

CITY OF NORTH SALT LAKE  
CITY COUNCIL MEETING-WORK SESSION  
APRIL 17, 2018

**FINAL**

Mayor Arave called the meeting to order at 6:02 p.m.

PRESENT: Mayor Len Arave  
Council Member Brian Horrocks  
Council Member Stan Porter  
Council Member Ryan Mumford  
Council Member James Hood  
Council Member Lisa Watts Baskin

STAFF PRESENT: Ken Leetham, City Manager; Paul Ottoson, City Engineer; David Frandsen, Public Works Director; Janice Larsen, Finance Director; Craig Black, Police Chief; David Church, City Attorney; Sherrie Llewelyn, Community Development Director; Linda Horrocks, City Recorder; Marty Peterson, Emergency Preparedness Manager; Holly Christensen, Administrative Assistant; Andrea Bradford, Minutes Secretary.

1. FY2019 BUDGET OVERVIEW FOR WATER AND STORM DRAIN OPERATIONS  
AND CAPITAL PROJECTS

Ken Leetham suggested allocating funds to perform a long range plan for water particularly in regards to several relevant issues. These issues included culinary water source issues and needs, use of a new secondary water source, water conservation initiatives, and a long term maintenance and replacement schedule. Issues and needs for the culinary water source included a plan for the resolution to the PCE plume, moving Big West Oil off of the City water system, development of a new well at 2600 South and U.S. 89, and evaluating the future water source needs.

Mr. Leetham spoke about the use of the new secondary water source and said that Big West Oil may not be interested in using the new source due to the salinity. Staff would need to further discuss this with Big West Oil. He said that if Big West Oil was not a secondary water user a plan would need to be put in place for the water to possibly reduce culinary water use. Other items that would need to be addressed in regards to the secondary water source would be water rights issues and approval by the State Engineer, and a clear articulation of the secondary water service goals.

Staff would also like to establish a water conservation initiative to help address the issue with users who are overwatering by providing public education, tiered rates to deter large water consumption, and water wise recommendations from Weber Basin.

A long term maintenance and replacement schedule plan would be implemented based upon replacement need methodology with a long range financial solution. The proposed long range plan for water would need to address source concerns, use of the new secondary water source, a water conservation initiative, and a long term maintenance and replacement schedule. All of these issues would be addressed in conjunction with Weber Basin Water Conservancy District in the creation of the plan. This plan would take six to eight months to complete at the cost of approximately \$200,000.

David Frandsen reported on Public Works and reviewed the vision for the department, which included providing essential services in a prompt, courteous and efficient manner. The department also worked to change public misconceptions by making each interaction positive, operating the public infrastructure adequately to preserve these assets for future generations, and by creating an employee centric environment. This type of environment was formed by establishing a safety committee and coordinator, placing an emphasis on safety, holding biweekly toolbox talks and monthly safety meetings, inspections of the shop, and providing first aid and safety gear. Other methods included maintaining a positive and clean work environment, focusing on culture through attitude, group competitions, accountability, recognition, training, and utilizing the Elements work order system.

The department also focused on employees by providing a work/life balance, opportunities for growth, mentoring, and wellness benefits such as gym memberships, food sharing, and education.

Mr. Frandsen then reported on the Storm Water Department including time distribution for 2017, the ability for more street sweeping and storm drain inspections with the new hire, using the Elements program for storm water management plans (SWWPs), and best practices management. He said there are 42.59 miles of storm drain pipe with 1,233 catch basins which are inspected and cleaned multiple times per year.

David Frandsen spoke about the Water Department and presented a graph showing time distribution for 2017. A majority of the time was spent on well maintenance, water line repairs, and meter maintenance and installation. He also showed charts tracking yearly water performance, which showed an increase in secondary water since 2014, a decrease in after hour calls from 111 in 2016 to 97 in 2017, and water leaks. Mr. Frandsen presented information on water breaks in 2017 including the locations, pipe and break type, as well as a historical heat

map which would be useful for replacement purposes. The work orders for 2017 showed that a majority were for meters, pumps, leaks, and water quality. He also presented charts and data on Blue Stakes, pipes, maintenance, pressure reducing (PRV) valves, hydrants, and power savings. Maintenance for 2017 included valve actuating and yearly maintenance for 1,788 valves, and ensuring that the 740 hydrants were accessible and operable.

Mayor Arave asked how the meters were read and if the hydrant maintenance could be done by seasonal staff. David Frandsen replied that most of the meters were accessible online and that the department was looking at other sources to complete the yearly maintenance.

