



CITY OF NORTH SALT LAKE

CITY COUNCIL MEETING NOTICE & AGENDA March 1, 2022

Posted February 28, 2022

Notice is given that the City Council of the City of North Salt Lake will hold a regular meeting on **MARCH 1, 2022**. This meeting will NOT be held in person, but will be conducted electronically via Zoom. See instructions attached to this agenda to view the meeting and participate.

The following items of business will be discussed; the order of business may be changed as time permits.

WORK SESSION – 6:00 p.m.

1. Presentation by G. Brown Design of the Hatch Park Concepts
2. Approval of City Council Minutes of February 15, 2022
3. Action Items
4. Council Reports
5. Adjourn

REGULAR SESSION – 7:00 p.m.

1. Introduction by Mayor Brian Horrocks
2. Invocation and Pledge of Allegiance ~ Council Member Van Langeveld
3. Citizen Comment
4. Consideration of Award of Bid for the North Salt Lake FY2021-22 Crack Seal Project in the Amount of \$236,134.42.
5. Consideration of Amendments to the City's Athletic Field Use Policy, Facilities Use Agreement, and Parks Rules and Regulations
6. Consideration of Resolution No. 2022-07R: A Resolution Amending the City's Comprehensive Fee Schedule for Building Licenses and Permits, General Records Requests, and Park Bowery and Field Reservations
7. Consideration of Appointments to the Golf Course Oversight Committee
8. Consideration of Appointments to the Parks, Trails, Arts, and Recreation Advisory Board
9. City Attorney Report
10. Mayor's 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*

The public is invited to attend all City Council meetings. This meeting will be held electronically via Zoom, with joining information below:

Topic: March 1, 2022 City Council Meeting

Time: March 1, 2022, 6:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88276120243>

Meeting ID: 882 7612 0243

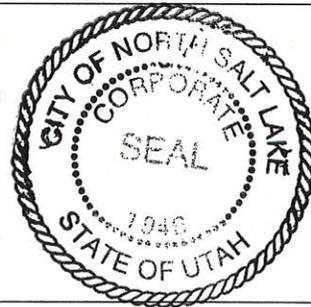
The public is invited to attend all City Council meetings. If you need special accommodations to participate in the City Council meeting, please call the City office at 801-335-8709. Please provide at least 24 hours notice for adequate arrangements to be made.

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 28th day of February, 2022.

Dated this 28th day of February, 2022.







CITY OF NORTH SALT LAKE

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

Brian Horrocks
Mayor

Ken Leetham
City Manager

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Ken Leetham, City Manager

DATE: March 1, 2022

SUBJECT: Presentation of Concept Plans for Hatch Park

The City recently amended its design service contract with G. Brown Design to include planned South Davis Recreation District (SDRD) facilities in the design of the park. The two attached concept plans have been prepared and reviewed by the Hatch Park Sub-Committee, City staff and by the Recreation District's staff and Board members. We will have representatives from G. Brown Design present these concepts in the meeting.

The purpose of this item on the work session agenda is to inform the Council of the designs and to discuss possible partnerships for funding the park expansion. Mayor Horrocks, Council member Knowlton and I met with representatives of the SDRD Board and staff last week and determined that one of the next steps was for us to put this item on a North Salt Lake City Council meeting so that we could discuss with the Council park concepts and possible funding methodologies for the expansion.



Circular Basketball (2 Baskets)



Tubular Table Tennis



Sculptural Elements Along Sound Wall



Hillside Play



Deck Platform Overlooking Pond



Stepped Waterfall Feature



Modern Pond Feature



Banked Path Edge Adjacent to Slopes



Play Element Along Pickleball Courts



Meandering Stream Feature



Net Along Pond Feature



Shipping Container Stage



Bridge/Boardwalk



Fire Place/Outdoor Seating



Garden / Plantings



Sculptural Focal Point



- 001 SOUTH PARK ENTRANCE
- 002 PICKLEBALL COURTS
- 003 RINKERS
- 004 SPONSOR HIGHLIGHTS VERTICAL PLANT SCULPTURE
- 005 TOT LOT (SMALL PLAYGROUND)
- 006 COMMUNITY PLAZA (200' x 100' x 100' x 100')
- 007 PARKING
- 008 THE BLOCK CROSSWALK CONNECTION
- 009 MULTICOURT & SWIMMING
- 010 PLAZA - PARTIERS (PARKING) SPACE
- 011 BRIDGE PATTERNS TO REINFORCE BRIDGE PATTERNS
- 012 ENTRY WAY TREE PLANTING
- 013 GROUP PAVILION
- 014 PARK INFORMATION SIGN
- 015 PARKWAY MARKING ALIGNED TOWER
- 016 PROPOSED SCULPTURE PLANTING
- 017 PAVILION OVER OPEN AREA READING
- 018 GARDEN JOURNALISM PLANTING
- 019 LAKE / TREE PLANTING
- 020 CITY CHRISTMAS TREE
- 021 COMMUNITY CENTER
- 022 COMMUNITY CENTER (OFF-PARKWAY) (TEMPORARY)
- 023 SHEDS / CONTAINERS / STAGE
- 024 TALL SCULPTURE
- 025 TREE PLANTING (SMALL) (WOOD SHEDS)
- 026 MULTILEVEL DECKS
- 027 WATER FALL FEATURE (RUNNEL, DOWN BERMS)
- 028 PROPOSED POND / STREAM
- 029 CORN HOLE & TABLE TENNIS
- 030 DECK / PLATFORM OVERLOOKING POND FEATURE
- 031 CANALS / PLANTING / SHEDS / LAKE
- 032 WALKING PATHS (TRIP)
- 033 TREE PLANTING (SPRINGTIME) (SMALL) (WOOD SHEDS)
- 034 PROPOSED SCULPTURE PLANTING
- 035 MULTILEVEL DECKS
- 036 MULTILEVEL DECKS
- 037 BASKETBALL (ONE BASKET)
- 038 COMMUNITY CENTER (TEMPORARY) (TEMPORARY)
- 039 BUS CENTER
- 040 LAP POOL (INDOOR BUILDING)
- 041 LAKE / POND
- 042 PERGOLA SHADE STRUCTURE
- 043 EXISTING RESIDENTIAL PROPERTY
- 044 EXISTING HIGHWAY
- 045 EXISTING CITY HALL

CONCEPT ONE

Feb 8th, 2022



Rec Center Northwest View



Rec Center Southeast View



Trees in Plaza



Trees Grates (in plaza)



Arched Pergola (in plaza)

Hatch Park

50 W Center St.
North Salt Lake, UT

G. BROWN: DESIGN INC
SITE LANDSCAPE ARCHITECTS

670 Last Vine Street, Ste 10
Murray, Utah 84107
p. 801.575.6066 f. 801.575.6166
www.gbrowndesign.com



SCALE: 1" = 50'



NORTH



Destination Playground Built Into Slopes



Life Sized Football



Tower Plaza Focal Point



Half Circle Basketball Court



Stepped Waterfall Feature



Bike / Parkour Multi-Use Trail



Bike / Parkour Obstacles on Berm



Path System



Grass Dome / Berm



Horseshoes



Cornhole



Parking: 335 Stalls



Fire Feature Seating



Shade Sails



Archways Over Walk



Reflecting Pool

- 1 SOUTH PARK ENTRANCE
- 2 NORTH PARK ENTRANCE
- 3 FOOTBALL COURTS
- 4 BENCHES
- 5 ORNAMENTAL FENCE TO BUFFER PLAYGROUND FROM ROAD
- 6 PARKING
- 7 MID-BLOCK CROSSWALK CONNECTION
- 8 PARK FOUNTAIN SIGN
- 9 GROUP PAULON W/ RESTROOMS
- 10 ARCHWAYS OVER PARK WALK
- 11 REFLECTING POOLS
- 12 GARDEN AREA / ORNAMENTAL PLANTINGS
- 13 RAISED TABLE TOP CROSSWALK (FOR TRAFFIC CALMING)
- 14 CITY CHRISTMAS TREES (120)
- 15 WATER FAN/BL OR BOTH SIDES OF PATH
- 16 COMMUNITY CENTER LIBRARY
- 17 OFFICIAL SPACE (ICE CREAM SHOP/OBISERS)
- 18 TALL SCULPTURE
- 19 FIRE FEATURE (W/ AROUND BASE OF SHADE SAIL COLUMN)
- 20 PLAZA - PARKERS PARKLET/EVENT SPACE
- 21 SHADE SAILS
- 22 GRASS DOVE/BERM AROUND CLOCK TOWER
- 23 CASING STEPPED WATER FALL
- 24 STAIRS
- 25 DECK PLATFORM OVERLOOKING POND FEATURE
- 26 REFLECTING POOL
- 27 HALLING PATHS (27)
- 28 MULTI-PURPOSED TRAIL W/ SCULPTURAL OBSTACLES FOR PARKOUR, BARRIED TURNS, ETC.
- 29 SEATING WIDE
- 30 MULTI-USE OPEN LAWN PLAYFIELD
- 31 SOFTBALL FIELD (28 FT. TO OUTFIELD)
- 32 DESTINATION PLAYGROUND INTEGRATED INTO HALLIDGE
- 33 BASKETBALL (2 PARTIAL COURTS)
- 34 HORSE SHOES - CORN HOLE
- 35 REC CENTER
- 36 LIFE SIZE FOOTBALL
- 37 LAP POOL (NEED BUILDING)
- 38 PLAY POOL
- 39 EXISTING RESIDENTIAL PROPERTY
- 40 EXISTING BOARDWALK
- 41 EXISTING CITY HALL

CONCEPT TWO

Feb 8th, 2022



Rec Center Northwest View



Rec Center East View



Gardens and Accent Paving



Raised Tabletop Pedestrian Crossing



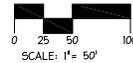
Water Runned (along walk & in plaza)

Hatch Park

50 W Center St.
North Salt Lake, UT

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SITE LANDSCAPE ARCHITECTS

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SCALE: 1" = 50'



NORTH

1 CITY OF NORTH SALT LAKE
2 CITY COUNCIL MEETING-WORK SESSION
3 FEBRUARY 15, 2022

4
5 **DRAFT**
6

7 Mayor Horrocks welcomed those present at 6:06 p.m.
8

9 PRESENT: Mayor Brian Horrocks
10 Council Member Lisa Watts Baskin
11 Council Member Natalie Gordon
12 Council Member Ted Knowlton
13 Council Member Stan Porter
14 Council Member Alisa Van Langeveld
15

16 STAFF PRESENT: Ken Leetham, City Manager; Paul Ottoson, City Engineer; David Frandsen,
17 Public Works Director; Janice Larsen, Finance Director; Mitch Gwilliam, Assistant Police Chief;
18 Todd Godfrey, City Attorney; Sherrie Pace, Community Development Director; Wendy Page,
19 City Recorder.
20

21 OTHERS PRESENT: Irene Stone, Dee Lalliss, residents; Keith Larson, Andrew McKinnon,
22 Bowen Collins & Associates; Dwayne Rasmussen, Castlewood Development.
23

24 1. PRESENTATION OF DRAFT INFORMATION RELATED TO THE CITY'S
25 AMENDED WATER MASTER PLAN
26

27 Ken Leetham reported staff had been working on the water master plan for some time. Bowen
28 Collins Engineers was hired to assist with updating the water and storm water master plans.
29

30 Keith Larson, Bowen Collins, said they would cover three items in this meeting including an
31 overview of the master plan process, an annexation analysis, and a revenue and rate discussion.
32 He spoke on the water master plan and asked for feedback from the City Council regarding the
33 potential annexation. He said the well sustainability study was complete and a draft report would
34 be provided this month. The conservation plan would be provided in March and the storm drain
35 master plan was complete and would be delivered next week. The water and storm drain rate
36 study would be refined after this meeting and could be ready within a month or two. He spoke on
37 impact fees and said all of the master plans needed to be in place before these fees could be
38 finalized by early summer.
39

40 Mr. Larson showed a map of the City, which showed the existing storm drain system with
41 existing deficiencies.
42

43 Andrew McKinnon, Bowen Collins, reported on the annexation analysis and said from a storm
44 drain perspective the developer would be responsible for installing storm drains. He spoke on
45 culinary water impacts and said the annexation area would need to purchase Weber Basin water
46 because the ground water in the City was at or above the sustainable water use right now. Future
47 Weber Basin water would be more expensive than existing City contracts. Mr. McKinnon said
48 the City had a little excess culinary water storage now that could be sold to the annexation area at
49 buildout of the City. The City, with all the redevelopment plans, will have a 110,000-gallon
50 deficit. He explained that the City could sell the excess storage now and require future
51 developers build more storage later as redevelopment occurred, require developers to build
52 storage now (which would require the purchase of land), or participate in a lifecycle replacement
53 project for an existing water tank.

54
55 Andrew McKinnon reported on culinary water conveyance and said there were two significant
56 pipelines the annexation system would need to construct to connect to the City's existing water
57 system. He then spoke on secondary water impacts, which would not require as much from the
58 City as they would need to build their own facilities, have their own water rights, bring their own
59 storage, and provide their own conveyance and pump stations. Mr. McKinnon said based on the
60 proposed annexation development they had already noted some deficiencies, but this would not
61 affect the City's capital costs or rates. In terms of capital costs, the biggest issue would be the
62 deficit in culinary water storage for the annexation area. Ongoing costs would include the higher
63 cost to purchase Weber Basin water and if residents in the annexation area should be charged a
64 higher fee or if there would be a single rate for all residents in the City (which would require a
65 rate increase).

