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**ELK RIDGE
CITY COUNCIL MEETING
January 10, 2015**

TIME AND PLACE OF MEETING

This regularly scheduled Meeting of the Elk Ridge City Council, was scheduled for **Saturday, January 10 at 2:00 PM**; this meeting was preceded by a **City Council Work Session Meeting at 9:00 AM**. 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 January 8, 2015.

ROLL CALL

Mayor: Hal Shelley

Council Members: Brian Burke, Dale Bigler, Brittany Thompson, Paul Squires, Nelson Abbott

Others: Royce Swensen, *Recorder*; Cody Black, *Public Works Director*, Curtis Roberts, *Financial Director*; Craig Neeley, *City Engineer*; Shay Stark, *City Planner*.

Public: Jim Chase, Ryan May, Brandon May, Katherine Gerber, Tricia Watson, Cory Thompson, Laura Stepp, Alicia Stepp, Matthew Stepp, Andrew Stepp

CITY COUNCIL WORK SESSION

9:05 am

1. ACCESSORY APARTMENT CODE AMENDMENT.

Shay Stark referred to the accessory apartment impact fee listed on the city fee schedule. He stated there is a need to modify the statement in the code to eliminate the accessory apartment impact fee. He also changed the wording but not the meaning to make the codes easier to understand. He stated that if rent is collected that defines an accessory apartment.

9:19 am **2. HARRISON HEIGHTS – WATER ESCROW RELEASE.**

Shay Stark stated that water rights for Harrison Heights Phases 1 and 2 were transferred to the city. There was a request to the State for reconsideration for the transfer of water rights. Due to the protest, Dean Ingram placed water rights into an escrow account for the number of rights needed for the development and recorded it with the county. Mr. Stark stated that no legal action was taken and deadlines to do so have passed. Mr. Stark recommends that council authorize the release of the water rights escrow as the water rights are secure at this point.

9:25 am **3. PURPOSE STATEMENT.**

Mayor Shelley stated the purpose of this meeting is to review where we are as a city. He had asked council to review the master plan, review the surveys of 2007 and a recent survey that Mr. Stark provided. This will help council, Mayor Shelley, and Recorder Royce Swensen to understand the funding and budget issues that the city faces on a regular basis. He would like to make sure the city carries out an appropriate budget and stated there is a need to look hard at our current tax and budgeting structures.

4. MASTER PLAN/SURVEYS.

Mayor Shelley asked if there were any major issues from Council regarding the Master Plan or previous surveys.

Nelson Abbott stated that he has a concern regarding the number of parks in the plan and whether the facilities the city has are improved or not and if they will meet the needs of the city at build out.

Dale Bigler and Paul Squires noted the main concerns of residents are to clean up the city and code enforcement on dogs.

Brittany Thompson stated the main complaints from citizens regarding code enforcement are landscaping and animals. She stated that as of March or April, the city will be aggressively enforcing violations and collecting fees/fines.

Mayor Shelley stated the need for a strong economic development.

9:36 am **5. DEFINE PROJECTS:**

1 **A. ROADS**

2 Cody Black presented 2014 proposed road projects and budget costs: 1) Manhole and valve
3 collaring \$30,000.00. 2) Chip & seal \$40,000.00. 3) Maple Lane rebuild \$40,000.00. 4) Finish Public
4 Works parking lot \$15,000.00. 5) Miscellaneous road patching and pot hole repairs \$10,000.00. 6) High
5 Sierra street rebuild \$35,000.00. 7) Half for new salt shed \$30,000.00. 8) Half of new Kubota Tractor
6 \$10,000.00.

