



REGULAR MEETING AGENDA
Mapleton City Council Meeting
Wednesday, March 5, 2025 at 6:00 p.m.
Mapleton City Council Chambers
125 W 400 N, Mapleton, UT 84664

CALL TO ORDER—INVOCATION- PLEDGE OF ALLEGIANCE

CEREMONIAL ITEM: Recognition of the Mapleton Citizen of the Year and Youth Volunteer of the Year

MAYOR'S COMMENTS:

PUBLIC FORUM: Members of the audience may bring to the attention of the Mayor and Council any item that is not on the agenda. Please sign in. Speakers are generally given two to three minutes, at the discretion of the Mayor, to address the Council. State law prohibits the Council from acting on items that do not appear on the agenda. **The Mayor reserves the right to amend the order of the agenda items and to delete items no longer required for consideration.**

CONSENT AGENDA: Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Council may ask to remove any items from the consent agenda to be considered individually. Unless that is done, one motion may be used to adopt all recommended actions. If the public has questions or comments regarding the consent agenda, please contact staff prior to the meeting.

1. Approval of City Council meeting minutes- February 5, 2025
2. Approval of City Council meeting minutes- February 19, 2025
3. Consideration of a Resolution approving the agreement with LRB Public Finance Advisors for the preparation of an Impact Fee Facilities Plan (IFFP) and Impact Fee Analysis (IFA) for Parks and Recreation. *Logan Miner, Parks and Recreation Director*

PUBLIC HEARING ITEMS:

4. Consideration of a Resolution adopting an Impact Fee Facilities Plan and Impact Fee Analysis and associated impact fees for Culinary Water and Pressurized Irrigation. *Rob Hunter, Public Works Director/City Engineer*

ACTION ITEM:

5. Consideration of a Resolution to approve the design contract with Jones & DeMille Engineering on the Public Works Yard Improvements Project. *Rob Hunter, Public Works Director/City Engineer*

MAYOR, COUNCIL AND ADMINISTRATIVE REPORTS
ADJOURNMENT FROM REGULAR SESSION

CLOSED MEETING:

Mapleton City Council may adjourn the regular meeting and convene into a closed session pursuant to §52-4-205, as provided by Utah Code.



Camille Brown, City Recorder

The public is invited to participate in all Mapleton city council meetings. This meeting will also be streamed via You Tube at Mapleton City Meetings. There will be no public comment via You Tube viewing. The link for the meeting is: <https://www.youtube.com/channel/UCx8-QGmCOXWQOsZq8pGYrsAgendag>

THIS AGENDA IS SUBJECT TO CHANGE WITH A MINIMUM OF 24 HOURS NOTICE

A copy of the agenda was posted at the City Offices February 27, 2025, at 10:00 am also delivered to the Mayor, City Council members. In compliance with the Americans with Disabilities Act, the city will make reasonable accommodations to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Recorder at 801-806-9106 at least three working days prior to the meeting.



MAPLETON
U T A H

City Council Staff Report

Date:

3/5/2025

Prepared By:

Logan Miner,
Parks and Recreation Director

Public Hearing:

N/A

Attachments:

Resolution
Service Agreement

REQUEST

Consideration of a resolution approving the agreement with LRB Public Finance Advisors for the preparation of an Impact Fee Facilities Plan (IFFP and Impact Fee Analysis (IFA) for Parks & Recreation.

BACKGROUND & DESCRIPTION

Impact fees are one-time payments imposed upon new development activity as a condition of approval to mitigate its impact on public infrastructure. The establishment, collection, and use of impact fees is regulated by Utah Code Section 11.36a.

Mapleton City is required to update its Impact Fee Facilities Plan (IFFP) and Impact Fee Analysis (IFA) for Parks & Recreation to ensure compliance with the Utah State Code and to support future development and infrastructure planning. These studies assess growth projections, capital facility needs, impact fee structures, and funding mechanisms to determine the appropriate impact fees for new developments.

