



# CITY OF NORTH SALT LAKE

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## NORTH SALT LAKE CITY COUNCIL NOTICE & AGENDA

March 4, 2014

7:00 p.m.

Posted February 28, 2014

Notice is given that the North Salt Lake City Council will hold a regular meeting on **TUESDAY, MARCH 4, 2014 at 7:00 p.m.** A work session will be held at 6:00 p.m. in the police conference room downstairs at City Hall, followed by the regular session in the City Council room. Some Council Members may participate electronically. The following items of business will be discussed; the order of business may be changed as time permits.

### WORK SESSION - 6:00 p.m.

- 6:00 Welcome
- 6:05 Department Report – Golf
- 6:25 Department Report – Community Development
- 6:45 Action Items
- 6:50 Council Reports
- 7:00 Adjourn

### REGULAR SESSION - 7:00 p.m.

- 7:00 Introduction by Mayor Len Arave
- 7:02 Invocation and Pledge of Allegiance ~ Council Member Brian Horrocks
- 7:05 Citizen comment
- 7:10 Consideration of Mayor and Council appointees to the Parks Trails Arts and Recreation Advisory Board
- 7:20 Consideration of Resolution No. 2014-07R proclaiming April 1, 2014 as National Service Recognition Day in North Salt Lake City
- 7:25 Consideration of site plan approval for Medical Horizons located at 669 West 900 North in North Salt Lake
- 7:35 Award bid for reconstruction of Lofty Lane, Hidden Lane, and Hidden Circle – Project No. 13-045B to Staker & Parson Companies for \$146,015.80
- 7:37 Award bid for reconstruction of Elk Hollow Road and Cove Circle – Project 13-045A to Hughes General Contractors for \$173,973.00
- 7:40 Award bid for Center Street overlay – Project 13-028 to Staker & Parson Companies for \$101,588.00
- 7:42 Award bid for 2014 Miscellaneous Street Preservations - Project No. 14-002 to Slurry Seal, Inc. for \$142,299.00
- 7:45 Discussion and possible action of official city name designation
- 7:55 Consideration of staff pool vehicle purchase for \$25,157
- 8:00 Consideration of amendments to the North Salt Lake Travel Policy
- 8:10 Consideration of amendments to the city's policy on nepotism
- 8:20 City Attorney's report
- 8:25 Mayor's report
- 8:30 City Manager's report
- 8:35 Adjourn

The public is invited to attend all City Council meetings. If you need special accommodations to participate in the City Council meeting, please call the City office at 801-335-8709. Please provide at least 24 hours notice for adequate arrangements to be made.

**Action Items (for March 4, 2014)**

| Item       | Chair | Committee       | Description  | Done |
|------------|-------|-----------------|--|------|
| <b>NEW</b> |       |                 |  |      |
| 1          | Barry |                 | Audit: Reimbursement issues/receipts not matching and travel/conference per diem items. City to review employee reimbursement/travel policy and train employees on policy for compliance <i>(Per diem to be calculated prior to travel. Process map for reimbursements.)</i>   |      |
| 2          |       |                 | Audit: Study every 5 years to review allocation of utilities and insurance. (This is a new required audit procedure) <i>Hold public hearing; declare we're not charging utilities to parks. Janice to work on allocating insurance. Paul – find out if parks are metered.</i>  |      |
| 3          |       |                 | Audit: Review and possibly revise/clarify the City's policies regarding conflict of interest and nepotism <i>(on 3-4-14 agenda)</i>  |      |
| 4          | Paul  |                 | "bump" or other type of sign near the railroad tracks (Union Pacific line ) where there is a significant bump when driving over this section. <i>Paul to look at "feathering" the approach on both sides.</i>  |      |
| 5          |       |                 | Council Member Mumford mentioned that there were buckets of blue paint by Center Street and the train tracks. Staff was not sure what this would be for <i>(Kurt to investigate)</i>   |      |
| 6          |       |                 | Council Member Jensen would like a copy of the Parks and Trails committee by-laws for reference in creating new laws for the Parks Trails Arts and Recreation committee <i>(no bylaws were passed.)</i>  |      |
| 7          |       |                 | Mayor commented that staff will be creating a park budget and a list of priority items. He asked that the Parks, Arts, Trails Committee provide a list of recommendations for parks, trails, etc that they would like to see done. <i>(Assess equipment at each park; determine replacement timetable.)</i>  |      |
| 8          |       |                 | Janice Larsen- Mayor asked what the balance/payment amount to Woodside was for land that was purchased on terms (regional park?)   |      |
| 9          |       |                 | Janice Larsen- Mayor asked if the golf course bond can be pre-paid (or paid off early). Janice to look into this and let Mayor know.   |      |
| 10         | Stan  |                 | Completion of the amphitheater center at City Hall Park. <i>(Stan has a design and plan for council's review.)</i>   |      |
| <b>OLD</b> |       |                 |  |      |
| 1          | Dave  |                 | Stan Porter offered to help review items and invoices from the former IT contractor who is suing the City for \$20,000+ <i>(Dave to get info to Stan.)</i>   |      |
| 2          | Ken   | Jon, Stan, Paul | Jordan River Commission events May 29 & 31 "Get into the river" with a cleanup project on the 29 <sup>th</sup> . Cities are encouraged to have a day of celebration on the 31 <sup>st</sup> . Laura Hanson asked for projects that we are going to do on our side of the river – cleanup, etc.?  |      |
| 3          | Linda | Jon, Paul       | Paul/Jon - Monument/sign "Art Gregerson Memorial Trail" – <i>Steve Gregerson is going to get input from his family about monument and will get back to us. (2-10)– have come up with some examples.</i>  |      |
| 4          | Ken   |                 | Public hearing to determine if a Verizon tower/water tower be placed at the golf course. Barry commented that renderings could be created to show the public what it would look like at the hearing with the Planning Commission and that the item would then be brought back to the City Council. <i>Waiting for Verizon to complete application.</i> |      |
| 5          | Craig | Jon, Ken, Paul  | Paul -- divide landscape plan for Foxboro park strips (adjacent to wetlands) into phases and bring back to Council in February, 2014.  |      |

|              |     |              |   |  |
|--------------|-----|--------------|---|--|
| 6            | Ken | Jon<br>Craig | Staff to study options for wi-fi tower including other sites or treatment of the tower and site to make it more appealing. Keep neighborhood informed with communication, including a neighborhood meeting if needed. <i>In progress.</i>   |  |
| 7            | Jon | Ken<br>Paul  | Ken – look at establishing building standard codes (CCRs) for the industrial park. <i>Jim working on this.</i>  |  |
| <b>STALE</b> |     |              |   |  |
| 1            |     |              | Ken – work to get important thoroughfares cleaned up, i.e. Hwy. 89, Redwood Road, etc. <i>Ken will be working on this until he retires or is replaced.</i>  |  |
| 2            |     |              | Paul Ottoson and Council Member Porter will work on maps for the trails. <i>This has been completed, except for “you are here” markers at junctions. (Spring 2013). Working to set up a trails committee meeting. Waiting for Davis County to designating the Bonneville Shoreline Trail. Map will be added to kiosk with trails at Wild Rose Park.</i> |  |

**RESOLUTION NO. 2014-07R**

**A RESOLUTION OF THE CITY OF NORTH SALT LAKE  
PROCLAIMING APRIL 1, 2014 AS NATIONAL SERVICE  
RECOGNITION DAY**

**WHEREAS**, service to others is a hallmark of the American character, and central to how we meet our challenges; and

**WHEREAS**, the nation's mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and

**WHEREAS**, national service participants address the most pressing challenges facing our cities, from educating students for the jobs of the 21<sup>st</sup> century and supporting veterans and military families to providing health services and helping communities recover from natural disasters; and

**WHEREAS**, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

**WHEREAS**, national service participants serve in more than 60,00 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

**WHEREAS**, national service participants increase the impact of the organizations they serve with, both through their direct service and by recruiting and managing millions of additional volunteers; and

**WHEREAS**, national service represents a unique public-private partnership that invests in community solutions and leverages nonfederal resources to strengthen community impact and increase the return on taxpayer dollars; and

**WHEREAS**, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

**WHEREAS**, the Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, City of Service, and mayors across the country to recognize the impact of service on the Mayors Day of Recognition for National Service on April 1, 2014.

**BE IT RESOLVED** that I, Leonard K. Arave, Mayor of North Salt Lake City, State of Utah, do hereby proclaim April 1, 2014, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our city; to thank those who serve; and to find ways to give back to their communities.

