

WORK MEETING

Memo

To: Mayor and City Council
From: Mark K. Anderson
Date: 03/26/2015
Re: City Council Agenda Items for April 2, 2015

WORK MEETING 5:30 p.m.

Item 1 – Discuss Proposed Changes to the Airport Advisory Board Bylaws: The Airport Advisory Board is recommending that Article 3(B)(4) be amended to allow alternate members to participate in the meeting and given the right to vote if a regular member recuses themselves on particular matter. Enclosed is a copy of the Airport Board Bylaws with the proposed change shown in a redline/strikeout format.

Staff is also suggesting that the term of an alternate member be defined. A two year term was suggested by Mayor McDonald which is reflected in Article 3(D).

Item 2 – Discuss Waiving Landing Fees and Special Event Permit Fees for Non-Profit Events at the Airport: The Airport Advisory Board is recommending that the City waive landing fees (when applicable) and special event application fees for non-profit events held at the airport. Also, they are requesting that a letter be sent from the Council to OK3-AIR encouraging them not to charge fees to non-profit organizations that hold events at the airport which promote the value of the airport to the community.

Item 3 – Discuss Pay Grade Changes for Building Inspector II and III: In looking for qualified applicants for an additional Building Inspector, Michelle Kellogg has evaluated the compensation for the above positions. It is our recommendation that the pay grades be changed as outlined in Michelle Kellogg's report.

Historically, pay grade changes have been brought to the Council for approval. Because this is more of an administrative matter, I would like to discuss what process the Council is comfortable with.

Item 4 – Discuss Proposed Amendments to the General Plan Land Use Map: Based on pending annexations, the Planning Commission is recommending that the General Land Use Map be modified consistent with the attached map. See enclosed staff report

from Tony Kohler. The Council should decide if they are comfortable with this matter being placed on the regular agenda for consideration.

Item 5 – Discuss Potential Agenda Items for the UDOT Transportation Meeting Scheduled for April 14, 2015:

Mayor McDonald would like the Council to discuss what UDOT related issues the City should mention when UDOT officials are in Wasatch County on April 14th for their annual visit. Some suggested topics that were discussed by staff are as follows:

- How to get the bypass on the STIP (State Transportation Improvement Program)
- Main Street Pedestrian Safety
- Pipeline for transport of crude oil

Item 6 – Discuss Potential Agenda Items and Set Date for Meeting with the County

Council: Mayor McDonald also suggested that a joint meeting be scheduled with Wasatch County officials to discuss issues of mutual interest. The Council should discuss possible dates for the meeting and topics they would like to cover with the County Council. Potential topics that were discussed by staff are as follows:

- Transfer of Development Rights
- Bypass – Daniel Road to Highway 40
- North Village Master Plan Update
- Status of Cowboy Village Land Exchange
- Annexation of Property South of 2400 South on Highway 40
- Old Fairgrounds Master Plan
- 650 South 1200 West Road Right-of-way

Item 7 – Discuss Proposed Changes to the Heber Valley Community Gardens Rules and Regulations:

Michelle Kellogg has drafted some proposed changes to the Community Garden Rules and Regulations for Council review. (see enclosed) Annie McMullin, Community Garden volunteer, has some concern with the changes which she has expressed by email. (see enclosed) The Council should discuss the proposed changes so any rule/guideline modifications can be communicated to those interested in the community garden.

Item 8 – Other Items As Needed:

TAB 1

HEBER CITY AIRPORT ADVISORY BOARD BYLAWS

Adopted April 20, 2006

Amended July 3, 2014

Article I:

Authority

These rules and procedures are amended by Resolution 2014-10 of the Heber City Council.

Article 2:

Jurisdiction

The physical jurisdiction of the Airport Advisory Board (Board) is the Heber City/Russ McDonald Airport field boundaries and any infrastructure, safety zones, and the like appertaining thereto.

Article 3:

Appointment and Terms of Members

- A. The Airport Advisory Board shall consist of (7) members and (1) alternate;
- B. Membership shall be as follows:
 1. Two City Council Members. Said two Council Members shall be non-voting Board Members, and once approved by the consent and advice of the City Council may serve at the pleasure of the Mayor for the duration of their term as Council Members. However, with the advice and consent of the City Council the Mayor may rotate these Council Members with other Council Members every two years, but this is not required, and left to the discretion of the Mayor.
 2. Three permanent Heber City Residents. Said three Resident Members shall be voting Board Members.
 3. Two at-large permanent Wasatch County Residents. Said Wasatch County Resident Members may, but are not required to be Heber City Residents, but must be Wasatch County Residents and shall be voting Board Members.
 4. One alternate member that is a resident of Wasatch County. The alternate ~~may shall~~ participate in the meeting. ~~if any voting or non-voting member is unable to attend, but can only vote if a voting member is absent~~If any voting member is absent or recused on particular agenda items, the alternate may participate in the discussion and vote.
 5. A Quorum shall consist of a minimum of three voting Board Members.

