

CITY COUNCIL MEETING
Tuesday, March 17, 2020 7:00 p.m.
Community Recreation Center
10640 N Clubhouse Drive, Cedar Hills, Utah

Present: Jenney Rees, Mayor, Presiding
Councilmembers: Denise Andersen, Ben Ellsworth, Mike Geddes, Brian Miller
Absent/Excused: Kelly Smith
Chandler Goodwin, City Manager
Charl Louw, Finance Director
Greg Gordon, Recreation Director
Jeff Maag, Public Works Director
Craig Hall, City Attorney (via phone)
Colleen Mulvey, City Recorder
Others: Lt. Josh Christensen

1. Call to Order

This meeting of the City Council of the City of Cedar Hills, having been properly noticed, was called to order at 7:15 p.m. by Mayor Rees. The Pledge of Allegiance was led by C. Geddes and the invocation was given by Mayor Rees.

2. Approval of Meeting’s Agenda.

MOTION: C. Andersen—To approve the agenda. Seconded by C. Miller.

Yes	-	C. Andersen	
		C. Ellsworth	
		C. Geddes	
		C. Miller	Motion passes.

3. Public Comment: Time has been set aside for the public to express their ideas, concerns and comments. Comments are limited to three minutes per person with a total of 30 minutes for this item.

There were no public comments.

CONSENT AGENDA

4. Approval on Correction of the Minutes from the December 3, 2019 City Council Meeting: correction to read “Cedar Ridge Elementary School”

MOTION: C. Andersen—To approve the consent agenda. Seconded by C. Ellsworth.

Yes	-	C. Andersen	
		C. Ellsworth	
		C. Geddes	
		C. Miller	Motion passes.

CITY REPORTS AND BUSINESS

5. City Manager

Mr. Goodwin stated that the City had implemented the following actions in response to the Coronavirus: (1) All recreational programs were postponed; 2) Cedar Hills's new theater production had been halted and practices and performances were cancelled; and 3) Contracted private events were being cancelled, but the City was working with clients to refund deposits. Additionally, he stated that the golf course would remain open for the time being with staff having been instructed to wipe down golf carts and equipment, and to sanitize the pro shop throughout the day. City offices had moved to a limited schedule for the next two weeks with the temporary office hours posted on the website and passports had been limited to by appointment only. Public Works crews were working in two swing shifts one from 6-12 and one from 12-6.

Mr. Goodwin commented that the City offered to help surrounding cities if they were having trouble meeting their basic service obligations. The City was committed to providing essential services, meaning water and sewer, and that some other services were still available but may be delayed. He stated that no decisions were made on what would happen after the governor's two-week period. He noted that the ULCT training in St. George had been cancelled.

The City was staying in contact with residents via email to keep them informed. Residents that wanted information needed to update their contact information with the city.

6. Mayor and Council

Mayor Rees reported on the most recent directive from the president that gatherings should have fewer than ten people. The Utah State Health Department closed all indoor dining; however, take-out options were still available and that this was a Statewide mandate. She stated there was a weekly call with the Governor and other local leaders that she would be a part of. She commented that they were looking at changing the code so if an electronic meeting needed to be had, a phone could be considered an anchor location so no one had to be in the building. She stated they were working with the State and would share information as it became available.

C. Andersen reported that she attended the Central Utah 911 meeting and that they were proposing to raise pay for dispatchers to stay competitive because they were losing dispatchers to other locations. She commented that Pleasant Grove had joined Central Utah 911 and they were bringing some employees with them to accommodate for that influx.

C. Geddes reported that the Sustainability Coalition of Utah County meetings were going remote.

7. Review/Action and Public Hearing on Preliminary Plan approval for the Rhinehart Subdivision Plat B, located at approximately 10040 North & 4800 West in the SC-1 Commercial Zone

PUBLIC HEARING

There were no comments.