66
67 Mayor Horrocks said the developer of the proposed annexation claimed they had water rights
68 from the Jordan River and asked if this had been factored into the report. Andrew McKinnon
69 replied they did have water rights but it would only be sufficient for River Ranch and not Cross
70 E Ranch. He clarified these existing water rights were only for secondary water.

71
72 Council Member Van Langeveld asked if this was a typical path for annexations and water rights
73 or if it would be onerous. Andrew McKinnon responded it was not unusual and gave the example
74 that in Salt Lake County those that annexed in had to pay a separate rate from Jordan Valley. He
75 said the facilities that would be constructed for the annexation would not be onerous but the
76 biggest challenge would be the culinary water storage.

77
78 Keith Larson said he was surprised that a major pipeline would not need to be installed to
79 accommodate the annexation. He explained there were a few culinary connections but felt it was
80 important for the developer to install those and cover the costs as it would directly benefit them.

81
82 Ken Leetham commented the City would have to purchase water at a much higher cost than the
83 current water costs provided to residents so it would be a policy decision on whether the
84 annexation residents would pay the costs or if all City residents covered the cost. He explained

85 how it cost more to provide water to current residents on the hillside but all City residents paid
86 the same rates right now.

87
88 Andrew McKinnon spoke on the master plan and asked if the annexation area should be included
89 in the master plan or as part of the appendix.

90
91 Mayor Horrocks commented the current annexation proposal would not go forward. He said the
92 City might be open to other uses with less water needs. Andrew McKinnon replied that he would
93 finalize the report without the annexation area and include in the appendix the aforementioned
94 analysis.

95
96 Andrew McKinnon then focused on the rates relative to big picture planning issues and said the
97 rate study process had three steps which included how much money the City needed and how to
98 collect that money from residents. The first step was to establish revenue needs. He said the City
99 was facing three challenges including aging infrastructure, ground water/aquifer at its max, and
100 annexation and/or future growth which would result in additional demands on the system. Mr.
101 McKinnon said the City's system was in excellent shape from a capacity standpoint. He reported
102 over the last five years, the average system investment was over \$1 million a year and the
103 estimated value of the system was \$240 million. The recommended investment range was
104 between one and two percent for system facilities, which meant a 50-100 year replacement plan
105 for the system.

106
107 Andrew McKinnon explained there were very few systems that would actually last 100 years so
108 the recommended minimum system investment would be \$240 million multiplied by one percent
109 or \$2.4 million per year. He said this was double what the City had spent and clarified that this
110 was a point he wanted to impress upon the City. In terms of sustainably funding the water
111 system, it was recommended that the City increase the total revenues in system investment,
112 ground water scarcity, and system expansion. Mr. McKinnon presented a graph showing ten-year
113 revenue and expenditures from 2019 to 2031. He explained that operation and maintenance costs
114 were increasing due to inflation and system growth. Additionally, the graph showed fixed debt
115 service costs, capital expenditures, recommended long term levels of funding, and projected
116 income. It was recommended that by 2024 there would need to be a 40% increase in revenue to
117 meet the long-term level of funding/increased revenues.

118
119 Andrew McKinnon said there were cash reserves available to fund capital projects for the next
120 several years but the recommendation was a gradual increase over time to cover future costs.

121
122 Mayor Horrocks clarified that the recommendation was for the City to annually increase the
123 water fees. Andrew McKinnon suggested a gradual increase at 10% per year for the next four or
124 five years.

125

126 Andrew McKinnon asked if there were any concerns with the recommended funding level at
127 \$2.4 million per year.

128
129 Council Member Porter mentioned the two more recently replaced sections to the water system
130 and hoped that the newer designs would last longer than they originally had.

131
132 Mayor Horrocks asked if the analysis outlined the age of the system and the priority areas.
133 Andrew McKinnon replied they would work with City staff to include this information in the
134 report.

135
136 Council Member Baskin said there was concern with raising rates but there was a tangible
137 resource that residents could understand, which was current infrastructure. She asked about the
138 use of ARPA funding. Ken Leetham responded that ARPA funds could be used for water
139 infrastructure. He said this study and the \$2.4 million funding increase recommendation
140 identified course corrections and a clear idea of how to fund water service moving forward. The
141 City would need to further analyze the use of ARPA funds, rates, facilities, and repairs. Mr.
142 Leetham spoke on aging infrastructure including roads and how the City had increased the level
143 of expenditure on road repairs, etc.

144
145 Mayor Horrocks said there was a plan for roads and the City needed a similar plan for the water
146 system. Andrew McKinnon replied they would provide a ten-year plan that matched the needs
147 with the rates provided by the City Council.

148
149 Council Member Gordon spoke on increased cost to pump water up to the east side of the City.
150 She said there was a need for the raised rates to be equitable in both the increases and
151 responsibility of costs to residents.

152
153 Andrew McKinnon presented a water rate comparison that included the City, Bountiful,
154 Farmington, Layton, Ogden, and Salt Lake City. This chart detailed average monthly bill
155 comparisons for light, average, and heavy users in the six cities. He then focused on the next step
156 of the rate study process, which was conservation-oriented rate design considerations. Mr.
157 McKinnon said there was an industry trend moving away from a water allowance included in the
158 base rate and an adjustment to the tier structure to better encourage conservation. Currently the
159 City charged a base rate of \$25.90 for ¾" above 350 East and included 8,000 gallons of water.
160 This meant that under the current approach a customer paid \$25.90 for up to 8,000 gallons and
161 only paid for water use above that. The alternate plan and the current industry trends were for
162 customers to pay for all water use starting at the first gallon. The benefit of the alternate plan was
163 an incentive for conservation, and it could potentially reduce the cost for low water users.

164
165 Andrew McKinnon asked if the Council was in favor of the alternative approach, which would
166 require residents to pay for all water use starting at the first gallon.

167

168 Council Members Knowlton, Gordon, and Baskin were in support of the alternative approach.

169

170 Mayor Horrocks was also in favor of an accelerated rate for heavy water users.

171

172 Council Member Gordon brought up the point that a heavy user on a small lot may pay as much
173 as a low user on a large lot.

174

175 Andrew McKinnon showed water tier charts that provided comparison and normalized tier rates
176 for the same six cities that were previously mentioned. These charts showed that the City was at
177 the bottom of the tiered steps and was not charging enough for larger blocks of water. He said
178 there was room for conservation potential by increasing the rates for larger blocks. Mr.
179 McKinnon explained the advantages to the current approach included consistency and revenue
180 stability but said that large properties and high-water users benefited from this setup. He
181 commented with more aggressive blocks the advantages included a better alignment with cost of
182 service and it encouraged conservation. Those who benefited from aggressive blocks included
183 small properties, low water users, and indoor water use.

184

185 Andrew McKinnon asked if the City wanted to pursue a more aggressive rate structure to
186 encourage conservation.

187

188 Council Member Knowlton commented conservation would be a benefit and with the alternate
189 approach residents would be paying closer to the appropriate/actual water rates. Andrew
190 McKinnon stated the closer residents were to paying the rates found in the cost-of-service
191 envelope the closer the City was to matching the actual costs it took to provide water. The
192 counter arguments were a change to what had always been and extreme conservation that may
193 result in reduced revenue. He said they had not addressed the issue of large lot versus small lot.

194

195 Andrew McKinnon presented a graph showing the ten-year revenue and expenditures related to
196 the storm drain system. He said the funding deficit was bigger on a percentage basis, but the
197 current rates were only \$6 per month. There was a recommended \$950,000 funding increase or
198 110% increase in revenue. Mr. McKinnon also showed the storm water rate comparison of the
199 six cities with the City currently charging the lowest rate.

200

201 Council Member Van Langeveld spoke on the cost of providing water service to the east side of
202 the City and a potential two-tier water system. Ken Leetham replied as the City was going to
203 comprehensively study the rates this was something to keep in mind. He also suggested that the
204 City move forward with the aggressive tiered approach for the upcoming outdoor water season.

205

206 Council Van Langeveld asked if the cost of service could be standardized across the year for
207 customers such as an equal pay plan. Janice Larsen replied there were many residents currently
208 on equal pay so this would not be difficult to setup.

209

210 Council Member Baskin asked to review the full report. She also spoke on the groundwater
211 aquifer and asked for specifics to be shown in the report as well. Andrew McKinnon responded
212 this information would be provided to the Council.

213
214 Council Member Knowlton commented on obtaining the forecast for revenue and usage. Andrew
215 McKinnon said the rates would be adjusted to show conservation based on the information
216 provided by other cities.

217
218 2. ADJOURN

219
220 Mayor Horrocks adjourned the meeting at 7:08 p.m. to begin the Redevelopment Agency
221 meeting.

222

CITY OF NORTH SALT LAKE
CITY COUNCIL MEETING-REGULAR SESSION
FEBRUARY 1, 2022

DRAFT

Mayor Horrocks called the meeting to order at 7:34 p.m. Council Member Stan Porter offered the invocation and led those present in the Pledge of Allegiance.

PRESENT: Mayor Brian Horrocks
Council Member Lisa Watts Baskin
Council Member Natalie Gordon
Council Member Ted Knowlton
Council Member Stan Porter
Council Member Alisa Van Langeveld

STAFF PRESENT: Ken Leetham, City Manager; Paul Ottoson, City Engineer; David Frandsen, Public Works Director; Janice Larsen, Finance Director; Mitch Gwilliam, Assistant Police Chief; Todd Godfrey, City Attorney; Sherrie Pace, Community Development Director; Wendy Page, City Recorder.

OTHERS PRESENT: Irene Stone, Dee Lalliss, residents; Jess Curtis, Jake Williams, Cody Andrew, Towne Plaza Development.

1. CITIZEN COMMENT

Mayor Horrocks introduced Irene Stone as the new Planning Commissioner.

Irene Stone commented that she was very excited to serve on the Commission. She mentioned working for the Utah French Immersion team on the State Board of Education.

2. DISCUSSION ITEM: PROPOSED AMENDMENT TO TOWNE PLAZA GENERAL DEVELOPMENT PLAN LOCATED AT 130 EAST CENTER STREET

Sherrie Pace reported the Towne Plaza project, located at 130 East Center Street, included townhomes and two office buildings. She showed the Towne Center Master Plan including the streetscape layout and said the RDA had shared construction costs in 130 East, and the right of way, as well as improvements on Center Street. Ms. Pace presented the approved site plan for Towne Plaza including the trees, parking, and architectural design. She explained that Jess Curtis, the son of Dave Curtis who was the developer for this project, had approached his father about acquiring the project. Jess Curtis was interested in constructing both office buildings but would like to increase them from two story to three stories and utilize the top two floors for

265 micro housing units (studio apartments) as well as adding a third three story building of micro
266 housing units. This would add 104 units to the two sites with a proposal to add underground
267 parking in the west building. The units would be similar to a hotel room layout with a small
268 kitchen, bedroom area, bathroom, and living area. The proposed office and retail spaces would
269 be reduced in size to fill a market need for small office spaces.

270

271 Sherrie Pace said the applicant was proposing to change the architectural style and showed an
272 example of the design. The applicant would be willing to deed restrict 50% of the units to
273 moderate income housing at the 80% area median income (AMI) level. She explained that the
274 City needed 112 units in the 80% AMI range, 45 units in the 50% range, and 70 units in the 30%
275 range. AMI was based on the number of individuals living in one household, which meant two
276 individuals living in these units. To be at the 80% AMI level an individual could not make more
277 than \$50,750 per year or \$58,000 for a two-person household. The maximum rent would be
278 \$1,270 for one person or \$1,450 for a two-person household and include utilities.

279

280 Council Member Gordon commented the proposal was for 50% of the units to be deed restricted
281 to \$1200 or less a month. She asked how much the rent would be for the other studio apartments.

282

283 Council Member Van Langeveld asked if these units would remain under control of the
284 developer or if they would potentially be for individual sale. Sherrie Pace replied it would
285 depend on the development agreement and the deed restriction. It could also depend on if the
286 RDA participated in the cost as it met some of the affordable housing goals for the City. She said
287 the project was ideally situated near the town center and transit. Ms. Pace recommended a
288 parking study, commercial use study, and market rate of rent.

289

290 Council Member Baskin asked in regards to the retail component and if an anticipated use could
291 be restaurants. Jess Curtis replied affirmatively and said two food service vendors had already
292 approached them. He said they wanted retail there and would build to suit the tenant.

293

294 Mayor Horrocks commented a space like this would be ideal for a coffee shop as a restaurant
295 would need a grease trap, etc. Jess Curtis responded he would be willing to establish a set space
296 that could accommodate a larger scale restaurant.

297

298 Council Member Van Langeveld questioned the total number of units. Jess Curtis clarified that
299 the current proposal was for 100 units at approximately 400 square feet each. He said the
300 intention was to provide an affordable space that would meet a need and demand that was hard to
301 find. Mr. Curtis said the units would have full kitchen plus shared amenities such as indoor
302 seating areas and an outdoor fire pit, etc. He said they were also proposing a raised sidewalk and
303 light posts similar to what had already been done on 130 East.

