Lindon City Council
Staff Report

Prepared by Lindon City
Administration

September 17, 2019

Notice of Meeting of the
Lindon City Council

The Lindon City Council will hold a meeting at **7:00 p.m.** on **Tuesday, September 17, 2019** in the Lindon City Center Council Chambers, 100 North State Street, Lindon, Utah. The agenda will consist of the following:

Scan or click here for link to download agenda & staff report materials:

REGULAR SESSION – 7:00 P.M. - Conducting: Jeff Acerson, Mayor
Pledge of Allegiance: By Invitation
Invocation: Van Broderick

(Review times are estimates only)

1. Call to Order / Roll Call *(2 minutes)*

2. Presentations and Announcements *(5 minutes)*
a) Comments / Announcements from Mayor and Council members.

3. Approval of minutes: The regular City Council meeting of September 3, 2019, will be reviewed. *(5 minutes)*

4. Open Session for Public Comment *(For items not on the agenda)* *(10 minutes)*

5. Consent Agenda — *(Items do not require public comment or discussion and can all be approved by a single motion.)* *(5 minutes)*
a) Resolution #2019-21-R; Declaring Surplus Equipment.

6. Review & Action — Temporary part-time Position; Emergency Coordinator
The City Council will review and consider whether to approve a new temporary part-time position for the Police Department Emergency Coordinator which is a temporary/grant funded position. If approved, the budget will be updated in the October budget amendment. *(20 minutes)*

Council Reports:

A) MAG, COG, UIA, Utah Lake Commission, ULCT, NUVAS, IHC Outreach, Budget Committee - Jeff Acerson
B) Public Works, Irrigation water/canal company boards, City Buildings - Van Broderick
C) Planning Commission, Board of Adjustments, General Plan, Budget Committee - Matt Bean
D) Public Safety, Emergency Management, Economic Development, Tree Board - Carolyn Lundberg
E) Parks & Recreation, Lindon Days, Transfer Station/Solid Waste, Cemetery - Mike Vanchiere
F) Admin., Historic Commission, PG/Lindon Chamber, Budget Committee - Jake Hoyt

Administrator's Report *(10 minutes)*

Adjourn

All or a portion of this meeting may be held electronically to allow a council member to participate by video conference or teleconference. Staff Reports and application materials for the agenda items above are available for review at the Lindon City Offices, located at 100 N. State Street, Lindon, UT. For specific questions on agenda items our staff may be contacted directly at (801)785-5043. City Codes and ordinances are available on the City web site found at www.lindoncity.org. The City of Lindon, in compliance with the Americans with Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance. Persons requesting these accommodations for city-sponsored public meetings, services programs or events should call Kathy Moosman at 801-785-5043, giving at least 24 hours-notice.

CERTIFICATE OF POSTING:
I certify that the above notice and agenda was posted in three public places within the Lindon City limits and on the State (http://pmn.utah.gov) and City (www.lindoncity.org) websites.
Posted by: /s/ Kathryn A. Moosman, City Recorder
Date: September 13, 2019; Time: 11:30 a.m.; Place: Lindon City Center, Lindon Police Dept., Lindon Community Center

REGULAR SESSION – 7:00 P.M. - Conducting: Jeff Acerson, Mayor

Pledge of Allegiance: By Invitation
Invocation: Van Broderick

Item 1 – Call to Order / Roll Call

August 20, 2019 Lindon City Council meeting.

Jeff Acerson
Van Broderick
Carolyn Lundberg
Mike Vanchiere

Staff present: _____

Item 2 – Presentations and Announcements

a) Comments / Announcements from Mayor and Council members.

<u>Item 3</u> – Approval of Minutes

- Review and approval of City Council minutes: September 3, 2019

The Lindon City Council held a regularly scheduled meeting on **Tuesday, September 3 2019, beginning at 7:00 pm** in the Lindon City Center, City Council Chambers, 100 North State Street, Lindon, Utah.

REGULAR SESSION – 7:00 P.M.

Conducting:	Jeff Acerson, Mayor
Pledge of Allegiance:	Randi Powell
Invocation:	Carolyn Lundberg

PRESENT	**EXCUSED**
Jeff Acerson, Mayor	
Carolyn Lundberg, Councilmember	
Van Broderick, Councilmember	
Jacob Hoyt, Councilmember	
Mike Vanchiere, Councilmember	
Adam Cowie, City Administrator	
Mike Florence, Planning Director	
Kathryn Moosman, City Recorder	

1. **Call to Order/Roll Call** – The meeting was called to order at 7:00 p.m.