LRB Public Finance Advisors, formerly Lewis Young Robertson & Burningham Inc., has submitted a proposal to complete this scope of work for a total cost of \$9,850. LRB has extensive experience conducting municipal fee studies. There is sufficient funds in the Parks and Recreation Impact Fees to pay for this study.

RECOMMENDATION

Staff recommends the approval of the agreement with LRB Public Finance Advisors to conduct the Parks and Recreation IFFP & IFA study for Mapleton City in the amount of \$9,850.

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY OF MAPLETON, UTAH TO APPROVE THE AGREEMENT WITH LRB PUBLIC FINANCE ADVISORS TO PREPARE AN IMPACT FEE FACILITIES PLAN (IFFP) AND IMPACT FEE ANALYSIS (IFA) FOR PARKS AND RECREATION

WHEREAS, Mapleton City has determined a need to update its Impact Fee Facilities Plan (IFFP) and Impact Fee Analysis (IFA) for Parks & Recreation in compliance with Utah State Code; and

WHEREAS, LRB Public Finance Advisors has the necessary expertise and has submitted a proposal for professional services to complete this study in a cost-effective and timely manner; and

WHEREAS, there are sufficient Parks and Recreation Impact Fees to pay for this update:

NOW THEREFORE, BE IT RESOLVED by the City Council of Mapleton, Utah, that: the city approves the service agreement with LRB Public Finance Advisors for the preparation of an Impact Fee Facilities Plan and Impact Fee Analysis for Parks & Recreation in the amount of \$9,850.

This resolution adopted this 5th day of March, 2025, by the City Council of Mapleton City, Utah.

Dallas Hakes
Mayor

ATTEST:

Camille Brown
City Recorder



MAPLETON,
UTAH

FEBRUARY 2025

SCOPE OF WORK FOR:
IMPACT FEE FACILITIES PLAN (IFFP)
& IMPACT FEE ANALYSIS (IFA) STUDY
FOR: PARKS & RECREATION

PREPARED BY:

LRB PUBLIC FINANCE ADVISORS
FORMERLY LEWIS YOUNG ROBERTSON & BURNINGHAM INC.

QUALIFICATIONS AND EXPERIENCE

FIRM QUALIFICATIONS

LRB Public Finance Advisors (formerly Lewis Young Robertson & Burningham, Inc.) was founded in 1995 to address local governments' need for unbiased, professional project financing advice. From its original focus on financial advisory services the firm has grown by expanding the services it provides to its local government clients in response to those clients' needs and requests.

LRB has been involved in the completion of hundreds of impact fee studies throughout Utah for entities of all sizes. Fred Philpot will serve as project manager, who has regularly presented to city councils on impact fees, user rates, financial sustainability, and development topics. He specializes in developing intuitive models and defensible impact fee studies that allow policy makers to understand the implications of policy decisions.

EXPERIENCE WITH SIMILAR PROJECTS INCLUDING REFERENCES

The LRB Team has completed a broad range of rate studies and financial plans. Provided below are a few similar examples along with references that show the breadth of our work and experience. **We encourage you to call all our references, as they will attest to the value our work has provided their communities.** We have also provided a few references that illustrate our experience in a variety of fields as it relates to ensuring revenue sufficiency and sustainability. Each of these projects was completed on time and within budget. Fred Philpot completed all the studies listed below. Additional references can be provided upon request.

2005-PRESENT SOUTH JORDAN, UT PARKS & RECREATION, TRANSPORTATION, WATER AND SEWER IMPACT FEES

Don Tingey, Community Development Director
City of South Jordan
(P) 801.254.3742
(E) dtingey@sjc.utah.gov

2016-2023 WEST POINT PARKS & RECREATION, TRANSPORTATION, WATER AND SEWER IMPACT FEES

Boyd Davis, City Engineer
West Point City
(P) 801-776-0970
(E) bdavis@westpointcity.org



PERSONNEL TO BE ASSIGNED TO THE PROJECT

The primary contact and signatory of this proposal is Fred Philpot. The LRB staff dedicated to this project include Fred Philpot as project lead along with Logan Loftis as project analysts. Each team member has extensive experience with municipal fee studies, incorporation analysis, feasibility studies, utility rate studies, etc.