**PASSED AND ADOPTED** by the City Council of the City of North Salt Lake, this 4<sup>th</sup> day of March 2014.

**CITY OF NORTH SALT LAKE**

By:

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Leonard K. Arave, Mayor

ATTEST:

By:

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D. Barry Edwards, City Recorder



# NORTH SALT LAKE COMMUNITY AND ECONOMIC DEVELOPMENT

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10 East Center Street  
North Salt Lake, Utah 84054  
(801) 335-8700  
(801) 335-8719 Fax

## MEMORANDUM

**TO:** Honorable Mayor and City Council

**FROM:** Ken Leetham, Assistant City Manager

**DATE:** March 4, 2014

**SUBJECT:** Site plan for Medical Horizons located at 669 West 900 North in North Salt Lake.

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### RECOMMENDATION

The Development Review Committee (DRC) recommends approval of the site plan for Medical Horizons located at 669 West 900 North in North Salt Lake with the following condition:

- 1) The applicant provide the City with a signed "Affirmation of Sufficient Interest" (owner consent) or a signed letter from the fee title owner of 600 West giving consent to the proposed access along 600 West prior to issuance of a building permit.

On February 25, 2014 the Planning Commission recommended approval to the City Council of this application subject to the above condition. The Planning Commission also granted a conditional use approval to this applicant for an eighty (80) foot driveway on 600 West subject to the owner of that street granting its consent to that access.

### BACKGROUND

According to the attached application materials and site plan, Medical Horizons is proposing to build a 34,396 square foot addition to their existing facility at 669 West 900 North. The addition will help accommodate growth and will not change the existing operation.

Medical Horizons is a manufacturer, packeter, and bottler of nutritional supplements. The business specializes in small manufacturing runs and focuses on partnering with physicians to produce custom products they can privately label and offer to their clients. There are 23 employees on site during a peak shift.

You'll note from a review of the site plan materials that the building addition increases the driveway width and access onto 600 West. That street is privately owned by New Albertson's

Inc. and the DRC felt that it was necessary to have approval from that owner for the increased access to their private street. As you know, the Planning Commission has been delegated authority to grant driveway width greater than forty (40) feet and found that in this case, such an increase was needed.

The following table indicates the parking requirements for the proposed addition:

|                                | <b>Square Feet</b> | <b>Percent</b> | <b>Parking Requirement</b> |
|--------------------------------|--------------------|----------------|----------------------------|
| Office - Main Level            | 4,045              | 11.8%          |                            |
| Office - 2 <sup>nd</sup> Level | 7,046              | 20.5%          | (1/250 SF) = 45 STALLS     |
| Warehouse                      | 11,799             | 34.3%          | (2/1000 SF) = 21 STALLS    |
| Manufacturing                  | <u>11,506</u>      | <u>33.4%</u>   | (1/1000 SF) = 12 STALLS    |
|                                | <b>34,396</b>      | <b>100%</b>    |                            |

**REQUIRED STALLS = 78 (4 ADA STALLS)**

**PROPOSED STALLS = 82 (4 ADA STALLS)**

The applicant is proposing to provide 82 parking stalls including 4 ADA stalls; which satisfies the minimum parking standards in the City’s Land Use Ordinance.

In addition, the following shipping and receiving traffic is estimated for this project:

|               |                   |
|---------------|-------------------|
| FedEx:        | 3 deliveries/day  |
| UPS:          | 3 deliveries/week |
| Large Truck:  | 2 deliveries/week |
| Large Truck:  | 2 pick-ups/week   |
| Medium Truck: | 3 deliveries/week |

The landscaping for the entire site includes 28,825 square feet of landscaping (16.8%) which satisfies the minimum 10% requirement. The proposed landscaping plan is in compliance with the City’s Land Use Ordinance.

Grading and drainage plans were reviewed and approved by the City Engineer.

Because this application is for a building expansion larger than 30,000 square feet, it requires final approval from the City Council.

**POSSIBLE MOTION**

I move that the City Council approve the site plan for Medical Horizons located at 669 West 900 North with the following condition:

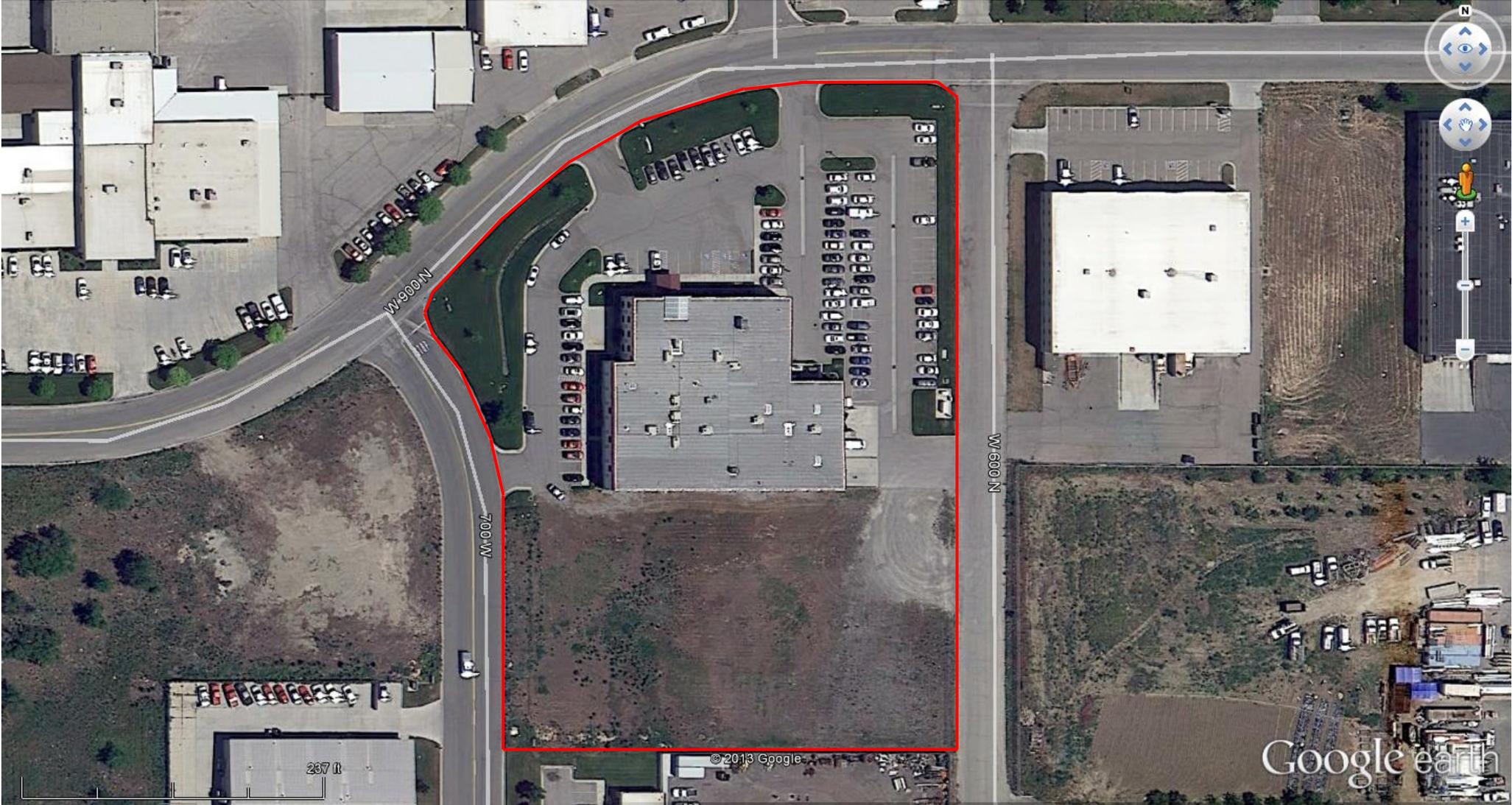
- 1) The applicant provide the City with a signed “Affirmation of Sufficient Interest” or a signed letter from the fee title owner of 600 West giving consent to the proposed access changes along 600 West prior to issuance of a building permit.

