MINUTES OF THE VINEYARD CITY COUNCIL
WORK SESSION AND REGULAR MEETING
240 East Gammon Road, Vineyard, Utah
March 8, 2017 at 6:00 PM

Present	**Absent**
Mayor Randy Farnworth Councilmember Tyce Flake Councilmember Julie Fullmer Councilmember Nate Riley	Councilmember Dale Goodman

Staff Present: Community Development Director Morgan Brim, Building Official George Reid, City Manager/Finance Director Jacob McHargue, Utah County Sheriff's Deputy Collin Gordon, Assistant City Engineer Chris Wilson, City Recorder Pamela Spencer, Planning Commission Chair Chris Judd, Water/Sewer Operator Sullivan Love, Permit Tech & Residential Plans Examiner Patricia Abdullah, Records Management Assistant Kelly Kloepfer

Others Present: Residents and Heritage Commissioners Tim Blackburn, Jenna George, and Ron Bennett, residents Anthony Jenkins and Kyle Stucki, Gerald Anderson with Anderson Geneva, Jeff Gochnour with Cottonwood Partners

6:00 PM WORK SESSION

Mayor Farnworth called the meeting to order at 6:00 PM. He gave the invocation.

JOINT WORK SESSION WITH THE HERITAGE COMMISSION

Mayor Farnworth turned the time over to Heritage Commission Chair Tim Blackburn.

Mr. Blackburn introduced the other commission members who were present; Jenna George and Ron Bennett. He explained that at their monthly meeting in February they were planning a Vineyard Heritage Commemoration. They came up with a date in May around the anniversary of the town. They had ideas for the event, and were hoping to make it an annual event. He said that Mr. McHargue informed them that there was another committee that planned events. Mr. Blackburn asked the council what direction they would like the commission to take. He added that they were collecting artifacts. He said that the commission was hoping to plan events around the history of Vineyard, which could include an Ice Cream Social with Storytelling, Farmer's Markets, and Tractor Parades. He added that the events would all focus on the history of Vineyard. He suggested that they could also have a Geneva Days celebration.

Mr. McHargue felt that they had a great group and they were very organized with great ideas. He also felt that it was important that the two committees met together.

Councilmember Fullmer asked what their initial thoughts were for the event in May and what funding they were going to use. Mr. Blackburn replied that they had no funding base. Some suggestions were that they could have sponsors and hold it for only one day from 10 am to 4 pm.

Councilmember Fullmer felt that it was a great idea. She mentioned that the special events budget was small and they always had to get sponsors. She liked the idea of Geneva Days and coming up with Vineyard Heritage Days events. She thought it would be fun to do some of the events that Mr. Blackburn had mentioned. She felt that the two committees should get together and coordinate the events and the budgets. She said that the party planning committee was in place and they could use them along with staff to help plan and run the events. She mentioned that the commission was interested in digitizing some of the records. She felt all of that fell into the same category and they should be coordinating with the groups that already had the budget so they were following the priorities of the city. Mr. Blackburn felt that digitizing the records should go through the party committee. Councilmember Fullmer stated that anything within the scope of the Heritage Commission should be coordinated with other groups.

Mr. Blackburn explained that the commission wanted to host commemoration events and not parties. They wanted to start with a small event this year and then expand it over the years; focusing on the history of the community. Councilmember Fullmer stated that any event they wanted to do, such as commemorations, farmer's markets, etc., she would put in the same category. She felt that the way to provide clear coordination between the committees and city entities was to work under the budgets and to work under the same communications. If they were coordinating they might be able to help them get the sponsors for the events. Mr. Blackburn replied that the commission had no problem in the coordinating.

Mr. Blackburn mentioned that there were other things they would be doing as a commission such as: placing plaques, interpretive signage, and artifacts around the community. He felt that these items were separate from the event planning. He felt it was easier to work through one channel rather than two different ones. He stated that they would do whatever the council wanted them to.

