

AMERICAN FORK CITY COUNCIL
MAY 21, 2019
WORK SESSION MINUTES

Members Present:

Brad Frost	Mayor
Kevin Barnes	Council Member
Staci Carroll	Council Member
Barbara Christiansen	Council Member
Rob Shelton	Council Member
Clark Taylor	Council Member

Staff Present:

David Bunker	City Administrator
Camden Bird	Admin Analyst
Wendelin Knobloch	Associate Planner
Lauralee Hill	Deputy Recorder
Kyle Maurer	Finance Officer
Scott Sensanbaugher	Public Works Director
Tim Merrill	City Attorney
Aaron Brems	Fire Chief
Derric Rykert	Parks and Rec Director
Adam Olsen	Senior Planner

Also present: John Woffinden, Josh Christensen, Miss Pleasant Grove Royalty and PG Rodeo Royalty, Nick Sorensen, Matt Thomas, John Byrnes, many residents of Eddington Estates and several others.

WORK SESSION

The purpose of City Work Sessions is to prepare the City Council for upcoming agenda items on future City Council Meetings. The Work Session is not an action item meeting. No one attending the meeting should rely on any discussion or any perceived consensus as action or authorization. These come only from the City Council meeting.

The American Fork City Council met in a work session on Tuesday, Tuesday, May 21, 2019, in the City Administration Conference Room, commencing at 4:00 p.m.

Mayor Frost welcomed everyone to the meeting and mentioned that Council Member Taylor was on his way and would arrive shortly.

1. Presentation by Strawberry Days Royalty

Strawberry Days royalty from Pleasant Grove invited the Council to Strawberry Days and presented them with a strawberry cheesecake. Each member talked about their favorite part of Strawberry Days. Strawberry Days Rodeo Royalty invited everyone to attend the rodeo.

2. Discussion on Private Roads in Planned Unit Developments

Mr. Sensanbaugher invited Matt Thomas to discuss the topic. He introduced his neighbors in attendance at the meeting. He said he was the former president and current president of the HOA.

He explained there were 28 homes in his neighborhood with a third mile of road. He played a video which depicted the through traffic road.

Nick Sorensen explained they had met with the Council and staff over the last two years. They wanted to transfer the ownership of the roads to the City. He said they considered how this would impact other PUDs in the City. He thanked the staff for the help with their research.

Mr. Sorensen displayed a PowerPoint presentation suggesting the requirements for a PUD request. He asked that the City provide engineering, core sample studies, and other improvements. He asked approval from the City Council to move forward in drafting an ordinance.

Mr. Bunker asked if the HOA would exist if the roads and utilities were turned over to the City. Mr. Sorensen responded in the affirmative.

Council Member Shelton asked what portion of the utilities belonged to the HOA. Mr. Thomas said they were not currently sure. Mr. Sensanbaugher explained that there were no private water lines. There were always dedicated easements over private roads to cover the City's water lines. He suggested that if there was no easement for water lines, the subdivision then dedicate them to the City. He suggested they also do this for the storm drain. Mr. Thomas noted if the roads were public no easement was needed.

Council Member Barnes asked who would fix the water line if it was believed to be private. Mr. Thomas explained that this had happened, and a call was subsequently made to the City. The problem could not be fixed by the City and the HOA was then forced to hire a private contractor to solve the problem.

Council Member Shelton asked how the City would know which water line was owned by the City. He asked if they needed to change the City code. Mr. Sensanbaugher stated they were currently following the code. They needed to use the code to clear up the confusion in this development. The City should create a letter for PUDs indicating that it would take over water lines. Council Member Shelton said clarification was needed on the type of water line and Mr. Sensanbaugher agreed, adding that the City needed to eliminate all the gray areas. Council Member Carroll asked how they would handle a gas line. Mr. Sensanbaugher stated that the City needed to be careful about competing with plumbers.

Mr. Sensanbaugher clarified the line of demarcation was the water meter. He explained how he would differentiate the public from the private lines in Eddington Estates.

John Woffinden, of the Planning Commission, asked why they wanted to give the private roads to the City. Mr. Sorensen explained they were not aware they were required to care for the roads. Mr. Thomas said the homeowners did not understand why they were responsible for the maintenance of the roads.

Council Member Taylor said this was a good example for setting a precedent. The City could hold every other PUD to the standard of Eddington Estates. Council Member Carroll asked what the City road minimum was, to which Mr. Sensanbaugher responded 34 feet.

Mr. Sensanbaugher gave a presentation on residential roads in American Fork, explaining that the pavement declined overtime. He said preventative maintenance was crucial. If the City did

nothing the road would last about 20 years. Maintenance would allow the road to last much longer. He explained that the City needed to maintain the good roads first; the opposite was more expensive. Cities received criticism for this practice even though it was the better practice.

Mr. Sensanbaugher then explained a proposed road maintenance schedule as well as its cost. He estimated that if the City accepted all the private roads in the City it would cost the City an extra \$500,000 per year. He suggested the roads meet standards for the City to accept these roads.