## Attachments

- 1) Location Map
- 2) Aerial Image
- 3) Proposed Site Plan
- 4) Proposed Landscaping Plan
- 5) Photos



**MEDICAL HORIZONS**  
**669 WEST 900 NORTH**



**MEDICAL HORIZONS  
669 WEST 900 NORTH**

600 WEST

CONTRACTOR MUST MEET ALL NORTH SALT LAKE CITY SPECIFICATIONS AND STANDARDS WITHIN THE CITY RIGHT-OF-WAY



|                              |              |
|------------------------------|--------------|
| LOT LINES (PROPERTY)         | ---          |
| EXISTING CURB AND GUTTER     | ----         |
| PROPOSED CURB AND GUTTER     | =====        |
| PROPOSED STORM DRAIN LINE    | SD           |
| EXISTING STORM DRAIN LINE    | SD           |
| GRADE BREAK                  | GRADE BREAK  |
| FINISH GRADE CONTOUR LINES   | 4960         |
| EXISTING GRADE CONTOUR LINES | 4960         |
| FINISH GRADE SLOPE           | SLOPE        |
| GRADE BREAK                  | GB           |
| INVERT ELEVATION             | IE           |
| TOP OF GRATE                 | TOG          |
| TOP OF ASPHALT               | TA           |
| TOP BACK OF CURB             | TBC          |
| PROPOSED                     | PROP         |
| EXISTING                     | EX           |
| FINISHED GRADE               | FG           |
| FINISHED FLOOR ELEVATION     | FFE          |
| BACK OF SIDEWALK             | BOW          |
| ASPHALT AREA                 | [Shaded Box] |

**SITE DATA**

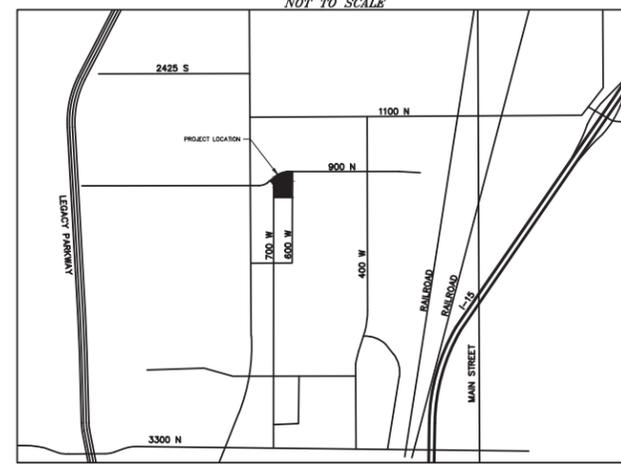
**SITE AREA BREAKDOWN:**  
 LOT AREA: 171,679 SF (3.94 ACRES)  
 BUILDING AREA: 23,465 SF (EXISTING BLDG)  
 27,330 SF (PROPOSED BLDG)  
 50,795 SF ± 29.6% (TOTAL)  
 LANDSCAPED AREA: 28,825 SF ± 16.8%  
 PAVEMENT AREA: 92,059 SF ± 53.6%  
 ZONING: MANUFACTURING & DISTRIBUTION

**PARKING REQUIREMENTS**

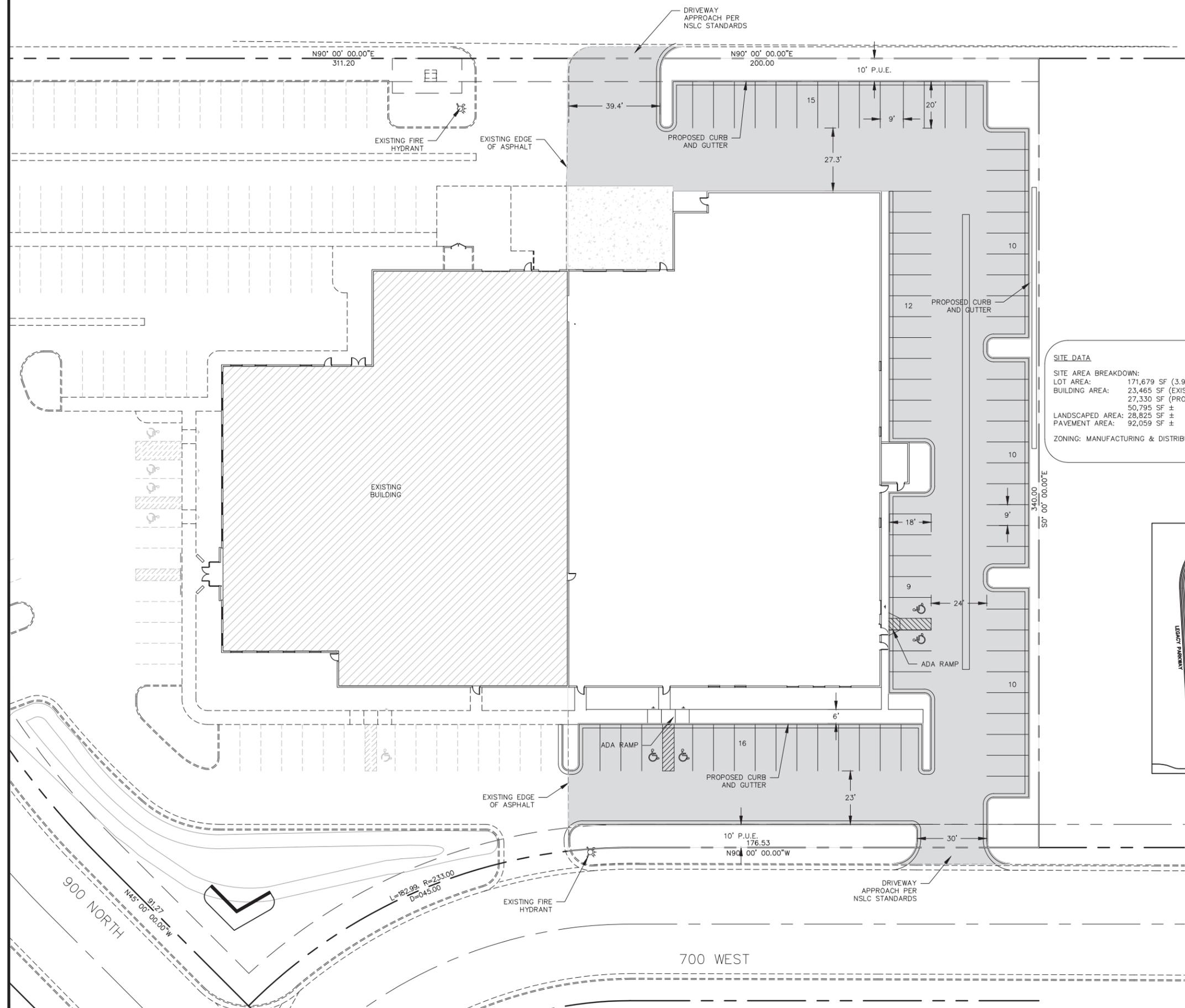
**BUILDING BREAKDOWN:**  
 OFFICE MAIN: 4,045 SF 11.8%  
 OFFICE 2ND LEVEL: 7,046 SF 20.5% (1/250 SF) = 45 STALLS  
 WAREHOUSE: 11,799 SF 34.3% (2/1000 SF) = 21 STALLS  
 MANUFACTURING: 11,506 SF 33.4% (1/1000 SF) = 12 STALLS  
**TOTAL: 34,396 SF 100%**  
 REQUIRED: 78 STALLS  
 PROVIDED: 82 (4 ADA STALLS)

