



**\*\*\*AMENDED\*\*\***  
**BLUFFDALE CITY COUNCIL**  
**MEETING AGENDA**  
**Wednesday, July 22, 2020**

Notice is hereby given that the Bluffdale City Council will hold a meeting Wednesday, July 22, 2020, at the Bluffdale City Hall, 2222 West 14400 South, Bluffdale, Utah, scheduled to begin promptly at **6:00 p.m.** or as soon thereafter as possible. This meeting will also be broadcast live to the public at: [www.bluffdale.com](http://www.bluffdale.com) The public may comment at the meeting or by emailing comments to [councilmeetingcomment@bluffdale.com](mailto:councilmeetingcomment@bluffdale.com) Notice is further given that access to this meeting by the Mayor and or City Council may be by electronic means via telephonic conference call.

**WORK SESSION 6:00 P.M.** – (The work session is for identifying future items and other council discussion. In accordance with Utah Code § 52-4-201(2)(a), while the meeting may be open to the public, there will not be any opportunity for public input during the work session).

1. Roll Call
2. Presentations –
  - a. Fraud Risk Assessment presentation, staff presenter, Bruce Kartchner.
  - \*\*\* b.** Discussion relating to Transportation Impact Fees for proposed Medical Building, located at 13825 South Redwood Road, presenter, Jenny Taumoepeau/Fort Street Partners.
  - b. Discussion relating to revising the City’s Sign Code, staff presenter, Grant Crowell.

3. Council Discussion

**REGULAR BUSINESS MEETING 7:00 P.M.**

1. Roll Call, Invocation, Pledge of Allegiance\*
2. **PUBLIC FORUM** – (4-minute maximum per person to bring items not already on the agenda before the Council. Participants are encouraged to submit a written statement (1 copy) for items that are complex or that may require more than 4 minutes to present). Additionally, comments for this item and all Public Hearing items may be submitted via email to: [councilmeetingcomment@bluffdale.com](mailto:councilmeetingcomment@bluffdale.com)
3. **CONSENT AGENDA** –
  - 3.1 Approval of the June 10, 2020, City Council, LBA & RDA Meeting Minutes.

3.2 Approval of the June 10, 2020, City Special City Council & Planning Commission Combined Meeting Minutes (Economic Development).

3.3 Approval of the June 24, 2020, City Council Meeting Minutes.

3.4 Approval of the July 13, 2020, City Council Special Meeting Minutes.

4. **PUBLIC HEARING** - Consideration and vote on Ordinance 2020-13, a Text Amendment to “Robert’s Rules of Order,” staff presenter, Todd Sheeran.
5. **PUBLIC HEARING** - Consideration and vote on Ordinance 2020-17, a Text Amendment to Business License Appeal, staff presenter, Todd Sheeran.
6. Mayor’s Report
7. City Manager Report and Discussion
8. Closed meeting pursuant to Utah Code § 52-4-205(1) to discuss the character, professional competence, or health of an individual, collective bargaining, pending or imminent litigation, strategies to discuss real property acquisition, including any form of a water right or water shares, security issues, or any alleged criminal misconduct (if needed).
9. Adjournment

**\*\*\*AMENDED: July 20, 2020**

I HEREBY CERTIFY THAT THE FOREGOING NOTICE AND AGENDA WAS FAXED TO THE SOUTH VALLEY JOURNAL, THE SALT LAKE TRIBUNE, AND THE DESERET NEWS; POSTED AT THE BLUFFDALE CITY HALL, EMAILED OR DELIVERED TO EACH MEMBER OF THE BLUFFDALE CITY COUNCIL; ON THE CITY’S WEBSITE AT [WWW.BLUFFDALE.COM](http://WWW.BLUFFDALE.COM) AND ON THE PUBLIC MEETING NOTICE WEBSITE, [WWW.PMN.UTAH.GOV](http://WWW.PMN.UTAH.GOV)



**Wendy L. Deppe, CMC**  
**City Recorder**

In compliance with the American with Disabilities Act, individuals needing assistance or other services or accommodation for this meeting should contact Bluffdale City Hall at least 24 hours in advance of this meeting at 801-254-2200. TTY 7-1-1. \*Contact the City Recorder if you desire to give the Invocation or lead the Pledge of Allegiance.



**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING AGENDA  
Wednesday, June 10, 2020**

Notice is hereby given that the Bluffdale City Council, LBA and RDA will hold a combined meeting Wednesday, June 10, 2020, at the Bluffdale City Hall, 2222 West 14400 South, Bluffdale, Utah, scheduled to begin promptly at **6:00 p.m.** or as soon thereafter as possible. This meeting will also be broadcast live to the public at: [www.bluffdale.com](http://www.bluffdale.com). Notice is further given that access to this meeting by the Mayor and or City Council may be by electronic means via telephonic conference call.

**WORK SESSION 6:00 P.M.** – (The work session is for identifying future items and other council discussion. In accordance with Utah Code § 52-4-201(2)(a), while the meeting may be open to the public, there will not be any opportunity for public input during the work session).

1. Roll Call
2. Presentations –
  - a. Discussion relating to a proposed Text Amendment to Title 11-2-2 definition of “Funeral Home” to include a crematorium, staff presenter, Grant Crowell.
  - b. Training relating to “Robert’s Rules of Order,” staff presenter, Todd Sheeran.
  - c. Discussion relating to Traffic Calming measures, staff presenter, Michael Fazio.
3. Council Discussion

**REGULAR BUSINESS MEETING 7:00 P.M.**

1. Roll Call, Invocation, Pledge of Allegiance\*
2. **PUBLIC FORUM** – (4-minute maximum per person to bring items not already on the agenda before the Council. Participants are encouraged to submit a written statement (1 copy) for items that are complex or that may require more than 4 minutes to present). Additionally, comments for this item and all Public Hearing items may be submitted via email to: [councilmeetingcomment@bluffdale.com](mailto:councilmeetingcomment@bluffdale.com)
3. **CONSENT AGENDA** –
  - 3.1 Approval of the May 13, 2020, Special City Council & Planning Commission Combined Meeting Minutes (Economic Development).
  - 3.2 Approval of the May 13, 2020, City Council Meeting Minutes.
  - 3.3 Approval of the May 19, 2020, Special City Council Meeting Minutes.
  - 3.4 Approval of Resolution No. 2020-38, authorizing execution of an Amendment to the Interlocal Cooperation Agreement between the City of Bluffdale and Salt Lake County for the Disbursement of Transportation Funding.

- 3.5 Approval of Ordinance No. 2020-14, adopting the Flood Damage Prevention Ordinance including automatically adopting effective FEMA Flood Insurance Studies (FIS) and Flood Insurance Rate Maps.
4. Consideration and vote on Resolution No. 2020-42, authorizing the appointment of Warren James as Fire Chief of the City of Bluffdale, staff presenter, Mark Reid.
5. **PUBLIC HEARING** – Consideration and vote on Resolution No. 2020-39, adopting the proposed tax rate for Salt Lake County for the purpose of levying taxes within the City of Bluffdale for the Fiscal Year 2020-2021, staff presenters, Bruce Kartchner and Stephanie Thayer.
6. **PUBLIC HEARING** – Consideration and vote on Resolution No. 2020-40, adopting the proposed tax rate for Utah County for the purpose of levying taxes within the City of Bluffdale for the Fiscal Year 2020-2021, staff presenters, Bruce Kartchner and Stephanie Thayer.
7. **PUBLIC HEARING** – Consideration and vote on Resolution No. 2020-41, adopting a Tentative Operating or Final Budget for the 2020-2021 Fiscal Year Budget, staff presenters, Bruce Kartchner and Stephanie Thayer. **(LBA & RDA Public Hearings held in conjunction)**

#### **LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD MEETING**

1. Roll Call
2. **PUBLIC HEARING** – Consideration and vote on Resolution No. 2020-03, adopting a Tentative Operating or Final Budget for the 2020-2021 Fiscal Year Budget, staff presenters, Bruce Kartchner and Stephanie Thayer. **(LBA Public Hearing held in conjunction with the City Budget Hearing)**
3. Adjournment

#### **BLUFFDALE CITY REDEVELOPMENT AGENCY BOARD MEETING**

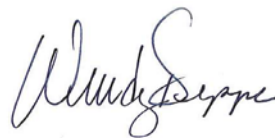
1. Roll Call
2. **PUBLIC HEARING** – Consideration and vote on Resolution No. 2020-05, adopting a Tentative Operating or Final Budget for the 2020-2021 Fiscal Year Budget, staff presenters, Bruce Kartchner and Stephanie Thayer. **(RDA Public Hearing held in conjunction with the Budget presentation & discussion)**
3. Adjournment

#### **CONTINUATION OF BUSINESS MEETING**

8. Mayor's Report
9. City Manager Report and Discussion
10. Closed meeting pursuant to Utah Code § 52-4-205(1) to discuss the character, professional competence, or health of an individual, collective bargaining, pending or imminent litigation, strategies to discuss real property acquisition, including any form of a water right or water shares, security issues, or any alleged criminal misconduct (if needed).
11. Adjournment

**Dated: June 5, 2020**

I HEREBY CERTIFY THAT THE FOREGOING NOTICE AND AGENDA WAS FAXED TO THE SOUTH VALLEY JOURNAL, THE SALT LAKE TRIBUNE, AND THE DESERET NEWS; POSTED AT THE BLUFFDALE CITY HALL, EMAILED OR DELIVERED TO EACH MEMBER OF THE BLUFFDALE CITY COUNCIL; ON THE CITY'S WEBSITE AT [WWW.BLUFFDALE.COM](http://WWW.BLUFFDALE.COM) AND ON THE PUBLIC MEETING NOTICE WEBSITE, [WWW.PMN.UTAH.GOV](http://WWW.PMN.UTAH.GOV)



**Wendy L. Deppe, CMC**  
**City Recorder**

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**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 10, 2020**

1 **Present:** Mayor Derk Timothy  
2 Wendy Aston  
3 Traci Crockett  
4 Jeff Gaston  
5 Mark Hales  
6 Dave Kallas  
7

8 **Staff:** Mark Reid, City Manager  
9 Todd Sheeran, City Attorney  
10 Bruce Kartchner, Administrative Services Director  
11 Natalie Hall, Emergency Preparedness Manager  
12 Stephanie Thayer, Chief Accountant/Human Resources  
13 Grant Crowell, City Planner/Economic Development Director  
14 Michael Fazio, City Engineer  
15 Ellen Oakman, Associate City Planner  
16 Jennifer Robison, Senior City Planner  
17 Gina Miller, Deputy City Recorder  
18 Warren James, Fire Chief  
19

20 Mayor Timothy called the meeting to order at 6:01 p.m. The meeting was held at Bluffdale City  
21 Hall. Staff was recognized for providing shields in observation of COVID-19 safety precautions.