7 Cody Black presented future road projects and costs to consider: 1) High Sierra \$35,000.00. 2)
8 Maple Lane \$40,000.00. 3) Park Drive Slope stabilization \$500,000.00 - \$700,000.00. 4) Realign Park
9 Drive and Elk Ridge Drive intersection \$95,000.00. 5) Future chip and seal around \$40,000.00 pre year. 6) 10
10 Crack seal \$15-20,000.00 per year. 7) Purchase of new 10 wheeler plow truck \$180,000.00. 8) Road
11 overlays \$40-80,000.00. 9) Road striping \$5,000.00. 10) Chip and seal Canyon View \$50,000.00. 11)
12 Chip and Seal Hillside Drive \$50,000.00. 12) Connect East and West Salem Hills Drive \$100,000.00. 13)
13 Purchase of new flatbed dump truck \$40,000.00. 14) Purchase of new street sweeper. 15) Replace bed on
14 old bobtail \$20,000.00.

15 Curtis Roberts considers function first in regards to prioritizing road costs. If time and money is
16 being spent on repairing equipment necessary for repairs, this is not efficient for a city. He looks at
17 equipment needs and possibly postponing projects to make sure proper equipment is available for the city.
18 Mr. Roberts reported the State and/or County may increase taxes for roads and suggested Council to
19 attend the Utah League of Cities and Towns meetings and to be aware of how the funds will be disbursed
20 and how it could/couldn't help the city.

21 **B. PARKS/TRAILS**

22 Dale Bigler read over the 2014 proposed parks projects and budget costs: 1) Elk Ridge Meadows
23 Phase 2 Park Pavilion \$65,000.00. 2) Playground equipment \$8,000.00. 3) Trail Construction \$29,000.00.
24 4) New backstop at Ingram Field \$7,500.00. 5) Elk Ridge Meadows Phase 1 grant match \$10,000.00. 6)
25 Half of the Kubota Tractor \$10,000.00.

26 Dale Bigler presented his future park priorities: 1) Shuler Park install of three spring bouncer
27 units. 2) Repair tennis court concrete and reset corner posts. 3) Elk Ridge Meadows Phase 2 park schedule
28 for aerating, fertilizing, drip system for trees and replace dead trees in March. 4) Install rock and fabric on
29 area not installed in Phase 2. 5) Maintain walking trail. 6) Elk Ridge Meadows Phase 1 park costs to be
30 reimbursed to the developers through park impact fees collected as the park is to be turned over to the city.
31 Curtis Roberts had accounting and legal concerns regarding the park being donated and the funds being
32 reimbursed through park impact fees.

33 Mr. Bigler presented costs associated with Phase 1 park as fertilizer/lawn maintenance and sealing
34 of the trails. Mr. Bigler presented costs associated with Phase 2 park are: to repair/test sprinkler system,
35 prep soccer field for hydro seed including park strips, prep trail area, finish disc golf course, install spring
36 bouncer playground toys and woodchips. Long term projects are: sprinkler system in north section, design
37 and build a parking area, build a pavilion/restrooms, replace/add trees, seal trail, prep and plant grass on
38 north area, shade covers by playground, possibly sand/volleyball area. Mr. Bigler presented future projects
39 for Gooseneck park. Mr. Bigler stated he would like to see the trail completed from Canyon View to the
40 church on Alpine. Curtis Roberts presented advantages/disadvantages and legalities of donations made
41 and developers covering the costs to install parks.

42 **C. WATER**

43 Paul Squires reported from the SUVWMA meeting he attended regarding pressurized irrigation.
44 Craig Neeley will complete a secondary water study by February which groundwater resources and
45 additional well information will be included. Mr Squires stated Woodland Hills and Salem would like to
46 meet with the city and Craig Neeley in regards to future aquifer water usage.

47 Cody Black presented projects within the water fund budget: 1) New water line on Canyon View
48 between Alpine and Freemont \$135,000.00. 2) SCADA upgrades \$24,000.00. 3) Water Meters \$10-
49 \$15,000.00.

50 Cody Black presented future projects and costs to consider: 1) New well motor \$25,000.00. 2)
51 Developing new well \$1,500,000.00. 3) 12"-14" distribution line projects \$292,000.00. 4) 12" Dedicated
52 pump line \$135,000.00. 5) Oak Lane booster upgrade \$500,000.00. 6) Mini Excavator purchase
53 \$65,000.00. 7) New privacy fencing around sites. 8) New PRV at Elk Ridge Drive and Gooseneck
54 \$20,000.00. 9) New PRV North of Horizon View Farms \$20,000.00. 10) Purchase trench boxes.