6. A Technical Assistance Committee will be formed as needed to help understand technical and other issues associated with the Airport or other entities that might be affected by it. During the time they serve on said Technical Assistance Committee, any such Committee Member shall not be paid or receive any compensation from the City.
 7. For the purposes of this Article and provisions, Permanent Residency shall be defined as a person who meets the following criteria:
 - a. is a citizen of the United States at least 30 days immediately prior to their appointment;
 - b. has been a resident of Utah for at least the 30 days immediately before the appointment;
 - c. will be at least 18 years old on the day of the appointment to the Board; and
 - d. currently resides within the voting district or precinct in which the person would apply to register to vote. It is not a requirement of Board Membership that said Member votes, is registered or registers to vote.
 - e. whose home and primary residence is located in Wasatch County and is recognized as a primary residence by the County Assessor.
 8. Members shall be required to attend at least 60% of the publicized meetings of the Board.
 9. In the event a membership term is ended, and there is no immediate replacement and the Council does not approve or consent to a replacement, the person last serving in that position for said term shall continue to serve until the Mayor and Council come to an agreement or replace. However, any term of any Council Member shall terminate when they no longer serve as City Council Members.
- C. The Airport Advisory Board will interface with and be supported by the City Manager, his designee, and/or the Airport Manager. Heber City will also provide a secretary and staff support as needed.
- D. Subject to Provision B(1) above regarding Heber City Council Members, and Provision 8 above, the terms of office for the seven appointed Airport Advisory Board Members shall be four years. The initial appointments shall be for, three positions two years, two positions three years, and two positions four years from January 1, 2005. The term of the alternate shall be two years. Any vacancies in these positions shall be filled by a recommendation from the Mayor and confirmation by the City Council. The appointment will be for the remaining time of the member whose vacancy is being filled.
- E. Improper conduct and non-performance of duties shall result in a recommendation to the Heber City Council for removal of said member. Members may be removed after a public hearing, by a majority vote of the City Council.

Article 4:

Airport Advisory Board Officers and their Duties

A. Chairperson

1. The Airport Advisory Board shall elect a Chairperson and a Vice-Chairperson from among its members at the first regular meeting in January.
2. The Chairperson and Vice-Chairperson shall serve for a term of two years, beginning the first regular meeting in February.
3. The Chairperson shall preserve order, and decide all points of order, subject to appeal of the membership. Such appeal shall be decided by a majority vote of the members present. The Chairperson may vote on all matters before the Airport Advisory Board.
 - a. The Chairperson with the concurrence of a majority vote of the Airport Advisory Board and the City Council may create such special subcommittees as he/she may, from time-to-time, deem necessary or desirable.
 - b. In the event of absence or disability the Chairperson, the Vice-Chairperson shall preside. In the absence of both, the members shall appoint a Chairperson for that meeting.

B. Vice-Chairperson

1. Perform all of the above duties in the absence of the Chairperson;
2. Conduct the annual review of the Airport Advisory Board actions;
3. Coordinate and conduct the annual meeting of the Board; and
4. Provide orientation to new Airport Advisory Board Members.

C. Secretary

1. Assure true recording and maintenance of the public record, record the proceedings of all hearings and meetings; and prepare the minutes of the Board. Minutes shall include:
 - a. The date, time, and place of the meeting;
 - b. The names of members present and absent;
 - c. The substance of all matters proposed, discussed, or decided, and a record, by individual members of votes taken;
 - d. Findings and conclusions;
 - e. The names of all citizens who appeared and who gave comments and the substance in brief of their testimony;
 - f. Any other information that any member requests be entered in the minutes.

2. All recommendations to the City Council, involving changes in the City ordinances shall be submitted by the Secretary to the City Attorney for review. After the review, the proposed ordinance shall be returned to the Airport Advisory Board to evaluate any comments or suggestions before being submitted to the City Council.

Article 5:

Staff of the Board and their Duties

- A. Airport Manager and Secretary with whatever assistance is required from the Airport Advisory Board.
 1. Shall advise the Airport Advisory Board regarding regulation of and requests for development and re-development, financial concerns, and other matters;
 2. Coordination and supervision of work preparation by staff;
 3. Prepare all documents for presentation to the Airport Advisory Board; and
 4. Assist the Chairperson and Vice-Chairperson of the Board in the exercise of their duties.
- B. Legal Counsel

The City Attorney or his designee shall be the legal counsel for the Airport Advisory Board and its subcommittees.