2. **Presentations/Announcements** –
   a) **Comments/Announcements from Mayor and Council** – There were no announcements at this time.

3. **Approval of Minutes** – The minutes of the regular meeting of the City Council meeting of August 20, 2019 were reviewed.

COUNCILMEMBER BRODERICK MOVED TO APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF AUGUST 20, 2019 AS AMENDED. COUNCILMEMBER HOYT SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER LUNDBERG	AYE
COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBER HOYT	AYE
COUNCILMEMBER VANCHIERE	AYE

THE MOTION CARRIED UNANIMOUSLY.

4. **Open Session for Public Comment** – Mayor Acerson called for any public comment not listed as an agenda item. There were no public comments.

5. **Consent Agenda Items** – The following consent agenda items were presented for approval. There were no consent agenda items for approval.

CURRENT BUSINESS

6. Presentation — Emergency Drill & Army National Guard Overview. Kelly Johnson, Emergency Planning Coordinator with Lindon City, will review details regarding the city-wide emergency drill planned for September 16th. Lt. Col. Reese Roberts, Director of Military Support with the Utah Army National Guard, will then present information about how the Army National Guard responds in a disaster.

Adam Cowie, City Administrator stated Kelly Johnson, Emergency Planning Coordinator with Lindon City, is in attendance to review details regarding the city-wide emergency drill planned for September 16th. Also, in attendance is Lt. Col. Reese Roberts, Director of Military Support with the Utah Army National Guard, to present information about how the Army National Guard responds in a disaster.

Ms. Johnson then gave a summary noting on Saturday, August 24, 2019, Lindon City held a Drill Down for Safety training meeting and sponsored the Lindon City Preparedness Fair. The purpose was to train and share information about Lindon City's annual city drill to block captain, neighborhood captains, area captains, ham radio operators, emergency specialists. She noted this meeting was open to the public and advertised through all available means. There were 77 in attendance and represented all 3 areas, 23 neighborhoods, many block captains and interested residents. Ms. Johnson noted they distributed 3 area packets, 23 neighborhood packets, drill fliers, and yard signs at the meeting. She also went over CERT certification followed by discussion.

Ms. Johnson stated this year's annual Lindon City Drill will happen on September 16, 2019. She pointed out in order to educate and train stakeholders and the public, the training meeting was held three weeks in advance of the drill. The training meeting covered a wide range of drill related subjects as follows: purpose, methodology, and organization of the Lindon City Drill. She noted three new city goals for 2019 are a new method to self-report, a new form for citizen volunteers to list special training or equipment, and suggestions for better citywide interoperability.

Ms. Johnson further explained that information was relayed for the ham radio net as well as the table-top exercises held at the city Emergency Operations Center on the night of the drill. Chain of communication procedures and proper form use were also reviewed, explaining that runners were told to travel in pairs. She also indicated that instructional emphasis was put on sensitivity to people with functional and access needs, English as a second language, and general inclusion of all neighbors; fliers, packets, and yard signs were distributed for community-wide dissemination.

Ms. Johnson then reviewed the Lindon City Preparedness Fair noting the purpose was to help Lindon City residents and the local community prepare for personal/family emergencies and larger-scale disaster events. She noted there were 250+ in attendance. Representation at the Preparedness Fair included the following:

·Well Defended Women	·Damsels in Defense
·Food Storage Made Easy	·Garden Inspire
·Southern Baptist Disaster Relief	·Orem Fire
·Gluten-Free Blends/Gluten-Free Preppers	·Be Ready Utah
·Lindon Home Storage Center	·Beyond Sports Tae Kwon Do
·Lindon City Police	·Walmart
·Storage on Geneva	·Inter Vivos

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·PARA ·radKIDS
·SKAtenna ·Utah County Amateur Radio Emergency
·Red Cross ·Recreation Outlet
·Thrive Life ·Utah County Beekeepers Association
·Safe Community USA - First Aid Kits
·Community Emergency Response Teams (CERT)
·Lindon City Drill / Everbridge Mass Notification Registration

Ms. Johnson explained the Lindon City Preparedness Fair gave attendees a chance to buy emergency supplies, learn new skills, and interact with a wide variety of volunteer agencies and independent vendors. Classes were offered throughout the day covering the following topics: how to identify and prepare wild edibles, preparing DIY freeze dried dinners in jars, personal protection using on-the-market protective devices and practicing situational awareness, personal self-defense (extrication and disarm) taught by a 6th degree black belt, estate planning and wills, the benefits and possibilities of gluten free food storage, Be Ready Utah family disaster planning, and proper water storage and treatment. In addition, a children's craft and coloring table was provided, and for part of the day an ambulance and fire engine were parked outside for families to explore. She noted the Fair was also featured in a Daily Herald newspaper article.

