

SOUTH WEBER CITY COUNCIL 2019 RETREAT

DATE OF MEETING: 19 January 2019

TIME COMMENCED: 8:37 a.m.

LOCATION: Davis County Offices (room 131A) at 51 S Main in Farmington.

PRESENT: MAYOR:

Jo Sjoblom

COUNCILMEMBERS:

Blair Halverson

Kent Hyer

Angie Petty

Merv Taylor

Wayne Winsor

PLANNING COMMISSIONERS:

Rob Osborne

Tim Grubb

West Johnson

Debi Pitts

Taylor Walton

CITY MANAGER:

Dave Larson

CITY RECORDER:

Mark McRae (excused)

CITY TREASURER:

Paul Laprevote

PLANNING COORDINATOR:

Lisa Smith

PUBLIC WORKS DIRECTOR:

Mark Larsen

FIRE CHIEF:

Derek Tolman

RECREATION DIRECTOR:

Curtis Brown

FIRE MARSHAL:

Chris Tremea

Transcriber: Minutes transcribed by Michelle Clark

VISITORS:

8:30 – 8:45 am **Welcome & Opening Remarks – Mayor Sjoblom:** Mayor Sjoblom discussed the balance between staff and council and the exhilaration for what is coming up. She stated this is a wonderful place to be, and thanked everyone for all they have done for the city.

8:45 – 9:30 am **2018 Year in Review – City Staff:** Dave Larson said each department head was asked to take a few minutes to review 2018.

City Council: The following is a list of items in which the City Council has accomplished in 2018:

- New Agenda Format
- Buffer Overlay Zone
- Parks & Recreation Community Survey
- Hiring of New City Manager
- Agreement with South Weber Model Railroad Club
- Transportation Study
- Water Rate Adjustment
- Dog Park Opened & Closed
- Digital Sign
- Short Term Rental Public Comment Period & Open House
- Country Fair Days organization
- Cook Property Development Agreement
- Review of Street Light Policy
- Sewer System Capacity Study

Public Works/Parks: Dave Larson reviewed the following items accomplished by the Public Works/Parks Department for 2018:

- We have over 800 sewer manholes we checked all of them, this is part of the trust incentive program.
- We have over 700 water valves in the city that we exercised and inspected.
- We have added over 400 water meters to the city system.
- In our meter replacement program, we replaced 200 meters.
- We replaced 6 out of date fire hydrants.
- We repaired and repack culinary water pumps. We change the oil in the pump motors, check and grease the barring, pull the old packing and replace it with new.
- We pulled check and rebuilt one of our sewer pumps. We have 2 sewer pumps that we pull and check each year.
- We cleaned all the wax out of the lift station.
- So far we have installed over 8 ton of pothole patch. This may not sound like much until you realize it goes in 2 to 10 shovels full at a time.
- We walked all water lines to check for leaks. All the water line that are not in the road I have staff walk each year to look for any signs of leaks.
- We have moved to paperless inspections in the building department.
- We have added 6 subdivisions.
- We have added 91 lots this year.
- We issued 195 building permits with a total valuation of \$29,933,482.
- We did updates on most of the city maps.
- We put together the budget for sewer, water, storm sewer, streets, street lights, planning and zoning, and parks.
- I think some of the most important things are what we did not do:
 - We had no lost time accidents in public works.
 - We had no bad water samples.
 - We had no sewer plugs or backups.
 - We had no storm drain property damage claims.

Security Check Up by Administrative Office of the Courts

Suggestions:

- One-way window screening
- Parking stall bollards
- Prohibition of purses or bags
- Exit strategy in place
- Clearly marked employee only areas
- All persons entering checked
- Seating area barriers

Lisa Smith reviewed what the **Administrative Office** has accomplished in 2018 which is as follows:

- 694 Citations Filed
- Building Permit Revision
- No more Paper Inspections
- Street Coordinates sent to Davis County Dispatch
- Created Conditional Use Permit Template
- Several Subdivisions Approved (91 building lots)

Fire Chief Derek Tolman reviewed what the **South Weber Fire Department** has completed in 2018. He reported that the city now has an ambulance service. The Fire Department purchased a new engine, has 24/7/365 staffing, and is Advanced Emergency Medical Technician A-EMT licensed. Chief Tolman stated he has a well trained staff with many years of career experience. He said they are responding and taking care of more calls at a higher level. He reported that they ran over 300 calls again this year. He said we are leading the county for positive changes in EMS. We are providing leadership and training to better the community. Some of the challenges include:

- Part-time personnel running a full service Fire Department creates challenges.
- Administrative work load is larger and more complex. Ambulance paperwork and constantly changing laws and regulations.
- 2 handed staffing causes issues when personnel or their kids are sick. Most of these shifts end up being worked by an officer.
- Staffing holidays has largely been being covered by just a few people. Putting strain on their families and personal lives.
- Paramedic service for the county is being re-evaluated and is forcing us to look at what our alternatives are should the DCSO program go away in coming years.

