

SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 28 March 2017

TIME COMMENCED: 6:02 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas
Kent Hyer
Merv Taylor
Jo Sjoblom
Wayne Winsor

CITY RECORDER:

Elyse Greiner

CITY MANAGER:

Tom Smith

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Traci Wiese, Lynn Poll, Tani Lynch, Barbara Shupe, Kathy Poll, Randi Wiese, Dan Shupe, Cymbre Rowser, Mandi Spens, and Michael Spens.

Mayor Long called the meeting to order and welcomed those in attendance.

PLEDGE OF ALLEGIANCE: Council Member Sjoblom

PRAYER: Council Member Taylor

AGENDA: Council Member Sjoblom moved to approve the agenda as written. Council Member Hyer seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

CONFLICT OF INTEREST: None

CONSENT AGENDA:

- **Approval of February 2017 Budget to Actual**
- **Newsletter Advertising Policy** (Tom explained the newsletter advertising policy). He said sponsorship for Country Fair Days will be recognized once electronically, but no longer throughout the year on the mailed issues.

Council Member Sjoblom moved to approve the consent agenda. Council Member Winsor seconded the motion. Elyse called for a roll call vote. Council Members Hyer, Taylor, Sjoblom, and Winsor voted yes. Council Member Casas voted no. The motion carried 4 to 1.

QUARTERLY REPORT: DCSO Law Enforcement: Lieutenant Roundy presented the quarterly report. He said officer work performance by area includes: 6 arrests, 8 offenses, 98 citations. He then reviewed the dispatched calls 10 accidents with property damage, 1 child abuse or neglect. He said there have been 6 vehicle burglaries. He would recommend reminding citizens to leave porch lights on, lock vehicles, close garage doors, and take valuables out of vehicles. He reported that all of the vehicle burglaries were on 8100 South and 2300 East. He said there were 148 traffic violations. Council Member Hyer said most of the complaints the Council receives are concerning individuals speeding in smaller neighborhoods. It was suggested more patrolling ten minutes before school starts and when kids get out of school. Lieutenant Roundy discussed services they offer which include: the K-9 patrol unit, crime labs, SWAT, bomb squad, emergency services, DARE, Bear Cat, etc. He said there is a patrol deputy assigned to South Weber City 8 to 12 hours a day. He said you will see more motorcycle patrols with the warm weather approaching. He said the patrol sergeants have been very pleased with the improvement of South Weber City's Fire Department. He said there are a lot of resources they can help provide to the Fire Department. Council Member Casas discussed South Weber City requires a solicitor to get a license thru the City. Lieutenant Roundy said they will give a warning and the second time a citation. Council Member Taylor suggested putting an alternate non-emergency dispatch number in the newsletter.

QUARTERLY REPORT: Finance Director: Mark McRae, Finance Director, presented the quarterly report. He said concerning the General Fund Revenues of 2017, they are right on target. The interest rate is up 132% over February 2015. He said the water impact fee has been completed. He then reviewed the Enterprise Fund Business Model – normal costs: payroll, AP, billing, legal, management, etc. He said South Weber City has consolidated all of those. He said we have to look at how to allocate back to the Enterprise Fund. He discussed salary benefits allocation, administrative services fee, and salary allocation = \$104,400. He discussed the capital reserves and developing an asset management program with Council Member Winsor. He said they are working on the paperless project and software is in the works as well as training people. He said the Fire Department will be changing their software and record an incident on their mobile device. He said the Iworq program is currently being used, but they are looking at ways for the Public Works Department to enter information on their mobile devices. Mark explained that documents will be scanned to create electronic documents for AP and billing. Mayor Long asked about documents stored at the State archive. Mark explained that most of the documents have an expiration date and are stored at the City office. Council Member Winsor for being a tremendous asset to the City.

ACTION ITEMS:

RESOLUTION 17-11 Final Plat Ferndale Subdivision: Tom said this item was discussed in the work meeting regarding storm drainage and right of way. Brandon Jones, City Engineer, said he is not recommending approval at this particular meeting because the issues with drainage and ground water concerns and street cross sections need to be identified and then the developer will need to make modifications to his plan and come back for approval. He said the Council needs to give direction on what they are comfortable moving forward with for the developer. Council Member Sjoblom felt the Council was in agreement on the groundwater situation and the developer escrowing money for future curb and gutter, but it seemed that there wasn't an agreement as to the width of the road. Brandon recommended the city standard of 70' but stated

in his memo he stated he feels it is acceptable to match the existing (or projected) ROW widths: 50' on 925 East and 60' on 7375 South. He reiterated that he would recommend the city standard of 70'. Council Member Hyer discussed existing neighborhoods with a small area that may have a small amount of traffic. Brandon said the City currently has a transportation master plan that identifies existing and proposed roads which are identified as local, collector, etc. He said we can identify those roads in the plan that need to be identified as such. Council Member Hyer said the City will have more and more of these types of situations and it would be nice to be more specific and actually identify ROW widths. Council Member Casas thanked Mr. Poll for being willing to work with the City.