Article 6:

Meetings

- A. The Airport Advisory Board shall meet as set forth in the annual notice of meeting schedule to conduct its duly appointed business.
- B. A special meeting for any purpose may be held on the call of the Chairperson or four members of the Airport Advisory Board. Board members and public shall be notified of such meetings by the Secretary, in accordance with the provision of City and State law.
- C. A Quorum of the Airport Advisory Board shall consist of three voting members. A quorum shall be necessary to conduct business.
 1. Any agenda item must receive at least four (4) affirmative votes for approval or recommendation to City Council for approval.
 2. A failure to vote by a member shall be counted as an abstention.
- D. Order of Business for Regular Meetings

Unless approved by majority of the quorum, the Airport Advisory Board will follow the published Agenda.

Article 7:

Participation by Staff and Public

- A. No person shall be permitted to speak unless recognized by the Chairperson, who shall designate time limits to persons permitted to speak on any matter properly before the Board. Each person speaking before the Airport Advisory Board shall first state his name, address and then the substance of his remarks.
- B. Matters before the Airport Advisory Board shall be presented in the following manner:
 1. Presentation by staff;
 2. Presentation by applicant;
 3. Comments from the public, where appropriate, (decided by the chair);
 4. Comment and questions from the Airport Advisory Board;
 5. Further comments by applicant and public; and
 6. Concluding comments and recommendations from the staff.
- C. Roberts Rules of Order will be applied as necessary.

Article 8:

Findings, Conclusions and Recommendations

- A. Form and Character of Motions
 1. Upon review of the public record on a request and due deliberation among the members of the Airport Advisory Board, any member of the Board, except; the Chairperson, may make a motion. The motion shall include not only the direction of the motion (approval, approval with conditions, or denial), but also a recitation of the specific findings and conclusions supporting such motion.
 2. A second shall be required for each motion.
 3. A motion shall die in absence of a second.
 4. Discussion and amendments on the motion.
 5. Where a motion to deny a request shall be been defeated, a member of the Board initially in opposition shall have first right to make a motion to:
 - a. Approve the request;
 - b. To table, or
 - c. To continue the matter for further study or investigation.
- B. Forwarding the Airport Advisory Board recommendations to the City Council
 1. Recommendations made by the Airport Advisory Board will be prepared by staff and scheduled for presentation to the City Council.

Recommendations will be forwarded as approved by the Airport Advisory Board (without alteration).

2. The City Manager, his designee or the Airport Manager supported by the Chairman and other members of the Airport Advisory Board will present it to the City Council.
3. Airport Advisory Board Secretary will notify Board Members when Board matters are being presented to the City Council.

Article 9:

Requirements for the Submission of Requests

- A. The Airport Advisory Board may adopt standard forms for the submission of requests. All requests shall have reasonable advance time requirements;
- B. The Airport Manager or his designee shall certify completeness of requests;
- C. Any request denied shall not be resubmitted for a maximum period of six months or as requested by the Chairman; and
- D. The Airport Advisory Board may recommend to the City Council a fee schedule for the submission of requests to cover processing, duplication, notices and, distribution of requests and related documents.

Article 10:

Documents of the Board

- A. Any and all materials submitted to the Airport Advisory Board regarding a request shall be entered into the public record by a motion to “accept for the record”.
- B. All notices, agendas, requests, agency or consultant letters or reports, staff reports, minutes of meetings, and resolutions or record shall constitute the documents of the Airport Advisory Board and shall be indexed as public record.

Article 11:

Administrative Calendar

- A. Notice for all public hearings, work sessions and regular meetings shall conform to requirements of law.
- B. Regular meeting schedule for the calendar year following shall be determined at the annual meeting of the Airport Advisory Board.
- C. The Airport Advisory Board shall have an annual public meeting, to review the work of the previous year and plan the work program for the coming year.

Article 12:

Conduct of Members of the Airport Advisory Board

- A. Members of the Airport Advisory Board shall prepare themselves for hearings and meetings.

- B. Appointed members of the Airport Advisory Board shall attend at least 60 percent of all meetings within a calendar year. Failure to do so may be deemed by the Airport Advisory Board as cause for removal.
- C. An Airport Advisory Board member with a conflict of interest in a matter before the Board must state that such a conflict of interest exists and withdraw from participation in the public hearing, work session, or regular meeting on such matters. Participation of a member of the Airport Advisory Board with a conflict of interest may be cause for removal. The interests of that Airport Advisory Board member may be represented before the Board by agenda or legal representative at the public hearing, regular meeting, or work session and entered into the public record. The prohibition from “participation” does not exclude an Article 7.B.2 presentation or a response solicited from one of the other Board members.

Article 13:

Changes Affecting the Airport Master Plan

Anytime the Airport Advisory Board would make a decision affecting the Airport Master Plan, the Board shall hold a public hearing to make an amendment to the Plan.