NOTE:  
 1. ALL PARKING STALL AND DRIVE LANE DIMENSIONS ARE TO FACE OF CURB WHERE APPLICABLE

**VICINITY MAP**  
 NOT TO SCALE



**FURST CONSTRUCTION**



| NO. | REVISIONS | BY | DATE |
|-----|-----------|----|------|
|     |           |    |      |

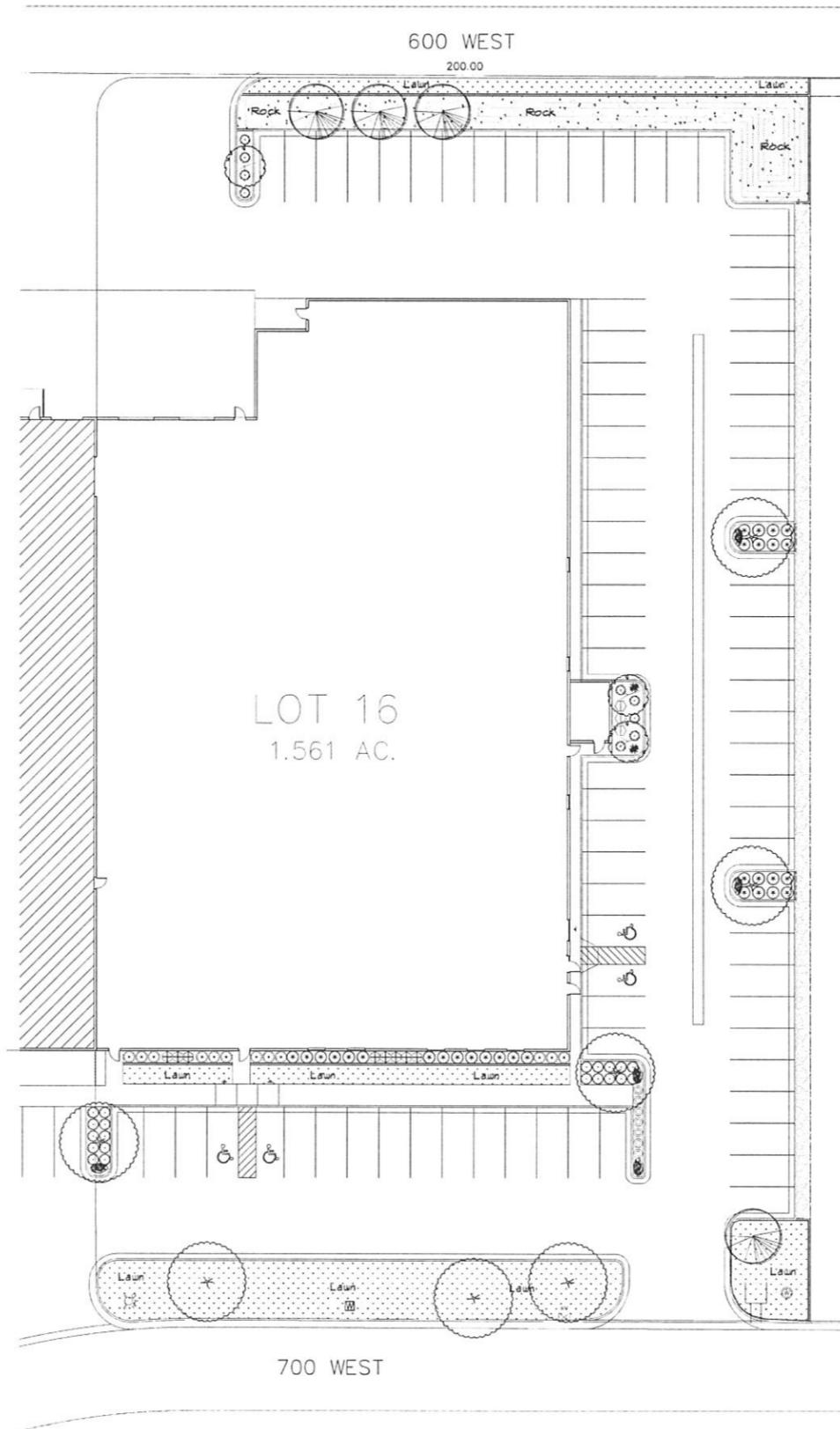
LEGEND ENGINEERING, LLC  
 62 WEST 100 NORTH  
 HERRON CITY, UT 84032  
 PHONE: 435-654-4828  
 TOLL FREE FAX: 1-866-310-9972  
 www.legendengineering.com



**SITE PLAN**  
**MEDICAL HORIZONS**  
 NORTH SALT LAKE, UTAH



SHEET:  
**C-1**  
 FILE NAME: SCALE:  
 MED HORIZ 1"=20'



FEBRUARY 13, 2014

**SUGGESTED PLANT LIST (TREES)**

| Quan. | Symbol   | Botanical Name                  | Common Name                | Size                         | Remarks                           |
|-------|----------|---------------------------------|----------------------------|------------------------------|-----------------------------------|
| 1     | (Symbol) | Gleditsia triacanthos 'Skyline' | Skyline Honeylocust        | 2" Caliper<br>10'-12" Height | Full Head Crown<br>Straight Trunk |
| 4     | (Symbol) | Malus floribunda 'Spring Snow'  | Spring Snow Crab           | 2" Caliper<br>8'-10" Height  | Full Head Crown<br>Straight Trunk |
| 3     | (Symbol) | Fyrus calleryana 'Chanticleer'  | Chanticleer Flowering Pear | 2" Caliper<br>8'-10" Height  | Full Head Crown<br>Straight Trunk |

**SUGGESTED PLANT LIST (SHRUBS)**

| Quan. | Symbol   | Botanical Name                 | Common Name        | Size     | Remarks        |
|-------|----------|--------------------------------|--------------------|----------|----------------|
| 30    | (Symbol) | Euonymus alatus 'Compacta'     | Dwarf Burning Bush | 5 Gallon | 24"-30" Height |
| 12    | (Symbol) | Pinus mugo nughus              | Dwarf Mugo Pine    | 5 Gallon | 18"-24" Spread |
| 5     | (Symbol) | Rhus aromatica 'Low Grow'      | Grow Low Sumac     | 5 Gallon | 18"-24" Spread |
| 20    | (Symbol) | Spiraea japonica 'Neon Flash'  | Neon Flash Spiraea | 5 Gallon | 15"-18" Height |
| 2     | (Symbol) | Yucca filament. 'Golden Sword' | Golden Sword Yucca | 5 Gallon | 15"-18" Height |

**SUGGESTED PLANT LIST (ORNAMENTAL GRASSES)**

| Quan. | Symbol   | Botanical Name              | Common Name            | Size     | Remarks        |
|-------|----------|-----------------------------|------------------------|----------|----------------|
| 3     | (Symbol) | Calamagrostis s. 'Foerster' | Foerster Feather Grass | 5 Gallon | 24"-30" Height |
| 8     | (Symbol) | Calamagrostis s. 'Overdan'  | Overdan Feather Grass  | 5 Gallon | 24"-30" Height |
| 1     | (Symbol) | Fanisetum alopec. 'Hansin'  | Dwarf Fountain Grass   | 2 Gallon | 12"-15" Height |

**PLANTING NOTES**

- All lawn areas shall receive a 4 inch depth of topsoil, all planting areas a 4 inch depth of topsoil. This topsoil will not be available at the site, and must be furnished from an approved local source. All topsoil to be used for landscape purposes shall be of a sandy loam consistency. Provide a submittal sample for approval prior to shipment to the site.
- All new detention areas shall be sub-graded to a depth of 6 inches below the ultimate finish grade, to allow for the specified depth of new cobble rock. All areas, prior to rock installation, shall receive "DeWitt" Pro-5 weed barrier fabric, and be secured to the ground surface with stakes supplied the manufacturer, including a 6 inch overlap at all fabric seams.
- All plant material holes shall be dug a minimum 2 times the diameter of the rootball and (6) inches deeper. Excavated material shall be removed from the site, or used for other grading purposes on the site.
- Plant backfill mixture shall be composed of 4 parts (80%) topsoil to 1 part (20%) humus mulch additive, and shall be rotary mixed on-site prior to installation.
- Plant fertilizer shall be "Agriform" brand 21 gram tablets used as per manufacturer's recommendations.
- Upon completion of planting operations, all shrub and tree wells shall receive a (4) inch minimum depth of fine ground bark in the planting pit. The overall shrub areas (beyond the planting pit) shall receive a 4 inch depth of the type of stone surfacing or cobble rock as specified over DeWitt (or equal) weed barrier fabric. Apply 2 applications of pre-emergent herbicide per detail.
- The project shall be swept clean of dirt and debris prior to completion of the project.
- The contractor shall comply with all warranties and guarantees set forth by the Owner, and in no case shall that period be less than one year following the date of final completion and acceptance.

**GENERAL NOTES**

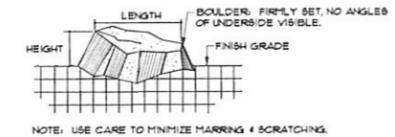
- The contractor shall verify the exact location of all existing and proposed utilities, and all site conditions prior to beginning construction. The contractor shall coordinate his work with the project manager and all other contractors working on the site.
- The finish grade of all planting areas shall be smooth, even and consistent, free of any humps, depressions or other grading irregularities. The finish grade of all landscape areas shall be graded consistently 1/2" below the top of all surrounding walks, curbs, etc.
- The contractor shall stake the location of all plants for approval prior to planting. Trees shall be located equidistant from all surrounding plant material. Shrubs and ground covers shall be triangular and equally spaced.
- The plant materials list is provided as an indication of the specific requirements of the plants specified, wherever in conflict with the planting plan, the planting plan shall govern.
- The contractor shall provide all materials, labor and equipment required for the proper completion of all landscape work as specified and shown on the drawings.
- All plant materials shall be approved prior to planting. The Owner/Landscape Architect has the right to reject any and all plant material not conforming to the specifications. The Owner/Landscape Architect decision will be final.
- The contractor shall keep the premises, storage areas and paving areas neat and orderly at all times. Remove trash, sweep, clean, hose, etc. daily.
- The contractor shall plant all plants per the planting details, stake/guy as shown. The top of root balls shall be planted flush with finish grade.
- The contractor shall not impede drainage in any way. The contractor shall always maintain positive drainage away from the building walks, etc.
- The contractor shall maintain all work until complete and accepted by the Owner, and a minimum of 30 days following final installation of the project. This shall include a minimum of two mowings of the lawn. Maintenance shall also include weeding, pruning, trimming, fertilizing, cleaning, insecticides, herbicides, etc. and all other necessary for a complete service of the project.
- It shall be the contractor's responsibility to ensure that any damaged or disturbed landscaping from the construction of this project is to be returned to as good or better condition.
- It shall be the responsibility of the property owner to maintain all landscaping and irrigation facilities after construction at the end of the contractor required maintenance period.

