Minutes of the Centerville **City Council** meeting held Tuesday, February 6, 2018 at 7:00 p.m. at Centerville City Hall, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT

Mayor	Clark Wilkinson
Council Members	Tamilyn Fillmore William Ince Stephanie Ivie George McEwan Robyn Mecham
STAFF PRESENT	Steve Thacker, City Manager Lisa Romney, City Attorney Jacob Smith, Management Services Director Cory Snyder, Community Development Director Paul Child, Centerville Police Chief Dave Walker, Drainage Utility Supervisor Bruce Cox, Parks and Recreation Director Kevin Campbell, City Engineer Katie Rust, Recording Secretary
VISITORS	Spencer Packer, Whitaker Museum Board Chair Nancy Smith, Whitaker Museum Board Lisa Sommer, Whitaker Museum Director Interested Citizens (see attached sign-in sheet)
PRAYER OR THOUGHT	Councilwoman Mecham

PLEDGE OF ALLEGIANCE

OPEN SESSION

No one wished to comment.

MINUTES REVIEW AND ACCEPTANCE

The minutes of the January 16, 2018 work session and regular Council meeting were reviewed. Councilman Ince made a **motion** to accept both sets of minutes. Councilwoman Ivie seconded the motion, which passed by unanimous vote (5-0).

SUMMARY ACTION CALENDAR

- Purchase of two Ford Police Interceptor SUVs and one Ford Explorer SUV from Performance Ford in the total amount of $90,032 for the Police Department
- Terminate warranty for Schultz Subdivision
- Parrish Creek Subdivision Waterline Bid Awards

Councilwoman Fillmore made a **motion** to accept all three items on the Summary Action Calendar. Councilwoman Ivie seconded the motion, which passed by unanimous roll-call vote (5-0).

PUBLIC HEARING – FINAL SUBDIVISION – RIGBY COURT

On January 24, 2018, the Planning Commission reviewed and recommended for approval the proposed Final Subdivision Plat for the Rigby Court Subdivision. Cory Snyder, Community Development Director, explained the proposed Final Subdivision Plat and answered questions from the Council. Fred Hale, applicant, mentioned he would like the possibility for the required setback to be reduced. Mr. Snyder said staff has not evaluated the property for possible setback reduction, but he suspects the property does not have the necessary slope to qualify. Ms. Romney referred to the Hillside Overlay requirements for setback reduction and confirmed that the property is not eligible.

Mayor Wilkinson opened a public hearing at 7:22 p.m.

Doug Hancey – Mr. Hancey stated he lives directly across from the proposed subdivision. He said he does not have any problems with the proposed plans. He has lived at that location for 30 years and watched the drainage and slopes. Mr. Hancey said he would prefer the proposed subdivision to not have sidewalks.

Councilman Ince said he agrees with Mr. Hancey's comment about sidewalks at that location. Mr. Snyder responded that the City recently amended the delayed improvement requirements. It may be possible for the improvements to be delayed. City Manager Thacker pointed out that sidewalks are important for pedestrian safety, especially for children. Mr. Hancey responded that the cul-de-sac portion of the development will be flat, but the slope of Jennings Lane is not conducive to children riding bikes and skating. The Mayor closed the public hearing at 7:28 p.m.

Councilman McEwan made a **motion** to approve the Final Subdivision Plat for Rigby Court Subdivision located at approximately 150 East Jennings Lane, subject to the following conditions and findings. Councilman Ince seconded the motion, which passed by unanimous vote (5-0).

Conditions:

1. The Final Recordable Subdivision Plat shall reflect the lot layout and engineering dated December 27, 2017, or as amended by the City in preparation of its recording.
2. The Final Plat shall provide a plat note indicating that a City right-of-way "encroachment permit" is required for construction of and use of the alley's drive access point from the public roadway.
3. Weber Basin Water shall provide written acceptance of the secondary water infrastructure plans to establish this service to the subdivision, prior to the recordation of the subdivision plat with Davis County.
4. The subdivision construction plans shall be deemed acceptable to the City Engineer prior to recordation of the subdivision plat with Davis County.
5. A Final Paper Plat shall be submitted to the City Recorder's office to be reviewed by the City staff to ensure plat compliance with City's approved format, approved final layout, survey standards, and owner dedications. Such paper plat shall be deemed

acceptable by the City Attorney and City Engineer prior to preparation and submittal of the final recordable linen plat to the City.

