

**MINUTES OF THE VINEYARD TOWN COUNCIL  
PLANNING RETREAT**

Ruby River Steakhouse, 1454 S. University Ave., Provo, UT  
*January 26, 2015*

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**Present**

Mayor Randy Farnworth  
Councilmember Nate Riley  
Councilmember Sean Fernandez  
Councilmember Dale Goodman  
Councilmember Julie Fullmer

**Absent**

**Staff Present:** Public Works Director/Engineer Don Overson, Town Planner Nathan Crane, Attorney David Church, Treasurer Jacob McHargue, Town Clerk/Recorder Pamela Spencer, Kelly Pfof with Lewis Young Robertson & Burningham (LYRB)

The Vineyard Town Council held a Town Council Planning Retreat on Monday, January 26, 2015 at 9:00 am. The invocation was offered by Councilmember Riley.

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The meeting began at 9:00 am. with a continental breakfast and photos.

Mayor Farnworth officially opened the meeting at 9:20 am. He turned the meeting over to Treasurer Jacob McHargue as the facilitator.

Mr. McHargue thanked everyone for coming and explained the importance of the retreat. He skipped the public comment, as no members of the public were present at the meeting.

Councilmember Riley offered the invocation

***Review of accomplishments and operations that went well***

Councilmember Riley mentioned that he liked the Christmas decorations that were put up this last year and asked how much money was spent on them. Mr. McHargue said that they spent a little over a \$1,000.00. Councilmember Fullmer stated that because of the way the streets are organized they only put them up at the entries and that they received a good price on the lighting for the flagpole.

Mr. McHargue asked Council if there were changes or additions they would like to see identified, such as a place that is a main point of interest.

Mr. Overson suggested that they add more decorations at the entries, include banners that run across the streets to make it a little more inviting and include Mill Road and the commercial areas. Councilmember Riley said that he would like to see more, and he mentioned how stunning the Tree of Life display was in Draper. He would like the town to focus on the Center Street area.

Mr. McHargue asked what type of budget they would to have for the decorations. Councilmember Fullmer stated that they were not able to utilize the full \$5,000.00 budget because of construction and would like to keep it the same amount for this year. Mr. Overson suggested they start by adding more decorations in the town park. He mentioned that Draper did

not start with the tree but it grew over the years. Kelly Pfof with Lewis Young suggested that they have a theme they can decorate around. Councilmember Fullmer said that the concern with a central location is that it is far away from most of the residents, so they wanted to spread them out. Mr. Overson said that they could join with the Megaplex area for next year and increase the decorations. Councilmember Riley said that he likes the idea of decorating in the Megaplex area to create a welcoming atmosphere at Christmastime. Mr. Overson said that he would talk with R2R Ventures.

Councilmember Fullmer went over the things she is accomplishing. She said that branding went out to companies for logos, etc. She stated that she researched other websites and reorganized our website to make it more user friendly. She said that she wanted to update everyone's profiles. She stated that she cleaned up the social media sites, and linked it to the website. She said that they are at a new stage with branding and she is coming up with goals. She mentioned that one of the things that was difficult with branding is that there was not enough training for people working on the website. She said she put together a monthly training guide. She explained why statistics are important for social media. She stated that people did not know what, how, or when things should be put on social media sites.

Councilmember Fullmer mentioned that the city events were great, and that they had a great turn out. She added that the ideas for the events were great, and people were engaged. She said that the Easter Egg Hunt last year was a big success and that she was able to expand the Youth Council during this event. She indicated that the staff support was difficult; where everyone wears so many hats, she was not sure who should be doing what for the event. She said she organized all the events for this year and put the youth in charge of it so that this would not happen again. She mentioned that there was not enough community involvement, so she organized the committees to include adults with the youth in charge. She said that last year things were done without her involvement so she was not able to get the youth as involved as she would have liked.

Councilmember Fullmer said that with the Council bringing the youth to the Local Officials' Day at the League she was able to get to meet them and get their contact information. She explained that she has about 50 youth volunteering and some who want to be more involved because of these events. She said she has a full Youth Council Program and wants to make it official. She stated that she received consent forms and applications and put together by-laws, etc. for it. She mentioned that she would like the youth to be more involved in next year's Local Officials' Day.

Councilmember Fernandez asked what the limit should be for the number of Youth Council members. Councilmember Fullmer went over how a Youth Council should work and how you can have a few that sit on the actual council and have the remainder as honorary members available for volunteering. She mentioned that she would like to have a swearing-in ceremony in February where the Town Council will welcome in the youth mayor and youth council members.

