MINUTES OF A WORK AND REGULAR SESSION OF THE VINEYARD CITY COUNCIL MEETING

240 East Gammon Road, Vineyard, Utah
May 24, 2017 at 6:00 PM

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

Staff Present: Planning Commission Chair Chris Judd, City Manager/Finance Director Jacob McHargue, Public Works Director/Engineer Don Overson, City Attorney David Church, Utah County Sheriff's Deputy Collin Gordon, Community Development Director Morgan Brim, City Recorder Pamela Spencer, Building Official George Reid, and Water/Sewer Operator Sullivan Love

Others Present: Resident and Planning Commissioner Cristy Welsh, resident and Heritage Commission Chair Tim Blackburn

6:00 PM WORK SESSION

Mayor Farnworth opened the work session at 6:00 PM. The invocation was given by Councilmember Riley.

OPEN SESSION – *Citizens' Comments*

Mayor Farnworth called for public comment.

Resident and Chair of Heritage Commission Tim Blackburn thanked the council and staff for the city's support with the Heritage Day Commemoration.

Mayor Farnworth called for further comments. Hearing none, he closed the public session.

PLANNING COMMISSION UPDATE AND RECOMMENDATIONS TO THE COUNCIL – Planning Commission Chair Chris Judd – Chair Judd reported that the Planning Commission discussed the Zoning Ordinance at their last meeting. He said that they had the opportunity to meet with UVU Professor David Barker and his class who presented a proposal for what a Library should look like. He added that they were continuing to work on the General Plan.

MAYOR AND COUNCILMEMBERS' REPORTS/DISCLOSURES/RECUSALS
No reports were given.

STAFF REPORTS
City Manager/Finance Director – Jacob McHargue – Mr. McHargue reported that the administrative assistant had her baby today. He said that the new website should be ready to launch within the next few weeks. He reported that the Utah Valley Dispatch was able to hire a new Director. He mentioned that state and county were looking at consolidating all of the dispatch centers. He reported that staff met with Mr. Ellis with the Utah Lake Commission. They were looking at connecting the trail system. There was a discussion about where the trail would be located. Mr. McHargue reported on the security breach training that was conducted with staff.

Public Works Director/Engineer – Don Overson – Mr. Overson reported on the Main Street and Center Street striping project. They were scheduled to stripe on Sunday June 4 and have it completed by June 9. He reported that staff would be installing the flashing lights for the schools as soon as the striping was completed.

He reported that he was moving forward on the Union Pacific Railroad agreement requirements with the Alta survey and the crossing design. He reported that he was working on the Town Center grading plan and extending Main Street into the Town Center area. He reported that he had hired a new public works inspector.

Councilmember Goodman asked about the grass in The Shores Subdivision. Mr. Overson replied that it was included in the list for the landscape company to take care of. Mr. Love stated that the landscapers would be mowing it this week.

Attorney – David Church – Mr. Church had no new items to report.

Utah County Sheriff's Department – Deputy Collin Gordon – Deputy Gordon had no new items to report.

Community Development Director – Morgan Brim – Mr. Brim reported that the Zoning Map and Ordinance amendments would be on the agenda for approval on June 7 and June 14. He mentioned that he was working on a tree manual. He gave a brief report on the Library presentation that UVU presented to staff and Planning Commission. The was a discussion about the potential for a library.

Councilmember Fullmer mentioned that there were other departments at UVU that were interested in partnering with Vineyard.

City Recorder – Pamela Spencer – Ms. Spencer reported that the Candidacy Declaration period would be June 1 to 7, Monday through Friday 8 AM to 5 PM. She reminded everyone to check their voter registration.

Building Official – George Reid – Mr. Reid reported that the two new building inspectors had passed their commercial building certifications. The contractor luncheon would be held on May 25.

Water/Sewer Operator – Sullivan Love – Mr. Love reported that he and Mr. Overson attended the Utah Lake Summit. He said that Utah Lake was rising and was about 71 percent full. He handed out a fact sheet from the Utah Lake Commission. He gave an update on the TSSD green waste issue.

DISCUSSION ITEMS

<u>Flashing School Zone Signs for Vineyard Elementary</u>
Public Works Director/Engineer Don Overson will present for discussion the requirements for flashing lights in school zones.

Mayor Farnworth turned the time over to Mr. Overson.

Mr. Overson stated that Orem City approved the raising of the speed limit on 400 South so it now warranted the installation of the flashing signs. He said that they could install additional parking on the south side of 400 South. He added that the striping plan would include 400 South and 600 East.