Article 14:

Adoption and Amendment of Bylaws

- A. Bylaw adoption, or amendment, shall be recommended to the Heber City Council by the Airport Advisory Board following review by the Board’s legal counsel. The Airport Advisory Board bylaw proposal shall be adopted or amended upon a vote of a majority plus one of the appointed members. The Board shall then forward the bylaws or amendments to the City Council.
- B. The City Council shall review the proposed bylaws and make one of the following actions:
 - 1. Adopt as submitted; or
 - 2. Refer the proposal back to the Board with such recommendations the City Council would like considered.

The bylaw or amendment proposal shall take effect immediately upon adoption by resolution of the City Council.

TAB 2

**There are no physical
materials for this
agenda item.**

TAB 3

Staff Report re: Building Department Pay Grades
By: Michelle Kellogg
Date: March 26, 2015

With the economy rebounding and the residential and commercial building throughout the state on the rise, it has become increasingly difficult to attract qualified inspectors. Heber City posted a job opening for a residential inspector from February 25-March 16, 2015 and received two applications. Wes Greenhalgh and Mark Anderson asked me review the salary ranges other cities were offering so Heber could be competitive in attracting inspectors. My research gave me the following results:

<u>Position</u>	<u>Current Pay Grade</u>	<u>(Other Cities') Pay Grades</u>	<u>Proposed Pay Grade</u>
Inspector II	15	(4)15, (2)16, (5)17, (1)18	17
Inspector III	16	(3)15, (2)16, (7)17, (6)18, (2)19, (1)20	18

In parenthesis are the number of cities that pay within that pay grade. Since Inspector II was advertised at a pay grade 15 with only two responses, I did not consider that as an option in my recommendation. Comparing the City's wages to Wasatch County, the County pays its Inspector II at a Grade 18, and the Inspector III at a Grade 20.

Heber City

Job Description



Title: Inspector II	Code: 216
Department: Building	Effective Date: 07/2014
Division: Administration	Last Revised:
Classification: Non-Exempt	Pay Grade: 15

GENERAL PURPOSE

Performs a variety of **working level para-professional and technical duties** as needed to assure compliance with city, county, state and/or federal uniform building, electrical, plumbing, mechanical codes and ordinances. Performs inspections on residential, commercial and industrial buildings.

SUPERVISION RECEIVED

Works under the general supervision of the Building Official or a qualifying Inspector III.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Visits building sites or existing buildings to perform inspections including zoning, yard location, footing, foundation, frame, wiring, plumbing, and heating to assure compliance to building codes and ordinances.

Interprets regulations and codes to builder and property owners to assist them in altering construction plans to meet established standards.

Investigates alleged code violations; determines whether a violation exists; informs building owner/worker of violations in building construction; serves correction notices; prepares certification of the inspection; examines burned buildings upon request to determine structural safety for occupancy or reuse.

Maintains files inspection checks, work notices, soil and concrete tests, etc.; researches into particular problems; suggests solutions; follows up on written agreements between the city and building owners, developers, contractors, etc.

Discusses proposed changes in ordinances and codes with supervisors; receives correct interpretation and passes the same onto the public as the occasion arises; provides solicited input regarding code changes; reviews and studies uniform codes to stay abreast of changes.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school;
- AND
- B. Four (4) years of responsible experience in the building trades;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Working knowledge of construction methods and materials common to commercial, industrial and residential construction projects; basic engineering standards and codes; political, legal and governmental processes affecting various building programs and project management; building, plumbing, electrical, mechanical and energy conservation codes; modern construction methods, practices, materials, tools and equipment; basic drafting techniques, blue prints and related specifications; interpersonal communication skills.

Skill in the art of diplomacy and cooperative problem solving.

Ability to interpret codes accurately and effectively; analyze permanent structures to determine conformity of established projects in planning stages and estimate the end results; estimate quantity of materials accurately; perform advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Utah Drivers license.

Must be a ICC Certified as a Residential Combination Inspector (or certified in all four (4) areas of inspection specialization (building, plumbing, electrical, mechanical).

Must possess Utah Limited Inspector License.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical activity and demands are frequent related to walking, standing, stooping, climbing, sitting, and reaching. Talking, hearing and seeing or other effective communication is essential to job performance. Mental application utilizes memory for details, emotional stability and discriminating thinking common to most job functions. Frequent travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

Heber City

Job Description



Title:	Inspector III	Code:	215
Department:	Building	Effective Date:	07/2014
Division:	Administration	Last Revised:	
Classification:	Non-Exempt	Pay Grade:	16

GENERAL PURPOSE

Performs a variety of **working level para-professional and technical duties** as needed to assure compliance with city, county, state and/or federal uniform building, electrical, plumbing, mechanical codes and ordinances. Performs inspections on residential, commercial and industrial buildings.