Council Member Barnes asked how much a review would cost. Mr. Sensanbaugher responded it would be inexpensive because staff would review the roads. Council Member Barnes said this would cost time and effort. He asked how the public works department would charge the PUD for the work. Mr. Sensanbaugher said this would not take a lot of staff's time. They would have the PUD do most of the work. Council Member Taylor noted Eddington Estates had done a lot of work.

Council Member Christiansen said they needed to have a standard to determine what condition the roads needed to be when a full depth reclamation was done by the PUD. Council Member Shelton said he would be supportive if the PUD drafted the ordinance. Council Member Carroll said she did not want to ask the PUD to be overburdened with requirements.

Mr. Sensanbaugher said the Council would determine what the PUD had to do. Council Member Barnes suggested the PUD meet the criteria before the Council considered their request. Council Member Shelton agreed. Mr. Woffinden suggested they utilize the Planning Commission to consider the requests.

Mr. Sensanbaugher suggested a code change for private roads, as this would incentivize developers from building smaller less expensive roads. Council Member Shelton stated that Eddington Estates would not meet the requirements. Mr. Sensanbaugher said this would apply to new developments.

Council Member Taylor stated the ordinance would only apply to new developments. Mr. Merrill added that it would be best to have one ordinance with minimum standards, including International and City Codes.

Council Member Carroll stated that it was acceptable to allow older neighborhoods that did not meet the sidewalks widths. Mr. Sensanbaugher said this would be determined by the Council when a PUD made a request. He noted they would need to be ADA compliant.

Council Member Christiansen asked if homeowners would lose a portion of their property to meet the standards. Mr. Sensanbaugher stated there were instances where an additional right-of-way was required.

Council Member Taylor asked if they could work on the Eddington Estates request now, to which Mr. Sensanbaugher responded in the affirmative. He said he preferred they create an ordinance first. Mayor Frost said he thought the criteria needed to be quantified and then be examined by the Council.

Council Member Christiansen stated the condition of the roads mattered more than the age of the road. Mr. Sensanbaugher agreed.

Mayor Frost suggested the matter be considered on the fourth Tuesday (the 25th) of June.

3. Update by Community Services Analysis for Work Performed at the Fitness Center

John Byrnes, Chairman of Community Services Analysis, discussed the work done at the City's Fitness Center. He explained the center ran an annual deficit. There were three separate problems; the deficit, competition, and the facility had aged.

Mr. Byrnes presented a summary of recommendations and noted that some of the recommendations had been implemented. For this reason, they were recently awarded "Best Fitness Club" from the State of Utah.

Mr. Byrnes went on to explain that one issue was that there were a lot of competitive services and they were losing membership in patrons ranging from 20 to 50 years of age. He recommended adding more rooms for fitness classes that were better lit. He shared the potential cost of this change. He also suggested the center purchase a neighboring building which would provide the facility with more rooms.

Mr. Byrnes finally suggested they find a buyer for the current facility, and he mentioned that there were rumors the school district was interested. If they were able to sell the facility, they could use the funds to build a more modern facility that American Fork, Highland, and Cedar Hills could share. This new facility could include a pool, which was desired by the residents.

Mr. Byrnes explained this was not a crisis but a long-term issue. He then discussed the wages and labors costs associated with the Fitness Center. He suggested they reduce the wages and labor by 30% to save funds.

Council Member Barnes asked how they would avoid building another facility that would be out of date in 10 to 20 years. Mr. Rykert explained that new buildings were built to accommodate change. Council Member Shelton noted the current building had gone through many changes.

Council Member Shelton asked about a parking lot the City was not using. He suggested they expand into this area. Mr. Rykert responded it was used in the summer. Council Member Shelton asked about the life of the pool. Mr. Rykert said the pool was in good condition because they were able to maintenance it every year. Council Member Taylor asked about how they protected the pool accessories in the winter. Mr. Rykert explained that there were several methods and he thought about shrink wrapping the accessories.

Mr. Bunker asked if this facility could handle the community if it continued to grow. Mr. Rykert responded in the negative. Mr. Bunker said they needed to think about expanding or building another center. Council Member Christiansen noted many of the senior citizens would be gone eventually, and senior citizens represented a large portion of the members.

Council Member Carroll suggested they renew the PARC Tax funds and use half of it on the Fitness Center.

Council Member Barnes left at 5:38 PM.

4. Discussion on the Proposed 2019 General Fee Schedule.

There was general confusion on what had been changed in the packet as a new packet had been sent out that day.

Camden Bird explained the various changes to the fee schedule. Council Member Carroll asked if there was a general pavilion fee. Mr. Rykert explained that there was a fee for large pavilions and a fee for small pavilions. Council Member Carroll asked if only the ball parks were for rent. Mr. Rykert stated that if residents rented the baseball field, then they only received the baseball field. The other open fields could be rented for different purposes, such as Lacrosse or fireworks.