**SUBMITTAL REQUIREMENTS**

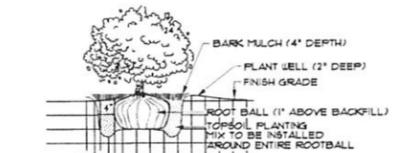
- The contractor shall provide to the Owner/Engineer product samples of all landscape materials such as boulders, decorative stone, bark mulches, weed barrier fabric, soil amendments & import topsoil in order to obtain approval to be used on the project, and prior to any shipment to the site. Failure to provide this in a timely manner will in no way affect or delay the construction schedule and time for project completion.
- All plant materials shall be secured for the project a minimum of 60 days prior to shipment to the site. The contractor shall provide to the Owner/Engineer written confirmation of this a minimum of 30 days prior to planting of the project. No substitutions will be considered following this time period.

**LEGEND / MATERIALS**

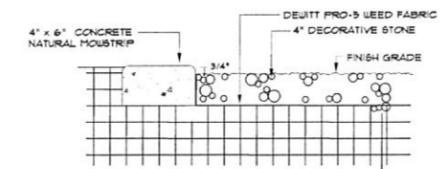
| Symbol    | Item  | Description / Remarks  |
|-----------|---|--|
| (Lawn)    | New Lawn Areas / Install Water Conservative Blend Of Bluegrass, Fescue & Perennial Ryegrass.  | Install All New Lawn In Areas Shown, Using A Water Conservative-Drought Tolerant Blend Of Bluegrass, Fescue & Perennial Ryegrass. This Material To Be Placed Over A 4 Inch Depth Of Approved Topsoil.  |
| (Rock)    | Decorative Stone Cobble / 2" Minus Size / Install Over Weed Barrier Fabric                    | Place To A Uniform Depth Of 4 Inches Over Approved Weed Barrier Fabric. Sub-grade Shall Be Raked Smooth-Clear Of All Material Over 1" Size. Product Shall Be "Nephi Cobble", available through Nephi Sandstone - Lehi, UT. - (435) 623-2332. |
| No Hatch  | New Planter Bed Areas / Install 1 1/2" Minus Size "Calico" Decorative Stone To A 4 Inch Depth | New Planter Bed Areas To Include Shrubs & Ornamental Grasses, Over A 4 Inch Depth Of Approved Topsoil. All Areas Shall Also Receive A 4 Inch Depth Of Decorative Stone, Installed Over "DeWitt" Pro-5 Weed Barrier Fabric.                   |
| (Rock)    | Decorative Stone Cobble / 4" Minus Size / Install Over Weed Barrier Fabric                    | Place To A Uniform Depth Of 6 Inches Over Approved Weed Barrier Fabric. Sub-grade Shall Be Raked Smooth-Clear Of All Material Over 1" Size. Product Shall Be "Nephi Cobble", available through Nephi Sandstone - Lehi, UT. - (435) 623-2332. |
| (Line)    | 4" Depth X 6" Width Extruded Or Poured Concrete Mowstrip                                      | Install Concrete Mowstrip Where Shown Between Lawn, Shrub And Rock Areas. Install In True, Straight Lines & Even With All Walks And Curb Elevations. All Areas Shall Be Compacted To 85% Prior To Mowstrip Installation.                     |
| (Boulder) | Decorative Landscape Boulder 36" Minimum Diameter Size  | Set Boulder On Top Of Stone Surfacing, Keeping Best Visual Side Above Grade. Do Not Bury. All Boulders Shall Be Of Similar Color & Type As Stone Surfacing. Submit Sample For Approval.  |



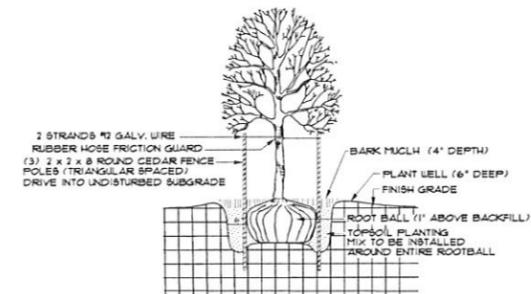
**1 LANDSCAPE BOULDER**  
N.T.S.



**2 SHRUB PLANTING**  
N.T.S.



**3 MOWSTRIP/STONE MULCH**  
N.T.S.



**4 TREE PLANTING**  
N.T.S.

**LANDSCAPE ARCHITECT**

rdl Design Company, Inc.  
1020 East Yale Avenue  
Salt Lake City, Utah 84105  
Phone : 801-647-3114  
Email : rdl@design@comcast.net

**FURST CONSTRUCTION**



| NO. | REVISIONS | BY | DATE |
|-----|-----------|----|------|
|     |           |    |      |

LEGEND ENGINEERING, LLC  
50 WEST 100 NORTH  
SALT LAKE CITY, UT 84119  
PHONE: 801-647-4828  
TOLL FREE FAX: 1-866-310-9872  
www.legendengineering.com



LANDSCAPE PLAN  
MEDQUEST  
NORTH SALT LAKE, UTAH



SHEET:  
L-1  
FILE NAME: SCALE:  
MEDQUEST 1"=20'





## NORTH SALT LAKE ENGINEERING

---

10 East Center Street  
North Salt Lake, Utah  
84054  
(801) 335-8700  
(801) 397-0640 Fax

LEONARD ARAVE  
Mayor

PAUL OTTOSON, PE  
City Engineer

### MEMORANDUM

To: Honorable Mayor & City Council

From: Paul Ottoson

Date: March 4, 2014

Subject: Reconstruction of Lofty Lane, Hidden Lane, and Hidden Circle – Project No. 13-045B

#### **RECOMMENDATION**

City Staff recommends awarding the bid for “Reconstruction of Lofty Lane, Hidden Lane, and Hidden Circle – Project No. 13-045B” to Staker & Parson Companies for the price of \$146,015.80.

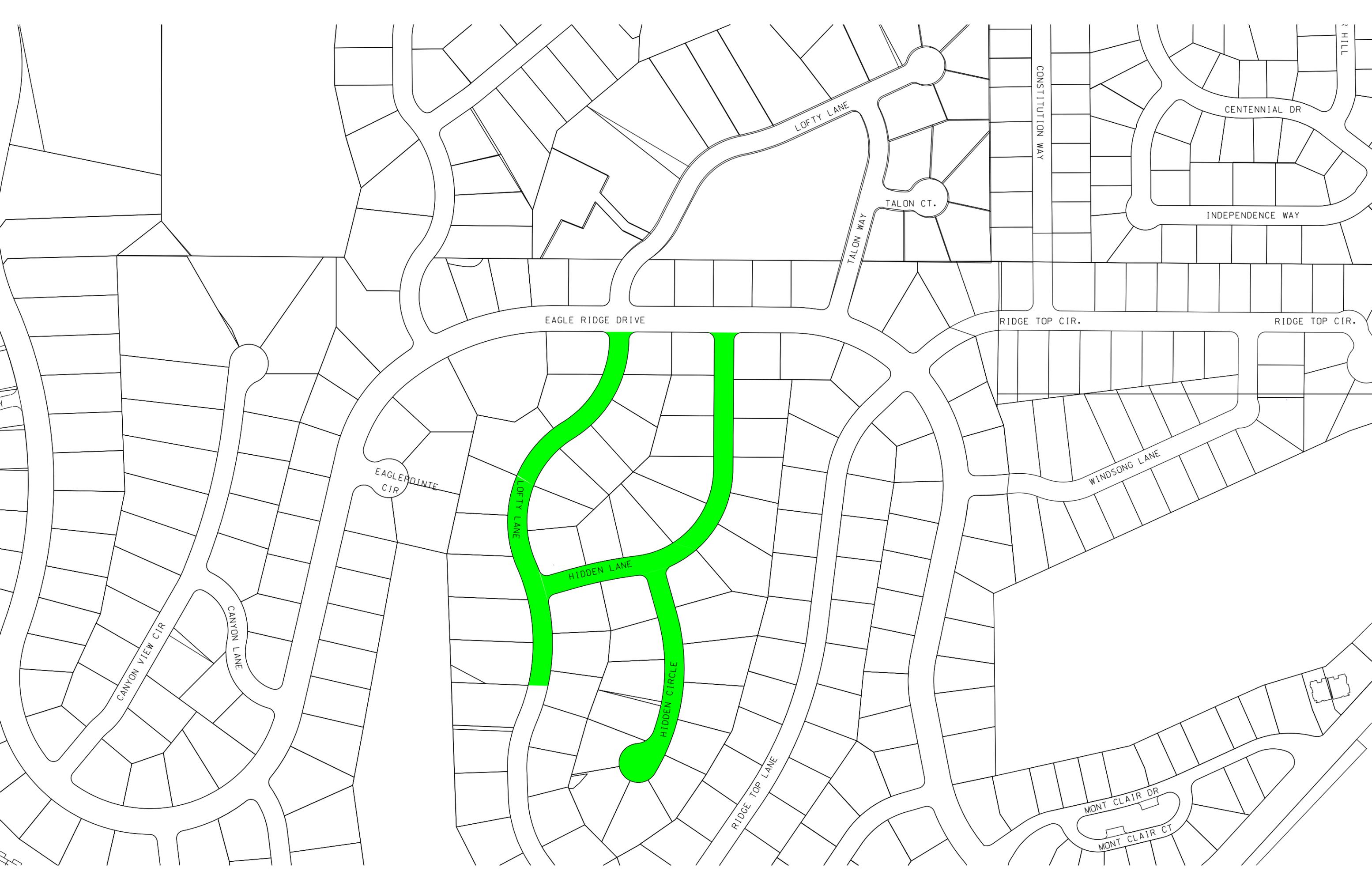
#### **BACKGROUND**

This project includes the complete reconstruction of Lofty Lane from the south side of Eagleridge Drive to 548 South Lofty Lane, all of Hidden Lane and all of Hidden Circle. The contractor will excavate the existing asphalt, compact the roadbase, and then install 3 inches of new asphalt. Staff received eight bids on this project and they are listed below.