Mr. McHargue asked the Council if they want to continue with all of these events. Councilmember Goodman asked if we are at a size that we can do all of these events, or should we do a major event and the have it grow from there.

Councilmember Riley said that for a long time the Easter Egg Hunt has been the big event in Vineyard. He said he would like to see it continue. He mentioned that the summer event has been a hit, and is our attempt to do our own thing.

Councilmember Goodman asked if they are interested in having a signature event that is a weeklong event. Councilmember Fullmer said that if he is talking about a weeklong event, it would be a big budget item. She mentioned that they are doing small events and that the costs are minimal. Councilmember Goodman said that they could get outside supporters, and use a committee outside of the Council and Mayor to run them.

Councilmember Fernandez asked if cities contribute to the events. Councilmember Fullmer said that staff would go around and collect the donations. Mr. Crane said that other cities charge for vendor fees, etc., and that it is hard to be revenue neutral. Councilmember Fullmer said that other cities that have the big events also have small events that they started out with.

Councilmember Goodman said that he is concerned that they are trying to do too much too fast. Councilmember Riley said that they started with the Easter Egg Hunt, added the summer event and now the Christmas event. He said that he feels good about having the three events. He mentioned that the Princess Festival and Duathlon Vineyard is only a location and that they are not our event. He suggested that the summer celebration become a bigger celebration that could be tied to branding.

Councilmember Fernandez explained how they used to have a town Cleanup Day in the spring. He mentioned that it was well attended. He said that people would bring their own trucks and meet at Town Hall, hand out garbage bags, orange vests, and clean up garbage in the town. He said he would like to see it brought back in a more organized fashion.

Councilmember Fullmer said that she feels the Youth Council needs things to be in charge of. Councilmember Fernandez said that with so much construction in the town there is a lot of garbage floating around, tumbleweeds, etc. He requested that it be added to the list.

Councilmember Fernandez suggested with the branding and advertising that they ask UDOT to add the large signs above the freeway that say "Vineyard", on the 1600 North , 800 North and Center Street exits.

### ***Issues facing Council for FY 2015-2016***

Councilmember Riley brought up economic development and that he is not sure how we can go about doing it. He said he feels that Vineyard is taking a secondary position and letting things come that will come. He wanted to know if the Council could take a more active role.

Mr. Overson asked what the Council sees as the most valuable commercial development to bring into Vineyard.

Councilmember Riley said that when Farmington announced they were getting a Cabela's he asked how they went about enticing them to come. He said as they consider the Geneva site they need to be clear on who or what they can go after and turn it into a place to attract consumers. He suggested they go after stores like a Bass Pro Shop that can connect to the lake.

Councilmember Goodman mentioned that the Field and Steam and Dicks are already going to American Fork. He said that because our site is not ready for someone to come in and build something it is putting us behind the curve. Councilmember Riley asked if all of the other

places attract the companies, what does that leave us with. He said if we are left with the leftovers how do we do that and stay unique. He suggested they consider the University piece and see how they can incorporate the UVU property to set them apart. He said that he found out that the Bass Pro Shop does not purchase property. He stated that we cannot afford to give it away, we have already given it to UVU and the Megaplex and cannot continue to do that.

Ms. Pfof asked if it would help to do a site visit to some of the local brokers and ask them what they see as the strengths and weaknesses of the site.

Mr. Crane stated that the biggest challenge is a majority landowner whose sole purpose is to flip property. He mentioned that they have made more progress with Cottonwood Partners and R2R Ventures coming in and buying land. He said that until they create the framework that drives what they want to see, they will always be behind. He mentioned that zoning is never designed to distinguish between different restaurants; you can create a place and then ask the users to conform to it.

Councilmember Riley said that Stewart Park with Geneva complained that the Council has not included them in their process, yet they have never included the Council in their planning. Mr. Crane said that the RDA money is the Town's and they will do what is best for the town.

Councilmember Riley said that Anderson Geneva's only concern is flipping the property. He added that that leaves the Council to accept what they flip it to, unless they can put enough framework around it to get what they want, or figure out a way to bring those types of businesses to the town. Mr. Crane suggested they that they get the framework and match the RDA expenditures to that framework.

Mayor Farnworth asked what is the town's biggest asset. Mr. Crane said that land is the biggest asset. Mr. Overson said that another asset is that this land does not already have buildings on it and that they can work with the new developers. He said that the thing that is missing is that they have not been able to participate with Anderson Development. Ms. Pfof said that there was an initial discussion in which they created a bubble map, and Anderson may be interested not in the map, but who is willing to buy the property.