Lt. Col. Reese Roberts, Director of Military Support with the Utah Army National Guard, then presented his information to the Council about how the Army National Guard responds in a disaster. He noted the purpose of his presentation is to provide an overview of the Domestic Operations capabilities of the Utah National Guard (UTNG)and to provide information on how to request UTNG support.

Lt. Col. Roberts explained a city can request UTNG Support by contacting the Utah Division of Emergency Management (UTDEM) by calling the State Emergency Operations Center 801-538-1100 and UTDEM will contact the UTNG Joint Operations Center and direct the UTNG to provide the requested capabilities, or Request another state agency to provide the support, if it can do so more effectively/efficiently.

Lt. Col. Roberts explained the employment of National Guard resources is initiated by a request by Utah DEM to respond to a request from a local official or county/area EM Representative with a declaration of emergency by the Governor. The Governor ordering the NG into State Active Duty (SAD). A standing Executive Order from the Governor pre-authorizing the Utah National Guard to provide support to civil authorities in the event of a specific emergency (Example: wildland fires).

Lt. Col. Roberts further explained the Utah National Guard is trained/mobilized for combat; Veterans of OEF/ OIF (Rapidly mobilize, Command & Control of Operations, Self-sustaining, Mobile). They are technology enabled (Military and Civil Capabilities) with situational Awareness and Analysis and communications (VOIP, Internet, FM, Long-Range HF, SATCOM). They are also “Ready in Peace and War” with multi-capable (Support to all ESFs).

Lt. Col. Roberts then reviewed Emergency Support Functions (ESF) including Transportation, communications, Public Works and Engineering, search and rescue, Fire Fighting, Hazardous Materials Response Health and Medical Services and recovery among others (see below).

ESF 1 – TRANSPORTATION

Ground Transportation:	*Air Transportation:*
·Personnel	*·Personnel*
·Palletized materials	*·Palletized material*
·Dry bulk material	*·Heavy equipment*
·Bulk liquid	*·Shipping containers*
·Heavy Equipment	*·Passenger and cargo terminal operations*
	·Air traffic control services

ESF 2 – COMMUNICATIONS

- *Mobile Command Center operations / equipment*
- *Satellite Communication (SATCOM) Systems*
- *Unclassified network services*
- *Deployable communications equipment*
  - *Satellite Phones*
  - *Radios*
  - *SATCOM*

ESF 3 - PUBLIC WORKS AND ENGINEERING

- *Route Clearance (public roads)*
- *Removal of debris inhibiting passage and/or endangering public safety (cannot clear debris from roadsides)*
- *Heavy Equipment Support*
  - *Organic equipment*
  - *Additional operators if rental equipment is available*
  - *Sandbagging operations*

ESF 4 – FIREFIGHTING

- *Ground/Air Crews and Water Bucket Operations for Wildland Fires*
- *Utah Division of Forestry is Lead Supported Agency*

ESF 5 – INFORMATION AND PLANNING

- *Liaison Officer (LNO) Support*
- *Communications/Connectivity*
- *Provide aerial reconnaissance and disaster survey*
- *Provide Logistical support and planning*

ESF 6 - MASS CARE VOLUNTEER AND DONATIONS COORDINATION TEAM

- *Security at shelters*
- *Relief shifts for first responders at shelters*

ESF 7 - RESOURCE MANAGEMENT

- *Provide equipment / materials for state response to disaster*
- *Coordinate personnel, vehicles, and equipment resources in all ESF's*
- *Provide LNO's with state and federal support elements*

ESF 8 - HEALTH AND MEDICAL SERVICES

- *Emergency Medical Services*
- *Medical Triage*
- *Triage in a Contaminated Environment*

ESF 9 – URBAN SEARCH AND RESCUE (SAR)

- *Conduct aerial and ground SAR*

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- *Provide specialized manpower and equipment capable of finding, supporting and/or moving personnel to staging or triage areas*
- *Chemical, Biological, Radiological, Nuclear (CBRN) SAR*

ESF 10- HAZARDOUS MATERIAL RESPONSE

- *Detect and identify Chemical, Biological, Radiological, Nuclear (CBRN) hazards*
- *Mass decontamination of personnel and equipment*
- *Explosive Ordnance Disposal*
- *Technical advice and support to HAZMAT resources/elements*