22  
23 **WORK SESSION**  
24

25 **1. Roll Call.**  
26

27 All Members of the City Council were present.  
28

29 **2. Presentations.**  
30

31 **2.1 Discussion Relating to a Proposed Text Amendment to Title 11-2-2 Definition**  
32 **of “Funeral Home” to include a Crematorium, Staff Presenter, Grant Crowell.**  
33

34 City Planner/Economic Development Director, Grant Crowell, presented the staff report and stated  
35 that the above item was denied at the last City Council Meeting. It was brought before the Council  
36 to be reconsidered at the request of Wendy Aston. The amendment for the above item includes  
37 changing the phrase, “but not for” to the word “and”.  
38

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1 Mark Hales supported the item in the last meeting and would continue to do so. Dave Kallas  
2 approved of the above item being added to the agenda again. Mayor Timothy reported that one of  
3 the concerns was with the verbiage specifying that it could be a crematorium without being a  
4 funeral home. Traci Crockett agreed that this was of concern. Jeff Gaston did not want the  
5 proposed use to be an industrialized crematory but supported a funeral home that allows  
6 cremations.

7  
8 In response to a question raised, Mr. Crowell stated that there is a significant amount of  
9 development in the area, but he was not aware of any contingencies for the funeral home.  
10 Mr. Crowell explained that because the site plan has already been approved and the zoning  
11 currently exists, no traffic study will be conducted.

12  
13 **2.2 Training Relating to “Robert’s Rules of Order”, Staff Presenter, Todd**  
14 **Sheeran.**  
15

16 City Attorney, Todd Sheeran, presented the staff report and reviewed the history and purpose of  
17 “Robert’s Rules of Order” (“RRO”). He explained that RRO is the most accepted method of  
18 conducting a meeting. The Planning Commission adopted this method, but the City Council has  
19 not. There is a procedural section in City Code regarding how meetings are to be conducted;  
20 however, it is not very detailed. Mr. Sheeran provided an RRO cheat sheet for each Council  
21 Member for review. Examples of how to use RRO were given.

22  
23 Mr. Sheeran reported that after investigating City Code and RRO, he created a rough draft applying  
24 RRO to the Code and provided examples of its application. Sections crossed out in the draft are  
25 duplicative of Utah Code or RRO. Mr. Sheeran read portions of the draft and gave examples of  
26 how RRO is applied.

27  
28 Mark Hales asked if a link to RRO will be provided for residents. Mr. Sheeran responded that a  
29 version of the book is produced each year and can be purchased as a .pdf. Books can be ordered  
30 for the Council and anyone can access RRO online. Mr. Sheeran requested the Council’s feedback

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1 on adopting RRO and suggested it be brought back to the Council as a text amendment. The RRO  
2 cheat sheet was reviewed and discussed by the Council.

3  
4 City Manager, Mark Reid, reviewed City Code relating to adding items to the agenda and requested  
5 that the Code require three City Council Members to add an agenda item. Mr. Sheeran compared  
6 RRO and City Code and reported that the City Manager controls the agenda and adds items to it.

7  
8 Wendy Aston did not want to require more than two Council Members to add an item to the agenda.  
9 Mr. Sheeran responded that RRO requires two Council Members to place an item on the agenda  
10 and three to remove it. Dave Kallas commented that the suggestion is a formal process but  
11 currently the process is very informal. Mr. Sheeran explained that if an item is presented to the  
12 City Manager before the agenda is published, the informality is not an issue. After the agenda has  
13 been published the formality will be required. If formal noticing is required, it will not be added  
14 to the agenda until the noticing is complete. If, however, it is an item that does not require to be  
15 noticed, it can be an informal process before the meeting. If an item on the agenda is to be removed  
16 during the meeting, the process in RRO can be used.

17  
18 Finance Director, Bruce Kartchner, reported that when the Council is working together, the  
19 informal process is effective; however, if there is a contentious issue, RRO can be used to assist in  
20 addressing the issue. He suggested clarifying the process to prevent issues in the future. Wendy  
21 Aston agreed and stressed the importance of having an agenda that the Council has control over.  
22 The other Council Members and Mayor Timothy agreed.

23  
24 Mr. Sheeran offered to draft a formal text amendment for the implementation of RRO. Dave Kallas  
25 suggested that Mr. Sheeran present the amendment at the meeting after next to allow time for the  
26 Council to review the draft. Mr. Sheeran would implement similar rules for both the Planning  
27 Commission and City Council.

28

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**BLUFFDALE CITY COUNCIL  
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1 Mr. Reid did not have a preference concerning how Council Members add or remove agenda items  
2 but needed to know the Council’s preference. It was determined that two Council Members can  
3 add an agenda item and three are required to remove it. Mr. Sheeran agreed to incorporate this  
4 decision into his draft. The power and authority of the Council was discussed with Mr. Sheeran  
5 being asked to research the matter and present his findings to the Council.

6  
7  
8  
9

**2.3 Discussion Relating to Traffic Calming Measures, Staff Presenter, Michael Fazio.**

10 City Engineer, Michael Fazio, reported that the Engineering Department received a request for  
11 signs to reduce speeds on specific streets in the City. These signs can be effective but are  
12 expensive. He did not know if the funds were available in the budget. Mr. Kartchner reported that  
13 the budget currently includes funds to purchase the signs; however, the Council has the option to  
14 reduce the amount if they desire.

15

16 Mr. Fazio identified the desired sign locations on a map displayed and reported that the signs can  
17 reduce speeds by two to six miles per hour. Currently, the City has no criteria for radar sign usage.

18 Mr. Fazio recommended that radar signs to be placed after a study is completed in each area. Dave  
19 Kallas suggested that the Council consider developing a standard to measure resident’s requests  
20 relating to roadways.

21

22 Mayor Timothy reported that the Council purchased mobile units that assist police with data  
23 collection; however, they do not appear to be effective. There have been a significant number of  
24 streets that have requested the signs, but they have been rejected because of cost and lack of  
25 effectiveness. If a standard was created, many streets would meet the criteria to receive a sign,  
26 however, maintenance needs to be considered. The above item involves the request for approval  
27 of four signs with the understanding that additional signs will need to be purchased if a standard is  
28 created.

29



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1 Jeff Gaston reported that a German Shepherd was recently struck by a vehicle on Freedom Point  
2 Way. He stated that it is only a matter of time before a child is hit on this road and action needs to  
3 be taken. A speed reducing sign with police lights that flash that will be permanent and the sign  
4 can be placed on an old car with a mannequin or police officer inside.

5  
6 Mayor Timothy explained that if the Council approves the above-mentioned sign, one will also  
7 need to be placed on 15000 South. Jeff Gaston stated that the car can be moved from Freedom  
8 Point Way to 15000 South. Mr. Fazio identified obstacles on Freedom Point Way as another  
9 option. It was reported that the speed wagon was moved to Freedom Point Way and data will  
10 begin to be collected.

11  
12 **3. Council Discussion.**

13  
14 Traci Crockett recommended showing support for the Police Department during this difficult time.  
15 The most effective way to do this is to have the community and elected officials support them.  
16 Jeff Gaston suggested that the Mayor and City Council post a public statement in support of our  
17 police officers on social media and in the newspaper.

18  
19 **4. Adjournment.**

20  
21 The Work Session adjourned at 7:00 p.m.

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**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
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COMBINED MEETING MINUTES  
Wednesday, June 10, 2020**

1 **Present:** Mayor Derk Timothy  
2 Wendy Aston  
3 Traci Crockett  
4 Jeff Gaston  
5 Mark Hales  
6 Dave Kallas  
7

8 **Staff:** Mark Reid, City Manager  
9 Todd Sheeran, City Attorney  
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13 Grant Crowell, City Planner/Economic Development Director  
14 Michael Fazio, City Engineer  
15 Ellen Oakman, Associate City Planner  
16 Jennifer Robison, Senior City Planner  
17 Gina Miller, Deputy City Recorder  
18 Warren James, Fire Chief  
19

20 **BLUFFDALE CITY COUNCIL REGULAR BUSINESS MEETING**

21  
22 **1. Roll Call.**

23  
24 All members of the City Council were present.