Councilmember Riley felt that the commission should have their own budget in order to allow them to flourish. He liked the idea of separating the bigger city events from the heritage events. They could coordinate the dates so they were not overlapping.

Councilmember Fullmer said that because they had the party planning committee that coordination would be key. She felt that even if they gave them some of the budget money it would not satisfy their needs.

Mayor Farnworth explained that they needed to make the Heritage Commissions budget fit into the overall budget. He said that they were not seeing the commission as a large organization. He felt that they needed to start small and work into a bigger budget. He explained that Orem's Heritage Commission was a separate entity from Orem.

Councilmember Fullmer felt that the Geneva Days event might overlap with the party planning committee, so they needed coordination.

Heritage Commission member Ron Bennett said that the commission felt that they needed to raise their own money. He said that if they were sticking with their goals they might be going outside the city's parameters.

Mayor Farnworth mentioned that there were two dates that they could use for commemorative events. One was the date that Vineyard was incorporated in 1989 and the other was the date that Geneva was organized in 1929. He felt that they could have Geneva Days and Vineyard Heritage Days. He said that they needed to come up with a budget amount for their event schedule for May 13.

Heritage Commission member Jenna George stated that their goal would be to become a 501(c)3 organization so that people could donate and receive the tax breaks. Mayor Farnworth stated that they could proceed. Mr. McHargue explained that individuals could set up a 501(c)3 organization, not as a commission.

Ms. George said that she saw value in what Councilmember Fullmer was saying about coordinating with the party planning committee. She felt that in their budget, there were line items for the top three most important things; which were digitizing photos and records, placing plaques and signage on the trails, and the Heritage Days. She said that there was value in coordinating with the different entities such as the party planning committee and the records department in order to use part of their budgets. She felt that it would be enough coordination to ensure that they did not overlap and allow them do their events and share the same budget. Councilmember Fullmer felt it would help to assess the commission's needs in the future. Mr. McHargue felt it would be important to have some of the Heritage Commission members be involved in all events to have a heritage aspect at every event.

Councilmember Flake felt that as the commission grew it would be imperative that they coordinate. He felt that Vineyard should have a Heritage Day and the plan was in place.

Mayor Farnworth asked if they needed any other information.

Councilmember Riley asked if the council could give the commission the go ahead to organize the event.

Ms. George asked if the commission should put together a plan and presented it to Councilmember Fullmer so they were not overlapping. Mr. Bennett said that the idea was to start modestly with the idea that the event could grow.

Mayor Farnworth said that the commission was expecting to do things without having a budget. He said that the commission was looking to have an event in May and should work with Councilmember Fullmer and Mr. McHargue on the budget.

Mr. Blackburn mentioned that they had commitments of artifacts from people which they needed to secure and store.

Council agreed to allow the commission to move forward with their event. Mayor Farnworth said that they would need to submit a dollar amount to purchase individual items.

OPEN SESSION – *Citizens' Comments*

Mayor Farnworth called for public comment. Hearing none, he closed the open session.

PLANNING COMMISSION UPDATE AND RECOMMENDATIONS TO THE COUNCIL – Planning Commission Chair Chris Judd – Chair Judd reported that the Planning Commission had a work session last week where they discussed Zoning Ordinance amendments. He said that they talked about the Homestead Development Agreement, specifically the fencing requirements. He explained that there were a lot of items in the agreement and the city code that were not being enforced. He asked if the council wanted them to look at the agreement as a whole.

Mr. Brim reviewed some of the requirements that were not being adhered to. He said it would require a lot of update to the design.

Mayor Farnworth mentioned that staff had been discussing the concerns. He asked if the commission was coordinating with staff. Mr. Judd replied that they were and were hoping to get in front of the problem and receive feedback from council. Mayor Farnworth stated that he was in support of making changes. There was a discussion about the requirements and those standards with which residents were out of compliance.

Councilmember Fullmer felt that they needed to address the issues. She said that because none of the houses were in compliance the greater damage would be to them. She added that the city needed to only do things that they could properly enforce.