Mr. Bird explained that the rental of Art Dye was different. The whole park could be rented. Council Member Carroll noted this also applied to Quail Cove.

Council Member Taylor asked about tournament fees. Mr. Rykert said their fees were like other communities, and he referenced Spanish Fork as a specific example. Council Member Taylor noted American Fork recreation teams were scheduled for free.

Mayor Frost asked Mr. Rykert to explain the fee schedule. Mr. Rykert said they wanted to make the document easy to understand. He then discussed the changes to the fees of various programs.

Council Member Carroll asked how their recreation programs compared to club programs. Mr. Rykert explained that the club programs usually provided more, thereby costing the City less. Council Member Christiansen asked about skate camp. Mr. Rykert stated that the skate camp was doing fewer sessions, which made it less profitable for the City to continue to run skate camp.

Council Member Taylor asked about Sunday cricket. Mr. Rykert stated that the rental was for a full day on the cricket pitch. Council Member Taylor asked what happened if a rented field was already being used. Mr. Rykert said Staff hoped people would have common courtesy and allow the group to use the field. He noted there were signs that noted if the field was rented.

Council Member Taylor noted cricket was growing in popularity and American Fork had the only cricket pitch in Utah County.

Council Member Carroll asked about the library fines. She thought \$5 a day was too much. Cassandra Crane, Library Director, responded this was the maximum fine for overdue books and not a daily fine.

Mayor Frost thanked staff's analysis each year as they asked for the budget.

5. Discussion on the Fiscal Year Ending June 30, 2020, on the General Fund and on the Information Technology Fund.

Kyle Maurer explained that the City was focusing on zero-based budgeting; each department had to justify what money it needed every year. He then reviewed the following:

Administration: He explained they were creating a new position within the administration department. Some of the budget items would be moved to community services. He noted there was an increase in election expenses and business licensing software.

Community Services Administration: Mr. Maurer continued by explaining there was a new position for this department. He said the newsletter costs and branding were increased. The

Christmas Party fund was increased to accommodate a larger group. They also requested a wellness program.

Council Member Shelton asked if the current insurance company would partner with them. Mr. Maurer said Select Health expected the City to pay for their own wellness program.

Council Member Carroll asked what was included in a wellness program. Mr. Bird said this would include assessments and screenings. The City would incentivize with various items.

Parks Department: Mr. Maurer mentioned money was requested for an end of summer movie. There was then discussion about two part-time positions being moved to full-time in the Parks Department. He discussed the line items regarding the Boat Harbor. He mentioned that the cemetery also had some budget requests.

Library: The department's part-time staff was not being paid competitive wages. They discussed the need to improve their pay. There was request for an increase in eBooks. Ms. Crane explained she renegotiated the Library's contract with Rosetta Stone.

Mr. Maurer noted the self-checkout machine needed to be replaced. There was further discussion on this as well as other equipment that needed to be replaced.

Police Department: There were two new police officer positions funded, as well as the inclusion of 401K accounts. There was also a request for an overtime increase. He noted other requests that were made by the department

Fire and Rescue Department: Mr. Maurer noted the City had received their highest revenue to date due to ambulance transports. Council Member Carroll asked if people wanted to work part-time. Chief Brems said they hoped they could fill part-time positions.

Mr. Maurer explained their personal and operating expenses would increase due to their partnership with Cedar Hills. Council Member Carroll asked if the ambulance and fire truck would be available when they included Cedar Hills. Chief Brems responded the ambulance would be ready but not the fire truck.

Council Member Christiansen asked if the fire protection rate would increase when their station moved to Cedar Hills. Mr. Maurer responded in the affirmative.

Streets: Mr. Maurer discussed the expenses associated with the street light program.

Building Maintenance: Mr. Maurer explained the budget would cover swamp coolers and unit heaters. The library LED lighting upgrade was also included in this section.

Council Member Christiansen asked if maintenance and janitorial were linked. Mr. Maurer said much of the maintenance was for the vehicle fleet.

Building Inspection: Mr. Maurer explained that Staff requested a building inspection vehicle.

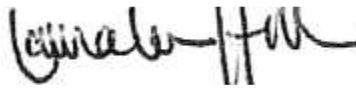
Engineering: Mr. Maurer explained that they budgeted to increase the telephone costs. He noted there were some unfunded requests.

Mayor Frost asked what budget items still needed to be discussed. Mr. Maurer responded the fire station needed to be discussed, as well as items from the Information Technology Department. There was software that needed to be categorized by which department was using the program. He noted this also applied to hardware like phones. He explained each department would have an IT fund to charge for these items.

Capital Projects: Mr. Maurer discussed the hardware and software expenses.

6. Adjournment

The meeting adjourned at 6:32 p.m.

A handwritten signature in black ink, appearing to read "Lauralee Hill". The signature is fluid and cursive, with a long horizontal stroke at the end.

Lauralee Hill, Deputy Recorder