

SALEM CITY
Staff Report to Mayor & City Council

Agenda Date: 1/20/16

Agenda Item #: #3 – Spencer Crow – Eagle Scout Project

Staff Contacts: Jeff

Background Discussion:

Spencer Crow has been working hard on his Eagle Scout Project. He has taken a lot of old photos of Salem and Salem Residents and has put them on the web page. If you get a chance before go onto our city web page (www.salemcity.org), under City Information, History, you will see the link to Spencer's Eagle Project.



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Agenda Date: 1/20/16

Agenda Item #: 4 Approve Library Board Members

Staff Contacts: Jeff Nielson, Kerry Burnham (Librarian)

Background Discussion:

The library is in need of a couple of individuals to serve on the library board. It was recommended to appoint Douglas Holt and Valerie Stoneman to be on the Library Board.



SALEM CITY
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Agenda Date: 1/20/16
Agenda Item #: 5 Return to Work Program
Staff Contacts:

Background Discussion:

Our Insurance (Utah Local Government Trust) officers a safety grant/incentive. We need to meet certain requirements in order to qualify. One of those requirements is to have a return to work program. This goes along with Workers Compensation. When an employee is injured on the job, we want to make sure they are taken care of, but also to make sure they can return to work in a timely manner. This program will address the Return to Work for employees who are injured.

Recommendation:

It is recommended by staff to approve the Return to Work Program.

Budgetary Impact:

If we meet all of the requirements we can qualify for the incentive.

Attachments:

The Return to Work Program and the requirements (so you can see them all).

Salem City Return To Work Program

- I. Policy: Salem City is committed provide a safe work environment to our employees. But if an employee becomes injured on the job, we will do everything we can to help the employee heal and return to work as quickly as possible. When employees are able to work and be a contributing team member, the injured employee heals faster, we are more productive and the morale of our entire organization is lifted.
- II. Workers Compensation Coordinator: Becky Warner is our Workers Compensation Coordinator (WCC). Becky's direct phone number is 801-423-2770 #205, cell number is 801,372-7289, Email, beckyw@salemcity.org. The Workers Compensation Coordinator will help injured employees and their supervisors achieve the goal of helping injured employees get healthy and back to being a contributing team member.
- III. Medical Providers: If a life-threatening injury occurs, 911 should be called to access normal emergency care. Employees with routine, non-life-threatening injuries should be taken by their supervisor to:
 - a. Hillside Medical, 112 N. Main Street, Salem, Utah or Mt. View Hospital 1000 E. 100 N. Payson, Utah.
 - b. If the Network Provider is not available (after hours, etc.), call the Workers Compensation Coordinator to arrange medical care.
 - c. Employees must seek care from the provider designated by the WCC. Failure to do so may affect their workers compensation claim.
- IV. Injury Reporting: All injuries, no matter how minor, must be reported immediately to the employee's supervisor. Supervisors report these injuries to the Workers Compensation Coordinator, who begins a workers compensation claim and helps to arrange medical care. All injuries must be reported the day they occur. Failure to report injuries could jeopardize coverage of the injury.
- V. Post Injury Procedures: After receiving medical treatment, these steps must be taken:
 - a. Employee and his/her supervisor deliver all paper work from the medical provider to the Workers Compensation Coordinator.
 - b. WCC and the injured employee's supervisor review any restrictions given by medical provider with the injured employee's job description and determine if the employee's normal job meets the restrictions. If not, a Restricted/Light/Transitional Duty job will be assigned to accommodate the restrictions.
 - c. Injured employees must comply with the restrictions they are given. Failure to do so could slow their recovery or cause further injury.
- VI. Restricted/Light/Transitional Duty: Salem City will accommodate restricted duty jobs for workers injured on the job. The WCC will work with the supervisor to design a work strategy that meets the injured employee's restrictions and accomplishes Salem City's goals.
- VII. Follow Up: Injured employee's supervisor and the Workers Compensation Coordinator will regularly follow up with the employee and medical providers to make sure the employee is getting the care required, attending their medical appointments, complying with their restrictions and that any restricted duty assignments are helping the employee move closer to their regular job duties.
- VIII. Interaction With Adjusters: One of the best ways to help an employee get healthy and return to work quickly is to communicate with adjusters who manage the workers compensation injury claim. They have access to resources and have a vast knowledge in how to help injured employees get better. Utah Local Governments Trust has partnered with Constitution State Services (CSS) to adjust claims. They can be reached at 800.243.2490.