SUPERVISION RECEIVED

Works under the general supervision of the Building Official.

SUPERVISION EXERCISED

Provides close supervision of Inspector(s) I and II as assigned by the Building Official.

ESSENTIAL FUNCTIONS

Visits building sites or existing buildings to perform inspections including zoning, yard location, footing, foundation, frame, wiring, plumbing, and heating to assure compliance to building codes and ordinances.

Interprets regulations and codes to builder and property owners to assist them in altering construction plans to meet established standards.

Investigates alleged code violations; determines whether a violation exists; informs building owner/worker of violations in building construction; serves correction notices; prepares certification of the inspection; examines burned buildings upon request to determine structural safety for occupancy or reuse.

Maintains files inspection checks, work notices, soil and concrete tests, etc.; researches into particular problems; suggests solutions; follows up on written agreements between the city and building owners, developers, contractors, etc.

Discusses proposed changes in ordinances and codes with supervisors; receives correct interpretation and passes the same onto the public as the occasion arises; provides solicited input regarding code changes; reviews and studies uniform codes to stay abreast of changes.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school;
- AND
- B. Six (6) years of responsible experience in the building trades;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Working knowledge of construction methods and materials common to commercial, industrial and residential construction projects; basic engineering standards and codes; political, legal and governmental processes affecting various building programs and project management; building, plumbing, electrical, mechanical and energy conservation codes; modern construction methods, practices, materials, tools and equipment; basic drafting techniques, blue prints and related specifications; interpersonal communication skills and knowledge of principles of supervision.

Considerable skill in the art of diplomacy and cooperative problem solving.

Ability to interpret codes accurately and effectively; analyze permanent structures to determine conformity of established projects in planning stages and estimate the end results; estimate quantity of materials accurately; perform advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Utah Drivers license.

Must be ICC Certified as a Combination Inspector (all four (4) areas of inspection for both residential and commercial.)

Must possess Utah Combination Inspector License.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical activity and demands are frequent related to walking, standing, stooping, climbing, sitting, and reaching. Talking, hearing and seeing or other effective communication is essential to job performance. Mental application utilizes memory for details, emotional stability and discriminating thinking common to most job functions. Frequent travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

TAB 4

Heber City Council
Meeting date: April 2, 2015
Report by: Anthony L. Kohler

Re: 2015 Landuse Map Amendment

The Planning Commission has been debating the Strawberry Annexation. The Planning Commission, neighbors and those that are being brought into the city have struggled with the land uses identified in the General Plan for the area. There are 3 general areas identified on the attached map that are proposed for change.

The city has a business and manufacturing park zoning identified in the general plan around 2400 South Highway 40. Property owners in that area requested the city instead consider a commercial type land use.

Along Mill Road, neighbors to the Strawberry Annexation have asked that the city not repeat the streetscape at 600 South Mill Road, specifically the rear yards facing the street with 6-foot fences and unmaintained planter strips. The Planning Commission felt one way to promote a better streetscape and more open space in the area was to utilize the Planned Community land use rather than the low-density residential land use. In addition to promoting more open space, the Planned Community land use requires a mixture of housing types, and permits some commercial mixed uses.

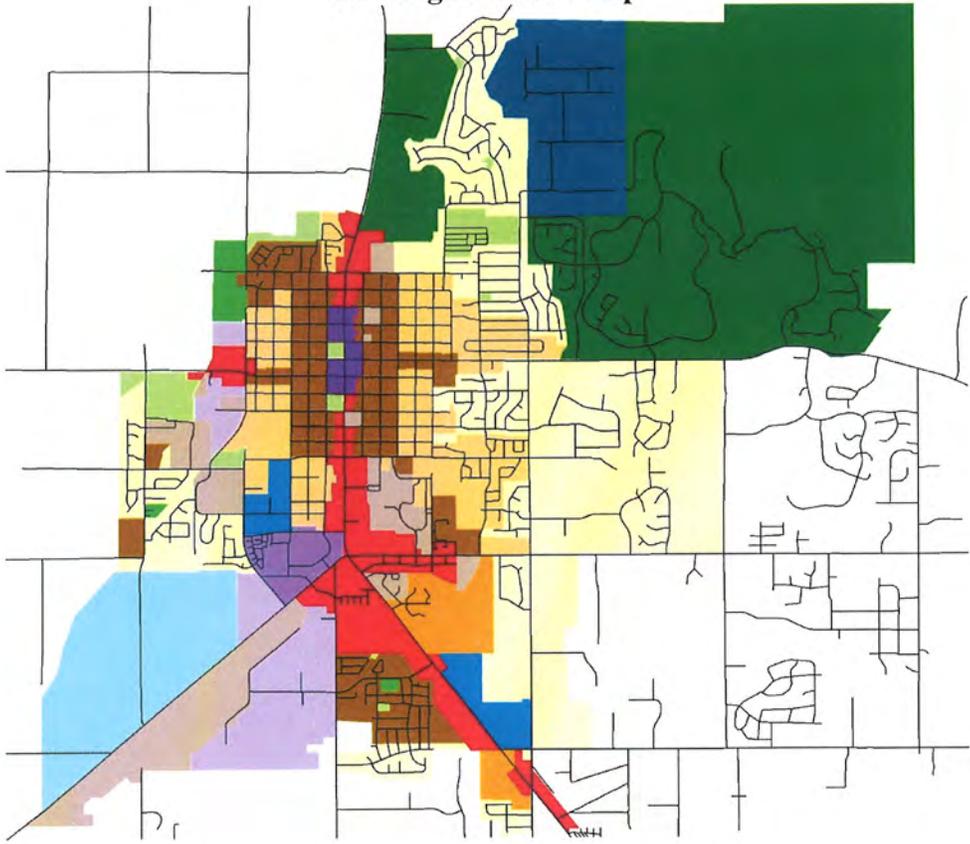
The city has a pending annexation north of Kings Department Store. The general plan designates the area as Planned Community. The Planning Commission is recommending that 30 acres be designated instead as Mixed Use to accommodate more commercial growth rather than residential. This is the same land use as the Valley Station development where Walmart resides.