Councilmember Riley asked what type of parking would be along 600 East. Mr. Overson replied that there would not be enough room to include angel parking but that they would be able to add additional parallel parking. Mayor Farnworth asked if Orem City would only be responsible for the north side of 400 South. Mr. Overson replied that he wanted to discuss it with Orem. He said that any additional parking would be to Orem's advantage. He added that Orem would be building the flashing signs to their standards and then staff would be installing them this summer.

ITEMS REQUESTED FOR FUTURE AGENDAS

No items were submitted.

<u>6:42 PM REGULAR SESSION</u>

Mayor Farnworth opened the regular session at 6:42 PM.

MAYOR'S APPOINTMENTS
No appointments were submitted.

CONSENT ITEMS
a) Approval of the May 10, 2017 City Council minutes
b) Final Plat approval for the Homesteads Pod 1 Phases 1 and 2
c) Final Plat approval for the Homesteads Pod 7 Phases 1 and 2
d) Contract Inspector – West Coast Code Consultants, Inc. (WC³)

Mayor Farnworth called for comments. Hearing none, he called for a motion.

Motion: COUNCILMEMBER FLAKE MOVED TO APPROVE THE CONSENT ITEMS. COUNCILMEMBER GOODMAN SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED UNANIMOUSLY.

BUSINESS ITEMS
11.1 PUBLIC HEARING – <u>2017-2018 Fiscal Year Budget</u> (Res 2017-)

The mayor and City Council will hear public comment regarding the proposed Final 2017-2018 Fiscal Year Budget. The mayor and City Council may vote to approve by resolution the Final 2017-2018 Fiscal Year Budget.

Mayor Farnworth turned the time over to City Manager/Finance Director Jacob McHargue.

Mr. McHargue reported that he did not have the certified tax rate and recommended that council hold off approval of the budget until the June 14 Council meeting.

Mr. McHargue gave an overview of the budget. Highlights were:

Tax Revenue

- Property tax $1,540,600
- Sale Tax $561,200
- Franchise Tax $357,600

Permit and Fee Revenues

- Building Permits $1,150,000
- Development Fees $312,500
- Sanitation Fees $163,500
- Inspection Fees $150,000

General Fund Expenses

- Administration $809,500
- Contracted Services $148,100
- Buildings & Grounds $83,000
- Building Inspections $1,001,200
- Public Safety $1,194,100
- Public Works $350,700
- Sanitation $146,100
- Parks $214,900
- Transfers $482,800

Administration

- Decrease overall $18,800

Salaries, Wages, & Benefits

- Utility Billing Clerk - FT $56,800
- 2 Crossing Guards- PT $10,000
- Intern $9,500

Admin Equipment & Supplies

- Lobby & Breakroom Furniture $11,000

Contracted Services

- Decrease Overall $164,500
- Engineering Contract – Decreased $175,000
- Planner Contract – Increased $2,500
- Library Reimbursement – Increased $8,000

Buildings & Grounds

- Decreased Overall $29,500
- 2 Building Trucks $45,000

Building

- Increased Overall $216,700

New Position

- Senior Building Inspector $97,000
- Contract Labor - Increased $107,200

Public Safety

- Law Enforcement $577,000
    - Sargent 07/01/2017
    - Deputy 01/01/2018
    - New contract with updated salaries
- Fire $597,000
    - 682 Additional ERU's
    - 4% increase in actual station costs

Public Works

- Increased Overall $23,200
- Travel $8,300
- Training $10,000
- Repairs & Maintenance – Increased $5,000

Sanitation

- Revenues $163,500
- Expenses $146,100
- Spring Cleanup $4,000

Parks

- Increased Overall $84,400
- Salaries, Wages, & Benefits $59,400
    - 2 Seasonal Parks Workers
    - Assigned Salaries for Current Employees
- Supplies $3,000
- Maintenance $20,000
- Youth Council $2,000

Transfers

- Subsidy Transfer to Enterprise Fund $121,800
- Transfer to Capital Projects Fund $332,000

Water Fund

- Water Revenues $803,000
- Water Expenses $803,000

Sewer Fund

- Sewer Revenues $427,700
- Sewer Expenses $474,500
    - Lift Station Maintenance $10,000
    - Trunk Line Maintenance $25,000
    - Lift Station #1 Pumps $50,000
- Projected Subsidy $46,800

Storm Water Fund

- Storm Water Revenues $79,300
- Storm Water Expenses $104,300
    - System Maintenance $15,000
- Projected Subsidy $25,000

Transportation Fund

- Transportation Revenues $86,900
    - B & C from General Fund $50,000
- Transportation Expenses $58,100
    - Road Maintenance $51,000

Capital Projects

- Road Striping $92,000
- Vineyard Elementary $10,000
- Basement Finish & Parking Lot $280,000
- Shores Detention Park $400,000
- Contribution from General Fund $332,000
- Appropriation from Fund Balance $521,800

Mayor Farnworth called for a motion to open the public hearing.