FRED PHILPOT

VICE PRESIDENT/COO

Fred Philpot joined LRB in 2006. Mr. Philpot serves as the Production Team Manager for LRB, managing the allocation of LRB resources. Mr. Philpot has served as project lead for numerous projects regarding user rates, impact fee analysis, feasibility studies, redevelopment and blight studies, and comprehensive financial planning. His project expertise also includes detailed land use analysis, demographic projections, retail sales analysis and sales gap modeling, analysis market conditions, GIS mapping and conducting level of service analysis.

Role: Mr. Philpot will supervise all impact fee analysis completion, model development, attend all meetings and present findings. In addition, he will facilitate the drafting of the IFAs.



LOGAN LOFTIS

LRB ANALYST

Logan joined LRB in 2022. As an analyst, Ms. Loftis works on various projects such as impact fee analysis, feasibility studies, and economic development. Prior to joining the firm, Logan worked as a Management Consultant for the Government Solutions sector at Witt O'Brien's. Ms. Loftis holds Bachelor of Science and Master of Science degrees in Political Science from Utah State University. Logan has a strong background in data analysis as she conducted quantitative research for her master's thesis and interned for Utah Foundation, a nonprofit research organization. Logan also completed internships for the Bountiful City Planning and Zoning Department, the Utah State Legislature, and the US House of Representatives in Washington D.C., which has resulted in a comprehensive understanding of government operations.

SUGGESTED SCOPE OF SERVICES

With the assistance and support from the City, LRB will update the IFFP and IFA for parks & recreation. The following is a detailed work plan to meet the objectives of the City.

TASK 1: PROJECT INITIATION & KICK-OFF MEETING

All members of the project team will attend the project initiation or “kick-off” meeting (held remotely). This provides an opportunity for the team to understand, in detail, all relevant current issues & establish the appropriate lines of communication. This meeting also **establishes consensus** around the key issues that affect the City and the studies at hand. LRB staff will utilize this meeting to begin the process of gathering and reviewing planning information, growth projections, historic demands, billing information, and future capital project needs.

TASK 2: DATA GATHERING AND FACILITATION

According to the Impact Fees Act, local political subdivisions with populations or serving populations of more than 5,000 as of the last federal census must prepare an IFFP. Based on the City's population, a formal IFFP will be required. LRB will work with the City and all other necessary parties to ensure that the necessary information for a defensible IFFP and IFA is collected and referenced to complete this analysis. Key tasks for this process will include:

- **Task 2a: Demand Growth Analysis and Level of Service (LOS)**
 - The primary demand variables for this analysis include population, Census, and housing information. LRB will evaluate demand data and use this information to determine the existing level of service.
- **Task 2b: Determination of Existing Capacity and Equity Buy-In**
 - LRB will utilize the City's existing depreciation schedules and input from staff to evaluate existing facilities and excess capacity based on the existing LOS.
- **Task 2c: Identify Impact Fee Eligible Capital Facilities**
 - The LOS and growth in demand will be used to determine needed facilities.
- **Task 2d: Identify a Financing Structure for Future Capital Project Needs**
 - LRB will evaluate proposed financing strategies related to new facilities. In addition, LRB will evaluate funding mechanisms for existing facilities that have excess capacity.



TASK 3: IFFP AND IFA CREATION

LRB will complete the IFFP and IFA related to parks & recreation. LRB will ensure the impact fee analysis and proportionate share analysis complies with all legislative requirements. Specific tasks include:

- **Task 3a: Excess Capacity & Future Capital Facility Analysis**
 - LRB will rely on data gathered in the tasks above to estimate the proportionate share of costs for existing capacity that will be recouped and the costs of impacts on system improvements that are reasonably related to the new development activity. LRB will comply with all requirements of the Utah Impact Fee Act.
- **Task 3b: Create Impact Fee Schedules**
 - Following Task 3a, LRB will calculate the impact fees and create impact fee schedules and formulas for calculating adjusted impact fees.
- **Task 3c: Cash Flow Analysis**
 - LRB will also prepare a cash flow analysis of impact fee funds to forecast impact fee revenues, annual growth-related costs, and any revenue shortfalls.