Mr. Crane said that they were lucky with Cottonwood Partners and R2R Ventures. He said that who Anderson has already sold to shows that they are just selling land to those who are willing to pay top dollar.

Mayor Farnworth said that what he means is that one of our biggest assets is open land. He mentioned that it still needs to be cleaned up in some areas and that it is a major budget concern. He said that they still have Lake Frontage that is a big asset. He stated that this is why they have an Request for Proposal (RFP) to design the Transit Center and Lake Oriented Mixed Use to plan the area in advance and make the assets more viable. He said that they still need to clean up the land that Anderson and US Steel are not going to clean up.

Councilmember Fernandez indicated that another big asset is the transportation hub. He said they need to find a developer to sell their vision. He stated that his concern is that Anderson will sell the land in pieces and the town will not have the opportunity to predesign the area. He said that we need to be ahead of the development.

Mr. Overson stated that on the west side of the tracks cleanup is minimal. He said that the Town Center (Transit Center) is going to have the greatest impact on Vineyard and having an architect on board will help them set up that vision and try to hold off the development until it is in place. He mentioned that there was a group who talked with him and Mr. Crane about purchasing 50 acres and told them how they wanted to develop it. He said that he and Mr. Crane were disappointed when all they wanted to talk about was putting in apartments.

Councilmember Riley said that he feels that the local brokers do not have the Council's vision. Ms. Pfof said there is a Fortune 500 company that helps cities across the country that can come in and do consulting.

Mayor Farnworth said that if they are talking about having an intermodal hub to get the trains to come to that area, then we stop talking with Union Pacific about removing the spur and use the money to purchase property for the area they feel would be the best for the city center. He said that there would still be light rail running on the east side of Geneva, and added that the public can also use buses to go between hubs. He asked how important it is to remove the spur line. Mr. Fernandez asked if they have the \$16 million on hand, or it is something that was being loaned to them. Mayor Farnworth said that it would take more than \$16 million in increments to pay it back and we could use the increments somewhere else.

Ms. Pfof said that it would take around \$150,000 to \$300,000 to hire a national developer who would have the ability to look at it on a more global level. Councilmember Riley said that yes, it is a lot of money, and we are a little town, but if that is what it is going to take to keep up with other cities then we need to be prepared to pay the money so that we can compete.

Councilmember Goodman said that we do have something that others do not have to offer and that is having the hub go through the center of the town and its commerce. He said we need to have transportation and cleanup in place, and have it be presentable so we do not lose the developers. He stated that they need to be prepared to spend the money it will take to attract people. He said that maybe the architects they have talked to so far may or may not rise to that level, and if they are going to spend the money, they need to spend it wisely.

Mr. Crane mentioned that they have a limited window to get the design done and to get it approved. He said with the zoning in place someone could come in today and request to use that zoning and the town could do nothing about it. Councilmember Riley asked if they could place a moratorium on it. Mr. Crane said they could and it would give them six months to plan the area.

Councilmember Riley said that if they come up with the right framework and use the money to clean up the property then they would have done everything they could do. He suggested that a developer could look at the development and say this is the best location and we are willing to build there even without the tax break incentives. Councilmember Goodman said that developers are ready now and the town is missing opportunities because we are not ready for them. He said that we need to get the planning and zoning done so we can get what we want.

Mr. Crane stated that they are missing the freeway. Mr. Overson said that the Vineyard Connector to Main Street will be done this year and unless we have a lobbyist who can get the connector extended to Pleasant Grove soon it could be 10 years away. He asked if we want to try to get it connected, or work with what we have right now.

Mayor Farnworth said that if you take the theme of the intermodal hub it can be done without the freeway. He asked how much cleanup needs to be done. Mr. Overson said that they cleaned up most of it. Mayor Farnworth said if they purchase the Town Center land how much would it take to clean it up. Mr. Overson said that if Anderson wants their \$6.00 a sq. ft. then they should clean it up and if they want to charge \$3.00 to \$4.00 then we can clean it up. Mayor Farnworth asked if they want to use the money to purchase the property and tie it up.

Councilmember Goodman mentioned that American Fork is very interested in the Vineyard Connector being completed. He said that it ties into their intermodal hub. He said that maybe the mayors need to get together and see how they can push to get funding to complete the Connector.

Mayor Farnworth said that he feels that Anderson has lost the momentum on the hill and someone else needs to push it through the legislature. Mr. Crane asked what the maximum time is to finish it up. Mayor Farnworth said that it is seven years out and indicated that he can talk to

the other mayors and try to work it out. He said that we need to work on what we can control now. Mr. Overson said that UDOT got what they wanted with the at-grade crossing on 800 North.