Mr. Goodwin said that this was the parcel of land that surrounded Hart’s gas station. The owners wanted to subdivide for future development and there were no buildings or structures currently planned, which is why the civil engineering packet was limited to just the sidewalk. He stated it was being subdivided to sell to a future buyer and that the subdivision would create a new lot that was about two acres in size. The only portion of sidewalk that was not completed was along 4800 North County Boulevard.

Mr. Goodwin commented that in the past, the City had worked with developers to build 4700 West as part of a commercial development where the developers were required to pay for frontage improvements. The City was requesting that developers enter into an agreement or reimburse the City for those costs. The City wanted those roads completed because they could not remain halfway done.

C. Andersen asked if it was common to retroactively ask for payment, to which Mr. Goodwin replied no. Mayor Rees commented that they had told them before they were going to be responsible for it. Mr. Goodwin stated they had been trying to get this done for a couple years. C. Geddes asked if they had to front the money, to which Mr. Goodwin responded yes.

Mr. Goodwin stated that he had had the discussion with them many times but there hadn’t been an agreement. They needed to enter a signed agreement with the owners stating that they were responsible for frontage improvements. Mr. Goodwin would like to meet with the parcel owner before final approval was given. Mayor Rees asked if there were any concerns with that contingency.

C. Miller commented that it was an oddly shaped lot and asked what could be put behind it. Mr. Goodwin stated that for a long time a car wash was proposed in that space. He commented there was an acre on the back and an acre on the side, so they were both large enough to be developed.

MOTION: C. Ellsworth—To approve the preliminary plan for the Rhinehart Subdivision as presented subject to the condition of reimbursement for the sidewalk. Seconded by C. Geddes.

Yes - C. Andersen
C. Ellsworth
C. Geddes
C. Miller Motion passes.

8. Review/Action on amending the City’s Mileage Reimbursement Policy

Mr. Goodwin stated that the current policy allowed for travel reimbursement at \$0.58/mile without a cap. There was no disclaimer that if City vehicles were available for use and an employee chose to use a personal vehicle that mileage would be at a reduced rate. He stated that some people chose to use a personal vehicle even when a City vehicle was available, and sometimes that ends up costing more to reimburse than an airline ticket. C. Andersen asked where they were going. Mr. Goodwin said St. George and explained that a mileage reimbursement for that type of trip was around \$350, whereas a plane ticket was around \$220.

Mr. Goodwin explained that the new policy stated if the City’s designated pool cars were available, they were to be the primary mode of travel for employees to trainings. If a City vehicle was not available a personal vehicle could be used if approved, and that would be reimbursed at the official rate that the IRS set. Up to the point that it would not exceed the cost of an airline ticket. If a City employee chose to use a personal vehicle when a City car was available, they would be reimbursed at the GSA rate of \$0.17/mile measured from the City office to the conference location.

Mayor Rees clarified that this would apply to staff as well as elected officials. Mr. Goodwin concurred and explained that this was an attempt to get ahead of training budgets. C. Ellsworth commented about taking airport shuttles and/or rental car availability as well as parking at the airport and making sure those were accounted for.

Mr. Goodwin stated that it was an attempt to incentivize staff to use City vehicles instead of personal vehicles. Each department had vehicles, so he felt that there was enough in the fleet for one to always be available. He commented that in the spring there were a lot of conferences going on so they might be stretched, but that this was an outlier not the standard.

C. Geddes asked if there was a gas card for when they drove a pool car. Mr. Goodwin answered affirmatively.

MOTION: C. Ellsworth—To approve an amendment to the City’s Policies and Procedures Manual related to travel reimbursement, subject to including consideration of the cost of airport parking and/or the cost of a shuttle. Seconded by C. Miller.

Yes	-	C. Andersen	
		C. Ellsworth	
		C. Geddes	
		C. Miller	Motion passes.

