received a lot of questions concerning landscape repairs. He has received comments about how nice the road is and how nice the contractor was to work with those living along that street. He asked if there is a major emergency, is it possible to travel the 1900 East road to Layton. He said with the recent emergencies, the city needs to look at alternative routes to get out of the city. He also thanked the Fire Department for all their work with the fires.

**Council Member Sjoblom:** She said a meeting will be held on 21 September 2107 at 5:30 p.m. at Landfill Office. She said the Citizen Committee met and discussed trees on the west side of the playground at Central Park. She said they also discussed Old Fort Road and the digital sign at Maverik. She discussed encouraging people to sign up for CodeRED. She is concerned about the speeding taking place on 475 East. She asked Mark to put the speed sign up.

**Council Member Winsor:** He would like an update on 1250 East contractor. He would like an update on Lester Drive continuation and the status, as well as the posse grounds.

**City Manager:** He will be attending the Utah League of Cities and Towns conference. He reported on Post Construction concerning 1250 East delays. He said the contract allowed for \$1,000 a day of liquidated damages. Council Member Hyer said there was very little being done

from day to day. He said there was poor project management on their part. Brandon said the city did everything within their power. Tom said we did not liquidate the damages and isn't sure how they can be assessed. Council Member Winsor said this should be learning opportunity in which the city needs to improve on administering contracts. He suggested the next contract have stiffer language. He reported that the posse grounds will be on the 26 September 2017 agenda.

**City Engineer:** Brandon discussed accessing 1900 East road to Layton in case of an emergency. He said once at the top the hill it is private property. Council Member Hyer is curious if now is the time the city could get funding because of recent emergency situations.

**ADJOURNED:** Council Member Hyer moved to adjourn the meeting at 7:41 p.m. Council Member Winsor seconded. Elyse called for the vote. Council Members Casas, Hyer, Sjoblom, and Winsor voted yes. The motion carried.

**APPROVED:** \_\_\_\_\_ Date  
Mayor: Tammy Long

\_\_\_\_\_  
Transcriber: Michelle Clark

Attest: \_\_\_\_\_  
City Recorder: Elyse Greiner

# SOUTH WEBER CITY COUNCIL WORK MEETING

**DATE OF MEETING:** 12 September 2017

**TIME COMMENCED:** 5:08 p.m.

**PRESENT: MAYOR:**

Tammy Long

**COUNCILMEMBERS:**

Scott Casas  
Kent Hyer (arrived at 5:31 pm)  
Jo Sjoblom  
Merv Taylor (excused)  
Wayne Winsor

**CITY MANAGER:**

Tom Smith

**CITY RECORDER:**

Elyse Greiner

**Transcriber:** Minutes transcribed by Michelle Clark

**ATTENDEES:** Mark McRae (Finance Administration), Derek Tolman (Fire Chief), Chris Tremea (Fire Captain), and Brandon Jones (City Engineer).

## **CONSENT AGENDA:**

- **Approval of August 15, 2017 Meeting Minutes**
- **Approval of August 22, 2017 Meeting and Work Meeting Minutes**
- **Approval of August 2017 Check Register**

Mayor Long asked if there were any questions on the minutes. Council Member Winsor questioned a motion made on the 15 August 2017 meeting minutes concerning the motion made for Lester Drive. He pointed out the minute's state Council Member Hyer made the motion and seconded it. His name should be added to the motion.

## **ACTIVE AGENDA:**

### **Public Hearing: ORDINANCE 17-14 Parks Impact Fee Facilities Plan and Impact Fee Analysis**

Brandon Jones, City Engineer, reviewed the calculations required for the Parks Impact Fee Facilities Plan (IFFP) and Impact Fee Analysis (IFA). He said the IFFP is summarized on page 14. He said in order to maintain the existing level of service, the projected new development over the next ten years will require the construction or acquisition of new facilities in the amount of \$1,236,634. The existing level of service for parks then, for the purpose of calculation of impact fees, is 1.8 acres per 1,000 residents, calculated by dividing the 13.78 eligible park acres by the 2017 population of 7,462 (which is then divided by 1,000). The existing level of service, in terms of level of investment for park land is \$193.81 per capita.