ESF 11 – ENERGY

- *Electrical Power (Generator)*
  - *Varity of output*
  - *Facility must provide electrician to hook up*
  - *UTNG has very limited quantity on hand*
  - *During large emergencies UTNG may require all its generators to support internal operations*

ESF 12 – LAW ENFORCEMENT AND SECURITY

- *Conduct Point, Area, and Site Security*
- *Conduct Traffic Control Points*
- *Provide Crowd Control*
- *Types:*
  - *Unarmed:*
    - *Deter, observe, report*
    - *Suitable for the majority of situations*
  - *Armed*
    - *Used to support (not replace) local law enforcement agencies*
    - *No arrest powers without specific authority from the Governor*

ESF 13 – RECOVERY

- *Post-incident damage assessment*
- *Engineer Assessments*
- *Continue support to all ESF's*

ESF 14 – PUBLIC INFORMATION

- *Provide Public Information Officers*
- *Provide print and video services*
- *Monitor / assess social media responses*

Lt. Col. Roberts then explained how to request UTNG Support stating the city would contact the Utah Division of Emergency Management (UTDEM) by calling the State Emergency Operations Center at 801-538-1100 and UTDEM will contact the UTNG Joint Operations Center and direct the UTNG to provide the requested capabilities, or request another state agency to provide the support, if it can do so more effectively and efficiently.

Lt. Col. Roberts noted to remember to request capabilities rather than a specific unit or equipment. It is helpful to tell them what you need done and let them determine the best fit. Examples:

- Requesting a "helicopter" vs. "move personnel trapped by floodwaters." High axle trucks may be immediately available and more efficient.
- Requesting "Military Police" vs. "military security at local shelters." Unarmed

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personnel from the local unit may be able to do the job, leaving Military Police to provide other support.

- The UTNG will respond as quickly as possible, but fully responding to a large, "no-notice" emergency may require some time
- Many local Guardsmen will be victims themselves and must see to their own family's needs before reporting
- Specific capabilities may have to be moved from across the state or from a neighboring state

Following the presentations there was some general discussion regarding the information presented. The Mayor and Council thanked Ms. Johnson and Lt. Col. Roberts for their good works and service and for providing them with the valuable information as to be informed and prepared in the case of emergency.

Mayor Acerson called for any further comments or discussion from the Council. Hearing none he moved on to the next agenda item.

7. **Concept Plan — Ivory Homes.** The City Council will review and consider the Ivory Homes concept plan to propose increasing the number of housing units as part of the Andersons Farms Planned Development and Master Development Agreement. The increase in housing units would allow Ivory to set aside a portion of units for affordable housing. No motions will be made.

Mike Florence, Planning Director, began by stating Chris Gamvroulas and Ken Watson with Ivory Development are in attendance tonight for this discussion. He also gave a brief background stating the City previously reached out to Ivory Development to discuss opportunities for affordable housing as part of their Anderson Farms development. Ivory Development held a joint meeting with the Planning Commission and City Council on May 28, 2019 to discuss adding additional housing units to the Anderson Farms development. Mr. Florence explained Ivory Development desires to set aside a number of housing units as affordable units but will need a change in density and overall unit count for this to happen. He noted the planning commission heard this item as a concept review at their August 27, 2019 meeting. He then referenced a table and exhibit that provides a summary of the housing unit changes.

Mr. Florence stated a majority of the increased number of units are proposed to be part of the apartment phase. He noted the single-family phases add an additional 13 single family units and reconfigures the lot size and design of different single-family phases.

Mr. Florence then presented a few changes to highlight as follows:

- The overall housing unit count is proposed to increase from 867 to 930.
- 50 of the 63 additional housing units would be part of the future multi-family apartment phase.
- The future regional park increases from 10 acres to 12 acres. The homes adjacent to the park were relocated to different parcel phases.
- Parcels A receives a reduction in housing units and larger average lot size. Parcels E, G/H, and the Apartment phase increases in housing units and number of lots.
    - The proposed minimum lot size in Parcel A increases from 6,720 to

over 7,500.

- The lot sizes in Parcel E on the southern half of the phase are proposed to range from 3,700 square feet to over 8,000 square feet. The lot sizes for the north half of this phase do not change. See accompanying table and exhibit 3 for current lot size call outs under the development agreement.
- Lot sizes in Parcels G/H are proposed to range from 4,400 square feet to over 8,000 square feet. See accompanying table and exhibit 3 for current lot size call outs under the development agreement.

- Ivory Development has not yet identified which units or how many units would be designated as affordable. This would need to be further evaluated and identified if there is support for the project.
- Any changes to the project will require an amendment to the master development agreement and subdivision amendments to those phases that that have previously been approved.