Motion: COUNCILMEMBER FULLMER MOVED TO OPEN THE PUBLIC HEARING AT 7:00 PM COUNCILMEMBER FLAKE SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED UNANIMOUSLY.

Mayor Farnworth called for public comment.

Resident Chris Judd living in the Sleepy Ridge subdivision asked about the different types of road funds. Mr. McHargue explained that the B & C funds came from the state.

Mr. Judd asked about the income from the building permit fees. Mr. McHargue replied that he felt the numbers were conservative enough.

Mr. Judd asked about funding the Heritage Commission. Mr. McHargue replied that he included a line item in the Youth Council budget. Councilmember Fullmer mentioned that they helped get sponsors and provided volunteers for the Heritage Day Commemoration.

Mr. Judd asked if they had budgeted for a city-sponsored sports league. Mr. McHargue replied that he had budgeted for continuing to sponsor the Lil' Sports League.

Mr. Judd asked about finishing the roundabout in the Sleepy Ridge development. Mr. McHargue replied that the city had the money in the budget but was not sure when it would be completed. He added that staff was working on it. There was a discussion about the number of roads in Vineyard.

Mr. Judd asked if the city had budgeted for lobbyists at the State Capital. Mr. McHargue replied that the RDA had spent money on lobbyists.

Mayor Farnworth called for further comment. Hearing none, he called for a motion to close the public hearing.

Motion: COUNCILMEMBER FLAKE MOVED TO CLOSE THE PUBLIC HEARING AT 7:07 PM. COUNCILMEMBER FULLMER SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED UNANIMOUSLY.

Mayor Farnworth asked council how they would like to proceed.

Councilmember Riley asked about potential land acquisitions. Mr. McHargue replied that it would come out of the Capital Projects Fund.

Mr. Church recommended that council wait to approve the final budget until they had the property tax rate.

Motion: COUNCILMEMBER FLAKE MOVED TO CONTINUE THE APPROVAL OF THE FINAL 2017-2018 FISCAL YEAR BUDGET TO THE JUNE 14 COUNCIL MEETING. COUNCILMEMBER GOODMAN SECONDED THE MOTION. ALL PRESENT WERE IN FAVOR. MOTION CARRIED UNANIMOUSLY.

11.2 DISCUSSION AND ACTION – <u>Interlocal Cooperative Agreement with Utah County</u> (Res 2017-02)

This is a request by the Election Official for the City Council to authorize the Mayor by resolution to enter into an interlocal cooperation agreement between Utah County and Vineyard for the administration of the 2017 Municipal Elections. The mayor and City Council will take appropriate action.

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

Ms. Spencer explained that with U.S. Congressman Jason Chaffetz possibly stepping down, the county would be participating in the election. She added that the county would be sharing the cost. She explained what the county and city would each be responsible for.

Councilmember Riley asked if Ms. Spencer had worked with the county on the problems they had were encountered during the last municipal election. Ms. Spencer replied that they had.

Mayor Farnworth called for a motion.

Motion: COUNCILMEMBER RILEY MOVED TO AUTHORIZE THE MAYOR TO SIGN THE INTERLOCAL AGREEMENT WITH UTAH COUNTY TO RUN THE 2017 MUNICIPAL ELECTION. RESOLUTION 2017-02. COUNCILMEMBER FLAKE SECONDED THE MOTION. ROLL CALL WENT AS FOLLOWS: MAYOR FARNWORTH, COUNCILMEMBERS FLAKE, FULLMER, GOODMAN AND RILEY VOTED AYE. MOTION CARRIED UNANIMOUSLY.

11.3 DISCUSSION AND ACTION – <u>Public Safety Building Basement Finish</u>

Building Official George Reid will present the proposed design for finishing the Public Safety Building.

Mayor Farnworth turned the time over to Building Official George Reid.

Mr. Reid gave a brief overview of the reasons for needing to complete the basement and parking lot. He explained the changes that would be made to the basement: Adding council chambers on the north side and office space on the south side. Mr. Reid went on to explain the additional parking needed. He gave the cost breakdown and what could be deleted for cost savings.