Mayor Farnworth mentioned that they originally had no personnel to enforce the development agreement and code and that was why they now had problems. Councilmember Fullmer felt that if they were going to address the fencing then they had to address the rest of the requirements.

Councilmember Riley said that it sounded like people wanted to do away with the agreement. His concern with doing away with the agreement would be that if they did he would have to accept total defeat, because the developer would have received 100 percent of the density they were requesting and the city literally ended up with nothing. He said that they did not even have park open space and the checklist kept getting longer with what the city would have lost. He felt that there had to be middle ground. He said that he had to take responsibility for what had not been done, but moving forward they needed to come up with a process to help facilitate what it was supposed to be. Councilmember Fullmer asked how they would suddenly start enforcing it.

Mayor Farnworth mentioned that they did receive the property for the Public Safety Building. He felt that they had been take advantage of because they did not know what they were doing. Councilmember Riley stated that the developer knew that the agreement was in place.

Mr. Judd asked if the amendment that had been done superseded the original agreement or added to it. Mr. Brim replied that it was only an amendment. He added that staff was willing to do what the council wanted to be done and would provide council with what it would take to enforce the agreement.

Mr. McHargue said that he had worked with the department heads to come up with a checklist. He added that he would like to meet with each councilmember individually and then come up with a presentation for the city.

Mayor Farnworth asked what pods were left in which they would have to enforce the regulations. There was no exact number. Mr. Judd said that there was still an opportunity to enforce the agreement. He added that there were residents who wanted an answer on their fence colors now. Mr. Brim stated that they had to work with both an original agreement and the amended agreement. Councilmember Flake asked if they were going to grandfather in those homes where the agreement was not enforced. Mr. Brim stated that they would not go back and make changes to permits already issued.

Mr. Judd recommend that they go through the entire agreement now.

Mayor Farnworth asked about the timeline for the fence issue. Mr. Brim replied that it would have to be a separate amendment if they addressed only the fencing issue now. He said that it would be cleaner to do one amendment. He added that if they took out a lot of the requirements it would be a simplified agreement that would delete everything except the density requirements, open space, trails and anything that was not site-specific building design requirements.

Councilmember Flake asked if they could acquire the list, determine a date, and take care of the problem.

Councilmember Fullmer asked if the repercussions would fall to the resident or to the developer. Mr. Brim replied that if someone purchased the property they inherit all requirements. He said if we did not enforce the requirement then they were vested under the approval. Mr. Judd explained that there was no process with the fencing permit process. He added that residents would still have to comply with the regulations. There was further discussion about the approval process. Mr. Reid stated that if they made changes they would have to do a survey and document any properties that had fences prior to the amendment.

Mr. Judd said that the Planning Commission would go through the whole agreement.

Mayor Farnworth asked if they were getting pushback on social media. Mr. Judd stated that he asked the commission not to post on social media. Councilmember Fullmer said that the amendment would have to come to a public meeting and they would announce when that would happen. Mr. Brim said that if they go the enforcement route it might take more time, but if they were to take out the requirements for the building then it would be an easy amendment. Councilmember Fullmer mentioned that in the last council meeting they said that they would announce it on social media once they had a timeline.

COUNCILMEMBERS' REPORTS/DISCLOSURES/RECUSALS

Councilmember Nate Riley – Councilmember Riley had no new items to report.

Councilmember Julie Fullmer – Councilmember Fullmer reported that the Easter Event would be held on Saturday April 15, with the lake shore cleanup the following Saturday. Mr. McHargue said that they were working towards the June timeline for the new website. He added that he would be getting in touch with a photographer to take pictures for the website.

Councilmember Fullmer reported that she attended a meeting with Orem Community Hospital Outreach. She mentioned that they would be hosting an invitation-only open house to show off the completed cafeteria. The Outreach group said that Orem would be doing a special speeding survey looking at the places where they were seeing a lot of accidents, and raising the patrols around those locations. The Outreach group wanted cities to look at the Family Support Center, where people could take their children if they were stressed out, and asked the cities to post the information on their social media sites.

