

CITY OF NORTH SALT LAKE
CITY COUNCIL MEETING-REGULAR SESSION
APRIL 21, 2020

FINAL

This meeting was held electronically via Zoom. The host site was located at 10 East Center Street in North Salt Lake.

Mayor Arave called the meeting to order at 6:18 p.m.

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

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: Andrew Bollschweiler, AE Urbia; Justin Kimball, Kimwell Corp.; Dee Lalliss, Tammy Clayton, residents; Tyler Abegglen, NS.

1. CITIZEN COMMENT

There were no citizen comments.

2. PARKS TRAILS ARTS AND RECREATION ADVISORY BOARD APPOINTMENT

Mayor Arave reported that he would like to appoint Tammy Clayton to the Board. He said Tammy had lived in the City for a long time and had expressed an interest in becoming more involved in the community.

Council Member Gordon moved to approve Tammy Clayton as a member of the Parks Trails Arts and Recreation Advisory Board. Council Member Mumford seconded the motion. The motion was approved by Council Members Baskin, Gordon, Horrocks, Mumford and Porter via the Zoom meeting chat.

Council Member Mumford said he was excited to work with Tammy Clayton and felt she was a great addition to the Board.

3. CONSIDERATION OF ORDINANCE 2020-12: AN ORDINANCE VACATING LOTS 1A & 1B OF THE NORTH REDWOOD INDUSTRIAL PARK SUBDIVISION, PLAT A AMENDED, LOCATED AT APPROXIMATELY 1100 WEST CENTER STREET, KIMWELL CORP. AND UDOT, APPLICANTS

Sherrie Llewelyn reported that within the Kimball property there was Lot 1A and 1B of the subdivision, which existed prior to Legacy Highway being constructed. She explained that the owners of the property, UDOT and Kimwell Corporation, had requested a lot line adjustment and plat for the purpose of combining the lots with adjacent property to sell to the Gardner Batt Company for a distribution center. Mrs. Llewelyn showed a plat map containing Lots 1A and 1B and said the remaining portion of the subdivision would be maintained for UDOT right-of-way easements. The Planning Commission held a public hearing on April 14th and reviewed and recommended approval of this request.

Council Member Baskin moved that the City Council approve Ordinance 2020-12 vacating lots 1A & 1B of the North Redwood Industrial Park Subdivision, Plat A, Amended, with the following findings:

- 1) **There was good cause for the vacation or amendment; and**
- 2) **No public street or municipal utility easement had been vacated or amended.**

Council Member Porter seconded the motion. The motion was approved by Council Members Baskin, Gordon, Horrocks, Mumford and Porter via the Zoom meeting chat.

4. CONSIDERATION OF A SITE PLAN APPROVAL FOR DICKSON COMPANY PHASE 2, OFFICE WAREHOUSE BUILDING AT 920 WEST CENTER STREET, SCOTT THORSEN, CIR ENGINEERING, APPLICANT

Sherrie Llewelyn reported that the property was located at 920 West Center Street and explained that last year Dickson Company built a building for the State IT system. She said a plat amendment and site plan for the northern lot were approved last year. The proposed project would combine the two southern lots for the construction of a 48,000 square foot building containing 10,430 square feet of office and 38,537 square feet of warehouse space. The Planning Commission reviewed and recommended approval on April 14th.

The building would be set back from the sidewalk approximately 90 feet with a parking area in the front that was set back 20 feet from the sidewalk. The front parking area would consist of 54 parking spaces with an additional 22 spaces at the rear of the building. The applicant was proposing 76 parking spaces, which would meet the parking requirement of 42 stalls required for the office, 34 stalls for the warehouse and 4 ADA stalls.

Sherrie Llewelyn showed the landscaping plan to those present and said there would be 25,394 square feet or 18.2 % landscaping which exceeded the minimum requirement of 10%. She then

showed the architectural elevations and said the proposed building met the minimum requirements for parapets and roof variations as well as the horizontal and vertical articulation standards. The building would be concrete tilt up panels, similar to the building to the north, and met the architectural standards. She stated that verification of compliance with the required sheltering roof over the main entrances would need to be shown on the building permit plans.

