

**Riverton City**  
**CITY COUNCIL FIELD TRIP & WORK SESSION**  
**Minutes**  
**January 14, 2014**

**Riverton City Hall**  
**12830 South 1700 West**  
**Riverton, Utah 84065**

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**Attendance:**

Mayor William R. Applegarth – *arrived at 7:30 p.m.*

**Council Members:**

Council Member Brent Johnson  
Council Member Trent Staggs  
Council Member Sheldon Stewart  
Council Member Roy Tingey  
Council Member Paul Wayman

**City Staff:**

Lance Blackwood, City Manager  
Jeff Hawker, Asst. City Manager  
Virginia Loader, City Recorder  
Sheril Garn, Parks and Recreation Director  
Jason Lethbridge, Planning Manager  
Trace Robinson, Public Works Director  
Lisa Dudley, Finance Director  
Bill Salmon, Code Enforcement Officer

**Citizens:** Michael S. Johnson, Cliff & Michelle Cluff

The City Council went on a Field Trip beginning at 5:00 p.m. for the purpose of visiting real estate developments.

**1. GENERAL BUSINESS**

**1. Call to Order and Roll Call**

Mayor Pro-tempore Roy Tingey called the meeting to order at 6:30 p.m. and welcomed those in attendance. He then conducted a Roll Call and Council Members Johnson, Staggs, Stewart, Tingey and Wayman were present.

**2. Presentation regarding 2014 Strategic Plans**

Lance Blackwood, City Manager, presented background information regarding the Strategic Planning Process, which the City began in 2008 as a budgeting tool to facilitate in quantifiably measuring results rather than activities. He explained the major priority categories as follows:

**Economic Development**

Facilitate Balanced Economic Development, with emphasis on Western  
Commercial District / Regional Entertainment & Dining

**Community**

Maintain the Riverton Sense of Community (Six major goals)

**Infrastructure and Transportation Enhancement**

(Six Major Goals)

**Public Safety**

Improve the City's Capability to respond to and Manage Emergencies (Two major Goals)

**Revenue/Funding**

Insure Economic Viability of the City through 2018 (Two Major Goals)

**Safety & Risk Management**

Create and Develop Risk Management and Safety Protocol for all City Operations (One Major Goal)

Council Member Staggs recommended that Revenue/Funding be moved under Economic Development.

Mr. Blackwood said that the following issues were being presented to obtain clarification from the City Council as to the level of service and/or enforcement they desired.

**1. City Beautification****1. Business Signage**

Jason Lethbridge, Planning Manager, explained the current sign ordinance for permanent signs. He then explained the current sign ordinance for promotional signs as follows:

1. Permit required for all promotional signs
  - a. No permit required during holiday periods as defined in ordinance
2. Allowed 4 times and/or for maximum of 60 days per year, no longer than 30 days at a time.
3. No permanent promotional signage allowed (i.e. no permanent banners on ground or building)
4. Intent is for temporary promotions/sales
5. Enforcement is primarily complaint driven.

Mr. Lethbridge presented the following possible actions regarding the sign ordinance:

1. Maintain Current Conservative Standards/ Enforcement
2. Update Ordinance
  - a. More liberal standards
  - b. Expand allowed time/type of promotional signs & duration
  - c. Certain types allowed w/o permit, etc

Equity in enforcement was discussed. The Council was asked to consider and determine for the budget staff allocation for enforcement. It was recommended that the City follow the ordinances they require of the residents.

Following lengthy discussion, the consensus of the City Council was to obtain information from other cities regarding the following:

- Permit requirements and costs for promotional signs
- Allowances for new and start-up businesses
- Number of complaints received regarding temporary signs in Riverton City

Once information is obtained, bring back for further discussion.

## **2. Ordinance Enforcement – Clarification of Existing Ordinances**

Bill Salmon, Code Enforcement Officer, presented information regarding existing code enforcement ordinances and the weed abatement program process. He said that initial inspections are based on complaint or on view.