Councilmember Riley asked if they are going to talk about the design firms that presented to the Council. Mr. McHargue said that they could bring it up during the planning section.

Councilmember Riley said that they had the groups come and present to them, so if they chose on one of those groups, could they partner with a bigger group or do they need to pick one that is going to be able to do it on their own. Mr. Pfof said that it might be possible to partner with another group.

### ***Staff Presentations***

Public Works Director Don Overson gave an overview of the goals for the Public Works department, and asked for input from the council. He gave an overview of the department's organization and explained what position everyone holds and what their responsibilities are.

#### **Goals for this year:**

- Maintain the roads
- A maintenance fund to help with the maintenance of the roads
- Bring the town up to code as an MS4 city. We have we have 5 years to do this
- Look at the contract employees and see if we need to bring them in house
- Update the RDA master plan project, which includes extending Main Street through the Town Center, Mill Road to 1600 North and the remainder of Vineyard Road that runs along the lake, and bring it up to standard.
- Update impact and utility fees to be included in the 2015-2016 budget.
- Bid for the Public safety building and have construction begin the 1<sup>st</sup> of March
- Demolition of the park restroom and begin construction on a new park restroom by the end of April.

#### **Future Goals:**

- Increase dialogue between staff and Council
- Increase citizen confidence in staff

Councilmember Fullmer mentioned that when residents call and cannot get ahold of him that is when she gets the phone calls. Mr. Overson said that staff is giving him phone messages through emails. He said that if he is in a meeting he could not always answer or return those calls right away. He suggested that one way to get around it is to have them text him, since he can easily answer a text.

- Assess the needs of the Public Works Department and acquire necessary equipment as needed
- Look for staff that can bring needed services to the town.
- Have regular training with staff.
- Look at the necessary infrastructure for the town, especially with the Center Street Overpass.

Councilmember Riley asked what is some of the equipment that the town needs and does not have. Mr. Overson said that they need a bushwhacker to knock the weeds down.

Councilmember Goodman said that the Toolcat was a valuable piece of equipment.

Town Clerk/Recorder Pamela Spencer introduced the Liberty Recording system. She said that it would do an audio recording of the meeting and attach it to the minutes. She mentioned that anyone would be able to open them and listen to the section they were interested in by clicking on the bookmark. She said that this system would provide extra microphones, a mixer,

and equipment to aid in the transcription of the minutes. She explained the bids that came in from High Criteria at \$6,500 no annual fee quoted, BIS at \$8,200 with an annual fee of \$1,050, and JCG at \$5,490 with an annual fee of \$425. Councilmember Fernandez asked if it included video. Ms. Spencer said that it is a little more to include video.

Mr. Crane mentioned that Highland went with the Liberty system because they were having storage issues and it allowed for easy transfer of the audio to the Utah Public Notices website. Mr. Spencer said that at this time she only has to post the audio on our website and not on the Public Notices website. She said that this new system would give the ability to do that without having to convert the audio from the DSS to an MP3 format.

Councilmember Riley asked how they could get the written minutes in a timely fashion so that they do not have to remember so far back. Ms. Spencer said that she has been using Heather White to type the minutes. She said that Ms. White has been busy and was only able to help on a limited basis, but the minutes would be caught up soon. She mentioned that there are only a few people in the office and it depends on who is there, and how busy they are if she can work on minutes. She said in order to work on minutes without interruption she needs to take her computer to the house on the Town Hall site.

Councilmember Fernandez asked if the recorder is the only one who can type up the minutes. Mr. Spencer said no and that is why she can use Ms. White and has Kelly Kloefer proof them. She mentioned that she has talked to other cities and some have a separate person on staff who only does the minutes, and other cities have the recorder do it all. She suggested they look at increasing the part-time staff's hours, so that they are able to handle the growing needs of the office. She said that a full time receptionist would help alleviate some of interruptions with phone calls and people coming to the office.

Mayor Farnworth said that the recording system needs to be mobile so that when we move to the Public Safety building or have meetings at other locations we can take it with us.

Councilmember Fullmer said that a better recording system would be nice because it is quiet and if you have to check what you are typing, it is hard to hear. Ms. Spencer agreed that it is hard to hear because you can hear side conversations and rustling of papers. She mentioned that her biggest concern when using the device is whether or not the recording device is actually on and recording, and whether or not the are batteries working. She gave an example of a time when Deputy Recorder Kinsli Preston did not have a recording of a Planning Commission meeting because she turned it on and the chair thought he was turning it on and actually turned it off.