304

305 Council Member Van Langeveld asked if individual units would be sold. Jess Curtis replied that
306 there were no plans to sell the units individually and he planned to retain ownership of the entire
307 project.

308
309 Council Member Van Langeveld questioned the ability to have size restrictions on the units.
310 Sherrie Pace responded the City could negotiate a development agreement that would specify
311 unit sizes, amenities, and parking requirements. She said Mr. Curtis was just seeking general
312 feedback tonight.

313
314 Council Member Knowlton asked how to ensure that the main floor would not be residential. He
315 expressed his opinion in general this was a great project and these units made sense in this area.

316
317 Council Member Baskin commented she was on the Council when this project was initially
318 brought forward and asked about the original development agreement. She said these buildings
319 were to be completely office buildings. Sherrie Pace replied the development agreement
320 specified two office buildings. Building one would have retail on the main floor with office on
321 the second floor. Building two was to be completely office space. She said in order to facilitate a
322 change the City and property owner would need to enter in an amendment to the agreement
323 specifying new terms. Ms. Pace recommended if an amendment was executed then the City
324 should require a financial analysis be completed and construction dates be set.

325
326 Council Member Baskin asked for clarification on what the amended plan would look like.
327 Sherrie Pace responded buildings one and two would have office/retail on the first floor and the
328 second and third floor would be the micro apartments. Then a new building three would be
329 comprised of three floors of micro apartments. Building one would also have pedestal or
330 underground parking.

331
332 Council Member Baskin questioned the vacancy rate for the area. Sherrie Pace replied that she
333 was unsure.

334
335 Jake Williams, Towne Plaza Development, commented it was under 5% vacancy in the area.

336
337 Council Member Gordon asked about square footage in a \$1,400 apartment. Jake Williams
338 replied this was not official data and they could provide an actual market study. He said generally
339 a one-bedroom apartment was around \$1,400 per month. Mr. Williams commented these units
340 would rent due to affordability and could even be rented for less and have it still be a viable
341 project.

342
343 Council Member Gordon questioned if the developer would rent all of the units at \$1,400 with a
344 deed restriction on some of the apartments. She said this did not seem like a deal or if it would
345 fill the need for moderate income housing. Jake Williams commented all of units would be
346 rented at around \$1,400.

347
348 Council Member Gordon said this was a great plan but suggested instead of 50 units at 80% AMI
349 they offer 45 units at 50% or \$794 to \$906 per month. Jake Williams replied those numbers
350 would not work without a subsidy due to land costs.

351
352 Jess Curtis said if RDA funds were available to assist with the 50% AMI they could review it.

353
354 Council Member Gordon spoke on the concern with taking retail space and building high
355 density. She also expressed concern about finding housing to meet the 50% and 30% AMI needs.
356 Jake Williams replied in his experience the 50% and 30% could not be met without some type of
357 subsidy. He said their project was exciting because it did meet almost all of the City's 80% AMI
358 requirement with no subsidy.

359
360 Ken Leetham commented the City had housing funds, which were generated in the two CDA
361 project areas that were currently available. He said if the Council desired to make this project
362 work, the City could help by partnering with the developer to convert some of the units to 50%
363 AMI or assist with a subsidy while the developer pursued Federal tax credits. He expressed his
364 opinion it would be a great time to participate due to the housing affordability crisis. Mr.
365 Leetham said these units were the closest solution he had seen to housing affordability that had
366 come forward in the City; therefore, some of the public dollars could be leveraged to assist.

367
368 Sherrie Pace spoke on the City's Edge project and said the City shared in 50% of burying the
369 power line there and in exchange, several of the units were at the 80% AMI level for five years.

370
371 Council Member Porter said this project may be doable but wanted to hear from the Planning
372 Commission and the public before proceeding any further.

373
374 Mayor Horrocks spoke on the original plan for the project including office space. Jess Curtis
375 replied since the original agreement, his father was now unable to manage a large-scale project
376 as well as COVID and the decreased need for office space. He said housing was at an all-time
377 high with a 46,000 unit deficit on the Wasatch Front.

378
379 Jess Curtis said they were financially viable and once they had an approved unit count and had
380 completed the studies they would proceed with the loan.

381
382 Mayor Horrocks commented on potential parking issues if there was a restaurant. He said there
383 was no question these units would lease. He suggested flipping the units back-to-back for fewer
384 water connections. Mayor Horrocks asked if there would be elevators in the building and
385 possible ADA issues. Jess Curtis replied that they would address ADA in the third building that
386 would be entirely apartments.

387 3. CONSIDERATION OF DONATION TO SAFE HARBOR IN THE AMOUNT OF
388 \$10,000

389
390 Ken Leetham reported the Safe Harbor Crisis Center had requested a donation of \$10,000. This
391 organization provided services which addressed domestic violence in Davis County. The City's
392 police department worked closely with Safe Harbor staff and victims of domestic violence to
393 facilitate solutions for those who needed assistance. These services were provided at no cost to
394 the City and its residents. He said the executive director, Kristen Floyd, had explained that their
395 federal funding had been reduced.

396
397 Mitch Gwilliam commented he did not know if other cities would be participating in funding. He
398 said the Safe Harbor Crisis Center provided a substantial service to the City with over 100
399 residents directly benefiting in 2021.

400
401 **Council Member Gordon moved that the City Council approve a donation to the Safe**
402 **Harbor Crisis Center for \$10,000. Council Member Van Langeveld seconded the motion.**
403 **The motion was approved by Council Members Baskin, Gordon, Knowlton, Porter and**
404 **Van Langeveld.**

405
406 Council Member Van Langeveld suggested with this donation that this organization should be
407 added to the Health and Wellness Committee agenda for discussion.

408
409 4. CONSIDERATION OF RESOLUTION 2022-09R: A RESOLUTION APPROVING
410 AMENDMENT NO. 7 TO THE INTERLOCAL COOPERATION AGREEMENT FOR
411 ANIMAL SERVICES WITH DAVIS COUNTY

412
413 Ken Leetham reported that the City contracted with Davis County for animal services and that
414 the charge for this year was increasing by 21%. He said that countywide the cities and the county
415 commission had come together to plan a way to have Davis County take over the service next
416 year. The cost would be \$66,376 for 2022. Mr. Leetham said calls for service were 409 calls in
417 2020/2021 and felt that the County could provide better services than the City could by itself.

418
419 Council Member Baskin questioned the \$2,600 for the shelter in the Capital Projects Fund shown
420 in the resolution. Ken Leetham replied this was also part of the assessment that the City would
421 need to pay.

422
423 Council Member Baskin asked about the high cost of \$189,000 for the feasibility and operational
424 study for a new facility. Ken Leetham responded it was a high amount but the consulting firm,
425 Citygate Associates, was the only firm who had the capability to do the work. He said the study
426 should be a reliable source to determine the size of the property and facility, and staffing needs.

427 Council Member Van Langeveld commented that Davis County would no longer be providing
428 wildlife services per this document. Ken Leetham replied the Department of Wildlife Resources
429 (DWR) would handle wildlife.

430
431 **Council Member Porter moved that the City Council approve Resolution No. 2022-09R: A**
432 **resolution adopting amendment #7 to the Interlocal Cooperation Agreement for Animal**
433 **Services with Davis County. Council Member Gordon seconded the motion. The motion**
434 **was approved by Council Members Baskin, Gordon, Knowlton, Porter and Van Langeveld.**

435
436 5. CONSIDERATION OF BID AWARD FOR EAGLEWOOD DRIVE STREET
437 RECONSTRUCTION PROJECT ORCHARD DRIVE TO FOXHILL CIRCLE IN THE
438 AMOUNT OF \$892,184

439
440 Paul Ottoson reported the street reconstruction was approved for this year's budget. The project
441 would include Orchard Drive to Foxhill Circle. In addition to the street reconstruction a new
442 storm drain line would also be installed near Fairway Drive and would connect to an existing
443 storm drain line near the tee box area of Hole #14. A new pressure reducing valve (PRV) would
444 also be installed as part of this project. This entire project was scheduled to be completed this
445 year but as work would also be performed on Lacey Way only half the road would be
446 reconstructed this year. He said the road was over 30 years old and showed examples of the
447 cracking. The project would be required to be completed before the Freedom Festival in July.
448 Staff preferred part of the road to remain open during construction so the contractor would work
449 on half of the street at a time.

450
451 The City received five bids with Black Forest Paving as the low bidder at \$892,184. They had
452 performed work in the City before and staff was pleased with their work. The cost of the project
453 would be broken into the streets, storm water, and water funds. The original streets budget of
454 \$1,466,000 was for all of Eaglewood Drive from Orchard Drive to Eagleridge Drive. The portion
455 to Eagleridge Drive would be completed next year. The original storm water budget of \$177,700
456 included a waterfall feature, which would be done by another contractor upon completion of the
457 street reconstruction project.

458
459 **Council Member Gordon moved that the City Council award the Eaglewood Drive street**
460 **reconstruction project-Orchard Drive to Foxhill Circle to Black Forest Paving for the price**
461 **of \$892,184. Council Member Porter seconded the motion. The motion was approved by**
462 **Council Members Baskin, Gordon, Knowlton, Porter and Van Langeveld.**

463
464 6. CONSIDERATION OF BID AWARD FOR LACEY WAY WATER LINE AND
465 STREET RECONSTRUCTION PROJECT IN THE AMOUNT OF \$1,604,253.80

466
467 Paul Ottoson reported this project was a water line and street reconstruction project. This project
468 would complete the remaining sections along Lacey Way and Nancy Way. During the last

469 several years, there had been multiple leaks on this line resulting in extensive damage to the
470 street and homes. In 2021, there were four leaks that caused considerable undermining and
471 sinkholes. Due to the emergency situation, the City hired a contractor and the section of Lacey
472 Way between David Way and Nancy Way had already been fixed. The majority of the new water
473 line would be HDPE pipe, which was installed in long sections thus making it impossible to keep
474 Lacey Way open to traffic. This project would be divided into four phases so the whole street
475 would not be closed during construction. The contractor would be able to close the road to local
476 traffic only and be required to make every effort to allow residents access to their driveways.

477
478 The street reconstruction would take approximately a month and would be divided into two
479 phases. The project would not begin until after July 5th with a proposed completion date in
480 October. The City would hold an informational webinar for residents. The City received three
481 bids with Allied Underground Technology as the low bidder at \$1,604,253.80. Funding would
482 come from the Water and Street Funds. The total budget for this project was \$880,000 in the
483 water fund and \$438,000 in the street fund for a total of \$1,318,000. There was currently a
484 shortfall of funding for this project due to material and labor costs skyrocketing, unstable on-site
485 conditions and the need for HDPE pipe, and mil and fill instead of an asphalt patch from Valley
486 View to Marialana.

487
488 Ken Leetham commented there was cash in both funds to cover the overages, but a future budget
489 amendment would be needed.

490
491 **Council Member Baskin moved that the City Council award the Lacey Way water line and**
492 **street reconstruction project to Allied Underground Technology for the price of**
493 **\$1,604,253.80. Council Member Van Langeveld seconded the motion. The motion was**
494 **approved by Council Members Baskin, Gordon, Knowlton, Porter and Van Langeveld.**

495
496 7. APPROVE CITY COUNCIL MEETING MINUTES OF FEBRUARY 1, 2022

497
498 The City Council minutes of February 1, 2022 were reviewed and approved.

499
500 **Council Member Baskin moved to approve the minutes of February 1, 2022 as amended.**
501 **Council Member Knowlton seconded the motion. The motion was approved by Council**
502 **Members Baskin, Gordon, Knowlton, Porter and Van Langeveld.**

503
504 8. ACTION ITEMS

505
506 The action items list was reviewed. Completed items were removed from the list.

507 9. COUNCIL REPORTS

508

509 Council Member Van Langeveld reported that Davis Behavioral Health presented at the Health
510 and Wellness Committee meeting. The Committee would host a six week parenting event
511 starting in April.

512

513 Council Member Gordon reported that the Youth City Council (YCC) had reserved 14 spots for
514 the Logan conference in March. She invited Mayor Horrocks and his wife to attend the dinner on
515 March 18th. She also reported on the Super Bowl of Caring and said two large bins were filled
516 with donations.

517

518 Council Member Porter reported on the Jordan River Commission and State funding that had
519 been provided for multiple projects.

520

521 Council Member Baskin reported that the Senior Lunch Bunch had been cancelled for January
522 and February. She commented that she would be able to attend the next Golf Course Committee
523 meeting in March.

524

525 Council Member Knowlton spoke on the Parks and Arts Committee and a related item, which
526 was the Move Utah Summit on March 16-17th. He spoke on COVID and biking and reported
527 bike usage was double what it used to be, 29% of all bike trips were less than a mile, and the
528 National Association of Realtors did a study and found that people wanted great walking and
529 biking in communities.

530

531 10. MAYOR'S REPORT

532

533 Mayor Horrocks reported that South Davis Fire had three engines and one truck in reserve,
534 which were all around 25 years old. He said they planned to retire a nine-year-old truck but the
535 replacement was backordered for over 500 days.