55 **D. SEWER**

1 Cody Black presented cleaning and maintenance costs within the current sewer fund budget at
2 \$51,000.00.

3 Cody Black presented future projects and costs to consider: 1) Divert flow on Canyon View from
4 Ocampo to Ama Fille. 2) Install new line on Gooseneck Drive. 3) Divert ½ flow from Elk Ridge Drive and
5 Olympic to new 1600 West line. 4) Continued cleaning and jetting. 5) Purchase of new vac/jetter truck
6 \$200,000.00. 6) Purchase push camera for laterals \$15,000.00. 7) Purchase of tripod and harness for
7 entering manholes \$7,500.00. 8) Gas detection meter. Curtis Roberts reminded Council that water and
8 sewer funds are considered enterprise funds. He presented the benefits and cost savings if the city were to
9 purchase a new vac/jetter truck.

10 Craig Neeley presented sewer impact fees for the city's portion and a table of future projects that
11 are included in the capital facilities plan. He stated the city could use the enterprise funds and reimburse it
12 as impact fees are collected which gives the city flexibility without bonding.

13 **E. STORM DRAIN/SWMP**

14 Cody Black presented a slide show on the Storm Water Management Program that the city has
15 qualified for. SWMP has requirements the City needs to meet each year and improvements are to be made.
16 Mr. Black covered all aspects of the program through the slide show. Mr. Black reported the all public
17 works employees will be trained and certified in storm water and ongoing training will be every two years.
18 Curtis Roberts stated the storm drain fund was started recently and the fee was raised to cover costs
19 associated with storm drain and administration costs. He suggested that administration fees within the
20 storm drain fund need to be included in the next year's budget as storm drain costs have been currently
21 taken out of the general fund. He also stated that the street sweeper may be paid through the storm drain
22 fund.

23 12:51 pm

23 **F. PUBLIC SAFETY/POLICE/FIRE**

24 Mayor Shelley stated the issues in this section are dealing with the fire department and referred to
25 a plan created by Seth Waite, Fire Chief, for the fire department.

26 Mayor Shelley referred to Mr. Waite's 1-5 Year proposed budget plan for 2003-2008: 1) Meet
27 with all members. 2) Replace turnouts. 3) Upgrades SCBA's. 4) Wild land certifications. 5) New brush
28 truck. 6) Add new members. 7) Pay raises.

29 Mayor Shelley referred to Mr. Waite's 5-10 year proposed budget plan for 2008-2013: 1) Most
30 members FF2. 2) Station remodel. 3) EMT's to intermediate level. 3) 1st responder truck. 4) Look into
31 ambulance service. Brian Burke asked for Curtis Roberts' opinion on operating an ambulance within the
32 city. Curtis Roberts recommended gathering all costs included in ambulance responses regarding
33 personnel and supplies. Once the costs are obtained, there needs to be a way to offset those costs by
34 possibly coordinating with hospitals and insurance companies.

35 Mayor Shelley referred to Mr. Waite's 10-20 year proposed budget plan for 2013-2023: 1) 2nd
36 Pumper \$250,000.00 - \$1,000,000.00. 2) 2nd Station. 3) Ambulance service \$35,000.00. 4) Upgrade tender
37 \$30,000.00. 5) Increase call volume and response \$10,000.00. 6) Brush truck upgrade \$50,000.00.

38 Mayor Shelley referred to Mr. Waite's 20 year proposed budget plan for 2023: 1) Part time
39 firefighters and EMT's.

40 Mayor Shelley referred to police enforcement and stated that with the population growth within
41 the city, the city might consider full time or ¾ time police protection.

42 1:19 pm

42 **G. SANITATION**

43 No discussion made on sanitation.

44 **H. CIVIC CENTER**

45 Mayor Shelley stated the civic center is in the master development plan and will be the focus of
46 economic development within the city.