TAP Award Application

Entity _____

Mailing Address _____

Date _____ **Phone Number** _____

Person Completing this Application _____

Verify required documentation is attached and affirm qualifications met per outline.

1) Qualifying Coverage (For cash award. All members can receive TAP recognition.)

- Liability, Work Comp and Property Coverage through the Trust**

2) Safety Committee

- Safety Committee Meeting Agendas/Minutes - 4 months**
- Three Incident Investigation Reports**
- System for Identifying and Correcting Safety Deficiencies (Audits/Inspections/Work Orders)**
- Safety Training – 4 months**

3) Work Comp/Return to Work Policy

- Copy of Policy**
- Restrictions accommodated, if applicable**

4) Driver Qualification Standard

- Copy of member's Driver Qualification Program**
- Verification of MVR Monitoring**
- Verification that unacceptable drivers are not on authorized driver list**

5) Sewer Manhole Inspection Program (If Applicable)

- Verification of 100% Annual Manhole Inspection (include findings/successes)**
Total Sewer Manholes in System _____ **Number Inspected** _____

Send the completed application with required documentation to:

Utah Local Governments Trust
55 South Highway 89
North Salt Lake, UT 84054

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Agenda Date: 1/20/16

Agenda Item #: 6 – Repair of Sewer Line on 300 South

Staff Contacts: James Thomas

Background Discussion:

During our annual Manhole inspection we found the manhole at the top of 300 S just below 100 E was blocked. We proceeded to clean the manhole and could only run our jet rodder hose 80 feet out of the 240 feet of line. We then turned to the camera truck and could only make it 10 feet out of the manhole. Due to the age and condition of this line and connected manholes we recommend replacing all 240 feet as well as connecting manholes.

We have three bids for the project:

Hiatt Excavating - \$20,797.50

Aspen Excavation - \$24,450

C&G Excavating and Demolition - \$23,137.50

Alternative:

Not do anything and have the sewer back up into home causing damage.

Recommendation:

Salem City Collections Department recommends replacing all 240 feet of line and all connecting manholes. It is recommended to use Hiatt Excavation.

Budgetary Impact:

This was not something that was planned, but we feel it is something that needs to be completed. The cost of the project will come from Sewer reserved funds to pay for the project.

Attachments:

Bids and Map of the area.

300 SOUTH SEWER PROJECT



Legend

- new sewer manhole
- new sewerline
- exist gas line
- exist water line
- exist sewer line
- exist pi line
- existing sidewalk
- existing asphalt

C and G Excavating and Demolition

P.O. Box 655
Salem, UT 84653
(801)592-0879
candgexcavating@gmail.com

ESTIMATE

ESTIMATE # 1008
DATE 12/16/2015

ADDRESS
salem city

Please detach top portion and return with your payment.

DATE	ACTIVITY	QTY	RATE	AMOUNT
12/16/2015	asphalt cut and remove asphalt	1	1,100.00	1,100.00
12/16/2015	Patch asphalt	1,275	2.50	3,187.50
12/16/2015	Miscellaneous remove old manhole, install new manhole	1	2,100.00	2,100.00
12/16/2015	Sewer Line 8" sewer line	250	23.00	5,750.00
12/16/2015	Sewer Line sewer manholes	1	7,000.00	7,000.00
12/16/2015	Sewer Line tie in sewer laterals	4	1,000.00	4,000.00

TOTAL

\$23,137.50

Accepted By

Accepted Date

Aspen Excavation

Bid

Salem city
Attn: James Thomas

DESCRIPTION OF WORK

Sewer main replacement Salem lake dr. and 300 S.
Sawcut and grinding of asphalt
install 238 ft of 8" sewer pipe
install 3 48" manholes, and connect any existing sewer mains within
10' feet
install 3 sewer wyes and connect to existing services
hauloff of excavated material
import of drain rock,engineered fill and road base
Prep and replace asphalt.