536

537 Mayor Horrocks commented he had attended multiple meetings since taking office and said how
538 impressed he was with Davis County overall.

539

540 11. CITY ATTORNEY'S REPORT

541

542 Todd Godfrey had nothing to report.

543

544 12. CITY MANAGER'S REPORT

545

546 Ken Leetham reported that he attended the kickoff meeting for the 1100 North bridge project. He
547 said 38 people attended including a large number of employees from UDOT. Mr. Leetham said

548 the project would work well with the I-15 reconstruction project. He said staff and the Mayor
549 would continue to try to work with Woods Cross.

550
551 Ken Leetham suggested March 26th for the annual budget retreat. The Council members agreed
552 that this date would work for them.

553
554 Ken Leetham spoke on the legislative session with a focus on a bill to incentivize retail (HB151).
555 He talked about the need for State legislators to have more local government experience.

556
557 Council Member Baskin commented that the Legislative Policy Committee of the Utah League
558 of Cities and Towns had done a good job of tracking the bills that were a concern to local
559 entities. She spoke on HB 151 and how the Legislative Policy Committee was working to protect
560 local retail. She said the State was trying to overreach which was a concern. Council Member
561 Baskin also spoke on changes to agendas and notices for local government meetings and how the
562 legislature had removed the requirement for themselves.

563
564 Council Member Porter asked about the City's car show event. Ken Leetham replied there would
565 be a name change and staff was working on possible entrance fees.

566
567 13. ADJOURN

568
569 Mayor Horrocks adjourned the meeting at 9:32 p.m.

570
571 *The foregoing was approved by the City Council of the City of North Salt Lake on Tuesday*
572 *March 1, 2022 by unanimous vote of all members present.*

573

574

575

576 _____
Brian J. Horrocks, Mayor

_____ *Wendy Page, City Recorder*

Action Items for March 1, 2022

| Item | Staff | Description |
|----------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>New</u> | | |
| | | |
| <u>Current</u> | | |
| 1 | Ken | (2-1-22) Follow up with State reps on H.B. 151 and any likes/dislikes of the changes that will be made. |
| 2 | Tyler | (2-1-22) Staff to research any applicable perks/discounts that other cities with golf courses offered their employees, committee, and city council members. |
| 3 | David | (2-1-22) Staff obtain data from other cities related to cleaning deposits for parks/bowery/facilities/fields, the costs for the events when the \$200 deposit was not refunded after an event, and usage rates after the \$200 deposit was implemented. Staff to update the policy for the facilities use agreement and parks rules and regulations related to bounce houses, slip and slides, tarps, and tents. |
| 4 | Ken Sherrie | (1-18-22) Invite UTA to City Council work session to discuss BRT, bus routes and micro transit, cancellation of routes in Foxboro. <i>Invitation to Hal Johnson has been made-no date yet, but likely will be a work session in March. (Updated 1/20/22)</i> |
| 5 | Ken | (1-18-22) Prepare and present plans for the remainder of the TIF collection periods for Redwood Road and Highway 89 CDA project areas. <i>Staff will prepare a report for this item together with detailed financial estimates for the two project areas. (Updated 1/20/22)</i> |
| 6 | Ken | (1-18-22) Work session discussion on the I-15 study and input/participation from the Council. <i>Future work session will be scheduled for this project update. (Updated 1/26/22)</i> |
| 7 | Ken | (1-4-22) Options for emergency preparedness training for staff including windstorms, landslides, etc. |
| 8 | Ken | (10-5-21) Staff to research if ARPA funds could be used to assist renters and landlords with rent payments. <i>ARPA funds can be used in this way, but the State of Utah has a robust program already with lots of unused funding thus far.</i> |
| 9 | Tyler, Ken | (9-7-21) Council Member Porter asked about golf course damage that occurs at Gary Way near the golf course and adopting official policy related to this. <i>Was reviewed by the City Council on the 11/6/21 CC meeting. Staff is continuing to work on a solution.</i> |
| 10 | Sherrie, Paul | (7-20-21) Staff to evaluate current codes related to permissible improvements in public park strips. Staff to also perform a legal review of whether or not a land owner can replace the grass in the park strips adjacent to their property. <i>Under the current code park strips must be landscaped within 12 months of occupancy and may include trees, a combination of lawn, other perennial ground cover, flowering annuals and perennials, specimen shrubs, and inorganic material. Staff recommends that 50% of the park strip be vegetative and that rocks mulch be of 1"-minus size, but this is not currently within the code.</i> |
| 11 | Paul | (5-18-21) Staff to research solutions for maintaining commuter trail along the frontage road to SLC. |
| 12 | Sherrie | (2-16-21) Assignment to amend the Park and Recreation Element of the City's General Plan so that it includes Hatch Park, Tunnel Springs Expansion and Capital Projects and repairs. <i>An RFP is being prepared to complete the amendment.</i> |
| 13 | Ken | (2-16-21) Staff to prepare policy (or review current policy) related to tree removal particularly when related to sidewalk damage. <i>Staff is working on a follow-up report to the City Council.</i> |
| 14 | Ken, Linda | (2-16-21) 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> |



CITY OF NORTH SALT LAKE

PUBLIC WORKS

10 East Center Street
 North Salt Lake, Utah 84054
 (801) 335-8708 Voice
 (801) 335-8719 Fax
 www.nslcity.org

BRIAN J. HORROCKS
 Mayor

DAVID R. FRANSEN
 Public Works Director

MEMORANDUM

TO: Honorable Mayor & City Council

FROM: Jonathan Rueckert, Assistant Public Works Director

DATE: March 1, 2022

SUBJECT: FY 2021-2022 Crack Seal Project (Project #22-002)

STAFF RECOMMENDATION:

Staff recommends awarding the FY 2021-2022 Crack Seal Project to CKC Operations LLC for the price of \$236,134.42.

BACKGROUND:

RFP documents specified the bidders were to bid this project on a per lineal foot price for ¼” cracks. The process of measuring every length of cracking on the roads to be treated would have been very time consuming and not practical. Staff used a surveying technique to best estimate the cracking ratio of all the roads to be treated and converted these survey measurements into ¼” equivalents to get an estimation of the overall cracking. Using these numbers as a base, staff feels confident that the contractor can stay in this price point for the overall project but would recommend more funds be spent if the overall lineal footage of cracking was underestimated. Spending would not exceed the budget amount set aside for road preservation in the FY 2021-2022 budget.

| FY 2021-2022 Crack Seal Project 22-022 | | | | | | |
|----------------------------------------|----------------------------------|----------------------------------|----------------------------|------------------------------------------|-----------------------------------------|--------------|
| | Contractor | Mobilization and Traffic Control | Site Preparation and SWPPP | Crack Seal Per LF (Based on 1/4" Cracks) | Crack Seal Total (680,000 LF of Cracks) | Bid Total |
| 1 | CKC Asphalt | \$23,666.02 | \$15,268.40 | \$0.29 | \$197,200.00 | \$236,134.42 |
| 2 | Morgan Pavement | \$6,200.00 | \$500.00 | \$0.42 | \$282,608.00 | \$289,308.00 |
| 3 | Kilgore Companies | \$27,500.00 | \$700.00 | \$0.39 | \$265,200.00 | \$293,400.00 |
| 4 | Asphalt Preservation | \$20,000.00 | \$12,250.00 | \$0.40 | \$272,000.00 | \$304,250.00 |
| 5 | Advanced Paving and Construction | \$16,600.00 | \$11,100.00 | \$0.45 | \$306,000.00 | \$333,700.00 |
| 6 | M&M Asphalt | \$15,000.00 | \$6,000.00 | \$0.55 | \$374,000.00 | \$395,000.00 |
| 7 | Boneville Asphalt | \$5,000.00 | \$5,000.00 | \$0.85 | \$578,000.00 | \$588,000.00 |

PROPOSED MOTION

I move that the City Council approve the bid award of the FY2021-2022 Crack Seal Project to CKC Operations LLC for \$236,134.42.



NORTH SALT LAKE PUBLIC WORKS

10 East Center Street
North Salt Lake, Utah 84054
801-335-8700
www.nslcity.org

Brian Horrocks
Mayor
David Frandsen
Public Works Director

TO: Honorable Mayor and City Council
FROM: David Frandsen, Public Works Director
DATE: March 1, 2022
SUBJECT: Update to Parks Policies

STAFF RECOMMENDATION:

Staff recommends the adoption of updates to the City Athletic Field Use Policy, Facilities Use Agreement, and Parks Rules and Regulations.

BACKGROUND:

The policies were last reviewed and adopted January 21, 2014. The City's Athletic Field Use Policy, Facilities Use Agreement, and Parks Rules and Regulations were updated. Also added were Bounce House rules and maps plus a QR code system was implemented that will allow Park patrons to upload pictures or park concerns. Changes have been highlighted in yellow and include:

Athletic Field Use Policy

- No fundamental changes to the policy
- Rewrote some sentences and corrected grammatical errors
- Updated contact info

Facilities Use Agreement

- Update Mayor

North Salt Lake City Parks Rules and Regulations

- Updated restrictions for Bounce houses, Slip & Slides, Tarps, Tents, Etc.
- Excluded volleyball court from Hatch Park 1 reservation
- Added that no pets are allowed on the splash pad
- Added City website information to make and pay for reservations
- Added time frame (May thru Oct) that reservations can be made
- Added bullet points to emphasize key points and create better flow
- Updated some verbiage and contact information

Bounce House placement maps and rules

- Added maps and rules

QR code for new signs at Parks

- Created to upload photos or park concerns to Public Works e-mail or to submit pictures of clean bowery after reservation.



ATHLETIC FIELD USE POLICY

Policy: **ATHLETIC FIELD USE**

Purpose: This Athletic Field Use Policy was developed to manage North Salt Lake City athletic fields in a manner that assures equitable distribution and maximum use of facilities by the public. Further, these policies are intended to promote the open enjoyment by the public and encourage use for general recreational play.

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Policy Requirements:

Section 1. Overview

This Athletic Field Use Comprehensive Policy is intended to provide clear rules and guidelines for the equitable distribution and maximum use of facilities by the public, define allowable uses consistent with facility design and intent, and establish priorities for scheduling and types of use.

This is accomplished by:

1. Identifying facility scheduling procedures and policies.
2. Managing the limited number of athletic fields in a fair and equitable manner by defining users and establishing priorities.
3. Defining rules and regulations regarding use.
4. Identifying available fields and dates of usage.
5. Determining, scheduling and completing preventative field maintenance in a manner that best protects user safety and long term field conditions.

Section 2. Scheduling Procedures and Requirements (league, tournaments, games, and practices)

- 1) Application Dates
 - a) Spring and Summer Use - 5 pm 2nd Thursday in January
 - b) Fall and Winter Use - 5 pm 2nd Thursday in June
 - c) Applications received after these dates will be considered on a first come first serve basis and in accordance with other procedures outlined in this policy.
- 2) Application Requirements
 - a) Facility use applicants shall submit a Facility/Field Request Form, Certificate of Insurance, and game schedule request to the City Recorder or designee.
 - b) Applicants must provide residency percentage for each team requesting fields.
 - c) Applications made for an organization must be made by league president or designated representative. Applications made for individual teams must be made by the head coach.
 - d) All organizations and leagues shall secure and maintain, at no expense to North Salt Lake City, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Utah. Under such insurance:
 - i) North Salt Lake City shall be identified as an additional named insured; Liability limits shall be \$2,000,000 combined single limit for personal injury and property damage; and
 - ii) Insurance verification is required at the time of application submittal. The organization, league coordinator or president shall, at the time of application submittal, file with North Salt Lake City a certificate(s) of insurance showing insurance coverage in force prior to start of field use or activities.
 - e) Tournament requests must be in writing and accompanied with a Facility/Field Request Form and Certificate of Insurance. Insurance requirements are defined above.
 - f) The City Manager may waive insurance requirements when he or she determines that the risk to the City is limited.
 - g) Before a field is reserved for a scheduled use, a Facilities Use Agreement must be signed by the user of the field.

- 3) Limitations
- a) North Salt Lake City reserves the right to limit the amount of play permitted on athletic fields.
 - b) North Salt Lake City also reserves the right to limit the amount of scheduled and non-scheduled play on athletic fields during any given season to prevent excessive damage to turf. Wear factors include:
 - a) Size, age, and number of users
 - b) Type of use
 - c) Frequency of use
 - d) Weather conditions
 - e) Type of sports equipment used
- 4) Notices
- a) North Salt Lake City will assign game locations and times in conjunction with submitted requests. Users must meet requirements as outlined within this document. Allocations for games are based on the total number of requests received, availability, and priority outlines. Assignments accepted may be charged to the league, used or not. When possible, openings will be offered to other leagues on a priority basis as defined within Section 3 of this policy.
 - b) All user representatives (league presidents, designated representatives, schedulers, etc) are required to attend the North Salt Lake City orientation meeting prior to the beginning of each season. The third Thursday in February at 7 pm at the North Salt Lake City Hall will be the date of this meeting. Failure to attend may result in the loss of field use for that team or organization for the upcoming season.
 - c) No facilities/fields are scheduled on Sundays.
 - d) When possible, confirmation of facility/field use will be delivered one week prior to league start date.
 - e) Additional facility/field requests associated with leagues, organized play, and community requests will be considered based upon facility/field availability. North Salt Lake City shall have the authority to approve or deny specific requests.
 - f) Facility/field users shall provide North Salt Lake City with a printed schedule of their league activities and contact names and numbers.
 - g) Team or organization schedulers are required to give sufficient notice when requesting in-season changes in a request for facility/field usage time. Deletion of scheduled games/events must be made within a time frame that could allow for others to have an opportunity to book the facility/field.