Councilmember Riley asked about the canopy over the new stairs. Mr. Reid replied that it would match existing canopies over the outside doors.

Mr. Reid said that there was a "not to exceed amount" written in to the bid. He mentioned that they had the option to finish the basement as a change order. Councilmember Goodman expressed concern with the dollar amount of the change order. Mr. Church agreed with Councilmember Goodman. He felt that staff should legally be sending the contract out for bid.

Mr. Brim asked if the occupancy would change if they did not install the exterior stairs. Mr. Reid replied that it would be limited to 49 occupants. He added that the stairway allowed for the inclusion of the windows.

Councilmember Goodman asked if the canopy would be enough protection from the weather. He felt that they should enclose the stairs. Mr. Reid replied that they could add an ice melt system or a guard rail, etc. Councilmember Goodman commented that the stairs needed to be there for a higher occupancy and would only be used for emergencies. Mr. Reid agreed that stairs would only be used for emergencies.

Councilmember Goodman asked if there had been any discussion about media, electronics, speakers, etc. Mr. Reid replied that they had included an audio/visual room.

Councilmember Fullmer asked about the pillars in the room and if they would block the view. Mr. Reid replied that there were options such as installing monitors.

Mr. Brim asked if the doors into the council chambers would open on both sides. Mr. Reid replied that they would be installing new doors with glass.

Councilmember Fullmer asked what the benefit of the rollup door was in the office area. Mr. Reid replied that it was more inviting and gave it a more open feeling. He added that it would give them more useable space in that area.

Mr. Reid said that the estimate to do the parking lot was $50,000. Councilmember Riley asked about the lighting requirement for the parking lot. He felt that they needed to be sensitive to the homeowners. Mr. Overson stated that there would be no additional lighting.

Councilmember Goodman asked if they had looked into expanding the entire parking lot. Mr. Overson explained that there was the potential for another building on the south end of the parking area so they did not want to expand the parking lot at this time.

Mr. Reid stated that if they had to go out to bid they would need additional plans with an additional cost.

Councilmember Riley felt that they needed to complete the parking lot and the basement finish. He expressed concern with the cost of the council chambers. He wanted to see the money spent on cutting edge technology. Mr. McHargue explained that staff had been working on bids for video and live streaming. There was a discussion about adding screens to the council chambers.

Councilmember Goodman mentioned that when he worked in St Helens, Oregon they were able to receive a grant from Comcast. There was further discussion about technology.

Councilmember Riley stated that they could repurpose the council chambers for all types of needs. Mr. Reid mentioned that there were tables that folded up so they would be able to use the room for trainings, etc. The technology discussion continued.

Councilmember Goodman asked who would be seated at the dais. Mr. Reid replied that it would be city council, the attorney and the recorder. Mr. Brim felt it would be professional having a formal dais. Councilmember Goodman asked if the dais could be moved to a new location. Councilmember Fullmer asked about the cost of the dais. Mr. Reid explained that it would be custom made, capability of the technology.

Mr. Judd asked about the contingency line item. Mr. Church said that he would review the contract to determine if it would be within the purchasing policy to allow the change order.

Mayor Farnworth asked council what they wanted to do. Councilmember Riley felt that they needed to wait until they determined if the stairs needed to be enclosed. Mr. Overson felt that if they enclosed the staircase, installing the windows would not be necessary. Mr. Church suggested that the stairs would not need to be enclosed if they were only used for emergencies.

Mr. Judd asked if they had to send the project out for bids if it would change the type of contract. Mr. Church replied that it would change the cost to draw up new plans. He mentioned that the current contractor owned the building plans. Mr. Reid explained that they would have to pay more money if they wanted it done now and if it were by a new contractor.

Councilmember Fullmer asked about the cell phone reception in the basement. Mr. Reid replied that it would the installed by the City's IT contractor.

Mayor Farnworth called for further comments. Hearing none, he called for a motion.

Motion: COUNCILMEMBER FULLMER MOVED TO CONTINUE ITEM 11.3 UNTIL MR. CHURCH HAD TIME TO REVIEW THE CONTRACT. COUNCILMEMBER RILEY SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED UNANIMOUSLY.

CLOSED SESSION
No closed session was held.

ADJOURNMENT

Motion: COUNCILMEMBER FLAKE MOVED TO ADJOURN THE MEETING AT 7:40 PM. COUNCILMEMBER FULLMER SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED UNANIMOUSLY.

The next regularly scheduled meeting is June 14, 2017.

MINUTES APPROVED ON: June 14, 2017

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