Councilmember Dale Goodman – Councilmember Goodman was excused.

Councilmember Tyce Flake – Councilmember Flake reported that it was crunch time for the legislature. He said that they would be circulating and un-circulating several bills, etc.

MAYOR'S REPORT - Mayor Farnworth reported that at the Council of Governments (COG) meeting they discussed the light rail in Utah County. He said that Utah Department of Transportation (UDOT) was trying to move people around in the county and thought that Bus Rapid Transit (BRT) would to solve the problem. He said that they decided that they needed to concentrate on Utah County having their own light rail hub and then expanding out. He said that they would be having further discussions, which he asked Mr. McHargue to attend. He felt that other cities were putting pressure on Mountainland Association of Governments (MAG) to realign the light rail and run it down State Street. He asked in the meeting why Vineyard had been expected to move the rail spur now when light rail was still 30 years out. He felt that people needed to step up and make light rail happen now. Utah Valley University (UVU), MAG, and UDOT were saying that these were important things, but wanted to wait until they saw how the BRT was going to work. He felt that Vineyard had been the only entity that had been forward thinking.

Mayor Farnworth reported that the Utah Lake Commission would be participating in the beach cleanup. He suggested that Mr. Brim should also be working with the Utah Lake Commission. Councilmember Fullmer said that the Utah Lake Commission had sent the city a package with all of the items they were concentrating on this year. She added that they would be posting them on social media.

Mayor Farnworth mentioned that the lakes were full and they had not hit the snow runoff yet. He added that Vineyard was not in a flood plain but need to make sure that the storm drains were cleaned out, etc.

STAFF REPORTS

City Manager/Finance Director – Jacob McHargue – Mr. McHargue reported that they had a meeting with the Utah Telecommunication Open Infrastructure Agency (UTOPIA) group and how they could provide services to the city. He reported that he had been attending the Legislative Policy Committee (LPC) meetings and that both of the RDA bills were back on the floor. He reported that they met with Lindon about the Interlocal Agreements that Vineyard had with Lindon to discuss updating them. He stated that each city would like to do a direct utility billing to the customers on their cities systems.

Mr. McHargue reported that they had been working with staff to be more social media minded. He reported that he met with the Utah County Sheriff's Department to implement the Everbridge Emergency Notification System. He said that they were working with Freedom Preparatory Academy on an outdoor movie at the school and they would like to invite residents. He did not have a date yet for the movie. He mentioned that the spring cleanup was listed as a Dedicated Hunter Project.

Public Works Director/City Engineer – Don Overson – Mr. Overson was excused. Assistant City Engineer Chris Wilson gave an update on the rail spur removal. He said that Union Pacific (UP) would be making changes to the contract and how they would be servicing Geneva Nitrogen and Building Materials & Construction Solutions (BMC). He explained that this would increase some of the track lengths they would need to maintain and would require description changes. He added that the grace period could be extended if necessary. Mayor Farnworth expressed concerns with the changes.

City Attorney – David Church **–** Mr. Church was excused.

Utah County Sheriff's Department – Deputy Collin Gordon – Deputy Gordon reported that they had an inmate work crew that helped to clean up the debris on the lake shore where the transient camp was located. He added that they also cleaned up the graffiti on the jersey barriers. He said that the signs from the state were delivered today and that he was hoping to get another work crew to install them along the lake shore.

Community Development Director – Morgan Brim – Mr. Brim reported that the Planning Commission had been working hard on amending the Zoning Ordinance. He anticipated that the public hearing would be held on the first meeting in April. He added that they were also working on updating the Zoning Map. He stated that they would be sending a notice to the entire city about the changes to the map. He said that they had met with the Edgewater HOA director about parking complaints, which were on private property. He mentioned that along the public right-of-way on Mill Road they had occasional offenders and on the private side, they had people parking in the empty lots. He said that he met with property owners of the empty lots and they were willing to put up No Parking signs. The city, along with the HOA, would each be providing a letter to give to the property owners which would state the requirements.