Section 3. Priorities

No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this policy on the grounds of sex, race, color, creed, national origin, age (except minimum age) and retirement provisions, marital status, or the presence of any sensory, mental, or physical handicap.

North Salt Lake City will consider the primary and secondary designed uses for facilities/fields when considering assignment of priorities for use of it facilities/fields. The following are the priority for use applications:

1. North Salt Lake City sponsored programs and events
2. North Salt Lake City Co-sponsored programs and events
3. Resident Based Open Youth Recreation League programs
4. South Davis Recreation District programs and events
5. Davis School District programs
6. Restricted Youth Recreation League programs
7. Resident Based Open Adult Recreation League programs

8. Resident Based Restricted Youth Recreation League programs
9. Resident Based Independent Teams or programs
10. Non-Resident Based Teams or programs

Section 4. Athletic Fields, Use Types, Season Descriptions and Lighting Availability

North Salt Lake City is responsible for scheduling the following fields which are available for scheduled games:

Park Athletic Fields: Examples

| | | Approximate | |
|---------------------|-------------------------------------------|---------------------------------|---------------|
| <u>Sports Field</u> | <u>Type of Use</u> | <u>League Requested Seasons</u> | <u>Lights</u> |
| Legacy Park | 3 Soccer Fields | April 1 – October 31 | No |
| Hatch Park | 2 Baseball Diamonds (North & South) | April 1 – October 31 | No |

- Fields may be available on a limited basis based upon maintenance resources and field conditions.
- Parks not listed may be used for practice on a first come first serve basis (with the exception of North Salt Lake City programs). All games and practices shall be scheduled.

North Salt Lake City reserves the right to suspend field availability during periods of inclement weather, poor playing conditions, damage, (which would cause hazardous safety considerations) and opportunities for necessary field preservation and maintenance requirements. If a game is canceled then all practices will not be allowed either. Failure to comply may result in loss of field use for that team or organization.

Section 5. Fees, Deposits and Charges

Fees, deposits and charges are governed by the Consolidated Fee Schedule adopted by a separate resolution of the North Salt Lake City Council. Fees may be changed at anytime. Check the Recreation Fee Schedule to determine the most recent fee schedule.

1. North Salt Lake City reserves the right to increase field usage fees when the City may incur additional cost.
2. Final payment for field use is due in advance or within 30 days of billing at the discretion of the City. A statement of charges will define when payment is due. Payment not received within a timely fashion will affect requests for the following year. Credits/deposits on account will be applied on the billing statement.
3. Cancellation of scheduled games/events must be made within a time frame that could allow for others to have an opportunity to schedule the field.

4. Any unauthorized use of fields may be subject to a **\$100.00** fine and the team, league or association in violation may be suspended from further field use.
5. Payment for an athletic field reservation deposit is due (14) days prior to the reservation or at the discretion of the City. Deposits not received within a timely fashion will affect future requests.
6. Users are expected to leave facilities clean and in good condition. Charges for additional cleaning, repair and/or vandalism determined by the Parks Superintendent will be deducted from the deposit until funds are exhausted. Additional charges incurred will be billed to the responsible party. Payment for additional charges will be due upon receipt and will be considered past due and subject to collection charges after 30 days.

RAINOUTS: Fees will be waived for games that are rained out determined by the City or appropriately canceled by the league official or umpire.

For further assistance and field reservations, call North Salt Lake City at 801-335-8726. All calls pertaining to scheduling should be made between 7:00 AM – 5:30 PM, Monday through Thursday.

Appendices

- A. Definitions
- B. Rules and Regulations
- C. Facility/Field Request Form

Definitions

These definitions are intended to provide the public with clarification regarding the terms contained within this policy document for the purposes of ensuring fair, consistent, appropriate use of Park Athletic Facilities.

City – North Salt Lake City.

Sponsored City Programs – Programs directly operated and managed by North Salt Lake City.

Co-sponsored City Programs – Programs not directly operated and managed by North Salt Lake City but officially co-sponsored.

South Davis Recreation District Programs – Programs directly administered by the South Davis Recreation District.

School District Programs – These are interscholastic or intramural activities directly managed by the Davis School District. Club or PTSA sponsored activities qualify under the definition of Independent Resident Teams/Activities.

Open Youth Recreation League Programs – Programs open to all youth residing in North Salt Lake City under 18 years of age and not in direct competition with North Salt Lake City current programs. Open Youth programs do not “cut” players, and generally require minimum playing time for all participants.

Open Adult Recreation League Programs – Programs open to all adults residing in North Salt Lake City that offer all participants, over 18 years in age and not in direct competition with North Salt Lake City current programs, the opportunity to actively participate on a team (no cuts). The focus of the program is recreational participation.

Restricted Youth Recreation League Programs – Programs often referred to as “select” programs for youth residing in North Salt Lake City under 18 year of age. These programs often involve tryouts or other forms of selection to create teams. These programs often do not require minimum playing time for all participants. Participants not “selected” are often encouraged to sign up for Open Recreational League Programs.

Resident Based Youth League – A resident youth league that has minimum of 51 percent of the players on team rosters that reside in North Salt Lake City

Non-Resident Based Team or program – A non-resident team or program is a program/roster or where the expected participation is by less than 50 percent city residents.

North Salt Lake City Resident – An individual that lives within the incorporated boundaries of North Salt Lake City.

Non-Resident – Individuals that do not live within the incorporated boundaries of North Salt Lake City.

Independent Resident Teams/Activities – Programs or activities not affiliated with a league, or another organization identified in this policy. Classification as “resident” requires at least 51% of participants to live in North Salt Lake City.

Rules and Regulations

Individual rules may apply to specific fields. Rules and regulations for specific fields are outlined in the main policy document.

1. Alcoholic beverages are not allowed at any parks and recreation facilities owned or maintained by North Salt Lake City at any time.
2. All North Salt Lake City Facilities are smoke free.
3. Users should respect field maintenance personnel.
4. North Salt Lake City reserves the right to limit the amount of play permitted on sport fields.
5. City fields will be available for use, weather permitting, according to the published availability schedule (approximately April 1 of each year).
6. Teams may not use fields unless approved and pre-scheduled.
7. Individual or small-group walk-in play is not permitted on fields which have been prepared for games.
8. There is to be no scheduled play at North Salt Lake City athletic facilities prior to 8:00 am unless approved by North Salt Lake City.
9. There is to be no use after dusk unless approved by North Salt Lake City.
10. No scheduled league Sunday games unless approved by North Salt Lake City. No tournaments can be played on Sundays.
11. League coordinators, presidents, etc. are directly responsible for informing team coaches/representatives of North Salt Lake City field usage policies regarding field rentals and usage.
12. North Salt Lake City encourages coaches training in all programs utilizing City facilities.
13. Baseball/Softball Use - Fields will not be lined. It is up to the individual organizations to line the fields as needed. Bases will be provided at previously determined distance. **At no time is a field user to make any types of repairs or alterations to existing field conditions; no exceptions.**
14. Football/Soccer Use - Fields will not be lined. It is up to the individual organization to line the fields as needed. Users are encouraged to rotate practices around fields to alleviate wear patterns. **At no time is a field user to make any types of repairs or alterations to existing field conditions; no exceptions.**
15. Recreation Director shall have final say on field playability and safety during inclement weather conditions; **no exceptions.**
16. The use of portable goals must be approved by North Salt Lake City.
17. The use of fencing or backstops for “pickle”, “pepper”, “soft toss” or batting practice is strictly prohibited.

18. **Climbing on fences, backstops, dugouts, or soccer goals is not permitted.**
19. **Field Closure/Rain-outs** – During periods of inclement weather, field closures may result as determined by North Salt Lake City personnel. Closures may also result from poor playing conditions or damage which could create hazardous safety conditions for the public and/or excessive repair work to bring the field back to a playable condition. It is the user organization's responsibility to obtain field closure information. Call 801-335-8683 for an up-to-date report on field closures. Fees will be waived for games that are canceled by the City. Games for which fields have been prepped that are then canceled by the league may be charged the normal or partial game fee.
20. If a field is rained out, no field use is allowed, for practice or games; **no exceptions.**
21. **Field Closure/Rescheduling** – It is the organization's responsibility to contact the scheduler within two (2) working days after a field closure to confirm a credit or arrange for rescheduling.
22. In case of athletic field emergencies, sprinklers coming on, too many teams assigned to one field, etc., please contact North Salt Lake City at 801-335-8683 Monday through Thursday before 5:30 PM . After hours Monday through Thursday, all day Friday, Saturday, Sunday, and holidays, please contact the **Parks On Call** at 801-381-6585. *This number is for emergency use only.*
23. Leagues and Tournament Directors are responsible to ensure individual teams clean up their respective dugouts, and assure scorers' booth is kept clean, garbage containers are provided and containers should be emptied at the end of each day.
24. **Leagues, tournament Directors, and coaches are responsible for the behavior of those participating and observing their events.**
25. Outside sourced concessions are not permitted at any North Salt Lake City facilities.
26. Vendors (non-food) must be pre-approved by the Recreation Director.
27. Managers/Coaches are required to carry their approved field usage request form to the field for verification of field reservation.
28. Observe all park rules. When driving through park parking lots (speed limit – 15 mph), please be especially watchful for children and obey speed limits.
29. North Salt Lake City is not responsible for any personal property loss, damage to vehicles, etc. Be sure to park correctly, lock your car doors, and keep valuables out of sight or at home.
30. Cars improperly parked may be towed.

Appendix C

NORTH SALT LAKE CITY
FACILITY/FIELD REQUEST

APPLICATION
DATE _____

ORGANIZATION, INDIVIDUAL, OR EVENT _____

RESPONSIBLE SUPERVISOR _____

ADDRESS _____

EMAIL ADDRESS _____

CELL PHONE _____ OTHER PHONE _____

FACILITY OR FIELD(S) REQUESTED _____

ACTIVITY _____

REQUESTED DATE(S)/TIME

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____

| OFFICE USE ONLY | |
|-----------------|--|
| APPROVED | |

EQUIPMENT (IF APPLICABLE) _____

COMMENTS _____

SIGNATURE _____

| | | |
|-----------------------|-----------|----|
| OFFICE USE DEPOSIT | RECEIPT # | By |
|-----------------------|-----------|----|



CITY OF NORTH SALT LAKE

10 East Center Street
North Salt Lake, Utah 84054
(801) 335-8700 Voice
(801) 335-8719 Fax
www.nslcity.org

BRIAN HORROCKS
Mayor

KEN LEETHAM
City Manager

FACILITIES USE AGREEMENT

This Agreement is made this _____ day of _____, 20____ by and between the City of North Salt Lake (hereinafter, "City"), and _____, FULL LEGAL NAME OF FACILITIES USER with an address at _____ (hereinafter, "User").

WHEREAS, City owns certain facilities which are available for the public to use and enjoy on certain conditions; and

WHEREAS, User desires to use those facilities for the purposes herein contained.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, City and User agree as follows:

1. Grant. City hereby grants a license to User to use requested facilities ("Facilities" or "Licensed Premises") for the purposes set forth in the User's application, which is attached hereto and made a part hereof, and for no other purpose, on the terms and conditions hereinafter set forth in this Agreement.
2. Term. User shall be permitted to use the Facility during the following time and dates specified on Users application:
3. Fee. User shall pay the City appropriate fees and/or bonds as outlined in the Comprehensive Fee Schedule.
4. Additional User Fees. The User shall pay the City for:
 - (i) All expenses that it may incur in supplying services for and on behalf of the User except for those specifically to be borne by the City as set forth herein.
 - (ii) All costs for services provided by the City at the reasonable request of the User, which shall be billed to and reimbursed by the User at the City's standard rates.
 - (iii) The User shall pay Additional User Fees within thirty (30) days following the invoice date. User agrees to pay all fees due under this Agreement by bank check or credit card.
5. Condition of Licensed Premises. The User has inspected the Licensed Premises prior to the execution of this Agreement and agrees to accept the same in its "as is" condition,

and except as specifically noted in herein, the City shall not be required to perform any work or alterations to prepare the Licensed Premises for User's Event.