Councilmember Fernandez likes the extra microphones and having a microphone that the public needs to use instead of spouting things out. Ms. Spencer said that she has brought up the meeting decorum before. Mayor Farnworth said they used to use a podium but it was not workable. Ms. Spencer said that would be ideal if we have the microphone and whoever is running the meetings has the public come to the microphone. Councilmember Fernandez said that it would be nice to have a small table where they can set up a laptop, etc. Mayor Farnworth would like a table and getting a recording system in place would be a starting point.

Ms. Spencer mentioned that she has been looking into a mass data storage system that allows any document to be searchable whether it was open or not and would cost around \$2,000.

Ms. Spencer briefly explained how the all vote by mail election works and how the trend for counties, cities, and towns is going in that direction. She mentioned that Salt Lake County tested it this last year and the City of West Jordan tested it the year before. She said the biggest drawback is being required to pay return postage.

Councilmember Fullmer asked if this meant they would eliminate regular voting. Ms. Spencer said that if they wanted to come in on Election Day they could come in and vote by absentee ballot.

Councilmember Riley asked if someone wanted to change their vote could they. Mr. Church said that the Election is run exactly like absentee voting.

Ms. Spencer said that it was mentioned in her September Conference that they expect the State to go completely all vote by mail and that they are testing it now in a couple of the counties and cities.

Ms. Spencer went over the Personnel Policies and Procedures manual. She explained the items in red were the big changes that were made and any smaller changes could be seen in the document in the Dropbox.

Councilmember Fullmer said that she thought it was interesting that we put in that staff could donate their time and wanted to know where that came from. Ms. Spencer said that other cities and business are using it and that it could only be used in extreme cases. She mentioned that you can only carry over 40 hours of vacation and rather than lose it you are able to put it into a pool. She said that for sick leave, there is no limit on how much you can carry over but you are able to donate it if you wanted to. She asked Council if they wanted to leave it in the manual. Councilmember Fullmer said she thought it was fine but wanted to know where it came from. Ms. Spencer said that she wanted to put the manual on the consent agenda for this next meeting.

The meeting took a short break at 11:10 am and resumed at 11:20 am

Mr. McHargue turned the time over to Kelly Pfof with Lewis and Young.

Ms. Pfof said that they were going to talk about removal of the rail spur and the pros and cons surrounding the issue. She explained pointed out where the rail spur line is under discussion. She said that one of the largest cons is the \$21.5 million it will take to pay back the \$16.2 million borrowed to remove the spur. She also explained how the RDA budget works.

The Council and staff discussed the pros and cons of the removal of the spur line.

**Pros**

Geneva Road expansion  
Commercial access  
Deals for developers for office and retail  
Three additional access points  
    between 400 and 800 North  
Make good on political promises  
Trax will go to intermodal hub  
Clean up Geneva Road frontage  
Crossing at 1600 North  
Vineyard as a whole benefits from the removal

**Cons**

\$21.5 million repayment  
Possible big retailer would leave  
    if it is not removed  
It will affect all of that area  
    if it is not removed  
10 years to pay it back  
No money for other projects, such  
    as the overpass  
Incentives for developers  
Cleanup of the property  
Purchase land for the right of way  
    for the Trax line to connect to  
    the main line  
\$3 million to put in the crossing at  
    400 North.

Council and staff discussed the pros and cons if they spur is not removed.

**Pros**

Town keeps the money and has  
increment to do other projects for 10 years  
We do not pay for the right of way

**Cons**

Difficult to expand Geneva Road  
Commercial access will be  
restricted  
Lose driveway access from  
Geneva for the mid high rise  
area  
Industrial use rather than  
commercial  
Residential rather than retail  
\$3 million for the crossing at 400  
North and Geneva

Councilmember Riley said that they are committed to removing the spur and unless we cannot make a deal with the railroad then we go to Plan B. Mr. Church said that we committed to UDOT and the State that we would remove the spur. He said the best strategy is to tell Anderson Development and the Railroad that it has to come in under the \$16 million or we are done.

Ms. Pfof asked if they are comfortable in moving forward if it comes in under \$16 million. She said that this might come up again and they will need to get an extension on the loan. Mr. Church said that they should know by March if it is not going to be removed and could start the process to purchase the land now.

Councilmember Riley said that if it does fall through and we spend the \$3 million on 400 North then we need to secure the other right of way for the UTA light rail. Councilmember Goodman asked if UTA would be willing to move the line there. Mr. Church said that we are spending money we are not sure we have. Councilmember Riley said that if we were trying to prioritize things he would like to preserve that land. Mayor Farnworth said that it is important to get the light rail in to the hub and to preserve the property for the city center.