25  
26 City Manager, Mark Reid, offered the invocation and led the Pledge.  
27

28 **2. Public Forum.**

29  
30 There were no public comments.  
31

32 **3. Consent Agenda**

33  
34 **3.1 Approval of the May 13, 2020, Special City Council and Planning Commission**  
35 **Combined Meeting Minutes (Economic Development).**

36  
37 **3.2 Approval of the May 13, 2020, City Council Meeting Minutes.**

38  
39 **3.3 Approval of the May 19, 2020, Special City Council Meeting Minutes.**  
40

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
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1           **3.4    Approval of Resolution Number 2020-38, Authorizing Execution of an**  
2           **Amendment to the Interlocal Cooperation Agreement between the City of**  
3           **Bluffdale and Salt Lake County for the Disbursement of Transportation**  
4           **Funding.**

5  
6           **3.5    Approval of Resolution Number 2020-43, a Resolution of the Bluffdale City**  
7           **Council of the City of Bluffdale, Utah, Updating the 100-Year and 500-Year**  
8           **Flood Maps.**

9  
10          **Wendy Aston moved to approve the consent agenda. Jeff Gaston seconded the motion. Vote**  
11          **on motion: Traci Crockett-Aye; Wendy Aston-Aye; Dave Kallas-Aye; Jeff Gaston-Aye;**  
12          **Mark Hales-Aye. The motion passed unanimously.**

13  
14          **4.    Consideration and Vote on Resolution Number 2020-42, Authorizing the**  
15          **Appointment of Warren James as Fire Chief of the City of Bluffdale, Staff Presenter,**  
16          **Mark Reid.**

17  
18          Mr. Reid recommended Warren James be appointed to serve as the Fire Chief for the City of  
19          Bluffdale and gave a history of Chief James' service in the community.

20  
21          **Jeff Gaston moved to appoint Warren James as Fire Chief for the City of Bluffdale. Dave**  
22          **Kallas seconded the motion. Vote on motion: Traci Crockett-Aye; Wendy Aston-Aye; Dave**  
23          **Kallas-Aye; Jeff Gaston-Aye; Mark Hales-Aye. The motion passed unanimously.**

24  
25          Mr. Reid reported that there will be a swearing-in at the next City Council Meeting for Chief James  
26          and New City Attorney, Todd Sheeran.

27  
28          **5.    PUBLIC HEARING – Consideration and Vote on Resolution Number 2020-39,**  
29          **Adopting the Proposed Tax Rate for Salt Lake County for the Purpose of Levying**  
30          **Taxes within the City of Bluffdale for the Fiscal Year 2020-2021, Staff Presenters,**  
31          **Bruce Kartchner and Stephanie Thayer.**

32  
33          Mayor Timothy reported that agenda item numbers five and six will be considered together with  
34          the resolutions voted on separately.

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1  
2 Finance Director, Bruce Kartchner, reported that the Certified Tax Rate numbers were received  
3 earlier in the day. The Certified Tax Rate for Utah and Salt Lake County is .001695 and is applied  
4 to all Bluffdale residents as an equalization rate. He explained that each year the Certified Tax  
5 Rate increases and decreases. Even though the tax rate is higher this year does not mean there has  
6 been a tax increase. There is a tax increase if the City sets its tax rate higher than the County's.  
7 Based on growth, a tax rate typically decreases; however, many cities maintain the Certified Tax  
8 Rate at the same level as the previous year. What is proposed is a tax increase, which requires the  
9 City to go through the Truth in Taxation process.

10  
11 Mr. Kartchner explained that the purpose for this is the State of  
12  
13  
14 Mayor Timothy reported that Truth in Taxation Hearing will not occur for the budget amount being  
15 considered. The Council is not considering a tax increase and after discussion the Council made a  
16 determination to move forward with the agenda item.

17  
18 Mayor Timothy opened the public hearing for agenda items 5 and 6. There were no public  
19 comments. The public hearing was closed.

20  
21 **Traci Crockett moved to approve Resolution Number 2020-39, Adopting the Proposed Tax**  
22 **Rate for Salt Lake County for the Purpose of Levying Taxes within the City of Bluffdale for**  
23 **the Fiscal Year 2020-2021. Mark Hales seconded the motion. Vote on motion: Traci**  
24 **Crockett-Aye; Wendy Aston-Aye; Dave Kallas-Aye; Jeff Gaston-Aye; Mark Hales-Aye. The**  
25 **motion passed unanimously.**

26  
27 **6. PUBLIC HEARING – Consideration and Vote on Resolution No. 2020-40, Adopting**  
28 **the Proposed Tax Rate for Utah County for the Purpose of Levying Taxes within the**  
29 **City of Bluffdale for the Fiscal Year 2020-2021, Staff Presenters, Bruce Kartchner**  
30 **and Stephanie Thayer.**

31  
32 **Mark Hales moved to approve Resolution No. 2020-40, Adopting the Proposed Tax Rate for**

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
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Wednesday, June 10, 2020**

1 **Utah County for the Purpose of Levying Taxes within the City of Bluffdale for the Fiscal**  
2 **Year 2020-2021. Wendy Aston seconded the motion. Vote on motion: Council Member**  
3 **Crockett-Aye; Council Member Aston-Aye; Council Member Kallas-Aye; Council Member**  
4 **Gaston-Aye; Council Member Hales-Aye. The motion passed with the unanimous consent**  
5 **of the Commission.**

6  
7 **7. PUBLIC HEARING – Consideration and Vote on Resolution Number 2020-41,**  
8 **Adopting a Tentative Operating or Final Budget for the 2020-2021 Fiscal Year**  
9 **Budget, Staff Presenters, Bruce Kartchner and Stephanie Thayer. (LBA and RDA**  
10 **Public Hearings Held in Conjunction).**

11  
12 **At 7:24 p.m., Jeff Gaston moved to take a five-minute recess. Mark Hales seconded the**  
13 **motion. The motion passed with the unanimous consent of the Commission.**

14  
15 The Commission continued with the business portion of the meeting at 7:30 pm.

16  
17 Mr. Kartchner reviewed the history and process to create the Final Budget. Various funds from  
18 the budget were highlighted with the expectations and descriptions reviewed. Staff spoke to each  
19 department head to determine their needs, which was driven by specific direction of the Council.

20  
21 Mr. Kartchner reported that service level issues need to be addressed at certain times and staff  
22 appreciated the direction the Council gives in this regard.

23  
24 Mr. Kartchner reported that there has been a change in the revenue expectation because the  
25 Certified Tax Rate causes this to come in at a lower amount than originally estimated. Staff would  
26 be reevaluating the budget frequently this year to reveal any recovery of funds. To bring in a  
27 balanced budget this year and to keep costs down, there were to be no Cost of Living Adjustment  
28 (“COLA”) or merit increases for personnel. Staff would like to return mid-year to address potential  
29 revenues. The Council expressed their desire to recognize and show appreciation to City staff and  
30 to do what is necessary to bring back those increases.

31

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
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1 Mr. Kartchner identified areas in the budget that have increased service levels. The Fire  
2 Department received an increase in the overall budget including additional equipment. The  
3 organization of funds since the last iteration of the budget with the Fire and Police Departments  
4 were reviewed. Mr. Kartchner reported that there are funds that show a deficit balance in  
5 projections, but ultimately it will not be a deficit.

6  
7 Chief Accountant/Human Resources Director, Stephanie Thayer, presented the changes made  
8 since the last iteration of the budget as well as the last-minute revisions as a result of the Certified  
9 Tax Rate change. It was noted that the budget needs to be adopted before June 22, 2020.

10 Ms. Thayer reviewed the expenditures for the Fire Department and items the department will not  
11 receive at this time. This, along with COLA and merit increases, will be the priority as revenues  
12 increase.

13  
14 In response to a question raised, Mr. Kartchner reported that merit and COLA increases are  
15 estimated to be 4.2% overall based on a 1% merit and 3.2% COLA increases. The calculation was  
16 estimated to be \$40,000 per percentage point of change.

17  
18 Council Member Gaston reported that he would like to withdraw his original request for speed-  
19 reducing signs, and instead request 1 or 2 signs with police lights. Speeding traffic on Freedom  
20 Point Way is an issue and the police car moving the sign around to various locations will be  
21 effective. The budget for the signs was discussed and it was reported that the residents are  
22 requesting speed-reducing signs. Mayor Timothy reported that residents throughout the City have  
23 requested the signs and stated that a policy should be adopted to measure which area receives one.

24  
25 In response to a comment, Dave Kallas stated that the Council can decrease the amount of money  
26 budgeted for this item and determine a solution later. Wendy Aston approved of the budget amount  
27 discussed, however, there are other options to consider rather than the signs. Mr. Kartchner  
28 requested that one type of sign be determined to save on maintenance costs. The Council approved  
29 of this budget item being reduced from \$17,000 to \$10,000.

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 10, 2020**

1  
2 Mr. Kartchner reviewed the history of certain personnel allocating their salaries to certain funds.  
3 Ms. Thayer reported on the Engineering Department and the purpose of allocated wages. Transfers  
4 made to various sub-funds that are extensions of the General Budget were reviewed.

5  
6 Council Member Hales reported that the Rodeo Arena needs major improvements and asked if this  
7 will be budgeted for. Mr. Reid responded that a recent discussion with a developer included a  
8 possible arena coming to the City. Until a determination is made, the budget for the Rodeo has  
9 been removed.

10  
11 Ms. Thayer reported that a storage tank will be constructed at the end of 15000 South that services  
12 Zone 1 and to provide additional storage in Zone 2. The City is in the process of negotiating with  
13 Camp Williams regarding the purchase of land on their property. In response to a question,  
14 Mr. Kartchner stated that 15% of the cost is related to new growth.

15  
16 Council Member Kallas asked how the Water Fund balance is used. Mr. Kartchner explained that  
17 the City has several deficiencies that need to be paid for and staff will be drafting a more detailed  
18 analysis of the rates to ensure that they are appropriate.

19  
20 City Planner/Economic Development Director, Grant Crowell, reported that the General Plan will  
21 cost an estimated \$25,000.

22  
23 Council Member Hales asked if maintaining the court system in Bluffdale is desirable and if it  
24 generates revenue. Mr. Kartchner explained that the City spends more than is brought in. Mr. Reid  
25 stated that the Council has previously determined to retain the court system. Mr. Sheeran will  
26 research what is most cost-effective, contracting an attorney or hiring one for the City.