Chief Tolman reviewed projects for the coming year which include:

- Station needs a new roof
- Civic building plans for the future
- Wildland plan of action
- Addressing staffing during sick call and holidays
- Maintain a progressive approach to how we operate.

Curtis Brown, Recreation Director, reviewed 2018 for the **Recreation Department**. Highlights include:

JANUARY - MARCH

- Comp Basketball – 2 Leagues
 - 14 Teams
 - 112 Participants
 - 56 Games played
- Rec Boys Basketball (grades 3-9)
 - 21 Teams
 - 168 Participants
 - 130 Games played
- Spring Soccer Registration
- Senior Lunch
- Daddy Daughter Date
 - 60 Participants
- Co-Ed T-Ball, Coach Pitch, Machine Pitch, Registration – Boys Baseball, Girls Softball

APRIL - JUNE

- Spring Soccer
 - 29 Teams
 - 230 Participants
 - 121 Games played
- Senior Lunch
- End of School Swim Party
 - 600 Participants
- Spring Comp Baseball
 - 5 Teams
 - 55 Participants
 - 20 Games played
- Co-ed T ball
 - 9 Teams
 - 85 Participants
 - 36 Games played
- Coach Pitch
 - 7 Teams
 - 70 Participants
 - 28 Games played
- Machine Pitch
 - 2 Teams
 - 25 Participants
 - 14 Games played
- Baseball (grades 3-9)
 - 5 Teams
 - 63 Participants
 - 40 Games played
- Softball (grades 3-9)
 - 3 Teams
 - 36 Participants
 - 25 Games played

JULY - SEPTEMBER

- Field Rental
 - Comp Baseball 3 teams
 - Comp Soccer 1 team
- Fall Sports Registration
 - Co-ed K-2nd Basketball
 - Girls Basketball
 - Co-ed Volleyball
 - Co-ed Flag Football
 - Fall Soccer
- Fall Comp Basketball
 - 2 Leagues
 - 13 Teams
 - 104 Participants
 - 52 Games played
- Country Fair Days
 - Chair-person 3-on-3 Basketball
 - 25 Teams
 - 75 Participants
 - Swim Party
 - 800 Participants
 - Old Timers Game
 - Field prep with Public Works

OCTOBER – DECEMBER

- Senior Lunch
- Mothers & Sons Halloween Bash
 - 50 Participants
- Breakfast with Santa
 - 250 Participants
- Winter Comp Basketball
 - 2 Leagues
 - 16 Teams
 - 128 Participants
 - 64 Games played
- Fall Soccer
 - 20 Teams
 - 137 Participants
 - 78 Games played
- Co-ed K-2nd Grade Basketball
 - 14 Teams
 - 101 Participants
 - 87 Games played
- Girls Basketball
 - 7 Teams
 - 53 Participants
 - 48 Games played
- Co-ed Volleyball
 - 4 Teams
 - 28 Participants

- 29 Games played
- Co-ed Flag Football
 - 12 Teams
 - 94 Participants
 - 74 Games played
- Totals
 - Sports Program Participants 1,822
 - Games Played 633

2019 Goals

- Canyon Meadows 2nd Diamond
- Transform Central Park baseball diamond infield to dirt
- Develop Senior Citizen Workshops
- Implement clinics for every sport the SW Rec offers

Paul Laprevote, City Treasurer reviewed 2018 for Mark McRae who was excused today for being ill. He said four new employees have been trained, and water rates restructured. In Utility Billing for 2018 there were 183 final bills, 282 new signups, increase of 99 total accounts. The city is currently focusing on going paperless. The business license documents are now digital. He reported that 54 subdivisions have been scanned as well as digital recorded plats are received from Davis County. He said all invoices have been digitized since July, online GL coding and digital authorization will be implemented later this month. The subdivision development tracking process is now digital. New tablets for the City Council were purchased, and bookmarks have been added to the weekly packet. The Public Works Department is now using tablets in the field. He said the budget process and council committees have improved. He reported that Country Fair Days became its own non-profit and separated financially from the city. He said the city is very interested in the success of Country Fair Days. He reported the city received a clean audit opinion and there were no findings. He said the employees have received new premise badges, two new HVAC were installed in City Chambers, and building lighting has been converted to LED. The city now has signed a new train club agreement, issued a Vietnam Veterans Day Proclamation, and the city council and planning commission conducted a mixed-use field trip.