Councilmember Riley asked if there was any way to leverage UVU in the mix. He asked if they would be impacted or would benefit them in a way so they become an ally. Mr. Overson said that we could talk to them about locating a train station on their side of the road. He said that they would prefer not to have college students walk or drive a long distance.

Councilmember Fernandez asked about the proposal from Anderson that the town would purchase the right of way. He asked if they could go to the legislature and get it changed so that we could get some of the right of way at a lower cost. Mr. Church said that it is under the Federal Government. Councilmember Fernandez asked if they will give any variances. Mr. Church said that is why we get the rails for trails and the roads, etc. and it is not a clean title. He mentioned that people who back onto the property, Orem and UDOT, would benefit from the removal. He added that other than that, it is a worthless piece of property.

Ms. Pfof said that if by mid-February the deal can be done for less than \$16 million, then in March we take down the SIB funds and start construction. She asked the Council to consider that if it cannot be done, then we are going to let the funds go, move to get 400 North crossing for \$3 million, and get the right of way for the light rail line. Mr. Church suggested they work with UTA to see if they want them to preserve it for them to buy later. Mayor Farnworth suggested they also involve UVU.

Councilmember Riley asked where they will come up with the money to start working on 400 North. Councilmember Fernandez said that they might be able to reapply and get the same grant for that project.

Mr. Church asked if they wanted to use the money for that or save it for the overpass on Center Street. He asked Mr. McHargue how much they collected on the road impact fees. Mr. McHargue said that they have about \$103,000. Mr. Church said that half of the money to build the overpass would come from the Capital Improvements fund and half from the RDA.

Councilmember Riley mentioned that economic development would come from both the 400 North crossing and the Center Street overpass. Mr. Crane asked if they could put in the 400 North section if they do not meet warrants. Mr. Overson said that they can apply for a connection that would not have to meet any warrants and UDOT would say you have to put in the improvements. He said they would have to get design approval from UDOT and UPRR. Mr. Church reminded them that none of this would happen unless we do not remove the spur.

Mr. Overson asked if they would consider the Center Street overpass more important than preservation of the light rail. Mr. Church said yes because he thinks the light rail is down the road. Mayor Farnworth said he feels they need to ask UVU. Mr. Overson said the problem is that someone else could come and purchase that land, and use it for something else.

Mr. Church said that the light rail stop would move to Geneva Road.

Mr. Church asked that now that the WatersEdge reimbursement has been approved and it has a fair amount of housing that would qualify as affordable housing monies, is there a way to use some of the housing funds to pay for part of the park and the road reimbursement. Ms. Pfof said that they could do a study and see what the percentage of the development could be used for affordable housing. Mr. Church said that there is about \$1 million in the housing budget and a third can be applied to the moderate housing.

### ***Share priorities for FY 2015 - 2016***

Mr. McHargue asked staff and Council to share their priorities, and then they decided which ones were the most important to discuss today. He explained how the shared knowledge effect works, he then asked for their ideas. The ideas were:

City Center	Streetlight fees
Transportation	Orem Lakeside Park
City Services	Robins property
Select firm for master plan	Economic Development
Definition of "level of service" (park, library, etc.)	Rail spur
Housing – Balanced Mix	Freeway signage
Sustainability of tax base	Marketing
Maintain staffing	Lakefront
Transportation utility fee	Water Rights/Storage
Storm water fee	RDA Incentives
Balance costs to keep fees reasonable	Roles & Responsibilities

Lunch break began at 12:40 pm after lunch each person chose five topics they would like to discuss by placing a blank sticky note next to the topic. After they were finished, a tally was taken and the top five topics were Select Firm, Fees, Robbins Property/Park, Definition of "Level of Service," Maintain Staff.

The meeting officially resumed at 1:20 pm

Councilmember Goodman stated that they have the top five priorities and need to see how they are going to approach them. He suggested they come up with steps to accomplish them within the next year. He said that some they will not be able to accomplish and some will be ongoing.

## **1. Fees**

Mr. Overson explained how Provo established their transportation fee. He said that they started with a study using trip generation and tracked how many trips each type of service generated. Councilmember Goodman mentioned that there is an engineering manual that is accepted worldwide.

Mr. Overson suggested they follow what they did with the impact fees and include the square footage of buildings. He said that if you have a small building but a high trip generation rate, you are only going to get so many people in and out of the building and a larger building will generate more traffic. He used the Megaplex as an example with 77,000 sq. ft. and we used 3,000 sq. ft. for a normal ERU and used the trip generation to apply it more accurately. He said that is a more accurate way of determining the fee.