Jeff Hawker, Asst. City Manager, explained that code enforcement time allotments are mandated by State law; however, the City's first priority is to get a problem solved with the least amount of difficulty.

Mr. Salmon presented the following information regarding weed violations:

1. Average number of weeds violation cases per year over past 3 years = 252
2. Average number of those cases ultimately resolved through abatement = 15
3. Average number of those cases that were referred to the City prosecutor = 6
4. Average number of those cases that were closed with compliance = 231

Mayor Applegarth explained that the City Council defines and adopts ordinances and associated penalties. Following discussion, Council Members requested information from other cities regarding their ordinances, procedures and the number of staff assigned to enforce their ordinances, and information regarding property abandonment. Once information is obtained, bring back for further discussion.

## **3. Trees – Service Level**

Trace Robinson, Public Works Director, presented information regarding trees in park strips and side yards. He said it is estimated that Riverton City has over 18,000 trees in park strips and along side yards. He presented the following issues in the current tree ordinance, which he said is difficult to enforce.

1. Spacing of trees in park strips – cause problems for Street Maintenance and Safety
  - a. Distance from Regulatory Signs
  - b. Separation from Driveways
  - b. Separation from Utilities
  - c. Visibility at Corners

Mr. Robinson presented the following tree maintenance comparison by City:

City	Do you provide a notice to the citizen?	If so, how long of notice?	Do you handle cutting/trimming?	Sidewalk Height Clearance	Street Height Clearance	Street Corner Distance Clearance
Draper	Yes	1 week	Yes	7 ft	12 ft – 18 ft	45 ft
S. Jordan	Yes	2 week business days	No	7 ft	13 ft	40 ft
W. Jordan	Yes	Unknown	No	7 ft	11 ft	40 ft
Riverton	Yes	1 week	Yes	8 ft	15 ft	40 ft

## 2. Owner Responsibilities

(1) Periodic watering and fertilization of park strip trees as necessary to maintain good health and vigor.

(2) It shall be the responsibility of the abutting property owner to prune street trees in accordance with RCC 12.20.050, standards for clearance. Permits shall not be required for work done by public utility or city personnel; however, pruning practices shall coincide with accepted arboriculture standards.

(3) Protect trees in park strips from damage caused by lawn mowers, weed trimmers, snow blowers and similar equipment.

(4) Protect trees in park strip from damage caused by attachment of any items such as signs, nails, wires, ropes and chains.

(5) The species of the trees planted in the park strips should comply with the list contained in the Riverton street tree master plan unless otherwise approved by the Riverton City urban forester.

(6) Remove private trees or limbs that have fallen upon a city street, property or sidewalk.

(7) Maintain ground covers except in those park strips maintained by Riverton City.

(8) Notify the Riverton City urban forester of any hazard or nuisance tree and discuss how the issue shall be remedied.

(9) Rake, clean up, and properly dispose of leaves that fall from park strip trees so leaf fall does not impede storm drain system.

(10) Riverton City shall have no liability for the failure of any tree or landscaping installed by the private parties on other than city maintained property.

## vs. City Responsibilities

(1) Tree care in city owned and operated parks, on the grounds of city buildings, and in park strips that are maintained by Riverton City as designated in this chapter.

(2) Pruning or removal of tree when there is found to be a condition which creates a safety hazard, visibility obstruction or damage to property and/or city infrastructure.

(3) Pruning of trees in park strips maintained by Riverton City.

(4) Removal of diseased or dying trees beyond reclamation located in park strips maintained by Riverton City.

(5) Removal of trees and/or limbs of trees in any public park strip that the Riverton City urban forester and planning director determine to be a hazard or nuisance after property notification to the abutting property owner

Mr. Robinson said he would review the ordinance for safety and he would make recommendations for change. He also asked if more responsibility should be placed on the citizens or on the City. The consensus of the Council was that they like the ordinance as is but the street corner distance clearance be increased as determined by Mr. Robinson.

The City Council was not in favor of re-evaluating the type of trees allowed to be planted in park strips maintained by residents.