David Frandsen reported on pipe replacement including systematic replacement and continued repairs as there are currently 102 miles of waterlines.

Council Member Porter asked what was contributing to the water leaks in the Foxboro area. Paul Ottoson replied that while there was an inspection program in place, due to the rapid growth in the area it was difficult to supervise and could be due to contractors cutting corners or poor craftsmanship.

David Frandsen talked about water conservation, including utilizing Weber Basin's rebate program. The rebates currently offered include \$150 for smart controllers, \$75 for water sense toilets, and up to \$1,500 for commercial smart controllers. He also said that residents could participate in the rebate program as well. Mr. Frandsen said that the department would focus more on a public water conservation and outreach including at local elementary schools and through the Night Out Against Crime event.

Paul Ottoson reported on culinary and storm water projects for the upcoming fiscal year. The first project was the Eaglewood pump station rebuild, which would cost \$650,000. This project consisted of one pump with a rusted steel can which was repaired and a second pump and steel can that needed to be replaced. The second project was a steel tank booster pump which would cost \$40,000. The third project included a tank retrofit and upgrade for \$100,000 in an older pump house building which needed to be upgraded. The fourth project is a pressure reducing valve (PRV) vault and valve replacement for \$100,000. Funds would also be set aside each year for valve replacement and also to enlarge the maintenance area around the valves. The total cost for the four proposed project would be \$890,000.

Paul Ottoson then reported on the storm drain projects with the first project being the Coventry storm drain replacement and Crosby subdivision pipe lining, which would cost \$390,000. He explained that there were areas of compromised pipe due to separation, cave-ins, roots, or piercing due to residents placing pipes. The second project was the Foxboro swale piping on

1100 North, which would cost \$100,000. This project would consist of adding concrete to the bottom of the detention area to eliminate the current issue with weeds. The third project would be at Deer Hollow upper basin with a cost of \$60,000.

2. ADJOURN

Mayor Arave adjourned the meeting at 7:05 p.m. to begin the regular session.

CITY OF NORTH SALT LAKE  
CITY COUNCIL MEETING-REGULAR SESSION  
APRIL 17, 2018

**FINAL**

Mayor Arave called the meeting to order at 7:13 pm. Council Member Ryan Mumford offered the invocation and the NSL Master Chorus performed the national anthem. Matthew Baker, BSA Troop 1626, led those present in the Pledge of Allegiance.

PRESENT: Mayor Len Arave  
Council Member Brian Horrocks  
Council Member Stan Porter  
Council Member Ryan Mumford  
Council Member James Hood  
Council Member Lisa Watts Baskin

STAFF PRESENT: Ken Leetham, City Manager; Paul Ottoson, City Engineer; David Frandsen, Public Works Director; Janice Larsen, Finance Director; Craig Black, Police Chief; David Church, City Attorney; Brent Moyes, Golf Course Director; Sherrie Llewelyn, Community Development Director; Linda Horrocks, City Recorder; Andrea Bradford, Minutes Secretary.

OTHERS PRESENT: Roger Jones, Joan Teasdale, Mary Lynn Kinsel, James Keeler, Bruce Kaplan, Terry Kaplan, Lesley Garaycochea, Hillary Diven, Ron Barney, Marilyn Barney, residents; Morgan Ponder, George Giles, Jack Giles, Landon Bore, Fred Thompson, David Toronto, Rick Smith, Avery Ponder, BSA Troop 880; BSA Scout Troop 1626; John Burggraf, Hughes General Contractors.

1. CITIZEN COMMENT

There were no citizen comments.

2. PRESENTATION BY UTAH FOSTER CARE

This item was postponed until a later date.

3. CONSIDERATION OF RESOLUTION 2018-10R PROCLAIMING MAY 5, 2018 AS ARBOR DAY IN THE CITY OF NORTH SALT LAKE

Council Member Baskin reported that the City's Arbor Day celebration would be held Saturday May 5<sup>th</sup> at Tunnel Springs Park at 9:00 a.m. There would also be two other Eagle Scout events held that day, including a "purge the spurge" activity at Wild Rose Park.

Mayor Arave reported that as part of the Tree City USA program the City must observe and pass an official Arbor Day proclamation. He proclaimed May 5, 2018 as Arbor Day in the City of North Salt Lake.

