



PUBLIC MEETING AND PUBLIC HEARING ETIQUETTE

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- All comments **must** be recognized by the Chairperson and addressed through the microphone.
- When speaking to the Planning Commission/City Council, please stand, speak slowly and clearly into the microphone, and state your name and address for the recorded record.
- Be respectful to others and refrain from disruptions during the meeting. Please refrain from conversation with others in the audience as the microphones are very sensitive and can pick up whispers in the back of the room.
- Keep comments constructive and not disruptive.
- Avoid verbal approval or dissatisfaction of the ongoing discussion (i.e., booing or applauding).
- Exhibits (photos, petitions, etc.) given to the City become the property of the City.
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- Be considerate of others who wish to speak by limiting your comments to a reasonable length and avoiding repetition of what has already been said. Individuals may be limited to two minutes and group representatives may be limited to five minutes.
- Refrain from congregating near the doors or in the lobby area outside the council room to talk as it can be very noisy and disruptive. If you must carry on conversation in this area, please be as quiet as possible. (The doors must remain open during a public meeting/hearing.)

Public Hearing vs. Public Meeting

If the meeting is a **public hearing**, the public may participate during that time and may present opinions and evidence for the issue for which the hearing is being held. In a public hearing there may be some restrictions on participation such as time limits.

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CERTIFICATE OF POSTING. The undersigned duly appointed recorder does hereby certify that the above agenda notice was on the bulletin board located inside City Hall at 20 North Main Alpine, UT. This agenda is also available on our website at alpinecity.org and on the Utah Public Meeting Notices website at www.utah.gov/pmn/index.html

ALPINE CITY COUNCIL AGENDA
on Tuesday, March 14, 2023

Mayor Pro Tem Jessica Smuin called the meeting to order at 6:02 pm. Mayor Carla Merrill was excused. She thanked Utilities/AP/Community Coordinator Heidi Jackman who took the minutes of the meeting.

I. CALL MEETING TO ORDER

A. Roll Call: The following were present at the anchor location and constituted a quorum, Lon Lott, Jessica Smuin, Kelli Law, Greg Gordon, and Jason Thelin.

B. Prayer: Jason Thelin

C. Pledge: Greg Gordon

Staff: Shane Sorensen, Ryan Robinson, Chief Brian Gwilliam, Chief Brian Patton, Heidi Jackman, and Hyrum Bosserman

Others: Felicita C. Zapata, Shelley Cox Snarr, Kent Loosle, SA Myers, Pamela Pamela, and virtually Fred Philpott

II. WORK SESSION

A. Water and Sewer Rates Presentation

Mayor Pro Tem Jessica Smuin introduced Fred Philpot from Lewis, Young, Robertson, and Burningham. Fred Philpot said he has been working through the water and sewer fund. Looking at the financial sustainability plan. He also has prepared a scope of services for the public safety impact fee which will be an action item for the council tonight. He went over the outcomes of the study and some secondary analysis they conducted with relativity to non-PI (Pressurized Irrigation) residents. He said he would be going over the following in his presentation:

- Financial Plan Objectives & Policies
- Current Utility Model Methodology
- Model Assumptions
- Scenario Analysis
- Discussion of Next Steps

Fred Philpot said when they (Lewis, Young, Robertson, and Burningham) do these types of studies the key financial polices we look at including revenue sufficiency and ensuring the water and sewer is self-sustaining. We also look at the ease of implementation. We focus on a five-year rate setting to build the model. Alpine City's PI system rates were updated recently. We look at the policies related to the financial plan we're looking at revenue growth and making sure that the model accurately projects revenues moving forward. We compare costs looking at your operational costs for repair and replacement. We also look at capital expenditures and any debt services or potential debt service obligations that may come into the model. We are ensuring that the revenues are sufficient to handle the cost allocation based on those components.

We are basing the model assumptions off fiscal year 2023 estimated figures and projections for 5-years in the future to 2028. We are making projections with regards to potential rate increases and most entities will go through a rate review process every year or policy decision to modify rates. Based on the plans that we recommend we also assume growth and connections. We are also assuming that moving forward residents' usage will continue to conserve and usage will continue to go down. We also have inflationary increase to salaries and benefits and operational expenses. We include a construction inflation on future capital improvement projects.

The purpose of this model we are assuming that some sort of financing mechanism is utilized to fund some larger capital infrastructure that is projected in the model starting in 2025. We are not utilizing a pay-as-you-go approach meaning rates are not increased at a level to fund that full capital investment. We are going to amortize that over time to keep the rates a little bit lower. We also assume fund balance in each of these Enterprise funds – Water at \$3million and sewer at \$2.6million to start. We are measuring the performance of these funds. The fund balances over time relative to that revenue and expenditure relationship for water we have \$5.9million in capital need through 2033. In 2025 we see a peak which we are trying to amortize to ensure that we are not set at a level to cash fund that. For sewer we are assuming a total of \$840K in capital needs. The fund balance and continued revenue generation will be able to hand the proposed capital projects estimate.

1 The first of two scenarios we have developed is a baseline which is no rate change with all the assumptions baked into
2 it. In this scenario your fund balance is high (\$3million) we would add to that with bond proceeds. This model assumes
3 that we still issue that debt service, but the fund balance continues to be utilized to fund capital investments and falls
4 below the 360 days reserve target. We want to ensure that the debt service level stays above 1.25 times minimum
5 (standard of practice) coverage. As inflation impacts your operations then you have less net revenue. The second
6 scenario is a revenue increase needed to maintain system sustainability. We look at the percentage increase to achieve
7 our target relative to fund balance and debt coverage. Many other entities throughout the state are trying to achieve
8 more annual increases based on an average inflation rate rather than doing nothing or large increases. We have
9 programmed a three percent annual increase to both base rates and usage rates. Through 2028 we still stay above that
10 target of 360 days in reserves.

11
12 We are looking at a five-year plan for water and sewer. We still recommend that you re-evaluate on an annual basis.
13 For the sewer enterprise fund the first scenario we have a baseline which is no rate change. We did not need to conduct
14 a second scenario because we met the target under that approach. The city should track this over time and evaluate
15 performance in three to five years at that point some modifications may be needed.

16
17 Staff asked us to look at higher elevations in the city with regard to non-PI customers rates. This analysis is not
18 finished. Non-PI customers would not get a discount, they would pay the same usage rate starting point as everyone
19 else. As the city moves to more metering across the board, customers would pay the base rate and for water that they
20 use no matter where it is coming from. Higher elevation rates would require additional pumping and surcharge for
21 those residents. Elevation of pumping costs shows an additional average surcharge of .41 cents per thousand gallons.
22 Tier 1 would start at .35 cents, then .53 cents and .70 cents, this would be added to the general usage rates for non-PI
23 residents. Shifting to this policy may eliminate the need for general rate increases.

24
25 The next steps will be that we prepare final recommendations, final rate study, and adopt proposed changes to rates.

26
27 City Council member Kelli Law asked what areas of Alpine are non-PI customers. Shane Sorensen said the non-PI
28 areas are in Willow Canyon, Box Elder, Box Elder South, Three Falls and Blue Bison. In 2002 when PI went into
29 effect, the city had made the decision not to put the infrastructure in to serve the higher elevations. The city had done
30 a cost benefit analysis and felt like it did not make sense. So, the culinary water rate that was in effect prior to the PI
31 system. Those rates were left in place for the culinary water users. All customers that receive PI had their rates
32 recalculated along with those that didn't have PI. Prior to this change PI customers essentially had unlimited use of
33 water. Today everything is metered and will pay for what they use.

34
35 City Council member Greg Gordon asked how much of an increase it will be for the higher elevations. Shane Sorensen
36 said the city has not run that through the model yet. When we bring this back to the council, we will take some
37 examples and comparisons to present to the council.

38
39 City Council member Jason Thelin all the annexation areas would be in the higher elevations. Shane Sorensen said
40 yes, except the one north of Willow Canyon would have PI. He said there is quite a bit more pumping that is required
41 for the higher areas of the city. Above the 5350ft elevation would be an additional expense for water.

42
43 Greg Gordon said in Fred Philpot's modeling this additional pumping fee would mitigate sort the three percent
44 increase. He liked the idea adjusting for inflation instead of additional big hits every decade. He suggested maybe
45 instead of the three present we could model the rates at two present increase and keep it steady. Fred Philpot said the
46 analysis is just preliminary. He would like to go through the policy of what happens when we put in the universal
47 rates. He can't remove the increase all together, but it will help mitigate it.

48
49 City Council member Lon Lott said we didn't talk about the sewer rate, but when we utilize the culinary water to
50 calculate somewhat the sewer usage how is that calculated up in the higher elevations. Shane Sorensen said it is based
51 on 5 months of winter use. Fred Philpot said there is no difference on the sewer side between the lower and higher
52 elevations. Shane Sorensen asked if the council is comfortable with this approach, then Fred Philpot can finish and
53 come back at another City Council meeting. All the council members agreed for Fred Philpot to continue.

54 55 **B. Public Safety Impact Fee Proposal**

56
57 Shane Sorensen said he wanted to talk about the fire impact fee analysis in the work session. He said that Alpine has
58 never had a fire or public safety impact fee. Fred Philpot said he has done work with Lone Peak Fire and Highland
59 City and understands the history regarding the service area and some of the governance issues associated with that.
60 He said this is not uncommon for entities to look at impact fees related to public safety and fire services specifically.
61 Alpine is not the service provider directly, but we are the infrastructure provider. The impact fee ACT allows for the
62 city to own or operate or operating on behalf of. The city can assess an impact fee for that capital investment for Fire

1 Protection Services, which includes fire protection equipment. We need to see if Alpine needs to directly acquire
 2 apparatus, but we can include anything over \$500K in the calculation concerning the impact fees. For fire and police
 3 service our methodology is focused on calls for service analysis to evaluate all the call data, land uses and parcel
 4 analysis to develop a level of service. Then we would have a discussion with council and Lone Peak Fire to see what
 5 is realistic and determine the Capitol Facility Plan.
 6

7 Future facilities and finance costs needs would be like the Water Enterprise Fund. The city would need to look at a
 8 bond. Calculations of fees in additions to credits need to be evaluated. Interest and potential donations may offset the
 9 cost or requirements relative to Capital infrastructure. There are certain noticing requirements before implementing
 10 the fees. A public hearing and ordinance would need to happen, and he can help with all of that.
 11

12 Main objective is to create a defensible impact fee. Impact fees are necessary. The Alpine community can provide
 13 input or challenges, but we make sure the city is protected and follows all the elements of the state statue. If there is a
 14 challenge, we help but it doesn't happen often. Shane Sorensen said he would like to try to generate some revenue to
 15 help with at least a portion of the fire station expansion.
 16

17 Greg Gordon asked if the city has an idea of what the impact fee will be. Fred Philpot said it varies by community,
 18 but public safety impact fees are usually a lower fee. It depends on where you are at on the infrastructure curve. There
 19 are a couple hundred to maybe a thousand per single-family residential units but depends on level of service and what
 20 our denominator is in the equation and how many units were anticipated. The cost of the impact fee analysis or
 21 engineering fees associated with construction of infrastructure is also impact fee eligible. We layer our costs into our
 22 conclusion. Jason Thelin asked if Fred Philpot sees it sun setting down the road or do you see this as an ongoing fee
 23 structure. Fred Philpot said impact fees are proportional to the demand. At some point the fees could go away when
 24 the city is built out. Impact fees are only assessed as a onetime fee with the building permit on new development. Lon
 25 Lott asked if the impact fee was the same guidelines, then as some of the other impact fees that must be spent with in
 26 a certain period. Fred Philpot answered yes. Lon Lott asked what happens if we expended the money and built the fire
 27 station and the city does not have another project, can it go retrospect to what was done in the past. Fred Philpot
 28 answered yes, it's called a buy in portion. If there is capacity and cost there, they can buy into it for future growth.
 29 Kelli Law asked how many more single-family units can the city handle. Shane Sorensen said including vacant lots
 30 and any new developments. Right now, the city has around 250-300 vacant developed lots. Lon Lott asked if the city
 31 would recoup the \$32K. Shane Sorensen said that is all rolled into the impact fee.
 32

33 Fred Philpot said the fee will be proportionate to the cost. It may take the city five to 20 years to recoup the cost.
 34 Impact fees in most cases are not an upfront funding mechanism. The city may fund a portion of capital cost upfront
 35 and repay over time. Mayor Pro Tem Jessica Smuin asked if impact fees are ever applied on redevelopment. Fred
 36 Philpot said yes, they can be applied to redevelopment. The net impact is on demand, the city would need to evaluate
 37 if it is a net increase or decrease to your system. Lon Lott said is that included in the study. Fred Philpot said yes, we
 38 take the land use information and see what the potential is for. This will be captured over time at the local level. Based
 39 on unique circumstance we would calculate the fee on that specific case. Mayor Pro Tem Jessica Smuin asked if a
 40 unique circumstance would be someone removing a 2,000 square foot home and building a 7,000 square foot home in
 41 its place. Fred Philpot said it is like the other components of your system where residential is treated as residential
 42 regardless of square footage.
 43

44 Shane Sorensen said the latest map shows 365 vacant developed lots as of 2020. Greg Gordon said regardless it
 45 should be added as revenue to help with the fire station. Shane Sorensen said we pay for studies all the time to look at
 46 parks and different things, this study is trying to generate new revenue.
 47

48 III. CONSENT CALENDAR

- 49
 50 **A. Approve City Council meeting minutes of February 28th, 2023.**
 51 **B. Bond Release No. 3, Fort Creek Landing: \$72,295.16**
 52 **C. Surplus 2007 Grasshopper 722 D Mower.**
 53

54 **Motion:** Lon Lott moved to approve the consent calendar with the correction made to the February 28, 2023,
 55 minutes by himself, Greg Gordon, and Jason Thelin. Jason Thelin seconded the motion. There were 5 yes votes, 0
 56 no votes, and 0 excused as recorded below. The motion passed unanimously.
 57

<u>Yes</u>	<u>No</u>	<u>Excused</u>
Lon Lott		
Jessica Smuin		
Kelli Law		
Greg Gordon		

Jason Thelin

Lon Lott suggested it would be a good practice when sending in edits of the minutes to include everyone in on the email.

IV. PUBLIC COMMENT

Shelley Snarr 13413 Grove Drive

Shelley Snarr said she had two concerns she wanted to bring to the City Council. Her first concern was if the city had any plans for the bridge near her home on Grove Drive. She said the cars end up in her front yard. She thinks the road needs to be built up.

Shane Sorensen said the plans are 80% in play. He said he would be happy to show Ms. Snarr the city's plans.

Her second concern was regarding the vagrants on the corner of 200 East Main Street. She said she has seen two ladies one has children and she spoke with them, and she wanted to give her resource pamphlets, the lady told her she needed extra money, is there any law against begging.

Hyrum Bosserman said any road that 35 MPH people can panhandle.

She said so you can't stop them. She mentioned Pamela Atkinson (Homeless advocate) and a billboard that asked people not to give money to the homeless. She would like some signage to put up to stop that.

Greg Gordon said Mayor Carla Merrill put resources in the Newslite, maybe we need more signage on the city website.

Pamela Pamela 582 E 100 S

Pamela Pamela said she wants to express her desire to paint crosswalk lines on both sides of her street (100 South) The city needs to try to make crossing the street safer.

Shane Sorensen said the Active Transportation Plan the city has been working on will be finished in June. Crosswalks are something we are looking at. Mayor Pro Tem Jessica Smuin said a big focus is on creating safer streets.

V. REPORTS AND PRESENTATIONS

A. Financial Report

Shane Sorensen said last month we spent a lot of time on the financial report, this is more the end of February. If you have any questions, contact him to go over the report.

B. Mountain Medical Center

CEO of Mountain Star Medical Center Kent Loosle along with director of marketing Felicita C. Zapata, attended the meeting tonight to let the city know of some changes that has happened at their hospital. Mountain Star Medical Center is still a community hospital where we believe it important to be imbedded in the local communities. Our hospital participates in Alpine Days every year. We have something new that we believe the patients experience in surgery called the Davinci Robot. The Davinci Robot XI helps make surgeries more precise. We are now a part of the Stewart Healthcare and now we will be merging into a system called the Centurion Health System. We want to make sure all the cities know of the changes. We have 325 physicians and 400 employees, many live in Alpine. We want to let you know we are proud to be in this community. We are in Lehi and want to support your city for many years to come.

VI. ACTION/ DISCUSSION ITEMS

A. Ordinance 2023-12 Zone Change from CR-40,000 to CR-20,000 at 446 Lupine Drive and 557 N 400 West.

Petitioner withdrew this item.

B. Ordinance 2023-09 Code Amendment to municipal code 3.26.030 Ethical Standards for City Council and creation of title 2.02.060 Ethical Standards for Planning Commissioners

City Planner/Administrative Assistant Ryan Robinson said the section of the Municipal code regulating ethical standards for members of the City Council requires that a city councilor abstain from voting on a matter where they have a substantial personal financial gain. The Municipal Officers' and Employees Ethics Act of Utah State Code 10-3-1303 uses wording of substantial interest which is defined as "the ownership, either legally or equitably, by an individual, the individual's spouse, or the individual's minor children, of at least 10% of the outstanding shares of a corporation or 10% interest in any other business entity".