Council Member Horrocks moved that the City Council approve the site plan for Dickson Companies phase 2 at 920 West Center Street with the following conditions:

- 1) Completion and recordation of the lot line adjustment; and**
- 2) Sheltering elements, such as an awning or other roof structure shall be added to the building as required by the design standards.**

Council Member Baskin asked about the long line shown on the site plan. Sherrie Llewelyn replied that this line depicted a concrete waterway for the collection of water runoff which would then be transferred to the storm drain.

Council Member Baskin seconded the motion. The motion was approved by Council Members Baskin, Gordon, Horrocks, Mumford and Porter via the Zoom meeting chat.

5. CONSIDERATION OF RESOLUTION 2020-07R: A RESOLUTION ADOPTING STANDARDS AND SPECIFICATION MANUALS FOR PUBLIC INFRASTRUCTURE INCLUDING STREETS, STORM WATER AND PARKS

David Frandsen reported on the proposed standards and specifications and explained that only a legislative body could enact standards, which would result in yearly review by the Council. He said manuals were developed through a collaborative effort from the Public Works, Engineering and Community Development departments to guide developers, engineers and contractors in the development, repair and replacement of the City's critical infrastructure. These manuals were prepared as a tool to make the steps and requirements clear to everyone who provided work for the City with a careful effort to include pictures, diagrams and charts that made it easy to understand and locate the information.

Mr. Frandsen then showed a breakaway drawing of a sprinkler system for the Parks Department so a contractor would know exactly what was needed. He said there was also detailed testing procedures and showed an example of a newer requirement for a hydrant concrete pad which more aesthetically pleasing and had a breakaway top.

David Frandsen spoke on other changes and additions including new PRV vaults, bonnets, hydrant pads, and uniform sized mains, and the new tree ordinance. He then said the new SCADA system they had implemented would help to provide better records and system problems. He said all of the roadway lighting standards were also updated and included a

reduction in the spacing to 300 feet. Mr. Frandsen said overall these manuals would provide more clarity for those working in the City.

Mayor Arave asked if the dark sky requirements had been included. David Frandsen replied that those requirements were included. He then said updates to the manuals would occur at least yearly and as needed.

Council Member Porter asked about the sprinkler system and if contractors would be limited to using a certain brand of product, such as Rain Bird. David Frandsen responded that requiring a certain brand was potentially a good thing to ensure things were uniform. He said some generic items could be used where specified.

Council Member Horrocks commented on the road standards and spoke on main arterial roads in known slide areas or where there was increased truck traffic and asked if the standards could be increased in those areas. Paul Ottoson commented on the street cross section and said they included 4" of asphalt, 8" of road base, and then 12" of subbase. He said sometimes the subbase was waived but the City could always require additional subbase in some areas.

Mayor Arave asked about the composition of 1100 North. Paul Ottoson replied that 1100 North had 4" of asphalt, 8" of road base and 12" of subbase. He said a chip seal would be completed on 1100 North this year.

Ken Leetham asked about roads like 1100 North and Eagleridge Drive and if the City should require a longer lasting standard. Paul Ottoson said that 1100 North was a federally funded project that was designed by a UDOT approved firm. He said the problem may be an asphalt issue as the road was designed based on traffic counts and loads.

Mayor Arave commented that UDOT was requiring the City to spend \$50 million on 1100 North to bring it up to UDOT standards. He asked what the difference would be. Paul Ottoson replied that he thought the cross section would be the same. He said UDOT may require a different quality asphalt and road base but was unsure why there would be a \$50 million dollar difference.

Ken Leetham suggested staff review the arterial roadways with heavy traffic to determine if increased standards were required.

Council Member Mumford thanked staff for their hard work on preparing the standards and specification manuals.

Council Member Mumford moved that the City Council adopt Resolution No. 2020-07R: a resolution of the governing body of North Salt Lake adopting standards and specification manuals for public infrastructure including streets, water, storm water and parks. Council Member Porter seconded the motion. The motion was approved by Council Members Baskin, Gordon, Horrocks, Mumford and Porter via the Zoom meeting chat.