Council Member Casas moved to approve RESOLUTION 17-11 Final Plat Ferndale Subdivision with the conditions set forth in Brandon's memo of 9 March 2017 and memo of 27 March 2017 with recommended option #3 for storm water drainage with the developer being responsible to escrow for improvements, escrow for a street light and a fee in lieu of detention for storm water drainage, and dedication of 70' right of way on 7375 South and 50' right of way on 925 East. Council Member Winsor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

Transportation Utility Fund Analysis

Brandon Jones, City Engineer, stated in response to the Work Meeting on Tuesday, March 21, 2017 the Council requested a fee estimate to perform the Street Condition Assessment and associated Analysis. The following is a breakdown of tasks and estimated costs.

Task #1 – Street Condition Assessment (iWorq) \$6,900

- iWorq is the current municipal management software provider being used by the City. They also have field technicians that perform street condition assessments.
- This work involves a visual inspection and assessment of every street section in the City (intersection to intersection), entering the associated rating criteria, calculating the resulting RSL value and entering that information into their GIS database.

Task #2 – Cost Evaluation (J&A) \$2,500

- This work would involve establishing the current annual expenditures on street maintenance to form a base line. Based on the street conditions received from iWorq, multiple cost scenarios would be run in order to establish the benefit (increased average RSL and decreased streets in failure) of the additional funding. This would be run for an evaluation period of 10 years. This work would also produce a 10-year plan for each scenario of the most cost-effective schedule of treatments for all streets throughout the city based on their RSL values.

Task #3 – ERU Analysis (J&A) \$2,000

- This work would only be needed if pursuing the implementation of a Transportation Utility Fee. It involves an end-trip analysis of all street users (residential, commercial, industrial, institutional, etc.) located in the City. This is based on the Land Use ITE Trip

Task #4 – Report and Public Involvement (J&A) \$1,000-\$3,500

- This work would include preparation of exhibits and presentations for Council meetings and/or Open Houses as desired by the City Council. The cost associated with this task will depend on the number of meetings and additional information desired.

The Council discussed holding open houses to inform the public of this information. Tom will contact Provo City about showing the video that the Council watched at the last work meeting.

Council Member Winsor moved to move forward with the Transportation Utility Fund Analysis not to exceed \$15,000. Council Member Taylor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

Award 2017-2021 Fertilizer & Weed Control Quote

<u>Contractor:</u>	<u>Fertilizer per Acre</u>	<u>Broad Leaf Control</u>	<u>Total</u>
Great Basin Turf	59.99	45.00	104.00
Best in the West	110.00	68.00	178.00
N.O.S.S.	100.00	80.00	180.00
Green Castle	97.50	97.50	195.00
Lawn Butler	245.65		245.65

Council Member Hyer moved to award the 2017-2021 Fertilizer & Weed Control bid to Great Basin Turf for three treatments each year from 2017-2021. Council Member Taylor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

COUNCIL ITEMS:

Council Member Taylor: He stated he has been working with the Davis County Sheriff’s Department and has requested a monthly report from them.

Council Member Hyer: The Country Fair Days Committee has been meeting and will be asking for donations in the City newsletter.

Council Member Sjoblom: She attended the land use meeting. She said David Church spoke. She asked him about discussion items and action items on an agenda. She asked the Council to not distinguish between discussion items and actions items. She would like this to be placed on the next agenda. Mayor Long agreed to put it on the next agenda. She also asked about concrete drainage that need to be replaced. Mark Larsen suggested she email him the address.

Council Member Winsor: He reported on the Finance Committee Meeting. He said they discussed bond options, merit based policies, etc. He requested putting on the April 11th salary based survey. The City staff would like to add a part-time clerk.

MAYOR’S ITEMS: Mayor Long attended the COG (Council of Governments) meeting where they discussed the \$10 fee for licensing of vehicles, boats, and ATV’s.

CITY MANAGER ITEMS: He said the Central Park playground equipment has been ordered and will be delivered by June 5th. He said it may be difficult to get it in place before Country Fair Days. He said the Sewer Capital Facilities Plan is being reviewed by the Public Works Department. He said they have received grant money for South Weber Drive.

CITY RECORDER ITEMS: Elyse stated she had a training on minutes and learned that acronyms should be specified.

