ELK RIDGE
CITY COUNCIL MEETING
February 24, 2014

TIME AND PLACE OF MEETING

This regularly scheduled Meeting of the Elk Ridge City Council, was scheduled for **Tuesday, February 24, 2015, at 7:30 PM**; this meeting was preceded by **a Public Hearing at 6:00 PM and City Council Work Meeting.** The meetings were held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah.

Notice of the time, place and Agenda of these Meetings, were provided to the Payson Chronicle, 145 E. Utah Ave, Payson, Utah, and to the members of the Governing Body, on February 23, 2015.

ROLL CALL

Council Members Mayor: Hal Shelley
Council Members: Nelson Abbott, Paul Squires, Brian Burke, and Brittany Thompson.
Absent: Dale Bigler.

Others: Shay Stark *Aqua Engineering / Planner*
Mary Preece, *City Deputy Recorder* and *City Recorder*, Royce Swensen.
Cheri Rhodes, *Deputy Sheriff*
Public: Paul Crook, Jim Chase, Becky Shelley, Katherine Geber.

PUBLIC HEARING

1. Capital Facilities Plan for Sewer, Parks and Roads – Shay Stark

Mr. Stark reminded the Council of this Capital Facilities Plan that was presented at the December meeting at which time questions were presented about the allotment of the proportional shares on the sewer. The spread sheet presented on December 10th meeting with the updated allotments shows the sewer projects will be covered 100% by new development. He presented a map showing the following sewer, parks and roads to be discussed.

a. Sewer projects were as follows:

1. The ten inch sewer extension along Elk Ridge Drive below Park Drive to the North and feeding into Goosenest Dr, West to 1600 West. This project will be contributed to impact fees being a new development.
2. Canyon View Drive extension of sewer line to tie down on Goosenest Dr and into the system below. This serves the new development and also homes on Olympic Lane just above Goosenest Dr that are presently on pumps; allowing them to go on a gravity sewer line. This connection will also allow a split in the flow instead of all the flow coming down one sewer line that is presently feeding down through the back yards of Harrison Heights to 11200 South.
3. Canyon View extension along the older section, bringing the sewer line up to the proper size to deal with problems in that area. It will also provide the capacity necessary for future development in the South part of the City.

b. Parks

There are three parks projects that will occur during the next 20 years. Focus is being placed on the Elk Ridge Meadows II Park, City Center Park, and upgrades on Shuler Park. Proportional shares for these projects are about 45%. Additional funds will come from future growth. Consideration must be taken by the City of the effect to the budget if proposals from new developers were presented for a park. The other two parks in the City plan would possibly be natural parks with access to trails.

c. Roads

At present, there are five street projects that fall under the category of Impact Fees. The plan is to have the revised impact fees in place by July 1, 2015. With these projects

approved it is possible to move on the Impact Fee Public Hearing in the next one or two Council Meetings. This will allow the City to finalize the budget.

1. Widening out and finishing off Sierra Drive with curb and gutter which should occur within the next five years, possibly this coming summer.

2. Park Drive and Elk Ridge Drive intersection listed within a five year window, possibly completed in 2016.

3. Park Drive connecting to Loafer Canyon Drive is listed in the next five years with a portion that is Impact Fee eligible. As new growth occurs on the south end of the city, this road will facilitate a route out of town. If the City receives the grant, action can be taken. If there is no grant money this will be placed at a very low priority.

4. The next project seen on the map is the connection of the extension of Ama Fille Lane. Canyon View will drop down to come off at an intersection of Ama Fille and back to Goosenest Drive. When the school comes into the City, this project will allow easy access to the upper neighborhoods and Elk Ridge Drive.

5. The connection of the Ama Fille Project over to Loafer Canyon Road and upgrading of Loafer Canyon Road down to 11200 S. Developers in this area would contribute the major expense of the road, and the City would contribute for the upgrades that will make it a collector. Due the heavier volume of traffic expected on this road, there would be a left turn lane with the possibility of a traffic light.

0:22:19 *Mr. Stark* advised if an adjustment to the proportion of cost between new development and City funds were in consideration, it should be done now knowing developers have purchased the available land in that area. If they proceed in the next five years and the City determines the need to have them contribute 100 % of the cost, there will be a need to collect fees up front. The last two projects discussed are in the 20 year plan for roads, and will be reviewed every 5 years.