This code amendment makes the wording change from personal financial gain to substantial interest and references back to state code for additional clarification. We are also creating a section in 2.02- Planning Commission of the Alpine Development Code that is the same language creating ethical standards for the Planning Commission as we do for the City Council. The Planning Commission reviewed this item and held a public hearing during their March 7th meeting with the following motion:

***MOTION:** Planning Commission member Jeff Davis moved to recommend approval of the proposed code text amendment changing the language in section 3.06.030 regarding Ethical Standards for City Council to replace personal financial gain to substantial interest and include a reference to current state code and the creation of title 2.02.060 Ethical Standards for Planning Commissioners with the following changes:*

- 1. Remove 2.02.060 B for Planning Commission*
- 2. Remove 3.06.030 B for City Council*

John MacKay seconded the motion. There were 6 Ayes and 0 Nays.

Mayor Pro Tem Jessica Smuin suggested adding "realized substantial personal financial gain" and clarify we are aligning with the state code part 13. Greg Gordon said in City Attorney Steve Doxey suggestion it cited the state code in his recommendation. Ryan Robinson said we would say state code 10-3. Kelli Law asked if 10.3 defined the conflict of interest. Ryan Robinson answered yes. Kelli Law asked who determines what if any conflict of interest someone has. He could think something was not a conflict and not disclose it because there is no definition. Mayor Pro Tem Jessica Smuin said we would refer to section 13 of 10-3 which gives very clear definitions of compensation interest. Lon Lott said when he read the state code it does have bullet points of compensation and what that means along with improper disclosure of an elected officer. He asked since the Planning Commission members are appointed officers by the mayor with consent of the council are they also held to this standard. Ryan Robinson said in other cities he has worked in the Planning Commission would fill out the same forms of conflict of interest as the City Council and held to the same standard.

Lon Lott asked if all Alpine City's committees would need to fill out conflict of interest forms. City Attorney Hyrum Bosserman said yes, if you look at 10-13-1303 sub one supported officer and appointed officers include but are not limited to persons serving on special regular or full-time committees agencies or boards whether or not such persons are compensated for their service. Kelli Law asked about one of the edits governing body was stricken and Alpine City Council was inserted, is this only applying to the City Council. Ryan Robinson said in 3.06030 section would be just for city council. Greg Gordon said state law always applies anyway for all other boards. Ryan Robinson said correct that is why we want to refer to the state code as much as we can. The more we refer to the state code if it were to be changed by the state, we would not have to change our code because state code always trumps. Hyrum Bosserman said in the version that Steve Doxey submitted to the council it is certainly the ACT governs when there is conflict of interest. Alpine City can designate when you know go above and beyond when declaring a conflict of interest. This proposal you could strike line four that because the member is an officer director agent and employee and instead say because the member owns substantial interest as defined in the ACT, which is ten percent. Mayor Pro Tem Jessica Smuin said if you read the city ordinance would you think that only applies to you if you had substantial interest. Someone could say "I don't have substantial interest", but state code says even if there is an appearance. Shane Sorensen said the city can't do less than what the state code says. Hyrum Bosserman said the city can be stricter than the state code. Other cities make a blanket reference the state code by saying we hereby adopt we follow a procedure of the state code 10-3-1301 sec.

Kelli Law asked if he heard Mayor Pro Tem Jessica Smuin correctly when she said state law was more specific and Hyrum Bosserman said state law is less specific but adding items to city code it would be more specific. Hyrum Bosserman said in terms of being an employee that statement would be correct. Hyrum Bosserman there are provisions in that fixed code about avoiding even appearances of impropriety. Mayor Pro Tem Jessica Smuin said she is not sure why we reference an owner of substantial interest when that is clearly defined in state code. She said the language would read "any member of the governing body who is required by the municipal officer and employees ethics ACT as found in Utah State code 10-3 to disclose a conflict of interest over any matter which is

1 properly before the Alpine City Council for action shall abstain from voting on that matter.” The council members
2 and attorney agreed this language would simplify things. Mayor Pro Tem Jessica Smuin said her concern is that
3 someone might think \$100 is a financial interest and other would think \$1million was. Ryan Robinson said we got
4 the definition from the state code. Mayor Pro Tem Jessica Smuin said the language was different the state calls it
5 substantial interest. She said there were two challenges prior that needed to be changed in our code. Hyrum
6 Bosserman said when making the motion you are going to want to refer to the state code 13-3 sec., you’re just
7 pointing to the entirety of that code.
8

9 **Motion:** Kelli Law motioned that Alpine City approve the proposed code text amendment with the changes that are
10 in City Attorney Steve Doxey’s version and take out the two line phrase “because the members and officer director
11 agent employee or owner of a substantial interest as defined in the act if a business entity that will be directly
12 affected by the action” and including the reference to the state code 1301 SEC and remove item B from 13.06.030.
13 Greg Gordon seconded the motion. No vote taken.
14

15 Lon Lott asked for clarification on the last part of the amendment reading “Shall abstain from voting on the matter”
16 would that mean if someone abstains without a conflict of interest that their vote is considered a no vote. If a council
17 member abstains because of conflict, their vote is not counted as a no vote. Hyrum Bosserman said that is correct.
18 Lon Lott asked if the council could make this more restrictive by stating that. Hyrum Bosserman said this has been
19 Alpine City’s ethical code since 1996. Lon Lott asks if this code applies to the Planning Commission. Greg Gordon
20 said it assumes it applies.
21

22 **Amended Motion:** Kelli Law motioned that Alpine City approve the proposed code text amendment with the
23 changes that are in City Attorney Steve Doxey’s version and take out the two line phrase “because the members and
24 officer director agent employee or owner of a substantial interest as defined in the act if a business entity that will be
25 directly affected by the action” and including the reference to the state code 1301 SEC and remove item B from
26 13.06.030 and that the revision applies to the Planning Commission 2.02.060. Greg Gordon seconds the motion.
27

	<u>Yes</u>	<u>No</u>	<u>Excused</u>
28	Lon Lott		
29	Jessica Smuin		
30	Kelli Law		
31	Greg Gordon		
32	Jason Thelin		

33
34
35
36
37 **C. Ordinance 2023-10 Code Amendment to development code 3.25.080 Commercial Building Signs.**
38

39 Ryan Robinson said city staff has received a request from members of the City Council to review and make
40 changes to the current section of the Development Code of Alpine (DCA) regulating section 3.25.080- Commercial
41 Buildings Signs. These changes reflect the following:
42

- 43 • Limiting the number of signs per building.
- 44 • Adds the ability to put a free-standing sign if there is nowhere on the building for one and
45 add restrictions of sign size if recommended by the Planning Commission and approved
46 by City Council.
- 47 • Remove requirements that a planning commercial development must display no more
48 than one monument sign at each entrance.
- 49 • Adds lighting to the section that Planning Commission will recommend, and City
50 Council will approve for signs on a business commercial building.
51

52 The Planning Commission reviewed this item and held a public hearing during their March 7th meeting. The
53 following motion was made:
54

55 **MOTION:** *Planning Commission member John MacKay moved to recommend approval*
56 *of the proposed code text amendment changing the language in section 3.25.080 regarding*
57 *Commercial Buildings Signs with the following changes.*

- 58 1. *Each business will be entitled to have one sign;*
- 59 2. *Delete the last sentence of the first paragraph allowing for a second sign.*

60 *Jeff Davis seconded the motion. There were 6 Ayes and 0 Nays. The motion passed.*
61

1 Kelli Law asked if the Planning Commission removed the size of the signs. Lon Lott said no, they clarified that a
 2 sign can be five feet in width and three feet tall. Mayor Pro Tem Jessica said she measured a sign in the city, and it
 3 was six feet by ten feet. Ryan Robinson said the code recommended to remove backlit lighting. Jason Thelin asked
 4 if signs on the side of a building or door would have the same restrictions. Ryan Robinson said depends on what's
 5 on the door and if it was a smaller door. We are mainly talking about signs that are on display on the actual building.
 6 Kelli Law asked if the backlit item was new. Mayor Pro Tem Jessica Smuin said no, an example of top lit and under
 7 lighting would be the Ezra Lee building, we are talking about the entire sign is backlit and, on all night. This code is
 8 not restricting any lighting just backlit lighting. Lon Lott asked if the digital reader signs at the schools counted.
 9 Mayor Pro Tem Jessica Smuin said the city handles schools differently. Greg Gordon said school signs have their
 10 own section in the city code. Ryan Robinson said this would affect only new signs going forward. Mayor Pro Tem
 11 Jessica Smuin asked if we have a solution if a business is sold and signs are changed. Ryan Robinson said this
 12 would apply to new owners.

13
 14 The discussion after the motion was made was as follows: Lon Lott asked when line three talks about signs meeting
 15 the applicable building and electrical codes, would that mean because they are putting in another kind of light. If the
 16 city is not allowing backlit signs is there any reason to have this in the code. Mayor Pro Tem Jessica Smuin said the
 17 city has other businesses with under lit signs like Alpine Real Estate. Shane Sorensen said this has gone back and
 18 forth because there weren't backlit signs, but you could have landscaping light pointing at your businesses sign. Lon
 19 Lott asked when referring to item nine where it talks about the color, size, number lighting and placement of a
 20 Commercial Business Signs are they subject to recommendation by the Planning Commission. Is this considering
 21 spotlighting and are we going to need to add restrictions when it comes to pickleball courts etc. Greg Gordon said he
 22 thinks that the reason for the review by the Planning Commission. Shane Sorensen said number nine was changed
 23 about a year ago. Mayor Pro Tem Jessica Smuin said that gives the oversight to create that landscape lighting. Lon
 24 Lott said number seven about cloth awnings signs, would that be considered their one sign. Greg Gordon said he
 25 wonders if they have that special provision that a business can put up signs twice a year. Shane Sorensen said the
 26 twice a year is for promotional signs only. Ryan Robinson said the intent is, so we don't have 45 signs flashing on
 27 Main Street. Kelli Law said the council could make changes later. Mayor Pro Tem Jessica Smuin said it's subject to
 28 review. Lon Lott said it's subject to review, but do we want to allow the City Planner flexibility. Also, what if we get
 29 complaint from someone saying another business has two signs and why can they, it ends up being a never-ending
 30 problem because of all the different interpretations. He said he has sat in a courtroom about the sign ordinance,
 31 where the city ended up settling out of court. Mayor Pro Tem Jessica Smuin said could it say signs on cloth awnings
 32 will be permitted. Kelli Law said at the bottom of number seven where it says comply with the guidelines that says
 33 all they need is a total of one sign.

34
 35 **Motion:** Greg Gordon moved to approve the proposed text amendment change in the language in section 3.25.80
 36 regarding Commercial Building Signs as proposed. Kelli Law seconded the motion. There were 5 yes votes, 0 no
 37 votes, and 0 excused as recorded below. The motion passed unanimously.

<u>Yes</u>	<u>No</u>	<u>Excused</u>
Lon Lott		
Jessica Smuin		
Kelli Law		
Greg Gordon		
Jason Thelin		

48 **D. Approval of Public Safety Impact Fee Study Proposal**

49
 50 Shane Sorensen said the city is working towards a project to construct an addition on the fire station and remodel
 51 other areas. One option to help fund a portion of the project is to implement a public safety impact fee. In our case,
 52 this would be for fire only. A study is required to be completed prior to adopting an impact fee. The city has
 53 received a proposal from Lewis, Young, Robertson and Burningham to complete a study to determine what portion
 54 of the costs could be funded by an impact fee. The fee would be \$10,650 start to finish.

55
 56 **Motion:** Jason Thelin moved to approve the proposal from Lewis, Young, Robertson and Burningham to complete a
 57 Public Safety Impact Fee Study for fire department. Lon Lott seconded the motion. There were 5 yes votes, 0 no
 58 votes, and 0 excused as recorded below. The motion passed unanimously.

<u>Yes</u>	<u>No</u>	<u>Excused</u>
Lon Lott		
Jessica Smuin		

Kelli Law
Greg Gordon
Jason Thelin

E. Resolution 2023-06: Election Interlocal Agreement with Utah County

Shane Sorensen said Utah County has provided an interlocal agreement to administer the 2023 Municipal Elections. The agreement includes a cost not to exceed \$2.25 per registered voter, which is the same cost agreed to for the 2021 municipal election. Based on information provided by the County, Alpine City has approximately 7,274 registered voters today, so the anticipated cost for the 2023 election is about \$16,366.50 each for a primary and general election, for a total election cost of approximately \$32,733.00. We have budgeted that money the funds. If a primary election is not required, the total election cost would be approximately \$16,366.50. Staff recommends approving the propose that this agreement. This needs to be signed and is due by April 15, 2023.

Motion: Lon Lott moved to approve Resolution No. R2023-06 as proposed. Greg Gordon seconded the motion. There were 5 yes votes, 0 no votes, and 0 excused as recorded below. The motion passed unanimously.

<u>Yes</u>	<u>No</u>	<u>Excused</u>
Lon Lott		
Jessica Smuin		
Kelli Law		
Greg Gordon		
Jason Thelin		

F. Burgess Park Trail Rehabilitation Grant- Approval of matching funds.

Shane Sorensen said Burgess Park in the center of Alpine City and is used for a variety of activities. Trails extend around the perimeter of the park which are heavily used by walkers, joggers, bikers, and citizens. There is also an asphalt path that leads to the park, from the south, which is a major collector of users that routes them to the park. The majority of these trails are in need of repair and are too narrow for this type of use. The city replaced one portion of the trails in 2018 with an 8-foot-wide asphalt path. The path was raised several inches to protect the path from water and tree root damage. The goal with this project is to do the same with the remaining portions of the trail system in and around the park.

The Utah Division of Natural Resources offers a grant program, called the Utah Outdoor Recreation Grant, to help entities fund trail projects. This grant program offers up to \$150,000 in grant monies per project. There is a 50% funding match requirement. This project is estimated to cost \$293,700.25. If awarded, the 50% match requirement may cost the city up to \$146,850.13.

Lon Lott said does this estimate include removing of all debris. Shane Sorensen answered yes. Greg Gordon said there is a lot of the trail that is in good shape, but other sections that need a lot of work. Shane Sorensen said the map in the packet shows the areas proposed for replacement. Staff worked on this trail three to four years ago. Mayor Pro Tem Jessica Smuin asked why the trail was being replaced by the volleyball court was it because of drainage or continuity. Shane Sorensen said a lot of the trails have been ruined by tree roots and we needed to realign the trail. That trail is 15-20 years old. Kelli Law asked what the length of the proposed trail. Mayor Pro Tem Jessica Smuin said it was just under a mile. Greg Gordon said this area of trails is in the worst shape. Shane Sorensen said the removal is in linear feet and replacement in square feet. As far as money, we can budget the for this project. Mayor Pro Tem Jessica Smuin said this grant would be awarding in late spring. Shane Sorensen said that would give us a year to finish the project. Mayor Pro Tem Jessica Smuin said if the city passed the PARC tax, we would have more money to work with. Shane Sorensen said he would have staff research when the PARC tax information is due.

Motion: Greg Gordon moved to approve the pursuit of the Utah Outdoor Grant, which may cost the city up to \$146,850.13. Jason Thelin seconded the motion. There were 5 yes votes, 0 no votes, and 0 excused as recorded below. The motion passed unanimously.

<u>Yes</u>	<u>No</u>	<u>Excused</u>
Lon Lott		
Jessica Smuin		

Kelli Law
Greg Gordon
Jason Thelin

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5 **VII. STAFF REPORTS**
6

7 **Chief Brian Gwilliam**

8 Chief Brian Gwilliam reminded everyone about the LPPS board meeting on Wednesday.
9

10 **Heidi Jackman**

11 Heidi Jackman said the city regained ownership of our Twitter account. Please follow the city's Twitter and
12 new Instagram account. She has also been working on the city website. Please let her know if you see of
13 anything that needs to be added or changed on the website.
14

15 **Ryan Robinson**

16 Ryan Robinson said he would be attended a FEMA management training. He told the council that they are
17 invited to attend, it should be 1-2 hours this Friday. If that doesn't work, we can get another one planned,
18 Shane Sorensen said the council does not have to participate. Greg Gordon said he'd try to make it.
19 Ryan said to let him know through email if they will be attending.
20

21 Tomorrow is Your Land Your Plan from 9-3, anyone can still register.
22

23 **Shane Sorensen**

24 Shane Sorensen said the Court of Appeals hearing regarding Blue Bison was held today. It was very interesting to
25 go see the hearing in person. Our attorneys were optimistic and to expect a decision in three to four months.
26

27 In preparation for flooding staff went up into Lambert Park and removed some vegetation. Staff also made sure City
28 grates are cleaned out. Staff is planning on cleaning out debris in the basin. Greg Gordon asked if staff would have
29 all the creeks cleaned out or make it part of trail day. Shane Sorensen said that could happen, he will let the
30 committee know. If residents are concerned about flooding, the city will have sandbags they can fill at Public
31 Works. We will be coordinating a meeting with LDS stake leadership along with other work being done on
32 emergency management.
33

34 PI billing is being built in the Caselle system. The bills going out at the first of May will have direction and access to
35 a spreadsheet online and someone can plug their usage and figure out their bill. Kelli asked with PI getting turned on
36 next month could we delay it? Shane Sorensen said we've talked about delaying PI in the past, but it didn't make
37 sense. He felt like even if we delayed it people would playing catch up and end up using more. He said will meet
38 with the water committee soon to discuss the timing of turning on PI. We will bring that back to City Council. Greg
39 Gordon asked if the water estimator was just a spreadsheet of a web tool. Shane Sorensen said the city has patterned
40 the spreadsheet after Saratoga Springs. Greg Gordon asked if the spreadsheet would be downloadable. Shane
41 Sorensen said we will have information about it in the newsletter.
42

43 We have been meeting monthly working on Emergency Management Plan.
44

45 We moved our public safety board meeting back a week. We will be meeting tomorrow morning at 7:30am.
46

47 Cherry Point Subdivision is getting close in the process to getting final approval. The way the right of way has a 233
48 foot triangle that goes into lot 12. The developer asked the city if there was something they could work out with the
49 city so that the property is in a regular shape. He said his feelings are that the developer will be improving the road
50 and straightening out we can help them make lot 12 a regular shaped lot. Hyrum Bosserman said we have a
51 significant property ordinance. Shane Sorensen said if the value is under a certain amount, we could deed it to lot
52 12. Hyrum Bosserman said a public hearing would need to be held before a decision is made. Jason Thelin asked if
53 it comes to City Council or Planning Commission. Hyrum Bosserman said yes, it would come to the City Council.
54 Shane Sorensen said this could come at the same time they come in for final approval. The developer has submitted
55 a very clean application. Greg Gordon said it makes sense we should do it. Shane Sorensen said we are getting
56 property through a right of way dedication, even if this issue were not here, we would be getting that. Jason Thelin
57 asked if this should be coming right now in a staff communications instead of a formal decision can be made.
58 Hyrum Bosserman said no decision can be made right now. Shane Sorensen said the only reason he was bringing
59 this to the council was to let the developer know as they approach the approval if this is something the council
60 would consider. Council members agreed to have them move forward in the process.
61

62 **VIII. COUNCIL COMMUNICATION**

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Kelli Law

Kellie Law asked if we are on track to getting the PARC tax getting on this year election. Shane Sorensen said if the council wants to, we will get things lined out and bring it back on a future agenda.