6. A Preliminary Title Report shall be submitted to the City with the Final Paper Plat Submittal to the City Recorder.
7. The required improvement bond and associated fees shall be prepared, reviewed, and paid prior to the recordation of the subdivision plat with Davis County.
8. After the plat recording, a preconstruction meeting shall be held with the City that includes all parties that are installing the public and utility service infrastructure.

Findings:

a) The Planning Commission finds that Final Plat and Plans are consistent with the previous Conceptual Plan Acceptance directives and Preliminary Subdivision Plan Approval.
b) The Planning Commission finds that the final subdivision complies with the applicable regulations of the subdivision and Hillside Overlay ordinances.

MUNICIPAL CODE AMENDMENTS – CMC 10.03.120 – FIRE CODE APPENDICES

In the 2017 General Session, the Utah Legislature adopted HB 281 amending various provisions of Title 15A of the Utah Code relating to State construction and fire code provisions for fire safety and fire flow rates. Staff has reviewed these amendments and recommends adoption of Appendices A-D to the International Fire Code (2015) specifically regarding the fire board of appeals, fire flow rates, fire hydrants, and fire access roads.

Councilwoman Fillmore made a **motion** to approve Ordinance No. 2018-07 regarding the adoption of Appendices A-D of International Fire Code (2015). Councilman McEwan seconded the motion. Responding to a question from Councilman Ince, Mr. Snyder explained how the amendments will affect the city. The motion passed by unanimous vote (5-0).

FUNDING FOR WHITAKER MUSEUM PROJECTS

Spencer Packer, Whitaker Museum Board Chair, presented proposed funding options to complete current Whitaker Museum projects (attached). Mr. Thacker clarified Museum Fund balances, pointing out that the Whitaker Museum Fund will have received approximately $10,000 less in FY 2017 and FY 2018 RAP Tax allocation than shown on the sheet provided by Mr. Packer. The Council could decide to fund the additional $10,000 from RAP Tax contingency. The City Council reviewed the current projects list. Councilman McEwan expressed surprise at the lack of fire suppression equipment at the Whitaker Museum considering the number of years the Museum has been a City-owned facility.

Councilwoman Ivie encouraged the Museum Board to apply for the CLG grant mentioned by Mr. Packer. The Council discussed with Mr. Packer the type of projects that would qualify for the CLG grant. Councilwoman Ivie said she favors the second option on the sheet provided by Mr. Packer, which involves use of the Museum's current allocated RAP Tax amount supplemented by $27,859 from RAP Tax contingency. Councilwoman Fillmore emphasized her desire to enable the Museum Board to complete current projects, and said she would be in favor of advancing the use of a portion of the Museum's FY 2019 RAP Tax allocation as recommended in the staff report. Councilwoman Fillmore pointed out there are multiple groups in the community interested in benefiting from RAP Tax funds, and said she would like the Council to put a policy in place for allocation of RAP Tax contingency. Councilwoman Ivie responded that she would like to take care of the safety and liability issues at the Museum first, and worry about putting an application policy in place for future contingency funds when liability issues are resolved.

Mr. Thacker explained that the City may receive less park impact fee revenue than anticipated in Fiscal Year 2019. He suggested waiting to allocate RAP Tax contingency until it is known whether or not the Museum will receive the CLG grant, how much will be needed to complete planned park projects, and how much money other groups request.

Councilman McEwan said he believes use of contingency funds should be at the discretion of the legislative body, without a lot of guidelines. Councilman McEwan made a **motion** to instruct staff to this week consult with appropriate fire authorities to obtain a recommendation for proper fire protection equipment for the Whitaker Museum and purchase said equipment, funded from General Fund Contingency, not to exceed $1,000. Councilwoman Ivie seconded the motion, which passed by unanimous vote (5-0).