6. Utilities. Where available the City shall at its own cost and expense supply the User with a reasonable amount of existing utilities, including, water and electricity. The determination of what is reasonable shall be one made solely by the City.
7. Parking and Facilities. User may have access to City's parking lots. Use of on street parking is discouraged. Special Events involving trail use: It shall be the Users responsibility to bus trail participants to trailhead if expected number of participants exceed parking lot capacities.
8. Compliance with City's Policies. User shall be responsible to ensure that its employees, agents and contractors, licensees, guests and invitees abide by all City rules, regulations and policies, a copy of which has been provided to User.
9. Damage to Facilities. The User and its employees, agents, contractors, licensees, guests and invitees shall not injure, damage, mar or deface the Facilities, its appurtenances and any equipment contained therein. Neither shall the User cause or permit anything to be done whereby said premises, appurtenances and equipment shall in any way be injured, damaged, marred or defaced, and will not drive or permit to be driven, nails, hooks, tacks or screws into any part thereof and will not make or allow to be made any alterations of any kind therein.
10. Alteration of Facilities. The User and its employees, agents and contractors shall not erect any special platforms, water tanks, scaffolding, rigging and other apparatus (e.g. bounce houses, slack lines, zip lines etc.) without City's prior written approval. The City of North Salt Lake, in its sole discretion, reserves the right, through its Event Representatives to reject any of the above mentioned items. In the event of such constructions, User will take all necessary action required to insure the safety of the participants and the public, and shall be solely liable for any damages that arise as a result of same.
11. Use of Flammable Materials. The User and its employees, agents and contractors shall not use any flammable materials, including decorations, displays, drapes, or similar items in the Facilities, without City's prior written approval.
12. Use of City Equipment. The User agrees that it and its employees, agents and contractors will not use City's equipment, tools, or furnishings located in or about described Facilities, without first seeking and receiving the written approval of City. City does not guarantee the operation of any of its equipment and shall not be liable for any loss sustained by the User or its employees, agents, contractors, licensees, guests or invitees by reason of any breakdown of equipment during the permitted Use.
13. Smoking in Facilities. The Facilities are designated as non-smoking at all times.

-
14. Alcohol Use. It shall be unlawful for any person to consume beer or any alcoholic beverage, or to have in his or her possession any beer or alcoholic beverage, within any public park within the jurisdiction limits of the city. (Ord. 94-4, 4-19-1994)
 15. Animals and Pets. Animals, birds, and other pets are not permitted at the Regional Park Facilities, except for guide dogs. Dogs must be on leash and attended at all times.
 16. Occupancy of Facilities. At no time shall User allow occupancy of the Facilities to exceed maximum permitted occupancy. The maximum permitted occupancy for the facilities may be posted on site or determined by the Fire Marshall during application.
 17. Vacating Premises. At the end of its Event, or upon the earlier termination of this Agreement, User shall quietly and peaceably vacate the Licensed Premises and remove its employees, agents, contractors, licensees, guests and invitees and their property from the Licensed Premises so that the Licensed Premises are in the same condition (ordinary wear and tear excepted) as at the inception of the Event, and User shall reimburse City for any expense incurred to repair any damage caused by such removal. Any property or items of User or its employees, agents, contractors, licensees, guests or invitees remaining in the Licensed Premises after the expiration or sooner termination of this Agreement shall be deemed abandoned and may be disposed of by the City as it sees fit in its sole discretion, at User's expense. User agrees that the City shall have no liability for any disposal of property that is deemed abandoned.
 18. Additional Users. User understands and agrees that during the term of this Facilities Use Agreement other activities and events may be held in other parts of the described facilities not included in this Facilities Use Agreement, and User shall so conduct its activities so as not to interfere with such other activities and events.
 19. Concessions, Sponsorship. User shall not sell any merchandise, foodstuff or beverages on City's premises without prior written permission of City and City reserves the right to require that food and beverage service, if any, be permitted by the Davis County Health Department. User agrees to incur all cost for obtaining proper Health Department permits.
 20. City's Name and Logo. The User shall not use the City's name or logo in its advertising in such a way as to suggest that the City is a provider or sponsor of the Event, or in any way endorses, operates or is connected with the provision of the Event, the content thereof or any activity incident thereto, except to identify City's address of facility location. The User agrees to submit all press releases and advertisements to the City for review by City Staff before publication. Copies should be faxed or emailed to City Manager's Office.

-
21. Advertisement of Use of Facility. The User shall not post flyers, posters or other advertising matter or otherwise, in or about City's Facilities without having obtained prior written permission of the City. The User shall be permitted to locate directional and identity signage at appropriate locations on City property, as long as such signage is not promotional in any manner. The User shall neither engage in, nor permit any soliciting.
22. Use of Music in Facility. The User warrants that no music, literary or artistic work or property protected by copyright will be performed, reproduced, or used in connection with its activities at the Facilities unless the User, its employees, agents or contractors have obtained permission from the copyright holder or have obtained appropriate licensing to use such works.
23. Compliance with Regulations. The User and its employees, agents, contractors, licensees, guests and invitees shall comply with all pertinent federal, state, local and municipal laws, codes, ordinances, rules and regulations, including but not limited to fire, building safety and health codes applicable to the Use of City's Facilities. The User and its employees, agents and contractors shall obtain and maintain in full force and effect, all permits, licenses and authorizations required by governmental and quasi-governmental agencies.
24. Choice of Law. Except as may be preempted by federal law, this Agreement shall be governed by the laws of the State of Utah, without regard to its choice of law principles. Litigation of all disputes between the parties arising from or in connection with this Agreement shall be conducted in a court of appropriate jurisdiction in the State of Utah, County of Davis.
25. Indemnification. User agrees to defend, indemnify, and hold harmless the City of North Salt Lake, its successors and assigns, and their respective employees and agents to the fullest extent permitted by law from and against any and all claims or demands whatsoever, including associated costs, expenses, and reasonable attorneys' fees incurred on account thereof, that may be asserted by Users agents guests, employees, employees of Users subcontractors or agents, or any other persons for loss, damage, death, or injury to persons or property arising in any manner out of or incident to Users utilization of City facilities and/or Users performance or nonperformance of this Agreement.
26. Insurance. In addition to Workers Compensation and other statutorily required coverage, the User agrees to obtain and maintain at its own cost and expense a broad form General Liability insurance issued by one or more companies authorized to do business in the State of Utah. Under such insurance:
- (i) The City of North Salt Lake shall be identified as an additional named insured;
 - (ii) Liability limits shall be \$2,000,000 combined single limit for personal injury and property damage;
 - (iii) Insurance verification is required at the time of application submittal. The User shall, at the time of application submittal, file with the City of North Salt

Lake a certificate(s) of insurance showing insurance coverage in force prior to start of facility use.

27. Violation. If in the City's reasonable opinion, at any time the User's employees, agents, contractors, licensees, guests or invitees violates an applicable City rule or regulation (including, but not limited to restrictions against the use of drugs and alcohol), or the ordinance or law of the county, the State of Utah or the United States of America, User shall direct the offender to cease and desist from continuing such illegal or improper use. Notwithstanding anything to the contrary contained in this Agreement, the City expressly reserves its right at any time upon prior notice to User (except in emergencies), to cause the removal of any of User's employees, agents, contractors, licensees, guests or invitees, who in the reasonable discretion of the City has engaged or is engaging in undesirable, disruptive or hazardous behavior.
28. Non-assignment. The User shall not assign or transfer this Facilities Use Agreement or allow any other entity to use any portion of the subject Facilities hereunder without the prior written consent of the City.
29. No Joint Venture. Nothing contained herein shall be deemed or construed by the parties or by any third party as creating any employment or agency relationship or partnership or joint venture between User and the City.
30. Entire Agreement. This Facilities Use Agreement, together with any exhibits or addenda annexed hereto, is the sole and complete expression of the parties' intent with respect to the subject matter hereof. This Agreement may be amended or modified only by a writing countersigned by authorized representatives of each party.
31. Inspection. User agrees that the City's authorized representatives may enter upon the licensed Facilities at all reasonable times to make inspection and perform necessary work or to ensure conformity with this Facilities Use Agreement.

32. Contact Person. User will provide, at its own expense, a contact person or liaison between User, User's employees, agents and contractors and City staff. Said liaison will facilitate communication between User's residents and City staff, as the need arises.

33. Notices. All notices by the parties to each other hereunder shall be in writing, addressed as follows:

To: City of North Salt Lake:
Office of the City Manager
10 East Center Street
North Salt Lake, UT 84054

To User: _____
(Name, Title)

(Address)

(City, State, Zip)

(Phone, Email)

34. Violation. The User hereby specifically agrees that any violation of this Agreement may, at the sole discretion of the City, result in the City immediately terminating the use of the Facility by the User, without the refund of any fee paid by User.

35. Review. By signing this Facility Use Agreement, User acknowledges they have reviewed and agree with terms set forth in applicable Trail and/or Athletic Field Use Policies.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date first set forth hereinabove.

City of North Salt Lake _____

FULL LEGAL NAME OF FACILITY USER

By _____ By _____

Name: _____ Name: _____

Title: _____ Title: _____

North Salt Lake City Parks

Rules & Regulations



- NO PETS
- NO GOLFING
- NO HORSEBACK RIDING
- NO MOTORIZED VEHICLES
- NO ALCOHOL
- NO OPEN FIRES
- NO OVERNIGHT PARKING
- NO BICYCLES IN SPLASH PAD
- NO BOUNCE HOUSES, SLIP & SLIDES, TARPS, TENTS, ETC WITHOUT SEPARATE APPLICATION APPROVAL

HATCH PARK BOWERIES #1 & #2

- Reservations for Bowery #1 and Bowery #2 include exclusive use of the Bowery and the adjacent barbecue pits.
- The tennis, basketball, volley ball courts, and playground equipment CANNOT be reserved. These amenities are available to any patron of the park. Baseball fields can be reserved through separate application.
- Restrooms are located on the north side of the Parks building and are open from 7:00AM -10:00PM.

FOXBORO REGIONAL PARK BOWERIES #1, #2 & #3

- Each Bowery includes exclusive use of the barbecue pits located at the adjacent Bowery.
- The splash pad at Foxboro Regional Park is open to all patrons at all times.
- All patrons are asked to shower before entering the splash pad. **Children MUST wear a swim diaper.** Absolutely no pets allowed on the splash pad. It is imperative that the splash pad is not contaminated. If the splash pad becomes contaminated, it will be shut down.
- Restrooms are located next to the playground and splash pad and are open from 7:00AM -10:00PM.

IF YOU ENCOUNTER ANY PROBLEMS WITH THE RESERVATION OF A BOWERY, PLEASE CONTACT THE POLICE AT 801-335-8650 DURING REGULAR BUSINESS HOURS OR DISPATCH AT 801-298-6000 AFTER HOURS.

- Please remember to clean up your bowery and remove all garbage. The person who made the reservation may be held responsible for any damage or debris left at the bowery.

Reservations can be made and fees paid on the North Salt Lake City website NSLcity.org. For additional information call City Hall at 801-335-8726 Monday - Thursday 7:00 AM to 5:30 PM.

Reservations are in 4 hour blocks of time. 10:00 AM - 2:00 PM and 4:00 PM - 8:00 PM (NO EXCEPTIONS)

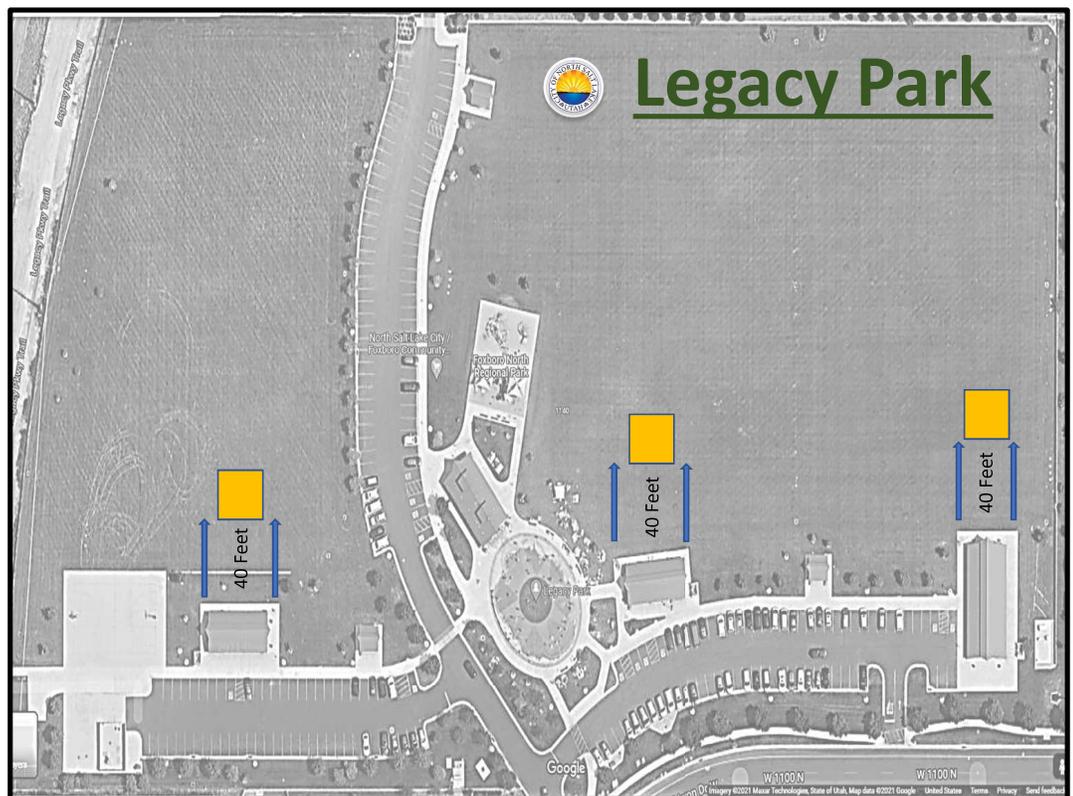
Reservations can be made from May 15 through October 15