He said the IFA is summarized on page 16. He said the total gross parks, recreation, trails and open space impact fee is \$589.39 per capita. The maximum fee per household is \$2,061.68. Council Member Winsor asked with the next census coming out in a couple years, will this information need to be updated. Brandon said these numbers are more accurate than what you will see in a census. Council Member Winsor asked if the City is going to increase the level of service, do we need to wait until some projects are completed. Brandon said no this needs to be adopted. Council Member Casas identified an area in the west end for a possible park. Brandon said in the future, there will be a regional detention

basin that will be going in that area that can be used as a park. He said Old Maple Farms Subdivision is not included in the IFFP and IFA.

Council Member Casas brought up deficiencies in the City street lighting and was wondering what the future plans are for that. He would like to know if the City is ever going to address those deficiencies.

**Council Member Hyer arrived at 5:31 p.m.**

Council Member Casas identified locations in the City that need street lights. He asked about the street light on Lester Drive and 1250 East. He said we have talked about the need for a street light in this location. Tom said he needs direction from the City Council. Council Member Winsor suggested taking a step back and look at developing some sort of program in regards to street lights. Brandon discussed the new development procedure with street lights and the requirement put on the developer to put money in escrow for street lights. Council Member Winsor suggested putting together a policy for street lights for new development. Brandon said the Council will see an update to City standards coming before them soon that will address the street lights. Council Member Casas said we have the same issues with sidewalk width. Council Member Winsor suggested getting the Planning Commission involved. It was suggested the Municipal Utilities Committee discuss this and give recommendations to the Planning Commission.

**RESOLUTION 17-35 Transportation Utility Fund Policy:** Council Member Sjoblom discussed the Municipal Utilities Committee's recommendation for the Transportation Utility Fund Policy. Under the principles of sustainability, transparency, and equity, the South Weber City Council has adopted a Transportation Utility Fund as a method to fund the operations and maintenance of transportation infrastructure. The South Weber City Council and staff acknowledge that transportation infrastructure is a utility that provides a service and must be maintained. The current funding mechanisms of state subsidies (Class "C" and Proposition 1 funds), property taxes, and bonds are inadequate, insufficient, and/or provide a short-term solution to a permanent problem in sustaining and preserving the City's transportation infrastructure. The Transportation Utility Fund is a dedicated funding source that was created as a sustainable source of revenue for the planned and expected long term service levels of transportation infrastructure for South Weber City residents and business groups.

The Transportation Utility Fund is a dedicated funding source that was created as a sustainable source of revenue for the planned and expected long term service levels of transportation infrastructure for South Weber City residents and business groups.

It is important that South Weber City residents, business groups, and other parties or interest groups understand what fee is being charged, to support the Transportation Utility Fund and how the funds in the Transportation Utility Fund are to be applied.

**Transportation Utility Fund**

On June 20, 2017, the South Weber City Council held a public hearing and adopted Resolution 17-26, establishing the Transportation Utility Fund. The Transportation Utility Fund was created to sustain the continual operations and maintenance of all City controlled public Rights-of-Way. For purposes of this policy, a public Right-of-Way is: A section of land controlled by the City for the use of a public thoroughfare, including pedestrian and vehicular traffic & utilities. The Transportation Utility Fund is comprised of Class "C" and Proposition 1 funds, development fees, and the Transportation Utility Fee. The Transportation Utility Fund is a restricted fund with monies that are to be expended for the operations and maintenance of City controlled public Rights-of-Way that include but are not limited to the following: crack sealing, seal coats, patching, milling, over-laying, reconstruction, curb & gutter,

sidewalks, re-establishment of paint striping, road widening of existing Rights-of-Way, and street designs & inspections.

Moreover, it is expressly identified that the Transportation Utility Fund revenues shall not be expended for the following, which include but are not limited to: employee salaries, employee benefits, employee travel & training, trails, snow plowing, vehicles and equipment, fuel, buildings, street lighting, street sweeping, computer software, and/or private streets.

