



# CITY OF NORTH SALT LAKE

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## CITY COUNCIL MEETING NOTICE & AGENDA MAY 19, 2020

Posted May 14, 2020

Notice is given that the North Salt Lake City Council will hold a regular meeting on **MAY 19, 2020** at 6:00 pm via electronic video conference. The following items of business will be discussed; the order of business may be changed as time permits.

### REGULAR SESSION - 6:00 p.m.

1. Introduction by Mayor Len Arave
2. Citizen Comment
3. Consideration of a site plan approval an online retailer/distribution facility at 989 West Center Street, GB NSL Industrial, LLC, Jonathon Gardner, applicant
4. Discussion Item: Town Center Branding & Wayfinding progress report
5. Consideration of donation to the Bountiful Davis Art Center for Summerfest '20
6. Approve City Council Minutes:
  - a. March 31, 2020
  - b. May 4, 2020 (joint Golf Course Committee meeting)
  - c. May 5, 2020
7. Action Items
8. Council Reports
9. Mayor's Report
10. City Attorney Report
11. City Manager Report
12. Adjourn

### CLOSED SESSION

1. Possible closed session for the purpose of discussing pending or reasonably imminent litigation; to discuss the character professional competence, or physical or mental health of an individual; to discuss collective bargaining; or to discuss the purchase, exchange, sale, or lease of real property. *Utah Code 52-4-205*

This meeting will be held via Zoom. Members of the public are invited to listen to the meeting at the following link:

<https://us02web.zoom.us/j/87873001305?pwd=TTZ2bk5EWXZnb2ZKMWVXYVVPZWczZz09>

Questions for the governing body may be submitted ahead of time to [lindah@nslcity.org](mailto:lindah@nslcity.org).

Notice of Posting:

I, the duly appointed City Recorder for the City of North Salt Lake, hereby certify that the foregoing agenda was posted on the Utah Public Notice website, at city hall, and sent to the required newspapers this 14th day of May, 2020.

Dated this 14th day of May, 2020.







# CITY OF NORTH SALT LAKE COMMUNITY & ECONOMIC DEVELOPMENT

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10 East Center Street, North Salt Lake, Utah 84054  
(801) 335-8700  
(801) 335-8719 Fax

## MEMORANDUM

**TO:** Honorable Mayor and City Council  
**FROM:** Sherrie Llewelyn, Community Development Director  
**DATE:** May 19 2020  
**SUBJECT:** Consideration of Site Plan for an Electronic Shopping & Mail Order House, NSL GB Distribution Facility at 989 West Center Street

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### RECOMMENDATION

The Planning Commission recommends to the City Council the approval of the site plan for the NSL GB Distribution Facility at 989 West Center Street, subject to approval of a site plan with the following condition(s):

1. A street light will be required at the new intersection with Redwood Road per the newly adopted Redwood Road Street Light Standard;
2. Recordation of an ingress/egress agreement for this property across the Kimball property to Redwood Road;
3. Submission of approved UDOT Access Permit for Redwood Road and Davis County Flood Control Permit; and
4. Verification of completion of minor engineering redlines.

### BACKGROUND

The approximate 56 acre property is located at 989 West Center Street and is the former location of the NSL Gun Club. Gardner Batt, a commercial developer, is in process of purchasing the property from Kimball family. The developer is proposing to construct an approximate 201,000 square foot warehouse/office/distribution facility. The use "Electronic Shopping & Mail Order House" is listed as a conditional use in the General Commercial Zone (CG). The Planning Commission issued a conditional use permit for the use on March 24, 2020. Gardner Batt will own the property and building and will lease the facility to an online sales and distribution company for their last mile program and one-day delivery services.

The proposed facility specializes in "last mile" delivery of customer orders from delivery stations. Packages are shipped to the facility from fulfillment centers for customer delivery. The developer will construct a private road across the former Kelly property, which requires the razing of the existing buildings. The haul trucks will enter from Redwood Road to the property solely via this private road. The packages are then unloaded and sorted based on zip codes and then loaded into delivery vans operated by delivery service partners or personal vehicles.

The facility will operate 24/7, with most of the sorting activity done early in the morning as the line haul trucks arrive, primarily between the hours of 10:00 PM to 8:00 AM. Associates sort the packages by routes, place the packages onto movable racks and load the packages into the delivery vans primarily between 12:30 AM and 11:00 AM. The facility will employ approximately 800 people. The employees who drive delivery vans will park their personal vehicles in the van parking area when they pick up their van. The employees working within the facility will park in the north lot.

The first “wave” of drivers arrive at a delivery station at approximately 10:00 a.m. to pick up their delivery vans. The drivers load their delivery van and depart to deliver packages directly to customers. Each delivery wave takes about 20 minutes to load and depart. Delivery vans will depart the Delivery Station between 10:00 AM and 12:30 PM and return between 7:30 PM and 9:30 PM.

After drivers complete their routes, they return to the delivery station with any packages that may have been non-deliverable. After proper checkout and release, the drivers park the delivery van either onsite or at the offsite location and leave using a personal vehicle or public transport.

The company also uses contracted employees with personal vehicles to deliver packages. This is a new innovation from the company that allows individuals to use their own vehicles to deliver packages to customers. These traditional passenger vehicles will enter the facility staggered between 4:00 PM and 6:00 PM. These loading waves similarly take 20 minutes to complete. After departure of the last wave of delivery vehicles, delivery station associates prepare the delivery station for the next day’s packages.

**REVIEW**

The proposed facility will be approximately 201,000 sq. ft. with approximately 2,577 sq. ft. dedicated to office space, 8,942 sq. ft. of assembly area, and 189,583 sq. ft. of warehouse space.

The building will have primary access from Center Street for employee parking and for delivery van deployment. All large truck deliveries will use the secondary access from Redwood Road shared with the Kimball Retail Development. The second access is located at the midpoint between the traffic signals at Center Street and the I-215 interchange. This intersection may be eligible for a traffic signal after the retail along Redwood Road is completed. A copy of the recorded ingress/egress agreement with the Kimball Development is required for this project. As part of this project, the new intersection will require the placement of a city owned streetlight, per the adopted standards and specifications for Redwood Road.

There is ample on-site parking for both the employees and the delivery vans. The parking provided exceeds the minimum requirements for the office space and warehouse uses. Pedestrian access is provided within the parking areas that are greater than 75,000 sq. ft. as required by the code. The following table details the parking provided:

<b>Location</b>	<b>Access Point</b>	<b>Use</b>	<b>Number</b>
North Parking Lot	Center Street Only	Employee & Customer Vehicles Only	352
East/West Parking Lots	Center Street &	Delivery Van, Driver Vehicles,	1134
<b>Total Parking</b>			<b>1,486</b>

Required ADA	8	Provided ADA	10
South Loading Dock	Redwood Road Only	Semi-Trucks	15
East Van Loading	East Parking Lot	Delivery Van, Van Driver Vehicles,	160
West Van Loading	West Parking Lot	Delivery Van, Van Driver Vehicles,	160
<b>Parking Requirements</b>			
<b>Land Use</b>	<b>Sq. Ft.</b>	<b>Rate</b>	<b>Required</b>
Office	2,577	1/250	11
Lab/Manufacturing/Assembly	8,942	1/1,000	9
Warehouse with freight	189,583	1/1,000	190
			210

The landscape plan includes extensive landscaping with 40,500 sq. ft. of turf area and 410,150 sq. ft. of planter areas with native grasses, planted shrubs, rock mulch and 248 trees. This equates to 10.35 acres, or approximately 18% of the site. An additional 3.3 acres will remain in native vegetation. The developer has agreed to provide a tree buffer and landscaped berms along the western property lines to buffer the visual impact from the Legacy Trail. Additional trees and manicured landscaping along Center Street far exceed the minimum required. The total trees on the site is 248.

The developer has agreed to dedicate to the city and additional 12' of right of way along Center Street for any future widening necessary. At this time a small section of Center Street requires widening to accommodate a center turn lane into the western most entrance. In conjunction with the widening, a small section of the trail will move a few feet south of the new curb. The city engineer has received a traffic study, which demonstrates that no additional improvements to Center Street or Redwood Road are required by this project. The only fencing on site is between the loading areas and the van parking areas. No perimeter fencing is proposed, but if installed shall be installed in conformance to adopted standards, namely chain link fencing is not permitted along the Center Street frontage. The existing chain link fencing along Center Street will be removed and not replaced.

The building design is tilt up concrete construction. The design incorporates recesses, color changes, and parapet variations as required by the design standards of the code. The building is 46 feet in height, under the maximum height limit of 60 feet. The west and east sides of the building have structures to provide coverage from the weather for loading the delivery vans. The south side of the building will be used exclusively for delivery via semi-trucks. The building design meets the minimum design for vertical and horizontal articulation, as well as parapet variation.

There are a few minor engineering redlines outstanding and final submission of approved permits from UDOT and Davis County Flood Control are required prior to building permit. The building is greater than 30,000 sq. ft. in size and therefore the final site plan approval required from the City Council with recommendation from the Planning Commission.

## **POSSIBLE MOTION**

I move that the City Council approve the site plan for the NSL GB Distribution Facility at 989 West Center Street, subject to the following condition(s):

1. A street light will be required at the new intersection with Redwood Road per the newly adopted Redwood Road Street Light Standard;
2. Recordation of an ingress/egress agreement for this property across the Kimball property to Redwood Road;
3. Submission of approved UDOT Access Permit for Redwood Road and Davis County Flood Control Permit; and
4. Verification of completion of minor engineering redlines.

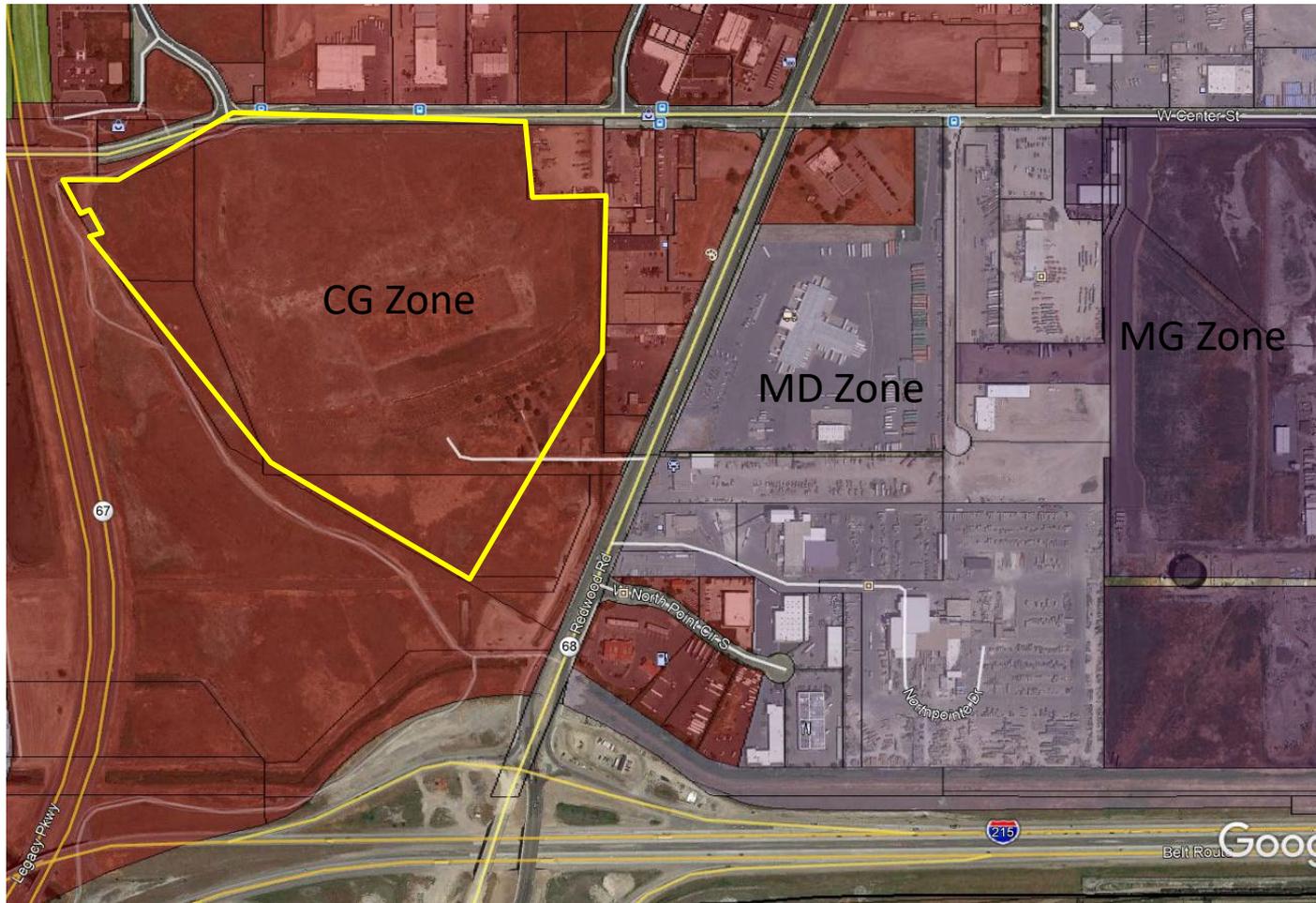
## Attachments

- 1) Aerial Map
- 2) Site Plan
- 3) Landscape Plan
- 4) Elevations



# Gardner Batt Distribution Facility

989 West Center Street  
Aerial/Zoning Map





**DUT7 - N. SALT LAKE**  
989 W. CENTER STREET  
N. SALT LAKE, UT

OVERALL SITE PLAN

Project Number: 2019-0000  
Plan Check Number: 0000

2020-04-24	ADDENDUM 1
2020-05-06	PC CORRECTIONS 1



**BENCHMARK**  
NORTH QUARTER CORNER OF SECTION 10,  
TOWNSHIP NORTH, RANGE 11 WEST,  
SALT LAKE BASIN AND MERIDIAN  
(FOUND BRASS SURVEY SPIKE)  
ELEV = 4215.48'

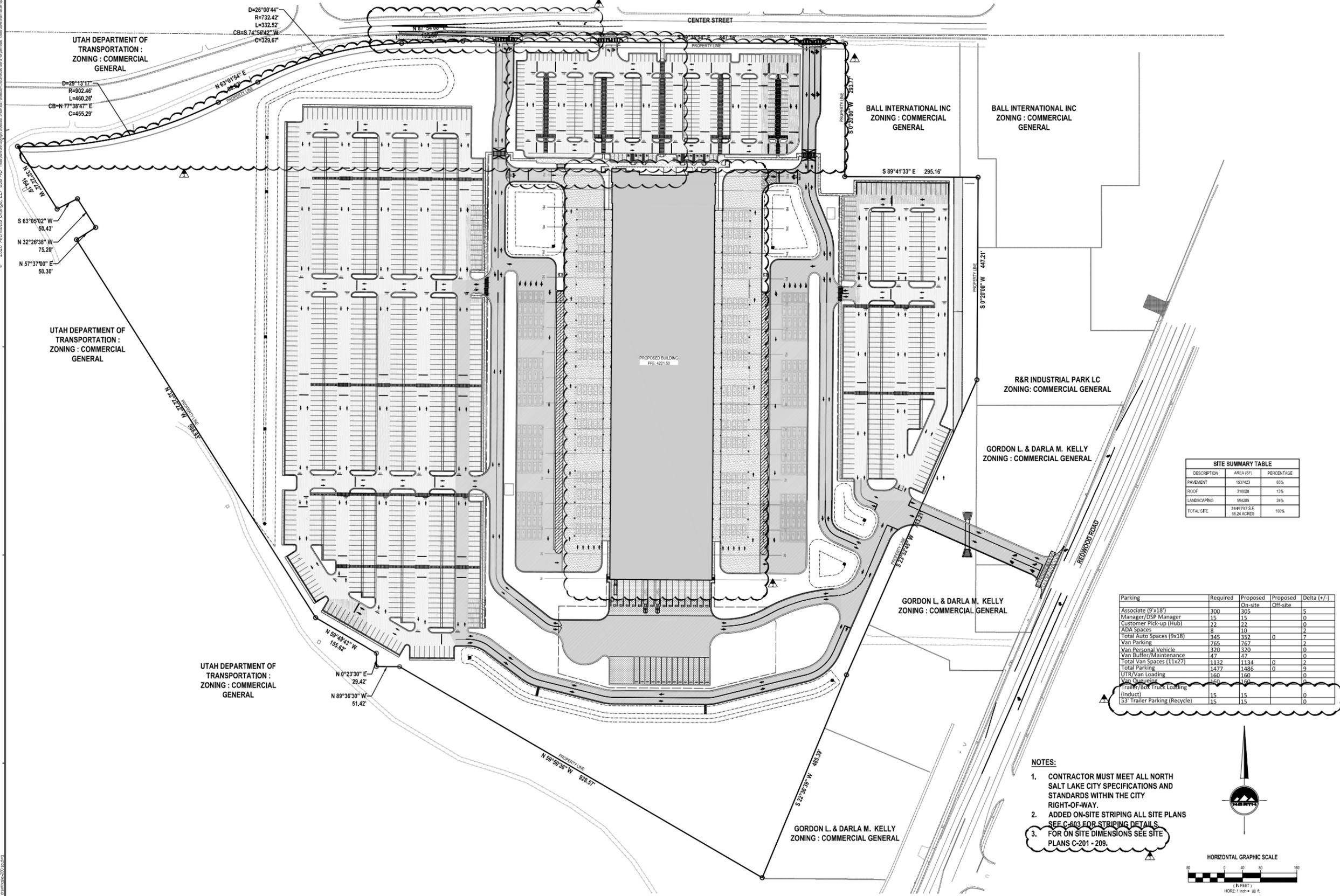
QUESTAR GAS COMPANY  
ZONING : COMMERCIAL GENERAL

HUNT CENTER STREET LLC  
ZONING : EXISTING USE OVERLAY

CORNELIUS DEVELOPMENT CORPORATION  
ZONING : EXISTING USE OVERLAY

WELBAR HOLDINGS LLC  
ZONING : COMMERCIAL GENERAL

DICKSON CUTLER DRIVE LLC  
ZONING : COMMERCIAL GENERAL

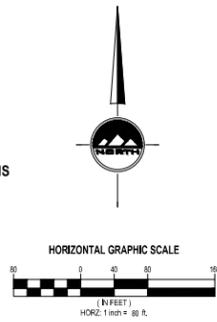


**SITE SUMMARY TABLE**

DESCRIPTION	AREA (SF)	PERCENTAGE
PAVEMENT	1537423	63%
ROOF	310028	13%
LANDSCAPING	590286	24%
TOTAL SITE	2449737 S.F.	100%
	86.24 ACRES	