Total: \$24,450

Notes:

There is potential for 1 more service wye and connection this will be an additional \$350.00

Any other work beyond the description will be provided for \$80.00 per hr plus the cost of any materials needed to complete (possibly 5 to 10 hrs of potential extras that we have discussed with James)

Salem city will provide:

Sewer control and possibly some excavation with their vactor truck on the installation of first manhole.(as per discussion with James)

A location for the disposal of excavated dirt

A location for the disposal of any asphalt pieces (anticipate 5 to 6 ton)

Thank you for your consideration

Christian K. Harmon

Aspen Excavation & Landscape

Hiatt Excavating, LLC

11275 S. Loafer Canyon Rd.
Elk Ridge, UT 84651

Estimate

Date	Estimate #
11/9/2015	31

Name / Address
Salem City p.o. box 901 Salem, Ut 84653 Salem pond sewer line

Project

Description	Qty	Cost	Total
8" sewer main	240	22.00	5,280.00
sewer lateral tie ins	4	800.00	3,200.00
Asphalt zipper grinding up road for new trench	4	200.00	800.00
labor to remove and replace bottom manhole	1	1,800.00	1,800.00
sewer manholes	3	2,260.00	6,780.00
asphalt patch	1,150	2.25	2,587.50
disposal of old concrete pipe	1	350.00	350.00
		Total	\$20,797.50

Customer Signature _____



SALEM CITY
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Agenda Date: 1/20/16

**Agenda Item #: 17 William Burk – Plat Amendment of Country Estates
Subdivisions Located at 1260 N. SR 198.**

Staff Contacts: Jeff Nielson, Junior Baker, Engineering

Background Discussion:

William Burk has met with DRC on January 13, 2016:

WILLIAM BURK – PLAT AMENDMENT

Mr. Burk explained that he purchased a lot and built a house in the Country Estates subdivision before it was annexed into the city. He has since purchased an existing house on the property south of his. He would like to add onto the existing house but it sits right on the property line so it doesn't meet the city's set back requirements. Because he owns both parcels, he would like to adjust the property line so the pasture is part of the lot with the house at 1260 N. SR 198 to make it a conforming lot.

Junior said that the plat states that they are vacating lot 1 of Country Estates which would require a public hearing. It would be easier to do a plat amendment and have the other two property owners sign the plat. Mr. Burk said Barry Prettyman at Coles' Surveying told him that the lot vacation was the easiest way to solve the problem. Bruce said he would call Barry and talk to him about the best way to resolve the issue.