It is the purpose of the Transportation Utility Fund to restrict monies for road maintenance and operations. It is the City's objective to provide a detailed explanation, as outlined and set forth in the transportation tenet of the South Weber City Capital Improvements Program, for residents and business groups to be informed and knowledgeable as to how roads are to be maintained. Therefore, South Weber City has hereby created a Transportation Utility Fund, to be reported as an enterprise fund, to be funded, in-part, by a fee to be paid for by the users of South Weber City utilities.

### **Transportation Utility Fee**

On June 20, 2017, the South Weber City Council held a public hearing and adopted Resolution 17-27, establishing the Transportation Utility Fee. The amount of the fee shall be adopted in the Consolidated Fee Schedule, which may be amended as needed by resolution of the South Weber City Council. The Transportation Utility Fee was established as a means to fund, in-part, the continual operations and maintenance of all City controlled public Rights-of-Way. All groups<sup>1</sup> residing in South Weber City that generate traffic on City controlled public Rights-of-Way shall proportionately share<sup>2</sup> the upkeep of those roads ensuring that each stake holder will contribute to the operations and maintenance of the City's public streets.

Transportation Utility Fee is adopted and amended from time to time by the City Council. Staff and Council shall work to identify and maximize existing or new sources of revenue, as available, to maintain the solvency of the Transportation Utility Fund before considering changes to the currently adopted Transportation Utility Fee.

### **Dedication of Revenues**

All revenues collected by the City from the Transportation Utility Fee shall be deposited into the Transportation Utility Fund, which is hereby created as an established enterprise fund in the City budget. Such revenues shall be used for the purposes of the **operation**, improvement, and maintenance of existing South Weber City streets. It shall not be required that the **operations**, improvement, and maintenance expenditures from the fund specifically relate to any particular property from which the fees were collected.

### **Billing and Collection**

The Transportation Utility Fee shall be billed and collected with and as part of the monthly consolidated utility bill. The person(s) responsible for payment of the fee shall be the same person(s) responsible for payment of other City utilities. All such bills shall be rendered monthly by the City and shall become due and payable in accordance with the rules and regulations adopted by the City pertaining to the collection of utility fees. The City's Finance Department shall place all such fees so collected into the fund to be deposited, separately kept, and used only for the transportation utility purposes provided herein.

### **Enforcement**

Any charge due hereunder which is not paid when due may be recovered in an action at law or equity by the City. In addition to any other remedies or penalties provided by this Chapter or any other ordinance

of the City, failure of any person responsible for the payment of City utilities to timely pay the charges when due shall subject such person to discontinuance of utility services provided by the City, consistent with City policies regarding termination of utility services.

Council Member Casas suggested removing the word, “operations”. He said it is too ambiguous. Council Member Winsor and Sjoblom said they agreed. Council Member Winsor reviewed the paragraph “*Transportation Utility Fee is adopted and amended from time to time by the City Council. Staff and Council shall work to identify and maximize existing or new sources of revenue, as available, to maintain the solvency of the Transportations Utility Fund before considering changes to the currently adopted Transportation Utility Fee*”. He said this fund is for asphalt, curb, and gutter and maintaining the roads. He said the fund can be reviewed during the budget process. It was suggested to review it annually.

**Canyon Meadows Park Wetland Delineation proposal:** Brandon Jones, City Engineer, said the Canyon Meadows Subdivision had a delineation done by Bio West that identified certain areas. He said the areas are not tied down by measurements, distances, etc. He feels the best time of year to do a delineation is probably right now. He said there have been several changes since the last plan. He feels it is better to be proactive and get it done. Tom said developers in the area have a lot of fill that can be used for areas.

**Type 4 Brush Truck and Amenities proposal:** (No discussion on this item)

Adjourned at 6:00 p.m.

**APPROVED:** \_\_\_\_\_ Date  
Mayor: Tammy Long

\_\_\_\_\_  
Transcriber: Michelle Clark

Attest: \_\_\_\_\_  
City Recorder: Elyse Greiner