Councilmember Riley asked how you collect the fee. Councilmember Goodman said that it comes on the water bill. Mr. Overson mentioned that you do not call it a fee; you call it a transportation utility fund. He said explained how a building like a Starbucks would generate more trips than a warehouse. Councilmember Goodman asked what the fee is in Provo. Mr. Overson said he pays \$3.50 per ERU.

Mr. McHargue said that it is important to discuss why we need to have the fee. He said it is because we have entities in town that are not subsidizing the roads like a home with property taxes would. Mr. Overson said that the largest entity is UVU, which has no impact fees or taxes, but the impact they will have on Mill Road is huge. He said that this fee would create an equalizing way to charge everyone a fair way to pay for the roads. Mayor Farnworth asked when you do the study do you reevaluate each time the use changes. Mr. Overson said yes. Ms. Pfost asked if you change it with ownership change or the business license changes. Mr. Overson answered that it would be changed with business license changes.

Councilmember Riley asked if anyone is opposed to looking into making the changes. He suggested they do it now while they are small.

Mayor Farnworth asked about the big box stores that sit empty and nobody wants to use them, could there be an ordinance that requires them to tear down and update the stores. Mr. Crane said that it is the owner's responsibility. He mentioned that Walmart, who likes to move around, should have to spend so much money to release the space. He said that they should add if you want incentives, you have to tear down the building if you leave. Mr. Overson suggested that if they could sell or lease it to someone else then it would be okay. Councilmember Riley asked if the building has outlasted its life for a retailer, are you talking about a redevelopment of the site, not a repurpose and would not be under any fees.

## **2. Select a firm**

Mr. Crane explained that they have a general plan in the Town Center that talks about a quarter mile around, transit stops, minimum density, and no max or cap on units. He said he was concerned because he did not want to piecemeal the transit center so he talked with Mr. Overson

and they decided that they needed to develop a framework. He said that they wanted to put together a master plan of what the area would look like. He mentioned that they sent out an RFP (request for proposal) to hire a firm that he feels would produce parameters for developers coming into the area. He said that he believes this will produce documents that talk about building form, setbacks etc., which we will be able to hand to a developer. He said that on the RFP they requested that they emphasize a strong market analysis and how they would be working on the project with the proposals submitted. He said the he felt CRS was not deep enough, Interplan was more in depth, and Civil Solutions could match whatever scope they want. He suggested that they do a temporary land use regulation and take six months to work through it, but added that they will take some heat for proposing it.

Council and staff discussed the pros and cons of some of the firms and it was recommended to have Civil Solutions add a market analysis, an economic component, and an architectural component to their proposal. They instructed Mr. Crane to have Civil Solutions update their proposal and present it to Council at the next available meeting. Council and Staff discussed the differences in other cities and what is practical for Vineyard and if they need to bring a firm from outside of Utah to work with Civil Solutions.

Mr. Crane mentioned that a request for a six-month moratorium on the property is included on the agenda for the next Council meeting.

### **3. Parks/Purchase Robins Property**

#### *(a) Parks*

Mayor Farnworth mentioned that they had a meeting with Orem to discuss plans for the Lakeside Sports Park expansion and where Orem is in their process. He went over the plan and said that there were no commitments made. Mr. McHargue explained the projected cost to be around \$957,000 after the sale of the home, with Vineyard's portion being \$196,000, which is 25% of park ownership by Vineyard. He mentioned that an interlocal agreement is necessary for Orem to use their CARE funds. He added that construction is scheduled to begin on the parking lot in July of 2018. He said they talked about temporary solutions, such as gravel parking and when complete they will have 155 new stalls and people will not have to park on the street.

Councilmember Goodman asked if they want put the money into the Orem Park or take it and buy the Robins property and expand our own park.

Councilmember Fernandez asked if there was a verbal commitment made to Orem. Mayor Farnworth said they have made no commitments. Councilmember Fernandez stated that we could back out and put the money into another project.

Councilmembers and staff discussed the concern that if they put in a gravel lot until they can fund the project, and that the lot may never be paved. They discussed the pros and cons and if they needed a conditional use permit. It was mentioned that Vineyard does not receive any benefit from the expansion other than getting the parking off their streets. They said that Orem is not willing to guarantee Vineyard residents the Orem resident fee rate for using the park.

The worst-case scenario would be that they do not put in parking and make more soccer fields. They asked if Orem could get a conditional use permit for the soccer fields.

Mr. Crane said that the current code does not allow for gravel parking lots.

Mayor Farnworth mentioned that the down side is that Orem wants to renegotiate the fire contract. Councilmember Fernandez asked who else could service the town. Mayor Farnworth said the county has EMT but not fire.