27  
28 Dave Kallas referred to the Public Works budget and asked if there will be further discussion on  
29 this item. Mr. Kartchner reported that the Council has directed staff to purchase the land and when  
30 constructing the building, multiple budgets will be discussed by the Council. Council Member

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 10, 2020**

1 Kallas expressed concern with future bonding capacity. Mr. Kartchner reported that the City has  
2 significant bonding capacity and is projecting \$8,000,000 to fund the purchase.

3  
4 Dave Kallas recognized the Finance Department and expressed appreciation for their work on the  
5 budget. He expressed his support for the Final Budget.

6  
7 In response to a question raised, Mr. Kartchner reported that the bike lanes on 14600 South will be  
8 completed depending on the time and year.

9  
10 Jeff Gaston requested \$500 be added to the budget for the Fire Department and for employees who  
11 work the Thanksgiving and Christmas holidays. He asked if the Fire Department will invite the  
12 police and employees who are plowing to those meals as well. The other Council Members  
13 approved this expenditure request.

14  
15 In response to a question, Mr. Kartchner explained that the City qualifies to receive money from  
16 the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act and will apply. Mr. Reid  
17 reported that Fire Battalion Chief, Warren James and Emergency Preparedness Manager, Natalie  
18 Hall are tasked with tracking expenses and only apply for what the City qualifies for. The specific  
19 budget item was discussed.

20  
21 Mayor Timothy opened the public hearing. There were no public comments. The public hearing  
22 was closed.

23  
24 Dave Kallas recognized the importance of funding Public Safety recognizing that this is a difficult  
25 year to do so.

26  
27 **Dave Kallas moved to approve Resolution Number 2020-41, adopting a Final Budget for the**  
28 **2020-2021 Fiscal Year as presented with the following adjustments:**

- 29  
30 **1. Reduce the \$17,000 allocation for street signs to \$10,000.**  
31



**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 10, 2020**

1           **2. Add an additional \$25,000 in Capital Projects for the General Plan Update.**

2  
3           **3. Add \$500 to the Fire Department Miscellaneous Fund for holiday mail. The**  
4           **offset would come from the use of Fund Balance.**

5  
6 **Mark Hales seconded the motion. Vote on motion: Wendy Aston-Aye, Dave Kallas-Aye,**  
7 **Jeff Gaston-Aye, Mark Hales-Aye, Traci Crockett-Aye. The motion passed unanimously.**

8  
9 **LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD MEETING**

10  
11 **1. Roll Call.**

12  
13 Mayor Timothy called the LBA Meeting to order at 8:35 p.m.

14  
15 All Members of the LBA Board were present.

16  
17 **2. PUBLIC HEARING - Consideration and Vote on Resolution Number 2020-03,**  
18 **Adopting a Tentative Operating or Final Budget for the 2020-2021 Fiscal Year**  
19 **Budget, Staff Presenters, Bruce Kartchner and Stephanie Thayer. (LBA Public**  
20 **Hearing Held in Conjunction with the City Budget Hearing).**

21  
22 The public hearing was held previously as part of the regular meeting.

23  
24 **Dave Kallas moved to approve Resolution Number 2020-03, adopting a Final Budget for the**  
25 **2020-2021 Fiscal Year as discussed. Traci Crockett seconded the motion. Vote on motion:**  
26 **Wendy Aston-Aye, Dave Kallas-Aye, Jeff Gaston-Aye, Mark Hales-Aye, Traci Crockett-Aye.**  
27 **The motion passed unanimously.**

28  
29 **3. Adjournment.**

30  
31 The LBA Meeting adjourned at 8:36 p.m.

32  
33 **BLUFFDALE CITY REDEVELOPMENT AGENCY BOARD MEETING**

34  
35 RDA Chair, Dave Kallas, assumed the Chair and called the meeting to order at 8:36 p.m.

36

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 10, 2020**

1 **1. Roll Call.**

2  
3 All Members of the RDA Board were present.

4  
5 **2. PUBLIC HEARING - Consideration and Vote on Resolution Number 2020-05,**  
6 **Adopting a Tentative Operating or Final Budget for the 2020-2021 Fiscal Year**  
7 **Budget, Staff Presenters, Bruce Kartchner and Stephanie Thayer. (RDA Public**  
8 **Hearing Held in Conjunction with the City Budget Hearing).**

9  
10 The public hearing was held previously as part of the regular meeting.

11  
12 **Mark Hales moved to approve Resolution Number 2020-05, adopting the Final Budget for**  
13 **the 2020-2021 Fiscal Year Budget as discussed by the Council. Traci Crockett seconded the**  
14 **motion. Vote on motion: Wendy Aston-Aye, Dave Kallas-Aye, Jeff Gaston-Aye, Mark**  
15 **Hales-Aye, Traci Crockett-Aye, Mayor Derk Timothy-Aye. The motion passed**  
16 **unanimously.**

17  
18 **3. Adjournment.**

19  
20 The RDA Meeting adjourned at 8:37 p.m.

21  
22 **CONTINUATION OF BUSINESS MEETING**

23  
24 **8. Mayor's Report.**

25  
26 Mayor Timothy reported on the following:

- 27  
28 • It has been a difficult time dealing with COVID-19 and the ability to recognize high school  
29 graduates and graduation ceremonies. Emergency Preparedness Manager, Natalie Hall  
30 worked with other cities to provide high school seniors with a charm to be hung from their  
31 tassels in recognition of their graduation and to express support on behalf of the City. The  
32 tassels were distributed at the Riverton High School Parade.
- 33 • Porter Rockwell Boulevard Segment 4 was paved and the sidewalk was being poured.  
34 Segment 5 on the opposite side of the river is complete with a bridge needed to complete  
35 the connection. The contract will be awarded later in the month.

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 10, 2020**

- 1       • The Mayor displayed a photo of a plastic partition that was engineered as part of a design-  
2       build project administered by Mr. Kartchner. It was intended to be temporary yet effective  
3       and not overly obtrusive. Partitions were added since social distancing will likely be long  
4       term. He thanked staff for their efforts to help City staff and residents cope with  
5       COVID-19.
- 6       • Participation in the Community Garden in Independence had doubled with additional grow  
7       boxes. The garden is well maintained with the grow boxes are weeded and watered and  
8       the plants growing well. He was pleased that it has been so successful. There is a gazebo  
9       in the middle that Carl Harris and his wife contributed in remembrance of his brother-in-  
10      law who provided funds in his trust to benefit communities. Mr. Harris donated the labor  
11      with the gazebo funded through the trust.
- 12      • Mayor Timothy suggested the desire to provide cameras in all police vehicles. He reported  
13      that the Saratoga Springs Police Department has about 45 cameras, which is enough for  
14      every officer plus a few additional. The cameras are nearly two years old, which is the end  
15      of the warranty period. Saratoga Springs plans to extend that warranty by one year but  
16      have no plans after the end of the third year. Of the 45 cameras purchased, five have needed  
17      to be completely replaced and a few have had warranty repairs. Overall, they have been  
18      fairly reliable. Mayor Timothy stated that when a body camera is activated, the car camera  
19      is activated as well and reverts back 30 seconds. He suggested that body cameras be  
20      included in the budget as part of the increase in revenue so that each control vehicle has a  
21      camera.

22  
23      **9. City Manager Report and Discussion.**

24  
25      Mr. Reid reported on the following:

- 26  
27      • In the past, City Council Meetings have not been video recorded, however, currently they  
28      are streaming the video. He asked if the Council was committed to doing that on an  
29      ongoing basis. The consensus of the Council was to continue to stream meetings. Dave

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 10, 2020**

1 Kallas preferred to post the audio online. Meeting audio and video have been retained  
2 internally since the new building was completed. Mr. Kartchner indicated that the storage  
3 of the video on the City’s website after a certain point becomes expensive so he did not  
4 suggest they post the meetings permanently. Older meetings are available from staff and  
5 are retained forever.

- 6 • The Public Works property was to be closed on the following Friday and the adjacent  
7 property will follow by August. As they design the new building, they have the opportunity  
8 to continue to work with their current architect. The new building will be a design-build.
- 9 • The following day all frontline staff were to be back in the office rather than working from  
10 home. Specific situations, however, would continue to be dealt with on a case-by-case  
11 basis.
- 12 • Garbage pickup will switch this week.
- 13 • Old West activities were underway a postcard finalized. Mayor Timothy had received  
14 positive feedback.
- 15 • A call was received from a representative of the Church of Jesus Christ of Latter-day Saints  
16 who indicated that with missionaries coming home from overseas, there are more  
17 missionaries in the area. As a result, they can provide up to 250 volunteers for any projects.  
18 Mr. Reid challenged staff to come up with a project to utilize them.
- 19 • June 30 is the Primary Election. Bluffdale will not have a voting center and there will be  
20 no in-person voting.
- 21 • Mr. Kartchner reported that over the last few years their general liability insurance  
22 premiums, specifically Workman’s Compensation, have been relatively low and in some  
23 cases has decreased. He commended the Public Works Department who has the biggest  
24 impact on the City’s rating. He appreciated their work to train and for staying safe.
- 25 • Work was ongoing on 14600 South with Rocky Mountain Power needing to move some  
26 power lines. Feedback from the Council on the name was appreciated.

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 10, 2020**

- Traci Crockett and Mayor Timothy were thanked for attending the recent gazebo Ribbon Cutting. Mr. Reid commented that the gazebo is very well built.
- An article appeared recently in the newsletter about two police officers. There had been also been discussion of ways to show support for police officers in the community.
- It was reported that 11.8% of those tested for COVID-19 tested positive from all of the testing sites. Early projections were expected to be closer to 5%.