9. Review/Action on a Resolution adopting a Smart Irrigation Controller Policy

Mr. Goodwin stated that instead of being referred to as smart water controllers they would start calling them WaterSense controllers. He stated that WaterSense controllers acted as thermostats for sprinkling systems. They use local weather and landscape conditions to tailor watering schedules to conditions on-site and are scheduled to match plants needs better. He commented that by adding these systems it would save the City water. WaterSense controllers would be required to be registered with the City to qualify for alternative watering schedules. To register, a resident must show proof of purchase along with identifying information unique to that specific controller, as well as a photo of the completed installation.

C. Geddes and Mayor Rees asked about people who already had a device showing proof. Mr. Goodwin replied that they would only need the unique identifying numbers and a photo of the installation.

Mr. Goodwin stated for all other residents that were going to continue with the current water restrictions, citations would continue to be issued. He added that this exempts from Sunday watering if they had the WaterSense controller.

MOTION: C. Andersen—To approve Resolution No. 03-17-2020A, a resolution adopting an irrigation smart controller policy removing the requirement for proof of purchase. Seconded by C. Geddes.

Yes - C. Andersen
C. Ellsworth
C. Geddes
C. Miller Motion passes.

10. Discussion on Fiscal Year 2021 Budget

Charl Louw began with a review of recent water and sewer activities and trends. C. Andersen asked where Harvey Well was, to which several members responded in Heritage Park.

Mr. Louw stated that there were a few major repairs the last few years. He commented that last year was a pretty typical year: 25-26% of operating expenses were related to personnel and the other major expense was 25-26% to debt service. He stated that electrical for the last couple years had been down because of wet springs, so there wasn't as much of a need to pump. Those water purchases were going up about \$8,000 each year going forward.

Mr. Maag stated that typically they camera the lines throughout the entire City every five years. Staff knew that there was one line collecting water. Mr. Goodwin stated that they may want to find those problems as this was an issue throughout the district not just in Cedar Hills. He commented that when there is a leak and it is treated water; they are wasting energy unnecessarily treating the water. Mr. Maag stated that the known leak was on the list to be repaired this summer. C. Geddes asked if it was a line or a manhole. Mr. Maag replied it was a manhole that had settled.

Mr. Louw stated that for the last few years they had not been using impact fees for these projects; rather, they had been using user fees. Mr. Goodwin clarified that when impact fees are collected and used for a project, the funds become undescriptive money for the City.

Mr. Louw commented on pending projects over the next ten years. Mr. Maag explained that the PRV Project depended on the scope of what they wanted. They had no secondary source of main water for the upper zone of the City, so if it needed to be repaired from normal wear and tear, they would not have a secondary source while it was being repaired. Therefore, they were looking into a redundancy.

Mayor Rees asked if they were looking at chlorine. Mr. Goodwin responded that it had been on the docket for a while. Cottonwood Well was easily set up to have a chlorination station but the Harvey Well was not. He explained that when water was chlorinated there needed to be a certain amount of contact time between the chlorine and the water before it hit the first surface location. Where the Harvey Well was located the surface station was next door, about 100 feet away or less, so there would need to be a way to allow the water and chlorine to have contact time before it hit that station. He stated they would have to work with engineers. He thought this should remain on the docket because there was always the outlier that the State could mandate chlorination. C. Geddes commented that they had never tested positive for bacteria. Mr. Goodwin replied that they had tested positive before but that was because of an issue with the sampling not the water itself.

Mr. Maag stated that in an emergency they could put in portable units to temporarily clean the system.

Mr. Louw stated that the biggest change from the Bowen Collins rates was bringing the sewer rate down to 6.7% because of the lack of projects and the current coverage of operating costs. He stated that the storm drains and water fees don't quite cover operating expenses. He suggested raising those to try to get them truer to what was being spent. Mayor Rees asked if rate increases would do that, to which Mr. Louw replied a little bit. He stated that sewers were one of the highest rates, so sewer impacts hit harder than the other ones.

Mr. Louw referred to a chart on the PowerPoint that showed current rates versus proposed rates based on 8,000 gallons with a 0.5% increase. He stated that later in May when they did the preliminary budget, he would present actual rates.