Section 18.116.010 requires that all newly annexed land to be zoned consistent with the general plan. The proposed amendment will permit the pending annexations to be zoned in the manner consistent with the proposed amendment.

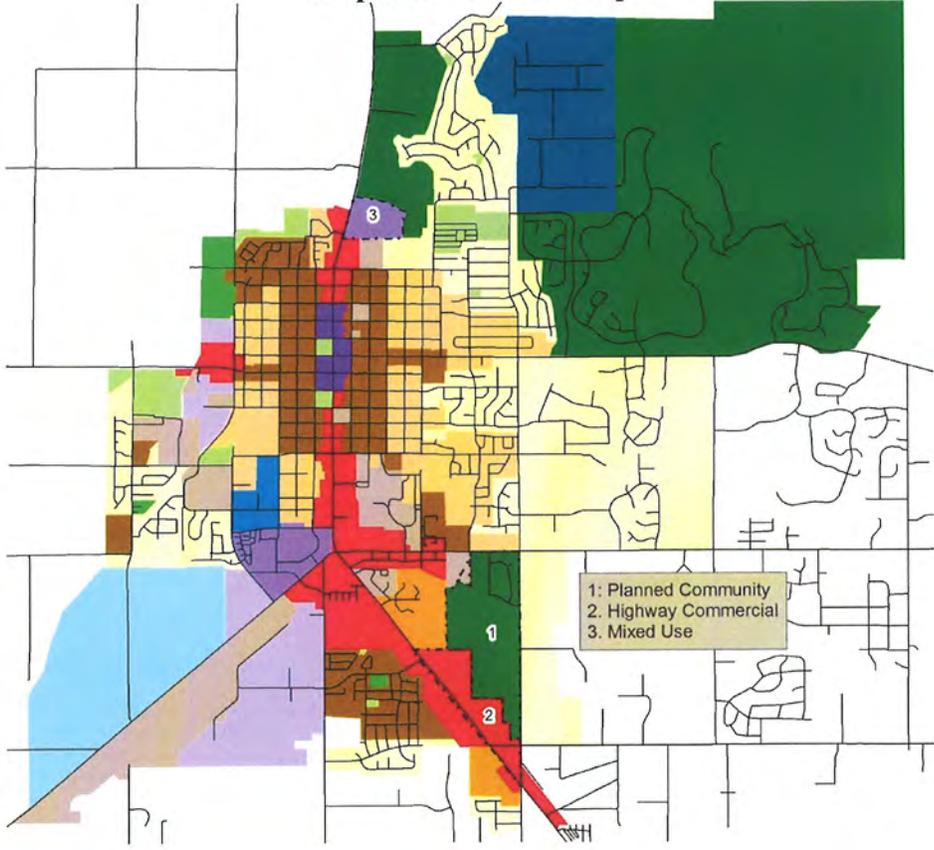
RECOMMENDATION

On March 12, 2015, the Planning Commission held a public hearing to consider an amendment to the Land Use Element of the General Plan, and provided a unanimous recommendation to the City Council for approval of the proposed amendment.