He would like to speak to the fire chief after the meeting regarding fireworks for Alpine Days.

Greg Gordon

Greg Gordon said the other pavilion in Burgess Park getting bad again and attracting more vandalism. He asked if the city could get light sensors. Shane Sorensen said it was only five or six years ago that there was an Eagle Scout project to improve the pavilion had been done. Mayor Pro Tem Jessica Smuin asked if the city could get motion sensor lighting for the pavilions. Lon Lott was concerned that putting in lights and giving vandals more of an opportunity to do the graffiti

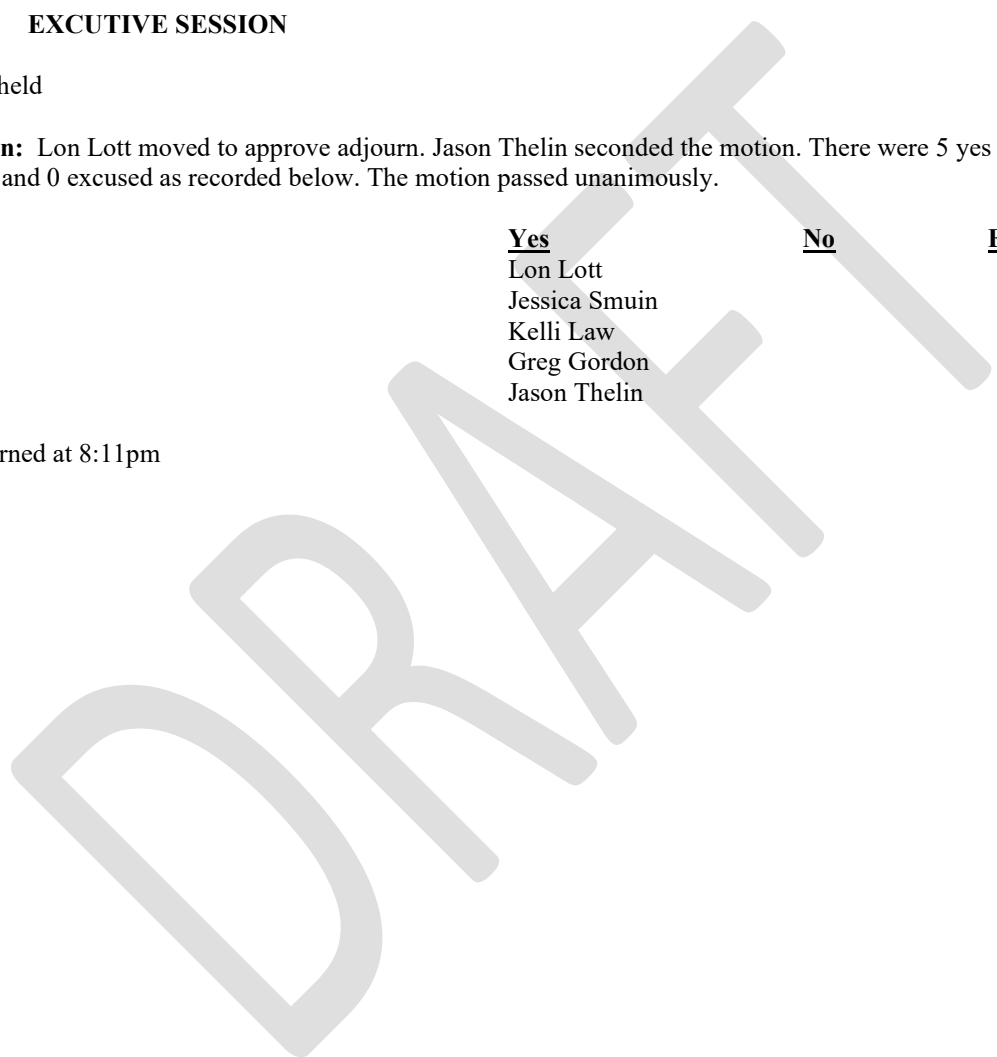
IV. EXECUTIVE SESSION

None held

Motion: Lon Lott moved to approve adjourn. Jason Thelin seconded the motion. There were 5 yes votes, 0 no votes, and 0 excused as recorded below. The motion passed unanimously.

<u>Yes</u>	<u>No</u>	<u>Excused</u>
Lon Lott		
Jessica Smuin		
Kelli Law		
Greg Gordon		
Jason Thelin		

Adjourned at 8:11pm



ALPINE CITY COUNCIL AGENDA

SUBJECT: Resolution R2023-07: 2022 Wastewater Planning Program

FOR CONSIDERATION ON: March 28, 2023

PETITIONER: Staff

ACTION REQUESTED BY PETITIONER: Review and approve Resolution R2023-07 – 2022 Wastewater Planning Program.

BACKGROUND INFORMATION:

Each spring we are required by the Division of Water Quality to complete a self-assessment of our sewer system for the prior year. Based on the questions, it appears that they want to make sure that we are financially stable within our sewer utility fund and that we are planning for any major changes that might be on the horizon. The Division requires that the report be adopted by resolution and submitted by April 15, 2023.

We have recently completed a sewer master plan update and are nearing completion of a sewer rate study and feel good about the state of our sewer system and our finances.

STAFF RECOMMENDATION:

Review and approve Resolution R2023-07: 2022 Wastewater Planning Program.

SAMPLE MOTION TO APPROVE:

I move to approve Resolution R2023-07: 2022 Wastewater Planning Program as written.

SAMPLE MOTION TO APPROVE WITH CONDITIONS:

I move to approve Resolution R2023-07: 2022 Wastewater Planning Program with the following conditions/changes:

- ****insert finding****

SAMPLE MOTION TO TABLE/DENY:

I move to table/deny Resolution R2023-07: 2022 Wastewater Planning Program based on the following:

- ****insert finding****

RESOLUTION No. R2023-07

**A RESOLUTION APPROVING THE 2022 MUNICIPAL WASTEWATER PLANNING PROGRAM
OF ALPINE CITY**

WHEREAS, the Utah Division of Water Quality requires the City to complete an annual municipal wastewater planning program survey; and

WHEREAS, the City Council has reviewed the program survey for the year 2022;

WHEREAS, the City Council has met in regular session to consider approval of the program survey.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Alpine City that it approves the 2022 Municipal Wastewater Planning Program as prepared.

PASSED AND APPROVED this 28th day of March, 2023.

ALPINE CITY COUNCIL

By: _____
Carla Merrill, Mayor

VOTING:

Jessica Smuin	Yea ___	Nay ___
Lon Lott	Yea ___	Nay ___
Kelli Law	Yea ___	Nay ___
Jason Thelin	Yea ___	Nay ___
Greg Gordon	Yea ___	Nay ___

ATTEST:

Bonnie Cooper
City Recorder

DEPOSITED in the office of the City Recorder this 28th day of March, 2023.

RECORDED this 28th day of March, 2023.

*Municipal Wastewater Planning Program (MWPP)
Annual Report
for the year ending 2022
ALPINE CITY*

Thank you for filling out the requested information. Please let DWQ know when it is approved by the Council.

Please download a copy of your form by clicking "Download PDF" below.

Below is a summary of your responses

[Download PDF](#)

SUBMIT BY APRIL 15, 2023

Are you the person responsible for completing this report for your organization?

Yes

No

This is the current information recorded for your facility:

Facility Name:	ALPINE CITY
Contact - First Name:	Shane
Contact - Last Name:	Sorensen
Contact - Title	City Admin / PW Dir.
Contact - Email:	shane.sorensen@alpinecity.com

Contact - Phone:	801-756-6347
Contact - Email:	ssorensen@alpinecity.org

Is this information above complete and correct?

Yes

No

Your wastewater system is described as Collection & Financial:

Classification: COLLECTION

Grade: II

(if applicable)

Classification: -

Grade: -

Is this correct?

WARNING: If you select 'no', you will no longer have access to this form upon clicking Save & Continue. DWQ will update the information and contact you again.

Yes

No

Click on a link below to view a previous year's examples of sections in the survey:

(Your wastewater system is described as Collection & Financial)

[MWPP Collection System.pdf](#)

[MWPP Discharging Lagoon.pdf](#)

[MWPP Financial Evaluation.pdf](#)

[MWPP Mechanical Plant.pdf](#)

[MWPP Non-Discharging Lagoon.pdf](#)

Will multiple people be required to fill out this form?

Yes

No

Financial Evaluation Section

Form completed by:

Shane L. Sorensen

Part I: GENERAL QUESTIONS

Yes

No

Are sewer revenues maintained in a dedicated purpose enterprise/district account?

Yes

No

Are you collecting 95% or more of your anticipated sewer revenue?

Are Debt Service Reserve Fund⁶ requirements being met?

What was the annual average User Charge¹⁶ for 2022?

361.44

Do you have a water and/or sewer customer assistance program* (CAP)?

Yes

No

Part II: OPERATING REVENUES AND RESERVES

- | | Yes | No |
|--|----------------------------------|----------------------------------|
| Are property taxes or other assessments applied to the sewer systems ¹⁵ ? | <input type="radio"/> | <input checked="" type="radio"/> |
| Are sewer revenues ¹⁴ sufficient to cover operations & maintenance costs ⁹ , and repair & replacement costs ¹² (OM&R) at this time? | <input checked="" type="radio"/> | <input type="radio"/> |
| Are projected sewer revenues sufficient to cover OM&R costs for the <i>next five years</i> ? | <input checked="" type="radio"/> | <input type="radio"/> |
| Does the sewer system have sufficient staff to provide proper OM&R? | <input checked="" type="radio"/> | <input type="radio"/> |
| Has a repair and replacement sinking fund ¹³ been established for the sewer system? | <input checked="" type="radio"/> | <input type="radio"/> |
| Is the repair & replacement sinking fund sufficient to meet anticipated needs? | <input checked="" type="radio"/> | <input type="radio"/> |

Part III: CAPITAL IMPROVEMENTS REVENUES AND RESERVES

- | | Yes | No |
|---|----------------------------------|-----------------------|
| Are sewer revenues sufficient to cover all costs of current capital improvements ³ projects? | <input checked="" type="radio"/> | <input type="radio"/> |
| Has a Capital Improvements Reserve Fund ⁴ been established to provide for anticipated | <input checked="" type="radio"/> | <input type="radio"/> |

capital improvement projects?

Yes

No

Are projected Capital Improvements Reserve Funds sufficient for the *next five years*?

Are projected Capital Improvements Reserve Funds sufficient for the *next ten years*?

Are projected Capital Improvements Reserve Funds sufficient for the *next twenty years*?

Part IV: FISCAL SUSTAINABILITY REVIEW

Yes

No

Have you completed a Rate Study¹¹ within the last five years?

Do you charge Impact fees⁸?

2022 Impact Fee (if not a flat fee, use average of all collected fees) =

\$362.52

Yes

No

Have you completed an Impact Fee Study in accordance with UCA 11-36a-3 within the last five years?

Do you maintain a Plan of Operations¹⁰?

Have you updated your Capital Facility Plan² within the last five years?

Yes

No

Do you use an Asset Management¹ system for your sewer systems?

Describe the Asset Management System (check all that apply)

Spreadsheet

GIS

Accounting Software

Specialized Software

Other

Yes

No

Do you know the total replacement cost of your sewer system capital assets?

2022 Replacement Cost =

\$163,957,854

Yes

No

Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?

What is the sewer/treatment system annual asset renewal* cost as a percentage of its total replacement cost?

What is the sewer/treatment system annual asset renewal* cost as a percentage of its total replacement cost?

0.1

Part V: PROJECTED CAPITAL INVESTMENT COSTS

Cost of projected capital improvements

	Cost Please enter a valid numerical value	Purpose of Improvements		
		Replace/Restore	New Technology	Increase Capacity
2023	106,250	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2023 thru 2027	300,500	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2028 thru 2032		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2033 thru 2037		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2038 thru 2042		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This is the end of the Financial questions

To the best of my knowledge, the Financial section is completed and accurate.

Yes

Collections System Section

Form completed by:

May Receive Continuing Education /units (CEUs)

Shane J. Sorensen

Part I: SYSTEM DESCRIPTION

What is the largest diameter pipe in the collection system (diameter in inches)?

18

What is the average depth of the collection system (in feet)?

10

What is the total length of sewer pipe in the system (length in miles)?

61.5

How many lift/pump stations are in the collection system?

1

What is the largest capacity lift/pump station in the collection system (design capacity in gallons per minute)?

400

Do seasonal daily peak flows exceed the average peak daily flow by 100 percent or more?

Yes

No

What year was your collection system first constructed (approximately)?

1979

In what year was the largest diameter sewer pipe in the collection system constructed, replaced or renewed? (If more than one, cite the oldest)

1979

PART II: DISCHARGES

How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt?

0

How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure (except plugged laterals)?

0

The Utah Sewer Management Program defines two classes of sanitary sewer overflows (SSOs):

Class 1- a Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that:

- (a) affects more than five private structures;*
- (b) affects one or more public, commercial or industrial structure(s);*
- (c) may result in a public health risk to the general public;*
- (d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or*
- (e) discharges to Waters of the state.*

Class 2 - a Non-Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria

SSO criteria.

Below include the number of SSOs that occurred in year: 2022

Number

Number of Class 1 SSOs in Calendar year

0

Number of Class 2 SSOs in Calendar year

0

Please indicate what caused the SSO(s) in the previous question.

N/A

Please specify whether the SSOs were caused by contract or tributary community, etc.

N/A

Part III: NEW DEVELOPMENT

Did an industry or other development enter the community or expand production in the past two years, such that flow or wastewater loadings to the sewerage system increased by 10% or more?

Yes

No

Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD5 loadings to the sewerage system by 25% or more?

Yes

Number of new commercial/industrial connections in the last year

0

Number of new residential sewer connections added in the last year

42

Equivalent residential connections⁷ served

2,024

Part IV: OPERATOR CERTIFICATION

How many collection system operators do you employ?

4

Approximate population served

10,800

State of Utah Administrative Rules requires all public system operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at least at the Facility's Grade.

List the designated Chief Operator/DRC for the Collection System below:

Name	Grade	Email
------	-------	-------

	First and Last Name Name	Grade	Please enter full email address Email
Chief Operator/DRC	First and Last Name Shane L. Sorenson	II	Please enter full email address ssorenson@cupmccity.org

List all other Collection System operators with DRC responsibilities in the field, by certification grade, separate names by commas:

	Name separate by comma
SLS ¹⁷ Grade I:	<input type="text"/>
Collection Grade I:	<input type="text"/>
Collection Grade II:	Greg Kmetzsch, Landon Wallace, Travis Austin
Collection Grade III:	<input type="text"/>
Collection Grade IV:	<input type="text"/>

List all other Collection System operators by certification grade, separate names by commas:

	Name separate by comma
SLS ¹⁷ Grade I:	<input type="text"/>
Collection Grade I:	<input type="text"/>
Collection Grade II:	<input type="text"/>
Collection Grade III:	<input type="text"/>
Collection Grade IV:	<input type="text"/>
No Current Collection Certification:	<input type="text"/>

Is/are your collection DRC operator(s) currently certified at the appropriate grade for this facility?

Yes

No

Part V: FACILITY MAINTENANCE

	Yes	No
Have you implemented a preventative maintenance program for your collection system?	<input checked="" type="radio"/>	<input type="radio"/>
Have you updated the collection system operations and maintenance manual within the past 5 years?	<input checked="" type="radio"/>	<input type="radio"/>
Do you have a written emergency response plan for sewer systems?	<input checked="" type="radio"/>	<input type="radio"/>
Do you have a written safety plan for sewer systems?	<input checked="" type="radio"/>	<input type="radio"/>
Is the entire collections system TV inspected at least every 5 years?	<input checked="" type="radio"/>	<input type="radio"/>
Is at least 85% of the collections system mapped in GIS?	<input checked="" type="radio"/>	<input type="radio"/>

Part VI: SSMP EVALUATION

	Yes	No
Has your system completed a Sewer System Management Plan (SSMP)?	<input checked="" type="radio"/>	<input type="radio"/>
Has the SSMP been adopted by the permittee's governing body at a public meeting?	<input checked="" type="radio"/>	<input type="radio"/>
Has the completed SSMP been public noticed?	<input checked="" type="radio"/>	<input type="radio"/>
During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan?	<input type="radio"/>	<input checked="" type="radio"/>

Date of Public Notice

03/24/2023

During 2022, was any part of the SSMP audited as part of the five year audit?