Applications for bounce houses **must** be submitted and approved by North Salt Lake 72 hours in advance. Email your completed application and waiver [Bounce-House-Permit-Forms \(nslcity.org\)](https://www.nslcity.org/DocumentCenter/View/1000/Bounce-House-Permit-Forms) to publicworks@nslcity.org and contact TJ Riley at 801-381-6585 or tjriley@nslcity.org

 Bounce House placement

Bounce House Rules

- No Water Slides
- Must Bring Own Generator
- No Stakes – Sandbags Only



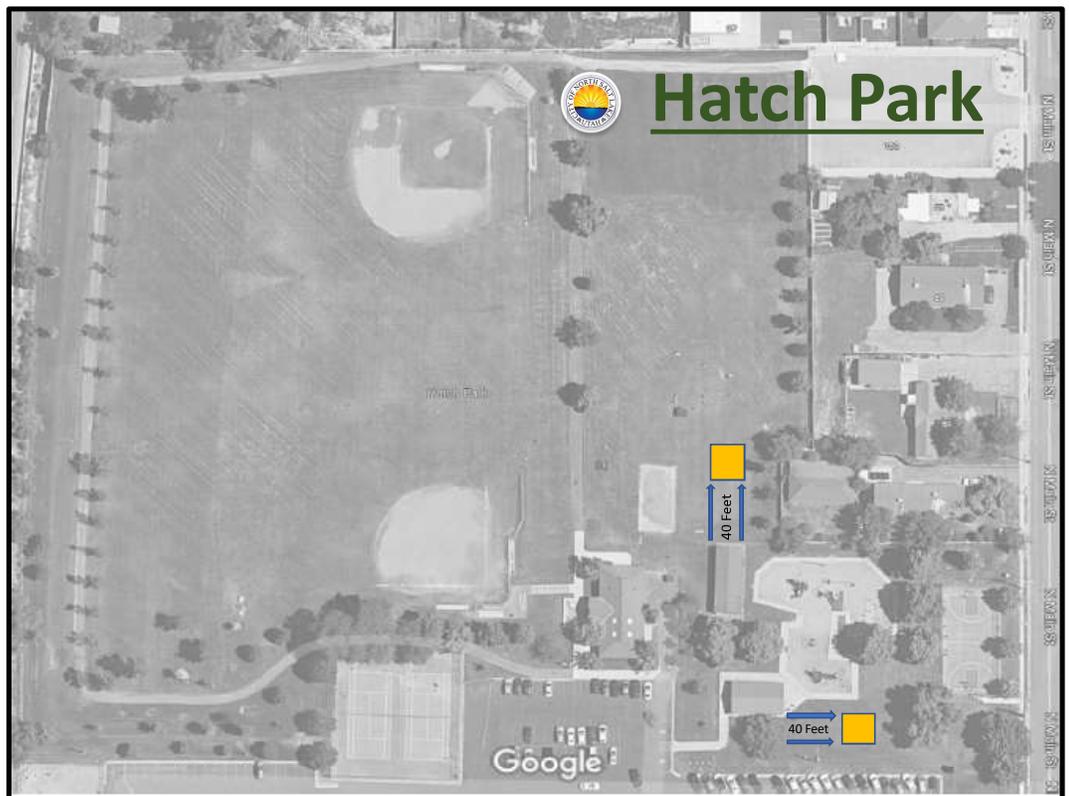
**Maps are for reference points only. Please measure out 40 ft from pavilion concrete.*

Applications for bounce houses **must** be submitted and approved by North Salt Lake 72 hours in advance. Email your completed application and waiver [Bounce-House-Permit-Forms \(nslcity.org\)](https://www.nslcity.org/DocumentCenter/View/1000/Bounce-House-Permit-Forms) to publicworks@nslcity.org and contact TJ Riley at 801-381-6585 or tjriley@nslcity.org

 Bounce House placement

Bounce House Rules

- No Water Slides
- Must Bring Own Generator
- No Stakes – Sandbags Only



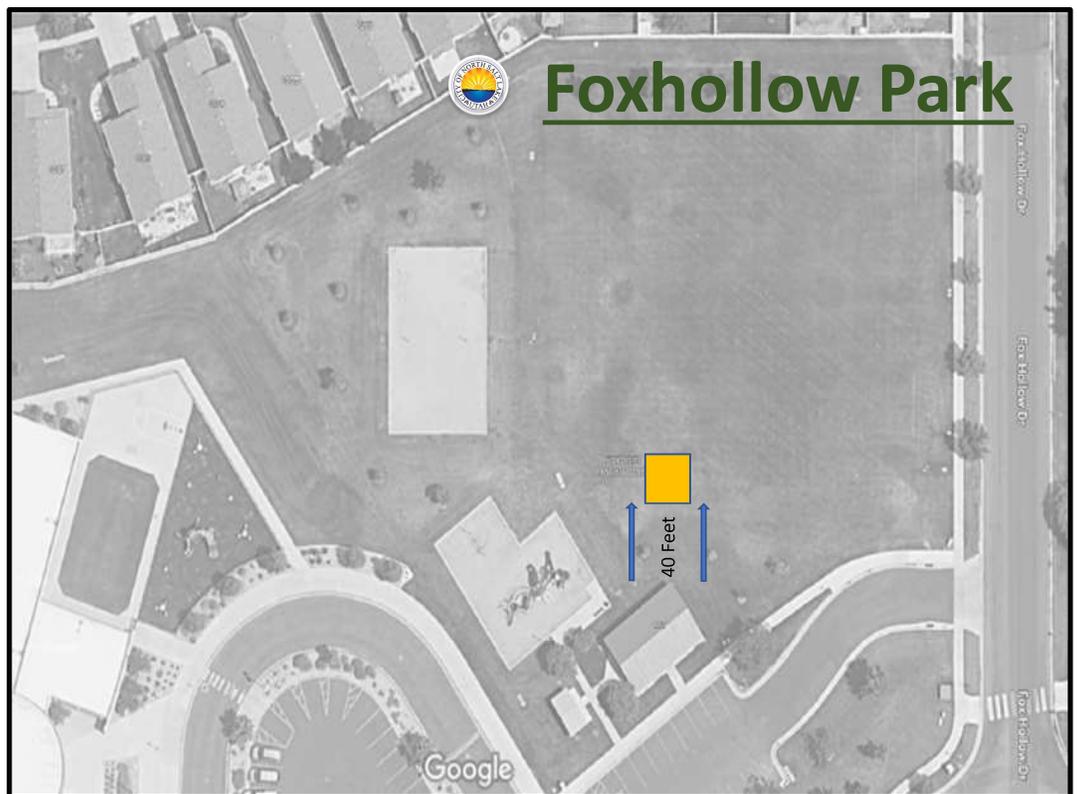
**Maps are for reference points only. Please measure out 40 ft from pavilion concrete.*

Applications for bounce houses **must** be submitted and approved by North Salt Lake 72 hours in advance. Email your completed application and waiver [Bounce-House-Permit-Forms \(nslcity.org\)](https://www.nslcity.org/DocumentCenter/View/1000/Bounce-House-Permit-Forms) to publicworks@nslcity.org and contact TJ Riley at 801-381-6585 or tjriley@nslcity.org

 Bounce House placement

Bounce House Rules

- No Water Slides
- Must Bring Own Generator
- No Stakes – Sandbags Only



**Maps are for reference points only. Please measure out 40 ft from pavilion concrete.*



Report a Problem



Upload Pavilion Photos



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: Sherrie Pace, Community Development Director
David Frandsen, Public Works Director
DATE: March 1, 2022
SUBJECT: Consideration of a Resolution 2022-07R, amending the City's Comprehensive Fee Schedule

RECOMMENDATION

Staff recommends adoption of the proposed Resolution 2022-07R amending the City of North Salt Lake Comprehensive Fee Schedule.

REVIEW

The proposed amendments for the fee schedule include the following:

1. Section 1.1 Business Licenses (page 3-4) The following changes are made in this section:
 - a. Addition of business license category for Short Term Rental
 - b. Removal of Asphalt Plant and Frame Shop from license table
 - c. Addition of Solicitor License Fees that was missing

2. Section 4.1 Building Permits. (page 8) The following changes are made in this section:
 - a. Replaces the Uniform Building Code 1997 edition, for the most current ICC Building Valuation Data Schedule, updated every 6 months.
 - b. Addition of plan check fee for duplicate plans as a percentage of permit fee.
This is necessary for the new permit software which is updated by the host to reflect the current adopted ICC Codes as part of the service.

3. Section 9.1 General Records Requests. (page 19) the following changes are made in this section:
 - a. Removes the option for copying oversized documents via third party and instead provides scanned media file that can be privately printed at a print store.

4. Section 10.2 Park Bowery Reservations. (page 22) The following changes are made in this section:
 - a. Corrected price errors for non-residents on Legacy Park #3
 - b. Comparable to nearby cities

5. Section 10.3 Playing Field Reservations. (page 23) The following changes are made in this section:
- a. Updated 2 hour weekday block from \$6 to \$10 for Residents
 - b. Updated 2 hour weekday block from \$10 to \$12 for Non-Resident
 - c. New rates match our current weekend rates
 - d. Added \$200 refundable cleaning deposit as stated in Athletic Field Use Policy

Comparable rate with nearby cities:

- i. Woods Cross (\$5 for one hour. \$300 Annual)
- ii. Centerville (\$10 per 2 hour game)

Finally, the City Council requested information about cleaning deposits charged by other cities for pavilion rental. Below is a table of information that we gathered from other cities. As a reminder, the City's pavilion rental deposit is currently \$200 and staff is not proposing any change to it. We believe that this practice has greatly reduced the amount of garbage and potential damage to pavilions.

| City | Deposit | Notes |
|-----------------|------------|--------------------------|
| Bountiful | No | |
| Centerville | No | |
| Clearfield | \$25 | |
| Clinton | \$50 | |
| Draper | \$25 | |
| Farmington | \$50 | |
| Kaysville | No | |
| Layton | \$50/\$100 | Small/Large Pavilions |
| Murray | No | |
| Salt Lake City | No | |
| South Salt Lake | No | Hoping to implement soon |
| West Bountiful | No | |
| West Haven | \$75 | |
| West Valley | No | |
| Woods Cross | No | Hoping to implement soon |

POSSIBLE MOTION

I move that the City Council approve Resolution 2022-07R amending the Comprehensive Fee Schedule as presented.

Attachments

- 1) Resolution 2022-07R
- 2) Exhibit A (redline)

RESOLUTION NO. 2022-07R

**A RESOLUTION ADOPTING CERTAIN AMENDMENTS TO THE
CITY OF NORTH SALT LAKE COMPREHENSIVE FEE SCHEDULE
AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City of North Salt Lake is an incorporated city in Davis County, Utah;
and

WHEREAS, the City Council of the City of North Salt Lake has determined that certain amendments to the Comprehensive Fee Schedule are warranted to ensure that fees and deposits are in place to reimburse the City for costs incurred to perform related city services.

NOW THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of North Salt Lake, Utah as follows:

Section 1. City of North Salt Lake Comprehensive Fee Schedule is hereby amended as shown in Exhibit "A."

Section 2. This resolution shall take effect on March 1, 2022.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF NORTH SALT LAKE, STATE OF UTAH, THIS 1ST DAY OF MARCH, 2022.