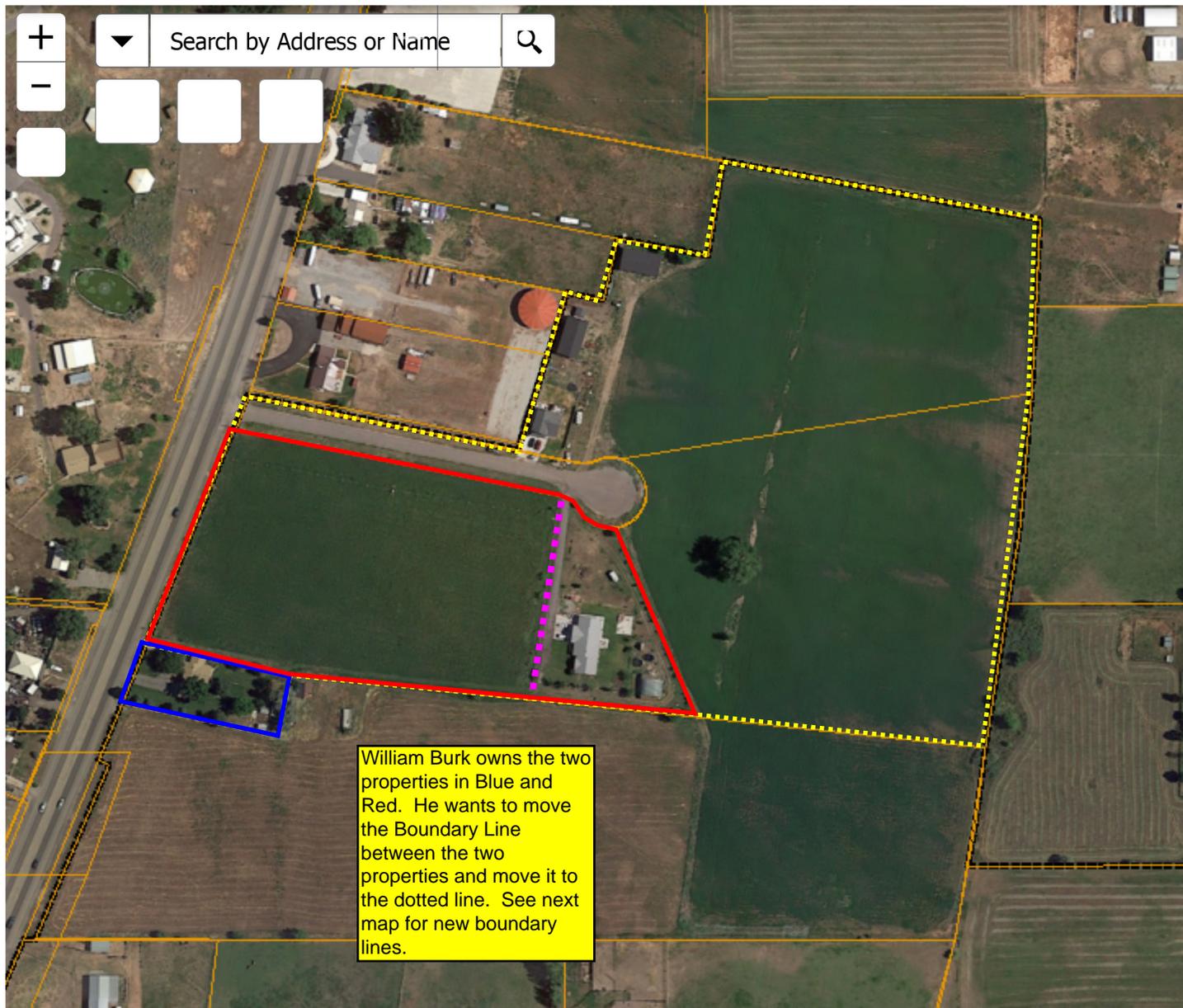
MOTION BY Junior to recommend to the Planning Commission, approving either a plat amendment to Country Estates Plat A or creating Plat H with a lot vacation subject to Bruce's conversation with Mr. Prettyman. Seconded by Nyle; Vote Affirmative, 8-0.

William also met with Planning & Zoning on January 13, 2016.
(Will provide minutes when they are available). They did approve it as a lot line adjustment.