Mayor Wilkinson stated he would want to look at and consider the needs of other groups in the community before allocating RAP Tax contingency. Councilman Ince said he believes contingency funds need to be available for emergencies, not for projects that are planned and part of a regular budget. Mr. Thacker explained that the analysis provided to the Council assumed that the 5% RAP Tax contingency through November of 2017 would be allocated to park projects. He said he does not object to the Council authorizing the use of approximately $11,000 in RAP Tax contingency that would be available from December 2017 through June 2018, but recommends the Museum Board apply for grant funding – to be matched by the Museum's FY 2019 RAP Tax allocation – to provide the remaining funding requested.

Councilwoman Ivie made a **motion** to move forward with Option 2, providing $27,859 from RAP Tax Contingency to complete current Whitaker Museum projects. Councilman McEwan seconded the motion. Councilman Ince stated that, considering the potential for emergencies, he cannot support allocating more than a year's worth of contingency funds with so much of the year left. The motion passed by majority vote (3-2), with Councilmembers Fillmore and Ince dissenting.

BULK GREEN WASTE ALTERNATIVE PROGRAM

In January 2017, after considerable discussion, the Council agreed with staff's recommendation to discontinue the traditional spring bulk green waste pickup, but not until 2018. The Council agreed to replace it with an alternative that provides designated locations where residents can take their green waste on designated days. Dave Walker, Drainage Utility Supervisor, explained details of the proposed alternative program. He suggested the west parking lot at Smoot Park and the lower level of Island View Park adjacent to 700 East as two drop-off locations. Councilwoman Mecham expressed concern that two drop-off locations is not enough. Mr. Walker responded that providing more locations would increase the cost. The Council and staff discussed costs involved with providing the service. Councilman McEwan emphasized the need to make sure citizens know to cover their loads when they deliver the green waste.

Councilwoman Mecham said she feels some of the money saved by not going house to house should be allocated to providing more drop-off locations. Bruce Cox, Parks and Recreation Director, mentioned that one cost that has not been considered is the effect on park infrastructure. The parking lots are not designed to take repeated weight of large trucks. He suggested the parking lot at Freedom Hills Park might work if another location is needed. Councilwoman Mecham expressed concern for residents, particularly older residents, who do not own a truck or other vehicle that can transport green waste. Mr. Thacker suggested that, if the Council is willing to pay for it, staff could approach owners of the Pages Lane commercial area to request use of the parking lot.

Mr. Walker explained that citizens with large loads will be encouraged to drop off at the Smoot Park location because of limited storage space at Island View Park. Mr. Thacker asked Mr. Walker if it would be possible to have the green waste at the Island View Park location removed after the first Saturday to increase capacity for the second Saturday. Mr. Walker responded it may be possible. Responding to the comment about covering loads of green waste, Chief Child clarified that State law requires loads to be secured, not necessarily covered.

A majority of the Council indicated support for moving forward as discussed, with drop-off dates set for April 7th and 14th. The Council expressed confidence in the spirit of service in Centerville, and the hope that neighbors will help each other. Councilman Ince suggested sending information on the green waste drop-off to every Scout troop in the City as a possible service project.

COMMUNITY PARK EXPANSION PROJECT

Staff reported bid results for Phase 3 of the Community Park Expansion Project and the Tingey Pavilion. Councilman Ince made a **motion** to award bid to Sonntag Recreation for construction of a pavilion (Mesa Roof – alternate 3) in the amount of $34,540. Councilman McEwan seconded the motion, which passed by unanimous vote (5-0).

Mr. Thacker reported that both bids received for Phase 3 were well below the Engineer's Estimate. The Council and staff discussed the timing of the loan from the South Davis Recreation District and the timing of construction. Mr. Thacker provided a Cash Flow Analysis for Park Improvements Funding (attached), and pointed out how the decision earlier in the meeting to allocate RAP Tax Contingency for the Whitaker Museum affects the analysis.

Councilwoman Fillmore explained the Recreation District Attorney has suggested a lease arrangement rather than a loan. Under the lease agreement, the Recreation District would have priority scheduling of the two new sports fields in the Community Park Expansion area. The lease term and priority scheduling terms are still under negotiation. The Recreation District is requesting a five-year lease term and priority scheduling for ten years. The Council and staff discussed terms, as well as possibly defining the District's programs that will receive priority scheduling. The Council will review and potentially approve an agreement after a special meeting of the Recreation District Board.

