

**CITY COUNCIL MEETING**  
Tuesday, August 18, 2020 7:00 p.m.  
Community Recreation Center  
10640 N Clubhouse Drive, Cedar Hills, Utah

Present: Mayor Jenney Rees, Presiding  
Councilmembers: Ben Ellsworth, Mike Geddes, Kelly Smith  
Absent/Excused: Denise Andersen, Brian Miller  
Chandler Goodwin, City Manager  
Greg Gordon, Recreation Director  
Charl Louw, Finance Director  
Jeff Maag, Public Works Director  
Hyrum Bosserman, City Attorney  
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 7:02 p.m. by Mayor Rees. The Pledge of Allegiance was led by C. Geddes and the invocation was given by C. Ellsworth.

2. Approval of Meeting's Agenda.

**MOTION: C. Ellsworth—To approve the agenda.** Seconded by C. Smith.

Yes	-	C. Ellsworth	
		C. Geddes	
		C. Smith	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 comments.

**CONSENT AGENDA**

4. Approval of the Minutes from the July 7, 2020 Work Session and City Council Meeting

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

Yes	-	C. Ellsworth	
		C. Geddes	
		C. Smith	Motion passes.

## CITY REPORTS AND BUSINESS

### 5. City Manager

Chandler Goodwin reported the City was continuing to see a lot of success at the golf course. He then discussed the City's recreation programs and stated staff had implemented COVID-19 safety protocols to ensure the health of participants. Next, Mr. Goodwin asked residents to be aware of fire risks and to follow the guidelines issued by the Fire Department. Mr. Goodwin reported there had been several instances of vandalism at Harvey Park. Staff was looking into the City's options for installing a security system in that area. Anyone who notices illegal activity at the park should contact the police.

### 6. Mayor and Council

Mayor Rees reported the City's request for funding to extend Harvey Boulevard had been approved through the Mountainland Association of Governments (MAG).

### 7. Review/Action and Public Hearing on an Ordinance amending City Code Title 10 Chapters 4 & 6 related to Driveways

- PUBLIC HEARING

There were no comments.

Mr. Goodwin presented the staff report and explained that both staff and the American Fork Fire Marshal had requested staff go through the process of updating language in the City Code addressing design requirements for driveway slopes. Clarifying the language in the City Code relating to design criteria for driveways would help assist homeowners and the building department when submitting building permits and plan approval. The American Fork Fire Marshal also indicated some concerns with homes having steep driveway grades. Steep driveways without the addition of stairs created a hazard for public safety crews should they need to respond in the home. This code would affect new builds and would exclude previously approved driveways. Language added to Section 10-6B-7: Design Criteria, was as follows:

*Residential driveway grades shall be a maximum of twelve percent (12%) unless otherwise approved by the City Engineer or designee. If driveway grade is constructed or comprised of a grade exceeding City Design Standards, approval is contingent upon a Building Code Compliant Stairway for Emergency Personnel access. Building permit shall not be issued until approved driveway grade or modifications are constructed.*

Mr. Goodwin said the language requiring the installation of a stairway would only apply to portions of driveways that exceeded the 12% maximum grade. C. Geddes stated it did not seem logical to install steps and a handrail in the middle of an 800-foot driveway. Mr. Goodwin said the proposed language was suggested by the American Fork Fire Marshal. He added that inclement weather was another complication for EMS personnel accessing the home in the event of an emergency. There was further deliberation on the matter.

Jeff Maag, Public Works Director, explained that with specific radiuses the grade is oftentimes a maximum of 8%; however, because of the distance, the fire marshal would not allow more than a 12% grade during the plan review process. C. Geddes stated there needed to be some flexibility in the way the language was worded in the proposed amendments and noted that Draper City allowed for a 15% driveway grade. Mr. Goodwin pointed out Cedar Hills’s code had always stated a maximum grade of 12%.

Mayor Rees stated the ultimate goal was for public safety to be able to access homes with steeper driveways. She was concerned with making exceptions because it acknowledged there were legitimate safety issues present with steeper driveways. C. Geddes stated in a true emergency, EMS personnel would find a way into the home.