Mr. Florence then went over the proposed changes and current lot sizes per the development agreement. He also presented the exhibits concept plan, approved site plan, approved minimum lot sizes and lot setbacks and unit product imagery followed by discussion. He noted if there are any changes, the development agreement and subdivision plat will need to be amended. He then turned the time over to Mr. Gamvroulas and Mr. Watson for comment.

Mr. Gamvroulas reminded the council this conversation was precipitated in Feb/March at the passing of SB34 that is bringing focus on the moderate-income housing plans. He pointed out that the requirement that the city must have this in the general plan passed legislation in 1996 and they are just now acting on it to enforce it. They are trying to come back with something that will be substantive and provide some assistance along the way to the city; this will be the easiest way to meet the moderate housing requirement related to SB34 (apartments).

Mr. Gamvroulas explained that they are able to take 10-15 of those units and have them be in the moderate-income housing pool in perpetuity and will always be in the rental pool. Mr. Gamvroulas then read the workforce service housing priority report. He noted some flexibility allows them to create smaller lots and put more affordable homes on them and integrating them into the fiber of community.

Mr. Gamvroulas then gave an update of where they are at today with the Anderson Farms construction including how to move the density around to create some more affordable housing. He indicated there are good tools to use like deed restrictions, notice of covenants and giving city first right of refusal to buy the home back. He noted they need to know soon whether to move forward with this concept or not. They are comfortable with their cottage design in their work force housing homes as they are fully landscaped and fenced and will stay maintained over time.

Mr. Gamvroulas made mention that rather than continue to spin their wheels, it is their sense that over the next few months they need to see a hard yes or hard no from the city as they want to be able to communicate to the current residents what the status is. If the answer is no, they will live with that and move forward. He indicated they can tweak areas if needed and they are committed to do that with the city. He feels this is the right

thing to do and the right way to do it. He added this is an opportunity to meet the moderate-income housing requirements with this kind of project and can move the needle forward very quickly.

There was then some general discussion including owner occupied units, HUD restrictions, deed restrictions, apartment story height, “alley way” products, over reach and unintended consequences.

Councilmember Hoyt stated he appreciates the relationship with Ivory and they build a stellar product. He pointed out if we do this or don’t do this, we will still move forward with the development we already have. He would like to see how the citizens respond and react to Anderson Farms before we take an additional step in adding more high density; he wants to listen to the voice of the people. He feels confident we are meeting the moderate-income housing and we have a plan in place; therefore, he is a no on this concept; but that is not to say he is completely closed minded.

Councilmember Broderick stated he has been clear from the first and he has listened to the concept. He has observed that Lindon has led out to push Lindon beyond what has ever been done regarding density. He feels the right thing to do is to protect the citizens who came here for the open space so he would be a no on this concept.

Councilmember Lundberg commented the relationship and partnership that Ivory has brought is tremendous. She pointed out there are opportunities to collaborate with what can happen commercially. Initially with the master development agreement, and knowing this is flexible, she assumed Ivory would ask for tweaks and she is open to that. She would like to have further discussion with the council and consider the tradeoffs. She does agree that we value that Lindon doesn’t chase the high density that other cities do. She is keenly interested in attracting a Trax at that location to get the business district to thrive but we need the rooftops. She is open but not 100 percent comfortable at this point, but if adjusted she could be open; there are advantages to what is being presented if carefully thought out.

Councilmember Vanchiere expressed that he is the opposite, indicating he would be in support with some considerations. Firstly, the number of units we are talking about is small enough that it won’t have far reaching ramifications. He wants to hear what the citizens say, but he would also like to see younger people be able to live in Lindon. In his opinion the perception of what may or may not happen is far worse than the reality; he is open to opportunities to tweak it within the suggested timeline. He is leaning towards yes with more discussion.

Mr. Gamvroulas commented that now is the time to receive any new ideas and suggestions and they will come back with an adjusted concept plan.

Mayor Acerson concluded that there is a two-month timeframe to see if there is some flexibility to come to a conclusion that gives Ivory the marching orders so they feel comfortable and it would also give the council the comfort level as well.

Mr. Gamvroulas thanked the mayor and council for their time and expressed their appreciation for the partnership. He also thanked the great Lindon City staff for their expertise and willingness to assist in all developmental areas, commercially and residentially.

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Mayor Acerson called for any further comments or discussion from the Council. Hearing none he moved on to the next agenda item.