The Council took a break at 10:17 p.m. and returned at 10:27 p.m.

MAYOR'S REPORT

Mayor Wilkinson reported that he has met with City employees in several groups to learn more about the City and the employees.

APPOINTMENT

On recommendation from the Mayor, Councilman Ince made a **motion** to reappoint Gary Goff to another two-year term on the Community Foundation Board. Councilwoman Mecham seconded the motion, which passed by unanimous vote (5-0).

CITY MANAGER'S REPORT

- City Manager Thacker reported that UTA has completed designs for improvements at three bus stops in Centerville.
- A joint work session with the Planning Commission is scheduled for February 21st at 6:30 p.m.
- The City's current contract with ACE Disposal expires on June 30, 2018. Staff have put together a Solid Waste Collection Services RFP. Councilwoman Fillmore suggested making green waste cans available for recycling waste instead of regular waste during winter months. Councilmembers Ivie and Mecham expressed concern that the change would increase prices too much. A majority of the Council agreed to include the proposed change in the RFP as an alternative.
- Councilwoman Ivie pointed out that the second scheduled Council meeting in March conflicts with caucus night. She suggested moving the meeting from Tuesday, March 20th, to Wednesday, March 21st. The meeting change will be included on the Summary Action Calendar of the February 20th meeting agenda.
- Councilwoman Fillmore made a **motion** to designate Steve Thacker as the Local Project Manager for the Frontage Road Bike Lane Project, including authority to approve contracts recommended by UDOT. Councilman Ince seconded the motion, which passed by unanimous vote (5-0).
- The Council will meet in a special meeting to consider a recruiting strategy for police officers on Thursday, February 8th at 5:30 p.m.

ADJOURNMENT

At 10:49 p.m., Councilwoman Ivie made a **motion** to adjourn the Council meeting and move to a closed session in Council Chambers to discuss pending or reasonably imminent litigation and character and competency of an individual, with no intention to return to regular meeting. Councilman Ince seconded the motion, which passed by unanimous vote (5-0). In attendance at the closed meeting were: Clark Wilkinson, Mayor; Councilmembers Fillmore, Ince, Ivie, McEwan, and Mecham; Steve Thacker, City Manager; Lisa Romney, City Attorney; Paul Child, Centerville Police Chief; and Katie Rust, Recording Secretary.

Mackenzie Wood

Mackenzie Wood, City Recorder

2.20.2018

Date Approved

Katie Rust

Katie Rust, Recording Secretary

CENTERVILLE CITY COUNCIL MEETING

Tuesday, February 6, 2018
7:00 p.m.

NAME **(PLEASE PRINT)**	ADDRESS**
[illegible] Jensen	
Mary Anne Spilsen	
Leonard Nielson	
Fred Holz	
Curtis Peterson	
Katie Sam	
SPENCER PACKER	
L. Bruce R[illegible]	

** Your address will be used only in the event the City staff needs to contact you pertaining to an issue discussed in the City Council meeting.

Whitaker Museum Funding Options

The Museum needs $34,869 to complete current projects

- Office $16,347
- Exterior Lighting $11,200
- Pavers $7,312

Option 1: Use the current allocated RAP tax of $17,000 and proceed with projects as funding allows. We could complete the interior.

- The lights and the pavers would be placed on hold until future funding or committed RAP allocation was available.

Option 2: Use current allocated RAP tax of $17,000 and an additional $17,859 from contingency for a total of $34,869.

- The result is that all of the current projects can proceed with no delay.

Option 3: Use current allocated RAP tax of $17,000 and apply for a $7,000 CLG grant with the required grant match of $7,000 coming from contingency. Any project balance would also come from contingency.

- There is no guarantee of the CLG in either project allocation or dollar amount. It delays part of the projects until summer/fall. It does, however, allow an outside source of potential funding.