City Recorder – Pamela Spencer – Ms. Spencer had no new items to report.

City Building Official – George Reid – Mr. Reid reported that they conducted interviews for building inspectors. They offered two people "Inspector-in-Training" positions that were accepted. He reported that they were sending out an application to architects, engineers, etc., for the Board of Appeals positions. He asked for suggestions. He reported that he had been following the Plan Review bill at the legislature and it looked like it would go through along with the Food Truck and Short-Term Rental bills. He added that the ADU process would still be intact.

DISCUSSION ITEMS – No items were submitted.

ITEMS REQUESTED FOR FUTURE AGENDAS – No items were submitted.

7:28 PM REGULAR SESSION

CONSENT ITEMS – No items were submitted.

BUSINESS ITEMS

12.1 DISCUSSION AND ACTION – Archive and Records Management Software
City Recorder Pamela Spencer will present recommendations for Archive and Records Management Software. The mayor and City Council will take appropriate action.

Mayor Farnworth turned the time over to City Recorder Pamela Spencer.

Ms. Spencer gave a brief background and turned the time over to Permit Tech & Residential Plans Examiner Patricia Abdullah for the Request for Proposals (RFP) review committee's presentation.
Highlight were:

Identifying the problem:
- Hours of staff time used to find information
    - Difficulties in locating our City Codes and Agreements
- Errors resulting from numerous manual workflow processes
- A lack of organization that causes difficulties in sharing information between departments
    - Files kept under individual folders for each employee

    - Each department has their own file structure and way of organizing
    - Different versions of same files/documents
- Shared drive that allows for equal access to delete, copy, manipulate, or replace documents
- Vineyard's rapid growth and addition of staff compounds the problem

The Solution:

- Data management system (the organizational format):
    - Avoid duplication of documents
    - Use of the current/up-to-date/correct information
    - Streamline the retrieval of information
    - Reduce errors
    - Records retention (life cycle of a document)
- Benefits:
    - Higher level of service
    - Reduction of staff time to research, find, and retrieve information
    - Government transparency
    - Helps in the transition from physical files to paperless system

Software features:

- Requirements
    - Departmental security rights for multiple users
    - Restrict access, document manipulation and destruction of records to the appropriate personnel
    - Set up retention schedules and alert users before destruction of materials
    - Audit tracking and record report capabilities
    - Ability to scan documents directly into software

- Additional Features
    - Public Portal
    - Document workflow process
    - Create templates to extract data
    - Import documents directly from other software programs
    - Forms module
    - Support mobile users

Recommendation:

- Laserfiche

  PROS
    - Meets minimum software requirements
    - Competitive annual maintenance cost
    - User-friendly interface
    - Standard import capabilities with Microsoft Office Suite
    - Workflow component included in base software
    - Additional features/modules can be added at any time to enhance software capabilities

  CONS
    - Highest initial cost
    - Additional software modules cost additional fees

Alternative Recommendation:

- eFileCabinet
  PROS
  - Meets minimum software requirements
  - Lowest initial cost
  - User-friendly interface
  - Standard import capabilities with Microsoft Office Suite
  - Basic versions of software preferences included in base software

  CONS
  - Highest annual maintenance cost. After 4 years, it will cost more than other bids.
  - Standalone product/limited growth potential
  - Simplified software capabilities may limit expansion

Pricing Comparison:

	Laserfiche	eFileCabinet
Software Cost	$32,465	$13,245
Annual Maintenance	$ 5,293	$11,455
Total Initial Cost	$37,758	$24,700
Cost projected over 4 years	$53,637	$59,065

Additional Alternative:

- Schedule 15-minute demos with each vendor to be presented to City Council at a future Council meeting

Mayor Farnworth asked if this software would have anything to do with the Heritage Commission. Ms. Spencer replied that the Heritage Commission was looking into different types of historical records. Councilmember Fullmer asked if they could use the system to upload pictures. Ms. Spencer replied that they could. She added that they could have an intern to upload documents. Ms. Abdullah explained that they could limit the users that had access to the system. Ms. Spencer explained that there were 16 licenses included in the bid and one of the license could include a limited group license.