CITY ENGINEER ITEMS: Brandon Jones reported on the meeting held with the residents along 1250 East. He said the overwhelming response was for a 5’ sidewalk. He said residents want more paved asphalt verses wider sidewalk. He would like the Councils’ feedback. Council Member Casas would like to go with the 5’. Council Member Sjoblom agreed. Brandon discussed the need for the secondary water line needing to be replaced. He has spoken with Rorie Stott from South Weber Water Improvement District. Rorie would like the City to include the secondary line in the bid and then South Weber Water Improvement District will pay for it. Discussion took place regarding the sewer easement on the Peek property that could possibly be used as a trail.

PUBLIC WORKS DEPARTMENT: Mark reported that the blind corner signs were installed. He is working with the Davis County Sheriff’s Department to be able to count vehicles and speed.

PUBLIC COMMENTS:

Cymbre Rowser, 985 E. 7375 S., said she is concerned about the storm sewer drainage for the Ferndale Subdivision. She thanked Council Member Hyer for coming down and taking a look at the area. She asked about the dip on 475 East. She is also concerned about parking on 7375 South and the difficulty trying to get through the street when vehicles are parked on both sides.

ADJOURNED: Council Member Taylor moved to adjourn the meeting at 8:23 p.m. Council Member Winsor seconded. Elyse called for the vote. Council Members Casas, Hyer, Winsor, Sjoblom, and Taylor voted yes. The motion carried.

APPROVED: _____ Date
Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Recorder: Elyse Greiner

SOUTH WEBER CITY COUNCIL WORK MEETING

DATE OF MEETING: 28 March 2017

TIME COMMENCED: 5:00 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

**Scott Casas
Kent Hyer (arrived at 5:29 p.m.)
Jo Sjoblom
Merv Taylor
Wayne Winsor**

CITY MANAGER:

Tom Smith

CITY RECORDER:

Elyse Greiner

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Traci Wiese, Mark McRae, Brandon Poll, and Lynn Poll.

Mayor Long stated that Council Member Hyer will be late to the meeting.

CONSENT AGENDA:

- **Approval of February 2017 Budget to Actual**
- **Newsletter Advertising Policy**

QUARTERLY REPORTS: DCSO Law Enforcement & Finance Director

ACTION ITEMS:

RESOLUTION 17-11 Final Plat Ferndale Subdivision:

The subdivision is for 3 lots and a remainder parcel located near 925 E. and 7375 S. The Planning Commission has reviewed and recommended approval of the subdivision. The Council previously discussed and tabled this item based on questions about the sidewalk width. Brandon Jones, City Engineer, explained the history of the Ferndale Subdivision and the developer retaining storm water on site.

Brandon explained that when the first applications for this subdivision were being processed, the State DEQ (Department of Environmental Quality) had just recently implemented the new Storm Water Permit that all MS4's had to comply with. South Weber City is an MS4 (Municipal Separate Storm Sewer System). One of the mandatory requirements of the new permit was retention (water held and not allowed to leave the site) of the 90th percentile storm. Although the City Public Works Standards greatly discourage retention basins, they are allowed under certain circumstances. Given the circumstances, the staff allowed the developer to move forward with a retention approach. Later, in the fall of last year, the State DEQ decided to study the retention requirement further and

postponed its mandatory implementation to 2019. As the development had already moved forward with a retention approach and the City Standards allowed for such, the Staff continued to move it forward.

Brandon stated the City Staff met with the Developer on Friday of last week to further discuss the concerns raised at the last Council meeting. Given the number of options available, the Staff asked the Developer to put together a proposal of what they are proposing to do. He said the City did receive a copy of the developer's proposal which gives explanation, options and their proposed option.

Brandon explained that according to the geotechnical report from Earthtec Engineering, the percolation rate is less than 1 min/in (which is very good). The majority of the soils are also gravelly in nature. Brandon said it was not until the last Council meeting, when a nearby resident (Barbara Shupe) made a comment about one of the other neighbors getting water in their basement that we were aware of any potential groundwater issues. He said he followed up with this particular resident to get a better understanding of the issue.

Brandon said the concern is that previous flood irrigation of the field being developed is suspected to have been the cause of flooding in the basement of the home at the southwest corner of 925 East and South Weber Drive, because only after a short period of time from the field being irrigated, the home on the corner would get groundwater in their basement. Therefore, if this development is allowed to retain storm water on-site, the previous flood irrigation conditions and flooding of basements may return.

Brandon said given this concern, we also followed up with Earthtec Engineering and discussed the issue with them. In the end, we concluded that although it is possible that the groundwater percolating into the soil from these retention basins may contribute to the problem, the problem currently exists. It would be difficult to prove that any future issues were a direct result of the installation of these retention basins. The actual source of the groundwater causing the problem already exists. In short, there is no way to guarantee that the storm water from these retention basins will not contribute to the existing problem, but at the same time there is no way to prove that they will.