Parking	Required	Proposed On-site	Proposed Off-site	Delta (+/-)
Associate (9'x18')	300	305	5	5
Manager/DSP Manager	15	15	0	0
Customer Pick-up (Hub)	22	22	0	0
ADA Spaces	8	10	2	2
Total Auto Spaces (9x18)	345	352	0	7
Van Parking	765	767	0	2
Van Personal Vehicle	320	320	0	0
Van Buffer/Maintenance	47	47	0	0
Total Van Spaces (11x27)	1132	1134	0	2
Total Parking	1477	1486	0	9
UTR/Van Loading	160	160	0	0
Van Queueing	160	160	0	0
Trailer/Box Truck Loading (Instruct)	15	15	0	0
53' Trailer Parking (Recycle)	15	15	0	0

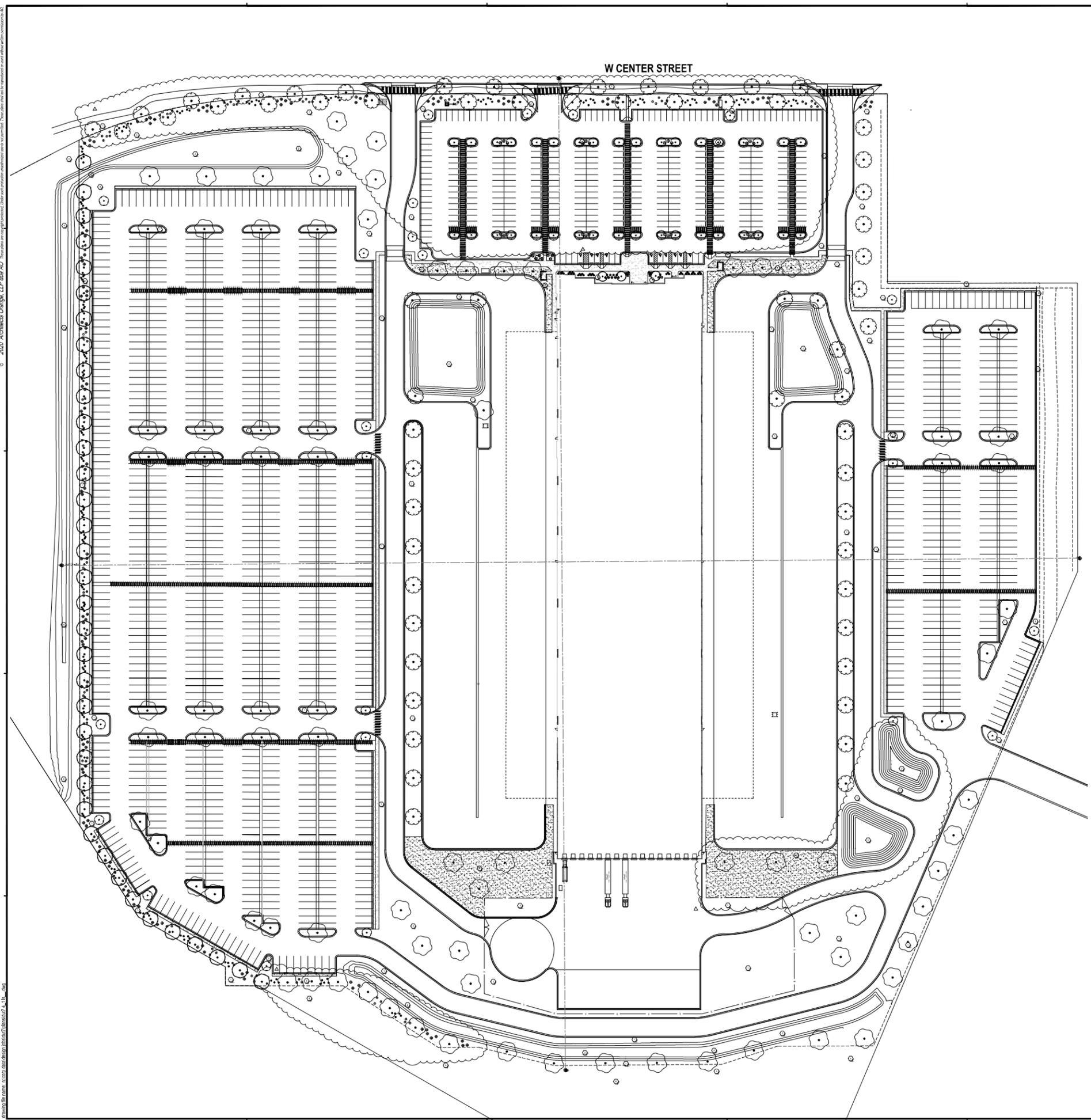
- NOTES:**
1. CONTRACTOR MUST MEET ALL NORTH SALT LAKE CITY SPECIFICATIONS AND STANDARDS WITHIN THE CITY RIGHT-OF-WAY.
  2. ADDED ON-SITE STRIPING ALL SITE PLANS SEE C-603 FOR STRIPING DETAILS.
  3. FOR ON SITE DIMENSIONS SEE SITE PLANS C-201 - 209.



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2020-04-24  
2020-05-06

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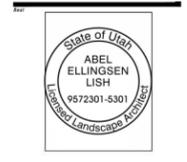
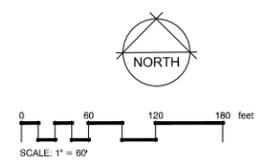


**PLANT SCHEDULE**

SYMBOL	BOTANICAL / COMMON NAME	QTY	SIZE	FIELD 2	QTY
(Symbol)	Acer campestre / Hedge Maple	56	2' Gal		
(Symbol)	Acer latarium 'Hot Wings' / Hot Wings Tatarian Maple	8	2' Gal		
(Symbol)	Eleaëalis braccarbus inermis / Thornless Honeylocust	87	2' Gal		
(Symbol)	Malus x 'Spring Snow' / Spring Snow Crabapple	60	2' Gal		
(Symbol)	Ulmus x 'Frontier' / Frontier Hybrid Elm	62	2' Gal		
(Symbol)	Botanical / Common Name	SIZE	FIELD 2	QTY	
(Symbol)	Coryptaria x clevelandensis 'Blue Mist' / Blue Mist Bluebeard	2 gal		16	
(Symbol)	Physocarpus opulifolius 'Little Devil' TM / Dwarf Ninebark	2 gal		184	
(Symbol)	Prunus besseyi 'PO15' TM / Flamingo Bittersand Cherry	2 gal		1	
(Symbol)	Rhus aromatica 'Gro-Low' / Gro-Low Fragrant Sumac	2 gal		24	
(Symbol)	Rosa x 'Double Knockout' / Rose	2 gal		12	
(Symbol)	Botanical / Common Name	SIZE	FIELD 2	QTY	
(Symbol)	Calamagrostis x acutiflora 'Karl Foerster' / Feather Reed Grass	1 gal		35	
(Symbol)	Miscanthus sinensis 'Yakuishiro' / Dwarf Maiden Grass	1 gal		21	
(Symbol)	Botanical / Common Name	SIZE	FIELD 2	QTY	
(Symbol)	Hemerocallis x 'Stella de Oro' / Stella de Oro Daylily	1 gal		12	
(Symbol)	Botanical / Common Name	QTY	FIELD 2	SEASIDE	QTY
(Symbol)	Poa pratensis / Kentucky Bluegrass	soil			40,094 sq

**REFERENCE NOTES SCHEDULE**

SYMBOL	DESCRIPTION
(Symbol)	1" ROCK MULCH W/ WOOD BARRIER (TYP)
(Symbol)	4"-6" ROCK MULCH W/ WOOD BARRIER
(Symbol)	TURF (TYP)
(Symbol)	NATIVE SEED (TYP)



**DUT7 - N. SALT LAKE**  
 CENTER ST & REDWOOD RD  
 N. SALT LAKE, UT

**PLANTING PLAN**

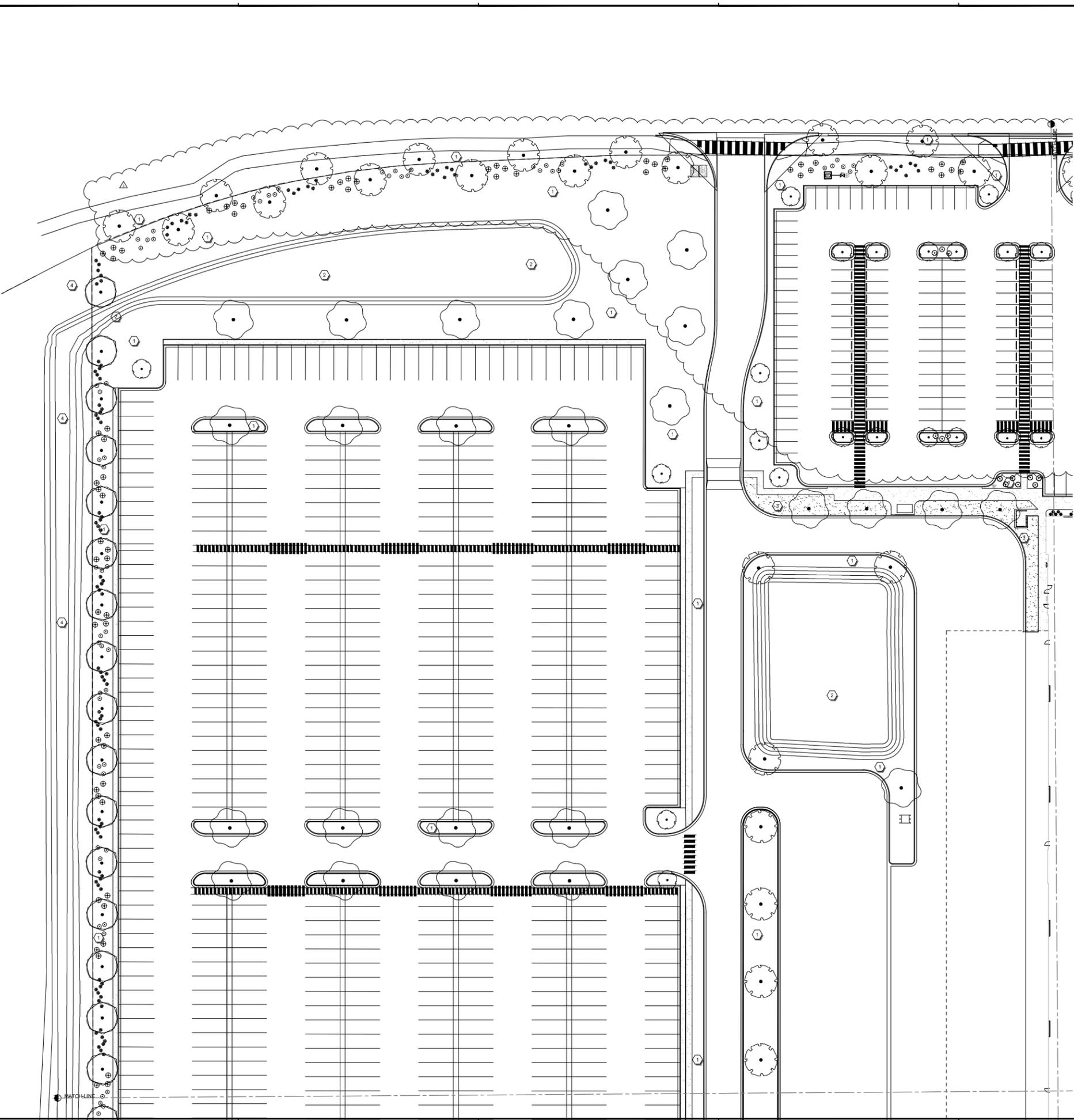
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 Plan Check Number: xxx

NO.	DATE	DESCRIPTION
2020-04-24		ADDENDUM 1
2020-05-06		PC CORRECTIONS 1

**LS1.0**

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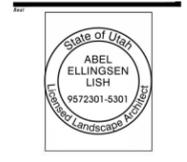


**PLANT SCHEDULE AREA 1**

TREES	BOTANICAL / COMMON NAME	CONT.	COL.	QTY.	
○	Acer campestre / Hedge Maple	B # B	2'Gal	16	
○	Gladiolus bicoloratus herms / Thornless Honeylocust	B # B	2'Gal	26	
○	Malus x 'Spring Snow' / Spring Snow Crabapple	B # B	2'Gal	21	
○	Ulmus x 'Frontier' / Frontier Hybrid Elm	B # B	2'Gal	25	
SHRUBS	BOTANICAL / COMMON NAME	SIZE	FIELD	QTY.	
⊕	Corypteria x clandonensis 'Blue Mist' / Blue Mist Bluebeard	2 gal		56	
⊕	Physocarpus opulifolius 'Little Devil' TM / Dwarf Ninebark	2 gal		46	
⊕	Prunus besseyi 'PDBS' TM / Pawnee Buttes Sand Cherry	2 gal		7	
⊕	Rhus aromatica 'Sora-Low' / Sora-Low Fragrant Sumac	2 gal		6	
GRASSES	BOTANICAL / COMMON NAME	SIZE	FIELD	QTY.	
⊗	Calamagrostis x ovaliflora 'Kari Foerster' / Feather Reed Grass	1 gal		5	
⊗	Miscanthus sinensis 'Yakuishiki' / Dwarf Maiden Grass	1 gal		105	
GROUND COVERS	BOTANICAL / COMMON NAME	CONT.	FIELD	SPACING	QTY.
■	Poa pratensis / Kentucky Bluegrass	soil			3620 sq'

**REFERENCE NOTES SCHEDULE**

SYMBOL	DESCRIPTION
○	1" ROCK MULCH W/VEED BARRIER (TYP)
⊕	4"-6" ROCK MULCH W/VEED BARRIER
⊗	TURF (TYP)
○	NATIVE SEED (TYP)