6. DISCUSSION OF PROPOSED BUDGET FOR FY2021

Mayor Arave thanked Janice Larsen and Ken Leetham for their time and effort spent on the updated budget proposal.

Ken Leetham reported that the proposed budget was a good strategy for the rest of this fiscal year and next year but would not be appropriate long term as it sacrificed some employee benefits, vehicle purchases, and levels of service. He said staff reviewed the remainder of this fiscal year and reduced revenues significantly including cancelling the summer recreation program. The City has seen an increase in growth with a property tax bump for the remainder of the year and an increase in development revenue mostly related to the development of the Kimball property. Mr. Leetham said there were some unfilled staff positions including a planner and a police officer and the constriction of general operating expenditures, which would help to reduce costs. He said there would not be a transfer out of the General Fund for roads this year.

Mayor Arave spoke about a meeting with Lieutenant Governor Cox who felt like things might improve soon. He asked when the City would need to make the final decision on the proposed budget. Ken Leetham replied that the summer recreation program was already cancelled as preparations would need to be made now for this summer.

Council Member Mumford asked about the City's Liberty Fest fireworks display and events. Ken Leetham replied that this was a decision the City Council needed to make.

Council Member Horrocks commented that during the 2009 recession City Hall was constructed for a great price. He said that while he preferred to be conservative that there may be an opportunity to do road projects at a significantly reduced cost, due to the current cost of oil. He suggested that the City may want to use the emergency fund or obtain loans to pay for road projects.

Mayor Arave said there was a dramatic drop in gas sales and potentially sales tax, which may result in the cancellation of construction projects, and may be an opportunity for the City to complete road or other projects. Ken Leetham said if contractor pricing fell that it may be prudent to look at completing projects. He said that while the focus was on deferring things, if costs were favorable that there were many road projects to be completed.

Ken Leetham then spoke on the proposed fiscal year budget with a 25% reduction in sales tax from this year's budgeted number, reduced development, road and transportation reduction by 25%, and declining recreation and park reservation revenues. He spoke on the fleet fund and said that the charges to the departments in the General Fund for those vehicles would not occur. The two staff positions would be put on hold, the management analyst position would be eliminated on June 30th, and the communications position would also be put on hold. Mr. Leetham said this budget also did not include any steps or COLAs, which should be revisited if things started to

look optimistic. He then said that generally the City purchased a portion of sick leave at the end of the year for employees and proposed that this program and the program that paid an amount to employees who did not use the City's health insurance be put on hold for a savings of \$187,600.

Ken Leetham said operating expenditures were reviewed for each department with a reduction of approximately \$200,000. Employee appreciation was cut in half, which included the summer and Christmas parties, gift cards, etc. Liberty Fest, the 5K and the recreation programs were not funded in this proposal. He said the 8% adjustment to wages in the police department was still included in the proposal to help the City remain competitive and retain existing employees.

The City Council thanked staff for the time spent on the revised budget and the thought that went into decisions to cut costs.

Ken Leetham said the tentative budget would need to be approved on May 5th to allow for public review before the final budget was adopted in June. He said more information on sales tax may become available before June.

Council Member Mumford asked about the transfers out of the road unrestricted cash. Janice Larsen replied that in the original budget the plan was to transfer out \$133,000 in unrestricted cash but that was the difference in revenues and expenditures as originally estimated. She said there was now no plan for additional revenue. Ms. Larsen said the other piece was to keep part of the C Road money in the General Fund to cover street striping, snow plowing, and signage with the remaining balance to be transferred to Capital Projects for the Road Fund.

Council Member Baskin commented that personnel was a big cost and said that potentially there should be a hiring freeze for six months. She also said cancelling Liberty Fest should be contingent on COVID-19 precautions.

Mayor Arave said mass gatherings were a big concern and the Liberty Fest car show and fireworks had people visiting from out of town, etc. He said there may not be a need to cancel the event but the City would have to wait and see.