Mr. Blackwood clarified the intent of the following: (3) Pruning of trees in park strips maintained by Riverton City. He said if there are trees that are owned by Riverton City in areas that the City has assumed responsibility for the entire park strip, the City is responsible to maintain those trees. He said it was never the City's intent to go into subdivisions and maintain the trees in those park strips.

Sheril Garn, Parks & Recreation Director, presented the following information regarding Tree Replacement in Park Strips:

1. Cost associated with tree replacement \$400 - \$500 per tree
2. Watering a new tree
  - Cost of a employee to take care of for the first year
  - Irrigation system- New line to be added to existing timer
3. Riverton City owns 3,328 Trees and no one to care for them on a regular basis.

She spoke of problematic trees in different areas throughout the City and said that replacement of trees is based on complaints and governed by budget. She said that \$15,000 is budgeted annually for tree replacement due to trees dying, being hit by cars, and/or very large trees that are problematic and the City does not have equipment for trimming or removal.

She also said that trees are dying faster than they can be replaced. She said the City is losing trees in park strips from salt on roads, the right trees have not been planted that compatible with Riverton soil, and because of watering issues.

Mayor Applegarth said that a city with a lot of big beautiful trees is very appealing but that landscaping comes with a cost. He asked the City Council to determine the level of service and the budget they would provide for trees and tree replacement in park strips. The consensus of the City Council regarding tree replacement was as follows:

- Center medians – If a tree needs replacement, do not replace but level and cover with like surrounding material, except for the 12600 South Gateway, if required by UDOT Betterment Agreement for that entrance.
- Replace trees in parks first
- Replace trees in park strips that are maintained by the City

- Explore options for maintenance - seasonal employee, intern
- Remove all dead trees
- Replace trees within same season if budget allows

#### **4. Trail System Completion/Maintenance**

Sheril Garn explained that there are trails within the City; Jordan River Parkway Trail, Midas Creek Channel, and Rose Creek Channel where native grass has become difficult to maintain. She asked the City Council to determine the level of service and the budget they would provide for maintenance to the trails. The consensus of the City Council regarding maintenance of trails was as follows:

- Prepare a Master Plan for trail systems as funds become available
- Increase maintenance as budget allows

Council Member Stewart suggested a youth service project for cleaning trails.

#### **3. Snow Plowing**

Trace Robinson, Public Works Director, presented and reviewed in detail the following information regarding snow plowing:

##### **Resources – Funding Class “C” Roads, Fund 21**

##### **Employees:**

8 Employees Street Division  
2 Employees Stormwater Division  
1 Employee Engineering Division  
1 Employee Streetlight Division  
Volunteers from other Departments and Divisions as needed

##### **Equipment:**

1 Large Plow with salter and wing  
4 Large Plows with salters  
5 Small Plows with salters  
2 Pickup trucks with brine tanks to pre-wet roads  
1 large brine tank  
1 Brine maker (built by Streets Division)  
1 Small tractor for sidewalks

He then reviewed Riverton City’s Public Works Department Snow Removal Policy and Procedures as follows:

1. 2” of snow or icy or slick conditions
  1. Salt or plow all major arterials, major connectors and school zones
  2. Inspect all major stop sign areas and salt and plow as needed

2. 4" inches or less of snow
  1. Salt and plow all major arterials, connectors and School zones
  2. All stop signs onto any major roads will be plowed and sanded
  3. All City property will be plowed and salted, this includes Civic Center and Senior Citizen Center
  4. All City maintained sidewalks would be cleared if needed.
3. 4" to 6" inches of snow
  1. All major roads and school zones will be plowed and salted.
  2. All stop signs and secondary roads will be plowed and salted.
  3. All minor roads will be plowed and salted at key intersections.
  4. All City properties will be plowed and salted.
  5. All City maintained sidewalks will be cleared.
4. 6" inches or more of snow
  1. Salt and plow all major roads and School zones.
  2. Salt and plow all secondary roads and stop sign areas.
  3. Start plowing all minor roads, stub streets and cul-de-sacs.
  4. All City property will be plowed and salted.
  5. All City maintained sidewalks will be cleared.
  6. 12-hour shifts will continue, until all roads are cleared.