Mr. Stark explained this approval before the Council was for the Capital Facilities Plan for the actual projects. If there is an adjustment needed sheets will be provided showing the adjustments during the Public Hearing in four weeks

There were a few Concerns were expressed by members of the Council about the higher speed of those traveling this wider road.

Not an Item *Nelson Abbott* brought to the attention of the Council the need for additional equipment in the Fire Department and wanted input as to where money would come from.

Shay Stark commented on what he has seen in a few communities that he has worked where a fire district was set up allowing fees to be collected for such expenses. The ambulance expenses can also be collected for under this fire district.

0:44:20 *Mayor Shelley* expressed the request of the Assisted Living Center to add a 38 bed unit to
Out of order the existing center.

Mayor Shelley closed the Public Hearing at 6:48 P.M.

CITY COUNCIL WORK SESSION

CITY CELEBRATION

Mayor Shelley informed the Council he had asked Melissa Prins to be Chairman Head for the City Celebration and she had accepted. He expressed the concerns of the Council from the last Council meeting to Melissa and she was receptive to the suggestions.

The Mayor also requested names to be considered for Citizen of the Year for the celebration.

EMPLOYEES MANUAL

The Mayor asked if there were any additional concerns to the suggested manual they had received.

Brian Burke responded with the following concerns:

a. The drug and alcohol policy was unnecessary for the size of the City. He suggested this be required of all new employees, and if there appeared to be any liable concerns of all employees.

b. FMLA is not mandatory, and feels that for the size of the City it is not necessary

c. He requested the term "compensation" time off be changed to "compensatory" time off.

d. Annual TPO leave policy number of days be set at: employed years 1- 2 be 12 days, years 3-4 be 14 days, years 5-9 be 18 days and year above that be 22 days.

Nelson Abbott stated that the City's insurance required that drug testing be a part of the employee's manual.

Brittany Thompson stated that lunch time or breaks are not required in Utah except for minors. It can be offered but not required. She also informed the Council the proposed 10 days leave Nelson Abbott had quoted the State offers, was vacation only. She suggested that the policy be reinstated to the City's present policy that offers more days.

Mayor Shelley expressed concern for the part time employees having a number of compensation items given in appreciation taken away. This has resulted in the loss of a couple of employees. If you take the heart out of the body, the body stops running. This part time and full time staff is the heart of the City. He did not want to lose any other employees if possible. He asked the Council to heavily consider this point.

The Mayor informed the Council that Melanie Hoover had accepted the job of Administrative Assistant.

ENGINEERING AND INSPECTION FEE

Shay Stark explained the City requires a bond at 6% of the cost of the total construction project. This is a fee Engineering and Inspection Fee from developers. In addition, a 5% Administrative Fee of the original 6% Engineering and Inspection Fee is charged and held until all the invoices for inspections have been sent in and paid under this bond. Once construction is complete the remainder of the 6% held, usually around 50%, is released to the developer. The Code allows the City to collect the full 6% if desired. This fee is tiered to the size of the development. Any project over one million dollars is 3%.

Royce Swensen responded to the Mayor's question of why we were considering a change in policy with the fact that fewer steps would need to be taken, and more accurate accounting of invoices paid if a flat rate was simply collected from developers at the beginning of construction. It could be handled either way.

Brittany Thompson was in favor of setting a flat fee, possibly 5%, to cut administrative cost and time.

Mr. Stark cautioned that with a flat fee, the developers resist this action and can take it to the State. This would require the City to justify that percentage, with proof there is no intent of making a profit from the charge.

1:30:54

HARRISION HEIGHTS PHASE III FINAL PLAT

Shay Stark clarified Harrison Heights Phase III is seven lots that extends Christly Lane in Phase II north and connects to 11200. There are two lots in the R-1-15000 zone on Meadow Lark Lane which ties in with Harrison Heights Phase I and ties into Christly Lane. This is great for the water line for this subdivision. The overall concept was approved in Preliminary, and required looking at the engineering for these changes and other issues. There were no engineering issues found.

UTAH COUNTY DISPATCH AGREEMENT

Royce Swensen explained the construction of a new building for Dispatch has an agreement for each City's cost share. Elk Ridge City has a cost of $16,000 plus. One payment due the end of June, the other payment in December or the total amount due the end of June. The City's budget problems will probably require accepting the two payments. The agreement was to be signed in January; therefore it is necessary to act on this now.