| <u>Bidder</u>                  | <u>Price</u> |
|--------------------------------|--------------|
| Staker & Parson Companies      | \$146,015.80 |
| Kilgore Contracting            | \$151,691.00 |
| Granite Construction           | \$155,155.00 |
| Consolidated Paving & Concrete | \$156,331.40 |
| Post Construction              | \$166,649.00 |
| Miller Paving                  | \$175,078.20 |
| Morgan Asphalt                 | \$207,702.00 |
| Meadow Valley Contractors      | \$231,445.00 |

The Engineer's estimate was \$145,000.00

Staker & Parson Companies has done many street reconstruction projects for the city over the years. Their quality of work is very good and professional.



EAGLE RIDGE DRIVE

LOFTY LANE

TALON CT.

CONSTITUTION WAY

CENTENNIAL DR

INDEPENDENCE WAY

RIDGE TOP CIR.

RIDGE TOP CIR.

WINDSONG LANE

EAGLEPOINTE CIR

LOFTY LANE

HIDDEN LANE

HIDDEN CIRCLE

RIDGE TOP LANE

CANYON VIEW CIR

CANYON LANE

MONT CLAIR DR

MONT CLAIR CT

HILL



## NORTH SALT LAKE ENGINEERING

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10 East Center Street  
North Salt Lake, Utah  
84054  
(801) 335-8700  
(801) 397-0640 Fax

LEONARD ARAVE  
Mayor

PAUL OTTOSON, PE  
City Engineer

### MEMORANDUM

To: Honorable Mayor & City Council

From: Paul Ottoson

Date: March 4, 2014

Subject: Reconstruction of Elk Hollow Road and Cove Circle – Project 13-045A

#### RECOMMENDATION

City Staff recommends awarding the bid for “Elk Hollow Road and Cove Circle – Project 13-045A” to Hughes General Contractors for the price of \$173,973.00.

#### BACKGROUND

This project includes the complete reconstruction of Elk Hollow Road from Cove Circle to the Bountiful City Limit line, and also all of Cove Circle. The contractor will be excavating the roads down 20 inches deep. A geogrid fabric will be laid on the subgrade and then the street will get 9 inches of bankrun for the subgrade, 8 inches of roadbase, and 3 inches of asphalt. During construction, the street will be closed to local traffic only and detour signs will be installed. Staff received nine bids on this project and they are listed below.

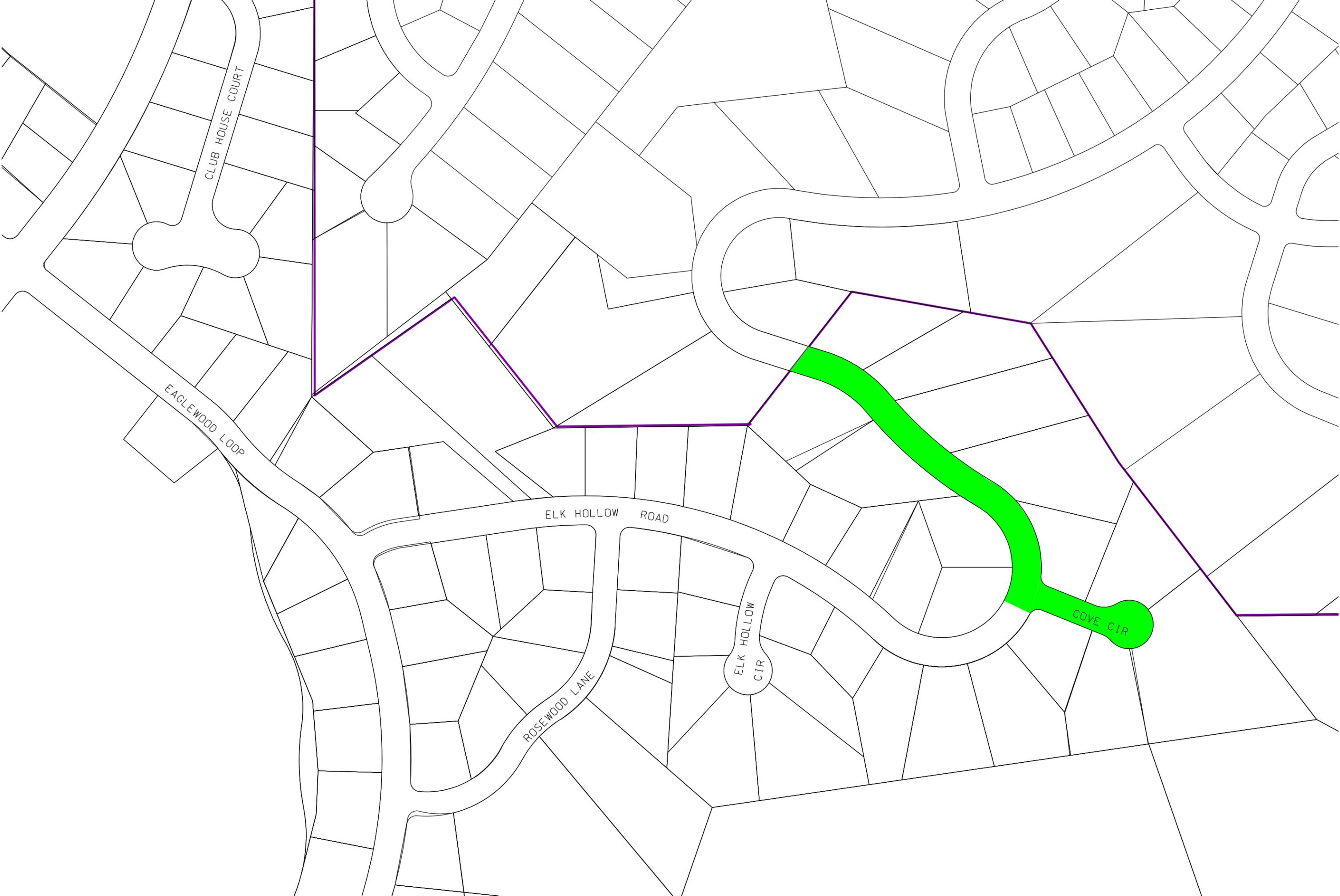
| <u>Bidder</u>                  | <u>Price</u> |
|--------------------------------|--------------|
| Hughes General Contractors     | \$173,973.00 |
| Consolidated Paving & Concrete | \$200,160.00 |
| Kilgore Contracting            | \$207,112.50 |
| Staker & Parson Companies      | \$210,509.50 |
| Granite Construction           | \$215,215.00 |
| Post Construction              | \$215,544.00 |
| Miller Paving                  | \$223,309.00 |
| Morgan Asphalt                 | \$278,278.00 |

Meadow Valley Contractors

\$289,847.00

The Engineer's estimate was \$240,000.00

Hughes General Contractors has done several street reconstruction projects for the city over the years. Their quality of work is very good and professional.



CLUB HOUSE COURT

EAGLEWOOD LOOP

ELK HOLLOW ROAD

ROSEWOOD LANE

ELK HOLLOW  
CIR

COVE CIR



## NORTH SALT LAKE ENGINEERING

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10 East Center Street  
North Salt Lake, Utah  
84054  
(801) 335-8700  
(801) 397-0640 Fax

LEONARD ARAVE  
Mayor

PAUL OTTOSON, PE  
City Engineer

### MEMORANDUM

To: Honorable Mayor & City Council  
From: Paul Ottoson  
Date: March 4, 2014  
Subject: Center Street Overlay – Project 13-028

#### **RECOMMENDATION**

City Staff recommends awarding the bid for “Center Street Overlay Project No. 13-028” to Staker & Parson Companies for the price of \$101,588.00.