COUNCIL REPORTS:

Councilmember Hoyt – Councilmember Hoyt reported the PG/Lindon Chamber of Commerce Annual Golf Tournament will be held on September 11th and should be a fun event. Lindon City will have a team representing the city. Planning Director, Mike Florence will be on the team; he also encouraged any other councilmembers or staff to sign up for the tournament.

Councilmember Broderick – Councilmember Broderick reported he attended the Provo Bench Canal Board of Directors Board meeting. Neal Winterton is in as president and Jack Jones has stepped down; there are some concerns with the process. He noted the assessment has gone from $66 to $86 a share and the irrigation company has concerns that the funds have not been budgeted for replacement. He noted there are other issues with laterals as the canal company has helped with lateral work. We want Lindon to be a team player but to not help other cities with laterals. He noted there are decent reserves in the bank and hopefully we won't need to use them. He reported the individual water user is going away and Lindon and Orem will be the bigger shareholders noting this is something to look at and consider.

Councilmember Lundberg – Councilmember Lundberg reported the first joint meeting with the Alpine School District went well. It was a nice meeting and good start for better communication moving forward and understanding the needs on both sides; its important to keep the dialogue going. Mr. Cowie stated he has been working with Rob Smith in trying to explore his intent if we go to another committee meeting; he will keep the council updated. Councilmember Lundberg also gave an update on CenterCal followed by discussion.

Councilmember Vanchiere – Councilmember Vanchiere reported Heath Bateman reached out to him and Councilmember Hoyt indicating because there are matching funds at Creekside Park so they will be constructing pickle ball courts, a new pavilion, and play area in the late fall or early spring; the park will be closed during construction. He also mentioned Mike Jorgensen with Walker Farms informed him they will be able to save the historic trees at Walker Farms. He also mentioned a resident contacted him about traffic calming devices in her neighborhood and inquired how to go about that. Mr. Cowie stated there is a formal adopted process including a neighborhood petition. He stated to forward the information and he will walk the resident through the process.

Mayor Acerson – Mayor Acerson had nothing further to report.

Administrator's Report: Mr. Cowie reported on the following items followed by discussion.

Misc. Updates:

- August City newsletter https://media.rainpos.com/442/august19final.pdf
- September newsletter article: Josh Adams - Article due to Kathy Moosman by end of August
- Update on road projects
- Topics for meeting with the Alpine School District Board (700 N. CDA; School Resource Officer financial participation; Investments in Lindon schools)
- Lindon Days Recap (good or bad)
- Misc. Items

Upcoming Meetings & Events:

- Thursday, August 29th at noon Combined Council/Board lunch meeting with Alpine School District Board.
- Thursday, September 19th Meet the Candidate Night – City Council Chambers
- ULCT – Salt Lake City; September 11-13th
- Wednesday, September 18th; Immunization Clinic – 2:30 - 5:00 pm; City Council Chambers
- September 2, 2019; Labor Day Holiday – City Offices Closed
- Next meeting will start at 6pm to discuss employee compensation

Mayor Acerson called for any further comments or discussion from the Council. Hearing none he called for a motion to adjourn.

Adjourn –

COUNCILMEMBER BRODERICK MOVED TO ADJOURN THE MEETING AT 9:50 PM. COUNCILMEMBER LUNDBERG SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

Approved – September 17, 2019

_____
Kathryn Moosman, City Recorder

_____
Jeff Acerson, Mayor

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<u>Item 4</u> – Open Session for Public Comment *(For items not on the agenda* - 10 minutes)

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<u>Item 5</u> – Consent Agenda – *Consent agenda may contain items which have been discussed beforehand and/or do not require significant discussion, or are administrative in nature, or do not require public comment. The Council may approve all Consent Agenda items in one motion, or may discuss individual items as needed and act on them separately.*

a) **Resolution #2019-21-R; Declaring Surplus Equipment.**

Sample Motion: *I move to approve the Consent Agenda item (as presented, with changes).*

RESOLUTION NO. 2019-21-R

A RESOLUTION DECLARING CERTAIN PROPERTY OWNED BY LINDON CITY TO BE SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL OF THE LISTED PROPERTY.

WHEREAS, the Municipal Council of Lindon City has adopted policies and procedures for the disposal of surplus property, with said policy found in Section 3 of the Lindon City Policies and Procedures Manual; and

WHEREAS, the policy requires that a public meeting be held concerning the declaration of any property deemed to be surplus by the City and which has an estimated value over $100; and

WHEREAS, the identified property is no longer needed and/or has exceeded its useful life and needs to be disposed of.