**Council Member Horrocks moved to approve Resolution No. 2018-10R proclaiming May 5, 2018 as Arbor Day in the City of North Salt Lake. Council Member Baskin seconded the motion. The motion was approved by Council Members Horrocks, Porter, Mumford, Baskin and Hood.**

4. CONSIDERATION OF RESOLUTION 2018-11R ADJUSTING THE SOLID WASTE AND CULINARY WATER SECTIONS OF THE CITY OF NORTH SALT LAKE COMPREHENSIVE FEE SCHEDULE

Janice Larsen reported that staff recommended no rate changes for the upcoming fiscal year in pressurized irrigation in Foxboro or in the Storm Water Fund. Capital projects had been scheduled out for five years with adequate cash balances in these funds. Staff recommended a long term water plan for the Water Fund and once the plan was completed they would present comprehensive changes to the fee schedule. At this time staff recommended a 2% increase this year in culinary water base and consumption rates to provide funding for increased costs, maintain bond covenants, and improve bond ratings.

Mrs. Larsen reported on the Solid Waste Fund and said that the City's solid waste removal services are provided by Wasatch Waste. For the upcoming fiscal year a 2% increase had been requested to cover increasing costs such as the cost to purchase cans. Staff recommended a 2% increase in both the Culinary Water Fund and the Solid Waste Fund.

Council Member Mumford commented on the tiered approach and asked why this could not be implemented now. Ken Leetham replied that staff was not prepared to implement the tiered approach until the long range plan had been completed.

Council Member Porter suggested that the proposed rates be rounded up to even numbers. Janice Larsen replied that it was easier to calculate the numbers based on a percentage instead.

**Council Member Hood moved to adopt Resolution 2018-11R a resolution adjusting the solid waste and culinary water sections of the City of North Salt Lake comprehensive fee schedule. Council Member Horrocks seconded the motion. The motion was approved by Council Members Horrocks, Porter, Mumford, Baskin and Hood.**

5. CONSIDERATION OF ORDINANCE 2018-04 ADOPTING CERTAIN AMENDMENTS TO THE CITY OF NORTH SALT LAKE CODE RELATED TO MINERAL EXTRACTION, BLASTING AND SITE GRADING WITHIN THE CITY AND ESTABLISHING AN EFFECTIVE DATE

Sherrie Llewelyn reported that the City began reviewing the amendments to the ordinance in October of 2017. Staff had revised the ordinance per input from the Planning Commission, residents, and the operators of the gravel pits. There were three main changes including requirements for a Natural Resources Extraction Permit, required Special Regulations, and consolidating all mining, mineral extraction, blasting, and grading regulations within Title 7 Chapter 5 of the City Code as well as Article C relocating information on site grading from Title 10 to Title 7. The requirements for a Natural Resources Extraction Permit include pre mining site inventory and analysis, a mining operations plan, and a reclamation plan. The required Special Regulations addressed fencing, grading, protection of air and water quality, hours of operation, landscaping standards, blasting plans, vibration control and monitoring, and inspections.

Mayor Arave asked if there would be issues in moving items from Title 10. David Church replied there were certain procedures for Land Use that would need to be followed to enact new or amend current regulations and would include Planning Commission input and a public hearing. He said that relocating regulations would not be the same as making a substantive change to the Land Use regulations.

Council Member Baskin recommended adding “the State Division of Environmental Quality” to section 7-5A-11: Special Regulations: section D. Air and Water Quality.

Mayor Arave recommended that the zoning administrator position described in section 7-5C-6: Standards and Specific Requirements: section D. Slopes be replaced with the “City Engineer or designee”. This replacement would apply to any areas of Title 7 where applicable.

**Council Member Baskin moved to approve Ordinance 2018-04 amending Title 7 related to mineral extractions and grading regulations with the aforementioned amendments which included a change from “zoning administrator” to “City Engineer or designee” and the addition of the Department of Environmental Quality for compliance standards. Council**

**Member Porter seconded the motion. The motion was approved by Council Members Horrocks, Porter, Mumford, Baskin and Hood.**

Mayor Arave asked for clarification on the blasting requirements and what this would entail. Sherrie Llewelyn replied that the entity would need to provide an annual blasting plan with the area and parameters. They would also be required to provide any amendments and ensure a blasting consultant that would be responsible for placing charges per the standards in the code. The entity would also need to have monitoring equipment in accordance with the blasting plan and provide regular reports.