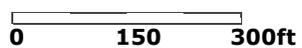
Attachments:

Maps

Salem City Utah

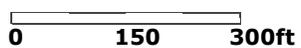
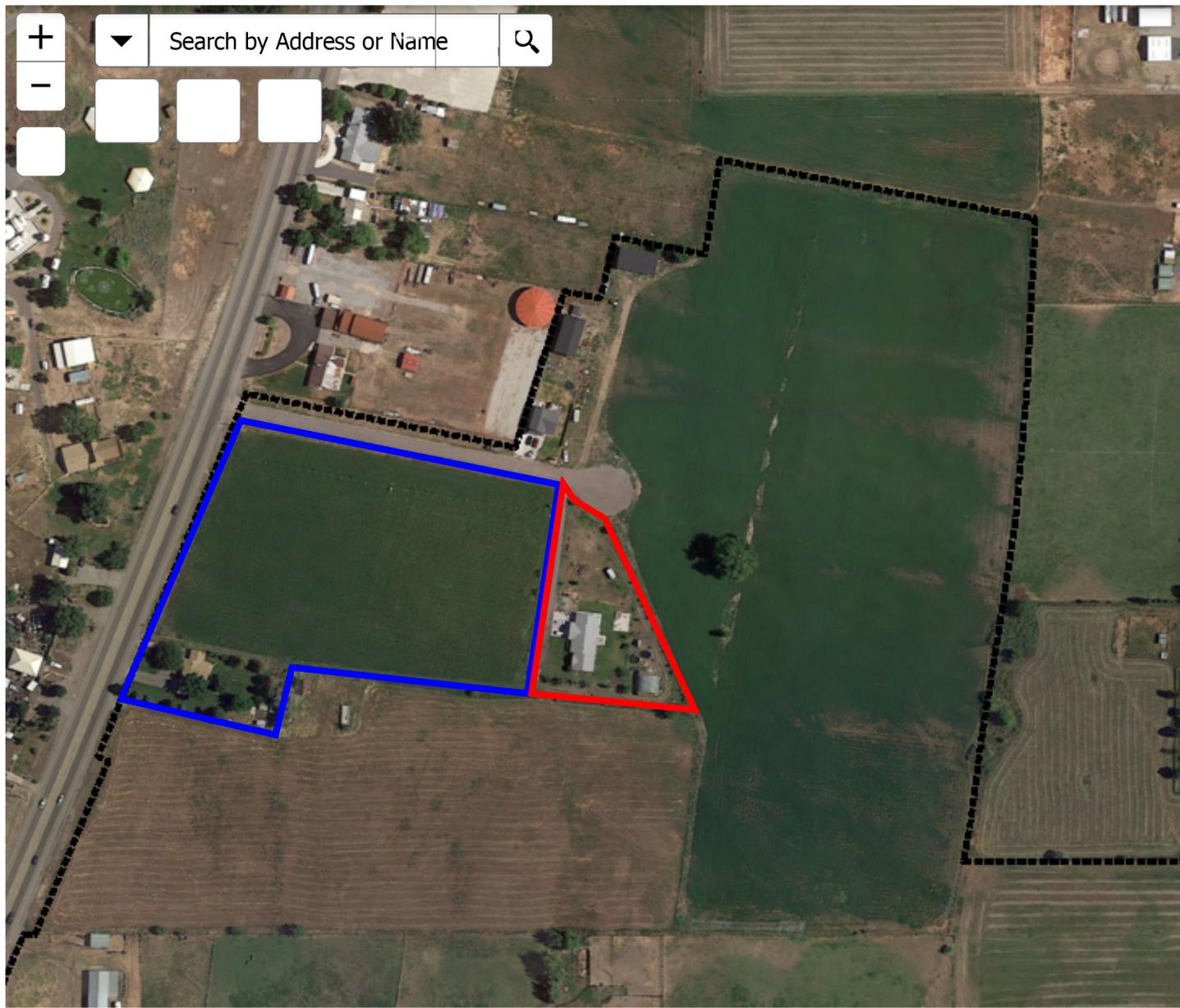


William Burk owns the two properties in Blue and Red. He wants to move the Boundary Line between the two properties and move it to the dotted line. See next map for new boundary lines.