THEREFORE, BE IT RESOLVED by the Lindon City Council as follows:

Section 1. That the items described on the attached listing be declared as surplus property of the City; and

Section 2. That these items be offered for sale to the public through their listing on www.publicsurplus.com or other comparable on-line auction site. The items will be offered for minimum bids when appropriate. If the minimum bid is not realized, administrative staff may dispose of the items at their discretion including selling for less than the minimum bid; and

Section 3. This resolution shall take effect immediately upon passage.

Adopted and approved this 17th day of September 2019.

By _____
Jeff Acerson, Mayor

Attest:

By _____
Kathryn A. Moosman, City Recorder

SEAL:

Surplus Items – 9/17/2019:

Misc Motorola SP50 two-way Radios; hand-held radios w/batteries and some chargers; uncertain if in working order; $50 for entire lot (minimum asking price)

Rectangle banquet tables 1 lot of 6 tables fair to poor condition $20 per lot (minimum asking price)

Round banquet tables 1 lot of 7 tables fair to poor condition $20 per lot (minimum asking price)

Wire frame chairs with cart 2 lots of 50 chairs fair condition $50 per lot (minimum asking price)

6. **Review and Action — Temporary part-time Position; Emergency Coordinator.**
The City Council will review and consider whether to approve a new temporary part-time position for the Police Department Emergency Coordinator which is a temporary/grant funded position. If approved, the budget will be updated in the October budget amendment.

The Emergency Coordinator position will help fill a need in the Police Department by enabling more reliable assistance with emergency drill events and trainings, and by preparing/updating emergency documents and contracts. Additional job duties are outlined in the attached job description. Many of these duties have largely been provided through volunteer efforts in prior years. Creating this paid position that is partially grant funded will enable more surety that these needs and duties are effectively completed.

The grant obtained by the Police Department is for $6,000 per year (requires a $6k match for funding). The position will be a temporary quarter-time, flex-time position that will be valid for one-year but may be renewed upon future grant funding being awarded. If the position is approved by the Council the Police Department budget will be amended in October to reflect the financial commitment of the position. The position will be compensated within Range 10 of the current city pay scale, with anticipation of paying approximately $20.20/hr. If approved, the city will advertise, interview and fill the position asap.

Sample Motion: *I move to (approve, deny, continue) the temporary part-time position for the Emergency Coordinator. (as presented or with changes).*

LINDON POLICE DEPARTMENT

90 N. State Street, Lindon, UT

Emergency Management Coordinator - Temporary/Part-Time

Open Until Filled

GENERAL DESCRIPTION: Under the supervision of the Chief of Police, the Lindon Emergency Manager coordinates the development, administration and operations of Lindon City's response during and after emergencies, in coordination with other city departments, governmental agencies, private organizations and volunteer groups.

EXAMPLE OF DUTIES (not fully inclusive):

- Analyze, develop and coordinate the city-wide emergency preparedness program
- Work with Department Heads, employees, and Orem Fire Department to ensure successful development and implementation of emergency management plans and operations
- Develop and maintain the city's emergency operations plan and related plans, appendices, and documents
- Develops, sets up and organizes city's Emergency Operation Center (EOC)
- Coordinate periodic exercises of emergency plans including mock disasters, system failures, toxic chemical releases, communication interruptions, activation of the city's emergency operations center and use of various communication tools
- Identify types of training necessary for city employees and departments and coordinate training opportunities with employees and departments
- Coordinate emergency management response with city departments, Orem Fire, and other agencies.
- May respond to emergencies in a variety of roles as required by the city.
- When directed, perform as media contact upon approval of City Manager and/or Chief of Police
- Prepare reports, make public presentations, and complete research on current disaster management and recovery methods
- Research, apply for, manage and coordinate grant opportunities as they relate to emergency management
- Coordinate and supervise public outreach efforts to citizens and organizations as it relates to emergency management, including the developing, maintaining, and delivering community outreach preparedness presentations as needed
- Encourage citizens, employees, and others to be personally prepared for emergencies
- Coordinate with City departments and community partners to market Everbridge notification system registrations, maintain resident subscriptions as needed; train and assist City departments to create department subscriptions to deliver specific messages to registrants
- Establish and maintain relationships with Orem Fire Department and Utah State Department of Emergency Management officials

- Coordinate and develop plans for community recovery following a disaster
- Assume other responsibilities and complete other duties as assigned

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university in emergency management, public administration. Communications, business, or a related field is required. Related senior level management experience in a related field may be substituted for required education on a year for year basis. A Master's Degree is preferred. 3+ years' experience in disaster or emergency management preferred. 3+ years' working experience in public sector preferred. Current Utah Driver License with a good driving record. Certificates of completion for emergency management or emergency preparedness related courses are encouraged.