Yes

No

Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Program?

Yes

No

Part VII: NARRATIVE EVALUATION

This section should be completed with the system operators.

Describe the physical condition of the sewerage system: (lift stations, etc. included)

Sewer system is in excellent condition.

What sewerage system capital improvements³ does the utility need to implement in the next 10 years?

General maintenance.

What sewerage system problems, other than plugging, have you had over the last year?

None

Is your utility currently preparing or updating its capital facilities plan²?

Yes

No

Does the municipality/district pay for the continuing education expenses of operators?

100% Covered

Partially cover

Does not pay

Is there a written policy regarding continuing education and training for wastewater operators?

Yes

No

Any additional comments?

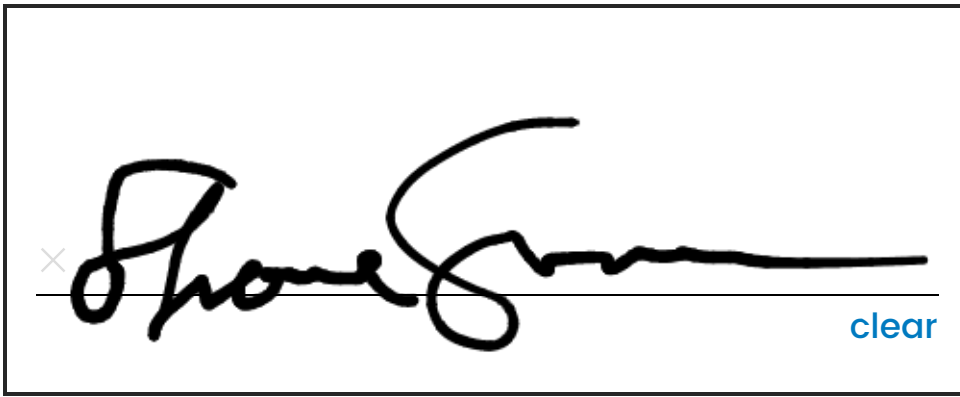
None

[This is the end of the Collections System questions](#)

To the best of my knowledge, the Collections System section is completed and accurate.

Yes

I have reviewed this report and to the best of my knowledge the information provided in this report is correct.



Has this been adopted by the council? If no, what date will it be presented to the council?

Yes

No

What date will it be presented to the council?

Date format ex. mm/dd/yyyy

03/28/2023

Please log in.

Email

PIN

the USMP. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of that assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance, please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our [Frequently Asked Questions](#) page.

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ALPINE CITY COUNCIL AGENDA

SUBJECT: Resolution R2023-08: Appointing an Alternate to a Director on the Central Utah 911 Agency Board

FOR CONSIDERATION ON: March 28, 2023

PETITIONER: Staff

ACTION REQUESTED BY PETITIONER: Review and approve Resolution R2023-08 – Appointing Ryan Robinson as an Alternate to a Director on the Central Utah 911 Agency Board.

BACKGROUND INFORMATION:

Alpine City is a member of the Central Utah 911 Agency Board, which provides dispatch services to the City and the Lone Peak Public Safety District. The City Administrator, Shane Sorensen, is serving as the director on the board from Alpine City. City staff recommend that Ryan Robinson be appointed as the alternate board member to represent the City in the absence of the City Administrator.

STAFF RECOMMENDATION:

Review and approve Resolution R2023-08, appointing Ryan Robinson as an alternate to the director on the Central Utah 911 Agency Board.

SAMPLE MOTION TO APPROVE:

I move to approve Resolution R2023-08, Appointing Ryan Robinson as an alternate to the director on the Central Utah 911 Agency Board.

SAMPLE MOTION TO APPROVE WITH CONDITIONS:

I move to approve Resolution R2023-08, appointing Ryan Robinson as an alternate to the director on the Central Utah 911 Agency Board with the following conditions/changes:

- ****insert finding****

SAMPLE MOTION TO TABLE/DENY:

I move to table/deny Resolution R2023-08, appointing Ryan Robinson as an alternate to the director on the Central Utah 911 Agency Board based on the following:

- ****insert finding****

ALPINE CITY

RESOLUTION NO. R2023-08

A RESOLUTION APPOINTING AN ALTERNATE TO A DIRECTOR ON THE CENTRAL UTAH 911 AGENCY BOARD

WHEREAS, Alpine City, Utah (the "City") is a party to an interlocal agreement, as amended, that establishes the Central Utah 911 Agency (the "Agency") to provide dispatch services to a service area within Utah and Juab Counties (the "Interlocal Agreement");

WHEREAS, the Interlocal Agreement requires each Member (as defined in the Interlocal Agreement) to appoint a director to serve on the Agency's board of directors;

WHEREAS, the Interlocal Agreement also requires each Member to appoint an alternate director to serve in the absence of the director appointed by the Member;

WHEREAS, the City, as a Member of the Agency, has previously appointed Shane Sorensen as a director, but has not appointed an alternate director; and

WHEREAS, the City Council finds it in the best interest of the City and the general health, safety, and welfare of its residents to appoint Ryan Robinson as alternate director, to serve in Shane Sorensen's absence.

NOW THEREFORE, BE IT RESOLVED by the City Council of Alpine City that Ryan Robinson be, and hereby is, appointed to serve as an alternate director of the Central Utah 911 Agency, effective immediately, and until his successor is appointed.

PASSED AND APPROVED this 28th day of March, 2023.

By: _____
Carla Merrill, Mayor

[SEAL]

VOTING:

Jessica Smuin	Yea ___	Nay ___
Lon Lott	Yea ___	Nay ___
Jason Thelin	Yea ___	Nay ___
Kelli Law	Yea ___	Nay ___
Greg Gordon	Yea ___	Nay ___

ATTEST:

Bonnie Cooper, City Recorder

ALPINE CITY COUNCIL AGENDA

SUBJECT: Approval of Proposal for SCADA in the Lower Filter Building

FOR CONSIDERATION ON: March 28, 2023

PETITIONER: Staff

ACTION REQUESTED BY PETITIONER: Review and approve the proposal to install SCADA in the lower filter building.

BACKGROUND INFORMATION:

The City Council approved funds in the FY2023 budget for installation of SCADA (Supervisory Control and Data Acquisition) equipment in the lower filter building. This equipment will allow for remote monitoring of certain parameters in the filter building to detect problems before they occur. City staff requested a proposal from our SCADA contractor, APCO, Inc., for the work. The proposal is for a not to exceed amount of \$31,490. If a repeater is not required to transmit the signal to the Public Works Building, the total cost could be reduced by \$2,475. The proposal includes completing a radio survey to determine if a repeater will be required.

STAFF RECOMMENDATION:

Review and approve the contract with APCO, Inc., for an amount not to exceed \$31,490 to install SCADA equipment in the lower filter building.

SAMPLE MOTION TO APPROVE:

I move to approve the contract with APCO, Inc., for an amount not to exceed \$31,490 to install SCADA equipment in the lower filter building.

SAMPLE MOTION TO APPROVE WITH CONDITIONS:

I move to approve the contract with APCO, Inc., for an amount not to exceed \$31,490 to install SCADA equipment in the lower filter building with the following conditions/changes:

- ****insert finding****

SAMPLE MOTION TO TABLE/DENY:

I move to table/deny the contract with APCO, Inc., to install SCADA equipment in the lower filter building based on the following:

- ****insert finding****

ALPINE LOWER FILTER HOUSE

Proposal for
ALPINE CITY

Prepared for
12/30/2022

GREG KMETZSCH
ALPINE PUBLIC WORKS DEPT.

P : 801.420.3487
E : gregk@alpinecity.org

Contact Information

APCO Inc.
710 South Redwood Road
North Salt Lake, UT 84054

Project Description



SUMMARY & SCOPE

APCO is pleased to provide the following proposal to add SCADA alarming for filters at the lower filter house on North Alpine Blvd. The added alarming will provide improved monitoring of the filters for the City. As part of this project, APCO will add a new RTU cabinet at the lower filter house that will integrate into the existing SCADA network with a new PLC and new MDS TransNET radio. APCO will also perform a preliminary radio survey prior to the project to determine if an additional existing site will need to be used as a radio repeater. APCO will provide the following:

LABOR

- Perform radio survey to determine viable communication path from the Lower Filter House
- Design and fabricate a new RTU cabinet for the Lower Filter House.
- RTU testing, installation, and commissioning
- Installation of radio antenna, mast, and cabling
- Wiring and termination of new signals
- If the radio survey shows that a radio repeater site is required for integration with the SCADA system, APCO will perform the configuration of the existing radio and installation of radio cabling and antenna required for a repeater (it is assumed an existing radio, enclosure, and mast will be utilized for the repeater site).
- PLC programming
- SCADA integration and HMI programming

HARDWARE

- Lower Filter House RTU, including:
 - SCADAPack 470 series PLC with 4 DI, 4 AI, and 4 DO signals
 - MDS TransNET 900 Radio
 - Power supply
 - Terminal blocks, breakers, fuses, and other hardware required for a complete and functional control panel
- Radio mast, antenna, and cabling

- If the radio survey shows that a radio repeater site is required for integration with the SCADA system, APCO will provide an additional antenna and radio cabling for installation at the repeater site (the existing radio will be reconfigured to operate as a repeater)

Assumptions



- It is assumed that 120 VAC power is available at the Lower Filter Building for use by the supplied RTU cabinet.
- It is assumed that a clear communication path exists with at least one other City site and that no more than one repeater site needs to be identified.
- No instrumentation has been included as part of this project. It is assumed that signals desired for SCADA integration already exist at the Lower Filter House
- Radio repeater site price includes the antenna, cabling, installation, and radio reconfiguration. It is assumed that the selected site will have an existing mast and communication path to the SCADA system. If no viable site is identified in the radio survey, additional hardware and labor may be required.

Budget



This project will be carried out on a Fixed Fee basis and this proposal has been prepared in accordance with this billing structure. The project will be billed on a percent complete basis until the fulfilment of the listed price. Equipment procurement is a part of the project and will be billed upon receipt by APCO. The provided pricing is valid for 30 days from the date of this proposal.

Sales tax will be charged if a Utah state sales tax exemption certificate is not provided or already on file.

Lower Filter House Upgrade

Engineering, programming, install, testing, & commissioning	\$ 11,357
Radio survey	\$ 2,664
Lower Filter Building RTU Panel	\$ 14,994

Radio Repeater Site *(if determined necessary by radio survey)*

Installation and configuration at radio repeater site	\$ 864
Radio repeater site hardware	\$ 1,611

Project Total	\$ 31,490
----------------------	------------------

Conclusion

We look forward to working with you on this and future projects. Please contact me if you have any questions.

Sincerely,

Cameron Price
(801) 989-1168
cameron.price@apco-inc.com

ALPINE CITY COUNCIL AGENDA

SUBJECT: Off-Street Parking Exceptions-Conditional Use Permit for a Produce Stand at 645 S Alpine Highway

FOR CONSIDERATION ON: March 28th, 2023

PETITIONER: Derek Rowley, Cherry Hill Farms

ACTION REQUESTED BY PETITIONER: Approval of Off-Street Exception for a Produce Stand at 645 S. Alpine Highway.

BACKGROUND INFORMATION:

Cherry Hill Farms applied for a Conditional Use Permit that was approved with conditions by the Planning Commission during the March 21st, 2023 meeting. Alpine development code 3.23.060- *Review Conditions and Criteria for Certain Conditional Uses pt. 4* outlines additional criteria that a produce stand would need to meet to be approved. One of the criteria is that the applicant provides sufficient off-street parking space to safely accommodate the anticipated level of patrons and employees. Alpine Development Code 3.24 *Off-Street Parking* requires the following:

1. *Paving. Each lot shall be paved with an all-weather surface material (asphalt or concrete), and be maintained in good condition and kept in an unobstructed and usable condition at all times. Responsibility for maintenance of the lot shall rest with the property owner. The lot shall provide adequate access to a street or alley.*
2. *Wheel Stops. Off-street parking shall be designed with wheel stops or curbing. Wheel stops shall be located in a manner so as to prevent any portion of the parked vehicle from extending over a property line or sidewalk. Manufactured wheel stops are preferred. All curbing shall be maintained in a functional and safe condition.*
3. *Striping. All off-street parking shall be striped to clearly show the required parking spaces. Striping shall be maintained in functional condition. Striping shall be at least three (3) inches wide and shall consist of white or yellow paint designed for this purpose.*
4. *Grading. Parking lots shall be graded for proper drainage with surface water diverted in such a way as to keep the parking area free of accumulated water or ice.*
5. *Parking Lot Lighting. A lighting plan provided by the applicant shall be reviewed and approved by the City Engineer. Lots shall be illuminated with standards arranged so as to reflect light away from any adjoining residential buildings. Parking lot lights shall be fully shielded to direct light downward in order to decrease light pollution.*
6. *Parking Lot Dimensions and Size of Parking Spaces. (diagram not included, it shows the dimensions of parking stalls)*

7. *Accessible Parking Spaces.* All accessible parking spaces shall meet the requirements of the ADA Standards for Accessible Design (28 CFR Part 36).
8. *Oil separators.* Oil separators and other pollution control devices may be required to minimize stormwater pollution, as recommended by the City Engineer.
9. *Screening.* The sides and rear of any off-street parking area that adjoins a residence or residential zone shall be required to be screened by a masonry wall or solid visual barrier fence.
10. *Landscaping.* All off-street parking areas shall be landscaped and permanently maintained as required by DCA 3.07.080 Part 8.
11. *Off-Street Loading.* Every building or use receiving or distributing materials or merchandise by truck shall provide and maintain on the same lot as the building or use adequate off-street loading space(s).

This chapter of the code also allows for an exception to be made to these standards if the applicant can show that.

1. *The unique nature of the existing or proposed land use, or an unusually large number of pedestrian or transit trips, below-normal parking demands will be generated.*
2. *A reduced number of off-street parking spaces will meet the demands of the proposed use without increasing traffic or on-street parking problems in adjacent areas and neighborhoods.*

The applicant is requesting an exception be made to the requirements that the parking lot be paved and that the parking lot has lighting. The applicants plans request these exceptions be approved because *“the farm stand is not a formal commercial business and does not have long operating hours and a need for paved parking lots with lighting. This farm stand is proposed to fit in with the agricultural aspect of the farm.”*

As part of its review process for the CUP, the Planning Commission discussed the pros & cons of an unpaved and unlit parking lot. The discussion on the paving of the parking lot focused on the look of a commercial building or the look of a farm produce stand. As part of the motion to approve the CUP one of the conditions was that the exceptions to the parking standards be contingent upon city council approval.

STAFF RECOMMENDATION: Review staff report and findings and determine if the City Council believes an exception to the paving of the parking lot and the lighting of the parking lot meet the standards for an exception as highlighted in DCA 3.24.040

MODEL MOTIONS

SAMPLE MOTION TO APPROVE

I move to approve the exception to the off-street parking requirements of paving and lighting on the parking lot for the produce stand at 645 S Alpine Highway.

****INSERT FINDINGS****

SAMPLE MOTION TO APPROVE WITH CONDITIONS

I move to approve the exception to the off-street parking requirements of paving and lighting on the parking lot for the produce stand at 645 S Alpine Highway with the following conditions:

****INSERT FINDINGS****

SAMPLE MOTION TO DENY/TABLE

I move to table/deny the exception to the off-street parking requirements of paving and lighting on the parking lot for the produce stand at 645 S Alpine Highway.

****INSERT FINDINGS****



Planning Commission Agenda

Application Form

20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • 801-756-1189 (Fax) • www.alpinecity.org

All materials must be submitted to the City Planner at least **14 days** prior to the Planning Commission meeting for which you want to be scheduled.

Name JECCO FARMS / Derek Rowley Date 3/6/2023

Address 645 S/ ALPINE HWY ALPINE, UT 84004

Phone 801.372-4226 Fax _____ Email derekrowl@gmail.com

Subject for Discussion: (The more specific you are, the better prepared the Planning Commission will be to discuss your request.)

CONDITIONAL USE FOR A FARM STAND

New farm stand to be constructed at the north end of the existing
orchard. Access to the farm stand will be from the completed Bateman Lane

A new 18 space parking lot will provide adequate daily parking.

See attached plans for the site, grading, parking lot and elevations.

Location 645 S Alpine Hwy

Please attach any necessary maps, plats, documentation, stamped and addressed envelopes for notification, etc.