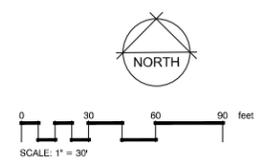


**DUT7 - N. SALT LAKE**  
 CENTER ST & REDWOOD RD  
 N. SALT LAKE, UT

**PLANTING PLAN**

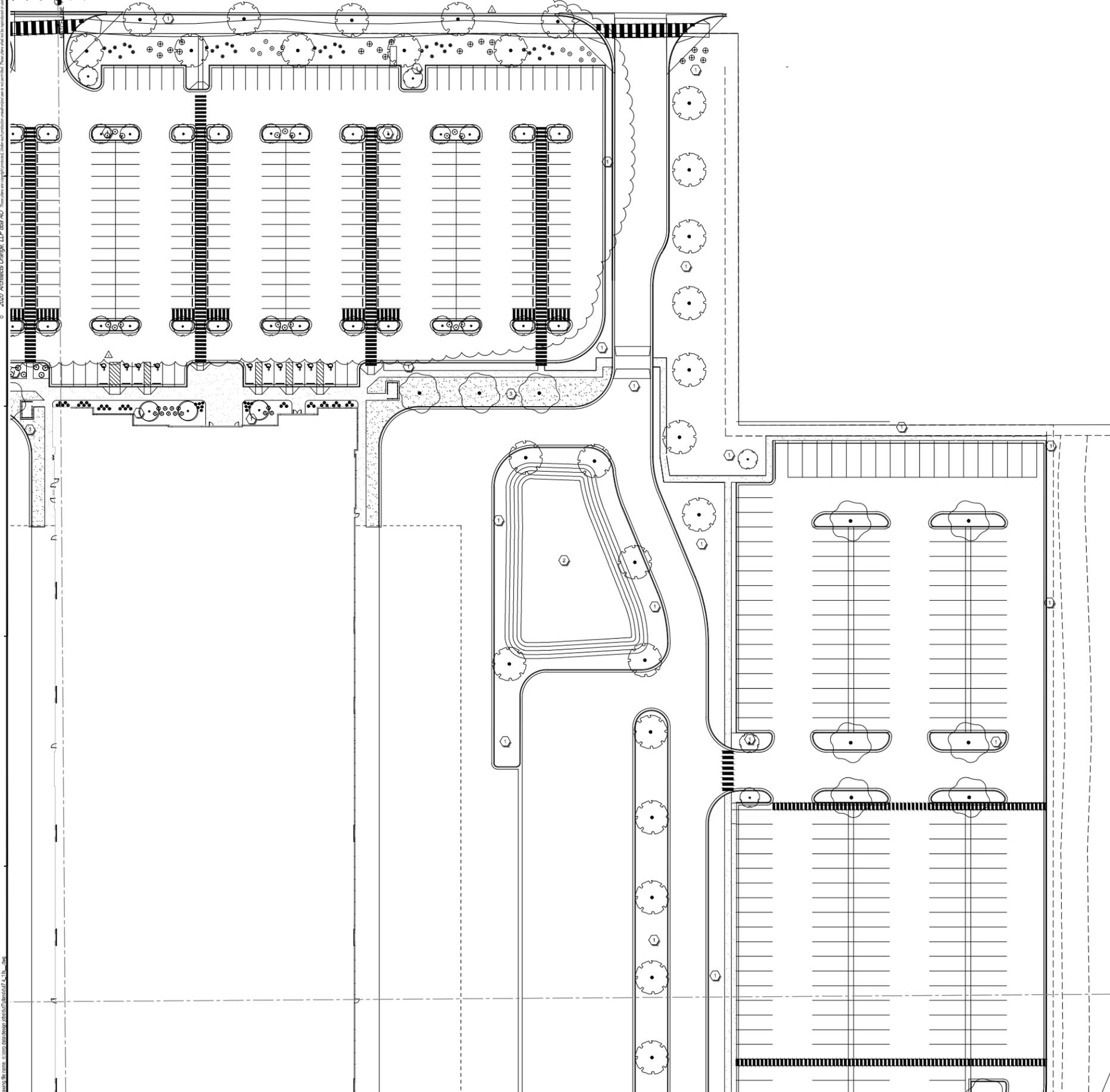
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 Plan Check Number: xxx

NO.	DATE	DESCRIPTION
1	2020-05-06	PC CORRECTIONS 1



SHEET  
**LS1.1**

W CENTER STREET

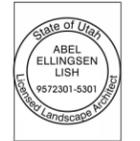


PLANT SCHEDULE AREA 2

TREES	BOTANICAL / COMMON NAME	CONT.	GAL.	QTY.	
(Symbol)	Acer latarium 'Hot Vango' / Hot Vango Tatarian Maple	B # B	2'Gal	5	
(Symbol)	Gleditsia tricanthos 'terre' / Thornless Honeylocust	B # B	2'Gal	4	
(Symbol)	Malus x 'Spring Snow' / Spring Snow Crabapple	B # B	2'Gal	24	
(Symbol)	Ulmus x 'Frontier' / Frontier Hybrid Elm	B # B	2'Gal	26	
SHRUBS	BOTANICAL / COMMON NAME	SIZE	FIELD	QTY.	
(Symbol)	Caryopteris x clandonensis 'Blue Hat' / Blue Hat Bluebeard	2 gal		12	
(Symbol)	Physocarpus opulifolius 'Little Devil' TM / Dwarf Nivea	2 gal		21	
(Symbol)	Rhus aromatica 'Neo-Lav' / Neo-Lav Fragrant Sumac	2 gal		15	
(Symbol)	Rosa x 'Double Knockout' / Rose	2 gal		12	
GRASSES	BOTANICAL / COMMON NAME	SIZE	FIELD	QTY.	
(Symbol)	Colanagrostis x 'scutiflora' Karl Foerster' / Feather Reed Grass	1 gal		50	
(Symbol)	Miscanthus sinensis 'Tokuhime' / Dwarf Maiden Grass	1 gal		55	
PERENNIAL	BOTANICAL / COMMON NAME	SIZE	FIELD	QTY.	
(Symbol)	Hemerocallis x 'Starla de Oro' / Starla de Oro Daylily	1 gal		12	
GROUND COVERS	BOTANICAL / COMMON NAME	CONT.	FIELD	SPACING	QTY.
(Symbol)	Poa pratensis / Kentucky Bluegrass	sod			4700 sq

REFERENCE NOTES SCHEDULE

- (Symbol) 1" ROCK MULCH W/WEED BARRIER (TYP)
- (Symbol) 4"-6" ROCK MULCH W/WEED BARRIER
- (Symbol) TURF (TYP)
- (Symbol) NATIVE SEED (TYP)

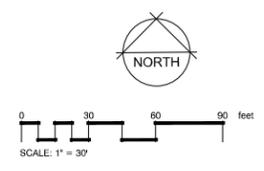


DUT7 - N. SALT LAKE  
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N. SALT LAKE, UT

PLANTING PLAN

Project Number: 2019-xxxx  
Plan Check Number: xxx

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1	2020-05-06	PC CORRECTIONS 1



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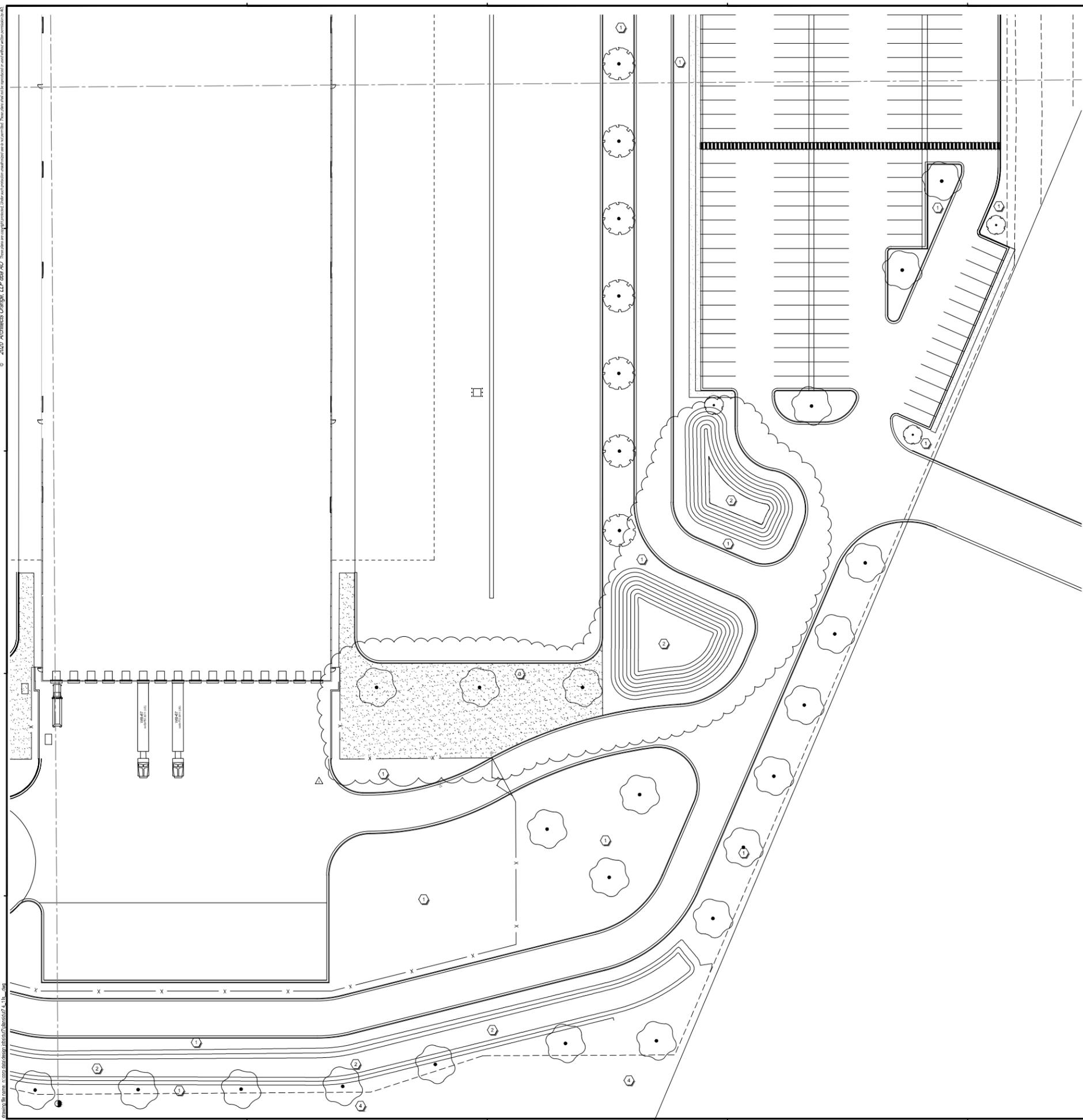
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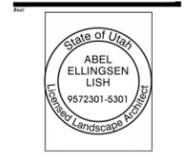
**PLANT SCHEDULE AREA 4**

TREES	BOTANICAL / COMMON NAME	CONT.	GAL.	QTY.
	Gleditsia triacanthos inermis / Thornless Honeylocust	B 4 B	2"Gal	21
	Malus x Spring Snow / Spring Snow Crabapple	B 4 B	2"Gal	8
	Ulmus x Frontier / Frontier Hybrid Elm	B 4 B	2"Gal	6

GROUND COVERS	BOTANICAL / COMMON NAME	CONT.	FIELD	SEACING	QTY.
	Poa pratensis / Kentucky Bluegrass	seed			14,875 sf

- REFERENCE NOTES SCHEDULE**
- 1" ROCK MULCH W/VEED BARRIER (TYP)
  - 4"-6" ROCK MULCH W/VEED BARRIER
  - TURF (TYP)
  - NATIVE SEED (TYP)



**DUT7 - N. SALT LAKE**  
 CENTER ST & REDWOOD RD  
 N. SALT LAKE, UT

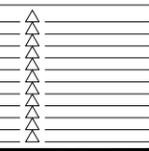
**PLANTING PLAN**

Project Number: 2019-xxxx  
 Plan Check Number: xxx

NO.	DATE	DESCRIPTION
2020-04-24		ADDENDUM 1

SHEET

**LS1.4**



# GENERAL LANDSCAPE NOTES

- THE CONTRACTOR SHALL MAINTAIN A QUALIFIED SUPERVISOR AT ALL TIME DURING CONSTRUCTION.
- CONTRACTOR SHALL VERIFY ALL EXISTING AND PROPOSED UTILITIES, AND ALL OTHER SITE CONDITIONS PRIOR TO BEGINNING CONSTRUCTION.
- THE CONTRACTOR SHALL VERIFY ALL PLANT MATERIAL AND QUANTITIES PRIOR TO INSTALLATION. PLANT MATERIAL QUANTITIES LISTED ARE FOR REFERENCE ONLY. ACTUAL NUMBER OF PLANTS WILL HAVE PRIORITY.
- ALL PLANT MATERIAL SHALL BE SUBJECT TO APPROVAL BY THE LANDSCAPE ARCHITECT AND OWNER BEFORE INSTALLATION.
- TOPSOIL, WHETHER IMPORT OR ON SITE, SHALL BE SPREAD TO A DEPTH OF 4" IN THE TURF AREAS AND 12" IN THE PLANTER AREAS. TOPSOIL SHALL MEET OR EXCEED USU TOPSOIL QUALITY GUIDELINES ACCEPTABLE LEVELS. IN SPARSE PLANTING AREAS INSTALL PLANTING BACKFILL IN AN AREA 2X ROOTBALL DIAMETER.
- CONTRACTOR TO GRADE ALL SOIL AT AT LEAST 2% AWAY FROM BUILDINGS.
- CONTRACTOR TO LAYOUT PLANTS PRIOR TO PLANTING FOR INSPECTION AND APPROVAL BY THE LANDSCAPE ARCHITECT.
- CONTRACTOR TO EXCAVATE PLAN PIT TWO TIMES THE SIZE OF ROOTBALL AND AMEND BACKFILL WITH 50% IMPORT TOPSOIL AND 50% SOIL PEP.
- CONTRACTOR TO INSTALL AGRIFORM 21 GRAM TABLETS. 1 GALLON SHRUBS 1 TABLET, 5 GALLON SHRUBS 3 TABLETS AND TREES 6 TABLETS.
- CONTRACTOR TO INSTALL A 6"x6" CONCRETE MOW CURB BETWEEN ALL PLANTING AND TURF AREAS.
- ALL PLANTING AREAS ARE TO BE TREATED WITH A PRE-EMERGENT HERBICIDE PRIOR TO PLACING WEED BARRIER.
- CONTRACTOR TO PROVIDE 3" DEPTH OF 1.5" CRUSHED ROCK OVER DEWITT PRO 5 WEED BARRIER IN ALL SHRUB AREAS. SPREAD 4"-6" DEPTH OF 6" ROCK MULCH IN DETENTION BASINS SHOWN TO RECEIVE ROCK MULCH. INSTALL WEED BARRIER PER MANUFACTURERS SPECIFICATION AND WITH AN 8" OVERLAP BENEATH ALL ROCK MULCH.
- ALL TREES IN TURF AREAS TO RECEIVE A 4' MULCH BASIN WITH A 3" DEPTH OF BARK MULCH. HYDROSEED DISTURBED AREAS WITH 'CABIN SEED BLEND' FROM GRANITE SEED AT SUPPLIER RECOMMENDED RATE.
- CONTRACTOR SHALL PROVIDE 30 DAY ESTABLISHMENT MAINTENANCE AFTER THE JOB HAS SUBSTANTIAL COMPLETION.

## PLANT SCHEDULE

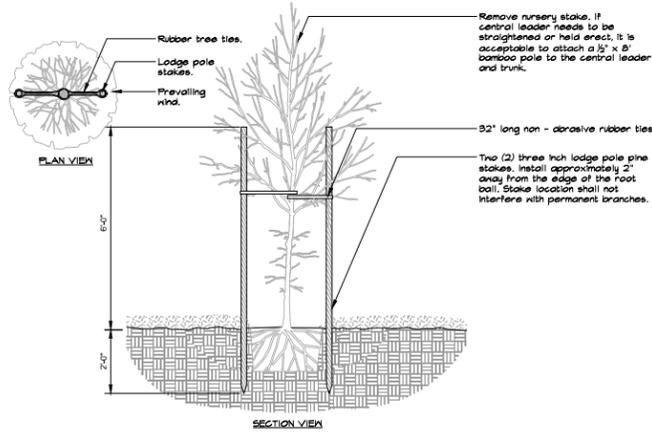
TREES	BOTANICAL / COMMON NAME	CONT.	GAL.	QTY.	
	Acer campestre / Hedge Maple	B & B	2'Gal	36	
	Acer tataricum 'Hot Wings' / Hot Wings Tatarian Maple	B & B	2'Gal	3	
	Gleditsia triacanthos inermis / Thornless Honeylocust	B & B	2'Gal	07	
	Malus x 'Spring Snow' / Spring Snow Crabapple	B & B	2'Gal	60	
	Ulmus x 'Frontier' / Frontier Hybrid Elm	B & B	2'Gal	62	
SHRUBS	BOTANICAL / COMMON NAME	SIZE	FIELD2	QTY.	
	Coryopteris x claudonensis 'Blue Mist' / Blue Mist Bluebeard	2 gal		116	
	Physocarpus opulifolius 'Little Devil' TM / Dwarf Ninebark	2 gal		184	
	Prunus besseyi 'PO15' TM / Pawnee Buttes Sand Cherry	2 gal		7	
	Rhus aromatica 'Gro-Low' / Gro-Low Fragrant Sumac	2 gal		24	
	Rosa x 'Double Knockout' / Rose	2 gal		12	
GRASSES	BOTANICAL / COMMON NAME	SIZE	FIELD2	QTY.	
	Calamagrostis x acutiflora 'Karl Foerster' / Feather Reed Grass	1 gal		95	
	Miscanthus sinensis 'Yakushima' / Dwarf Maiden Grass	1 gal		211	
PERENNIAL	BOTANICAL / COMMON NAME	SIZE	FIELD2	QTY.	
	Hemerocallis x 'Stella de Oro' / Stella de Oro Daylily	1 gal		12	
GROUND COVERS	BOTANICAL / COMMON NAME	CONT.	FIELD2	SPACING	QTY.
	Poa pratensis / Kentucky Bluegrass	sod			40,099 sf