TASK 4: IMPLEMENTATION

- **Task 4a: Preliminary Findings Meeting**
 - After the completion of the above items, LRB will meet with City staff to review the preliminary findings of the models. This meeting will allow LRB to provide a status update for the projects and receive any feedback regarding model assumptions. LRB feels this meeting also provides important interaction with the City and ensures quality control.
- **Task 4b: Prepare Draft Documents**
 - LRB will prepare written IFFP and IFAs for all the services identified in the tasks above. These initial drafts will be disseminated to all related parties.
- **Task 4c: Assist with Noticing and Enactment**
 - LRB will assist with all noticing requirements and the drafting of the impact fee enactments. All notice records and the official enactment will be recorded in the impact fees transcript.
- **Task 4d: Legislative Work Session**
 - LRB's expertise includes presentation of detailed data to the legislative body during a work session. This provides an opportunity to dive deeper into the analysis to review the complexities that are inherent in this type of work. LRB focuses on presenting all assumptions in a concise manner allowing the Advisory Board, City Council and/or Mayor to absorb necessary information and make recommendations. LRB proposes a work session to review substantially completed findings.
- **Task 4e: Provide Final Written Impact Fee Analysis, Transcript and Certification**
 - The final written analysis will ensure that all elements of the Impact Fees Act (including impact fee certification) are considered. LRB will also certify the IFFP and IFAs. LRB will work with legal counsel to ensure that all elements required



by the Act are incorporated into the resolution and will assist in the adoption process as needed.

- **Task 4f: Hold Public Hearing and Final Adoption of IFFP and IFAs**

- LRB will prepare a presentation of findings for the public hearing with final impact fees and rate recommendations. LRB will present at the public hearing and will ensure the project transcript is complete following final adoption of the impact fees. The final deliverable will be the project transcript, which will include the final IFFP and IFAs.

LRB will also provide comparable information for surrounding communities as needed, to help City Staff educate the public about the proposed impact fees. LRB personnel will attend all necessary City Council meetings, public hearings, and work sessions. LRB will present the study and recommendations to City Staff, the City Council, and stakeholders during a public hearing, in order to answer questions and address any concerns that may arise.

SCHEDULE FOR COMPLETION

MONTH	1				2				3				4				
	WEEK	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Selection of Consultant																	
Project Orientation and Kick-Off (1 Virtual Meeting)			1														
Document Review and Demand Growth Analysis and Level of Service (LOS)					2												
Determination of Existing Capacity and Equity Buy-In										1							
Identify Impact Fee Eligible Capital Facilities										2							
Identify a Financing Structure for Future Capital Project Needs										3							
Proportionate Share Analysis											1						
Create Impact Fee Schedule											2						
Preliminary Findings Presentation (1 Virtual Meeting)											3						
Prepare Written IFFP & IFA Drafts											4						
Assist with Noticing and Enactment														1			
Legislative Work Session (1 Meeting)														2			
Provide Final Written Impact Fee Analysis, Transcript and Certification														3			
Hold Public Hearing and Final Adoption of Impact Fees (1 Meeting)														4			

COST PROPOSAL

The combined fee to complete this scope of services is estimated at \$9,850.