**10. Closed Meeting Pursuant to Utah Code §52-4-205(1) to Discuss the Character, Professional Competence, or Health of an Individual, Collective Bargaining, Pending or Imminent Litigation, Strategies to Discuss Real Property Acquisition, Including any Form of a Water Right or Water Share, Security Issues, or any Alleged Criminal Misconduct.**

**Mark Hales moved to go into Closed Meeting to discuss property acquisition. Wendy Aston seconded the motion. Vote on motion: Dave Kallas-Aye, Wendy Aston-Aye, Jeff Gaston-Aye, Mark Hales-Aye, Traci Crockett-Aye. The motion passed unanimously.**

The City Council was in Closed Meeting from 9:08 p.m. to 9:17 p.m.

**Traci Crockett moved to go into Closed Meeting to discuss property acquisition. Jeff Gaston seconded the motion. Vote on motion: Dave Kallas-Aye, Wendy Aston-Aye, Jeff Gaston-Aye, Mark Hales-Aye, Traci Crockett-Aye. The motion passed unanimously.**

The City Council was in Closed Session from 9:18 p.m. to 9:24 p.m.

**11. Adjournment.**

The City Council Meeting adjourned at approximately 9:25 p.m.

\_\_\_\_\_  
Wendy Deppe, CMC  
City Recorder

Approved: \_\_\_\_\_

**DRAFT - FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
CLOSED MEETING MINUTES  
Wednesday, June 10, 2020**

1 **Present:** Mayor Derk Timothy  
2 Wendy Aston  
3 Traci Crockett  
4 Jeff Gaston  
5 Mark Hales  
6 Dave Kallas  
7

8 **Staff:** Mark Reid, City Manager  
9 Todd Sheeran, City Attorney  
10 Bruce Kartchner, Finance Director  
11 Grant Crowell, City Planner/Economic Development Director  
12 Michael Fazio, City Engineer  
13 Natalie Hall, Emergency Preparedness Manager  
14 Warren James, Fire Battalion Chief  
15 Gina Miller, Deputy City Recorder  
16

17 At approximately 9:08 p.m. Mayor Derk Timothy called the meeting to order.  
18

19 **Motion:** Mark Hales moved to go into Closed Meeting to discuss property acquisition.  
20

21 **Second:** Wendy Aston seconded the motion.  
22

23 **Vote on Motion:** Dave Kallas-Aye, Wendy Aston-Aye, Jeff Gaston-Aye, Mark Hales-Aye, Traci  
24 Crockett-Aye. The motion passed unanimously.  
25

26 The Council discussed property acquisition issues.  
27

28 The City Council resumed the open portion of the electronic meeting at 9:17 p.m.  
29  
30  
31

32 \_\_\_\_\_  
33 Wendy Deppe, CMC  
34 City Recorder  
35

36 Approved: \_\_\_\_\_

**DRAFT - FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
CLOSED MEETING MINUTES  
Wednesday, June 10, 2020**

1 **Present:** Mayor Derk Timothy  
2 Wendy Aston  
3 Traci Crockett  
4 Jeff Gaston  
5 Mark Hales  
6 Dave Kallas  
7

8 **Staff:** Mark Reid, City Manager  
9 Todd Sheeran, City Attorney  
10 Bruce Kartchner, Finance Director  
11 Grant Crowell, City Planner/Economic Development Director  
12 Michael Fazio, City Engineer  
13 Natalie Hall, Emergency Preparedness Manager  
14 Warren James, Fire Battalion Chief  
15 Gina Miller, Deputy City Recorder  
16

17 At approximately 9:18 p.m. Mayor Derk Timothy called the meeting to order.  
18

19 **Motion:** Traci Crockett moved to go into Closed Meeting to discuss property acquisition.  
20

21 **Second:** Jeff Gaston seconded the motion.  
22

23 **Vote on Motion:** Dave Kallas-Aye, Wendy Aston-Aye, Jeff Gaston-Aye, Mark Hales-Aye, Traci  
24 Crockett-Aye. The motion passed unanimously.  
25

26 The Council discussed property acquisition issues.  
27

28 The City Council resumed the open portion of the electronic meeting at 9:24 p.m.  
29  
30  
31

32 \_\_\_\_\_  
33 Wendy Deppe, CMC  
34 City Recorder  
35

36 Approved: \_\_\_\_\_



**BLUFFDALE CITY COUNCIL  
BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING AGENDA  
Wednesday, June 10, 2020**

Notice is hereby given that the Bluffdale City Council and the Bluffdale City Planning Commission will hold a special joint meeting Wednesday, June 10, 2020, at the Bluffdale City Hall, 2222 West 14400 South, Bluffdale, Utah, scheduled to begin promptly at **4:30 p.m.** or as soon thereafter as possible. This meeting will also be broadcast live to the public at: [www.bluffdale.com](http://www.bluffdale.com) Notice is further given that access to this meeting by the Mayor and or City Council may be by electronic means via telephonic conference call.

**BLUFFDALE CITY COUNCIL AND PLANNING COMMISSION JOINT BUSINESS MEETING 4:30 P.M.**

1. Roll Call
2. WORK SESSION - Economic Development
3. Closed meeting pursuant to Utah Code § 52-4-205(1) to discuss the character, professional competence, or health of an individual, collective bargaining, pending or imminent litigation, strategies to discuss real property acquisition, including any form of a water right or water shares, security issues, or any alleged criminal misconduct (if needed).
4. Adjournment

**Dated: June 5, 2020**

I HEREBY CERTIFY THAT THE FOREGOING NOTICE AND AGENDA WAS FAXED TO THE SOUTH VALLEY JOURNAL, THE SALT LAKE TRIBUNE, AND THE DESERET NEWS; POSTED AT THE BLUFFDALE CITY HALL, EMAILED OR DELIVERED TO EACH MEMBER OF THE BLUFFDALE CITY COUNCIL; ON THE CITY'S WEBSITE AT [WWW.BLUFFDALE.COM](http://WWW.BLUFFDALE.COM) AND ON THE PUBLIC MEETING NOTICE WEBSITE, [WWW.PMN.UTAH.GOV](http://WWW.PMN.UTAH.GOV)

A handwritten signature in black ink, appearing to read 'Wendy L. Deppe'.

**Wendy L. Deppe, CMC  
City Recorder**

In compliance with the American with Disabilities Act, individuals needing assistance or other services or accommodation for this meeting should contact Bluffdale City Hall at least 24 hours in advance of this meeting at 801-254-2200. TTY 7-1-1.





**Economic Development Joint Work Session of the  
City Council and Planning Commission  
June 10 2020, 4:30 PM**

**AGENDA**

1. Welcome
2. 2020 Bluffdale Economic Development Strategic Plan, Council Member Kallas
3. Other Council Items
4. Future Meeting Date and Topics

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING MINUTES  
Wednesday, June 10, 2020**

1 **Present:** Mayor Derk Timothy  
2 Wendy Aston  
3 Traci Crockett  
4 Jeff Gaston  
5 Mark Hales  
6 Dave Kallas  
7

8 **Staff:** Mark Reid, City Manager  
9 Bruce Kartchner, Finance Director  
10 Todd Sheeran, City Attorney  
11 Natalie Hall, Emergency Preparedness Manager  
12 Michael Fazio, City Engineer  
13 Grant Crowell, City Planner/Economic Development Director  
14 Jennifer Robison, Senior City Planner  
15 Ellen Oakman, Associate City Planner  
16 Trevor Andra, Assistant City Engineer  
17 Gina Miller, Deputy City Recorder  
18

19 **Others:** Steve Walston, Economic Development Strategic Plan Committee  
20

21 **BLUFFDALE CITY COUNCIL AND PLANNING COMMISSION JOINT BUSINESS MEETING**  
22

23 The meeting was conducted electronically. Mayor Timothy called the meeting to order at  
24 approximately 4:33 p.m.

25  
26 **1. Roll Call.**  
27

28 All members of the City Council were present.  
29

30 **2. Strategic Plan Discussion**  
31

32 Dave Kallas presented the Strategic Development Plan and reviewed its members and purpose.  
33 Transportation, infrastructure, planning, and zoning were identified as priorities for economic  
34 development in the City. The objective, strategies, goals, and measurements were read.  
35

36 Mayor Timothy commented that the fourth strategy in the Planning and Zoning section is  
37 significant because of the increase in key corridors in the City. To have their deadline due at the  
38 same time may be difficult for the public process. Offsetting the measurement by putting differing

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING MINUTES  
Wednesday, June 10, 2020**

1 dates on this strategy will make it more achievable. Dave Kallas agreed and commented that he  
2 would appreciate feedback on measurements from staff.

3  
4 City Planner/Economic Development Director, Grant Crowell, reported that if the budget is  
5 adopted at this meeting, staff can begin to prioritize tasks.

6  
7 Mark Hales asked if it would be preferable to make the changes to the General Plan at the same  
8 time rather than instead of breaking them down. Mr. Crowell responded that there are specific  
9 designs and areas that may be difficult to complete at the same. There is much to revise in the  
10 General Plan. Mayor Timothy reported that the General Plan change is possible to do all at once,  
11 however, the public process needs to be achieved in smaller pieces due to the increase in key  
12 corridors. Mark Hales reported that going through the public process for each of the key corridors  
13 will take a significant amount of time. Mr. Crowell stated that there are different ways to approach  
14 it.

15  
16 Dave Kallas asked about the cost and time involved in revising the entire General Plan.  
17 Mr. Crowell reported that a current General Plan is estimated to cost approximately \$100,000. He  
18 was not able to review the expected duration for lack of time.