47 **I. ECONOMIC DEVELOPMENT**

48 Mayor Shelley stated the purpose is for the city to obtain sales tax as well as have successful
49 businesses and resources within the city. He stated there needs to be good developers and businesses
50 interested that would be willing to build and operate within the city.

51 **J. CEMETERY**

52 Mayor Shelley inquires if council would like to have a cemetery within the city and council
53 answered yes. He stated one of the biggest concerns is cost. There are a few locations within the city that
54 could be a possible location however the property may need to be donated for the city to afford to have a
55 cemetery.

1 **K. OTHER**

2 No other discussions were made.

3 **6. CURRENT BUDGET 2014-2015.**

4 **AND**

5 **7. BUDGET 2015-2016.**

6 Royce Swensen stated that since items have been discussed regarding costs and projects, the
7 concept is to pull from future funding that needs to come into this year and next years budget and start
8 moving dollars into the right funds to successfully operate the city. Mr. Swensen reported the city is
9 currently budgeted to receive \$257,856.00 in property and vehicle taxes based on what has been received
10 to date. Craig Neeley and Shay Stark, answered questions regarding budget questions in reference to road,
11 sewer and park impact fees within the capital facilities plan. Curtis Roberts answered questions and had
12 discussion with Council members regarding current budget items and which expenditures are covered by
13 impact fees. Cody Black agreed that the following road projects can be taken off the budget and set aside
14 to be completed at a later date or the next budget: Maple Lane Rebuild \$40,000.00, finish public works
15 parking lot \$15,000.00, High Sierra street rebuild \$35,000.00. Curtis Roberts reported that by comparing
16 our budget to other cities, the city is on track. The following adjustments to the budget were made: Class
17 C Revenue decreased to \$80,000.00, Town Planner decreased to \$45,000.00

18 3:40 pm

18 **8. EMPLOYEE POLICY**

19 Mayor Shelley presented council with the new Personnel Policies and Procedures Manual for Elk
20 Ridge City Corporation. Most information is federally mandated. Royce Swensen presented a list of
21 certain issues of areas of concerns and asked council to review and report back at the meeting on the
22 January 27th to get the manual in place.

23 Royce Swensen referred to page 12-1, Employee Classifications in regards to part time employees
24 receiving 401K benefits and paid holidays. Mr. Swensen referred to page 12-1, Work Week in regards to
25 the city's option to adjust work days if weekend work is necessary. Mr. Swensen referred to page 12-4,
26 On-Call Pay regarding the on-call hour minimum pay. Mr. Swensen referred to page 15-2, Travel
27 Allowance in regards to per diem daily allowance at the federal per diem rate. Mr. Swensen referred to
28 page 16-2, Insurance in regards to employees opting out of the insurance benefits available and instead,
29 the city will contribute to 75% of the insurance premium cost to the employees 401K. Mr. Swensen
30 referred to page 18-1, Annual Leave in regards to full time employees accruing personal time off. Mr.
31 Swensen referred to page 18-2, Holiday Leave in regards to which days within the year will be paid
32 holidays for full time employees. Mayor Shelley referred to page 18-2, Sick Leave in regards to sick pay
33 being used with accrued paid time off hours. Discussion with Mayor Shelley, Cody Black, Royce
34 Swensen, and Curtis Roberts was made in each of the sections above regarding the proposed employee
35 manual.

36 **9. GENERAL PROCEDURES**

37 Mayor Shelley stated that general procedures will be discussed in the next City Council meeting.

38
39 Mayor Shelley closed the City Council Work Session at 5:05 pm.

40
41 **ELK RIDGE**
42 **CITY COUNCIL MEETING**
43 **January 10, 2015**

44
45 **TIME AND PLACE OF MEETING**

46 This regularly scheduled Meeting of the Elk Ridge City Council, was scheduled for
47 **Saturday, January 10 at 2:00 PM**; this meeting was preceded by a **City Council Work Session**
48 **Meeting at 9:00 AM**. The meetings were held at the Elk Ridge City Hall, 80 East Park Drive, Elk
49 Ridge, Utah.