## REFERENCE NOTES SCHEDULE

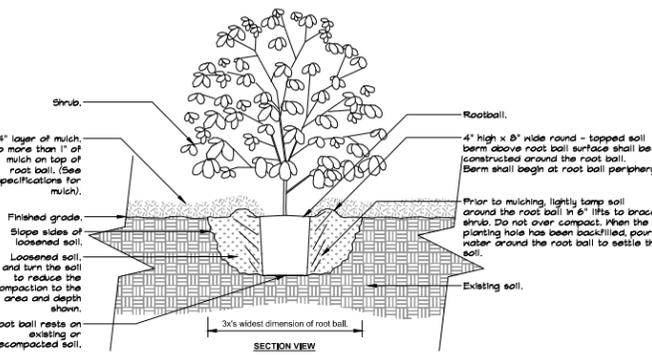
SYMBOL	DESCRIPTION
	1" ROCK MULCH W/WEED BARRIER (TYP)
	4'-6' ROCK MULCH W/WEED BARRIER
	TURF (TYP)
	NATIVE SEED (TYP)

# GENERAL IRRIGATION NOTES

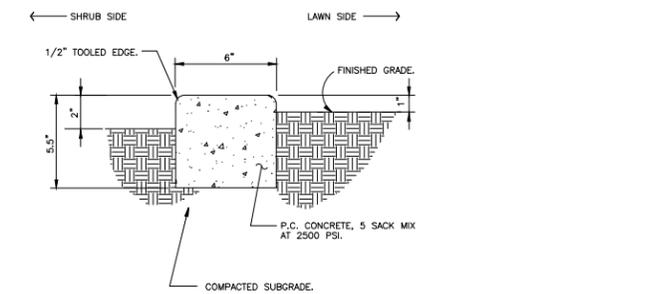
- IRRIGATION SYSTEM TO BE A DESIGN BUILD IRRIGATION SYSTEM.
- PLANTING AREAS TO BE DRIP IRRIGATION AND TURF AREAS ARE TO BE OVERHEAD SPRAY. A RAIN SENSOR IS TO BE INSTALLED AS PART OF THE IRRIGATION SYSTEM. COORDINATE IRRIGATION SYSTEM WITH LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- ALL MAINLINE, LATERAL PIPING AND CONTROL WIRES UNDER PAVING SHALL BE INSTALLED IN A SEPARATE SLEEVE. SLEEVEING FOR MAINLINE AND LATERAL LINE SHALL BE 2X THE DIAMETER OF THE PIPE. SLEEVE FOR CONTROL WIRE SHALL BE SUFFICIENT FOR AMOUNT OF WIRES.
- ALL MAINLINE AND LATERAL PIPES TO BE SCH 40 PVC.
- ALL IRRIGATION MAINLINE SHALL HAVE 18" OF COVER. ALL LATERAL IRRIGATION LINES SHALL HAVE 12" OF COVER. IRRIGATION TRENCHES TO BE BACKFILLED WITH ROCK FREE SOIL.
- CONTRACTOR TO INSTALL BACKFLOW PREVENTION/FILTRATION PER LOCAL CODE.
- LOCATION OF CONTROLLER TO COORDINATED WITH OWNER. ELECTRICAL POWER SOURCE AT CONTROLLER LOCATION TO BE PROVIDED BY OTHERS.
- ALL IRRIGATION HEADS TO BE PLACED FLUSH AND PERPENDICULAR TO FINISH GRADE.
- ALL IRRIGATION EQUIPMENT TO BE INSTALLED PER MANUFACTURERS RECOMMENDATION AND SPECIFICATION.
- IRRIGATION AS BUILT AND IRRIGATION CONTROLLER CHART TO BE PROVIDED UPON COMPLETION OF THE IRRIGATION SYSTEM.



1 TREE STAKING - LODGE POLES (2)  
1/2" = 1'-0"  
URBAN TREE FOUNDATION © 2014  
OPEN SOURCE TREE TO USE  
FX-PL-FX-TREE-2T



2 SHRUB - UNMODIFIED SOIL  
3/4" = 1'-0"  
URBAN TREE FOUNDATION © 2014  
OPEN SOURCE TREE TO USE  
FX-PL-FX-SHRUB-04



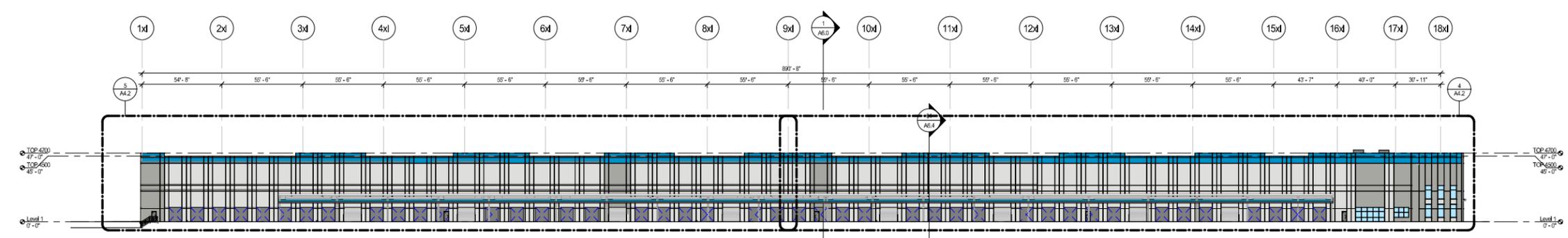
3 6" CONCRETE MOW STRIP  
3\"/>

## LANDSCAPE AREA CALCULATIONS

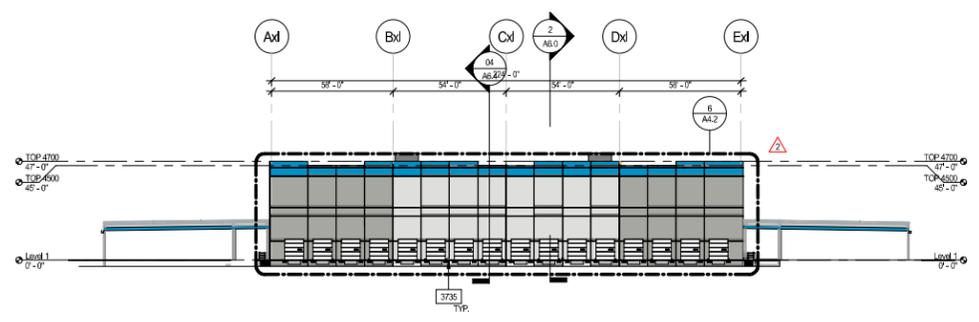
TURF AREA	40,500 SF
PLANTER AREA	410,150 SF
TOTAL WATERED LANDSCAPE AREA	450,650 SF



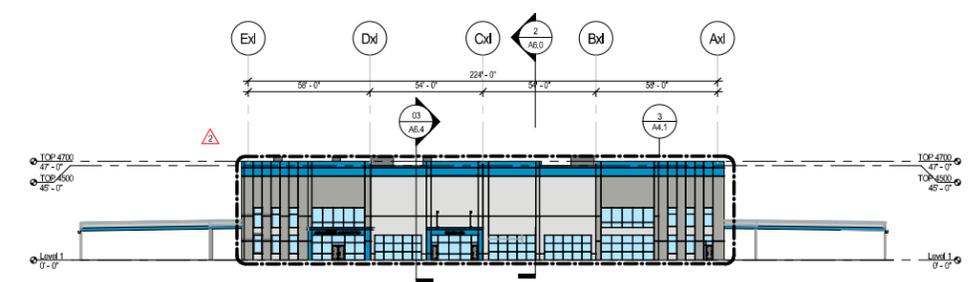
**SOUTHEAST EYE LEVEL - 3D VIEW - FOR REFERENCE ONLY** Scale: N.T.S. **5**



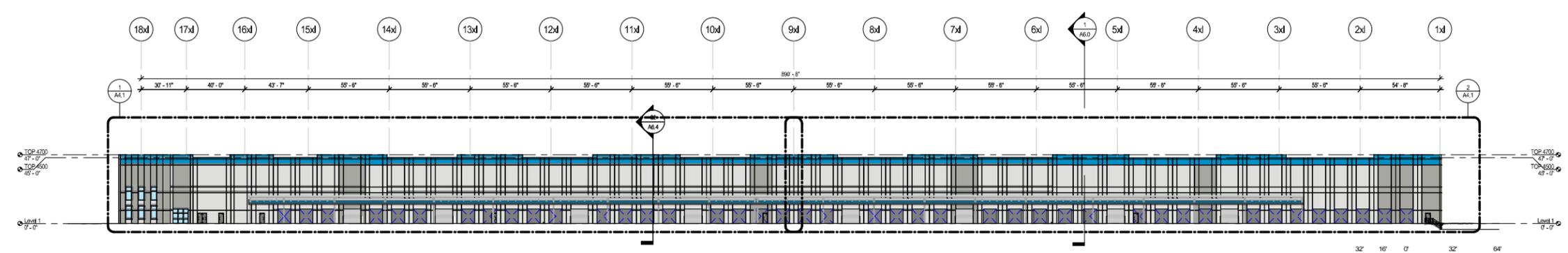
**SOUTH ELEVATION** Scale: 1/32" = 1'-0" **4**



**WEST ELEVATION** Scale: 1/32" = 1'-0" **3**



**EAST ELEVATION** Scale: 1/32" = 1'-0" **2**



**NORTH ELEVATION** Scale: 1/32" = 1'-0" **1**

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 Last Saved: 5/6/2020 10:05:50 AM by: Author  
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 Drawn by: Anne Gill, 2020-04-29 DUIT7-N, Salt Lake City, 31550-00-02 DUIT7-N, Salt Lake, Utah









## CITY OF NORTH SALT LAKE COMMUNITY & ECONOMIC DEVELOPMENT

---

10 East Center Street, North Salt Lake, Utah 84054  
(801) 335-8700  
(801) 335-8719 Fax

### MEMORANDUM

**TO:** Honorable Mayor and City Council  
**FROM:** Ali Avery, Long Range Planner  
**DATE:** May 19, 2020  
**SUBJECT:** Discussion regarding proposals for the Town Center branding and wayfinding project.

---

#### **BACKGROUND**

In February 2020, the City began work on the Town Center Branding and Wayfinding project, funded in part by the WFRC Transportation and Land Use Connection grant. The consultant hired for the project is VODA Landscape + Planning. The scope of the project is to develop a "brand" for the Town Center, which includes a themed design for signs, banners, advertising materials, public art, logos, etc. The project also includes a wayfinding sign design package which will consist of themed trail and street signs for the Town Center.

The consultant has created some conceptual branding and wayfinding options, and City staff is now seeking feedback from the City Council as to which option is preferred for the consultants to proceed with as they move forward with their designs.



# CITY OF NORTH SALT LAKE

---

10 East Center Street  
North Salt Lake, Utah 84054  
(801) 335-8700  
(801) 335-8719 Fax

Len Arave  
Mayor

Ken Leetham  
City Manager

## MEMORANDUM

**TO:** Honorable Mayor and City Council

**FROM:** Ken Leetham, City Manager

**DATE:** May 19, 2020

**SUBJECT:** Consideration of request for funds from Bountiful's Summerfest

---

The City received the attached request from Bountiful City's Summerfest for a donation to their event. We have contributed \$500 in past years. This year might be a little different since we're looking at an unpredictable revenue picture and I wanted to have your input on this possible contribution.



Summerfest 20

utive director:  
alysa revell

North Salt Lake City  
c/o Ken Leetham, City Manager  
10 East Center Street  
North Salt Lake, UT 84054

board of trustees:  
steve k hill  
kimberly marsden  
aida mattingley  
merrilee mc call  
steven olson  
richard smalley  
james todd young

04/06/2020

Dear Mayor Arave and North Salt Lake City Council Members,

Thank you for the opportunity to request support for Bountiful Davis Summerfest 2020. We appreciate the support we have received over many years from North Salt Lake City for this significant cultural event.

chair:  
david wicai  
vice chair:  
amberlie phillips  
treasurer:  
nancy pearce  
secretary:  
scott durrant  
advisor:  
heather smith  
mayor's appointee:  
james christensen

Due to COVID-19 Bountiful Davis Art Center has temporarily closed. However, we are still working to ensure that we are able to serve the residents of Davis County. We plan to continue planning for exhibitions, summer classes, and Summerfest. Summerfest will be a welcome change from the isolation and self-distancing we've all been doing. BDAC will be hosting Summerfest in a different format this year. We will host an event each Monday in June, focusing on a different country. Countries invited to participate this year include Germany, India, Serbia, South Sudan, and Hungary.

BDAC's mission is to engage the community through quality artistic and cultural programs, provide educational experiences, and encourage the growth and expression of art throughout Davis County. These programs are carried out by a small staff, a board of trustees, and hundreds of volunteers and host families. Summerfest, classes, exhibits, and family activities are all part of the educational offerings.

At this time, we are respectfully requesting a contribution from North Salt Lake to help us present Summerfest 2020.

**Summary of BDAC Request to North Salt Lake City**

Bountiful Davis Summerfest                      \$1,000

It would be a pleasure to work with North Salt Lake City in bringing Summerfest and the educational, artistic, and cultural programs of BDAC to so many people in Davis County.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Bates', is written over a white background.

James Bates  
Summerfest Coordinator

[james@bdac.org](mailto:james@bdac.org)

801-295-3618



# SUPPORT EVENTS

## HELP BRING HIGH-QUALITY, DIVERSE ART TO OUR COMMUNITY

**SPONSORSHIP OPPORTUNITIES** Please check the box(es) to indicate your level of participation

Sponsors will have organization/donor thank you on gallery wall vinyl, on our website, and will be mentioned in all press materials.

**Summerfest Conversations in Culture**.....\$1,000 - \$10,000

- For over three decades, Summerfest activities have enriched lives and broadened cultural horizons. BDAC's new format allows a deep dive into a different country's culture each Monday evening in June. Admission is free. Participants will be able to hear from diverse speakers, enjoy live performances, enjoy authentic food, art, and more!
- Sponsor will receive public acknowledgement and thanks at the event, and will be given the opportunity to speak, if desired. Table space for manned or unmanned sponsor information provided.

**Gingerbread Festival**.....\$500 - \$10,000

- Sponsorship and ticket sales for BDAC's annual Gingerbread Festival help fund all of our free and low-cost programming. The holiday celebration begins the last week of November when dozens of charming, locally crafted gingerbread houses are put on public display in BDAC's main gallery. That Saturday, thousands of children and their grownups flock to an all-day event to enjoy photos with Santa, face painting, holiday stories, treats, art vendors, cookies and crafts, and, of course, the gingerbread house displays!

**Silent Film Festival**.....\$1,000 - \$10,000

- Our annual Silent Film Festival features live pianists on two Steinway grand pianos who accompany a classic silent movie every 45 minutes throughout the day. Hundreds of musicians will perform the score music to seven different movies featuring Buster Keaton and Charlie Chaplin. All sponsorships go toward supporting BDAC's Music Program, which offers free public concerts and low-cost recital space for music teachers.

### CONTACT INFORMATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please return completed form with payment to:

Bountiful Davis Art Center  
90 N Main Street Bountiful, UT 84010

For questions contact Alysa Revell at [alysa@bdac.org](mailto:alysa@bdac.org)

### PAYMENT METHOD

Enter Total Amount \$ \_\_\_\_\_

Credit Card     Check     Send Invoice

Make checks payable to "BDAC"

Credit Card Information:

Type of Card:  VISA     MasterCard     AMEX     Discover

Total Amount to be charged: \$ \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_ / \_\_\_\_ Security Code: \_\_\_\_\_

Is this a company credit card?     Yes     No

If yes, provide the company name: \_\_\_\_\_

Signature: \_\_\_\_\_

**THANK YOU FOR YOUR SUPPORT!**

1 CITY OF NORTH SALT LAKE  
2 CITY COUNCIL MEETING-BUDGET  
3 MARCH 31, 2020  
4 MEETING HELD VIA TELECONFERENCE

5  
6 **DRAFT**  
7

8 Mayor Arave called the meeting to order at 6:10 p.m.  
9

10 PRESENT: Mayor Len Arave  
11 Council Member Lisa Watts Baskin  
12 Council Member Natalie Gordon  
13 Council Member Brian Horrocks  
14 Council Member Ryan Mumford  
15 Council Member Stan Porter  
16

17 STAFF PRESENT: Ken Leetham, City Manager; Paul Ottoson, City Engineer; David Frandsen,  
18 Public Works Director; Janice Larsen, Finance Director; Craig Black, Police Chief; Brent  
19 Moyes, Golf Course Director; Sherrie Llewelyn, Community Development Director; Linda  
20 Horrocks, City Recorder; Andrea Bradford, Minutes Secretary.  
21

22 OTHERS PRESENT: Robert Bishop, resident.  
23

24 1. CONSIDERATION OF THE CITY'S PARTICIPATION IN A PROPOSED VIRTUAL  
25 SCAVENGER HUNT ON APRIL 9-11, 2020  
26

27 Mayor Arave said that Robert Bishop had contacted him about the possibility of the City's  
28 participation in a virtual scavenger hunt to be held in April and invited Mr. Bishop to address the  
29 Council.  
30

31 Robert Bishop explained that this community virtual scavenger hunt included activities for  
32 families and was a great activity during social distancing. He said Provo City held one scavenger  
33 hunt, which was so successful that they would hold a second one the following week. Mr. Bishop  
34 said Woods Cross City would be committing \$500 for prizes and he had \$800 in private  
35 contributions. He asked if North Salt Lake would also contribute \$500 towards the combined  
36 Woods Cross/North Salt Lake scavenger hunt.  
37

38 Council Member Gordon expressed concern that the scavenger hunt was only advertised to  
39 Woods Cross High School students and not Bountiful High School as one third of the City's  
40 students attended Bountiful High. Council Member Mumford shared the same concerns as  
41 Council Member Gordon, but said the scavenger hunt would be a good way to engage the public  
42 since many of the City's events had been cancelled.  
43

44 Mr. Bishop said it would be marketed to all residents within the boundaries of North Salt Lake  
45 and Woods Cross cities.