6. BID AWARD FOR SIGNAL LIGHT AT CENTER STREET AND 400 WEST

Paul Ottoson reported that the traffic signal project at Center Street and 400 West was designed to improve safety and reduce wait times for southbound vehicles on 400 West making a left turn by providing a protected left turn. It would also provide a new left turn lane for eastbound vehicles on Center Street waiting to make a left turn. Two streetlights would also be installed on the southeast and southwest corners of the intersection, as well as cameras and an Opticon system. The Opticon system is a traffic control system that would allow emergency vehicles to preempt traffic lights.

Staff received three bids with Hunt Electric submitting the low bid for \$88,674 and recommended awarding the bid to Hunt Electric. The project was already funded for \$230,000. In addition to the \$88,674, the City would need to purchase the signal light equipment from UDOT.

**Council Member Mumford moved that the City Council award the traffic signal at Center Street and 400 West project to Hunt Electric for the price of \$88,674. Council Member Hood seconded the motion. The motion was approved by Council Members Horrocks, Porter, Mumford, Baskin and Hood.**

7. BID AWARD FOR 130 EAST STREET IMPROVEMENTS BETWEEN CENTER STREET AND ORCHARD DRIVE

Paul Ottoson reported that this project was in conjunction with the Towne Plaza development and said that per a development agreement the City agreed to reconstruct the street with new curb and gutter, sidewalk, storm drain, water lines, and street lights, etc. This project would be constructed in two phases with Phase 1 consisting of the street reconstruction, sidewalks, and streetlights from Orchard Drive to the commercial driveway approaches. Phase 2 would be completed after the office buildings were constructed.

Staff received three bids with ACME Construction submitting the low bid at \$332,073.60. This project was already funded for \$501,207.50, which would leave approximately \$178,000 to complete Phase 2 of the project.

**Council Member Horrocks moved that the City Council award the 130 East Street Improvements (Phase 1) project to ACME Construction for the price of \$332,073.60. Council Member Hood seconded the motion. The motion was approved by Council Members Horrocks, Porter, Mumford, Baskin and Hood.**

8. FY2019 BUDGET OVERVIEW FOR WATER AND STORM DRAIN OPERATIONS AND CAPITAL PROJECTS CONT.

Paul Ottoson completed his report on the Storm Drain projects and said that the Deer Hollow upper basin project would cost \$60,000 and included silt and phragmite removal, re-grading, and installation of a concrete channel.

Ken Leetham suggested that a neighborhood meeting be held to notify residents prior to the proposed construction at the park.

Council Member Horrocks asked when the current park construction at Deer Hollow would be completed. David Frandsen replied that the park was open but the bridge still needed to be installed.

Paul Ottoson reported on the piping of the ditch project along Union Pacific Railroad at Union Avenue, which would cost \$100,000. This project would also include phragmite removal. He said that there would also be \$150,000 towards the ongoing cleaning and inspection of the storm drain system. The Storm Water projects would cost approximately \$800,000.

9. FY2019 BUDGET REPORT FOR COMMUNITY DEVELOPMENT DEPARTMENT

Sherrie Llewelyn reported on the Community Development Department, which consists of four employees. The projected population of the City for 2018, based on the 2010 census, was 21,777 residents. There were 40 applications in the past year totaling \$23,900 in planning review fees. Projects included the Cimarron Apartments, AutoZone, Spectrum High, City's Edge, R&R BBQ, Goldenwest Credit Union, and the Towne Plaza Phase 2. Upcoming projects for FY2019 included City's Edge, Town Center redevelopment, Goldenwest Credit Union, MC Green, Towne Plaza Phase 2, Sports World, a possible Winegar's redevelopment, possible Eaglewood Junction, and the Eaglewood Village office development. The developer of the Winegar's

property had taken the feedback provided by the City and residents, would perform more community outreach, and will submit three ideas to the City for review.

Council Member Horrocks commented that Bountiful City had declined to participate with the City in redeveloping the property into a shared park.

Sherrie Llewelyn reported on the year in review regarding building and permits and said there were 34 single family lots, 51 townhomes, 211 other permits (basement or kitchen remodels, sheds, etc.), 11 new commercial structures, and 14 remodels. There were also 34 single family dwelling permits. She also showed a comparison of building permits from 2016 through 2019.

Sherrie Llewelyn then showed the grants that were awarded to the City in the previous year and the grants that were requested for FY2019, including CDBG funds, transportation, the Jordan River Trail, Main Street reconstruction, and pre-disaster mitigation.