Existing Landuse Map



Proposed Landuse Map



- 1: Planned Community
- 2: Highway Commercial
- 3: Mixed Use

TAB 5

**There are no physical
materials for this
agenda item.**

TAB 6

**There are no physical
materials for this
agenda item.**

Tab 7

mkellogg@ci.heber.ut.us

From: Mark Anderson <manderson@ci.heber.ut.us>
Sent: Thursday, March 26, 2015 1:29 PM
To: 'Michelle Kellogg'
Subject: FW: Community Garden
Attachments: 465.JPG; 483.JPG; 548.JPG

Mark K. Anderson
Heber City Manager
75 North Main
Heber City, UT 84032
phone 435-654-0757
fax 435-654-2743



From: Annie [mailto:amcmullen05@hotmail.com]
Sent: Thursday, March 26, 2015 12:26 PM
To: manderson@ci.heber.ut.us
Cc: kpotter@ci.heber.ut.us; jbradshaw@ci.heber.ut.us; hfranco@ci.heber.ut.us; rpatterson@ci.heber.ut.us; erowland@ci.heber.ut.us; amcdonald@ci.heber.ut.us
Subject: Community Garden

Hi Mark,
Sorry that I have not gotten to you earlier this week, I've had a busy few days.

Well, we've had spring all winter and things are starting to grow! I've already been working at the community garden and had 2 other returning gardeners working there as well. Just wish that the snowpack was more robust in the mountains to ensure flowing water for everyone all summer. But it is nice to be working on my little project again.

The garden was a great success last year! Every box was filled with committed gardeners except for one. We had reserved box for someone and the gardener didn't show up. I just planted the entire box with pumpkins so we had growing plants there.

A few things . . .

I would like to raise the rates for gardening. I think that because the garden is improved the following rates are very reasonable for a raised bed, good soil & water for a summer. You may recall that I had raised the rates last year and Michelle defaulted to the old rates set when the garden was unimproved. There was no resistance to the rates as published because they are so fair for the space and amenities included.

Large Box - 24'x12' = \$50/year (6 boxes, 3 already spoken for)
Medium Box - 12'x11' = \$35/year - (6 boxes, 1 spoken for)

Small Box - 12' x 6' = \$20/year - (2 available)

As I said, I have returning gardeners. Community Gardens typically work with the previous year's gardeners given first shot at returning and what space remains is open for new gardeners. I support that process because many people, including myself, amend the soil in their spaces with compost so their gardens grow better. I've already brought a truck load to this garden this year and placed it in the flower beds and my garden space. I intend to return to the garden along with Bill Baker, Fred Gonzales, and the 4th district juvenile court. I have not heard from the other gardeners but have an email out to see who is interested in returning. I have also had calls from two new people interested in participating and that is with no advertising. I am also opening up two of the small boxes for gardening. I had 4 garden boxes built by scouts for flowers but will only use two for flowers this year.

We probably need to address one gardener, Fred Gonzales. He is from Summit County and we had talked about him last year. Fred is intending to return and garden again this year which I support. He has gardened with us for 2 years and was a participant when few people were there. It would be a shame to kick him out when he has been an avid supporter of garden.

I am wondering if the city would be willing to fence the garden this year. I am hopeful that you would consider using dollars saved from snow removal for fencing. It would be a good use of those dollars and would keep the deer out. I had one gardener abandon because the deer obliterated his garden. I can say that all of us were affected by the deer hitting our gardens, even Bill Baker, who fenced his and Fred's two plots with deer fencing. The garden is successful, robust and a good project. People are committed and the garden could probably even grow larger in size, but the deer issue does need to be resolved. I know that you have heard that from me before, but it is a REAL problem.

I had several volunteer groups come and work in the garden including a local ward, a drug rehabilitation center group, a few volunteers looking for something beneficial to do, and the 4th district juvenile court returned with their kids as well. Even former mayor Lynn Adams showed up with a youth group to do some maintenance work for me. There was one Eagle scout project completed as well.

I don't know if you ever visited the Heber Valley Community Garden last year but it looks good. We have finished walkways, green garden plots and benches. We have recycled products that had been dumped up on the hill behind the garden and put them to good use. I am hoping that I can find a donor this year to help us put in shrubs and perhaps a couple more trees. I have no idea how many volunteer hours were put in last summer because I didn't track it, but I do know that I personally spent a ton of time there... I would think nearly 100 hours maintaining, cleaning, digging weeds, planting flowers and oh yeah, working in my plot. The community garden is definitely a labor of love for me.

I hope to see you, the mayor and city council in the garden this summer. I can always find volunteer opportunities for you all. LOL! I look forward to hearing from you and the council regarding the Community Garden so we can get moving once again with gardening.

