

AMERICAN FORK REDEVELOPMENT
AGENCY MEETING MINUTES
MARCH 11, 2014

SPECIAL SESSION

The American Fork Redevelopment Agency met in a special session on March 11, 2014, in the American Fork City Hall, 31 N. Church Street, commencing at 6:50 p.m. Those present included Chairman James H. Hadfield, Board member Brad Frost, Board member Robert Shelton, Board member Jeff Shorter, Board member Carlton Bowen* and Board member Clark Taylor**.

Staff present: Administrative Services Director/City Treasurer Melanie Marsh
Associate Planner Wendelin Knobloch
City Administrator Craig Whitehead
City Engineer Andy Spencer
City Planner Adam Olsen
Deputy Executive Director Terilyn Lurker
Finance Officer Cathy Jensen
Fire Chief Kriss Garcia
Library Director Sheena Parker
Public Works Director Dale Goodman

Also present: Jason Burningham, Heidi Rodeback, Barbara Christiansen, Lela Bartholomew, Lorrie Stark, DeMar Young, John Woffinden, and Cheri Christensen

Chairman Hadfield welcomed everyone.

REVIEW AND ACTION ON THE APPROVAL OF AN AGREEMENT WITH LEWIS YOUNG ROBERTSON & BURNINGHAM, INL. (LYRB), AND THE AMERICAN FORK CITY REDEVELOPMENT AGENCY FOR GOVERNANCE REPORTING AND CONSULTING SERVICES RELATED TO THE AMERICAN FORK CITY REDEVELOPMENT AGENCY – Craig Whitehead

Chairman Hadfield explained that the Egg Farm EDA was started in 2002. The Staff and Councilmembers present at that time were no longer here. Adam Olsen was now working on the RDA and Mayor Hadfield had asked Robert Shelton to represent the City's interest on the RDA Board.

*Board member Carlton Bowen arrived at 6:52 p.m.

Chairman Hadfield stated that with current changes, they would like to have some help with reporting requirements.

Board member Shelton thought this would be good to have a better relationship with the Taxing Entity Members. He felt comfortable with Jason Burningham and his work.

Mr. Burningham appreciated the consideration of the RDA Board. They had a great working relationship with Heidi Rodeback. There were some specific ongoing reporting requirements and other items that would be a good idea for the agency to consider as they move forward with this and other projects. They are anxious to help and they have built a good repore with the Taxing Entity members.

Board member Bowen asked if Mr. Burningham could give them an idea of what their consulting would involve.

**Board member Clark Taylor arrived at 6:55 p.m.

Mr. Burningham stated that the State of Utah, under 17C, the Community Development and Renewal Agencies Act, requires that all the elements relative to the Development Agreements, obligations, and recording requirements were done in a November 1 report. They would be compiling all of the agreements, including plans and budgets, to develop an information tool for easy access. That would then be presented to and reported to the taxing entities. For instance, Woodbury may have certain development responsibilities in order to receive tax participation; the Egg Farm development project would have similar requirements. The RDA has to provide the valuation and reporting and, in essence, an audit process for each of the taxing entities. If they find that the requirements are not being met, it gave them the opportunity to see why they haven't been met, how they can be met, and providing recommendations for remedies. It was a self-reporting mechanism for the November 1 report. Mr. Burningham stated that the standard of the reports are more significant than they have been in the past. He commented that this was to take care of all the aspects, including keeping all the documentation easily available.

Board member Bowen asked if this covered other reports besides the November 1 report. Mr. Burningham answered that there were no reports besides the November 1 report unless it was specifically identified in the different agreements.

Board member Bowen asked if all those agreements were already in place. Mr. Burningham answered that some were in place, but some needed to be put in place in terms of infrastructure. There were some things that still needed to be worked through.

Board member Bowen asked if each of the taxing entity members had their own consultants. Mr. Burningham answered that they could but they did not.

Board member Bowen felt that the City could spend the money better elsewhere.