#### **BACKGROUND**

The Center Street Overlay project goes starts at the east side of US-89 and goes to the west side of Orchard Drive. We will rotomill the existing asphalt and then install 3 inches of new asphalt. Four new ADA compliant handicap ramps will also be installed at the driveway approaches to Orchard Elementary. This work will not start until school is out and will be completed before school starts in late August. Staff received seven bids on this project and they are listed below.

| <u>Bidder</u>                  | <u>Price</u> |
|--------------------------------|--------------|
| Staker & Parson Companies      | \$101,588.00 |
| Kilgore Contracting            | \$105,975.50 |
| Consolidated Paving & Concrete | \$112,091.96 |
| Granite Construction           | \$117,117.00 |
| Post Construction              | \$121,366.00 |
| Morgan Asphalt                 | \$123,597.00 |
| Miller Paving                  | \$134,393.00 |

The Engineer’s estimate was \$125,000.00

Staker & Parson Companies has done many street projects for the city over the period of many years. Their quality of work is very good and professional.

NORTH TOWNE LANE

BAMBERGER CT

US-89

ORCHARD DRIVE

CENTER STREET

130 EAST

250 EAST

ORCHARD DRIVE

MASON LANE

NGDON LANE





## NORTH SALT LAKE ENGINEERING

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10 East Center Street  
North Salt Lake, Utah  
84054  
(801) 335-8700  
(801) 397-0640 Fax

LEONARD ARAVE  
Mayor

PAUL OTTOSON, PE  
City Engineer

### MEMORANDUM

To: Honorable Mayor & City Council  
From: Paul Ottoson  
Date: March 4, 2014  
Subject: Miscellaneous Street Preservations – 2014 Project No. 14-002

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#### **RECOMMENDATION**

City Staff recommends awarding the bid for “Miscellaneous Street Preservations 2014 Project No. 14-002” to Intermountain Slurry Seal, Inc. for the price of \$142,299.00.

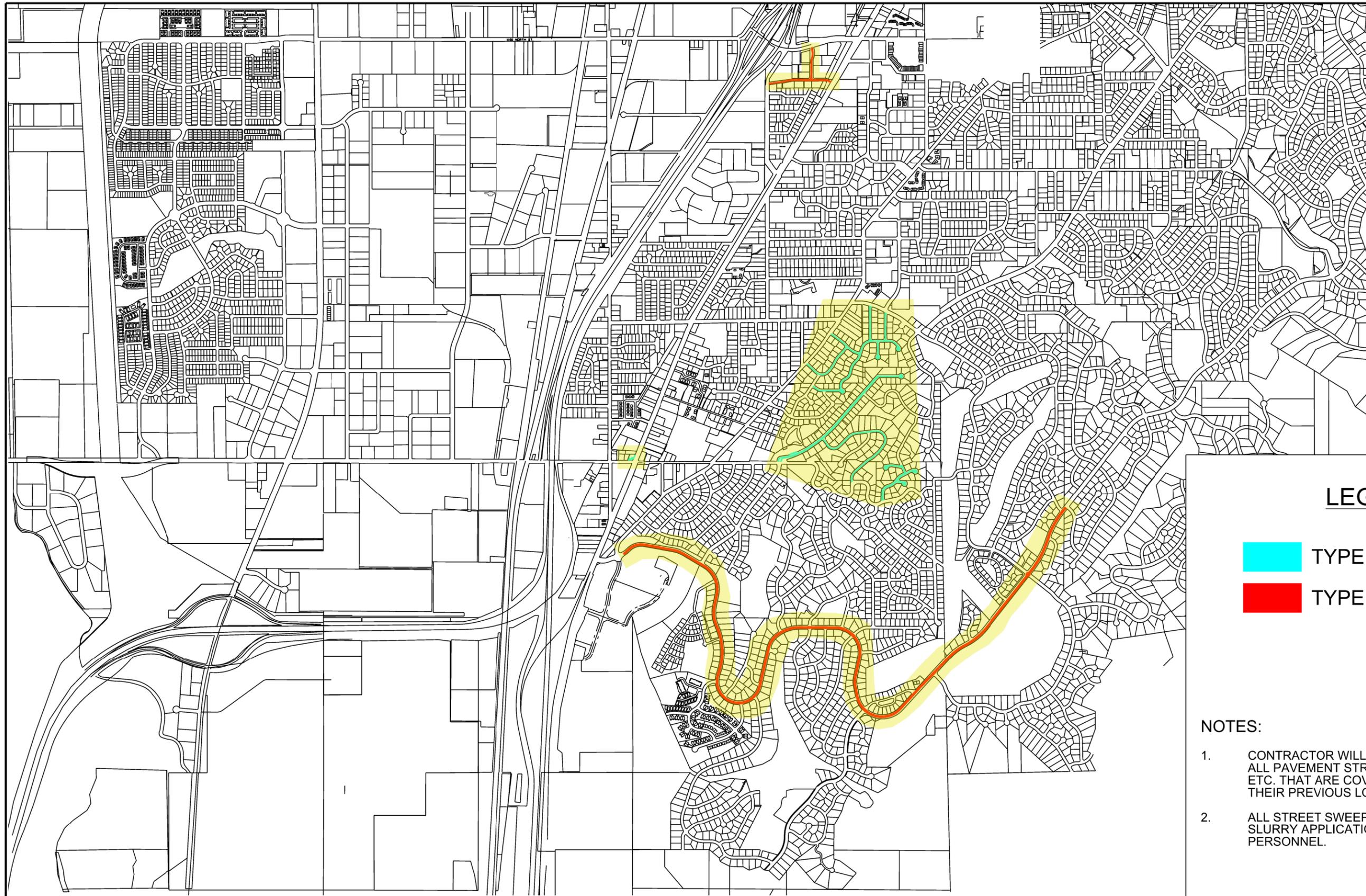
#### **BACKGROUND**

The “Miscellaneous Street Preservations – 2014 Project No. 14-002” project is the city’s annual slurry seal project. This project will cover approximately 120,000 square yards of asphalt streets throughout the city. Staff received three bids on this project and they are listed below.

| <u>Bidder</u>                   | <u>Price</u> |
|---------------------------------|--------------|
| Intermountain Slurry Seal, Inc. | \$142,299.00 |
| Morgan Pavement                 | \$146,624.00 |
| M & M Asphalt Services          | \$180,032.00 |

The Engineer’s estimate was \$168,680.

Intermountain Slurry Seal, Inc. has done many slurry seal projects for the city over the period of many years. Their quality of work is very good and professional.



1" = 1600'

**LEGEND**

- TYPE II SLURRY
- TYPE III SLURRY

**NOTES:**

1. CONTRACTOR WILL BE REQUIRED TO RE-STRIP ALL PAVEMENT STRIPING, ARROWS, STOP BARS, ETC. THAT ARE COVERED BY SLURRY SEAL IN THEIR PREVIOUS LOCATIONS.
2. ALL STREET SWEEPING BEFORE AND AFTER SLURRY APPLICATION WILL BE DONE BY CITY PERSONNEL.

| REVISION | DATE | BY | DESCRIPTION | DESIGN        |
|----------|------|----|-------------|---------------|
|          |      |    |             | PRO           |
|          |      |    |             | DRAWN PRO     |
|          |      |    |             | CHECKED       |
|          |      |    |             | DATE JAN 2014 |
|          |      |    |             | F. B. NO.     |
|          |      |    |             | P. O. NO.     |

**SLURRY LOCATIONS**

**MISCELLANEOUS STREET PRESERVATIONS 2014**



**CITY OF NORTH SALT LAKE**

10 East Center Street  
North Salt Lake, UT 84054  
(801) 335-8700

**LEN ARAVE**  
Mayor  
**BARRY EDWARDS**  
City Manager

SHEET 1  
OF 1  
PROJECT NO.  
14-002



# CITY OF NORTH SALT LAKE

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10 East Center Street  
North Salt Lake, Utah 84054  
(801) 335-8700 Voice  
(801) 335-8719 Fax  
www.nslcity.org

**LEONARD K. ARAVE**  
Mayor

**D. BARRY EDWARDS**  
City Manager

## MEMORANDUM

TO: MAYOR ARAVE  
CITY COUNCIL

FROM: LINDA HORROCKS

DATE: FEBRUARY 26, 2014

REF: OFFICIAL CITY NAME, LOGO AND SEAL

In becoming familiar with city documents since taking the position of Deputy City Recorder, I have noticed many different variations of the city's name in non-official, and official, records.

Our Articles of Incorporation dated October 14, 1977, and Chapter 7 of the City Code show the official name of this city as: "**North Salt Lake City.**" However, ordinances, resolutions, correspondence, and even our logo and website use "**City of North Salt Lake**" (see letterhead above). "**North Salt Lake Corporation,**" is the official determination on our City Seal, according to city code.