19  
20 Dave Kallas presented the objectives, strategies, goals, and measurements for the Marketing,  
21 Branding, Image and Economic Department and Business-Friendly Processes sections of the  
22 Strategic Plan. Mayor Timothy suggested they include a list of grocery stores the City wishes to  
23 obtain along with a matrix to assist in the recruitment in the fourth strategy of the Economic  
24 Development and Business-Friendly Processes section listed. This will provide an opportunity for  
25 the City to review each desired grocery store and communicate with them when necessary.

26  
27 Dave Kallas was receptive to recommendations, suggestions, and discussion and hoped it could be  
28 adopted quickly. The Strategic Plan tasks could be listed as the first item on each meeting agenda  
29 to discuss and monitor the progress of each priority. Mayor Timothy stated that it will be beneficial  
30 to create a matrix to show status and progress on goals and strategies.

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING MINUTES  
Wednesday, June 10, 2020**

1  
2 Mark Hales commented that the deadlines for the goals and strategies need to be measured in terms  
3 of when they can be completed and rank the strategies by priority. Dave Kallas confirmed that the  
4 goals and strategies can be ordered by the deadline. Mark Hales stated that staff could place  
5 deadlines on the tasks they are responsible for. Dave Kallas reported that the dates assigned to  
6 each goal and strategy are flexible but have been added to prepare for unexpected issues.

7  
8 Mark Hales thanked those on the Committee who drafted the Strategic Plan.

9  
10 Economic Development Strategic Plan Committee Member, Steve Walston, remarked that the  
11 process has been insightful and will help the Planning Commission be more efficient.

12  
13 Traci Crockett expressed her approval for the Strategic Plan as it gives the Council guidance on  
14 top priority items.

15  
16 Dave Kallas reported that he made a deliberate effort to listen to the Council and Commission in  
17 determining priorities for the Strategic Plan. It is significant for City officials to feel ownership of  
18 the plan and agree on its priorities.

19  
20 Mayor Timothy asked about next steps. Dave Kallas responded that the Council can adopt the  
21 Strategic Plan at a City Council Meeting and review it each month at Economic Development  
22 Meetings. Mayor Timothy suggested keeping the plan as a living document. However, it is  
23 important to track the progress of each item, no matter if it is a living document or an adopted plan.

24  
25 Dave Kallas reported that the Committee was quick to complete the plan to meet any budget  
26 considerations and deadlines in the plan. He desired to move forward with a list of goals.

27  
28 Traci Crockett approved of the plan presented and agreed with tracking the goals as progress is  
29 made. She recommended that the plan be executed regardless of whether it is a living document  
30 or adopted.

31

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING MINUTES  
Wednesday, June 10, 2020**

1 Wendy Aston and Jeff Gaston agreed with Dave Kallas that the strategy will be more effective by  
2 finalizing the plan and executing the priority tasks.

3  
4 Mayor Timothy commented that a key component of the plan is City staff as they are the experts  
5 on how to accomplish each item on the plan.

6  
7 Dave Kallas asked if the Strategic Plan adoption is required to take place at a City Council meeting.  
8 He suggested it remain within the Economic Development Committee and execute the Strategic  
9 Plan immediately. Mayor Timothy asked if the Strategic Committee will continue to meet and  
10 support the progress of the plan to narrow the focus on what is discussed at each Economic  
11 Development meeting. Dave Kallas responded that this Committee was intended only to draft the  
12 Strategic Plan.

13  
14 Mr. Walston suggested the Committee meet quarterly.

15  
16 Mayor Timothy concluded that the plan will be turned over to staff who will create a timeline, a  
17 “what’s next” matrix, as well as a roadmap to determine how to reach goals and dates. Dave Kallas  
18 added that staff can provide reality checks as the Strategic Plan is acted upon.

19  
20 Mayor Timothy suggested that the existing Committee meet in three months to evaluate its status  
21 and bring their recommendations to the Economic Development meeting.

22  
23 Mr. Crowell asked the Council to inform staff if they have recommended items they want to focus  
24 on. Mayor Timothy stated that the current Committee should not get bogged down in the details  
25 of the Strategic Plan. City Manager, Mark Reid, will assign staff to engage the proper detail to  
26 meet the objectives. However, in Economic Development Meetings, a higher level of discussion  
27 is required to ensure the progression of goals. Dave Kallas reported that the Committee will give  
28 a list of priorities to staff, who will then report on the list in the next meeting.

29  
30 Mayor Timothy approved of the Strategic Plan.

31  
32 (end of audio)

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING MINUTES  
Wednesday, June 10, 2020**

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**3. Other Council Items**

Mark Hales asked if Bluffdale Boulevard can be used for a signage name. Senior City Planner, Jennifer Robison, confirmed that it can be used on 14600 South.

**4. Closed meeting pursuant to Utah Code § 52-4-205(1) to discuss the character, professional competence, or health of an individual, collective bargaining, pending or imminent litigation, strategies to discuss real property acquisition, including any form of a water right or water shares, security issues, or any alleged criminal misconduct (if needed).**

There was no closed meeting.

**5. Adjournment.**

The Economic Development Meeting adjourned at 5:41 p.m.

\_\_\_\_\_  
Wendy L. Deppe, CMC  
City Recorder

Approved: \_\_\_\_\_



**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING AGENDA  
Wednesday, June 24, 2020**

Notice is hereby given that the Bluffdale City Council, LBA and RDA will hold a combined meeting Wednesday, June 24, 2020, at the Bluffdale City Hall, 2222 West 14400 South, Bluffdale, Utah, scheduled to begin promptly at **6:00 p.m.** or as soon thereafter as possible. This meeting will also be broadcast live to the public at: [www.bluffdale.com](http://www.bluffdale.com) The public may comment at the meeting or by emailing comments to [councilmeetingcomment@bluffdale.com](mailto:councilmeetingcomment@bluffdale.com) Notice is further given that access to this meeting by the Mayor and or City Council may be by electronic means via telephonic conference call.

**WORK SESSION 6:00 P.M.** – (The work session is for identifying future items and other council discussion. In accordance with Utah Code § 52-4-201(2)(a), while the meeting may be open to the public, there will not be any opportunity for public input during the work session).

1. Roll Call
2. Presentations –
  - a. Discussion relating to a Text Amendment to Title 11, Chapter 27 (Residential Facilities for Elderly or Disabled Persons), staff presenter, Todd Sheeran.
3. Council Discussion
4. Administration of the Oath of Office to the Bluffdale City Attorney, Todd Sheeran, and the Bluffdale City Fire Chief, Warren James, presenter, Judge Scott Mickelsen.

**REGULAR BUSINESS MEETING 7:00 P.M.**

1. Roll Call, Invocation, Pledge of Allegiance\*
2. **PUBLIC FORUM** – (4-minute maximum per person to bring items not already on the agenda before the Council. Participants are encouraged to submit a written statement (1 copy) for items that are complex or that may require more than 4 minutes to present). Additionally, comments for this item and all Public Hearing items may be submitted via email to: [councilmeetingcomment@bluffdale.com](mailto:councilmeetingcomment@bluffdale.com)
3. **CONSENT AGENDA** –
  - 3.1 Approval of the May 27, 2020, City Council Meeting Minutes.
  - 3.2 Approval of the May 29, 2020, City Council Special Meeting Minutes.
4. **PUBLIC HEARING** – Consideration and vote on Ordinance No. 2020-14, amending Title 11-8A-10 and 11-8D-10 regarding the distance between any accessory building and any dwelling from twenty feet (20') to ten (10') in R-1-43 and R-1-87 zones. (Application 2020-28), City of Bluffdale, applicant, staff presenter, Ellen Oakman.

5. **PUBLIC HEARING** - Reconsideration and vote on Ordinance No. 2020-11, amending Title 11-2-2 definition of "Funeral Home" to include cremation facilities, Howland Partners, applicant, staff presenter, Grant Crowell.
6. **PUBLIC HEARING** – Consideration and vote on Ordinance No. 2020-15, adopting an amended Consolidated Fee Schedule for Administrative, Service and Development Fees, including Water Rates charged by the City of Bluffdale, staff presenters, Bruce Kartchner and Stephanie Thayer.
7. **PUBLIC HEARING** – Consideration and vote on Resolution No. 2020-44, a resolution adopting a Final Budget for the 2019-2020 Fiscal Year Budget, staff presenters, Bruce Kartchner and Stephanie Thayer. **(LBA & RDA Public Hearings held in conjunction)**

#### **LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD MEETING**

1. Roll Call
2. **PUBLIC HEARING** – Consideration and vote on a Resolution No. 2020-04, a resolution adopting a Final Budget for the 2019-2020 Fiscal Year Budget, staff presenters, Bruce Kartchner and Stephanie Thayer. **(LBA Public Hearing held in conjunction with the City Budget Hearing)**
3. Adjournment

#### **BLUFFDALE CITY REDEVELOPMENT AGENCY BOARD MEETING**

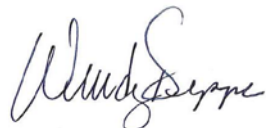
1. Roll Call
2. **PUBLIC HEARING** – Consideration and vote on Resolution No. 2020-06, adopting a Final Budget for the 2019-2020 Fiscal Year Budget, staff presenters, Bruce Kartchner and Stephanie Thayer. **(RDA Public Hearing held in conjunction with the Budget presentation & discussion)**
3. Adjournment

#### **CONTINUATION OF BUSINESS MEETING**

8. Mayor's Report
9. City Manager Report and Discussion
10. Closed meeting pursuant to Utah Code § 52-4-205(1) to discuss the character, professional competence, or health of an individual, collective bargaining, pending or imminent litigation, strategies to discuss real property acquisition, including any form of a water right or water shares, security issues, or any alleged criminal misconduct (if needed).
11. Adjournment

**Dated: June 19, 2020**

I HEREBY CERTIFY THAT THE FOREGOING NOTICE AND AGENDA WAS FAXED TO THE SOUTH VALLEY JOURNAL, THE SALT LAKE TRIBUNE, AND THE DESERET NEWS; POSTED AT THE BLUFFDALE CITY HALL, EMAILED OR DELIVERED TO EACH MEMBER OF THE BLUFFDALE CITY COUNCIL; ON THE CITY'S WEBSITE AT [WWW.BLUFFDALE.COM](http://WWW.BLUFFDALE.COM) AND ON THE PUBLIC MEETING NOTICE WEBSITE, [WWW.PMN.UTAH.GOV](http://WWW.PMN.UTAH.GOV)



**Wendy L. Deppe, CMC**  
**City Recorder**

In compliance with the American with Disabilities Act, individuals needing assistance or other services or accommodation for this meeting should contact Bluffdale City Hall at least 24 hours in advance of this meeting at 801-254-2200. TTY 7-1-1. \*Contact the City Recorder if you desire to give the Invocation or lead the Pledge of Allegiance.