PARKING NOTES

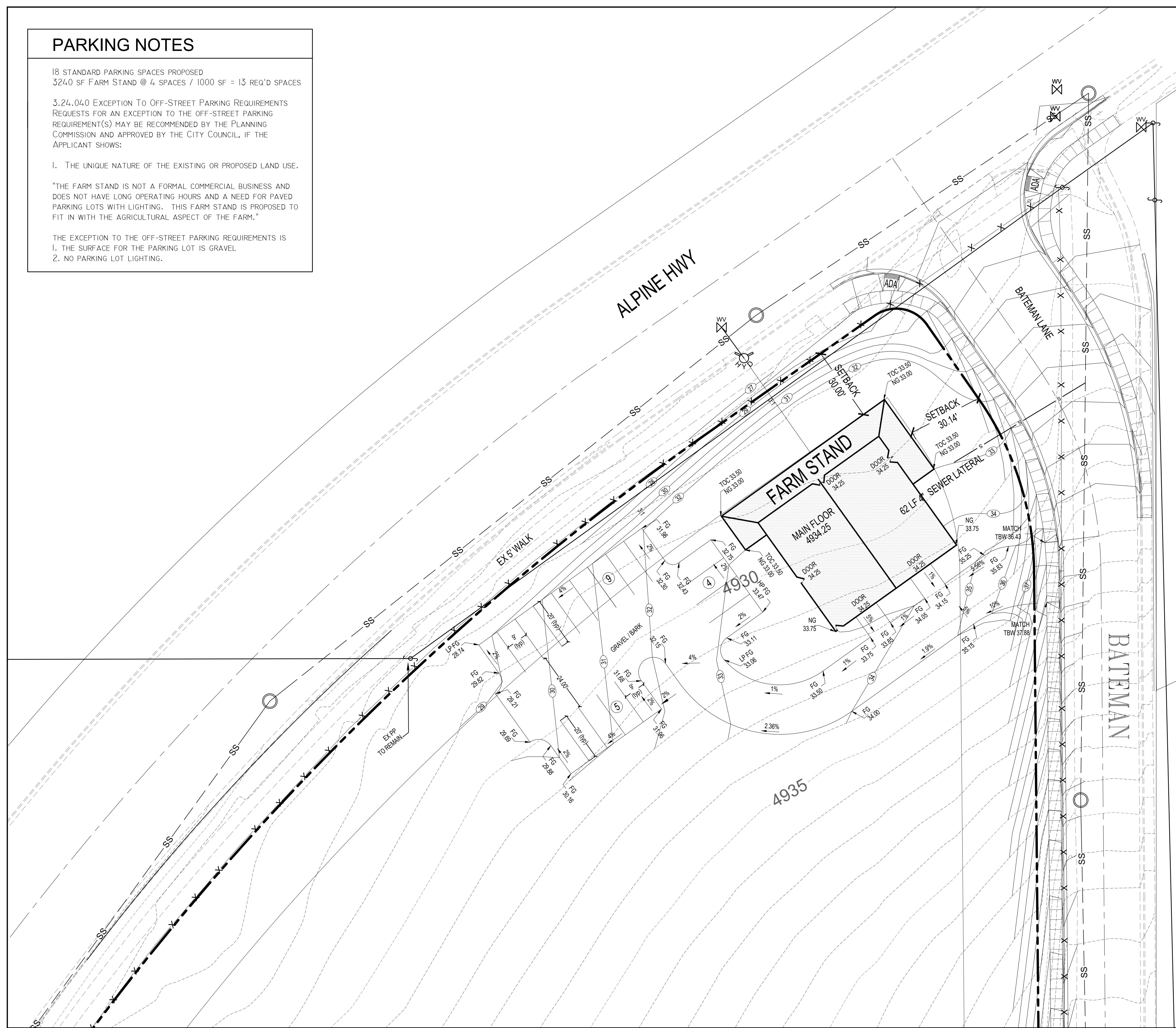
18 STANDARD PARKING SPACES PROPOSED
 3240 SF FARM STAND @ 4 SPACES / 1000 SF = 13 REQ'D SPACES

3.24.04.0 EXCEPTION TO OFF-STREET PARKING REQUIREMENTS
 REQUESTS FOR AN EXCEPTION TO THE OFF-STREET PARKING
 REQUIREMENT(S) MAY BE RECOMMENDED BY THE PLANNING
 COMMISSION AND APPROVED BY THE CITY COUNCIL, IF THE
 APPLICANT SHOWS:

1. THE UNIQUE NATURE OF THE EXISTING OR PROPOSED LAND USE.

"THE FARM STAND IS NOT A FORMAL COMMERCIAL BUSINESS AND
 DOES NOT HAVE LONG OPERATING HOURS AND A NEED FOR PAVED
 PARKING LOTS WITH LIGHTING. THIS FARM STAND IS PROPOSED TO
 FIT IN WITH THE AGRICULTURAL ASPECT OF THE FARM."

THE EXCEPTION TO THE OFF-STREET PARKING REQUIREMENTS IS
 1. THE SURFACE FOR THE PARKING LOT IS GRAVEL
 2. NO PARKING LOT LIGHTING.

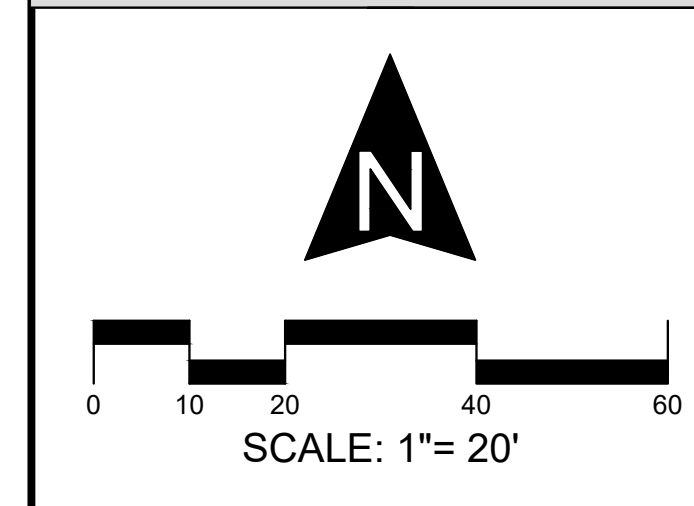


TYLER
 11:023:0009

ALPINE CITY
 49:329:0015

DEVELOPER
JECCO FARMS
 645 S. ALPINE HWY
 ALPINE, UT 84004

DEVELOPMENT
JECCO FARMS
 SUBDIVISION



BERG
 CIVIL ENGINEERING
 1018 N. Deer Crest Lane
 Alpine UT, 84004
 office (801) 492-1277
 cell (801) 616-1677

REVISIONS			SEAL
NO.	DATE	DESCRIPTION	

ACTION	DATE
CONDITIONAL USE	02/27/2023

PROJECT
JECCO FARMS

DESCRIPTION
**FARM STAND
 SITE
 PLAN**

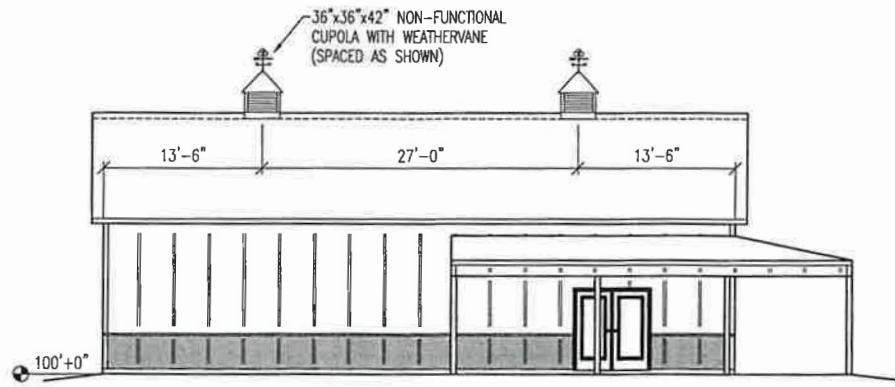
SHEET NAME	SHEET NUMBER
SITE PLAN	C1

GENERAL NOTES AND SPECIFICATIONS

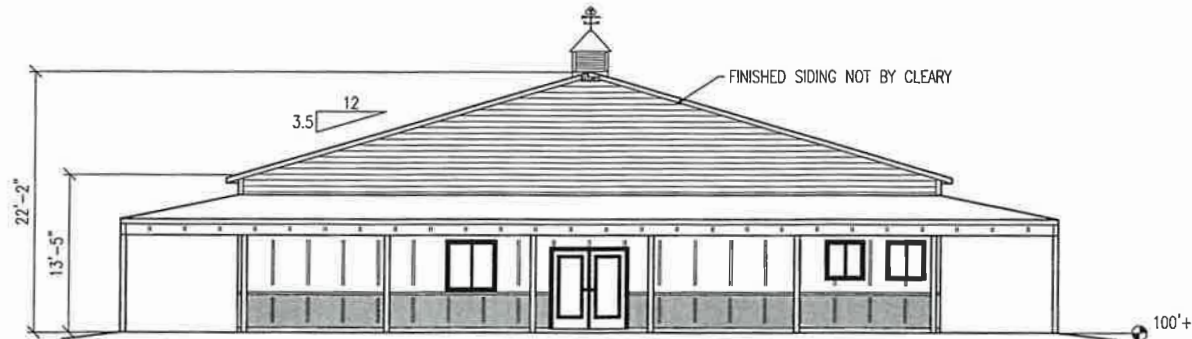
- The materials and labor shown on these plans that are provided by Cleary Building Corp. are limited to those materials and labor as defined by the Cleary Building Corp. contract. Additional materials or accessories that are not being provided by Cleary Building Corp. may be shown on plans for context or building code compliance.
 - This building is designed in accordance with the following codes and specifications:
 2018 International Building Code (IBC)
 2018 Edition Of "National Design Specifications for Wood Construction"
- Risk Category: II
 Use Group(s) Classification: U
 Building Use: Garage
 Type of Construction: Type VB
 Building Area: 4040 Sq. Ft.
- Building Design Loads:
 Snow Design Data:
 Ground Snow Load (Pg): 40 PSF
 Design Balanced Roof Snow Load: 32.8 PSF
 Snow Exposure Factor (Ce): 1
 Slope Factor (Cs): 0.98
 Thermal Factor (Ct): 1.2
 Snow Load Importance Factor (Is): 1.0
 Flat Roof Snow Load (Pf): 33.6 PSF
 Sloped Roof Snow Load (Ps): 32.8 PSF
 Unbalanced Snow Loads: 9.8 PSF Windward
 32.8 PSF Leeward
 21.65 PSF Leeward surcharge
 10.3 Ft. Width of surcharge
- Wind Design Data:
 Basic Design Wind Speed (V): 115 MPH
 Wind Exposure: C
 Design Internal Pressure Coefficient: ± 0.18
- Earthquake Design Data:
 Basic Seismic Force Resisting System: Building Frame System/Light Frame Walls Sheathed with Wood Structural Panels or Steel Sheets
 Design Base Shear: 5468 LBS
 Seismic Response Coefficient (Cs): 0.145
 Analysis Procedure Used: Equivalent Lateral Force Procedure
 Seismic Design Category: D
 Mapped Spectral Response Accelerations (Ss): 130.4%g
 (S₁): 48.9%g
 Spectral Response Coefficients (S_{ps}): 0.869g
 (S_p): 0.492g
 Site Class: D
 Seismic Importance Factor (I_e): 1.0
 Response Modification Factor (R): 6
- All lumber, unless noted otherwise, shall be S4S #2 SPF or better. All lumber embedded in the ground shall be treated with Chromated Copper Arsenate to a retention level of .60 lbs. per cubic foot. AWPA U1, UC4B.
 - All nails are to be threaded hardened steel unless otherwise noted.
 - Grading should be such that the surface water is drained away from the foundation. Minimum grade would be six inches of vertical drop per ten feet of horizontal away from the foundation (5%).
 - Fill used for concrete floor slab sub grade, if present, shall be reasonably graded granular material. Fill used in columns holes shall be the excavated soil unless noted otherwise. All fill shall be free from debris, stones over 4" and frozen material.
 - Electrical work, heating, ventilating, air conditioning, plumbing, and site draining is not a part of this drawing and shall be installed as per applicable codes.
 - This design is based on a building site with sand, silty sand, clayey sand, silty gravel, clayey gravel soil. As per the IBC building code and Referenced Standard ASAE 486.1, an assumed soil bearing design value of 1500 psf with increases for depth and width has been used in this design. If information is discovered before or during construction contrary to this, the building designer should be contacted.

NOTE:
 This document, as presented and sealed, is not intended to be, nor should it be construed as such, a complete building design. It is intended to represent just the building itself. It should also be noted that the designer is unaware of any subsurface investigation reports. Footings have been sized on assumed values as per note 8.0 under General Specifications and Notes. The designer excludes determination that the assumed soil conditions are present at the site. If a concrete floor will be installed, the design of the concrete floor is not part of these plans, nor is it intended to be. If shown, the concrete floor is only depicted to show its location with respect to related components of the building. The client or general contractor is encouraged to contract with other professional engineers or architects for the design of the concrete floor and its subgrade.

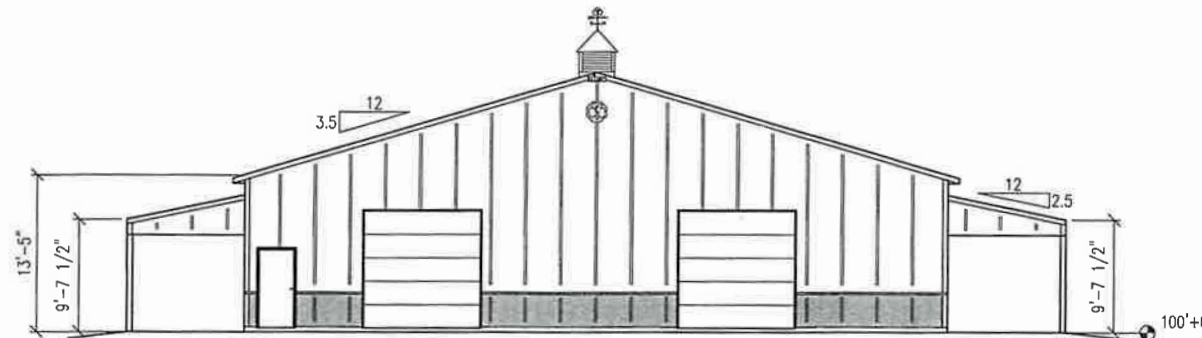
NOTE:
 This building, as depicted, must be constructed 10 feet or more from any and all lot lines and 20 feet or more from any other buildings on the same lot. See IBC code and/or the local building official for exceptions.



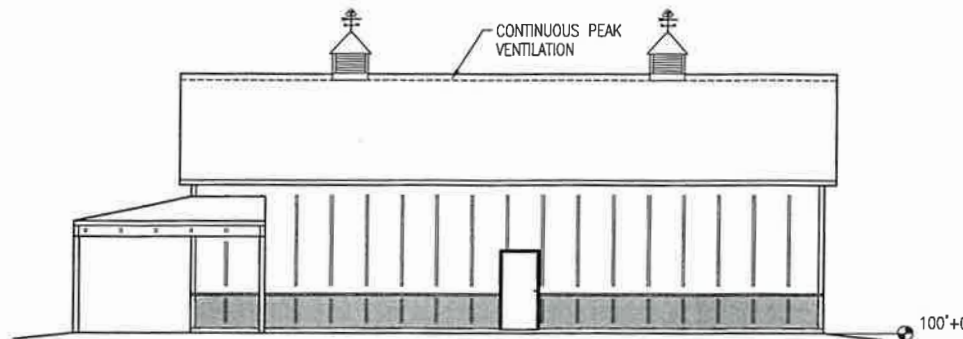
NORTH ELEVATION



WEST ELEVATION



EAST ELEVATION



SOUTH ELEVATION

TABLE OF CONTENTS

- ELEVATIONS
- FLOOR PLAN
- ROOF FRAMING PLAN
- TYPICAL SECTION "A"
- TYPICAL SECTION "B"
- TYPICAL SECTION "C"
- HIPPED PORCH DETAILS
- HEADER DETAILS
- DIAPHRAGM ACTION and MISC. DETAILS
- TRUSS DIAGRAMS
- TRUSS DIAGRAMS



190 PAOLI STREET / P.O. BOX 930220
 VERONA, WI 53593 / (800) 373-5550

DRAWN BY: M NEDDO

DATE DRAWN: 12/16/22

PLAN REVISIONS:

NUMBER	DATE	BY
1		
2		
3		
4		

PROJECT NAME: ROWLEY, DEREK
 PROJECT SITE ADDRESS: 627 ALPINE HWY
 ALPINE, UT 84004 (UTAH)
 BUILDING SIZE: 60' 0" x 54' 0" x 13' 5"
 SHEET NAME: ELEVATIONS

PROJECT NUMBER: 2022105017

SHEET NUMBER: 110

SHEET SCALE: NONE

APPROVED FOR CONSTRUCTION
 DATE _____ BY _____



12/30/22

ALPINE CITY COUNCIL AGENDA

SUBJECT: Resolution R2023-09: Update to the Consolidated Fee Schedule – Pressurized Irrigation Rates

FOR CONSIDERATION ON: March 28, 2023

PETITIONER: Staff

ACTION REQUESTED BY PETITIONER: Review and approve Resolution R2023-09 implementing the previously approved pressurized irrigation rates.

BACKGROUND INFORMATION:

Since the inception of the pressurized irrigation system in 2002, users have been billed based on the square footage of their lot. This billing method was chosen since individual meters were not installed on the system and there was no way to determine actual usage. Meters were installed on the system in 2018 and 2019. The City was ahead in this area, since a bill was passed in the 2022 Legislative Session requiring all entities serving pressurized irrigation water to install meters.

The City contracted with Fred Philpot at Lewis, Young, Robertson and Burningham to complete a rate study. Having actual usage data from 2020 and 2021 was key to developing a rate model. The rate model is complicated because of the various rate schedules that were agreed upon in an agreement with the Alpine Irrigation Company in April of 2000. The agreement was that all surface water from the Alpine Irrigation Company would be used in the system, but shareholders in the company would be given a reduced rate for two groups of users, residential shareholders and agricultural users. The third group of users, which represents the majority of billed accounts, is the residential non-shareholders.

The City Council approved the pressurized irrigation rate structure that was prepared by Fred Philpot at the September 9, 2022, City Council meeting. The rate model has been reviewed at two previous City Council meetings and a public hearing was held that night to receive public comment.