Ken Leetham said the City was effectively in a hiring freeze with the exception of the Golf General Manager position.

Council Member Mumford spoke on the golf course projections including a proposed revenue increase of 50%. Janice Larsen replied that the projected revenue for this year was low but the projections for next year starting July 1, 2020 was with the assumption that the course would be up and running, increased rates, and implementation of corporate memberships.

Ken Leetham said there was pressure from the Golf Committee to resume the use of golf carts. He said on May 1st there will be a potential lifting of restrictions in Davis County so the City

could potentially allow cart use again at that time. He said the clubhouse would remain closed to meet the COVID-19 restrictions.

Mayor Arave said salons, gyms, restaurants were also set to re-open on May 1st with some potential restrictions.

7. APPROVE CITY COUNCIL MINUTES OF APRIL 7, 2020

The City Council minutes of April 7, 2020 were reviewed and approved. **Council Member Horrocks moved to approve the minutes of April 7, 2020. Council Member Porter seconded the motion. The motion was approved by Council Members Baskin, Gordon, Horrocks, Mumford and Porter.**

8. ACTION ITEMS

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

9. COUNCIL REPORTS

Council Member Baskin reported on the spurge growth along the Wild Rose Trail and said she had sent an email containing photos. She said it could be removed by a group and was hopeful this could be a City project since the April 24th service projects had been cancelled.

Council Member Baskin asked about COVID-19 testing and if the City wanted to ensure testing was in place before decisions were made such as opening the golf course, etc. Mayor Arave said testing numbers had gone down but were up last week. He said Lieutenant Governor Cox was optimistic on the State's ability to do testing with results available in one to two days.

Council Member Horrocks commented that he had a conference call with the developers of the North Point project and was impressed with the proposal. He said apartments had been eliminated from the development and the overall project looked good. He had some concerns with the development annexing into the City but remaining in Salt Lake County particularly in relation to mosquito abatement. Mayor Arave replied that the development could potentially be annexed into the abatement district and the fire district.

Council Member Horrocks asked when the Saturday garbage pickup would start. He also asked if this service could be offered twice a month in lieu of only allowing green waste at the City's spring clean-up weekend. Ken Leetham replied it would start the second Saturday in May.

Mayor Arave said the spring clean-up is still a good idea and that the gathering limitation would increase from 10 to 20 people after May 1st. He said residents would have to unload the green waste themselves at the Public Works building. Ken Leetham felt the Public Works crews could handle green waste and still adhere to COVID-19 requirements.

Mayor Arave commented that Wasatch Integrated Waste reopened the Layton landfill to the public and asked if a dumpster could be setup for residents to use. Ken Leetham said the issue with a dumpster was that it ended up overflowing.

Council Member Horrocks said the Bountiful golf course was currently using golf carts. He commented that the golf committee met this week but did not notify him, He stated that the City had received a lot of good resumes for the Golf Course General Manager position and they would begin interviewing soon.

Council Member Gordon reported that the Youth Council advisors were looking for ways to honor the outgoing Youth City Council (YCC) members and recruit new members. She said the YCC would be interested in the Purge the Spurge event. She commented that they were also looking at ways to stay connected and find ways to serve the community from home.

Mayor Arave asked about participation in the virtual scavenger hunt. Council Member Horrocks said thousands of people participated and it was extremely successful.

Council Member Mumford reported that he had been contacted by residents about trees pushing up the sidewalk. He asked who was responsible in these situations and when trees could be removed. Ken Leetham replied that staff was working with one resident but said there was no rule in place. He said normally residents were required to maintain the park strips; however, in some older areas the City had removed those trees in the past. Mr. Leetham suggested the City could view these areas to inspect the damage to the sidewalks.

Council Member Mumford asked that staff review the sidewalk at 958 Foxboro Drive. He spoke on the prior report from David Frandsen related to sidewalk issues and if there was a cheaper solution. David Frandsen responded that he had received several calls from the Foxboro area. He referred to the map showing sidewalk damage and said this was the reason for the tree ordinance. Mr. Frandsen said there needed to be a City policy put in place to address these issues so that City staff knows how to respond.