C. Ellsworth asked if homes with private, asphalted driveways would fall into this category. Mr. Goodwin stated a private driveway would still undergo a formal approval process by the City prior to development. There was discussion relating to shared driveways, and Mr. Goodwin noted he did not know of shared driveways that fed off of more than two homes. C. Ellsworth clarified that his intent with this question was to determine if there were any loopholes with regards to private access points.

Mayor Rees provided an example wherein an incident happened to a child at a residence that was located off of the main road, and the fire department was unable to access the home. Because the apparatus could not access the home, the family was required to transport the child in danger down to the main road to the EMS personnel so that they could transport them to the hospital. These were situations that the fire department wanted to avoid, and for this reason, the suggested amendments were being presented for review.

C. Ellsworth asked where the 12% number came from, to which Mr. Goodwin said it came from the City’s code. Mr. Maag added this number was calculated based off of data collected on the capabilities of emergency response vehicles. Furthermore, the 12% number was determined based on ADA requirements for constructing ramps.

C. Geddes reiterated that he did not like the language as it was currently worded, and he would prefer a maximum 15% grade instead of a maximum 12% grade.

**MOTION: C. Ellsworth—To table this item to get more feedback on slope percentage levels.** Seconded by C. Geddes.

Yes	-	C. Ellsworth	
		C. Geddes	
		C. Smith	Motion passes.

8. Review/Action on an Ordinance amending City Code Title 1 Chapter 8A related to Records Access Management and Retention Schedule

Mr. Goodwin explained that per State Statute, UCA 63G-2-701, the City was required to comply with the Governmental Records Access Management Act (GRAMA). In 2016, the City Council approved and adopted an ordinance in compliance with Chapter 63G that established criteria and

policies related to GRAMA which included the Cedar Hills City Records Retention Schedule. Chapter 63G-2-307 stated the City may classify or reclassify a particular record, record series, or information in a record at any time. Staff was proposing to amend the City's retention schedule by adding the following records to the retention schedule:

- Schedule 1 – Administrative Records
  - Project Management Records
  - Surveillance Recordings
  
- Schedule 18 – Clerk's Records
  - Records Requests and Appeals

Upon adoption of these amendments, a copy and summary description of the ordinance shall be sent to the Utah State Archives.

**MOTION: C. Ellsworth—To approve Ordinance No. 08-18-2020A, an ordinance amending Title 1 Chapter 8A of the city code of the City of Cedar Hills related to the Cedar Hills City Records Retention Schedule.** Seconded by C. Smith.

Yes	-	C. Ellsworth	
		C. Geddes	
		C. Smith	Motion passes.

9. Discussion/Update on COVID-19 related expenses and CARES Act reimbursement and expenditures

Mr. Goodwin explained that the City of Cedar Hills received approximately \$718,080 in CARES Act money from Utah County, who received an allocation of \$120,000,000 from the distribution of CARES Act money from the U.S. Treasury. The Treasury Department issued guidelines and stipulations which dictated how that money was to be used. Staff had met and discussed areas of need in the City, where the use of CARES Act money would benefit the City and meet the requirements of the CARES Act. Each department had submitted various proposals, and staff evaluated those proposals based on direction from the Treasury as well as Utah County. Staff had proceeded to expend the money in a way that complied with those directives but wished to update the Council on where the money was being used. Mr. Goodwin reviewed several safety measures staff had taken to ensure good health among staff and community members.

C. Ellsworth asked about work-at-home options for employees. Mr. Goodwin stated there were some positions for which staff was considering changing the City's personnel policy to allow work from home to take place. However, there were some responsibilities which required an employee to be physically present in the building.

Mayor Rees noted there was a deadline on the expenditure of CARES Act funding, and that there would likely be an extension of that deadline.

10. Discussion on Short Term Rental Properties

**MOTION: C. Smith—To table this item.** Seconded by C. Ellsworth.

Yes -

C. Ellsworth

C. Geddes

C. Smith

Motion passes.

ADJOURNMENT

This meeting was adjourned 7:37 p.m. on a motion by C. Smith, seconded by C. Geddes, and unanimously approved.

Approved by Council:

September 15, 2020

/s/ Colleen A. Mulvey, MMC  
City Recorder