PROPOSED FEE

Blended Hourly Rate	Time	Cost
Project Initiation & Kick-off Meeting (1 Meeting - Virtual)	2.50	\$500
Task 1a: Review Existing Planning Documents	3.00	\$600
Task 2a: Demand Growth Analysis and Level of Service (LOS)	5.00	\$1,000
Task 2b: Determination of Existing Capacity and Equity Buy-In	3.00	\$600
Task 2c: Identify Impact Fee Eligible Capital Facilities	3.00	\$600
Task 2d: Identify a Financing Structure for Future Capital Project Needs	2.00	\$400
Task 3a: Excess Capacity & Future Capital Facility Analysis	5.00	\$1,000
Task 3b: Create Impact Fee Schedules	10.00	\$2,000
Task 4a: Preliminary Findings Meeting (1 Meeting - Virtual)	1.50	\$300
Task 4b: Prepare Draft Documents	4.00	\$800
Task 4c: Assist with Noticing and Enactment	1.25	\$250
Task 4d: Legislative Work Session (1 Meeting)	2.50	\$500
Task 4e: Provide Final Written Impact Fee Analysis, Transcript and Certification	4.00	\$800
Task 4f: Hold Public Hearing and Final Adoption of IFFP and IFAs (1 Meeting)	2.50	\$500
Total	49.25	\$9,850



City Council Staff Report

Date:

March 5, 2025

Applicant:

Mapleton City Public Works

Location:

Citywide

Prepared By:

Rob Hunter, City Engineer/
Public Works Director

Public Hearing:

Yes

Attachments:

IFFP and IFA for the Drinking Water System and Pressurized Irrigation System

REQUEST

Adopt the Impact Fee Facilities Plan and Impact Fee Analysis for the Drinking Water System and Pressurized Irrigation System of Mapleton City, and adopt the associated impact fees.

BACKGROUND & DESCRIPTION

Mapleton City adopted the current drinking water and pressurized irrigation impact fees in 2021. The updated Mapleton City Water Systems Master Plan was approved last year, which updated the Capital Improvement Plan. This prompted an update to the Impact Fee Facilities Plan and Impact Fee Analysis for drinking water and pressurized irrigation.

Hansen, Allen & Luce prepared the Impact Fee Facilities Plan and Impact Fee Analysis for the Drinking Water System and Pressurized Irrigation System of Mapleton City in accordance with the Utah Code 11-36a.

https://mapleton.org/departments/public_works/engineering_development/master_plans.php

EVALUATION

The proposed new drinking water impact fee varies by meter size for all uses. The proposed new pressurized irrigation impact fees vary by lot size for residential (based on typical irrigated area), and will be calculated by proposed irrigated area for multi-family and commercial projects.

The following table compares existing impact fees to proposed impact fees:

Comparison Summary				
Type	Size	Existing	Proposed	Difference
Culinary Water	¾" or 1"	\$1,417	\$2,780	+96.2%
	1 ½"	\$4,718	\$9,256	+96.2%
	2"	\$7,552	\$14,815	+96.2%
	3"	\$14,170	\$27,796	+96.2%
	4"	\$23,621	\$46,336	+96.2%
Pressurized Irrigation	Less than 1/2 acre	\$6,100	\$6,597	+8.1%
	1/2 to 1 acre	\$6,100	\$8,796	+44.2%
	Greater than 1 acre	\$6,100	\$10,995	+80.2%
	Commercial	\$6,100	Varies	Varies

The proposed resolution implements the new impact fees 90 days after adoption, as required by the Impact Fee Act.

RECOMMENDATION

Adopt the Impact Fee Facilities Plan and Impact Fee Analysis for the Drinking Water System and Pressurized Irrigation System of Mapleton City, and adopt the associated impact fees.

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY OF MAPLETON, UTAH TO ADOPT THE IMPACT FEE FACILITY PLAN AND IMPACT FEE ANALYSIS FOR THE DRINKING WATER SYSTEM AND PRESSURIZED IRRIGATION SYSTEM OF MAPLETON CITY, AND TO ADOPT THE ASSOCIATED IMPACT FEES

WHEREAS, the recent update to Mapleton City's Water Systems Master Plan included an updated Capital Improvement Plan for the drinking water and pressurized irrigation systems, initiating an associated update to the Impact Fee Facilities Plan for those systems; and

WHEREAS, the Impact Fee Facility Plan and Impact Fee Analysis for the Drinking Water System and Pressurized Irrigation System of Mapleton City has been prepared in accordance with the Impact Fee Act (Utah Code 11-36a); and

WHEREAS, the Impact Fee Analysis resulted in proposed revisions to the impact fees for the Drinking Water System and Pressurized Irrigation System of Mapleton City; and

WHEREAS, Mapleton City complied with noticing requirements outlined in the Impact Fee Act for adoption of the plans and associated impact fees; and

NOW THEREFORE, BE IT RESOLVED by the City Council of Mapleton, Utah, to adopt the Impact Fee Facilities Plan and Impact Fee Analysis for the Drinking Water System and Pressurized Irrigation System of Mapleton City, and to adopt the associated impact fees with an implementation date 90 days following the date of this resolution.