In order to avoid confusion, I recommend that the council make an official determination of how the city should be recognized, and authorize necessary steps so that records and documentation going forward are consistent.

Thank you.

cc: Barry Edwards  
David Church



OF

NORTH SALT LAKE CITY

A Municipal Corporation  
of the State of Utah

ARTICLE ONE: NAME. The name of this municipal corporation is NORTH SALT LAKE CITY.

ARTICLE TWO: As per attached map.

ARTICLE THREE: POPULATION ACCORDING TO CLASS. North Salt Lake City is a city of the third class and has an estimated population of 4,700.

Dated this Oct. 14 day of October, 1977.

J. Blakemier  
MAYOR

ATTEST:

Rynn K. Cullimore  
RECORDER

VERIFICATION

State of Utah )  
County of Davis )

The undersigned, having been first duly sworn, deposes and states that I am the duly qualified mayor of North Salt Lake, a municipal corporation of the State of Utah; that I am the person who signed the foregoing instrument; that I have read the foregoing instrument and know its contents and that the matters stated therein are true to the best of my knowledge, information and belief.

J. Blakemier  
MAYOR

Subscribed and sworn to before me this 14<sup>th</sup> day of October, 1977.

Rynn K. Cullimore  
NOTARY PUBLIC  
Residing at North Salt Lake, Ut.

My Commission Expires:

Jan. 22, 1979



# CITY OF NORTH SALT LAKE

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10 East Center Street  
North Salt Lake, Utah 84054  
(801) 335-8700 Voice  
(801) 335-8719 Fax  
www.nslcity.org

LEONARD K. ARAVE  
Mayor

D. BARRY EDWARDS  
City Manager

To: Mayor and City Council

From: Barry Edwards, City Manager

Date: February 26, 2014

Re: Travel Reimbursement Policy Adjustments

In reviewing the Personnel Policy Section on travel as prompted by the auditor's management letter, it appears that the policy has been amended piece meal leaving a few things unclear. As such, it is my recommendation that this section be modified in a few instances and adopted by motion thereby clarifying the policy.

I am proposing the following be the policy for travel in North Salt Lake City:

## **SECTION 16: REIMBURSABLE EXPENSES**

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1. **GENERAL POLICY.** With prior approval, legitimate expenses will be reimbursed by North Salt Lake City to the employee. Receipts should be required to reimburse the employee. Reimbursement may be in the form of petty cash, an addition to a paycheck, or a separate check. Records must be kept reflecting the amount of reimbursement each employee has received.
2. **TRAINING AND CONFERENCES.** If required to attend training seminars, conferences, briefings, or gather information; an employee will be compensated, in addition to paying any tuition or fees, at the rate of one and one-half (1 ½) times their regular work day pay if hours worked exceed forty (40) hours in that week.
3. **TRAVEL POLICY.**
  - A. All travel outside of the Davis, Weber and Salt Lake Counties ~~North Salt Lake City limits~~ during North Salt Lake City work hours shall be authorized by the Mayor, City Manager, or designee. ~~A log of all such travel exceeding a thirty (30) mile radius of North Salt Lake City shall be kept. This log shall include the reason for the trip, the time the employee departed, and the time the employee returned, and vehicle used.~~
  - B. Travel for legitimate North Salt Lake City purposes in North Salt Lake City vehicles may be authorized when the use of the vehicle does not detract from the operational needs of North Salt Lake City. Overnight use of North Salt Lake City vehicles for travel purposes shall be authorized by the Mayor, City Manager, or designee.

- C. If travel is outside the range of service of North Salt Lake City's repair shop, travel costs in conjunction with the use of North Salt Lake City vehicles shall be paid by the employee with receipts being kept for reimbursements.
- D. All hotel or other sleeping accommodations and airplane or other travel accommodations shall be arranged in advance for overnight trips and paid in advance of the trip. If such payment in advance is not possible, North Salt Lake City shall reimburse to the employee the cash amount of the cost of such sleeping and travel accommodations after receiving the appropriate receipts to verify that the employee has expended their own money for such purposes. Failure to produce a receipt in such circumstances will necessitate the withholding of reimbursement. Receipts for hotel accommodations shall be turned into North Salt Lake City by the employee as a verification of attendance no matter what the form of payment.
- E. Use of an employee's personal vehicle may be authorized when circumstances warrant. The employee shall keep track of the mileage associated with the approved travel and submit a request for reimbursement to ~~the Mayor, City Manager, or designee~~ the Finance Department based upon this record. The mileage rate will be consistent with the established rate used for Internal Revenue Service travel deductions. In lieu of reimbursement for mileage and the assignment of North Salt Lake City vehicles, specific North Salt Lake City employees may be authorized a monthly travel allowance, according to regulations approved by the City Council.
- F. All registration fees, etc., will be paid in advance by check. If this is not possible, the employee will be reimbursed for their own expenditure for registration fees, etc. after presentation of a valid receipt in conjunction with previously authorized travel. If North Salt Lake City advances travel expenses to an employee, but does not receive documentation for the travel within ten (10) working days of the employee's return, the City will consider the travel advance a payroll advance and deduct the amount from the employee's paycheck until documentation is received.
- G. The per diem allowance for North Salt Lake City employees engaged in travel on the North Salt Lake City's behalf shall be paid according to the current allowance set by the IRS. No per diem shall be authorized for spouses of employees or others traveling with the employee at their own expense (~~Please note: the Mayor, City Manager, or designee~~ However, a double rather than a single room is allowed ~~may authorize the cost of a double rather than a single hotel room to~~ accommodate the travel of a spouse with an employee). No per diem shall be authorized for amounts already included or reflected in registration fees. A travel agenda, itinerary, or equivalent must be submitted by the employee to qualify for per diem or other advancements. The Finance Director or Human Resource technician shall calculate the per diem accordingly. Receipts shall not be required

for per diem advancements or compensation unless the employee requests reimbursement above the authorized amount.

- H. Travel that requires less than a full day shall be compensated according to the current allowance set by the IRS.
- I. Authorization. ~~Travel and living expenses incurred by an elected or appointed official shall first be approved by the City council to qualify for payment.~~ Travel and living expenses of all employees shall first be approved by the Department Head or City Manager to qualify for payment.
- J. Budgeting. Travel expenses must be included in the annual budget for each department anticipating travel, as a part of the budget approval process. School and training course expenses will be allowed for the various departments in excess of the amount mentioned above. Any trip which was not anticipated and budgeted must have the approval of the City Manager, regardless of the amount of travel budgeted by the department.
- K. Responsibility for Control. Responsibility for keeping within the travel budget lies with the department supervisor. Any trip involving expenses in excess of the amount budgeted for that purpose may be made only upon the approval of the City Manager.
- L. Mode of Transportation. Ordinarily the most economical form of transportation will be used, taking all factors (such as lost time from work) into account.
- M. Procedure. Employees will submit a letter explaining purpose of travel and a departmental approved "Expense Report" to the City Manager at least two (2) weeks prior to their scheduled departure. The letter should be in the name of the person to be in charge of the department during their absence if they are a department head.
- N. Other Expenses. The following payments shall be made for travel expenses.
  - (A) Cost of tuition, supplies and registration for required schools, workshops, conferences and conventions.
  - (B) Costs of out-of-state rental car expense when required by the facilities or business situation.
  - (C) All receipts for payment of travel expenses incurred must be processed within thirty (30) days after the event to receive any payment due or refund due the City.
  - (D) Other miscellaneous travel-related expenses as approved by the City Manager.

# North Salt Lake City Nepotism Policy

**Effective Date:** \_\_\_\_\_

## **Purpose**

The purpose of this policy is to clarify North Salt Lake City's (City) position on relatives at the workplace and the hiring of relatives. This policy assists City officers and employees in avoiding a conflict of interest with regards to nepotism and to assure compliance with the provisions of Utah Code 52-3-1 through 52-3-4. Relatives will be defined for this policy as set forth in Utah Code 52-3-1(d) as: father, mother, husband, wife, son, daughter, sister, or brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law.

## **Policy**

No City official or public officer of the City may employ, appoint, vote for, or recommend the appointment of a relative to any position in the City.

No City employee may directly supervise a relative or make salary or performance recommendations for a relative.

Relatives may not report to the same immediate supervisor.

Exception to the above may be allowed as follows:

- a. The applicant or appointee is the only person available, qualified, or eligible for the position; or
- b. The applicant or appointee will be employed for a period of 12 weeks or less; or
- c. The applicant or appointee is a volunteer as defined by the City.

Compliance with the following must occur if an exception is requested on the basis of the above:

- a. A request for an exception must be approved by the City Manager.
- b. A complete written disclosure of the relationship by all employees involved must be included in the request and will be kept in the personnel files of the City if the exception is approved.
- c. The employee who exercises authority over a relative may not evaluate the relative's job performance nor recommend a salary increase for the relative.