50 Notice of the time, place and Agenda of these Meetings, were provided to the Payson
51 Chronicle, 145 E. Utah Ave, Payson, Utah, and to the members of the Governing Body, on
52 January 8, 2015.

53
54 **ROLL CALL**

55 Mayor: Hal Shelley

1 Council Members: Brian Burke, Dale Bigler, Brittany Thompson, Paul Squires, Nelson Abbott
2 Others: Royce Swensen, *Recorder*; Curtis Roberts, *Financial Director*
3 Public: Jim Chase, Ryan May, Brandon May, Katherine Gerber, Tricia Watson, Cory Thompson, Laura
4 Stepp, Alicia Stepp, Matthew Stepp, Andrew Stepp

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7 **OPENING REMARKS** An invocation was offered by Mayor Shelley and Brittany Thompson led those present in
8 the Pledge of Allegiance, for those who wished to participate.

9
10 **PLEDGE OF ALLEGIANCE**

11
12 **AGENDA TIME FRAME**

13 **NELSON ABBOTT MOVED, DALE BIGLER SECOND, TO APPROVE THE AGENDA TIME**
14 **FRAME, ADJUSTING THE START TIME TO 5:05 PM.**

15 **VOTE: AYE (5) NAY (0)**

16 PUBLIC FORUM

17
18 Mayor Shelley asked the public if there were any comments or issues to discuss. There was no response.

19
20 1. ACCESSORY APARTMENT CODE AMENDMENT.

21 **PAUL SQUIRES MOVED, NELSON ABBOTT SECOND TO ACCEPT THE ACCESSORY**
22 **APARTMENT CODE AMENDMENT AS PRESENTED WITH THE EXCEPTION AND**
23 **ADDITION THAT THE ACCESSORY APARTMENT SQUARE FOOTAGE HAS TO ALSO**
24 **COMPLY AS WELL AS THE MINIMUM SQUARE FOOTAGE FOR THE MAIN DWELLING.**

25 **VOTE AYE (5) NAY (0)**

26
27 2. HARRISON HEIGHTS – WATER ESCROW RELEASE.

28 **NELSON ABBOTT MOVED, BRITTANY THOMPSON SECOND, TO APPROVE THE**
29 **RELEASE OF THE ESCROW MONEY FOR HARRISON HEIGHTS SUBDIVISION.**

30 **VOTE AYE (5) NAY (0)**

31
32 3. DEPARTMENT REPORTS

33 A. Administrative & Planning Commission – Mayor Hal Shelley

34 1. Review Council Assignments.

35 Mayor Shelley stated that in regards to time, he would like to carry forward some of the
36 items discussed for a future council meeting to consider some of the changes relative on
37 how to proceed with city employees procedures and options to pursue. He would also like
38 to review council assignments at a future meeting with some concerns regarding continuity
39 and cross training.

40 B. Roads and Storm Drains – Brian Burke

41 No report at this time.

42 C. Parks, Trails, & Recreation – Dale Bigler

43 No report at this time.

44 D. Water, Public Safety – Paul Squires

45 No report at this time.

46 E. Sewer, Sanitation & SESD – Nelson Abbott

47 No report at this time.

48 F. Economic Development & Code Enforcement – Brittany Thompson

49 No report at this time.

50 4. CITY COUNCIL MINUTES APPROVAL FROM DECEMBER 2, 2014 MEETING.

51 **NO MOTION OR ACTION TAKEN AT THIS TIME.**

52 5. EXPENDITURES:

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A. GENERAL: CHECK REGISTER AND PAYROLL FOR DECEMBER 2014.
NO MOTION OR ACTION TAKEN AT THIS TIME.

ADJOURNMENT

Mayor Shelley adjourned this meeting at 5:12 pm.

Melanie Hoover, Deputy Recorder