There was a consensus to make no commitment until they see the bids. They determined that this is too much to pay and that it will not affect the fire contract whether they commit or not.

*(b) Robins Property*

Councilmember Riley explained that they gave the Robins Family a letter from the town agreeing to pay a monthly amount with the option to purchase the property at a \$150,000 an acre. He said that Mr. Robins asked about the town purchasing the water rights on the property. Mayor Farnworth said that he spoke with KC Shaw and he said that the value of the water depends on how the shares are written on the share. He said that if it is ditch water, it is \$12,500 a share, and if it is well water, then it is \$22,500 a share. He said that they need to have the shares in hand to find out what type of share they are.

Mr. Crane asked if there is enough water coming out of the wells now to take care of the park. Mr. Overson said that they need to get the well from the house transferred to the park. He said that the well that Mr. Grant Holdaway uses for the pumpkin patch is on town property. Mr. Pettit deeded it to Vineyard. The Council agreed to get a copy of the shares that the Robins have.

#### **4. Level of Service**

The Council and staff agreed that there are two different types of services; the first being essential services for fire, water, and police, and the second being quality of life services that attract businesses, such as snow removal. A lot of these services are paid for by the taxpayers.

Councilmember Riley mentioned that when we talk about quality of life, we talk about 20,000 students and 20,000 people who work in Vineyard who will not pay these fees.

Councilmember Goodman said that they would pay it in their rent and by staying and playing in the town. He said you want people from outside the city to come to Vineyard and spend their money. Councilmember Riley said it is paid through the sales tax revenues. Councilmember Goodman said that American Fork receives \$4 million in sales tax from automobile sales alone.

Mr. Overson said that they need to have a utility fee that can be collected monthly. Councilmember Goodman said that Orem has the CARE fee; American Fork has their PARC fund that added 1/10<sup>th</sup> of a percent to their sales tax revenue. The consensus was that they need more businesses.

#### **5. Staffing**

Councilmember Fullmer suggested that staff look at what tools, staff, and cost of items that they need, and have an office manager who can oversee these things. Ms. Spencer said that one concern is that they out grown the current office space. She said that she was hired to be the office manager and to oversee all of the staff. She explained that when Mr. McHargue was made Treasurer that made him a peer and when Mr. Overson was hired as the Public Works director he was put in charge of the building, planning, and zoning departments' staff. She said that the only person she manages now is the front desk. She said the other concern is making sure there is enough staff in the office to run it. Mayor Farnworth said that the suggestion is to bring on another part-time person if Ms. Kloepfer is not willing to work full-time.

Mayor Farnworth asked the Council what their thoughts were. Councilmember Riley said that the challenge of bringing on a full-time person is the cost of the benefits; a full-time person is very expensive. Mr. Overson said that we have two part-time positions that are working over 20 hours a week and we have to authorize them to work over 20 hours a week. He asked if they

can push their time to just under 30 hours, because it is very busy right now. He said that come this spring the building permits, etc. could double with WatersEdge starting to build.

Mr. Overson said that the biggest costs are the Engineering inspections. He mentioned that they are paying around \$200,000 and we could have a full-time public works inspector. Councilmember Goodman said that the inspector could do the other inspections and there would be direct savings to the town if we hire a full-time inspector now. He said that an inspector is a unique situation; it could be a young person who does not have a lot of experience or a seasoned person who does not want to dig a hole. He said you should have one of each and cross train them.

Councilmember Fernandez asked if there is too much work to have the building inspector do some of the other inspections. Mr. Overson said that very few people that are qualified to do both types of inspections. He said he would like to hire someone who can do other things while Doug Bezzant trains them to do the building inspections, and then Mr. Bezzant can do the reviews.

Councilmember Riley asked if they could authorize staff to go to the 29 hours and then put together the rest of the options. Councilmember Goodman said that they need a full-time building inspector. He said if you save that much in engineering costs then you could pay for a full time building inspector. Mr. Overson said that they could contract for the building inspections if it gets too busy until they can get someone hired.

Mayor Farnworth asked Council if this is a good time of the year to hold this type of meeting. Councilmember Goodman said that from a budgeting standpoint this is an optimal time. Councilmember Fernandez said that this was worthwhile, and would like to do a follow up meeting around the start of the new fiscal year. The consensus was to have the meeting in a year from now and if they feel they need another one they can schedule it at a later time.

Meeting adjourned at 3:20 pm. Next regularly scheduled meeting is January 28, 2015

MINUTES APPROVED ON: May 13, 2015

CERTIFIED CORRECT BY: /s/ Pamela Spencer

P. SPENCER, TOWN CLERK/RECORDER