Brandon said it is our understanding that there are some concerns with varying Right-of-Way (ROW) widths in this area, and that the City Standard 70' ROW may not be appropriate. Upon further review and consideration, we feel that because these are existing roads, the final ROW widths should be considered on a case by case basis. He then reviewed drawings showing the recommended ROW widths from 925 East to 7375 South to Lester Drive to 1250 East.

Brandon then discussed Lynn Poll's concerns with the storm drain and the street cross sections with right of way widths etc. Brandon said the improvement plan needs to show a street light on the corner.

Council Member Casas is in favor of using water retention swells on the south of each lot and the west end of the subdivision.

Council Member Hyer arrived at 5:29 p.m.

Brandon recommended following Option 3 from the developer's Proposal. He feels this will help diminish the groundwater concerns by placing the retention ponds farther away from the downgradient homes. These retention basins would also be temporary in nature. When improvements are placed on this road in the future, a storm drain system will be provided and these basins will be eliminated. Finally, if improvements are installed now, there is a good chance that they will be torn out in the future when the rest of the road's improvements are installed. Although future improvements are likely to cost more when installed, we feel it would be best to have the money put in escrow to help towards the future project costs.

Brandon then discussed the right of way width and stated given the amount of ROW acquisition that would be required on these existing streets, he feels it is acceptable to match the existing (or projected) ROW widths: 50' on 925 East and 60' on 7375 South. Brandon discussed sidewalk width. He said wider park strips are easier to maintain. Council Member Casas said with a wider park strip, you can also install trees that are less harmful to damaging sidewalks. Brandon recommended the sidewalk follow the City standard. He said due to the ease of complying with ADA requirements and following the recommendations of others (see below), we would recommend a minimum of 5' wide sidewalk. A 50' ROW will have to be considered a "geometric constraint" if the sidewalk that is placed against the back of curb is less than 6' wide.

There are several "standards setting bodies" that provide guidelines by which we design to. The following are the main entities that address sidewalk widths:

- ADA (Americans with Disabilities Act)

"Sidewalks are to be at least 5 ft. wide. However, if necessary due to geometric constraints, the width of the sidewalk may be reduced to 4 ft. minimum width."

"A sidewalk proposed within 2 ft. of a curb will be placed adjacent to the curb and be at least 6 ft. wide."

- FHWA (Federal Highways Administration)

"Although most guidelines require sidewalk design widths to be at least 5-feet wide, larger design widths can accommodate more pedestrians and improve ease of access."

- SRTS (Safe Routes to School)

"The preferred minimum sidewalk width recommended for safe routes to schools is five to six feet."

"The six-foot width allows for two people to walk comfortably side by side and provides sufficient space for pedestrians crossing in the opposite direction. Sidewalks with a width of eight to ten feet or more should be built where there is no sidewalk buffer along an arterial street and along roads adjacent to school grounds where large numbers of walkers are expected."

- AASHTO (American Association of State Highway and Transportation Officials)

Minimum width of 4 ft., but must have 5 ft. wide "passing zone" no less than every 200 ft.

"Greater sidewalk widths should be considered for higher volume sidewalks and where the sidewalk is against the curb or wall"

Brandon said the current City Standard sidewalk width of 6 feet is supported by these requirements and recommendations listed above. He would recommend holding to and staying consistent with the City Standards.

Tom asked Brandon if this would need to go back to the Planning Commission because of some of these amendments. Brandon said he doesn't think so. The Council agreed. Council Member Winsor discussed the ROW and said he is concerned about setting a precedent. He said if this is how we are going to move forward, he would suggest looking at amending the City standard. Council Member Hyer discussed a development fitting a certain criteria when it is a new subdivision verses the subdivision blending with existing development. Brandon said when the standard was changed from 60' to 70', we ran into this issue several times. He said we ran into a lots of roads being 60' joining up with a 70' road and developers were able to transition to the 60' road. Tom said the City staff is recommending option #3 from Brandon's memo and the 70' right of way. Mr. Poll

Transportation Utility Fund Analysis (no discussion this item)

Award 2017-2021 Fertilizer & Weed Control Quote: Tom Smith, City Manager, stated the City received bids from the following and he is recommending three treatments. It was stated the City has worked with Great Basin Turf before. Tom recommended the Council award the bid to Great Basin Turf. Council Member Winsor asked if the budget amount can be present with the bids received so that he can see if bids come in above or below budget.

<u>Contractor:</u>	<u>Fertilizer per Acre</u>	<u>Broad Leaf Control</u>	<u>Total</u>
Great Basin Turf	59.99	45.00	104.00
Best in the West	110.00	68.00	178.00
N.O.S.S.	100.00	80.00	180.00
Green Castle	97.50	97.50	195.00
Lawn Butler	245.65		245.65

Adjourned at 6:00 p.m.

APPROVED: _____ **Date**
Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____ **City Recorder: Elyse Greiner**