Council Member Mumford then spoke on the closure of outdoor playground equipment and asked when Davis County would allow them to reopen. Mayor Arave said the playgrounds were closed until May 1st and the closure date may be extended.

Council Member Mumford asked about the mowing contract for the parks. David Frandsen replied that the contract was locked in for five years.

Council Member Mumford said a resident asked about the City's noise ordinance related to a business behind their home. Sherrie Llewelyn replied that the resident wanted to change the hours of operation. She said that a noise disturbance that was unreasonable was already

addressed in the City code and did not need to be tied to a time of day. Mrs. Llewelyn suggested that the resident file a complaint with the code enforcement officer.

Council Member Horrocks referred back to the spring clean-up discussion and said that many residents were asking about it and recommended that the City hold a spring cleanup and set a date soon.

The City Council discussed potential dates for the spring cleanup including May 2, or 8-9.

Council Member Baskin said that Arbor Day was tentatively scheduled for May 16th. Ken Leetham said that there was the potential for smaller groups to do tree plantings with social distancing requirements.

Council Member Porter mentioned the concept of walkable communities and said he found gaps in the City's contiguous sidewalk system including on Orchard Drive. He then said Lorna Koci had volunteered to serve as the community garden coordinator. He also spoke on the virtual scavenger hunt and said it turned out well. He said there were 1,500 teams, 100,000 plus missions completed, 14 groups tied for 1st place, and positive social media for the City including 200 new Instagram followers.

10. MAYOR'S REPORT

Mayor Arave reported that the South Davis Recreation District was in flux based on the order from the Davis County Health Dept. He said the Sewer District was still working on the odor issues and asked if it was still an issue. Council Member Mumford said the smell was bad several nights ago and is ongoing, with many complaints from his neighbors.

11. CITY MANAGER'S REPORT

Ken Leetham reported on COVID-19 testing and said 6,967 individuals were tested in Davis County with 6,725 testing negative with 242 (3.5%) testing positive. He said the number of cases in Davis County and Utah were slowing down. He also shared the rates of cases by small areas which included other cities in Davis County.

Mr. Leetham then reported on City employees and said the intent was to have all employees back at City Hall by May 4th. He said that the reasoning for this was that it was time and to prevent getting behind and that City Hall was a safe environment.

Mayor Arave asked about the potential for an employee to test positive and if the entire staff would then have to be quarantined. Ken Leetham said that while this was a risk that proper social distancing would help to prevent staff from needing to be quarantined.

Ken Leetham spoke on the golf carts and said the Golf Course Oversight Committee wanted to start allowing the use of golf carts again. He said the plan was to look at a disinfecting hot water power wash.

Brent Moyes commented that other courses applied germicide and then steam cleaned the carts. He said he was looking into installing hot water at the golf cart cleaning station. Mayor Arave asked that staff work with the health department to ensure that any cleaning measures did not result in causing the virus to be airborne.

12. CITY ATTORNEY'S REPORT

David Church commented that the City had a non-delegable duty to keep the sidewalks safe and did not have authority to put this off on the homeowners. He said any hazardous sidewalk had to be fixed by the City. Mr. Church then said the City did have the authority to require homeowners to maintain the park strips. He also said the City was allowed to remove any tree as they were generally the owner of the park strips.

Mayor Arave asked if the City could require residents to remove trees in the park strips. David Church replied that if they planted the tree or if it was on their side of the property the City could require it to be removed.

The City Council spoke on other issues such as the existing trees being previously approved by the City or the City giving trees to residents.

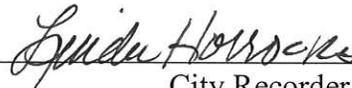
Ken Leetham said staff would work with Waste Management on the dates for the spring cleanup and let the Council know.

13. ADJOURN

Mayor Arave adjourned the meeting at 8:12 p.m.



Mayor



City Recorder