46

47 **Council Member Porter moved to support the scavenger hunt program by donating \$500**  
48 **to the cause. Council Member Horrocks seconded the motion.**

49

50 Ken Leetham commented that he had spoken with Woods Cross and confirmed they had donated  
51 \$500 towards the scavenger hunt.

52

53 **The motion was approved by Council Members Baskin, Gordon, Horrocks, Mumford and**  
54 **Porter.**

55

56 2. DISCUSSION OF FISCAL YEAR 2021 PROPOSED BUDGET

57

58 Ken Leetham reported that staff had compiled the budget information previously but had since  
59 revised the revenue numbers due to the COVID-19 pandemic. He said the pandemic had an  
60 unpredictable economic aspect, which would most likely result in decreased revenue for the City  
61 for a period of time. He said he would like address four topics for the meeting including the  
62 adjusted revenue projection, a proposal to allow staff to refine the revenue projections for three  
63 weeks with review on April 21<sup>st</sup>, review of management recommendations, and direction from  
64 Council on the golf course.

65

66 Janice Larsen reported that it would be difficult to determine revenues until September or  
67 October based on the general lag as well as the impact from COVID-19 and the stock market.  
68 She said that the City had just received January's sales tax and road tax revenues. Ms. Larsen  
69 explained that she had taken the current year's budget and reduced it by 20% for an estimated  
70 \$753,000 for 2021. She also reduced the current year by \$300,000 and said there could be a  
71 decline in sales tax through June.

72

73 Ms. Larsen then said after Sherrie Llewelyn reached out to the developers who had current  
74 projects in the City that she was able to made adjustments to those revenues in the amount of  
75 \$45,400. She also explained that there would be a \$103,000 decrease in related C Road and  
76 Transportation taxes. The total decrease in revenues would be approximately \$901,400. Ms.  
77 Larsen explained that as staff had been through similar situations in the past they could prepare  
78 an adjusted budget for review in future weeks.

79

80 Mayor Arave commented that the golf course was not reflected in the General Fund and the  
81 operating deficit would have to come from somewhere. Ms. Larsen replied that typically the golf  
82 course was funded through the Capital Projects Fund. She also said the fund balance was healthy  
83 and if this was a short-term problem the City could easily absorb that. She felt that this would be  
84 better known and addressed in September.

85

86 Ken Leetham added that he and Janice experienced similar situations before and had reviewed  
87 the City's financials from the recession in 2008 and 2009. He said there was a 25% drop in sales  
88 tax during that time. Mr. Leetham said there were ways to compensate and these options would  
89 be presented to the City Council on April 21<sup>st</sup>. He suggested the City delay spending to allow  
90 time to evaluate revenue. He said many entities were focused on this issue including the  
91 governor's office, the State, the University of Utah, the League of Cities and Towns, etc. and  
92 efforts would be made to reinvigorate the marketplace.

93  
94 Council Member Mumford asked about reviewing existing and new debt as current interest rates  
95 were low. Ken Leetham replied that staff had previously considered new debt for the expansion  
96 of Hatch Park, the Wetlands, or other initiatives and felt it may still be a good time to issue debt.

97  
98 Janice Larsen commented that her focus would be re-funding existing debt and not issuing new  
99 debt. She said the most significant debt was water revenue, which the Mayor had previously  
100 suggested paying off. Ms. Larsen said that there was previously a lot of impact fees in the Water  
101 Fund which would allow the debt to be paid off. She said Hatch Park could be re-funded but  
102 there may be a bigger project to be bonded for.

103  
104 Council Member Mumford suggested that there may be savings in interest rates for the smaller  
105 debts. Janice Larsen replied that she thought the lease rates were already under 2% but said staff  
106 would review those loans.

107  
108 Ken Leetham then spoke on the proposed wage adjustment for Sherrie Llewelyn and David  
109 Frandsen. He said that a compensation survey was completed earlier this year, which found that  
110 these two department heads were paid well below the market rate for their positions. Mr.  
111 Leetham said Sherrie Llewelyn and David Frandsen were very qualified and both had Master's  
112 Degrees in Public Administration. The estimated wage change would be approximately \$28,000  
113 with Sherrie Llewelyn's wages coming from the General Fund and David Frandsen's wages  
114 were split between the General, Water, Storm Drain, and Solid Waste Funds.

115  
116 Ken Leetham said the second wage issue was related to the police department. He said the City  
117 had made adjustments over the years to keep compensation competitive with surrounding  
118 agencies; however, the department was now losing employees to other agencies due to salary and  
119 wage disparity particularly within the last 18 months. Chief Black has proposed an increase of  
120 8%, which would be an estimated cost of \$150,000 in the General Fund. He explained that there  
121 was a wage issue as well as fewer individuals overall in the profession.

122  
123 Chief Black commented that he had reviewed this issue with Ken Leetham extensively over the  
124 last four months and had found they were 8% below comparable agencies such as Bountiful,  
125 Layton, etc. He said the department had lost four officers in the last five months and said there  
126 were things the City could do to remain competitive.

127

128 Council Member Porter said that this was not surprising due to the lack of public support for  
129 police officers recently.

130  
131 Ken Leetham then reported on administration restructuring and said the City needed a full time  
132 employee to manage public outreach, social media, and public information as well as supporting  
133 advertising and disseminating information for civic events and emergencies. He felt this position  
134 would be critical due to the recent earthquake and COVID-19 and could also be part of the City's  
135 emergency response team. Mr. Leetham said this employee would also be over City events and  
136 provide support to the Parks and Arts Board. He recommended transitioning Linda Horrocks to  
137 this position as she had already been involved in these roles and was doing excellent work  
138 curating the newsletter, creating artwork and announcements, social media postings, and  
139 handling public outreach for the City. The proposal would be to eliminate the existing  
140 Management Analyst position and create a new communications position.

141  
142 Ken Leetham spoke on the need to provide better, ongoing notifications for road closures or  
143 construction projects that affect the public, or when Center Street was blocked by trains, for  
144 example. This included talking to UDOT about electronic notification that would provide status  
145 updates. He said this type of project would be great for the proposed communications position.

146  
147 Ken Leetham then reported on the need for impact fee revisions for City parks, recreation  
148 facilities, and open space and trails. He said the proposed solution would be revisions to the  
149 City's Capital Facilities Plan for parks, recreation facilities, open space and trails, and  
150 transportation. This would include an impact fee study and adoption of a new ordinance revising  
151 the impact fees for these facilities. Mr. Leetham explained that there were three new park  
152 initiatives that would be the subject of a revised Capital Facilities Plan and impact fee ordinance  
153 including the redevelopment of Hatch Park, the design and construction of a portion of Tunnel  
154 Springs Park, and the completion of Foxboro Wetlands Park. This would also include an analysis  
155 of the roadway impact fees related to the bridge at 1100 North or small projects such as the  
156 addition of sidewalk sections or road-widening projects that could be added to the Capital  
157 Facilities Plan for roads. He said the impact fee analysis could be funded through impact fees  
158 and suggested that Lewis Young Robertson & Burningham could prepare this study.

159  
160 Ken Leetham discussed annual road maintenance and repair and said that when he prepared these  
161 reports it was prior to the anticipated drop in sales, gas and C Road taxes and that more detailed  
162 projections were necessary. He explained that two studies were previously completed which  
163 showed that the City should spend at least \$1.9 million annually on road repairs, preservation  
164 and maintenance. The City has made great progress increasing its investment in these activities  
165 in the last two years; however, revenue streams related to those activities were only providing  
166 about \$1 million dollars annually. Mr. Leetham said the City needed to come up with strategies  
167 to ensure they did not fall even further behind on road related repairs, preservation and  
168 maintenance. He said the short-term benefits of deferred maintenance would have a huge long-

169 term cost. He recommended the timing of several large projects could be pushed back several  
170 months but the solution was not to cut the budget on routine road maintenance.

171  
172 Mayor Arave said that construction costs had been high but now might be the time to complete  
173 some of the projects as prices may decrease. He said there were some funds available or it may  
174 be a good time to borrow money as interest rates were low. Ken Leetham said the City was  
175 currently in a good financial condition with some reserves. He spoke on grants the City had been  
176 awarded including recent funding for the Main Street reconstruction project.

177  
178 Paul Ottoson commented that the Main Street project would include curb and gutter, and  
179 sidewalk on the east side of Main Street. The City's contribution would be 7%.

180  
181 Ken Leetham reported on culinary and secondary water planning and said City staff had installed  
182 a data collection system and updated the water performance model. The water performance  
183 model report was submitted to the Weber Basin Water Conservancy District (WBWCD) for  
184 review and while they did not perform a water modeling project for the City they were able to  
185 provide critical technical review of the report. The City must also determine whether to expand  
186 the secondary water system in the foothills that would require an engineering analysis performed  
187 by a third party. Mr. Leetham said in addition to the expansion of the secondary water system the  
188 long-term water planning also included evaluating water source needs, water needs related to a  
189 potential annexation, growth, removal of large users, and emergency water planning. He said the  
190 City also lacked a comprehensive water conservation strategy and talked about heavy water  
191 users. He explained that the best way to obtain a reasonable conservation strategy would be for a  
192 third party to perform an analysis.

193  
194 Ken Leetham said it was worth investing in these studies to obtain more data before making  
195 decisions and committing to multi-million dollar system improvements.

196  
197 Council Member Gordon said approximately 18 years ago that she was on the City's water rate  
198 review committee and reviewed a conservation rate structure. She said while the interest was not  
199 there before that she was still in favor of this now. She asked if water experts in the City could  
200 also be utilized.

201  
202 Mayor Arave mentioned several available water sources, including several wells and secondary  
203 water at the golf course, and asked if the City had a water shortage or the purpose behind this  
204 request. Ken Leetham replied that the City was in a good position with water storage but said  
205 there were times when the water system was stressed. He felt there were potential future issues  
206 and that third party water modeling would be useful to help determine the strengths and  
207 weaknesses in the system.

208

209 Paul Ottoson commented that it was a good idea to have a third party review. He said there  
210 should also be extra water storage in the event that a water source was unusable or in the event of  
211 a large annexation, etc.

212  
213 David Frandsen spoke on the water modeling and said he would provide a sample report to the  
214 City Council for review. He also talked about mapping and said that over 200 hydrants had been  
215 added to the records, which changed the dynamic of the water system.

216  
217 Mayor Arave provided an update on COVID-19 and said Bountiful and Centerville had twice as  
218 many cases as the City. He spoke on Lieutenant Governor Cox's discussion regarding what to  
219 expect including the projection that cases would peak at the end of April with deaths to peak in  
220 May at approximately 17 deaths per day. There were also plans to increase testing within the  
221 next few weeks including tracking infected individuals and determining the individuals they had  
222 been in contact with. He said there were approximately five cases in the City and 20-25 in  
223 Bountiful. The League of Cities and Towns felt that some cities in Utah and several States were  
224 not being as aggressive as they should be.

225  
226 Mayor Arave reported that golf courses in West Bountiful, Davis County, and Green River were  
227 still open. He said the recommendation was to continue to allow play but to restrict the use of  
228 golf carts. He asked how many players were at the course that day. Brent Moyes replied that  
229 there were approximately 80 players that walked the course.

230  
231 Council Member Horrocks said that there were some residents who appreciated the course being  
232 open while others thought it should be closed. He said he was in support of the course being  
233 open with prudent measures in place.

234  
235 Mayor Arave said the County would most likely recommend closing basketball courts.

236  
237 Brent Moyes said a golfer had commented that the Bountiful course was too busy. Mr. Moyes  
238 said he later visited the course and felt they did not have adequate safety measures in place.

239  
240 Council Member Horrocks said the Bountiful City Council did not appreciate the City  
241 broadcasting the number of COVID-19 cases in Bountiful and commented about it. Mayor Arave  
242 replied that City residents deserved to know the number.

243  
244 Council Member Gordon felt the City should close the golf course and the basketball courts to  
245 protect residents.

246  
247 Council Member Porter said that he had mixed feelings about closing the golf course. He asked  
248 if the City should ensure the playgrounds were closed.

249

250 The City Council had a discussion about the playgrounds and if more stringent methods, beyond  
251 signage, were necessary such as wrapping the equipment in caution tape.

252  
253 Mayor Arave said the Governor had not recommended closing golf courses. He said that  
254 residents would still play even if the City's course was closed.

255  
256 Council Member Baskin asked about the number of players at the City's course that day and  
257 what had occurred at Bountiful's course. Brent Moyes replied that the issues at Bountiful's  
258 course included multi player cart use, people in close proximity at the pro shop and at each hole,  
259 and players that were only spaced 10 minutes apart. He said the City's course had approximately  
260 80 players, which were spaced about 15 minutes apart.

261  
262 Ken Leetham commented that as long as the players walked the course it was probably safe. He  
263 said there was some concern for golf course employees but was hopeful that the course would be  
264 in full operation by June 1<sup>st</sup>. Brent Moyes said Salt Lake City would be reopening their golf  
265 courses on Thursday.

266  
267 Council Member Mumford said there needed to be signage and caution tape at the basketball  
268 courts similar to what was currently at the playgrounds.

269  
270 Ken Leetham commented that there were organized baseball games occurring at Hatch Park.  
271 Mayor Arave replied that these games needed to be stopped as soon as possible.

272  
273 Council Member Porter asked about the community garden and if it should be open to the public.  
274 Mayor Arave said the issue would be shared tools, spigots and hoses. He recommended advising  
275 those who used the garden to wear gloves and also that shared resources would not be sterilized.

276  
277 Mayor Arave commented that Council Member Baskin recommended closing the golf course as  
278 well and recommended this as future City Council agenda item.

279  
280 3. ADJOURN

281  
282 Mayor Arave adjourned the meeting at 8:00 p.m.

283  
284  
285  
286  
287

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Mayor

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Recorder

1 CITY OF NORTH SALT LAKE  
2 JOINT MEETING  
3 CITY COUNCIL & GOLF COURSE OVERSIGHT COMMITTEE  
4 MAY 4, 2020

5  
6 **DRAFT**  
7

8 The meeting was held via video conference and began at 4:50 p.m.  
9

10 PRESENT: Mayor Len Arave  
11 Council Member Lisa Watts Baskin  
12 Council Member Natalie Gordon  
13 Council Member Brian Horrocks  
14 Council Member Ryan Mumford  
15 Council Member Stan Porter  
16  
17 Chairman John Logan  
18 Committee Member Ryan Curtis  
19 Committee Member Roger Graves  
20 Committee Member Court Huish  
21 Committee Member Karen Mills  
22  
23

24 STAFF PRESENT: Ken Leetham, City Manager; Linda Horrocks, City Recorder; Andrea  
25 Bradford, Minutes Secretary.  
26

27 OTHERS PRESENT: Tonya Iongi, George Iongi, Eaglewood Reception Center; Scott Klemme,  
28 (5:00 pm), Michael Garrison (6:00 pm), Tyler Abegglen (7:00 pm), candidates.  
29

30 1. INTRODUCTION  
31

32 Golf Course Committee Chairman John Logan introduced the golf committee members  
33 including Ryan Curtis, a corporate general manager and an avid golfer; Roger Graves, Senior  
34 Editor for the PGA magazine; Court Huish who had 40 years in recreation management and was  
35 one of the owners of Boondocks; Karen Mills, a former contract negotiator and auditor as well as  
36 an avid golfer; and Brian Horrocks who was the City Council Member and liaison for the golf  
37 committee. Mr. Logan said he was a former CPA and business consultant as well as an avid  
38 golfer.  
39

40 Ken Leetham explained that the meeting that day was an opportunity to interview the candidate  
41 finalists for the Golf Course General Manager position. He said there were three applicants who  
42 would each have an hour to provide a presentation and answer questions.  
43

44 2. EAGLEWOOD GOLF COURSE GENERAL MANAGER FINALIST INTERVIEWS

45  
46 At 5:00 p.m. Scott Klemme joined the Zoom call.

47  
48 Scott Klemme introduced himself and said he had been at Centennial Golf Course in New York  
49 for over 20 years. He attended New Mexico State University and worked his way up from a  
50 range picker to the general manager at Centennial. Mr. Klemme then focused on his Eaglewood  
51 Golf Course business plan for 2020-2021. He based his information off January 1, 2018 to June  
52 30, 2019 with actual rounds of 29,420, an average daily rate of \$26.10 plus golf cart, an average  
53 merchandise rate of \$5.83, \$51,000 in lesson revenue, food and beverage revenue of \$52,100,  
54 golf revenue greens of \$521, 474, cart revenues of \$246, 375, range rentals of \$44,727, and  
55 merchandise revenues of \$133,193 for a total revenue of \$1,117,187.