Brandon Jones, City Engineer, reported the following:

WATER

- Water Utility Rate Study (w/ Zion's Public Finance)
- Westside Reservoir Study
- Westside Reservoir Rehabilitation Projects
 - New Bridge over the D&W Canal
 - Easements

SEWER

- Cottonwood Cove Sewer Upsize Project
- Capacity studies – East end Land Use

STORM DRAIN

- SR-60 Drainage at Skyhaven Cove

STREET STUDIES

- Old Fort Road → South Bench Drive (Planning)
- South Bench Drive → Functional Classification

- South Bench Drive → Funding Requests
 - Davis County Prop 1 and WFRC
- Transportation CFP and IFFP
- Streetlight Study
- Safety Sidewalk Applications
 - Small application → Drainage Project & Large C&G and Sidewalk Project

STREET PROJECTS

- Street Maintenance Projects
 - Daniel Drive and 1375 East Overlays, and various other locations for Chip & Seal
- 6650 South Street Closure
- South Bench Drive – Phase 1
 - Property & Easement Acquisition, Design and Coordination with RMP, Developers, Home Owners

OTHER

- Public Works Facility Master Plan
- Canyon Meadows Park – Wetlands
- Significant GIS Mapping (Water, Sewer, Storm Drain, Streetlights)

UDOT

- US-89; Farmington to I-84 Project
- US-89 & I-84 Interchange Study
- SR-60 Mill & Overlay Project
- SR-60 Drainage at Skyhaven Cove

DEVELOPMENTS

- Old Maple Farms 1, 2, & 3
- Riverside Place 1, 2, & 3
- Hidden Valley Meadows 1, 2, & 3
- Freedom Landing 1 & 2
- Harvest Park (Cook property)
- Ray Creek Estates
- Sun Rays
- Country Lane Assisted Living
- Riverside RV Park
- Winterton Towing

Brandon said UDOT has been active with US-89 (Farmington to I-84 Project), US-89 & I-84 Interchange Study, SR-60 Mill & Overlay Project, SR-60 Drainage at Skyhaven Cove.

9:30 – 10:30 am

Confirm Vision & Develop Strategic Directives – City Council, Planning Commission & City Staff: Dave Larson led an activity in which everyone was asked to write down on a post-it note what South Weber City is known for and then what we want it to be known for. Areas included: Community, Recreation, Family Friendly, Safe, Wind, Values, and Tradition. Discussion took place about the need for outdoor activities, trails, etc. Council Member Winsor stated we need to be resolve and resolute as to how we move forward because the outlook of recreation and outdoor use is different verses commercial development. Brandon Jones, City Engineer, feels that is why the city needs good planning.

Commissioner Osborne discussed the fact that everyone in South Weber is related. Council Member Winsor stated South Weber City is a hub for outdoor activity because of its location. He said we need to look at how we can support those activities. Commissioner Johnson feels South Weber City needs to market and brand itself. Brandon said the city hasn't put into place any kind of tax incentive for certain types of development. It was stated the city needs someone experienced in economic development. Council Member Hyer discussed strategic thinking for the short term and long term. He feels some areas need to be safe guarded for commercial development even though right now the move is towards housing development. Brandon said there are two approaches to Doug Stephen's property. He suggested a proactive approach would be to market the Stephen's property for him. Barry Burton discussed types of tax incentives through a CRA (Community Reinvestment Area). Chief Tolman stated the State Liquor Store is looking for a location in north Davis County. Commissioner Osborne suggested making sure we are thinking about getting the right type of business that will sustain for several years. Types of businesses could be: bike shop, ski shop, fly shop, ATV shop, etc. Dave summarized in that there is a fabric of this community that we want to maintain through any type of future planning and development. He said we want to maintain a great place to live and raise a family, and we need to target some type of branding for outdoor recreation gateway or hub. He said that is somewhat a direction and vision of what we have centered on with this conversation. He said we need to make sure we are well planned and diligent in thinking beforehand to make this happen. Commissioner Walton suggested reaching out to other cities that are located at the mouth of a canyon.