Salem City Utah





SALEM CITY
Staff Report to Mayor & City Council

Agenda Date: 1-20-16

Agenda Item #: 18 – Olson’s Greenhouse Agreement

Staff Contacts: Junior Baker, Matt Marziale, Jeff Nielson

Background Discussion:

Council, on November 18, 2015 (see attached work session minutes) Olson’s Greenhouse came to the city. They are wanting to do more improvements at their business. The city told them if they were to add more facilities that they would need to meet the standards and put improvements on the property. After the meeting an agreement was created. This is the agreement. Olson’s have reviewed it and signed the agreement.

Attachments:

Agreement and Map of area

SITE IMPROVEMENT AGREEMENT

THIS AGREEMENT, made and entered into this 19th day of January, 2016, by and between Salem City, a municipal corporation, hereinafter called "City," and Olson's Greenhouse Gardens, Inc., hereinafter called "Olson" both of whom understand as follows:

WHEREAS, Olson operates a greenhouse business in Salem, which it has expanded over the years; and

WHEREAS, City standards require site improvements with expansions, which City has failed to impose with earlier expansions; and

WHEREAS, Olson is once again expanding and City desires to impose the site improvements required by its standards; and

WHEREAS, Olson has three frontages, all of which are very lengthy; and

WHEREAS, Olson's location is still largely undeveloped, but is starting to have some new business growth; and

WHEREAS, Olson has objected to the improvements sought by City due to the cost and the fact there is still not very much development in their vicinity; and

WHEREAS, Olson recognizes the need to have the requested improvements with the growth in the area and City recognizes the need to accommodate Olson;

NOW THEREFORE, the parties have reached a compromise and agree as follows:

1. Olson grants a utility easement across their property in order to loop the water line, both for their benefit and the benefit of other businesses in the vicinity. A separate easement will be signed when the legal description is obtained.
2. Olson will submit a site plan for review and approval and will follow the requirements of the final approval.
3. Olson will improve their street frontage on Beet Road (460 West) from a point equal to the improvements completed across Beet Road by Revere Health and proceeding north to the intersection with 8000 South Street. Improvements include curb, gutter, sidewalk, and additional asphalt to match existing asphalt.
4. The street improvements consisting of curb, gutter, and asphalt will be completed within six months from the date a permit from the U.S. Corps of Engineers can be obtained for the improvements. Olson agrees to submit the application within 90 days of the date hereof. City agrees to cooperate with Olson in submitting the application.

5. Olson will also pipe the existing irrigation ditch along its entire frontage on Beet Road , the parties also recognizing that as a necessary safety measure. The size of the pipe will be determined between Olson and South Field Irrigation Company.
6. Olson will post a bond, as required by City's construction and development standards, for the work to be done with the current expansion. That bond will be posted prior to receiving a building permit for the current expansion. The bond may be posted and the building permit issued prior to receiving final site plan approval.
7. Olson will complete improvements along the balance of its frontage on Beet Road at the same time they are installed on the west side of Beet Road.
8. The terms of this agreement are binding on the successors and assigns of the parties hereto.
9. This agreement represents the entire agreement between the parties as to this subject matter. All prior representations, promises, understandings, or agreements are merged herein and superseded hereby. This agreement may only be amended by a written agreement executed by each of the parties hereto.
10. In the event of breach of this agreement, the prevailing party shall be entitled to recover its attorney's fees incurred in enforcing the terms of this agreement.

DATED this ____ day of January, 2016.

SALEM CITY by:

Randy A. Brailsford, Mayor

Attest:

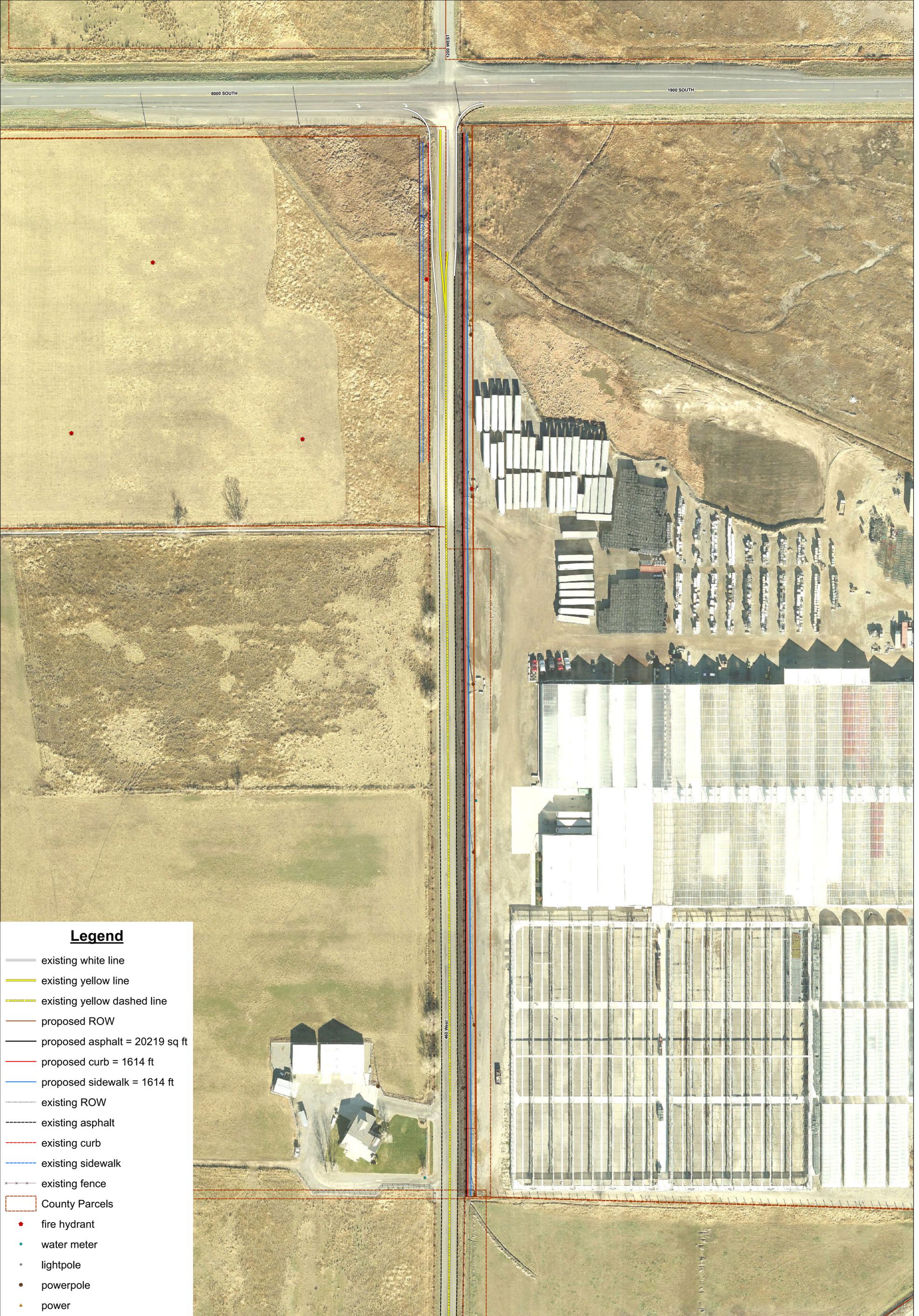
Jeffrey D. Nielson, Recorder

OLSON'S GREENHOUSE GARDENS, INC. by:

Bart B. Olson, President

Attest:

Yvonne Olson, Secretary



Legend

- existing white line
- existing yellow line
- - - existing yellow dashed line
- proposed ROW
- proposed asphalt = 20219 sq ft
- proposed curb = 1614 ft
- proposed sidewalk = 1614 ft
- - - existing ROW
- - - existing asphalt
- - - existing curb
- - - existing sidewalk
- × × × existing fence
- ▭ County Parcels
- fire hydrant
- water meter
- lightpole
- powerpole
- ▲ power