SALARY RANGE: Range 10, ($14.93 – $22.35). SALARY WILL GENERALLY START AT THE LOWER END OF THE SALARY RANGE.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of local, state and federal emergency management policies and programs
- Knowledge of current practices and trends in emergency management
- Excellent oral and written communication skills required
- Excellent customer orientation and problem-solving skills required
- Must have excellent analytical skills, decision making ability and multi-tasking skills
- Strong interpersonal and team interaction skills required
- Ability to prioritize work based on department and production objectives
- Ability to manage projects simultaneously
- Must be highly self-motivated and customer-centric
- Required to be proficient in MS Word, MS Excel, Power Point, and Outlook
- Proficiency with email, internet, PC or laptop, and general office equipment required
- Positive attitude and ability to work with a variety of different people at various levels

WORKING CONDITIONS:

- Must be able to work evenings, weekends and some holidays when needed; schedule will vary
- Employee will sit or stand for long periods of time and may occasionally lift up to 50 pounds
- Physical exertion, kneeling, and stooping required
- Employee handles office equipment, objects or controls
- The noise level for this position is usually moderate
- Ability to manage high stress situations and decisions

SPECIAL REQUIREMENTS: Successful candidates must pass a pre-employment drug screen, a background check, provide a copy of current driving record, and provide employment verification with form I-9. This is a temporary/part-time position working a limited number of hours per year, and is based on continued grant funding. There are no benefits with this position.

Lindon is an Equal Opportunity Employer.

State of Utah

GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

Department of Public Safety

KEITH D. SQUIRES
Commissioner

Thursday, August 15, 2019

Lindon City
100 N. State St.,
Lindon, Utah 84042

Dear Emergency Manager,

This letter is the official notification of your jurisdiction's FY 2019 Emergency Management Performance Grant (EMPG) allocation in the amount of $6,000.00. This allocation covers the period of **July 1, 2019 through June 30, 2020**. The funding stream is provided by the U.S. Department of Homeland Security/Federal Emergency Management Agency under the award **EMD-2018-EP-00004-S01** and is distributed by the Utah Department of Public Safety's Division of Emergency Management (DEM) under the agreement number **EMPG-2019-DEM-010**. The funding is intended to assist in covering some of the expenses necessary for your emergency management program to be successful. Expenses including: salary, benefits, supplies and travel, as well as other items noted in your EMPG Guidance Book and FEMA's Authorized Equipment List are acceptable for reimbursement.

Funding amounts were determined using formulas created with the input provided by the Utah Regional Coordination Council (URCC). The EMPG requires an in-kind or hard cash match equal to or greater than the 50/50 Federal Cost Share Requirement. If your jurisdiction is not able to meet the match requirement or the information provided is not correct, please contact Tanner Patterson, EMPG Coordinator, at (801) 589-1610.

Sincerely,

Kris J. Hamlet
Director

4501 South 2700 West, Box 141775, Salt Lake City, Utah 84114-1775
Telephone (801) 965-4518 • Facsimile (801) 965-4608

Council Reports: *(20 minutes)*

A) MAG, COG, UIA, Utah Lake Commission, ULCT, NUVAS, IHC Outreach, Budget Committee	- Jeff Acerson
B) Public Works, Irrigation water/canal company boards, City Buildings	- Van Broderick
C) Planning Commission, Board of Adjustments, General Plan, Budget Committee	- Matt Bean
D) Public Safety, Emergency Management, Economic Development, Tree Board	- Carolyn Lundberg
E) Parks & Recreation, Lindon Days, Transfer Station/Solid Waste, Cemetery	- Mike Vanchiere
F) Admin., Historic Commission, PG/Lindon Chamber, Budget Committee	- Jake Hoyt

Administrator's Report *(10 minutes)*

Misc. Updates:

- September City newsletter: https://media.rainpos.com/442/september19final.pdf
- October newsletter article: Adam Cowie - Article due to Kathy Moosman by end of September
- Next steps with Alpine School District; future meeting dates
- Sales tax update; on-line sales taxes required to be collected in Oct (will show up in Dec report)
- Misc. Items

Upcoming Meetings & Events:

- Wednesday, September 18th; Immunization Clinic – 2:30 - 5:00 pm; City Council Chambers
- Thursday, September 19th Meet the Candidate Night 7pm – City Council Chambers
- November 8-18th – fall clean-up w/dumpsters available to public

ADJOURN