10:30 – 10:45 am

BREAK

10:45 – 12:00 pm

Identify & Discuss Potential Projects – City Council, Planning

Commission & City Staff: Discussion took place regarding potential projects: Public Works Facility, Gig Speed Internet, Update General Plan, City Hall, Canyon Meadow Ball Diamond, Finish Parks, Dog Park, Pickle ball Park, Bike Lanes, Trail Systems, Property Tax, South Bench Drive, 1900 to Layton, Police Service Decision, Marketing Plan, Reserve Funds, Annexation/County Lines, Layton Connecting, Economic Development Plan, Business Welfare Plan, Define Commercial Desires, Staffing (PW, FD, Admin, Planner), Compensation Plan, City Codes Updated, Website Redesign, Post-gravel Pit Development, CIP Review with budget, Fleet Management Plan, Library, County/State options in South Weber, Relocate Park-n-Ride, Connect with Silicon Slopes, Tie in with HAFB with development, South Bench Drive tie in to HAFB north gate, Bonding/Debt/Grants, Internship Program, Staff Training, Resolve Lester Drive, Wetlands/Environmental Issues, Different Programs (Fly Fish, Concealed Permits, Hunter Safety), Shooting Range, Financial/Future Planning, Updated City History, Expand Commercial Zoning & Overlay, Sustainability (wind, solar), Ladder Truck, Paramedic, Creative Services,

Emergency Preparedness Plans, Potential Relocation of EOC, Senior Citizen Center, Business Incubator, Entrepreneur Center, Community center.

Dave asked those in attendance put a check mark next to their top five projects.

Top Five Priorities:

New Public Works Facility
Update the General Plan
Complete the Trail System
Make a connection with Layton City through South Bench Drive and/or 1900 East
Develop an Economic Plan

Already Working On:

Dog Park
Police Service Decision
City Codes Update
CIP Review
Paramedic
Fireworks Zone
South Bench Drive – Phase 1
Website Redesign
Wetlands/Environmental Issues

Discussion took place regarding property tax increase. Brandon reviewed the proposed Site plan for a new Public Work Facility. He estimated it is probably 5 to 5.5 million for this type of facility. He said they would need five to eight acres.

12:00 – 12:30 pm LUNCH

12:30 – 2:00 pm *Prioritize Potential Projects – City Council, Planning Commission & City Staff:* Paul Laprevote discussed the reserved funds and how he will be sending the council a quarterly report. Dave went back to prioritizing projects and asked everyone to review items on the list that may need to be added. Mayor Sjoblom said parks are not top priority but there are funds that can be used towards those things. Council Member Winsor said there are committees put together for budgeting purposes. Dave explained the funding for trails. Barry said impact fees have to be used for capital facilities and not maintenance. Brandon said parks impact fees is a level of service. Council Member Hyer said if impact fees need to be spent by a certain time, what is the procedure to make sure there is time to complete. Brandon said we are already doing that, but probably haven't identified the amount of funding to the council like we should. Council Member Hyer feels knowing that type of information would help in getting those projects done. Council Member Winsor said we need a plan as to what the funds are and where and when they are going to be spent. He also feels there needs to be a reporting plan to the public on where those funds are

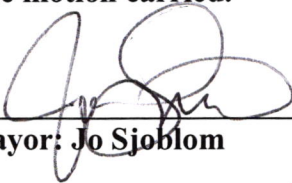
going. Commissioner Osborne asked about getting ecclesiastical leaders involved with running the emergency preparedness plan. Chief Tolman said the city needs to manage it to be able to qualify for the funds. Council Member Winsor asked if a committee needs to be formed. It was stated there is a Public Safety Committee.

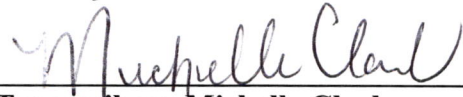
Secondary Priorities:

- High Speed Internet
- Canyon Meadows Ball Diamond, Pickle ball Park, Finish Parks
- Resolve Lester Drive
- Emergency Preparedness Plan
- 1900 East to Layton City
- Annexation/County Lines
- Staffing (PW, FD, Admin., Planner, Internship)
- Website Redesign
- CIP Review & Funding Stream
- Financial/Future Planning
- Different Recreation Programs (Fly Fish, Concealed Weapons, Hunters Safety)

Council Member Petty suggested the Mayor form an Economic Development Committee with a member of the Planning Commission, Council, etc. Dave will put together a document listing the projects, steps, and action.

Council Member Halverson moved to adjourn the meeting at 1:06 p.m. Council Member Hyer seconded. All were in favor. The motion carried.

APPROVED:  _____ Date 2/12/19
Mayor: Jo Sjoblom

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Transcriber: Michelle Clark

Attest:  _____
City Recorder: Mark McRae