56  
57 He provided a forecast showing a 10% increase in total rounds for 32,362 in 2021, a 13%  
58 increase in the average daily rate to \$29.49, a 5% increase in the daily rate for merchandise to  
59 \$6.12, \$90,000 in lesson revenue, a 66% increase in food and beverage revenue to \$86,000, a  
60 22% increase in golf revenue greens to \$636,198, a 29.5% increase in cart revenue to \$319,055,  
61 a 13.5% increase in range rentals to \$50,765, and a 25% increase in merchandise revenues to  
62 \$166,491 for a 25% total revenue increase of \$1,401,073 in 2021.

63  
64 Mr. Klemme then said total payroll for 2018-2019 was \$743,073 with total operating expenses of  
65 \$1,585,452 with projected operating expenses of \$1,725,200. He said a more thorough review  
66 would have to be done to determine where expenses could be cut either through machinery,  
67 building, or personnel.

68  
69 Scott Klemme said that his vision and strategy included increasing play, social events as well as  
70 food and beverage revenue, and merchandise revenue. He spoke on several ideas including  
71 establishing a ladies league, increased social events, Groupon deals, and reaching out to high  
72 schools and police and fire departments. Mr. Klemme then focused on the key issues for 2021  
73 such as reaching out to the customer base, capturing group merchandise sales, maintaining golf  
74 course conditions, improving social media use, and flexible pricing. He provided information on  
75 the strengths of the course including location, course condition, layout, event space, and  
76 customer and Golf Advisor ratings as well as the weaknesses such as market saturation in area,  
77 clubhouse condition, lack of marketing, and local economy.

78  
79 Scott Klemme reviewed opportunities such as becoming more active on social media,  
80 memberships, wedding packages, and focusing on family values. He also spoke on threats  
81 including the current economy, competitor's fee structures, and a saturated market. Mr. Klemme  
82 reported on industry updates and competitors including Mountain Dell, Rose Park, Bountiful  
83 Ridge, Old Mill, and Glendale. He talked about goals including leveraging a distinct competitive

84 advantage, developing and retaining employees, delighting and retaining customers, growing the  
85 customer base, and reaching the revenue numbers.

86

87 Scott Klemme spoke on his sales and marketing strategy proposal including marketing to the  
88 community, developing social media, embracing golf industry initiatives, promoting restaurant,  
89 increase tournament and catering sales, reach out to schools, utilize ForeUp tee system, and  
90 increase merchandise sales. He said the key objectives were to generate \$1,401,073 in total  
91 revenue for a 25.4% increase from 2019, to generate 32,362 rounds of golf, which was a 10%  
92 increase, and to generate an excess of \$86,000 in food and beverage revenue for a 66% increase  
93 from 2019. Mr. Klemme said the strategic direction was to generate revenue cost effectively.  
94 These strategies included targeting Salt Lake, generating specials for Monday-Thursday, double  
95 play specials, dynamic pricing, and family golf promotions. He then spoke on several events and  
96 promotions at his golf course including a PGA junior league, Junior Camp, and an in house  
97 tournaments including a “Kneebuckler” 27-hole event and a “Stars and Stripes” event for  
98 veterans.

99

100 Mayor Arave asked Scott Klemme if he had viewed the website for the golf course and what his  
101 opinion was. Scott Klemme replied that overall the website was good but that some of the  
102 pictures were not the best quality.

103

104 Mayor Arave asked about staffing needs. Scott Klemme responded that the head pro was a good  
105 fit and the assistant was an asset if he obtained his Class A certification. He said the general  
106 manager needed to be out socializing with customers.

107

108 Mayor Arave asked what Mr. Klemme had done to increase league participation. Scott Klemme  
109 replied that at his course league participation occurred because of word of mouth about the  
110 course. He also said they reached out to the fire and police departments.

111

112 Committee Member Mills questioned whether the City could justify hiring a general manager  
113 with an increased salary base. Scott Klemme replied that making some changes to the course  
114 would offset the cost of a general manager.

115

116 Committee Member Huish asked how Mr. Klemme would increase the food and beverage  
117 revenue. He also asked in regards to increasing wedding and group events. Scott Klemme replied  
118 the profit margins for food were small so this would be tied into events such as a “beer, bucket  
119 and burger night”, night time driving range use, or family events.

120

121 Committee Member Huish then asked Mr. Klemme to describe the kind of golf experience he  
122 would strive to provide. Scott Klemme responded that he wanted to develop an experience at his  
123 facility that he would be proud to invite his family or friends to.

124

125 Council Member Baskin asked if he had hosted or managed a pro/am or statewide golf  
126 tournament. Scott Klemme replied that they had hosted a classic qualifier for the PGA. He said  
127 his golf course was too hard for most players to score well and the facility was not of the caliber  
128 to host those events. He said they had hosted MGA events numerous times.

129  
130 Committee Member Mills asked how many tournaments he held at his course each year. Scott  
131 Klemme replied that his course hosted well over 100 events per year. He said Eaglewood hosted  
132 59 events last year and felt this could be increased to at least 60 or 70 per year.

133  
134 Ken Leetham thanked Mr. Klemme for his time and efforts in meeting with them and invited him  
135 to leave the meeting, which he did.

136  
137 At 6:02 p.m. Michael Garrison joined the Zoom meeting.

138  
139 Michael Garrison presented his business plan, which included a mission statement, strip down  
140 period, proposed 2021 budget, immediate revenue generators, long term revenue growth, and  
141 customer service and culture change. His mission statement was to “build a team of staff  
142 members dedicated to a culture of service and efficiency committed to operating Eaglewood  
143 Golf Course without undue financial burden the taxpayers of North Salt Lake.” He then spoke on  
144 a strip down period including cutting expenses to the bare minimum and said based on budgeted  
145 numbers that Eaglewood lost \$1,000 per day. He spoke on a four step plan including reducing  
146 payroll, restructuring comp rounds, limit professional services, and evaluating savings  
147 opportunities.

148  
149 Mr. Garrison then reviewed his proposed budget, which included a forecast of 2020 of \$410,000  
150 and a proposal for 2021 of \$634,100 for admissions and lesson fees, equipment rental with a  
151 forecast of \$190,000 for 2020 and a proposal of \$290,547 for 2021, a forecast for 2020 of  
152 \$105,000 and proposal of \$175,000 in 2021 for merchandise sales, a forecast of \$46,000 in 2020  
153 and proposal of \$108,700 in 2021 for concessions and banquet hall rentals, a forecast of  
154 \$111,000 in 2020 and a projection of \$110,000 in 2021 for cell tower and office lease for total  
155 operating revenues of \$862,000 forecasted for 2020 and \$1,319,347 proposed for 2021. He also  
156 spoke on operating expenses with a forecast for 2020 of \$796,400 for salaries and benefits and a  
157 proposal of \$659,674 in 2021, \$8,200 for office expenses and supplies in 2020 and \$10,100  
158 proposed for 2021, a forecast of \$125,500 in equipment for 2020 and a proposal of \$131,500 in  
159 2021, a forecast for 2020 of \$34,100 for buildings and grounds with \$37,100 proposed in 2021,  
160 \$37,000 for power in 2020 and \$38,000 in 2021, \$106,200 in water and \$109,300 in 2021,  
161 \$39,000 in professional services in 2020 and \$39,000 in 2021, \$118,400 in 2020 for merchandise  
162 and \$122,500 in 2021, as well as depreciation and miscellaneous estimates for total operating  
163 expenses forecasted for 2020 of \$1,559,800 and \$1,368,940 proposed for 2021.

164

165 Michael Garrison focused on immediate revenue generators including starting a women's  
166 association, point of sale (POS) system renegotiation, increasing association merchandise  
167 spending, a reciprocal program, upselling tournament offerings, and marketing ideas. He then  
168 spoke on long term revenue growth including growing the association, expanding  
169 clubhouse/room rentals, marketing to bigger corporate events, hosting a state AM qualifier,  
170 holding more UGA tournaments on slow days, and marketing ideas. He clarified that reciprocal  
171 events included building relationships with other courses such as those in Saint George.

172  
173 Mr. Garrison then detailed his plan for customer service and culture change which included  
174 elevating service standards to create loyalty through doing more than the other courses, offering  
175 association member only experiences, free clinic days to residents, bringing a private club  
176 experience to the public, and including customers in the decisions.

177  
178 Mayor Arave asked who owned Glenn Eagle Golf Course. Michael Garrison replied that it was  
179 privately owned with a main owner and several shareholders.

180  
181 Committee Member Graves asked what specific marketing initiatives Mr. Garrison would  
182 introduce to increase rounds played, revenue, and corporate events at the reception center.  
183 Michael Garrison replied that he would host AM events, work with local PGA, improve league  
184 play, increase social media, and establishing a reward program.

185  
186 Ken Leetham asked about dynamic pricing and if this was part of his proposal. Michael Garrison  
187 responded that he was not a fan of dynamic pricing as this trained people to come at a certain  
188 time. He felt the effort should be to increase the value and offer promotions such as parent/child  
189 golfing on Sunday afternoons.

190  
191 Committee Member Huish asked about teaching lessons and instructions. Michael Garrison  
192 replied that he felt full service offerings were essential. He said lessons contributed to people  
193 being active in golf and positive word of mouth. He said instructors needed to take initiative and  
194 to teach at their expense.

195  
196 Committee Member Huish then asked Mr. Garrison to describe the golf experience Eaglewood  
197 would provide if he was the general manager. Michael Garrison replied that there would be a  
198 culture change. He said staff would be on friendly terms with the customers and it would be like  
199 a private club or retreat.

200  
201 Committee Member Huish then questioned if Mr. Garrison was responsible for the total profit  
202 and loss at Glenn Eagle. Michael Garrison responded that he was not solely responsible for the  
203 all the profits but was responsible for the marketing efforts and plan. He said Glenn Eagle was  
204 operating at a loss for 15 years and he was able to turn it around to gaining a profit that was then  
205 put back into improving the course, providing raises, and building a new tee box.

206  
207 Committee Member Graves asked what Mr. Garrison felt was Eaglewood’s primary weakness  
208 and how it could be solved. Michael Garrison replied that the primary weakness was perspective.  
209 He said most city golf courses were losing money and felt Utah needed to be more responsible to  
210 the taxpayer with the onus on the operator to break even.

211  
212 Michael Garrison asked what the council and oversight committee envisioned the position being  
213 and the important factors in the decision-making. Ken Leetham replied that it had taken a year  
214 and a half to review the golf operations and course. He said that there needed to be accountability  
215 in a general manager and for the golf course overall. Mr. Leetham said they did not want to risk  
216 the reputation of the course but felt the course could be run better. Mr. Leetham thanked Mr.  
217 Garrison and invited him to leave the meeting, which he did.

218  
219 At 7:00 p.m. Tyler Abegglen joined the Zoom meeting.

220  
221 Tyler Abegglen presented his mission statement for Eaglewood, which was “to have an inclusive  
222 family friendly experience that creates a welcoming and positive experience for all customers  
223 year after year.” He said his vision for Eaglewood was to become a premier golf course in the  
224 State of Utah. Mr. Abegglen spoke on how to accomplish the mission and vision statements by  
225 providing quality amenities and customer satisfaction, having excellent course conditions and top  
226 tier professional assistance, as well as growing all associations, engaging the community in  
227 events and activities, establishing SMART goals and engaged staff, having successful marketing  
228 and targeted advertising, and developing the right programs. He then focused on the strengths,  
229 weaknesses, opportunities and threats of the course. The strengths included top of the line  
230 maintenance facility, great location and course conditions, large and multiuse clubhouse,  
231 additional rents and leases, PGA professionals, and proximity to dense population areas. The  
232 weaknesses included declining clubhouse condition, ineffective use of POS and tee time system,  
233 lack of focus on target audience, online presence and utilization, declining revenues, and social  
234 media usage and interaction. Opportunities were association growth, event center and  
235 concessions, increasing corporate outings, growing social media and online presence, lessons and  
236 clinics, and community outreach programs. Threats to the course included competition for time  
237 and other recreation, current or future economic downturns, ten other courses in Davis County,  
238 proximity to Bountiful Ridge course, and the cost of upcoming improvements.

239  
240 Tyler Abegglen then reported on historical revenues, forecasted revenues for 2020 and budgeted  
241 revenues for 2021. The forecast for 2020 was \$862,000 and the budgeted for 2021 was  
242 \$1,253,000. He spoke on the goals and objectives including the initial areas of focus such as the  
243 pro shop with a focus on employees, social media integration, tracking and reporting procedures,  
244 marketing and advertising, increasing association participation, and corporate tournaments. He  
245 then mentioned maintenance, which included a focus on employees, a review of expenses and  
246 equipment, determining course condition goals, implementing the right tools for success, and a

247 master project schedule. Mr. Abegglen talked about the third focus area, which was the event  
248 center and concessions. This included marketing and advertising, social media collaboration and  
249 integration, a discussion of successes and failures, and developing creative ways to increase  
250 revenues.

251  
252 Mr. Abegglen reviewed increasing rounds and said in fiscal year 2021 he projected 5% growth to  
253 50,400 rounds, 3.5% growth in 2022 with an increase to 52,164 rounds, 2.5% growth in 2023 to  
254 53,468 rounds, 2% growth in 2024 to 54,537 rounds, and 2% growth in 2025 to 55,627 rounds.  
255 SMART goals would be growing associations by 15% for 2021, holding fall and summer PGA  
256 junior league programs, creating three new UGA events for 2021, and generating five new  
257 corporate outings for 2021. Initiatives included developing an online registration and results  
258 portal, updating online website information, focus on Google and SEO, optimize PGA  
259 professional teaching opportunities, use ForeUp tools and social media, introduce the Youth on  
260 Course program, and host winter clinics and activities at local schools. He then spoke on the  
261 event center and concession revenues. The concessionaire's objectives would include renting out  
262 the event center, maximizing concession and catering revenues, and bringing corporate events to  
263 Eaglewood. He said Eaglewood's responsibilities to the concessionaire included being a support  
264 system, assisting in advertising and marketing, bringing them corporate catering and business,  
265 holding them accountable, notifying customers of the concessions and food available before,  
266 during and after rounds, and incorporating their information into Eaglewood's website and  
267 Google information. The initiatives included running Google advertising for the event center,  
268 including catering and food options in all corporate business information, integrating an online  
269 menu and café information, having snacks and drinks available during off-peak times, providing  
270 on course information for food and ordering information, and using ForeUp booking information  
271 to notify of any specials and food options.

272  
273 Tyler Abegglen then spoke on marketing and advertising including online golf operations, event  
274 center and concessions, and marketing materials. He focused on online operations, which  
275 included generating Google reviews, running ads and campaigns on social media, incorporating  
276 ForeUp tools to engage customers, and implementing a loyalty program. For event center and  
277 concession marketing and advertising he suggested working with the concessionaire on goals and  
278 areas they needed help with, combining and strengthening online business locations, running  
279 targeted Google ads for reception and wedding searches, and increasing online SEO. Mr.  
280 Abegglen then focused on marketing materials which included creating appealing and easy to  
281 understand flyers and other materials, having these items easily accessible online and at the  
282 course, reaching out to local businesses owners for corporate passes and tournament  
283 opportunities. He then showed examples of social media campaigns, giveaways, promotions and  
284 advertising. He spoke on things to consider to grow the associations including a focus on the  
285 customer experience, meeting expectations, course setup, social and recreational activity,  
286 accessible information, quick results, interactive results platform, social media posting, and  
287 strategic advertising.

288

289 Tyler Abegglen recommended off-season clinics including a scholarship program, junior golf  
290 camps, and a ladies association with a focus on social media. He spoke on utilization of the golf  
291 course to expand the tournament base and the benefits of this such as generating credits,  
292 obtaining additional cart and range revenue, bringing in outside golfers, word of mouth,  
293 additional revenue through sponsorships, additional concession revenue, outside media coverage,  
294 and driving interest to the course.

295

296 Mr. Abegglen then focused on maintenance objectives including providing a consistent product  
297 that is appealing, examining maintenance procedures to better facilitate new technology, vericut  
298 and top dress greens each month, roll and smooth greens regularly, aerating procedures,  
299 reviewing future projects and creating a master schedule for those projects. He also touched on  
300 the irrigation remodel.

301

302 Tyler Abegglen spoke on trainings and said he would like to have weekly pro-shop meetings,  
303 weekly maintenance meetings, monthly employee meetings and lunches, and PGA and CGSSA  
304 trainings. He also said each employee needed to be trained to handle all good or bad customer  
305 interactions. Mr. Abegglen then focused on accountability and said in order to hold employees  
306 accountable he would provide clear expectations, provide tools and resources, have measurable  
307 goals, allow for feedback, make sure they understand the consequences, have appropriate actions  
308 if needed, and always keep communication open.