As developed, the rate model establishes a base rate that would be billed monthly, 12 months of the year, with an allowable quantity of water that is recommended by the State to maintain landscaping. For usage above the allowable rate, a user will be charged on a tiered rate structure. There is a separate billing rate structure for shareholders. Future capital projects outlined in the Pressurized Irrigation Master Plan, are also anticipated in the rate structure.

Since the adoption of the rate structure, City Staff has been working with Caselle to integrate the rate structure into the billing software. That work is now complete. In addition, a pressurized irrigation rate estimator has been prepared to allow residents to estimate what they will pay with the new rate structure based on usage from previous

years. This will allow them to work towards conservation efforts and make other decisions on water use. This information is planned to be distributed to residents through the April Newslines and our social media channels.

The final step in implementing the new rate structure is to include the new rates in an updated fee schedule adopted by the City Council. Resolution R2023-09 has been prepared to include the new rates. City Staff recommends that the utility bill that will include the first pressurized irrigation water usage for 2023 (April usage), going out the first week of May, be based on the new rate structure. There are some formatting issues on the fee schedule that will be cleaned up prior to the city council meeting.

STAFF RECOMMENDATION:

Review and approve Resolution R2023-09 adopting new pressurized irrigation user rates in the consolidated fee schedule.

SAMPLE MOTION TO APPROVE:

I move to approve Resolution R2023-09 adopting new pressurized irrigation user rates in the consolidated fee schedule.

SAMPLE MOTION TO APPROVE WITH CONDITIONS:

I move to approve Resolution R2023-09 adopting new pressurized irrigation user rates in the consolidated fee schedule with the following conditions/changes:

- ****insert finding****

SAMPLE MOTION TO TABLE/DENY:

I move to table/deny the Resolution R2023-09 adopting new pressurized irrigation user rates in the consolidated fee schedule based on the following:

- ****insert finding****

**ALPINE
RESOLUTION NO. 2023-09
A RESOLUTION ADOPTING THE AMENDING THE CONSOLIDATED FEE SCHEDULE FOR 2023**

WHEREAS, the City of Alpine (the “*City*”) has previously adopted by resolution the fee schedule in accordance with the requirements of the state statute; and

WHEREAS, the city administrator has prepared and filed with the City Council a proposed revised fee schedule for consideration by the City; and

WHEREAS, the City determined that amending the proposed fee schedule is in the best interest of the health, safety, and financial welfare of the City; and

WHEREAS, on March 28, 2023, the proposed amended fee schedule was duly noticed as an agenda item for the consideration and action of the City Council; and

WHEREAS, public comment was received concerning the proposed fee increase for pressurized irrigation system user rates.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Alpine City as follows:

The revised fee schedule attached hereto as *Exhibit A* and made a part of this Resolution is hereby-adopted effective March 28, 2023.

SIGNED, EXECUTED AND RECORDED in the office of the City Recorder, and accepted as required herein.

PASSED AND APPROVED this 28th day of March 2023.

ALPINE CITY COUNCIL

By: _____
Carla Merrill, Mayor

[SEAL]

VOTING:

Jessica Smuin	Yea	___	Nay	___
Lon Lott	Yea	___	Nay	___
Kelli Law	Yea	___	Nay	___
Jason Thelin	Yea	___	Nay	___
Greg Gordon	Yea	___	Nay	___

ATTEST:

Bonnie Cooper
City Recorder

DEPOSITED in the office of the City Recorder this 28th day of March, 2023.

RECORDED this 28th day of March, 2023.

EXHIBIT A

Consolidated Fee Schedule

EXHIBIT A
ALPINE CITY
CONSOLIDATED FEE SCHEDULE

I. The following fees are hereby imposed as set forth herein:

A. CITY RECORDER:

- | | | |
|----|---|---|
| 1. | Compiling records in a form other than that maintained by the City. | Actual cost and expense for employee time or time of any other person hired and supplies and equipment. Minimum charge of \$10 per request. |
| 2. | Copy of record | \$0.50/printed page |
| 3. | Certification of record | \$1.00/certification |
| 4. | Postage | Actual cost to City |
| 5. | Other costs allowed by law | Actual cost to City |
| 6. | Miscellaneous copying (per printed page): | |

	B/W	Color
8 ½ x 11	\$0.10	\$0.50
8 ½ x 14	\$0.15	\$0.70
11 x 17	\$0.20	\$0.90

- | | | | |
|----|--|-------------|---------|
| 7. | Electronic copies of minutes of meetings | Actual cost | |
| 8. | Maps (color copies) | 8 ½ x 11 | \$2.50 |
| | | 11 x 17 | \$5.00 |
| | | 24 x36 | \$18.00 |
| | | 34 x44 | \$30.00 |
| 9. | Maps with aerial photos | 8 ½ x 11 | \$5.00 |
| | | 11 x 17 | \$10.00 |
| | | 24 x 36 | \$32.00 |

B. BUILDING PERMITS AND INSPECTIONS:

- I. Applications:

New Homes/Commercial Buildings	\$1,000.00
Construction jobs exceeding a value of \$50,000	\$250.00
Fee for all other Building Permit Applications	\$25.00
Walls	\$300.00

- 2. Building Permit Fees will be based on the construction values in Exhibit A and in accordance with the Building Code formula in Exhibit B. Finished basements and decks shall fall under (U) Utility, miscellaneous in Exhibit A.

Refunds for permits issued will be limited to 80 percent of the permit costs, not later than 180 days after the date of fee payment. No refunds for plan review costs will be given if the plan review has been conducted.

A building permit extension fee shall be assessed when building permits for new homes have become null and void. A permit becomes null and void if work or construction is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. The cost of extending a permit after it has become null and void will be one-half the original building permit fee which consists of the construction fee, electrical fee, plumbing fee and heating fee. A current infrastructure protection bond will also be posted by the new owner/applicant. The original infrastructure bond will be applied to any damage that occurred after the original permit was issued.

- 3. Minimum fees for issuance of individual permits including, but not limited to, meter upgrades, A/C, furnace, water heaters, etc. Actual cost of inspection

- 4. One percent surcharge per building permit (Utah Code):
 - a. 80 percent submitted to Utah State Government,
 - b. 20 percent retained by City for administration of State collection.

- 5. Buildings of unusual design, excessive magnitude, or potentially hazardous exposures may, when deemed necessary by the Building Official, warrant an independent review by a design professional chosen by the Chief Building Official. The cost of this review may be assessed in addition to the building permit fee set forth in item #1 above.

- 6. Special Inspections Actual cost to City

- 7. Re-inspection Fee Actual cost to City

- 8. Retaining Wall Inspection Fee \$135/hr. plus mileage at current IRS rate

C. BUSINESS LICENSES:

- 1. Home Occupations \$50 + \$25.00 for one non-family employee
- 2. Home Occupations (no impact) No fee
- 3. Commercial \$50.00 + \$25.00 for each employee (Maximum - \$400.00)

- 4. Late Charge after 3/01 of each year Double the base fee

- 5. Canvasser, Solicitors, and Other Itinerant Merchants Application Fee \$25.00

6.	Accessory Apartment Permit	\$50.00 registration and annual fee
----	----------------------------	-------------------------------------

D. ORDINANCE ENFORCEMENT:

1.	Abatement of injurious and noxious real property and unsightly or deleterious objects or structures.	Actual cost of abatement plus 20% of actual cost
2.	Nuisance Citation	\$50 per violation/per day

E. PLANNING AND ZONING:

1.	General Plan amendment	\$350.00
2.	Zone change	\$350.00
3.	Appeal Authority	\$200
4.	Conditional Use	\$250.00
5.	Subdivisions	
a.	Plat Amendment Fee	\$250.00
b.	Concept Plan Review Fee	\$100.00 + \$20.00 per lot + actual cost of City Engineer's review
c.	Preliminary Plan Fee	\$100.00 + \$90.00 per lot + actual cost of City Engineer's review
d.	Final Plat Fee	\$100.00 + \$90.00 per lot+ actual cost of City Engineer's review
e.	Preliminary Plan Reinstatement/ Extension Fee	\$100.00
f.	Final Plat Reinstatement/Extension Fee	\$100.00
g.	Recording Fee	\$50.00 per sheet+ \$2.00 per lot
h.	Inspection Fee	\$418.00 per lot
1.	Subdivision & Building Bonds	
(1)	Performance and Guarantee	120% escrow in bank
(2)	Infrastructure Protection Bond	\$2,500.00 cash bond \$5,000.00 cash bond for comer lots or regular lots with more than 150 feet of frontage
•	Open Space Cash Bond Engineer	\$2,500 minimum or as determined by City
j.	Storm Water Pollution Prevention Plan (SWPPP) Cash Bonds	
(1)	New Home	\$2,000
(2)	Subdivision	\$200/lot or \$2,000 minimum
(3)	Other	As determined by City Engineer

6.	Publications	Electronic	Hard Copy
	a. General Plan	\$15.00	\$10.00
	b. Subdivision Ordinance	\$15.00	\$30.00
	c. Zoning Ordinance	\$15.00	\$30.00
7.	Site Plan Review Fee		
	a. Residential (not in approved subdivision)	\$150.00 + actual cost of engineering review	
	b. Commercial	\$250.00 + actual cost of engineering review	
8.	Lot Line or Setback Adjustment	\$125.00	
9.	Annexation		
	a. Application Fee	\$800.00	
	b. Plat Review Fee	\$200.00	
	c. Annexation Study Fee	Actual Cost	
10.	Sign Permits		
	a. Application Fee	\$25.00	
	b. Inspection Fee	Actual cost	
	Application fee shall not apply to temporary non-profit signs.		
11.	Utah County Surveyor Plat review fee	\$125.00	
12.	Preservation Coat	\$0.28 per sq. ft. of asphalt area	
13.	Street Light Connection Fee	\$150.00	
14.	Credit Card Payments will only be accepted for total payments not exceeding \$1000.00		

F. PUBLIC WORKS:

1.	Streets		
	a. Street Dedication or Vacation	\$300.00	
	b. Street Name Change Application	\$100.00	
	c. New Street Sign for Name Change Approval	\$75.00 per sign	
2.	Concrete Inspection Permits:		
	a. Curb and Gutter	\$35.00	
	b. Sidewalk	\$35.00	
3.	Excavation Permits, Asphalt/Concrete Cuts/Unimproved Surface		
	a. Excavation bond	\$4,000.00	
	b. Minimum fee for cuts in paved surfaces more than 3 years old	\$300.00 + 1.50/sq. ft.	
	c. Minimum fee for cuts in paved surfaces 3 years old or less	\$300.00 + 3.00/sq. ft.	
	d. Land Disturbance Permit	\$300.00	
4.	Culinary Water Rates (Temporary disconnection is not permitted unless authorized by the Alpine City Administrator.):		
	a. Box Elder and those portions of Willow Canyon and any other areas of the City that cannot be served by pressurized irrigation:		

Amount Used	Rate
0 to 8,000 gallons per month (base rate) + meter fee	\$17.00
Each 1,000 gallons over 8,000 gallons to 60,000 gallons per month	\$0.90
Each 1,000 gallons over 60,000 gallons to 175,000 gallons per month	\$1.40
Each 1,000 gallons over 175,000 gallons per month	\$2.80

b. All other users:

Amount Used	Rate
0 to 8,000 gallons per month (base rate) + meter fee	\$17.00
Each 1,000 gallons over 8,000 gallons to 10,000 gallons per month	\$2.00
Each 1,000 gallons over 10,000 gallons to 12,000 gallons per month	\$3.00
Each 1,000 gallons over 12,000 gallons per month	\$4.00

5. Culinary Water Meter Connection Fee (In Addition to Impact Fee)

Minimum Lot Size Requirements	Meter Size	Fee
<i>N/A</i>	¾"	\$350.00
One acre or larger or commercial use	1"	\$460.00
As justified by engineering requirements	1 ½"	\$800.00
As justified by engineering requirements	2"	\$1,000.00

6. Pressurized Irrigation Connection Fee (in addition to impact fee)

Description	Meter Size	Fee
For connections installed as part of the original Pressurized Irrigation System	1"	\$550.00
For connections installed as part of the original Pressurized Irrigation System	1 ½"	\$800.00
As justified by engineering requirements	2"	\$850.00

7. Pressurized Irrigation Meter Connection Fee (in addition to impact fee and pressurized irrigation connection fee, if applicable)

Description	Fee
1" Meter installation with no provisions for meter	\$585.00
1" Meter installation with provisions for meter	\$520.00
1.5" Meter installation	\$1,625.00
2" Meter installation	\$1,680.00

8. Pressurized Irrigation Rates (Temporary disconnection is not permitted unless authorized by the Alpine City Administrator. **See example calculation in Exhibit C.**):

Users	Rate
All Users – meter fee	\$1.00
Residential Users	
(1) Non-shareholders in Alpine Irrigation Co.	\$0.001112 per square foot per month
(2) Shareholders in Alpine Irrigation Co.	\$0.000618 per square foot per month
Agricultural User	\$1.15 per share per month

Users	2023 Rates
All Users - meter fee	\$1.00
Residential, Commercial, Church, and School Users	Base Rate + Usage Rate = Total Bill (see Base and Usage Rates below)
Residential Shareholders in Alpine Irrigation Co.	\$0.000643 per square foot per month
Agricultural User	\$1.20 per share per month
Excess Share Credit	\$5.20 per equivalent primary share

2023 Pressurized Irrigation Base Rate Calculation = \$40 per acre per month

2023 Pressurized Irrigation Usage Rate Calculation = Cost is calculated via a tiered rate structure based on an allocation of water for the size and type of property, gallons used, and which month the water is used. Tiered rates, allocation amounts, and allocations by month are all shown below.

Tiered Rates:

Tier 1 - \$0.120/thousand gallons

Tier 2 - \$0.343/thousand gallons

Tier 3 - \$0.429/thousand gallons

Tier 4 - \$0.686/thousand gallons

Tier 5 - \$1.029 /thousand gallons

Tier 6 - \$1.303/thousand gallons

Allocation Amounts*:

Residential – 118,175 gallons/acre

Commercial – 36,930 gallons/acre

Churches – 64,627 gallons/acre

Schools – 97,864 gallons/acre

*Allocation amounts fluctuate by month to account for seasonal watering needs:

April/October – 34% of the allocated amount determines “Allowed Gallons Per Tier” usages

May/June – 92% of the allocated amount determines “Allowed Gallons Per Tier” usages

July/August – 129% of the allocated amount determines “Allowed Gallons Per Tier” usages

Example: 118,175 Gallons are allowed per acre on a residential property. This is 100% of the allocation. Tiers 1 & 2 account for 100% of the allocation. In July, the allocation is adjusted by 129%. For a residential property in July, size being one acre, gallons allowed in tier 1 + tier 2 = 114,000 + 38,000 = 152,000 gallons. $118,175 \times 129\% = 152,000$ gallons (values are rounded).

Gallons Allowed Per Tier Per Acre Per Month:

Property Type	Tier & Allocation Amount (%)	Month		
		April/October	May/June/September	July/Augst
Residential	Tier 1 (0-75%)	30,000	81,750	114,000
	Tier 2 (75-100%)	10,000	27,250	38,000
	Tier 3 (100-150%)	20,000	54,500	76,000
	Tier 4 (150-200%)	20,000	54,500	76,000
	Tier 5 (200-250%)	20,000	54,500	76,000
	Tier 6 (250%+)	Unlimited	Unlimited	Unlimited
Commercial	Tier 1 (0-75%)	9,375	25,547	35,625
	Tier 2 (75-100%)	3,125	8,516	11,875
	Tier 3 (100-150%)	6,250	17,031	23,750
	Tier 4 (150-200%)	6,250	17,031	23,750
	Tier 5 (200-250%)	6,250	17,031	23,750
	Tier 6 (250%+)	Unlimited	Unlimited	Unlimited
Churches	Tier 1 (0-75%)	16,406	44,707	62,344
	Tier 2 (75-100%)	5,469	14,902	20,781
	Tier 3 (100-150%)	10,938	29,805	41,563
	Tier 4 (150-200%)	10,938	29,805	41,563
	Tier 5 (200-250%)	10,938	29,805	41,563
	Tier 6 (250%+)	Unlimited	Unlimited	Unlimited
Schools	Tier 1 (0-75%)	24,844	67,699	94,406
	Tier 2 (75-100%)	8,281	22,566	31,469
	Tier 3 (100-150%)	16,563	45,133	62,938
	Tier 4 (150-200%)	16,563	45,133	62,938
	Tier 5 (200-250%)	16,563	45,133	62,938
	Tier 6 (250%+)	Unlimited	Unlimited	Unlimited

9. Other Utility Fees and Rates

a. Deposit of \$100 refunded after one year of prompt payment

b. Transfer of service

\$25.00

c. Delinquent and Disconnect/Reconnect

1. First time annually: \$70 + 10% penalty (the \$70.00 + 10% will be waived if the customer signs up for automatic bill pay by credit card through Xpress Bill Pay)

ii. Subsequent times: \$45 + 10% penalty

d.	Utility tampering fee:	\$299.00
e.	Fees for Damage to Culinary Water Meter Components:	
	1. Endpoint:	\$165.00
	n. Meter Can Lid:	\$50.00
	m. Meter Can Ring:	\$65.00
	iv. Other Components:	at cost
f.	Fees for Damage to Pressurized Irrigation Meter Components:	
	i. Endpoint:	\$165.00
	ii. Complete Box for 1" Meter:	\$125.00
	iii. Complete Box for 1.5" and Larger Meter:	\$375.00

- iv. Lid for 1" Meter: \$50.00
- v. Lid for 1.5" and Larger Meter: \$75.00
- vi. Other Components: at cost

- 10. Water Management Plan Violation Fees:
 - 1st Violation: written warning
 - 2nd Violation: service will be locked with a \$50 fee required to have lock removed.
 - 3rd Violation and Subsequent Violations: Service will be locked with a \$200.00 fee required to have lock removed.