Mr. Robinson briefly reviewed Snow Removal Policy comparisons for Riverton, West Jordan, South Jordan and Draper regarding Snow Removal Depth, Street Priority, Salt Distribution Priority, Trails and Parks, Right-of-way, and Sidewalks. He explained various street treatment processes for snow removal. He then explained the function of GPS Trackers on snow plows that log each pass made on a street. He then spoke of snow removal challenges in cul-de-sacs as follows:

320 Cul-de-sacs @ 25 Minutes/ Cul-de-sac = 133 man hours to clear

- Using 6 trucks full time on a 12 hr shift it will take 2 days just for the Cul-de-sacs
- No place to put snow; it buries mail boxes, fire hydrants and driveways
- Basketball hoops and garbage cans on streets

Mr. Robinson presented a proposed policy solution to plow a two pass path into cul-de-sacs and the Council Members agreed.

Council Member Stewart recommended pursuing an agreement with UDOT for the City to plow State Roads within Riverton City, 12600 South and Redwood Road. Mayor Applegarth said he would pursue that option with UDOT once the overlay was completed on those roads and the options would be brought back to the City Council for further discussion.

Discussion was held regarding sidewalk snow plowing requirements for residents and the City meeting that same standard along City maintained frontage roads; increased sidewalk snow plowing will be considered as part of the budget.

## 2. 2015 150<sup>th</sup> Anniversary Celebration Events

Sheril Garn, Parks & Recreation Director, presented several recommended activities for 150 days of celebrating the City's 150<sup>th</sup> Year Anniversary in 2015. She asked for direction from the Council as to how much they were willing to fund for the celebration. The sale of engraved bricks to residents was favored and will be proposed in the upcoming budget. A newsletter article for the celebration with a solicitation for ideas will be published in the February newsletter. Also, brief discussion of the media specialist was held and the job description as to how the position could be involved in the celebration will be discussed at the February 4<sup>th</sup> Work Session.

## 3. Ceiling for Fee Increases

Mayor Applegarth briefly explained the budget process and explained that he is uncertain of any fee being proposed in the upcoming budget; however, he said that if so, any proposed fee or fee increase in the budget would only raise the total bill by \$2.00 and any proposal would be documented. He said that there was no way to increase the General Fund except by increasing sales tax because property tax is not an option at this time. Brief discussion was then held regarding culinary and secondary water funds.

## 4. Fireworks

Discussion of fireworks was postponed until the next Work Session.

## Other Business

Mayor Applegarth issued an invitation to the Council to attend an event with Senior Staff on February 21, 2014.

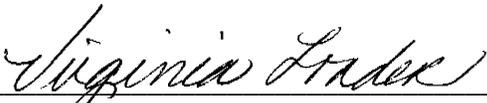
The East Riverton Drainage System was briefly discussed as it runs through the Main Park. Mayor Applegarth reported that the City is looking at the possibility of taking over the East Riverton Drainage System.

Jeff Hawker, Asst. City Manager, reported that he spoke with UTA regarding the donation of a van to be used for the Senior Center and no vans are available until November; however, if a vehicle is obtained at that time, there would be obligations associated with that option in order to meet federal funding requirements.

Following brief discussion, Council Member Trent Staggs **MOVED to pursue the option of UTA Van Pool**. The motion was **SECONDED** by Council Member Paul Wayman. Mayor Applegarth called for discussion on the motion; there being none, he called for a Roll Call Vote. The vote was as follows: Johnson-No, Staggs-Yes, Stewart-No, Tingey-No and Wayman-Yes. **The motion failed 3 to 2.**

**2. ADJOURN**

Mayor Applegarth declared the City Council Meeting adjourned at 10:30 p.m.

  
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Virginia Loader, Recorder

Minutes approved: CC 01-21-14