**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1 **Present:** Mayor Derk Timothy  
2 Wendy Aston  
3 Traci Crockett  
4 Jeff Gaston  
5 Mark Hales  
6 Dave Kallas  
7

8 **Staff:** Mark Reid, City Manager  
9 Todd Sheeran, City Attorney  
10 Bruce Kartchner, Finance Director  
11 Natalie Hall, Emergency Preparedness Manager  
12 Grant Crowell, City Planner/Economic Development Director  
13 Michael Fazio, City Engineer  
14 Ellen Oakman, Associate City Planner  
15 Warren James, Fire Battalion Chief  
16

17 Mayor Timothy called the meeting to order at 6:00 p.m.  
18

19 **WORK SESSION**  
20

21 **1. Roll Call.**  
22

23 All Members of the City Council were present. Those present were reminded that comments from  
24 the public would not be allowed at this meeting.  
25

26 **2. Presentations.**  
27

28 **2.1 Discussion Relating to a Text Amendment to Title 11, Chapter 27 (Residential**  
29 **Facilities for Elderly or Disabled Persons), Staff Presenter, Todd Sheeran.**  
30

31 City Attorney, Todd Sheeran, presented the staff report and stated that outside Counsel provided  
32 a professional opinion on the above item. One change to the above matter was to define group  
33 living arrangements. All accommodations in the definition are treated the same, which will  
34 prevent treatment centers from accusing the City of facial discrimination. Group living  
35 arrangements are not allowed because of secondary effects on the City.  
36

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1 Mr. Sheeran reviewed other revisions in the amendment as well as three options the Council will  
2 consider concerning fee schedules and their advantages or disadvantages. A Hearing Officer was  
3 contacted and an agreement of \$5,000 was reached for specific services. The City will contract  
4 with three Hearing Officers to provide various services.

5  
6 Dave Kallas asked if the ordinance being reviewed specifies that the City will use a Hearing  
7 Officer. Mr. Sheeran explained that the Notice of Pending Ordinance will state that the City will  
8 use a Hearing Officer and that staff can determine which Hearing Officer to use depending on the  
9 service needed. Because this is a pending ordinance, future applicants will be notified that a  
10 Hearing Officer will be utilized if reasonable accommodation is requested until the Council adopts  
11 the appropriate ordinance. Mr. Sheeran recommended the occupancy limit to be set at eight.

12  
13 Jeff Gaston stated that it would be beneficial to set the reasonable accommodation number as low  
14 as possible to prevent it from getting too high. Mr. Sheeran stated that the number the applicant  
15 is requesting should depend on science. There will be more reasonable accommodation requests  
16 if the number is set too low.

17  
18 Council Member Kallas suggested it remain open for the applicant to decide their own reasonable  
19 accommodation number. Mr. Sheeran shared his research and experience and stated that  
20 determining a number for reasonable accommodation is necessary. He gave examples of the  
21 analysis for reasonable accommodation. Dave Kallas recommended the same number be chosen  
22 for implementation in all zones due to discrimination. Mr. Sheeran reported that an applicant  
23 cannot win in court on a discrimination claim.

24  
25 In response to a question raised, Mr. Sheeran reported that if the City charged a fee for a reasonable  
26 accommodation request, other types of attorney services would also need to have fees. He also  
27 noted that extending the time period for review is a violation of the Fair Housing Act.

28

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1 Council Member Gaston recommended setting the number at four and agreed with Council  
2 Member Kallas that it should be across all zones.

3  
4 Wendy Aston stated that housing laws are very strict and the number Mr. Sheeran was  
5 recommending is appropriate. Issues will arise if the number is consistent across all zones. She  
6 trusted the City’s legal counsel and their research and experience. Mr. Sheeran confirmed that it  
7 will be moved out of the Land Use Code.

8  
9 **3. Council Discussion.**

10  
11 Council Member Aston reported that she received several calls regarding motorized vehicles  
12 driving on the Jordan River Trail specifically at Spring View Farms and Parry Farms. She  
13 contacted the County requesting additional signs as well as additional trail maintenance. Soren  
14 Simonson from the Jordan River Commission is expediting the process with Salt Lake County to  
15 attain greater action due to the issue being in several areas through the County.

16  
17 City Manager, Mark Reid, spoke to Sergeant Zach Robinson regarding funds for additional  
18 patrolling of trails. Mayor Timothy recommended that the County patrol the trails. In response to  
19 this comment, it was stated that the State has provided additional police funds to each City for this  
20 purpose. Mr. Reid reported that Sergeant Anderson is researching laws to determine if it is  
21 permissible to issue citations to those riding vehicles on the trails.

22  
23 **4. Administration of the Oath of Office to the Bluffdale City Attorney, Todd Sheeran,**  
24 **and the Bluffdale City Fire Chief, Warren James, Presenter, Judge Scott Mickelsen.**  
25

26 Bluffdale City Judge, Scott Mickelsen, was present and administered the Oath of Office to  
27 Bluffdale City Attorney, Todd Sheeran and Bluffdale City Fire Chief, Warren James.

28  
29 **5. Adjournment.**  
30

31 The Work Session adjourned at 6:55 p.m.

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1 **Present:** Mayor Derk Timothy  
2 Wendy Aston  
3 Traci Crockett  
4 Jeff Gaston  
5 Mark Hales  
6 Dave Kallas  
7

8 **Staff:** Mark Reid, City Manager  
9 Todd Sheeran, City Attorney  
10 Bruce Kartchner, Finance Director  
11 Natalie Hall, Emergency Preparedness Manager  
12 Grant Crowell, City Planner/Economic Development Director  
13 Michael Fazio, City Engineer  
14 Ellen Oakman, Associate City Planner  
15 Warren James, Fire Battalion Chief  
16 Stephanie Thayer, Chief Accountant/Human Resources Director  
17 Gina Miller, Deputy City Attorney  
18

19 **BLUFFDALE CITY COUNCIL REGULAR BUSINESS MEETING**  
20

21 **1. Roll Call.**  
22

23 All members of the City Council were present.  
24

25 Emergency Preparedness Manager, Natalie Hall offered the invocation and led the Flag Salute.  
26

27 **2. Public Forum.**  
28

29 There were no public comments.  
30

31 **3. Consent Agenda**  
32

33 **3.1 Approval of the May 27, 2020, City Council Meeting Minutes.**  
34

35 **3.2 Approval of the May 29, 2020, City Council Special Meeting Minutes.**  
36

37 **Dave Kallas moved to approve the Consent Agenda. Wendy Aston seconded the motion.**

38 **The motion passed with the unanimous consent of the Council.**

39 **4. PUBLIC HEARING – Consideration and Vote on Ordinance 2020-14, Amending**  
40 **Title 11-8A-10 and 11-8D-10 Regarding the Distance between any Accessory Building**

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

**and Dwelling from Twenty Feet (20') to Ten Feet (10') in the R-1-43 and R-1-87 Zones.  
(Application 2020-28), City of Bluffdale, Applicant, Staff Presenter, Ellen Oakman.**

1  
2  
3  
4 Associate City Planner, Ellen Oakman, presented the staff report and described the purpose of the  
5 above item. Mayor Timothy asked if the 10-foot distance requirement is on all four sides of the  
6 building. Ms. Oakman confirmed that it is. Ms. Oakman reported that a Council Member inquired  
7 about accessory requirements and standards. The Code requirements were reviewed. In response  
8 to a question raised, Ms. Oakman reported that the side setback for the 10-foot distance is from the  
9 rear plane of the home. It was noted that the zone applies to the CRO Zones, however, the 30%  
10 lot coverage applies, which would limit what is built on the property.

11  
12 Mayor Timothy explained that there are accessory buildings in front of homes in Bluffdale City  
13 and the above item removes the restriction for residences. City Planner/Economic Development  
14 Director, Grant Crowell, confirmed that with any accessory building housing animals is required  
15 to be 75 feet from any dwelling. The ordinance history of the above item was reviewed. The City  
16 strives to provide more options for accessory buildings for families and individuals.

17  
18 Mayor Timothy opened the public hearing.

19  
20 Dan Hardle gave his address as 3437 Shiloh Creek Circle. He thanked the Council for considering  
21 the change to the above item and stated that the proposed revision will give him more flexibility  
22 to develop his property.

23  
24 There were no further public comments. The public hearing was closed.