Photo #1 = April, 2014 Photo #2 = June, 2014 Photo #3 = August

All the Best,
Annie McMullen
435.901.1974

mkellogg@ci.heber.ut.us

From: Mark Anderson <manderson@ci.heber.ut.us>
Sent: Thursday, March 26, 2015 2:11 PM
To: 'Michelle Kellogg'
Subject: FW: community garden
Attachments: HV Community garden rules regs.docx

Mark K. Anderson
Heber City Manager
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Heber City, UT 84032
phone 435-654-0757
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From: Annie McMullen [<mailto:Annie.McMullen@rossignol.com>]
Sent: Thursday, March 26, 2015 2:02 PM
To: manderson@ci.heber.ut.us
Cc: kpotter@ci.heber.ut.us; hfranco@ci.heber.ut.us; rpatterson@ci.heber.ut.us; jbradshaw@ci.heber.ut.us; erowland@ci.heber.ut.us; amcdonald@ci.heber.ut.us
Subject: FW: community garden

Hi Mark,

I am sort of surprised that you guys want to segregate the garden by where someone resides. I understand the WC vs Summit Co. designation, but since I have been involved, we have positioned the garden to be the Heber Valley Community Garden, all inclusive. To date, we have not turned anyone away. If you recall 2 years ago Heber City was hard pressed to find gardeners to fill 6 plots. Last year I placed ads (at my cost) in the Wave, was on the radio, visited the Chamber and the Master gardeners class all to promote the garden and to fill the spaces. People responded and the garden was filled. We did have one guy who wanted a larger plot but there were none available.

If segregation is the case, I would ask that you grandfather in any gardener who has participated in the past. Bill Baker and Fred have both gardened the space since we raised the beds and I think they should be given consideration for their participation. They have already confirmed to me their participation. Bill has already been working in his garden space; the 4th district Juvenile court group (Wasatch Co. kids who have made poor decisions) has already been there cleaning around the garden and in their plot. I have been there working in my plot and in the flower boxes. Aside from time, many of us have spent money amending the soil in our specific plots to improve soil conditions to maximize growth. Bill and I both put a truck load of compost into our spaces last week. We are committed gardeners. Community gardens typically operate with return gardeners getting the opportunity to renew their plot spaces first before availability goes out to the public. I hope that you will consider this before changing the rules.

All the Best,

Annie McMullen

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From: mkellogg@ci.heber.ut.us [<mailto:mkellogg@ci.heber.ut.us>]
Sent: Thursday, March 26, 2015 10:08 AM
To: Annie McMullen
Subject: community garden

Hi Annie,
Another spring has rolled around! I just wanted to let you know the City Council has asked me to revise the community garden rules and regulations to include a preference for Heber City residents. I have included the proposed amended rules for you to review. This item will be discussed at the April 2 work meeting held at 5:30 p.m. if you would like to come and participate.

Thanks!

Michelle Kellogg CMC, PHR
Heber City Recorder/Human Resources
75 North Main Street
Heber City, UT 84032
Phone: (435) 654-0757, ext. 7886
Fax: (435) 657-2543







HEBER VALLEY COMMUNITY GARDENS

Rules and Regulations

I agree to the following:

- Heber City residents will be given the first choice of garden plots, followed by Wasatch County residents, and if space is still available, residents from other counties may participate in the Community Garden. Proof of residency is required when signing up for a garden plot.
- Pay a fee of \$40 for a garden plot measuring 12' x 24', with access to water or \$25 for a plot measuring 12' x 11', with access to water.
- Plant by June 5, weather permitting, and keep the plot planted all summer long.
- Keep weeds down in my garden space and maintain the areas immediately surrounding my plot.
- Volunteer a few hours during the gardening season toward community gardening efforts. Keep trash and litter cleaned from the plot, as well as from adjacent pathways and fences.
- Be considerate when watering so the neighboring plots are not disturbed and/or over-watered.
- Pick only my own crops unless given permission by other plot users to pick from their plots.
- Not use weed repellents that will in any way affect other plots.
- Not bring pets to the garden.
- I understand that, because of the location of the garden, there may be some issues with animals (skunks, raccoons, and/or deer).
- If my plot becomes unkempt, I understand I will be given one week's notice to clean it up or it will be considered abandoned. The plot will be reassigned or tilled in.
- I will participate in the fall clean-up of the garden. Remove all materials from the garden spot after the harvest including corn stocks and make sure that the ground in my plot is level at the end of the season.
- Notify Mark Rounds, Parks/Cemetery Director, or Michelle Kellogg at the City Office if your garden spot has to be abandoned.
- I understand that \$10 of the box rent will be refunded only if I cleanup up my garden space of plant debris in the fall and return the watering nozzle.
- I understand that neither the garden group nor owners of the land are responsible for my actions. I THEREFORE AGREE TO HOLD HARMLESS THE GARDEN GROUP AND ~~OWNERS OF THE LAND~~ HEBER CITY CORPORATION FOR ANY LIABILITY, DAMAGE, LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH USE OF THE GARDEN BY ME OR ANY OF MY GUESTS.

Signature of Gardener _____

Address _____

Telephone _____

Email address: _____

Signature of Coordinator _____

Plot Number Assigned _____