Steve's option: As per council packet

These numbers assume a balance of $7,000 RAP for FY 17 and $10,000 for FY 18

Future projects being considered for 2019: Fire extinguishers, Rock foundation on east wall completed, Gas fireplace functioning for heat in parlor, Parking lot signs (additional parking at city hall, etc.), Restore front entry, Top of stairs cubbyhole finished and trimmed out, storage unit needs.

Cash Flow Analysis for Park Improvements Funding

Updated ~~1/10/18~~ 2/2/18

Fund 45 (PCIF) cash balance @ 12/31/17:			$	-
Fund 27 (RAP Tax) cash balance @ 11/30/17:*			$	231,405
Tingey Donation Reserve			$	(50,000)
December 2017 expenditures			$	(7,328)
Due to CPT to bring current 11/30/17			$	(5,756)
December RAP revenue 85%			$	25,606
Available cash in Funds 45/27 @ 12/31/17			$	193,927
Reserve for completion of Community Park Phase 2				
4/3/17 Cost Estimate	$	804,693 ~~786,293~~		
Expenditures thru 12/31/17	$	(675,078)		
	$	129,615 ~~111,215~~	$	(129,615) ~~(111,215)~~
Available for Community Park Phase 3 @ 1/1/18			$	64,312 ~~82,712~~
Impact fee revenue (Fund 45) January -June 2018			$	-
RAP Tax revenue January-June 2018 85%			$	165,750
Parks asphalt maintenance 2018 (21,190 + 3,380)			$	(24,570)
RDA transfer for imported soil (approved 7/15/14)			$	100,000
Available for Community Park Phase 3 January-June 2018			$	305,492 ~~323,892~~
Community Park Phase 3 cost estimate (updated 1/9/18)			$	(589,350) ~~(696,840)~~
Funding deficit for Community Park Phase 3			$	(283,858) ~~(372,948)~~
Impact fee revenue FY 2019 (111 units x $2,869)			$	318,459 — ??
RAP Tax revenue FY 2019 85%			$	341,445
Impact fee revenue July-December 2019			$	-
RAP Tax revenue July-December 2019 85%			$	175,844
Island View Park Renovation Phase 1 match-CY 2019			$	(677,000) — ??
Funding deficit for Island View Park Phase 1			$	(125,110) ~~(214,200)~~

* Assumes City Council approves use of the 5% RAP contingency thru November 2017 for Parks, or $28,541

Future RAP Tax Revenue (cash basis):

		100%		85%	Increase Assumption
FY 2020 (Jan.- June)	$	206,876	$	175,845	3%
FY 2021	$	426,164	$	362,239	3%
FY 2022	$	438,948	$	373,106	3%
FY 2023	$	452,117	$	384,299	3%
FY 2024	$	465,680	$	395,828	3%
FY 2025	$	479,651	$	407,703	3%
FY 2026 (11 months)	$	439,680	$	373,728	3%
RAP Tax Revenue available for other purposes:			$	2,472,748	

(repay Rec District Loan; Island View Park Renovation Phase 2; asphalt maintenance; etc.)

NOTE: If an inter-fund loan is set up between Parks Capital Improvement Fund (PCIF) and RAP Tax Fund, then RAP Tax Fund could receive transfers from PCIF in future as Park Impact Fee revenue is received from new residential development.

Given to CC at 4/4/17 work session

Community Park Expansion Project
Phase 2 Cost Estimate (revised 4/3/17)

Irrigation Reservoir/Piping	
Bowen bid	198,575
Mat'ls: - Western Water Works	10,313
- NICO pumps	35,000 (est.)
- VFD controls + panel/power service	20-40,000 (est.)
	263,888 – 283,888
Engineering & Contingency (2/17 to completion–15%):	39,583 – 42,583
	303,471 – 326,471
Weber Basin Connection for Existing Park	
Bowen bid	56,275
Mat'ls: - Western Water Works	24,674
- Mountainland	18,475
	99,424
Engineering & Contingency (2/17 to completion–15%):	14,914
	114,338
Parking Lot and Asphalt Trail	
Kilgore bid	300,421
Engineering & Contingency (2/17 to completion–15%):	45,063
	345,484
Total Cost Estimate – Phase 2	$763,293 – 786,293

Cash flow Analysis for Park Improvements Funding

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