Mrs. Llewelyn spoke about the FY18 goals and objectives, including modernizing permitting software through Elements, which should be operation in July of 2018, completion of the moderate income housing plan, code updates to the gravel pit ordinance, fencing ordinance, form based code, and legislative updates. Goals for FY19 included the Hatch Park Plan for \$20,000, the Foxboro Wetlands Park Plan, code updates for code enforcement, form based code, legislative updates, the sign code, the Good Landlord program, P District update, and hot issues such as container homes.

The Council then discussed tiny homes as a possible solution for the low to moderate income housing issue.

David Church commented on the fact that in the single family zone City code only allowed one home per lot so the issue would be with allowing more than one home on a lot. He also said some cities required minimum home sizes.

#### 10. APPROVE CITY COUNCIL MINUTES

The City Council minutes of April 3, 2018 were reviewed and approved. **Council Member Mumford moved to approve the City Council minutes from April 3, 2018. Council Member Hood seconded the motion. The motion was approved by Council Members Horrocks, Porter, Mumford, Hood and Baskin.**

## 11. ACTION ITEMS

The action items list was reviewed. Completed items were removed from the list.

## 12. CITY COUNCIL REPORTS

Council Member Hood reported that the current Youth City Council (YCC) advisory couple would be moving out of the City, so at least one new volunteer couple was needed. He also reported on the Bountiful Food Pantry volunteer activity and said that over 30 youth participated. Volunteers at the pantry helped to make over 1,000 pantry packs, which provided weekend meals for local school age children.

Council Member Mumford reported that the newly formed NSL Choir would perform at several upcoming City events, including the kite festival. He said that the recent tour of the City parks showed that both Mathis and Palmquist Parks were in need of repairs and a potential redesign. The NSL Parks and Arts Committee would review the parks and present some ideas at future Council meetings.

Council Member Mumford asked about the temporary fencing at Tunnel Springs Park and how long it would be in place. Ken Leetham replied that someone was using ATVs to access the hillside, so the temporary fencing was added as a quick fix. He suggested that a permanent split rail fence would be a reasonable solution for the area.

The Council then discussed the private parking lot that was used for through traffic access to Foxboro. Other issues on the property included a petition for public access and fencing which was installed to prevent access as well as a dispute between two of the building owners.

David Church clarified that there was a cross access easement with the two building owners because the property used to be one lot. There is a dispute due to a loading dock on the front of the building receiving daily deliveries.

Council Member Porter reported that he was prepared to do history tours and had prepared a power point presentation as well.

Council Member Horrocks reported on the Hatch Park tennis courts and the potential to convert them to pickleball courts. Council Member Mumford said that per a discussion with NSL Parks and Arts the Hatch Park Master Plan would address the courts.

David Frandsen clarified that the concept plans for Mathis and Palmquist Parks would include pickleball courts.

Council Member Porter asked if access to water could be added at the pavilions. David Frandsen replied that staff had reviewed possible solutions such as sampling boxes or automatic faucets to prevent water overuse.

Council Member Baskin reported on the Citizen's Police Academy and said that they reviewed and identified potential driving under the influence (DUI) cases with the help of off duty police officer volunteers. She also reported on Arbor Day and creating a policy regarding the purchase of property adjacent to the parks.

Council Member Baskin also spoke about striping of the tennis courts to accommodate pickleball at Tunnel Springs Park.

#### 13. MAYOR'S REPORT

Mayor Arave reported on the completion of the Foxboro Fire Station.

#### 14. CITY MANAGER'S REPORT

Ken Leetham reported that the upcoming budget retreat would be held Saturday April 21<sup>st</sup> at 2:30 p.m.

#### 15. CITY ATTORNEY'S REPORT

David Church had nothing to report.

#### 16. ADJOURN INTO CLOSED SESSION TO DISCUSS IMMINENT OR PENDING LITIGATION

**At 9:41 p.m. Council Member Mumford moved to go into closed session to discuss imminent or pending litigation and the purchase or sale of real property. Council Member Porter seconded the motion. The motion was approved by Council Members Horrocks, Porter, Mumford, Hood and Baskin.**

17. RECONVENE INTO REGULAR SESSION

**At 10:39 p.m. Council Member Mumford moved to go out of closed session and into the regular session. Council Member Hood seconded the motion. The motion was approved by Council Members Horrocks, Porter, Mumford, Hood and Baskin.**

18. ADJOURN

Mayor Arave adjourned the meeting at 10:39 p.m.

  
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Mayor

  
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Recorder