CITY OF NORTH SALT LAKE

By:

BRIAN J. HORROCKS

Mayor

ATTEST:

WENDY PAGE

City Recorder

City Council Vote as Recorded:

Council Member Watts Baskin _____

Council Member Gordon _____

Council Member Knowlton _____

Council Member Porter _____

Council Member Van Langeveld _____

Exhibit A

1.1 Business License Fees

| | | | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------|----------|
| 14 | Grocery | 58.00 | 957.00 | 1,015.00 |
| 15 | Hotel/Motel | 58.00 | 1,267.00 | 1,325.00 |
| 16 | Mobile Food Service: <i>Food trucks & carts</i> | 58.00 | | 58.00 |
| 17 | Pawn Shops/Used Goods/Antiques (Plus applicable pawnbroker bond) | 58.00 | 942.00 | 1,000.00 |
| 18 | Personal Services: <ul style="list-style-type: none"> • Dance • Gym (Exercise) • Health Service (Acupuncture, Hypnosis, Nutrition Counseling, Personal Trainer, etc.) • Laundry • Martial Arts/Self-Defense • Massage Therapy • Music (Instruction, Studio, Services: Bands, DJ, etc.) • Photography • Salon (Cosmetology, Esthetician, Nails, etc.) <ul style="list-style-type: none"> ◦ Independent licensee's within licensed salon-base rate only • School, Private • Shoe Repair | 58.00 | 42.00 | 100.00 |
| 19 | Pharmacy | 58.00 | 42.00 | 100.00 |
| 20 | Recreational Sports & Amusement Centers | 58.00 | 372.00 | 430.00 |
| 21 | Refinery | 58.00 | 937.00 | 995.00 |
| 22 | Restaurants: <ul style="list-style-type: none"> • Catering • Commissary • Fast Food • Reception Center • Restaurants | 58.00 | 277.00 | 335.00 |
| 23 | Rehabilitation | 58.00 | 1,267.00 | 1,325.00 |
| 24 | Retail/Wholesale/Rentals: <ul style="list-style-type: none"> • Retail Sales, not otherwise categorized • Rentals (Equipment, Furniture, Inflatables, Party Supplies, Storage, etc.) • Wholesale trade, durable goods • Wholesale trade, non-durable goods | 58.00 | 162.00 | 220.00 |
| 25 | RV Resort | 58.00 | 432.00 | 490.00 |
| 26 | Sexually Oriented Business | 1,000.00 | - | 1,000.00 |
| 27 | Tavern | 200.00 | 65.00 | 265.00 |
| 28 | Temporary: <ul style="list-style-type: none"> • Fireworks • Parking Lot Sales • Seasonal Sales (Christmas Trees, Shave Ice, etc.) | 200.00 | Plus applicable bond for firework sales | 200.00 |
| 29 | Tobacco Specialty Business (in addition to retail business license) <i>Defined by Utah State Code 10-8-41.6(b): sale of tobacco products accounting for more than 35% total annual gross receipts; food and beverage products, excluding gasoline sales, is less than 45% of total annual receipts; and establishments not licensed as a pharmacy.</i> | 300.00 | | 300.00 |
| 30 | Transportation: <ul style="list-style-type: none"> • Air, Rail, Pipeline (Freight Yards, Support Services, etc.) Fleet Management Services • Hauling Services • Moving (Business, Household, Machinery, Rigging) Passenger Transportation Services • Towing & Impound Yards • Trucking, Freight | 58.00 | 277.00 | 335.00 |
| 31 | Warehouse/Storage/Distribution | 58.00 | 277.00 | 335.00 |
| 32 | Other: <ul style="list-style-type: none"> • Short Term Rental • Art Studio • DVD Rental Assembly • Asphalt Plant • Frame Shop • Miscellaneous Business, not otherwise categorized • Research | 58.00 | 12.00 | 70.00 |

* New business licenses shall be prorated on a quarter year basis.

| 1.2 Business License Bonds | |
|-------------------------------------|-----------------------------|
| Beer Bond (Annual) | \$2,000 Faithful Observance |
| Fire Works Stand | \$300 Cash Bond |
| Pawnbroker/Used Goods Dealer | \$5,000 Bond |
| Cash Deposits/Bonds are refundable. | |

| 1.3 Home Occupations | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <p>Home occupations that meet the following criteria are exempt from business licensure and fees:</p> <ol style="list-style-type: none"> 1. Is operated only occasionally and is an individual under 18 years of age; or 2. A home business, whose combined offsite impact of the home business and the primary residential use does not materially exceed the offsite impact of the primary residence alone. <p>Regardless of home occupation licensure, all home occupations are required to comply with NSL Code Section 10-10-5, Home Occupations, as amended.</p> | |
| Home occupations, not meeting the above criteria or those requesting licensure voluntarily | \$25 |

| <u>1.4 Solicitor License</u> | |
|--------------------------------------------------------------|------------------------------|
| <u>Solicitor License Annual Fee</u> | <u>\$20.00</u> |
| <u>Solicitor License Daily Fee of Operation (per person)</u> | <u>\$1.00/Day per Person</u> |

| <u>1.41.5 Late Fees</u> | |
|-------------------------------------------------------------------------------------------------------------------------|--------------|
| <i>*Percentage accessed on total license renewal fee</i> | |
| Late Renewal Fee (after February 1 st) | 25% Penalty |
| Late Renewal Fee (after March 1 st) | 50% Penalty |
| Late Renewal Fee (After April 15 th) | 100% Penalty |
| All fees remaining outstanding as of April 15 th will be referred to the City Prosecutor for further action. | |

Section 4: Construction Related

| 4.1 Building Permits | |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Permit Fee | Per <u>most recent ICC Building Valuation Data Schedule In Uniform Building Code 1997 Edition</u> |
| Standard Plan Check-Residential | 50% of Building Permit Fee |
| Standard Plan Check-Commercial | 65% of Building Permit Fee |
| <u>Duplicate Plan Check-Residential</u> <u>*Reviews within 1 year of first permit issuance and within the same ICC code period</u> | <u>20% Building Permit Fee</u> |
| Connection & Development (Impact) Fees | See section 4 |
| Plan Check Deposit | \$500.00 |
| | |
| Concrete Imp. Guarantee Bond | \$40 per linear foot Minimum \$1,000 |
| | |
| | |

| 4.2 Sign Permits | |
|-------------------------|----------|
| Free Standing | \$100.00 |
| Marquees | \$75.00 |
| Façade Changes | \$30.00 |
| | |
| | |

Section 9: Miscellaneous

| 9.1 General Records Requests (records, compilation, editing, copies, etc.) | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Photocopies-Single Sided | \$0.25 each page |
| Photocopies-Single Sided-Color | \$0.50 each page |
| Photocopies-Double Sided | \$0.50 each page |
| Photocopies-Double Sided-Color | \$1.00 each page |
| Photocopies-Oversize | <u>Scanned media file will be provided</u> <u>Actual Cost Incurred for Outsourced Printing</u> |
| Certification of Copies | \$2.00 per page |
| Research, compilation, editing, etc. Upon request | \$18.00 per hour (1 hour minimum charge) |
| Minimum Search Fee | \$5.00 (Free-first 15 minutes or for inspection of existing records) |
| <i>Fees in accordance with GRAMA, or Government Records Access Management Act (Current UT Code §63-2-203, subject to change without notice).</i> | |
| <i>City Resolution No. 03-17R, adopted on November 18th, 2003: Search fees exceeding \$10.00 may require requestor to prepay fee estimate.</i> | |
| Report-Financial or Budget | \$5.00 each |
| <i>Either report is accessible and printable free of charge at www.nslcity.org.</i> | |

| 9.2 Miscellaneous Fees | |
|-----------------------------------------------------------------|---------|
| Bicycle Registration-One Time | \$2.00 |
| Returned Check Fee | \$20.00 |
| Credit Card Use Fee (Transactions greater than \$500) | Flat 2% |

10.2 Park Bowery Reservations

| | | Weekday Rates (M-Th) | | Weekend Rates (F-Sun & Holidays) | |
|-----------------------------------------------------------|----------------------|----------------------|-------------------------|----------------------------------|--------------|
| Location | Time | Resident | Non-Resident | Resident | Non-Resident |
| Legacy Park #1 Large Pavilion East side | 10:00-2:00/4:00-8:00 | 100.00 | 150.00 | 120.00 | 200.00 |
| | ALL DAY (10:00-8:00) | 200.00 | 300.00 | 240.00 | 400.00 |
| Legacy Park #2 Near Splash Pad Middle | 10:00-2:00/4:00-8:00 | 50.00 | 60.00 | 60.00 | 70.00 |
| | ALL DAY (10:00-8:00) | 100.00 | 120.00 | 120.00 | 140.00 |
| Legacy Park #3 Near Basketball courts West side | 10:00-2:00/4:00-8:00 | 50.00 | 50.00 60.00 | 60.00 | 70.00 |
| | ALL DAY (10:00-8:00) | 100.00 | 70.00 120.00 | 120.00 | 140.00 |
| Foxhollow Park | 10:00-2:00/4:00-8:00 | 25.00 | 50.00 | 35.00 | 55.00 |
| | ALL DAY (10:00-8:00) | 35.00 | 70.00 | 70.00 | 100.00 |
| Hatch Park #1 Pavilion South side | 10:00-2:00/4:00-8:00 | 25.00 | 50.00 | 35.00 | 55.00 |
| | ALL DAY (10:00-8:00) | 35.00 | 70.00 | 70.00 | 100.00 |
| Hatch Park #2 Pavilion North Side | 10:00-2:00/4:00-8:00 | 15.00 | 25.00 | 20.00 | 40.00 |
| | ALL DAY (10:00-8:00) | 30.00 | 55.00 | 35.00 | 75.00 |
| Wild Rose Trail head park | 10:00-2:00/4:00-8:00 | 35.00 | 45.00 | 45.00 | 55.00 |
| | ALL DAY (10:00-8:00) | 60.00 | 80.00 | 80.00 | 100.00 |
| Tunnel Springs Pavilion North End | 10:00-2:00/4:00-8:00 | 35.00 | 45.00 | 45.00 | 55.00 |
| | ALL DAY (10:00-8:00) | 60.00 | 80.00 | 80.00 | 100.00 |
| Veteran's Memorial Amphitheater | 10:00-2:00/4:00-8:00 | 35.00 | 45.00 | 45.00 | 55.00 |
| | ALL DAY (10:00-8:00) | 60.00 | 80.00 | 80.00 | 100.00 |

*A refundable \$200 cleaning deposit required for all park reservations.

10.3 Playing Field Reservations

| | | Weekday Rates (M-Th) | | Weekend Rates (F-Sat) No Reservation on Sunday | |
|-----------------------------|--------------|-----------------------|------------------------|---------------------------------------------------|--------------|
| Location | Time | Resident | Non-Resident | Resident | Non-Resident |
| Legacy Park Field #1 West | 2 hour block | 6.00 10.00 | 10.00 12.00 | 10.00 | 12.00 |
| Legacy Park Field #2 Center | 2 hour block | 6.00 10.00 | 10.00 12.00 | 10.00 | 12.00 |
| Legacy Park Field #3 East | 2 hour block | 6.00 10.00 | 10.00 12.00 | 10.00 | 12.00 |
| Hatch Baseball South | 2 hour block | 6.00 10.00 | 10.00 12.00 | 10.00 | 12.00 |
| Hatch Baseball North | 2 hour block | 6.00 10.00 | 10.00 12.00 | 10.00 | 12.00 |

*A refundable \$200 cleaning deposit required for all field reservations.



CITY OF NORTH SALT LAKE

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

Brian Horrocks
Mayor

Ken Leetham
City Manager

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Tyler Abegglen, Eaglewood General Manager

DATE: March 1, 2022

SUBJECT: Golf Course Oversight Committee Appointments

RECOMMENDATION

Staff recommends the re-appointment of the following Golf Committee members with terms from 3/1/22 to 3/1/26:

Roger Graves – Seat 3
John Logan – Seat 5
Karen Mills – Seat 6

Mayor Horrocks recommends the appointment of Lisa Watts Baskin as the City Council liaison to fill the vacancy of former Council Member Horrocks with a term ending 3/1/24.

BACKGROUND

The Golf Course Oversight Committee was established by Resolution 2020-04R on February 18, 2020. The Resolution specified committee members shall be appointed by the Mayor with the advice and consent of the City Council. The Mayor shall also appoint, with the advice and consent of the Governing Body, a member of the City Council as a liaison or non-voting representative that should attend Committee meetings and provide general support to the Committee, as needed. Roger Graves, John Logan, and Karen Mills were appointed to the Committee on March 3, 2020 and were the three members that initially were appointed with a two-year term. Each of the members up for reappointment have agreed to continue to serve as part of the Committee for another term, which will hereafter be a term of four years, as stipulated by the Resolution.

PROPOSED MOTION

I move that the City Council approve Mayor Horrocks' appointment of Lisa Watts Baskin and reappointment of Roger Graves, John Logan, and Karen Mills to the Eaglewood Golf Course Oversight Committee.



CITY OF NORTH SALT LAKE

10 East Center Street
North Salt Lake, Utah 84054
(801) 335-8700
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Brian Horrocks
Mayor

Ken Leetham
City Manager

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Ken Leetham, City Manager

DATE: March 1, 2022

SUBJECT: Parks Trails Arts and Recreation Advisory Board Appointments

RECOMMENDATION

Mayor Horrocks recommends the appointment of Ted Knowlton as the City Council representative on the Parks Trails Arts and Recreation Advisory Board with a term ending 1/1/26. He also recommends the reappointment of Tammy Clayton on the Parks Trails Arts and Recreation Advisory Board for another 2-year term ending on 1/1/24.

Council Member Gordon recommends the reappointment of Ron Gordon on the Parks Trails Arts and Recreation Advisory Board for another 2-year term ending on 1/1/24.

BACKGROUND

The Parks, Trails, Arts and Recreation Advisory Board was established by Ordinance and amended over the years with the latest amendment in 2020. The ordinance established the membership of the Board which comprises seven regular members. Each member of the governing body of the City shall have one appointment ratified by the City Council which has a term of two years. The seventh member of the Board shall be a member of the governing body (Seat 1) and shall be appointed by the Mayor with the advice and consent of the City Council and serve for a term of four years. Three of the terms expired 1/1/22 for the following members: Ron Gordon (Seat 2) appointed by Natalie Gordon; Ken Akers (Seat 6) appointed by Lisa Watts Baskin; and Tammy Clayton (Seat 7) appointed by the Mayor.

Council Member Baskin's appointment for Seat 6 will take place at a future meeting.

PROPOSED MOTION

I move the City Council approve Mayor Horrock's appointment of Ted Knowlton and reappointment of Tammy Clayton and Council Member Gordon's reappointment of Ron Gordon on the Parks Trails Arts and Recreation Advisory Board.