- 11. Sewer Connection Fee \$125.00

- 12. Sewer Usage Rate

Amount Used	Rate
0 to 2,000 gallons per month	\$14.40
Each 1,000 gallons over 2,000 gallons per month	\$3.94

Sewer rates are based on average monthly water use from October 1 - March 30.

- 13. Storm Drain Usage Rate

Parcels	Rate
Residential (1 ERU)	\$5.00 per month
Commercial	The charge shall be based on the total square feet of the measured impervious surface divided by 4,200 square feet (or 1 ERU), and rounded to the nearest whole number. The actual total monthly service charge shall be computed by multiplying the ERU's for a parcel by the rate of \$5.00 per month. See Municipal Code 14-403.6 for available credits.
Undeveloped	No charge

- 14. Infrastructure Protection Violation \$300.00
- 13. Monthly Residential Waste
 - a. Collection Fee (1st unit) \$11.50
 - b. Collection Fee each additional unit \$6.40
 - c. Recycling (1st unit) \$6.25
 - d. Recycling each additional unit \$6.25
- 14. Transfer of Utility Service \$25.00

G. PARKS

- 1. Resident General City Park Reservation \$25.00 use fee
- 2. Non-resident General City Park Reservation \$75.00 use fee

3.	(parks other than Creekside Park) Non-resident Creekside Park Reservation	\$100.00 use fee
4.	<u>Sports Use of City Parks</u> Rugby, Soccer, Football, Baseball, etc. Outside Leagues	\$2 per player \$10 per game
5.	Mass Gathering Event	\$150 use fee \$1,000 deposit
6.	<u>Lambert Park</u> Event - Resident Event - Non-resident Races in Lambert Park	\$25 + \$150 deposit \$75 + \$150 deposit \$500 + mass gathering fee and deposit
7.	<u>Rodeo Grounds</u> Event - Resident Event - Non-resident	\$25 + \$150 deposit \$75 + \$150 deposit
8.	Moyle Park Wedding - 100 people or fewer Moyle Park Wedding - 100+ people Non-resident Moyle Park wedding 100 people or fewer Non-resident Moyle Park wedding 100+ people	\$100.00 \$200.00 \$200.00 \$400.00

H. IMPACT FEES

I.	Storm Drain	\$800.00
2.	Street	\$1,183.32
3.	Park/Trail	\$2,688.00
4.	Sewer	\$492.66
5.	Timpanogos Special Service District	\$3,559.00
6.	Culinary Water	
	a. With Pressurized Irrigation Service	\$1,162.99
	b. Without Pressurized Irrigation Service	\$13,955.88
7.	Pressurized Irrigation	
	a. 0.25 acre Lot	\$4666.95
	b. 0.5 acre Lot	\$4,833.62
	c. 1 acre Lot	\$6,722.63
	d. Larger Lots, Commercial, Religious and Educational	calculated**

** Calculation will be as outlined in the "2021 Pressurized Irrigation System Master Plan, Impact Facility Plan & Impact Fee Analysis" dated December 2021 and prepared by Horrocks Engineers.

I. CEMETERY

- 1. Above ground marker or monument (upright) \$75.00
- 2. Single Burial Lot or Space (resident only) \$985.00
- 3. Opening & Closing Graves*

	Weekday	Saturday
Resident	\$600	\$850
Resident Infant (under one year)	\$125	\$350
Non-Resident Infant (under one year)	\$175	\$400
Non-Residents	\$1000	\$1500

- 4. Disinterment \$1,500.00
City will remove all earth and obstacles leaving vault exposed.
- 5. Cremation
 - a. Burial of ashes Residents or Non-Residents \$500.00
- 6. Deed Work \$50.00
- 6. *No Holiday Burials or Burials after 2:00 pm

J. SMALL WIRELESS FACILITIES RIGHT-OF-WAY RATES. The fee a wireless provider shall pay for the right to use the right-of-way shall be the greater of the following:

- 1. 3.5% of all gross revenue relative to the wireless provider's use of the right-of-way for small wireless facilities; or
- 2. \$250 annually for each small wireless facility.

II. Other Fees

It is not intended by this Resolution to repeal, abrogate, annul or in any way impair or interfere with the existing provisions of other resolutions, ordinances, or laws except to effect modification of the fees reflected above. The fees listed in the Consolidated Fee Schedule supersede present fees for services specified, but all fees not listed remain in effect. Where this Resolution imposes a higher fee than is imposed or required by existing provisions, resolution, ordinance, or law, the provisions of this Resolution shall control.

Exhibit A

Square Foot Construction Costs^{a, b, c, d}

Group	(2008 International Building Code)	Type of Construction								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with stage	207.99	201.27	196.59	188.35	177.31	172.08	182.33	161.78	155.82
	Assembly, theaters, without stage	188.37	181.65	176.97	168.72	157.73	152.50	162.70	142.19	136.23
A-2	Assembly, nightclubs	160.35	155.84	151.87	146.10	137.40	133.56	140.99	124.59	120.41
A-2	Assembly, restaurants, bars, banquet halls	159.36	154.84	149.87	145.10	135.40	132.58	139.99	122.59	119.41
A-3	Assembly, churches	191.73	185.01	180.33	172.08	161.08	155.82	166.06	145.52	139.56
A-3	Assembly, general, community halls, libraries, museums	182.11	155.39	149.71	142.46	129.82	126.20	136.44	114.89	109.93
A-4	Assembly, arenas	187.37	180.65	174.97	167.72	155.73	151.50	161.70	140.19	135.23
B	Business	161.10	155.30	150.33	143.24	130.34	125.99	137.63	114.22	109.47
E	Educational	176.25	170.31	165.47	158.28	148.32	140.74	153.03	130.54	125.61
F-1	Factory and industrial, moderate hazard	97.68	83.20	87.88	84.88	76.10	72.71	81.54	62.67	59.24
F-2	Factory and industrial, low hazard	96.68	92.20	87.88	83.96	76.10	71.71	80.54	62.67	58.24
H-1	High Hazard, explosives	91.50	87.02	82.70	78.78	71.10	66.71	75.36	57.67	N.P.
H234	High Hazard	91.50	87.02	82.70	78.78	71.10	66.71	75.36	57.67	53.24
H-5	HPM	161.10	155.30	150.33	143.24	130.34	125.99	137.63	114.22	109.47
I-1	Institutional, supervised environment	181.92	155.78	151.61	145.46	135.81	132.09	146.81	122.94	118.11
I-2	Institutional, hospitals	271.13	265.33	260.35	253.27	239.63	N.P.	247.66	223.51	N.P.
I-2	Institutional, nursing homes	189.55	183.75	178.78	171.69	159.17	N.P.	168.08	143.05	N.P.
I-3	Institutional, restrained	185.16	179.37	174.39	167.30	155.66	149.72	161.69	139.55	132.80
I-4	Institutional, day care facilities	161.32	155.78	151.61	145.46	135.81	132.09	146.81	122.94	118.11
M	Mercantile	118.24	114.73	108.76	104.89	95.94	93.10	99.88	83.13	79.95
R-1	Residential, hotels	163.43	157.80	153.72	147.58	137.69	133.97	148.68	124.81	119.99
R-2	Residential, multiple family	135.97	131.44	127.26	121.11	111.95	107.63	122.34	98.47	93.65
R-3	Residential, one- and two-family	129.98	126.37	123.27	120.01	115.61	112.61	118.02	108.33	101.85
R-4	Residential, care/assisted living facilities	161.32	155.78	151.61	145.46	135.81	132.09	146.81	122.94	118.11
S-1	Storage, moderate hazard	90.50	86.02	80.70	77.78	69.10	65.71	74.36	55.67	52.24
S-2	Storage, low hazard	89.50	85.02	80.70	76.78	69.10	64.71	73.36	55.67	51.24
U	Utility, miscellaneous	69.10	65.33	61.44	58.37	52.71	49.14	55.08	41.61	39.61

- a. Private Garages use Utility, miscellaneous
- b. Unfinished basements (all use group) = \$15.00 per sq. ft.
- c. For shell only buildings deduct 20 percent.
- d. N.P. = not permitted

Electronic files of the latest Building Valuation Data can be downloaded from the Code Council website at www.iccsafe.org/cs/techservices

EXHIBIT B

BUILDING PERMIT FEES (2009 IRC Appendix L)

Total Valuation	Fee
\$1 to \$500	\$24.00
Total value from \$501 to \$2,000	
First \$500	\$24.00
Plus \$3 for each additional \$100 or fraction thereof, to and including \$2,000	
Total value _____ = _____ - 5 = _____ x \$3 = _____	
100	
Building Permit Fee	
Total value from \$2,001 to \$40,000	
First \$2,000	\$69.00
plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000	
Total value _____ = _____ - 2 = _____ x \$11 = _____	
1,000	
Building Permit Fee	
Total value from \$40,001 to \$100,000	
First \$40,000	\$487.00
plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000	
Total value _____ = _____ - 40 = _____ x \$9 = _____	
1,000	
Building Permit Fee	
Total value from \$100,001 to \$500,000	
First \$100,000	\$1,027.00
plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000	
Total value _____ = _____ - 100 = _____ x \$7 = _____	
1,000	
Building Permit Fee	
Total value from \$500,001 to \$1,000,000	
First \$500,000	\$3,827.00
plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	
Total value _____ = _____ - 500 = _____ x \$5 = _____	
1,000	
Building Permit Fee	
Total value from \$1,000,001 to \$5,000,000	
First \$1,000,000	\$6,327.00
plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000	
Total value _____ = _____ - 1,000 = _____ x \$3 = _____	
1,000	
Building Permit Fee	
Total value from \$5,000,000 and over	
First \$5,000,000	\$18,327.00
plus \$1 for each additional \$1,000 or fraction thereof	
Total value _____ = _____ - \$5,000 = _____ x \$1 = _____	
1,000	
Building Permit Fee	

EXHIBIT C

2023 PRESSURIZED IRRIGATION RATE CALCULATION EXAMPLE

See consolidated fee schedule for base rate, usage tiered rates, allocation amounts, gallons allowed per tier, etc.

Property Type = Residential
Property Acreage = 0.35 acres
Metered Usage = 125,000 gallons
Month = July

Step 1 – Calculate the Base Rate

Base Rate = $0.35 * \$40 = \14.00

Steps 2 – 5 Calculate the Usage Rate

Step 2 – Calculate the allowed gallons per tier, using the property size

$0.35 \times \text{Tier 1 Allowed Gallons} = 0.35 * 114,000 = 39,900$

$0.35 \times \text{Tier 2 Allowed Gallons} = 0.35 * 38,000 = 13,300$

$0.35 \times \text{Tier 3 Allowed Gallons} = 0.35 * 76,000 = 26,600$

$0.35 \times \text{Tier 4 Allowed Gallons} = 0.35 * 76,000 = 26,600$

$0.35 \times \text{Tier 5 Allowed Gallons} = 0.35 * 76,000 = 26,600$

$0.35 \times \text{Tier 6 Allowed Gallons} = \text{Unlimited Gallons}$

Step 3 – Calculate how many gallons were used in each tier

Total gallons used was 125,000 gallons, these needs spread out into the tiers, starting with Tier 1

Tier 1 = $125,000 - 39,900 = 85,100$ left over, all allowed 39,900 gallons used in this tier

Tier 2 = $85,100 - 13,300 = 71,800$ left over, all allowed 13,300 gallons used in this tier

Tier 3 = $71,800 - 26,600 = 45,200$ left over, all allowed 26,600 gallons used in this tier

Tier 4 = $45,200 - 26,600 = 18,600$ left over, all allowed 26,600 gallons used in this tier

Tier 5 = $18,600 - 26,600 = \text{None}$ left over, 18,600 used in this tier

Tier 6 – None left over, no gallons used in this tier in this example

Step 4 – Calculate cost per tier

Tier 1 cost = $\$0.120 * 39,900 / 1000 = \4.79

Tier 2 cost = $\$0.343 * 13,300 / 1000 = \4.56

Tier 3 cost = $\$0.429 * 26,600 = \11.41

Tier 4 cost = $\$0.686 * 26,600 = \18.25

Tier 5 cost = $\$1.029 * 18,600 = \19.14

Tier 6 cost = $\$1.303 * 0 = \0.00

Step 5 – Calculate total Usage Rate by adding tiered costs from Step 4

	\$ 4.79
	\$ 4.56
	\$11.41
	\$18.25
	\$19.14
	+ \$ 0.00
Total Usage Rate	= \$58.15

Step 6 – Calculate Pressurized Irrigation Bill by adding the Base Rate and Usage Rate

Base Rate \$14.00

Usage Rate + \$58.15
Total PI Bill = \$72.15

ALPINE CITY COUNCIL AGENDA

SUBJECT: Approval of Cemetery Fence Bid

FOR CONSIDERATION ON: March 28, 2023

PETITIONER: Staff

ACTION REQUESTED BY PETITIONER: Review and approve the bid for a new entry and fence on the cemetery expansion project.

BACKGROUND INFORMATION:

As spring approaches, City Staff will be continuing work to complete the cemetery expansion project. We have planned to install an arched cemetery entrance on the north end, similar to the entrances on the east and west entrances that were fabricated by Barber Metals. The bid that we obtained from Barber Metals for the arch was in the amount of \$11,530. For the fence going east and west of the entry, we looked at different options and obtained bids from four different vendors. The options that were considered for the fence along the existing sidewalk were pre-fabricated ornamental iron panels and a custom built fence. The pre-fabricated panel fence is the Ameristar Montage Plus Majestic. See brochure in packet. The shop built fence would be like the fence on either side of the west entrance. With either option, we are proposing a 6-foot tall, black chain link fence on the retaining wall along the west boundary of the new area.

The initial bids for the pre-fabricated fence included the Ameristar Montage Plus Majestic fence at all locations, including the retaining wall. For the 4-foot tall fence, the three bids ranged in price from \$54,300 to \$82,303, with the third bid only being \$1,651 higher than the low bid. After discussing the fence on the retaining wall with our staff, we requested a price from the low bidder for the retaining wall fence to be 6-foot tall, black chain link fence. With this change, the bid from Northwest Fence was \$51,900.

For the shop built fence, which is a heavier duty fence, the bid was \$98,600 for the fence (not including a fence on the retaining wall) and an additional \$11,530 for the arched entrance.

While we believe the shop built fence is a superior product, it is difficult to justify a fence that is nearly double the price of the pre-fabricated fence. We recommend that Barber Welding fabricate the arched entrance at a cost of \$11,530 and that Northwest Fence be awarded the bid to supply and install a 4-foot tall Ameristar Montage Plus Majestic fence along the sidewalk with a 6-foot tall black chain link fence along the retaining wall on the west end of the new cemetery expansion at a cost of \$51,900.

STAFF RECOMMENDATION:

Approve the bid from Barber Welding to fabricate the arched cemetery entrance at a cost of \$11,530 and the bid from Northwest Fence bid to supply and install a 4-foot tall Ameristar Montage Plus Majestic fence along the sidewalk with a 6-foot tall black chain link fence along the retaining wall on the west end of the new cemetery expansion at a cost of \$51,900.

SAMPLE MOTION TO APPROVE:

I move to approve the bid from Barber Welding for the arched cemetery entrance in the amount of \$11,530 and the bid from Northwest Fence in the amount of \$51,900 for fencing at the cemetery.

SAMPLE MOTION TO APPROVE WITH CONDITIONS:

I move to approve the bid from Barber Welding for the arched cemetery entrance in the amount of \$11,530 and the bid from Northwest Fence in the amount of \$51,900 for fencing at the cemetery with the following conditions/changes:

- ****insert finding****

SAMPLE MOTION TO TABLE/DENY:

I move to table/deny the bid from Barber Welding for the arched cemetery entrance in the amount of \$11,530 and the bid from Northwest Fence in the amount of \$51,900 for fencing at the cemetery based on the following:

- ****insert finding****

Shane Sorensen

From: Jed Muhlestein
Sent: Thursday, March 23, 2023 1:24 PM
To: Shane Sorensen
Subject: FW: Northwest Fence
Attachments: 98293 Alpine City Cemetery x.pdf

See attached option to have a 6' chainlink fence on the retaining wall, with 4' rod iron on front.

\$51,900 – 6' chainlink on the west side retaining wall, 4' rod iron in front

\$54,300 – 4' rod iron everywhere

\$65,200 – 6' rod iron everywhere

Jed

From: Darren Atkinson <datkinson@northwestfenceutah.com>
Sent: Thursday, March 23, 2023 12:58 PM
To: Jed Muhlestein <jed@alpinecity.org>
Subject: Northwest Fence

Jed,

Thanks for calling us.

Attached is the revised quote requested.

If you have any questions, please email me.

Have a great day,

NORTHWEST FENCE & SUPPLY
"For the love of fence"

SLAT WAREHOUSE
Affordable privacy. priceless service!