FEE SCHEDULE PROPOSED CHANGES

A. Water Sample Fee: Change from $25 to $50.

Mayor Shelley affirmed the fee charged to the developer is $25 which does not cover the new rate of $25 the State charges and administration fees. He suggested moving the fee to $50.

B. Contractor Registration Fee

Each Contractor is required to register with the city which was discontinued a few years ago. The code needs to be researched to see the purpose of charging this. Shay remarked that it is important for the inspector to be aware of legitimate contractors on property within the City.

C. Basement Completion Fee on Permit

This fee is for future completion of basements, and each City is responsible to set fee through an ordinance. Elk Ridge does have an ordinance addressing this issue. The question before the Council tonight is the actual time to make this charge; at the time of original construction on the building permit, or wait until they begin the completion of the basement. An important factor in this decision is the new assessment for the completion of the basement is sent to the city on a building permit for tax purposes. If there is no permit obtained for completion the City is out the revenue from taxes on the new value.

D. Water Meter Moving from $375 to $500.

Not addressed – moved to regular City Council Meeting.

Mayor Shelley closed the work session 7:55 PM.

ELK RIDGE
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Others: Shay Stark *Aqua Engineering / Planner*
Mary Preece, *City Deputy Recorder* and *City Recorder*, Royce Swensen.
Cheri Rhodes, *Deputy Sheriff*
Public: Paul Crook, Jim Chase, Becky Shelley, Katherine Gerber.

OPENING REMARKS AND PLEDGE OF ALLEGIANCE An invocation was offered by Brain Burke and Cheri Rhodes led those present in the Pledge of Allegiance, for those who wished to participate.

AGENDA TIME FRAME

BRITTANY THOMPSON MOVED, SECONDED BY NELSON ABBOTT, TO APPROVE THE AGENDA TIME FRAME, ADJUSTING THE START TIME TO 8:01 PM.

VOTE: AYE (4) NAY (0) ABSENT (DALE BIGLER)

PUBLIC FORM

No Participation

CAPITAL FACILITIES PLAN

NELSON ABBOTT MOVED, SECOND BRITTANY THOMPSON, TO APPROVE THE CAPITAL FACILITIES PLAN FOR SEWER, PARKS AND ROADS WITH THE DIRECTIVE THAT THE ROAD PORTION BE ADJUSTED TO REFLECT NEW GROWTH PAYING FOR IT AS APPOSED TO EXISTING RESIDENTS ON LOAFER CANYON AND THE CONNECTION TO GOOSENEST.

VOTE: AYE (4) NAY (0) ABSENT (DALE BIGLER)

HARRISON HEIGHTS PHASE THREE

NELSON ABBOTT MOVED, SECOND BRIAN BURKE, TO APPROVE HARRISON HEIGHTS PHASE THREE FINAL PLAT AS PRESENTED.

VOTE: AYE (4) NAY (0) ABSENT (DALE BIGLER)

HARRISON HEIGHTS PHASE THREE WATER ALLOCATION

Shay Stark affirmed to the Council the Developer would like to allocate 9.334 acre feet of water from the 138.976 acre feet of water rights that were transferred by the Developer into the City from the North Jordan Irrigation Company #595886. After allocation to Phase Six and Harrison Heights Phases one and two, there is a remainder of 120.255 water rights available.

BRITTANY THOMPSON MOVED, SECOND PAUL SQUIRES, THE CITY APPROVE THE ALLOCATION OF 9.334 ACRE FEET OF WATER RIGHTS FROM THE ORIGINAL 138.976 ACRE FEET TRANSFERRED TO THE CITY FROM NORTH JORDAN IRRIGATION COMPANY #595886.

VOTE: AYE (4) NAY (0) ABSENT (DALE BIGLER)

HASKELL COMMERCIAL PLAT A RELEASE FROM DURIBILITY

Shay Stark stated the durability period is up for the Assisted Living Center. Cody Black, Public Works Director, has inspected and passed the necessary improvements and provided a letter stating there is no longer any need for the durability.

NELSON ABBOTT MOVED, SECOND BRIAN BURKE, TO RELEASE FROM DURIBILITY THE HASKELL COMMERCIAL PLAT A.

VOTE: AYE (4) NAY (0) ABSENT (DALE BIGLER_

ELK RIDGE PHASE 5 ENTRANCE INTO DURABILITY

NELSON ABBOTT MOVED, SECOND BRITTNY THOMPSON, TO ALLOW ELK RIDGE PHASE 5 TO ENTER INTO A ONE YEAR DURABILITY RETAINER PERIOD EFFECTIVE FEBRUARY 24, 2015.