This resolution adopted this 5th day of March 2025, by the City Council of Mapleton City, Utah.

Dallas Hakes
Mayor

ATTEST:

Camille Brown
City Recorder

**Date:**

March 5, 2025

Applicant:

Mapleton City Public Works

Location:

Citywide

Prepared By:

Rob Hunter, City Engineer/
Public Works Director

Public Hearing:

No

Attachments:

PW Building and Yard Design
Scope and Fee

REQUEST

Approve the design contract with Jones & DeMille Engineering on the Public Works Building and Yard Facilities Improvements.

BACKGROUND & DESCRIPTION

The 2023 Municipal Facilities Master Plan shows extensive improvement needs for the Public Works building and other facilities within the yard, including improvements to the existing building, additional vehicle bays, covered storage for large materials, larger drying beds, secure parking, and miscellaneous security, utility, and modernization improvements. The future plan is for the engineering side of Public Works (which includes the administrative staff) to move to City Hall. Therefore, the design will address both immediate and long-term needs; however, no improvements are proposed that would no longer be useful when Engineering moves to City Hall.

The construction costs for the Public Works building and yard facilities was estimated at roughly \$10 Million in the Municipal Facilities Master Plan. However, Public Works believes we can greatly reduce this estimate by performing some services in-house, as well as using less expensive construction methods such as prefabricated steel buildings.

This fiscal year's budget included \$2 Million from the water and sewer funds to go towards the Public Works building and overall yard facilities. This budget is intended both for the design plans to be prepared by Jones & DeMille, and Phase 1 improvements such as tree removal and misc. demolition, extending utilities to expansion areas, additional vehicle bays, internal remodel, secure parking, and completing sections of missing fence.

EVALUATION

Public Works issued a Request for Qualifications (RFQ) and advertised it publicly on the state procurement website. Eight consultants responded, and a three person Selection Committee was made up of the Public Works Director, Assistant City Engineer, and Operations Manager. Jones & DeMille Engineering was the selected consultant, based on their extensive, local expertise on similar building and utility yard improvements. Their fee is significantly less than the Master Plan's assumed A&E design fees, and staff has determined them to be fair for the services rendered.

RECOMMENDATION

Approve the design contract with Jones & DeMille Engineering on the Public Works Building and Yard Facilities for \$166,600.

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY OF MAPLETON, UTAH TO APPROVE THE PUBLIC WORKS BUILDING AND YARD FACILITIES DESIGN CONTRACT WITH JONES & DEMILLE ENGINEERING

WHEREAS, the adopted Municipal Facilities Master Plan shows immediate and future improvement needs for the Public Works building and yard, including improvements to the existing building and yard, additional vehicle bays, covered storage, larger drying beds, and secured parking; and

WHEREAS, budget was approved this fiscal year for overall improvements design and to begin the first phase of construction; and

WHEREAS, the Public Works Department followed state and city procurement code by holding a public qualifications-based consultant selection; and

WHEREAS, upon review of qualifications submitted by several potential consultants, Jones & DeMille Engineering was the consultant selected by the Selection Committee; and

NOW THEREFORE, BE IT RESOLVED by the City Council of Mapleton, Utah, that: the design contract is approved for Jones & DeMille on the Public Works Building and Yard Facilities for **\$166,600**.

This resolution adopted this 5th day of March 2025, by the City Council of Mapleton City, Utah.

Dallas Hakes
Mayor

ATTEST:

Camille Brown
City Recorder