TOLL FREE 800-265-0034
OFFICE 801-796-8800 FAX 801-796-8899
240 South 1060 West Lindon UT 84042

SINCE 1992 25 Years

ASA MEMBER BBB

Darren Atkinson

NORTHWEST FENCE & SUPPLY

240 S 1060 W Lindon UT 84042
PHONE (801) 796-8800 FAX (801) 796-8899
northwestfenceutah.com

IN NO EVENT SHALL THE COMPANY OR ANY THIRD PARTY BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY WATER OR RELATED DAMAGE SUFFERED AS A RESULT OF COMPANY'S SERVICE OR MATERIALS PROVIDED UNDER THIS AGREEMENT, INCLUDING IN THE EVENT THAT THE COMPANY BREAKS OR RUPTURES A WATER LINE, PIPE OR CONTAINER.

*****BUYER MUST BE PRESENT WHEN JOB IS STARTED*****

DATE **FEB 21 2023** Wufco Number

Contract/Proposal 98293

PRIMARY PHONE **801 473 0076** WORK PHONE FAX NUMBER

SECONDARY PHONE SALESMAN **DARRAL 801 398 4009** SALESMAN'S CELL

EMAIL ADDRESS **JED@ALPINECITY.UT**

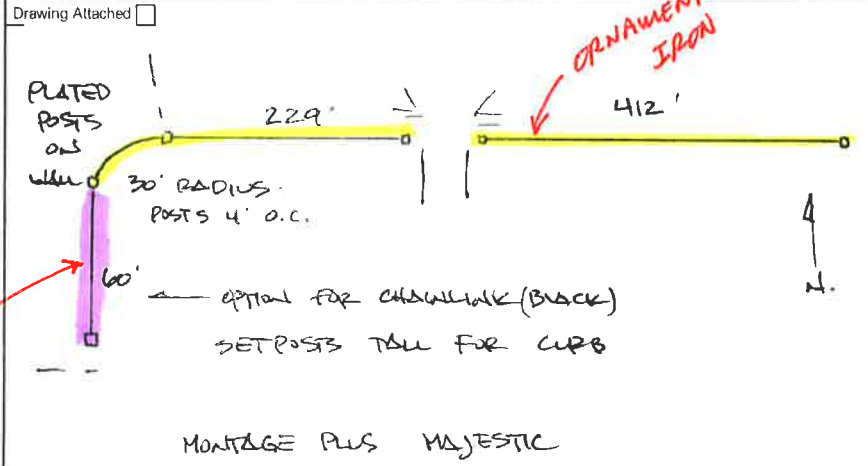
CREDIT CARD # EXP DATE

BL ST # MARKED EXPIRED RENEW

BL ST (Side Street) BL ST (Side of Lot)

BILL TO ALPINE CITY	ATTENTION JED	JOB NAME CEMETERY	SUPER'S NAME
ADDRESS		ADDRESS	
CITY, STATE, ZIP		CITY ALPINE JOB PHONE	

CO-OP _____ PO# _____ Start _____



HOLES IN ASPHALT
 Plated Post / Core Drill
 Qty _____ Size _____
 Qty _____ Size _____

WIRESIDE
 NORTH IN OUT
 SOUTH IN OUT
 EAST IN OUT
 WEST IN OUT

CLEAN UP DIRT: YES NO

SELVAGE
 KK BK BB _____ UP DOWN
 KK BK BB _____ UP DOWN
 KK BK BB _____ UP DOWN

GRADE
 LEVEL TERRACED
 FOLLOW GRADE STRAIGHT

POWDER COATING
 Section **ALL** Color **BLACK**
 Section _____ Color _____

Pipe Origin: DOM IMP Wire Origin: DOM IMP

Mushroom Stop: Yes No Qty _____
 Gate Holdback: Yes No Qty _____

Sprinkler Line Insurance \$6.00 Per Hole _____ Accept _____ Decline
 Due to unforeseen underground obstacles, additional charges may be incurred.

FABRIC OR PANEL DESCRIPTION										RAIL					LINE POSTS				T-Wire	SPACING	BRCS			
6'x6'	4 1/2"	MAJESTIC	BLK	X	X	X	1 3/8	1 5/8	055	065	20	40	1 7/8	2 3/8	2 1/2	065	20	40	43	10	8	NO	YES	
60	6	B	2	W	EB	BLK	1 3/8	1 5/8	055	065	20	40	1 7/8	2 3/8	065	20	40	6	8	10	8	NO	YES	
60	6	B	2	W	EB	BLK	1 3/8	1 5/8	055	065	20	40	1 7/8	2 3/8	065	20	40							

GATE POSTS										GATES													
QTY	HT	OD	065	20	40	TYPE	WIDTH	HT	1 3/8	1 5/8	1 7/8	065	20	40	QTY	HINGE	LATCH	R-WHL	F-WHL	TRACK	Space	Cont	WHL
QTY	HT	OD	065	20	40	TYPE	WIDTH	HT	1 3/8	1 5/8	1 7/8	065	20	40	QTY	HINGE	LATCH	R-WHL	F-WHL	TRACK	Space	Cont	WHL
QTY	HT	OD	065	20	40	TYPE	WIDTH	HT	1 3/8	1 5/8	1 7/8	065	20	40	QTY	HINGE	LATCH	R-WHL	F-WHL	TRACK	Space	Cont	WHL

CORNERS				END POSTS				SLATS				BARBED WIRE, TIES & HOG RINGS														
QTY	HT	OD	129	065	20	40	QTY	HT	OD	129	065	20	40	FEET	HT	CLR	TYPE	INSTALL	POINT	OUT	IN	UP	STRANDS	CRN	ARMS	
2	4 1/2"	2 1/2"	129	065	20	40	4	4 1/2"	2 1/2"	129	065	20	40					Y	N							
QTY	HT	OD	065	20	40	QTY	HT	OD	065	20	40	FEET	HT	CLR	TYPE	INSTALL	Y	N	Ties	12	11	9	AI	SII	Post Spacing	Rail Spacing
QTY	HT	OD	065	20	40	QTY	HT	OD	065	20	40	FITTINGS	DCA	PS	Hogs	11	9	Every								

By signing, purchaser acknowledges reading and agrees to the terms set forth in this contract and the attached Terms and Conditions. Purchaser also acknowledges and agrees to the personal guarantee set forth in the Terms and Conditions, and acknowledges and agrees to be responsible for underground utilities and irrigation lines.

Purchaser is responsible for obtaining permits and locating property lines

SELLER _____ DATE _____
 BUYER _____ DATE _____

6' tall Montage Plus	\$65,200.00
4' tall Montage Plus	\$54,300.00
4' MOUNT. PLUS ON FRONT 6' BLACK CHAINLINK 60'	\$51,900.00
3% Charge for Credit Cards	
GRAND TOTAL	
DOWN PAYMENT	

Once signed contract/proposal and 1/2 down is received, buyer will be added to our Installation roster, and will be contacted prior to starting job.

Shane Sorensen

From: Jed Muhlestein
Sent: Tuesday, March 14, 2023 8:05 AM
To: Shane Sorensen
Subject: Cemetery Fencing Quotes
Attachments: Bid Tab - 2023 Cemetery Fencing.pdf

Shane,

For the next CC meeting, attached are the results of the quotes I got for the Montage Plus (Majestic style) fencing for the cemetery.

<https://www.ameristarperimeter.com/us/en/products/ornamental-fence-gates/montage/montage-plus>

The first two quotes were quoting the Montage Plus Majestic – as seen in the link above.

The third quote from Superior Fencing and Rail, they did not quote the Montage Plus. They had a different source, that appears identical with the same gauge in metal – that’s what they quoted. According to them, it is an apples to apples quote. But judging from the quotes, it must not be apples to apples.

Obviously, I’d go with Northwest Fence as they’re the cheapest and quoted us the exact material we asked for. All the companies had a minimum 6 week lead time but that may be longer as the spring/summer comes on.

Also, I had them all quote a 4’ and 6’ fence. I think 4’ would be just fine.

Jed Muhlestein, P.E.

City Engineer

Office (801) 756-6347x7

Cell (801) 473-0076

jed@alpinecity.org





BID TABULATION RESULTS

2023 Cemetery Expansion Project - Fencing Bids
 20 North Main Street
 Alpine, UT 84004

ITEM NO.	DESCRIPTION	QUANTITY	UNITS	Bidder 1		Bidder 2		Bidder 3	
				Northwest Fence	TOTAL PRICE	Stonehenge Fence	TOTAL PRICE	Superior Fence & Rail	TOTAL PRICE
1	4' Montage Plus - Magestic	1	LS	\$	54,300.00	\$	55,951.00	\$	82,303.77
2	6' Montage Plus - Magestic	1	LS	\$	65,200.00	\$	66,053.00	\$	95,556.91

Barber Welding Inc.

PO Box 608
812 E 1950 N
Spanish Fork, Utah 84660

Quote

Date	Quote #
11/15/2022	6671

Name / Address
Alpine City

P.O. No.	Terms	Project
		Cemetery

Item	Description	Qty	U/M	Total
Fabrication	ALPINE CITY CEMETERY: Cemetery Arch with Railing on Both Sides Fabricated and Powder Coated We will help you set the posts then we will install the arch when posts are set			11,530.00
Fabrication	Railing on West Side We will help set the posts and then we will Install the Railing after posts are set			38,425.00
Fabrication	Railing on East Side We will help set the posts and then we will Install the Railing after posts are set			60,175.00
	Sales Tax			0.00
Phone #		Total		\$110,130.00
8017983770				

Title, ownership, and the right to take physical possession of the above described equipment shall remain in the seller until the same is paid for in full by cash, or in accordance with the terms of any financing contract, for payment, together with a reasonable attorney's fee if this account is placed in the hands of an attorney for collection.

Purchaser shall be responsible for any damage to the equipment herein described, not caused by seller's negligence, during period of installation and before payment in full, therefore by cash or the applicable financing contract.

Whatever method of installation may be employed, and however the equipment herein described may be attached, set or affixed to the real estate or improvements thereon, such equipment shall be considered and remain personal property notwithstanding.

Prompt delivery and installation will be made except where prevented by delays occasioned by fire, flood, strikes, labor difficulties, Acts of God, or causes beyond seller's control.

The seller agrees to exercise reasonable care and judgment in making the above installation, but assumes no responsibility for difficulties arising out of faulty or defective construction, loose plaster, etc.

No verbal contract or agreement contrary to any of the terms and conditions of this Contract has been made, and both parties hereto also especially agree to all terms and conditions contained herein. It is understood that this Bid/Quote becomes a Contract when accepted and signed below, and is not subject to cancellation.

Nothing herein contained shall be construed to be a waiver of the right to file a mechanic's lien for work and labor done and material furnished.

Date _____

Signature _____

"If you can think it, we can build it!"

MONTAGE PLUS[®]



ORNAMENTAL STEEL FENCE

Montage Plus ornamental steel fence has the *versatility to fit many different project applications*. With its ability to *traverse varying grades*, variety of *distinct product styles* and unmatched coating performance, Montage Plus is the *preferred choice for ornamental fence*.



PRIMARY APPLICATIONS

- *Commercial Developments*
- *Self Storage*
- *Apartments (Multi-Family)*
- *Parks & Recreation*
- *Schools & Universities*



FENCE PRODUCTS

AMERISTARFENCE.COM | 888-333-3422

ASSA ABLOY, the global leader in door opening solutions

AMERISTAR[®]

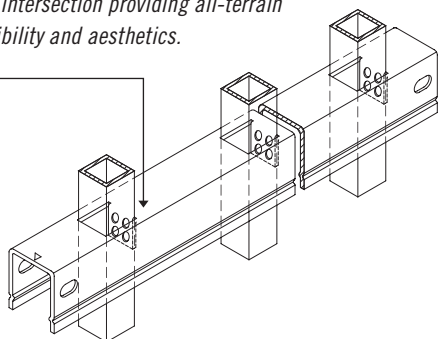
ASSA ABLOY

MONTAGE PLUS[®]

ORNAMENTAL STEEL FENCE

.75"sq x 18ga PICKETS | 1.4375" x 1.5" x 14ga RAILS | 2.5"sq x 16ga POSTS

Each picket is precisely welded at each rail intersection providing all-terrain flexibility and aesthetics.

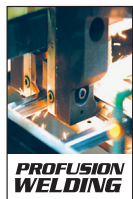


STYLE OPTIONS



Also available in Pool, Pet & Play (3" air spacing) – styles vary

PROFUSION WELDED STEEL



All Montage fence panels are fabricated using Ameristar's ProFusion welding process. This technique combines laser and fusion technology to create a virtually invisible structural connection at every picket to rail intersection. Unlike typical aluminum fence systems that are held together with unsightly screws, the ProFusion weld used with Montage promotes a "good neighbor" profile with sleek lines and no exposed picket to rail fasteners. When compared to aluminum fencing, Montage's welded steel construction is unmatched in strength and durability.



E-COAT™ PROTECTIVE FINISH

Montage galvanized steel framework is subjected to a multi-stage pre-treatment/wash (with zinc phosphate), followed by a duplex cathodic electrocoat system consisting of an epoxy primer, which significantly increases corrosion protection, and an acrylic topcoat, which provides the protection necessary to withstand adverse weathering effects. This process results in years of maintenance-free ownership.



20 YEAR LIMITED WARRANTY

The Montage families of fencing products are manufactured from superior quality materials by skilled craftsmen with the highest standards of workmanship in the industry. Ameristar is confident in offering Montage with a 20 year limited warranty.



DOMESTIC MANUFACTURING

Ameristar is committed to providing products that are manufactured in the USA. We have made significant investments in technology, process improvement, and employee training in an effort to secure American jobs and combat inferior import products.

#DMP | REVISED 05/2014



FENCE PRODUCTS

TO PLACE YOUR ORDER CALL 888-333-3422

VISIT AMERISTARFENCE.COM

ALPINE CITY COUNCIL AGENDA

**SUBJECT: Consideration to Include Parks, Arts, Recreation, and Culture (PARC)
Tax on the 2023 Ballot**

FOR CONSIDERATION ON: March 28th, 2023

PETITIONER: City Staff

**ACTION REQUESTED BY PETITIONER: Review and approve the request to
move forward with the PARC Tax
process.**

BACKGROUND INFORMATION:

In 2022 the city began the process of putting the PARC tax on the upcoming ballot for consideration at the next election. Because there was no municipal election in 2022 and certain deadlines were missed, it was not officially placed on the ballot. The process will need to be started again if this item is to be placed on the ballot in November of 2023. Because of specific deadlines, City Staff would like to start the process now and is seeking direction from the City Council to move forward. Attached is the process for placing this item on the next available ballot according to the Lt. Governor's office and other resources including neighboring cities.

The PARC tax is a resident-approved sales tax initiative. Through the PARC tax, one-tenth of one percent (0.1%) of the City's sales tax goes back into the community to fund parks, arts, recreation, and culture (PARC). That means for every \$10 dollars spent on qualifying purchases at a business in Alpine regardless of residency, The City would collect 1¢ in tax. This initiative has a 10-year lifespan and would then need to be renewed to be continued. If passed this would also allow Alpine to be eligible to receive additional funds from other entities that also have a PARC tax program like how sales tax are redistributed.

STAFF RECOMMENDATION:

Discuss amongst the Council and give staff feedback regarding moving forward with this process. If the Council decides to move forward staff will prepare a resolution for review at the next City Council meeting and send notice to the County Commission.

MODEL MOTIONS

SAMPLE MOTION TO APPROVE

I move to approve Alpine City Staff to prepare a resolution of intent to pass the PARC tax question on the November 2023 ballot.

****INSERT FINDINGS****

SAMPLE MOTION TO DENY/TABLE

I move to table/deny Alpine City Staff to prepare a resolution of intent to pass the PARC tax question on the November 2023 ballot.

****INSERT FINDINGS****

A municipality may propose an increase in the sales and use tax specifically to fund cultural facilities such as parks, zoos and museums. Some cities refer to these as RAMP, RAP or ZAP. Under UCA 59-12-1402, this may be placed on the ballot as an opinion question and would result in the ability of the municipality to increase the sales and use tax by .1% in order to fund such cultural organizations. A municipality may not impose this tax if the county in which it is located already imposes the tax as described in Part 7 of 59-12.

Step 1 Notice of Intent

The local municipality should submit, to their county legislative body, a written notice of intent to submit the question to the voters.

The county legislative body has 60 days to issue a written resolution describing whether or not they will be seeking to impose their own sales and use tax for this purpose.

If the county's notice declares that they are NOT seeking to impose their own tax, the municipality may proceed. This type of tax may appear on any general/municipal general (November) ballot.

Per 59-12-1402(1)(c)(f), follow the Local Government Bonding Act for notice requirements.

Step 2 Preparing the Voter Information Pamphlet

The municipality must provide a copy of the resolution to the Lt. Governor's Office and the Election Officer at least 75 days before the election. A Voter Information Pamphlet (VIP) must be prepared. The VIP must contain, in the following order:

- The date of the election
- The hours that the polling place will be open
- The address of the Statewide voter information website and the election officer's website (if one is available)
- A statement indicating that the election officer will post on the above websites the location of each polling place for each voting precinct, including any changes to the location(s) of polling places
- A phone number for voters to call regarding locating their polling place
- Title and text of the ballot proposition
- Impartial analysis
- Arguments in favor/against the measure with the name and title of the authors
- Statement of tax increase as described in 20A-7-702(g)(vi)(B)

Step 3 Notice of election requirements

These noticing requirements are from Chapter 14 Local Government Bonding Act – UCA 11-14-202.

- The date of the election
- The hours that the polling place will be open
- The address of the Statewide voter information website and the election officer's website (if one is available)

- A statement indicating that the election officer will post on the above websites the location of each polling place for each voting precinct, including any changes to the location(s) of polling places
- A phone number for voters to call regarding locating their polling place
- Title and text of the ballot proposition
-

Municipalities are encouraged to seek counsel from their bonding attorney when seeking to put these types of tax on the ballot.