Chairman Hadfield stated that there are certain requirements that have to be met, and there was value in having consultants to ensure that the RDA was following state law. The city does receive a portion of tax money from those specific properties in those service areas and the funds had to be spent in those areas.

Board member Taylor stated that there was a percentage of the funds that were held out specifically for this type of administrative help. They could not take those funds and use it on roads.

Board member Robert Shelton moved to approve the agreement with Lewis, Young, Robertson, and Burningham, (LYRB), in the amount of \$16,000, plus an option for ongoing administration consulting services in the amount of \$7,500 per year. Board member Brad Frost seconded the motion. Those voting aye: Board member Robert Shelton, Board member Brad Frost, Board member Jeff Shorter and Board member Clark Taylor. Board member Carlton Bowen voted nay. The motion carried.

REVIEW AND ACTION TO AUTHORIZE THE EXPENDITURES OF UP TO \$400,000 FOR IMPROVEMENTS ASSOCIATED WITH 860 EAST IMPROVEMENT 2014 PROJECT, CONTRACTING FOR THE PROJECT SHALL BE COMPLETED PER THE AMERICAN FORK CITY CONTRACT PROCESS – *Andy Spencer*

Mr. Spencer explained that some time ago, they came to the Board to complete a project on 860 East just north of Stewarts Trailer. They were going to bury the overhead power lines on the west side of the road and place curb, gutter, sidewalk and storm drainage down the road as well as a “Welcome to American Fork” sign on the corner. Early estimates were optimistic and so they need additional authorization for funds. Mr. Spencer pointed out that there were sufficient funds for the project.

Chairman Hadfield noted that this was discussed last November and Mr. Spencer was told to go forward with obtaining bids and they have done that.

Mr. Spencer noted that they are before them asking for approval to spend up to \$400,000.

Board member Bowen understood that this corner was within the RDA and asked if there were any businesses that have expressed interest in going in with this project. Mr. Spencer stated that there was a development that has gone in and they will have to bury the power. The RDA was burying the rest of the power lines in the developed areas because that was not a requirement when those properties were developed.

Chairman Hadfield pointed out that they would be adding curb, gutter and sidewalk along 860 East which would allow them to widen the road. Mr. Spencer noted this would set the framework for the power to be buried going north in the future.

Board member Bowen asked if there were other needs within the RDA area. Chairman Hadfield stated that there was some work that needed to be done on one of the sewer lines and they were working on getting bids; there were funds available in the RDA for that project.

Board member Bowen asked how long it took to accumulate those funds. Mr. Spencer did not have that information readily available. Chairman Hadfield stated that they had looked at this in November and had received the funds in the previous tax year; it was now March and we were now receiving the 2013 tax increment.

Board member Bowen thought it was good to improve but he wanted to make sure it was the best use for the funds.

Board member Frost stated that he was going to follow the advice of city staff. He questioned Mr. Spencer if that was the best use of the funds. Mr. Spencer answered that it was and that they would be following up with some sewer enhancements and then road repairs in a few years.

Board member Bowen commented that the roads in the existing Utah Valley Business Park needed to be repaired and he wanted to make sure they kept value there. Mr. Spencer stated that was in their future plans. This would fix the intersection at 860 East and 930 South, which was the main road through the business park. They would then do the sewer repairs and follow that with a nice overlay; they need to follow a sequence for the improvements.

Board member Robert Shelton moved to authorize the expenditure of up to \$400,000 for improvements associated with 860 East Improvement 2014 Project, contracting for the project shall be completed per the American Fork City contract processes. Board Member Clark Taylor seconded the motion. All were in favor.

UNFINISHED BUSINESS

There was no unfinished business.

APPROVAL OF THE JANUARY 28, 2014, ANNUAL MEETING MINUTES

Board member Robert Shelton moved to approve the January 28, 2014 annual meeting minutes. Board member Brad Frost seconded the motion. All were in favor.

NEW BUSINESS

There was no new business.

ADJOURNMENT

The meeting adjourned at 7:11 p.m.



Terilyn Lurker
Deputy Executive Director