309

310 Mr. Abegglen presented a bar graph with forecasted revenues, expenses and operating income  
311 for 2019 through 2025. He projected that for 2020 the total revenues would be \$862,000, total  
312 expenses would be \$1,299,800 and operating income would be \$(437,800). Projected numbers  
313 for 2021 included total revenues of \$1,253,000, total expenses of \$1,460,200 and operating  
314 income of \$(207,200). He then spoke on performance and key metrics to monitor including  
315 course utilization, revenue per round, various revenue streams such as green fees, carts, driving  
316 range, etc., merchandise COGS and margin percentages, lessons and clinics, returning  
317 customers, Google business and online statistics, and customer loyalty programs.

318

319 Tyler Abegglen focused on big picture objectives such as ensuring resources were utilized,  
320 generating revenues, monitoring expenses, and growing the programs. He then provided  
321 information on why he was a good candidate for the position including having a master's degree  
322 from BYU, being a certified golf professional, a family history of golf, and a willingness to learn  
323 and grow.

324

325 Committee Member Huish asked if he had any experience with golf sprinkler systems. Tyler  
326 Abegglen said that his current golf course was in the process of installing a new system but it  
327 was put on hold due to the pandemic. He said he had performed maintenance on these systems  
328 and helped his father design and reconstruct several golf courses.

329

330 Committee Member Huish then asked him to address teaching and instruction. Tyler Abegglen  
331 said his focus was on youth programs, golf lessons and clinics, and would have Brent Moyes  
332 teach.

333

334 Committee Member Huish commented that Mr. Abegglen had done his homework and could talk  
335 the talk. He asked how he felt about being held accountable to what he presented. Tyler  
336 Abegglen replied that his expectation was to be held accountable and he would hold staff  
337 accountable to meeting goals as well.

338

339 Committee Member Mills asked how profitable the current course was. Tyler Abegglen replied  
340 that over the last nine years his course was in the black and was an asset to the city. He said the  
341 city remodeling the golf course, event center and clubhouse.

342

343 Committee Member Mills also asked if a major job of the manager was to market the golf  
344 course. Tyler Abegglen said one of the main areas Eaglewood was deficient in was marketing  
345 and advertising.

346

347 Committee Member Graves asked what three fundamental changes must be made to reverse the  
348 financial deficit at Eaglewood. Tyler Abegglen replied that these changes included working with  
349 staff, improving the exterior of the building, improving the customer experience, and growing  
350 the association and programs. He said there were million dollar home around the course and  
351 Eaglewood should reflect that.

352

353 Committee Member Graves asked what challenges Mr. Abegglen saw in the transition to general  
354 manager as he had only worked as an assistant professional for the past ten years. Tyler  
355 Abegglen said that while this would present more opportunities and challenges he had been more  
356 of a golf professional and not just the assistant. He said he had taken on more responsibilities at  
357 his current course than most golf assistants.

358

359 Committee Member Graves asked how many Utah Golf Association or USGA events he thought  
360 Eaglewood should host each year. He asked about the benefits of these types of events. Tyler  
361 Abegglen replied that he thought three events to start would be appropriate. He said the short  
362 term benefit of these events was to bring people to the course and the long term benefit was word  
363 of mouth recommendations.

364

365 Chairman Logan asked why expenses were so high in 2018 and 2019 at his current course. Tyler  
366 Abegglen replied that part of the expenses was the event center addition, remodeling the  
367 bathrooms, and installation of pergola and water feature.

368

369 Committee Member Huish asked how he would feel about meeting with the golf committee on a  
370 monthly or quarterly basis. Tyler Abegglen said this went back to accountability and felt that the  
371 committee members had experience with business and golf and would be a resource.

372  
373 Committee Member Curtis commented that Eaglewood lagged behind other courses during the  
374 pandemic. He asked about the barriers that had to be overcome to continue to offer services at  
375 Mr. Abegglen's current course. Tyler Abegglen replied that they followed the State's  
376 recommendation and took precautions to continue to provide carts and keep the driving range  
377 open.

378  
379 Committee Member Curtis focused on training and asked about the strategy for seasonal hiring  
380 and attracting return staffing. Tyler Abegglen said it went back to making sure staff was  
381 invested, empowered, and felt part of the course.

382  
383 Ken Leetham thanked Mr. Abegglen, and he left the meeting at 7:53 p.m.

384  
385 3. CONSIDERATION OF HIRING RECOMMENDATION BY THE GOLF COURSE  
386 OVERSIGHT COMMITTEE FOR THE GENERAL MANAGER POSITION

387  
388 Ken Leetham asked if the Golf Course Oversight Committee had a recommendation for the  
389 general manager position to give to the City Council.

390  
391 Chairman Logan commented that while Michael Garrison would cut expenses key personnel  
392 may leave. He said Tyler Abegglen had the strongest motivation and felt that he would be a good  
393 fit personality wise with current staff and clientele. He felt it may be important to ask how soon  
394 each candidate could start.

395  
396 Committee Member Graves said that he kept a scorecard and felt that Tyler Abegglen answered  
397 many of the questions but was lacking experience as a general manager. He said Mr. Abegglen  
398 had the education and enthusiasm and had experience with social media and marketing. He said  
399 Michael Garrison was his second choice but had concerns about him cutting things down to bare  
400 bones, which would neutralize the upscale appeal of Eaglewood.

401  
402 Committee Member Mills felt that Tyler Abegglen only focused on marketing and not on other  
403 aspects of Eaglewood such as weddings, events, and food and beverage. She said that Michael  
404 Garrison seemed more well-rounded.

405  
406 Committee Member Curtis commented that this was a tough decision and said that while Scott  
407 Klemme had confidence that it would be too hard for him to move here from the east coast and  
408 make things work. He felt that Michael Garrison missed the memo by focusing on cost cutting as  
409 money could be spent effectively and efficiently. He said that while Tyler Abegglen lacked

410 general manager experience that everyone had to start somewhere and he would have 17 years of  
411 experience in the current staff at Eaglewood.

412  
413 Committee Member Huish said that you could not cut your costs to profitability as so many of  
414 the costs were fixed. He said he liked that Tyler Abegglen had an MPA, which meant he learned  
415 about financial statements including profits and loss. He also felt Mr. Abegglen was the most  
416 experienced with social media and would be able to spend more time growing with the course  
417 due to his age. He said he would like the committee to meet with Tyler Abegglen monthly if he  
418 was chosen for the position to ensure he was held accountable.

419  
420 Mayor Arave said he felt it would be helpful for the golf committee to stay involved as it would  
421 take time. He said that having a general manager over Brent Moyes may not be sustainable. He  
422 also said marketing was important.

423  
424 Committee Member Huish said there should be incentives to meet goals for the general manager  
425 and the golf pro.

426  
427 The Committee discussed golf pro lessons, teaching revenues, salaries, pay for performance,  
428 incentives, and the relationships with the new general manager and current employees.

429  
430 Ken Leetham spoke on salaries and said the general manager's proposed salary would be  
431 \$79,000 with incentives and the golf pro's salary would be \$75,000.

432  
433 Council Member Horrocks commented that he liked the concept of incentives and if someone  
434 could make the golf course profitable then they should be paid accordingly.

435  
436 Committee Member Graves said the challenge would be setting obtainable goals with realistic  
437 incentives. He felt the committee and City staff would be helpful in determining what this would  
438 be.

439  
440 The committee continued to discuss salaries and incentives, long term planning, and the virus  
441 including related unknowns.

442  
443 Ken Leetham said he would put a proposal together for review.

444  
445 Chairman Logan said that it seemed like the committee was in agreement on the candidate.  
446 Committee Member Mills commented that she was not in favor of Tyler Abegglen as he mainly  
447 focused on marketing and revenue and not expenses or net. She expressed concern that the  
448 incentive program would give the new general manager carte blanche to do what they wanted  
449 based on positive net income.

450

451 **Committee Member Roger Graves moved to recommend to the City Council Tyler**  
452 **Abegglen for the General Manager position at Eaglewood Golf Course. Committee**  
453 **Member Court Huish seconded the motion. The motion was approved by Committee**  
454 **Members Curtis, Graves, Huish and Logan. Committee Member Mills abstained from**  
455 **voting.**

456

457 Ken Leetham and Mayor Arave thanked the committee members for their perspectives and help  
458 with this process.

459

460 Committee Member Huish commented that if Tyler Abegglen did not measure up in two years  
461 that he would be the first to suggest that he be let go at that time.

462

463 4. ADJOURN

464

465 The meeting was adjourned at 8:37 p.m.

466

467

468

469

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Mayor

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City Recorder

1  
2 CITY OF NORTH SALT LAKE  
3 CITY COUNCIL MEETING-REGULAR SESSION  
4 MAY 5, 2020

5 **DRAFT**

6  
7 This meeting was held electronically via Zoom. The host site was located at 10 East Center  
8 Street in North Salt Lake.

9  
10 Mayor Arave called the meeting to order at 6:05 p.m.

11  
12 PRESENT: Mayor Len Arave  
13 Council Member Lisa Watts Baskin  
14 Council Member Natalie Gordon  
15 Council Member Brian Horrocks  
16 Council Member Ryan Mumford  
17 Council Member Stan Porter joined at 6:16 p.m.

18  
19 STAFF PRESENT: Ken Leetham, City Manager; Paul Ottoson, City Engineer; David Frandsen,  
20 Public Works Director; Janice Larsen, Finance Director; Craig Black, Police Chief; David  
21 Church, City Attorney; Brent Moyes, Golf Course Director; Sherrie Llewelyn, Community  
22 Development Director; Linda Horrocks, City Recorder; Andrea Bradford, Minutes Secretary.  
23 David Frandsen

24  
25 OTHERS PRESENT: Dane Smith, Joseph Cook, Dee Lalliss, residents.

26  
27 1. CITIZEN COMMENT

28  
29 There were no citizen comments.

30  
31 2. CONSIDERATION OF A PLAT AMENDMENT FOR THE RIDGE SUBDIVISION,  
32 AFFECTING THE FOLLOWING PROPERTIES: LOT 146, THE RIDGE; PARCEL 1,  
33 EDGEWOOD ESTATES, PHASE 2, PLAT J; LOT 1322-AR, EAGLEPOINTE  
34 ESTATES PHASE 13, AMENDED; AND LOT 1323R, EAGLEPOINTE ESTATES,  
35 PHASE 13. THE APPROVAL OF THE RIDGE SUBDIVISION, AMENDMENT 1  
36 WILL CREATE ONE NEW BUILDING LOT AND DEDICATE THE REQUIRED  
37 ROAD RIGHT OF WAY TO COMPLETE WINTER LANE TO PARKWAY DRIVE,  
38 INCLUDING PARK STRIPS AND SIDEWALKS. CW LAND, ET. AL., APPLICANT

39  
40 Sherrie Llewelyn reported that this plat amendment would complete the dedication of Winter  
41 Lane to Parkway Drive. She explained that the property on which the road was located was  
42 owned by the City as well as a small portion which was owned by EP Land and has since been  
43 purchased by CW Land. Additional right of way was also being dedicated from lot 1322, which

44 was owned by the Derricotts, as well as lot 1323, which was owned by the Cooks, in order to  
45 provide area for a park strip and sidewalk on Winter Lane. A small area was also being  
46 dedicated from lot 146 of The Ridge for the addition of the sidewalk, which was not previously  
47 possible without the additional right of way from the Derricotts and Cooks.

48  
49 Sherrie Llewelyn displayed an aerial view of the properties on the screen. She highlighted the  
50 property owned by the City that would become part of the road, as well as the new lot 160, and  
51 the pipeline easements for Kern River and Dominion Energy. Mrs. Llewelyn then showed The  
52 Ridge subdivision amendment and explained that a portion of Winter Lane had greater than a  
53 10% slope. The fire department required that a knuckle be provided in the road design with a  
54 slope of less than 10% to allow for emergency vehicle parking. She also presented the grading  
55 and utility plan and provided the location of the sidewalk, park strip, slope of the driveway, and  
56 the alignment of the trail.

57  
58 The Planning Commission held a public hearing the previous week and recommended approval  
59 with the conditions that a building permit be obtained to install a concrete cutoff trench at the  
60 base of the rock retaining wall and that no charged irrigation lines be placed within 10 feet of the  
61 rock retaining wall per a note on the plat. The second condition required a bond, in an amount  
62 approved by the City Engineer, to be posted for the installation of the wall within one year from  
63 the date of the posting, prior to recording the plat.

64  
65 Mayor Arave asked how the grade could be maintained at 10%. Paul Ottoson replied that the  
66 vertical difference was the same but by widening the road and increasing the length the slope  
67 was reduced.

68  
69 Council Member Mumford asked about the trail easement and restrictions to citizens on private  
70 property. Sherrie Llewelyn replied that it was within the easement of the gas pipelines and said  
71 there would be an agreement that the property would not be fenced. She explained how there  
72 would be the resident's yard on one portion of the property and native vegetation on the other  
73 side.

74  
75 Paul Ottoson commented that the plat would state that no grading could be done on the easement  
76 where the trail was located. He said they could plant vegetation and trees but that was all that  
77 could be done on that portion of the property.

78  
79 Council Member Mumford commented on the requirement for native vegetation and asked if sod  
80 could be placed on the easement area of the pipeline. Paul Ottoson said the property owner  
81 would have to work with Kern River and Dominion. Sherrie Llewelyn responded that she was  
82 unsure of the intent for landscaping the property but suggested that the resident, Mr. Cook, could  
83 provide more information.

84

85 Council Member Mumford also asked about snow removal in relation to the emergency access  
86 knuckle in the road. David Frandsen replied that staff was working with the homeowner but felt  
87 that there would not be any issues.

88

89 Council Member Porter joined the meeting at 6:16 p.m.

90

91 **Council Member Horrocks moved that the City Council approve the plat amendment for**  
92 **The Ridge Subdivision P.U.D. Phase 2 at approximately 766 South Winter Lane with the**  
93 **following conditions:**

94

95 **1) In accordance with the submitted geotechnical report for lot 160 the following**  
96 **actions are required:**

97 **a. A building permit application shall be obtained for the existing rock wall and the**  
98 **advised installation of a “Portland cement concrete cut off trench at the base of**  
99 **the downslope of the current two-tiered rock wall” to achieve the noted stability**  
100 **results in the report.**

101 **b. A note shall be placed upon the plat for lot 160 that no charged irrigation lines**  
102 **may be placed within 10 feet of the rock retaining walls.**

103 **2) Prior to recordation of the plat a bond in an amount approved by the City Engineer**  
104 **will be posted for the installation of the rock wall improvements, which said**  
105 **installation shall occur within one year from the date of the bond posting.**

106

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

109

110 **3. CONSIDERATION OF A PLAT AMENDMENT (LOT LINE ADJUSTMENT) FOR**  
111 **SAHARA REDWOOD CONDOMINIUMS LOCATED AT 460 NORTH REDWOOD**  
112 **ROAD AFFECTING UNITS 118 AND 119, MIKE WRIGHT, SAHARA REDWOOD**  
113 **LLC, APPLICANT**

114

115 Sherrie Llewelyn reported that the majority of the units of Sahara Redwood Condominiums had  
116 one owner but were now interested in selling a unit to the tenant and the interior construction did  
117 not follow the lot lines for the condominiums. She said this was a simple plat amendment to units  
118 118 and 119 to allow for the unit to be sold. A similar amendment was done when the  
119 condominium unit for Z Brothers Pizza was sold several years ago.

120

121 **Council Member Horrocks moved that the City Council approve the plat amendment for**  
122 **Sahara Redwood Condominium Subdivision at 460 North Redwood Road with no**  
123 **conditions. Council Member Mumford seconded the motion. The motion was approved by**  
124 **Council Members Baskin, Gordon, Horrocks, Mumford and Porter.**

125

126 4. CONSIDERATION OF RESOLUTION 2020-11R: A RESOLUTION ADOPTING THE  
127 FISCAL YEAR 2021 TENTATIVE BUDGET AND SETTING A PUBLIC HEARING  
128 DATE  
129

130 Ken Leetham reported that this resolution occurred every year in May to allow staff to present  
131 the tentative budget. This resolution would adopt the tentative budget for public display prior to a  
132 public hearing which would be set for June 2<sup>nd</sup>. He said the final budget would need to be  
133 adopted prior to June 22<sup>nd</sup> of every year. Mr. Leetham said this budget was essentially the same  
134 set of proposals, which was reviewed at the City Council meeting on April 21st.  
135

136 Mayor Arave asked about the water line on Lacey Way and said this project was scheduled to be  
137 done in 2022. He said there seemed to be a lot of water line issues with this line and asked if the  
138 project should be postponed for that long. Paul Ottoson said staff reviewed this project and felt  
139 there were more important projects and that several projects were postponed due to budget  
140 reductions this year.  
141

142 Mayor Arave asked if there was a proposed tax increase this year. Ken Leetham replied that  
143 there was no proposed property tax increase this year.  
144

145 Council Member Baskin said the budget was \$25 million and with the projections it appeared the  
146 budget was \$300,000 off. Ken Leetham responded that there were several adjustments and  
147 reductions in the General Fund. He said the budget was balanced.  
148

149 Mayor Arave asked if reserves were being used. Ken Leetham replied affirmatively and said that  
150 there was a change in the Fund Balance of \$46,800.  
151

152 Janice Larsen commented that the budget was balanced in every fund, which could be seen in the  
153 second column. She said the summary sheet also showed that each fund was separately balanced.  
154

155 **Council Member Baskin moved to approve Resolution 2020-11R adopting the tentative**  
156 **budget for fiscal year of July 1, 2020 through June 30, 2021 as provided in Exhibit A. As**  
157 **the governing body we will direct that a public hearing be held to consider the adoption of**  
158 **the final budget to be held on June 2, 2020 as published seven days prior to the hearing.**  
159 **Council Member Porter seconded the motion.**  
160

161 Council Member Mumford asked about the transfers out and in between the Redevelopment  
162 Agency, the Housing Fund, and Local Building Authority. Janice Larsen explained that the  
163 transfer from the Redevelopment to the Housing Funds were revenues collected and were  
164 restricted for housing only. She said cash was needed in the Local Building Authority fund for  
165 the debt service payment and funds were used from the RAP tax. She said a transfer of funds was  
166 made from the debt service fund (RAP tax) to the Park Fund and then money was transferred to

167 the Park Fund into the Local Building Authority to pay the debt on property acquired for the  
168 expansion of Hatch Park.