Mayor Farnworth asked what the installation timeframe would be and if they needed to have a separate server. Ms. Abdullah replied that the current system could handle the software. Ms. Spencer explained that she would be having each department go through their own documents and label them appropriately, purge any duplicates, and then migrate the documents to the new system.

Mr. McHargue explained that each employee used to have their own folder on the computer and would save duplicates of documents they were using, so we did not know which was the most current document. He said that they were now moving away from personal folders to having departmental folders and cleaning them up. He said that once that was done they could upload them into the new program. He gave an example of attempting to find a document that they had been trying to locate for weeks. He explained that with the new software they would be able to search all of the folders in the entire database including inside of documents to find things. It would save hours of time in research and in department workflow. He said that because it would be helping each department they would be able to pay for the program with money from each department. He recommended that they purchase Laserfiche.

Mayor Farnworth asked how easy it would be to use. Ms. Abdullah replied that the system would be set up in a format similar to one that the city was currently using. She mentioned that there would be a setup process and then an initial training. Ms. Kloepfer explained the level of user permissions. Ms. Spencer added that it was important to start utilizing the State Archives retention schedules.

Mayor Farnworth asked how long the program would be used for. Ms. Abdullah replied that the Lasherfiche system would grow with our needs. Ms. Spencer mentioned that the cities of Riverton and West Jordan had been using the program for at least 20 years.

Councilmember Riley asked if the public module was part of the initial bid and if the software could interface with the city's website. Ms. Abdullah replied that the initial bid did not include the public portal. She stated that cost would be the same whether they added the module now or later. She said that the RFP team felt that they would like to become comfortable with the new system before putting it out for public use. Ms. Kloepfer said that another factor was that they were waiting for the new website to be up and running before adding a public feature. Ms. Abdullah mentioned other modules that could be added in the future. She said that public portal would give the public access to the documents we allow them to view.

Mayor Farnworth felt that they should allow staff to become comfortable with the new system before introducing the public portion. Councilmember Fullmer felt that it could be double the work. She asked if it would be easier to add the public portal now rather than have to go back and include it. Ms. Abdullah replied that the transition would be fluid. She said that they did not want to add modules now that would not be used for at least year. Councilmember Fullmer asked if they were already posting documents to the website on regular basis and if it would be easier to include the public portal now. Ms. Spencer asked if the council felt that it would be advantageous to purchase the public portal now. Councilmember Riley said that if they were finishing documents now that would be available to the public soon, would it make sense to use the interface instead of the old method. There was further discussion about the purchase of the software.

Mayor Farnworth called for a motion.

Motion: COUNCILMEMBER FLAKE MOVED TO APPROVE THE PURCHASE OF LASERFICHE WITH THE ADDITION OF THE PUBLIC PORTAL. COUNCILMEMBER FULLMER SECONDED THE MOTION. ALL PRESENT WERE IN FAVOR. MOTION CARRIED WITH ONE ABSENT.

CLOSED SESSION – No closed session was held.

ADJOURNMENT

Mayor Farnworth called for a motion to adjourn the meeting.

Motion: COUNCILMEMBER FULLMER MOVED TO ADJOURN THE MEETING AT 7:53 PM. COUNCILMEMBER FLAKE SECONDED THE MOTION. ALL PRESENT WERE IN FAVOR. MOTION CARRIED WITH ONE ABSENT.

The next regularly scheduled meeting is March 22, 2017.

MINUTES APPROVED ON: April 12, 2017

CERTIFIED CORRECT BY: /s/ Pamela Spencer
PAMELA SPENCER, CITY RECORDER