VOTE: AYE (4) NAY (0) ABSENT (DALE BIGLER

ENGINEERING AND INSPECTION FEE

BRITTANY THOMPSON MOVED,

(Motion Abandoned waiting further research and discussion with a language modification of the Code.)

CITY CELEBRATION

NO DISCUSSION OR ACTION TAKEN

UTAH COUNTY DISPATCH AGREEMENT

BRITTANY THOMPSON MOVED, SECOND PAUL SQUIRES, TO APPROVE THE UTAH COUNTY DISPATCH AGREEMENT.
VOTE: AYE (3) NAY (1) NELSON ABBOTT (HE DID NOT FIND IT AN EQUITABLE AGREEMENT.) ABSENT (DALE BIGLER)

EMPLOYEE MANUAL

Mayor Shelley asked if there were any other issues from those discussed in Work Session that they would like to bring forward. No new topics were discussed.

BRIAN BURKE MOVED, SECOND PAUL SQUIRES, TO APPROVE THE EMPLOYEE MANUAL WITH THE FOLLOWING STATED EXCEPTIONS: 1) ANNUAL LEAVE AS INITIALLY PROPOSED; 2) THE CHANGE OF THE WORD COMPENSATION TO COMPENSATORY; 3) THE REMOVAL OF THE FMLA POLICY. THE EFFECTIVE DATE TO BE MARCH 1, 2015.
VOTE: AYE (4) NAY (0

2:23:48

FEE SCHEDULE PROPOSED CHANGES

NELSON MOVED, SECOND BRITTANY THOMPSON, TO ADOPT THE PROPOSED FEE SCHEDULED AS PRESENTED IN THE WORK SESSION.
VOTE: AYE (4) NAY (0)

DEPARTMENT REPORTS

A. Administrative Reports – Mayor Hal Shelley

Mayor Shelley informed the Council he had offered the position of full time Administrative Assistant to Melanie Hoover and she had accepted. The proposed rate has not been finalized, $15.50 has been suggested.

He stated that Justin Jex and been terminated and that position had been posted as of 2/24/2015. The posted rate was $14 - $18. If the individual is highly skilled or certified in multiple areas the offer would then be higher.

Nelson Abbott felt it was pertinent to know what they job salary will be before offering them the job.

B. Roads and Storm Drains – Brian Burke

No Report at this time.

C. Parks, Trails, & Recreation – Dale Bigler (Absent)

D. Water, Public Safety – Paul Squires

Mr. Squires reported all the flyers and magnets for the Neighborhood Watch will be delivered to the homes this coming week.

He also reported the grant is not a matching grant. He was able to get Brian Burke signed up for the work shop on the 25th of March for that grant.

2:40:20

E. Sewer, Sanitation & SESD – Nelson Abbott

Mr. Nelson reported no new developments; however there will be a celebration held for the transfer from the Bureau of Reclamation over to the City. He asked that the Council Members think of the option that is available to a franchise tax up to 6%.

F. Economic Development & Code Enforcement – Brittany Thompson

Ms Thompson asked the council to review the Code in preparation for a discussion on any changes, or how to enforce the Code as it stands. One Code in particular is the Apartment Code and how to administer it.

Paul Squires requested the animal code to be given more consideration with enforcement as a top priority.

CITY COUNCIL MINUTES

Due to the absence of minutes presented to the Council in time for review, with exception of December 2, 2015, a motion for only the December 2, 2015 minutes was presented.

NELSON ABBOTT MOVED, SECOND BRIAN BURKE, TO APPROVE THE MINUTES FOR DECEMBER 2, 2014, WITH THE CORRECTIONS AS NOTED.

VOTE AYE (4) NAY (0)

CHECK REGISTER AND PAYROLL FOR JANUARY AND FEBRUARY

BRITTANY THOMPSON MOVED, SECOND BRIAN BURKE, TO APPROVE THE CHECK REGISTER AND PAYROLL FOR JANUARY AND FEBRUARY OF 2015.

(MOTION ABANDONED FOR LACK OF CORRECT INFORMATION, MOVED TO NEXT COUNCIL MEETING.)

Mayor Shelley informed the Council that the State Department of Economic Development is arranging a meeting with Elk Ridge Council Members in March.

ADJOURNMENT BY MAYOR SHELLEY AT 8:55 PM

Deputy Recorder, Mary Preece