169

170 **The motion was approved by Council Members Baskin, Gordon, Horrocks, Mumford and**  
171 **Porter.**

172

173 5. CONSIDERATION OF RESOLUTION 2020-12R: A RESOLUTION PROCLAIMING  
174 MAY 16, 2020 AS ARBOR DAY IN THE CITY OF NORTH SALT LAKE

175

176 Ken Leetham reported that this was an annual resolution as part of the Tree City USA  
177 designation. He said the City's Arbor Day celebration was scheduled for May 16<sup>th</sup>.

178

179 Council Member Baskin said that she was particularly in favor of this resolution as it stated that  
180 trees provided spiritual renewal and felt in this time of the pandemic that planting a tree was very  
181 hopeful. She explained that the proposed celebration including planting seven ornamental trees at  
182 Fox Hollow Park.

183

184 **Council Member Baskin moved to adopt Resolution 2020-12R proclaiming May 16, 2020 as**  
185 **Arbor Day in the City of North Salt Lake. Council Member Gordon seconded the motion.**

186

187 Council Member Horrocks said that normally the City would encourage residents to attend the  
188 Arbor Day celebration and asked how this should be handled this year with the restrictions of  
189 groups of twenty and social distancing.

190

191 Council Member Baskin commented that she had discussed the twenty person limit and social  
192 distancing requirements with staff and asked if there could be more than twenty individuals if it  
193 was groups of families that were 30 feet apart from other families. Mayor Arave clarified that he  
194 felt more than twenty individuals total was considered a mass gathering.

195

196 Mayor Arave suggested that residents could sign up to participate via a sign up sheet and could  
197 rotate through at half hour intervals. Council Member Baskin said if enough individuals signed  
198 up that maybe the plantings could be done at other locations.

199

200 Ken Leetham said that staff had discussed pre-registration to determine how many residents were  
201 interested. He said there were seven trees to be planted along Fox Hollow Drive at the park.  
202 There was the ability to have a second project if there was enough interest.

203

204 Linda Horrocks commented that since only a small group was allowed that interested individuals  
205 could email her directly. She clarified that individuals could sign up for a 30 or 45 minute  
206 interval.

207

208 **The motion was approved by Council Members Baskin, Gordon, Horrocks, Mumford and**  
209 **Porter via Zoom chat.**

210

211 6. CONSIDERATION OF APPOINTMENT OF EAGLEWOOD GOLF COURSE  
212 GENERAL MANAGER

213

214 Ken Leetham suggested that this item be moved to the end of the agenda to be discussed during  
215 the closed session.

216

217 7. APPROVE CITY COUNCIL MINUTES OF APRIL 21, 2020

218

219 The City Council minutes of April 21, 2020 were reviewed and approved. **Council Member**  
220 **Porter moved to approve the City Council minutes of April 21, 2020 as written. Council**  
221 **Member Mumford seconded the motion. The motion was approved by Council Members**  
222 **Baskin, Gordon, Horrocks, Mumford and Porter.**

223

224 8. ACTION ITEMS

225

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

227

228 9. COUNCIL REPORTS

229

230 Council Member Mumford reported that there had been multiple odor events from the South  
231 Davis Sewer District over the last two weeks. He said he reached out to Dal Wayment with the  
232 Sewer District but felt there was no immediate solution. He asked what the options might be to  
233 keep residents informed beyond social media and the City newsletter.

234

235 Mayor Arave said that the City issued a citation to the Sewer District that day which required the  
236 Sewer District to stop the smells by May 31<sup>st</sup>. He said the Sewer District provided a list of what  
237 they were working on.

238

239 Ken Leetham confirmed that placing information in the City newsletter would be appropriate.

240

241 Mayor Arave said several experts were coming out the following day to provide advice. He also  
242 said the Sewer District had a plan to take care of the trickling filter and remove the sludge beds.  
243 He felt that the Sewer District was working hard to find a solution.

244

245 Council Member Mumford reported that he also met with the Misty River developers to review  
246 their proposal. He said they have resubmitted their annexation application and asked about the  
247 City's response to water issues, preparation, other facility work, and impact fee revenue. He  
248 asked that this be a future agenda item. Ken Leetham replied that the City Council could hold a

249 work session to review the annexation. He said the City had hired Lewis Young to prepare a  
250 study to determine the impacts to the City, which the development group would pay for.

251  
252 Mayor Arave asked if Salt Lake City was still strongly opposed to the project. Sherrie Llewelyn  
253 said that while she had not met with anyone recently the developer was working with the board  
254 members of the Salt Lake Airport Authority on the overlay zones.

255  
256 Council Member Gordon said she also met with the development group and anticipated that they  
257 would ask for the City to pay for infrastructure or set up a tax increment for Cross E Ranch. She  
258 agreed with having a work session to discuss the annexation.

259  
260 Council Member Mumford commented that when he met with the developer they mentioned that  
261 Salt Lake City and the airport were still in opposition to the development.

262  
263 Council Member Gordon reported that it had been difficult to recruit new members and elect  
264 leaders for the upcoming Youth City Council (YCC). She said this may need to be postponed  
265 until fall. She then said the YCC would be interested in helping with the community garden but  
266 would need more information from Council Member Porter.

267  
268 Council Member Horrocks mentioned the Arbor Day celebration and asked if the Parks  
269 Department could have the holes prepared prior to May 16<sup>th</sup>, as that was very helpful. He then  
270 asked about potential options if the Sewer District was not able to resolve the odor issue.

271  
272 Mayor Arave commented that part of the issue was the food waste recovery project, which was  
273 generating ammonia. He said the Sewer District should be able to fix the problem and discussed  
274 the potential sources of the odor and the proposed solutions.

275  
276 Council Member Porter stated he would have the new community garden coordinator work with  
277 Council Member Gordon on volunteer work with the YCC.

278  
279 Council Member Baskin reported on the new Deer Hollow Park pump house and said it was very  
280 noisy during the night. She also mentioned ongoing issues with Waste Management. Ken  
281 Leetham said staff was obtaining proposals from other solid waste companies and would provide  
282 those to the Council.

283  
284 Council Member Baskin mentioned park strip trees and also those trees damaging the sidewalks  
285 in the City. She said she reviewed the City code and found that in section 7-9-7B that tree  
286 removal was the owner's responsibility. She said this was tied to public safety or nuisance and  
287 that while park strip trees were publicly owned that the residents were responsible for  
288 maintenance of those trees.

289

290 Paul Ottoson commented on the Deer Hollow pump house and said staff had been investigating  
291 the noise issue. He said that the pumps were the original pumps and thought that the air  
292 conditioning unit may be the source of the noise.

293  
294 Council Member Baskin said she thought it was the pumps and also heard rushing water. She  
295 said the noise was occurring during the middle of the night. Paul Ottoson said he was unsure  
296 where the noise was coming from but staff would continue to investigate.

297  
298 10. MAYOR'S REPORT

299  
300 Mayor Arave reported that the South Davis Rec District would re-open with limited use on May  
301 21<sup>st</sup>. He said the amenities that would be open with limited access included the swimming pool,  
302 fitness equipment, and ice skating.

303  
304 11. CITY ATTORNEY'S REPORT

305  
306 David Church had nothing to report.

307  
308 12. CITY MANAGER'S REPORT

309  
310 Ken Leetham reported that City employees would be back to work at City Hall on Monday May  
311 11<sup>th</sup>. He said they would continue to practice social distancing and policies were in place for any  
312 who become ill. Mr. Leetham said it would be a benefit to have employees back working as a  
313 group. He also spoke on an update from the Davis County Health Department and said there was  
314 only one new case this week.

315  
316 Ken Leetham then reminded the City Council that the budget did not include funding of Liberty  
317 Fest including the car festival or the firework show. He said these events were essentially  
318 cancelled. Mr. Leetham said he was on a call with the Lieutenant Governor and reviewed the  
319 orange and yellow risk categories. He said these categories limited gatherings to 50 people and  
320 felt that the City would have to cancel these events this year.

321  
322 Ken Leetham reported that the City received a request from the Bountiful Arts Center for a  
323 monetary donation to Summerfest. He said the City generally donated \$500 annually and that  
324 Bountiful Arts Center had requested \$1,000 this year.

325  
326 13. CONSIDERATION OF APPOINTMENT OF EAGLEWOOD GOLF COURSE  
327 GENERAL MANAGER

328  
329 Mayor Arave asked if this item should occur before or after the closed session. Ken Leetham  
330 recommended discussing this item in a closed session to be voted on at a future open meeting.

331

332 David Church clarified that this was an opportunity for the City Council to discuss the  
333 qualifications and competency of the individual in a closed session before the City Council  
334 approved the appointment publicly.

335

336 14. ADJOURN INTO CLOSED SESSION TO DISCUSS PENDING OR REASONABLY  
337 IMMINENT LITIGATION; TO DISCUSS THE CHARACTER, PROFESSIONAL  
338 COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL; TO  
339 DISCUSS COLLECTIVE BARGAINING; OR TO DISCUSS THE PURCHASE,  
340 EXCHANGE, SALE, OR LEASE OF REAL PROPERTY

341

342 **At 7:20 p.m. Council Member Horrocks moved to go into closed session to discuss the**  
343 **competence or physical or mental health of an individual. Council Member Mumford**  
344 **seconded the motion. The motion was approved by Council Members Baskin, Gordon,**  
345 **Horrocks, Mumford and Porter.**

346

347 15. RECONVENE INTO REGULAR SESSION

348

349 **At 7:37 p.m. Council Member Porter moved to go out of closed session and into the work**  
350 **session. Council Member Gordon seconded the motion. The motion was approved by**  
351 **Council Members Baskin, Gordon, Horrocks, Mumford and Porter via Zoom chat.**

352

353 Mayor Arave asked when the City Council should resume in-person meetings. Ken Leetham said  
354 that the City could accommodate a meeting but would need to maintain a twenty-person limit.

355

356 Council Members Gordon and Baskin felt that the in-person meetings should be resumed after  
357 the public hearing on June 2<sup>nd</sup>. The Council agreed and determined that the June 16, 2020 City  
358 Council meeting would be held at City Hall.

359

360 16. ADJOURN

361

362 Mayor Arave adjourned the meeting at 7:40 p.m.

363

364

365

366

367

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Mayor

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City Recorder

### Action Items for May 19, 2020

Item	Staff	Description
<b>New</b>		
1	Ken Sherrie	Future agenda item for Misty River annexation to discuss the City's preparation including facility work, impact fee revenue, and water issues.
2	Ken	Ken Leetham to provide the proposals for solid waste services to the City Council. <i>RFP has been advertised and distributed. Proposals are due back to the City May 27.</i>
3	Paul	Staff to continue to research the noise from the new Deer Hollow pump station. Staff to also share SCADA records of the pumps with Ken Leetham to discuss.
<b>Current</b>		
1	Paul, Janice, Ken	Staff to monitor contractor pricing related to road projects and report back to City Council on any savings/decrease in pricing for the potential to go out for bid/perform road projects now.
2	David, Linda	Reschedule service projects -- including Purge the Spurge at Wild Rose Trail (with YCC and residents help). <i>Staff will evaluate the feasibility of projects depending on COVID-19 restrictions</i>
3	Sherrie (Brian H)	Staff to look into possible annexation into mosquito abatement district related to North Point (annexation) development. <i>Sherrie will look into this.</i>
4	David, Sherrie	Staff to prepare policy (or review current policy) related to tree removal particularly when related to sidewalk damage.
5	Paul	Ken Leetham suggested staff review the arterial roadways with heavy traffic to determine if increased standards were required.
6	Ken	Staff to pursue the proposal from the wedding venue operator for the upcoming needs at the golf course. Staff to also look into adjusting the contract with the current concessionaire to allow for a professional wedding group to provide those services.
7	David	Staff to create a to do list for park projects this year with the help of the Parks and Arts Board and Ken Leetham
8	David/Ken /Linda?	Provide information on leash law and fines to City Council (potentially through social media as well?)
9	David, Ken	Staff to follow-up on adding trees to park strips on Fox Hollow at roundabout. <i>Ken will report during FY21 budget meetings.</i>
10	Janice	Provide analysis to City Council for whether to pay off Water Revenue Refunding Bonds. <i>Staff will provide analysis during upcoming budget meetings.</i>
11	CD Dept.	Staff to work with Bountiful Veterans Park Foundation to reach out to the community to obtain the names of veterans in the community that would like to be honored on the memorial wall at the park. Staff to also work with Stan Porter and the PTAR Board to plan for next phases of possible improvements in the City's Veterans Memorial Park. <i>Ali has reached out to Bountiful to get the info and will be researching grant opportunities. (3/5/20)</i>
12	Sherrie, Ken	Mayor Arave requested setting up a community wellness committee by ordinance so that we could make efforts similar to Centerville related to wellness in the community. <i>NAMI holding on-line mental health support during COVID-19 restrictions.</i>
13	Linda	Coordinate an afternoon time with UTA and Council for Frontrunner/UVX tour to Provo. <i>Linda has contacted Hal Johnson – He is coordinating with Beth Holbrook and will get back to us on potential dates. (Postponed until after COVID-19 restrictions.)</i>
14	Ken	Renewed effort to discuss and prepare for cyber security. <i>ETS will be providing briefing and training on this March 3rd.</i>
15	Ken	Contact the SD Rec District and see if there is a possibility of a "free" North Salt Lake day. <i>Ken talked to Tiff Miller and he said that we can schedule this anytime we wish and that some of our other cities already do this every year. (Postponed until after COVID-19 restrictions.)</i>
16	Brent, Julie Mc	Look at the possibility of expanding a recreation program up at the golf course. Clinics, lessons, paid classes/workshops, etc. <i>This idea will be included in the new proposals related to the golf course and efforts to increase revenues.</i>

17	Sherrie, DRC	Council requested zoning recommendations from staff for two parcels on the east side of Orchard Drive north of Center Street, Odell Lane, and the RM-20-zoned neighborhood on the west side of Orchard Drive south of Center Street. <i>The DRC has reviewed the parcels and is currently considering options for rezoning the property.(3/5/20)</i>
18	Ken, David Church	Staff (David Church) to review current law related to annexation of unincorporated areas and to send an email to Senator Weiler ASAP (for the current legislative session) if the current law is not sufficient for the City's needs. <i>Sherrie has provided a memo to Ken (3/5/20)</i>
19	Sherrie Ken etc.	Get number for Jeremy Holt at LDS Hospital from Mayor re: partnering with NSL on mental illness outreach. Also, the Council discussed the possibility of staff preparing outreach/educational information in the newsletter and on the City's website some sources of help for suicide and mental illness. Council also discussed working with LDS Hospital, League of Cities and Towns, creating a citizen committee/group, hosting an educational class, and preparing a packet related to mental illness. <i>Ken has spoken with a non-profit group who may host a social services open house in NSL.</i>
20	Ken	Staff would prepare a proposal related to small insurance claims and a fund to pay for these types of items in-house rather than submitting them through insurance.
21	Linda	Digital PDF of new resident information packet on the website with link on social media – <i>Linda is working on new packet.</i>
22	David Ken	Staff to work with Woods Cross to improve their dog park and discuss potential for a new dog park in the area. <i>City Staff is reviewing other communities' dog parks and preparing a recommendation for the City Council. Woods Cross City has tentatively indicated a willingness to participate.</i>
23	Ken Craig	Staff to work on emergency preparedness reporting and coordination with Davis County rather than NSL – and whether it should be organized and run by South Davis Fire. <i>Staff is working with surrounding communities and Fire District to evaluate staffing needs and possible employee sharing</i>
24	Paul David Ken	Various assignments related to water and water planning including: collection of water usage data by area, analysis and recommendation related to water conservation rate structure, and long-range planning for water needs. <i>Comments have been received from Weber Basin Water Conservancy District. Staff will make a recommendation to the City Council on 2/18/20.</i>
25	Linda Ken	CM Porter asked for recognition/formalization of the City's History Committee on a future agenda. <i>Staff reviewing history committees of other cities and will draft resolution.</i>
26	Linda	Staff to arrange a tour of Wasatch Resource Recovery Plant for interested City Council members and staff. <i>Scheduled for early April. Now postponed until after COVID-19 passes.</i>