11. Review/Action on a Resolution approving the 2019 Municipal Wastewater Planning Program

Mr. Maag stated that the City had two permits for pollutant discharge issued by the Department of Environmental Quality. Each year an annual report needed to be sent to them and presented to Council to verify that Council had reviewed and approved what needed to happen in order to keep the storm drain system and sanitary sewer systems working. He commented that this issue was about the sanitary sewer system and that the report was ready to be submitted. He stated that they had had a good year: no reported overflows, no backups, or breaks in the lines. He stated there were 11 new connections added and new sewer mains were added on Canyon Road as a part of that project.

MOTION: C. Andersen—To approve Resolution No. 03-17-2020B, a resolution approving the 2019 Municipal Wastewater Planning Program, collection system and financial evaluation. Seconded by C. Ellsworth.

Yes	-	C. Andersen	
		C. Ellsworth	
		C. Geddes	
		C. Miller	Motion passes.

12. Review/Action on a Resolution dissolving the Cultural Arts Citizens Advisory Committee

Mr. Goodwin stated that when there are certain committees in the City that have a narrow scope of work or stop meeting, then it is time for them to be dissolved so they are no longer shown in the books. He stated that the Cultural Arts Citizens Advisory Committee had become one of these committees. They were originally formed to promote arts and theater in the community but has morphed into the youth theater program which was temporarily on hiatus. Nonetheless, they were still vibrant and active so with the change of the scope of the work, the Council asked that the Cultural Arts Citizens Advisory Committee be dissolved.

MOTION: C. Ellsworth—To approve Resolution No. 03-17-2020C, a resolution dissolving the Cultural Arts Citizens Advisory Committee of the City of Cedar Hills, Utah. Seconded by C. Geddes.

Yes - C. Andersen
C. Ellsworth
C. Geddes
C. Miller Motion passes.

13. Review/Action on a Resolution amending the Duties, Membership and Term of Office of the Family Festival Citizens Advisory Committee

Mr. Goodwin stated that the Mayor had been going through policies and procedures for each of the committees and made great recommendations. He stated that the Family Festival Citizens Advisory Committee had not been reviewed since 2014 and reported some proposed changes. He stated that under Part 2, “Purpose and Duties,” it had been added to provide a parent agenda for all meetings where a quorum was present to comply with the open public meetings act because they worked with public funds and they needed to be held accountable for how the money allocated to them was being spent. He stated they would be changing from consisting of only 12 members to 10-15 regular members. To be more in compliance with how things were currently operating, the term length would be changing from 3 to 1 years. This would renew automatically unless they gave notice to the City Council or were asked to resign.

C. Andersen asked about the formation of committees. She stated that they had a chair and asked if they were already set up to be taking minutes. Mr. Goodwin replied that they should be and there should be more of an effort on the staff and Council’s part to make sure that was happening. He commented they had purchased recorders that were in the main city office building so they could make a recording of the meeting. The minutes don’t have to be comprehensive like what you would see for the City Council, but because they deal with money the minutes need to show a basic deliberative action. Any motions that are made, who made the motion, date and time, and who was present.

C. Hall asked why the Committee had 10 members instead of an odd number. Mayor Rees replied that each chair on the committee was responsible for an activity, so they just report to the committee on their specific project. The committee doesn’t vote on items. She stated they left the number at ten because sometimes it was hard to keep more than ten people on the committee.

MOTION: C. Miller—To approve Resolution No. 03-17-2020D, a resolution amending the purpose and duties, membership and term of office of the Family Festival Citizens Advisory Committee of the City of Cedar Hills, Utah. Seconded by C. Andersen.

Yes - C. Andersen
C. Ellsworth
C. Geddes
C. Miller Motion passes.

ADJOURNMENT

This meeting was adjourned 8:02 pm on a motion by C. Geddes, seconded by C. Miller, and unanimously approved.

Approved by Council:
April 14, 2020

/s/ Colleen A. Mulvey, MMC
City Recorder