25  
26 **Jeff Gaston moved to approve Ordinance 2020-14, Amending Title 11-8A-10 and 11-8D-10**  
27 **regarding the distance between any accessory building and dwelling from twenty feet (20')**  
28 **to ten feet (10') in the R-1-43 and R-1-87 zones. Wendy Aston seconded the motion. Vote on**  
29 **motion: Jeff Gaston-Aye, Wendy Aston-Aye, Traci Crockett-Aye, Dave Kallas-Aye, Mark**  
30 **Hales-Aye. The motion passed unanimously.**

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1 **5. PUBLIC HEARING – Reconsideration and Vote on Ordinance Number 2020-11,**  
2 **Amending Title 11-2-2 Definition of “Funeral Home” to Include Cremation Facilities,**  
3 **Howland Partners, Applicant, Staff Presenter, Grant Crowell.**  
4

5 Mr. Crowell presented the staff report and reviewed the history of the above item and identified  
6 the definition of a funeral home.

7  
8 Mayor Timothy opened the public hearing. There were no public comments. The public hearing  
9 was closed.

10  
11 Mr. Sheeran reported that the language in the ordinance is satisfactory and should not present an  
12 issue.

13  
14 Dana Howland, one of the property owners, reported that the tenant was not able to be in  
15 attendance. The tenant previously contacted Council Member Kallas and informed him that he  
16 had another commitment. His phone number was available if the Council had questions.

17  
18 **Dave Kallas moved to approve Ordinance 2020-11 amending Title 11-2-2 definition of**  
19 **Funeral Home to include Cremation Facilities, as presented. Wendy Aston seconded the**  
20 **motion. Vote on motion: Traci Crockett-Aye, Dave Kallas-Aye, Mark Hales-Aye, Wendy**  
21 **Aston-Aye, Jeff Gaston-Aye. The motion passed unanimously.**

22  
23 **6. PUBLIC HEARING – Consideration and Vote on Ordinance No. 2020-15, Adopting**  
24 **an Amended Consolidated Fee Schedule for Administrative, Service, and**  
25 **Development Fees, Including Water Rates Charged by the City of Bluffdale, Staff**  
26 **Presenters, Bruce Kartchner and Stephanie Thayer.**  
27

28 Finance Director, Bruce Kartchner and Chief Accountant/Human Resources Director, Stephanie  
29 Thayer presented the staff report. Mr. Kartchner reported that the Consolidated Fee Schedule is  
30 updated at least annually because of cost increases from the City’s water, waste, and garbage  
31 providers. During the review, all other fees and services are reviewed.  
32

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1 Council Member Gaston expressed a desire to discuss the Rodeo Arena and requested that for non-  
2 profit events, non-residents pay a fee of \$200 for a four-hour block and a \$25 fee for residents. He  
3 also requested that the fee be cut in half for non-commercial events for City residents and increased  
4 to \$400 for non-residents. Mr. Sheeran read the City standard and explained that a fee can be  
5 charged separately for residents and non-residents; however, the City will be required to explain  
6 differing fees. Mayor Timothy stated that Bluffdale City residents are paying taxes on the arena.  
7 Mr. Sheeran recommended that the ordinance, as written, be retained and an amendment added at  
8 a later time.

9  
10 Jeff Gaston recommended implementing a system to give residents more opportunity to use the  
11 arena. Mr. Kartchner requested that the days and times the arena is to be used by residents be  
12 identified. A greater number of people use the arena because Riverton City's arena is not available.  
13 There was discussion of rewording the requirements for non-profit organizations to use the arena.  
14  
15 Jeff Gaston recommended bringing the matter back at the next Council Meeting to allow  
16 Mr. Sheeran to revise the requirements for use of the arena and get feedback from residents.

17  
18 Council Member Gaston reported that the soccer fields require a significant amount of  
19 maintenance. He recommended adding a charge for competition organizations to use the soccer  
20 fields. There would be no cost for non-profit organizations to use the fields. Dave Kallas  
21 recommended that the soccer field be included with the baseball diamond in the ordinance.

22  
23 Mr. Kartchner stated that players will carve the grass into a variety of sizes depending on the size  
24 of the group and assigning and controlling practices becomes an issue.

25  
26 Dave Kallas recommended postponing the discussion and inviting Public Works Director, Shane  
27 Paddock, to provide information regarding this item. Mr. Kartchner informed the Council that  
28 other steps may need to be completed before this is fully implemented.

29

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1 Jeff Gaston asked why the Culinary Water Fee is increasing. Mr. Kartchner reported that the City  
2 received an increase from their provider. The City earns a fraction of a penny on 1,000 gallons of  
3 water. Council Member Gaston reported that residents pay a significant amount for culinary water  
4 since they do not have secondary water. He did not want culinary water costs to increase; however,  
5 he did not want the City to lose money.

6  
7 Council Member Gaston asked why the base fee for secondary water is being waived.  
8 Mr. Kartchner reported that there is no additional cost to add the secondary water to the culinary  
9 service. It is not possible to retain the Secondary Water Fee to reduce the Culinary Water Fee.

10  
11 Dave Kallas asked how fee increases are calculated. Mr. Kartchner explained that it depends on  
12 different areas and the ordinances that have been passed by the City, State, or Federal  
13 Governments. Costs change and a significant number of the changes are based on changes the  
14 City has no control over. The intent was to cover the City's costs with respect to the various fees.

15  
16 Concerning Hearing Officer fees, Mr. Kartchner reported that a fixed fee with a 50/50 share has  
17 been set. In response to a question raised, Mr. Sheeran reported that the average cost for Hearing  
18 Officer engagement depends on the type of decision. The types of services provided by Hearing  
19 Officers were listed.

20  
21 Mayor Timothy approved of Option 1. Mr. Sheeran reported that it is similar to South Jordan's  
22 policy. Mr. Kartchner reported that historically the City has tried to balance the actual costs and  
23 make it cost-prohibitive. Dave Kallas commented that residents are put in a difficult situation if it  
24 is not cost-prohibitive.

25  
26 In response to a question raised, Mr. Sheeran reported that he previously found a Hearing Officer  
27 who agreed to a flat rate based on the type of hearing. The purpose of a variance and how it relates  
28 to reasonable accommodation was explained.

29



**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1 Mayor Timothy explained that a variance for Bluffdale City residents will possibly be less than  
2 the recommended flat rate of \$750.

3  
4 Mr. Sheeran reported that the City Council has the power to waive or change the fee, however, this  
5 would need to be done with caution.

6  
7 Jeff Gaston and Dave Kallas approved of Option 1. Dave Kallas requested Mr. Sheeran report to  
8 the Council via email with updates on the activity of the Hearing Officer. Mr. Sheeran reported  
9 that Hearing Officers reduce liability for the City and a resident can appeal to a Hearing Officer  
10 after a license is denied, suspended, or revoked.

11  
12 With regard to the arena, Council Member Hales asked if other non-profit groups will feel  
13 discriminated against if 4-H is the only group whose fee is waived. Mr. Kartchner explained that  
14 the purpose of offering this to the 4-H Club was to encourage these types of groups within the City  
15 and to give them preferential treatment. Mr. Sheeran offered to conduct further research on the  
16 issue and report back to the Council. Mayor Timothy recommended postponing the arena  
17 discussion.

18  
19 Mr. Sheeran anticipated a reasonable accommodation request from a current operating facility that  
20 never technically applied for an increased residency amount.

21  
22 The Council Members all expressed support for Option 1.

23  
24 Dave Kallas asked why there was a significant increase in Cemetery fees. Mr. Kartchner reported  
25 that it was based on the amount of time the Public Works Department spends on maintenance. The  
26 City's fees were considerably less than neighboring cities. More time will be spent on the business  
27 aspect of the cemetery, with the potential to expand it. It was suggested that the Cemetery be  
28 recognized as an Enterprise Fund. The increase is not arbitrary and is within the realm of other  
29 cities and private enterprises. It was noted that Bluffdale City's impact fees are low compared to  
30 other cities.

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1  
2 Council Member Kallas reported that he had received calls from residents expressing frustration  
3 that the City’s impact fees are high. Wendy Aston and Traci Crockett compared the City’s impact  
4 fees to other cities and learned that Bluffdale City’s are lower. Mr. Kartchner stated that on certain  
5 items a 3% increase for fees is applied, however, increasing all standards is not appropriate.

6  
7 Mr. Kartchner reported that less than 400 people are paying for the Secondary Water Service Fee.  
8 Jeff Gaston was concerned that taxes will need to be raised to support the anticipated Water  
9 Building. Mr. Kartchner explained that the City will not need to raise taxes and the funds have  
10 been accounted for in the budget.

11  
12 Mr. Crowell reviewed the fees for Building and Accessory Dwelling Permits. He reported that last  
13 year staff updated the calculation for basement evaluations and made accommodations for  
14 residents to avoid higher fees. Jeff Gaston recommended that residents pay a flat fee of \$200 for  
15 finished basement permits. Mr. Crowell offered to conduct research to determine if this will be  
16 cost-effective for the City.

17  
18 Dave Kallas asked about the potential for residents to use a fee calculator to estimate fees to finish  
19 their basements. Mr. Crowell reported that the City has a spreadsheet to refer to and residents are  
20 required to call or email staff to receive additional information. It was noted that calculators can  
21 be a liability due to all fees in the permit not being included. Not wanting to pay the fees, not  
22 knowing how to apply them, and extra taxation were identified as reasons residents do not apply  
23 for Building Permits.

24  
25 The Council agreed to approve the Hearing Officer option and tabled the remaining items to a later  
26 date.

27  
28 Mayor Timothy opened the public hearing.  
29

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1 Ulises Flynn gave his address as 15192 South Skyfall Drive and stressed the importance of  
2 collecting the necessary data on the rodeo grounds and soccer fields before finalizing the  
3 ordinance. He preferred to provide for field maintenance through tax revenue. He was in the  
4 process of completing a deck on his home and while staff had provided guidance, the website does  
5 not give clear direction. Mr. Flynn agreed with Jeff Gaston that residents should be assisted when  
6 obtaining a Building Permit and the need to cover City costs.

7  
8 There were no further public comments. The public hearing was closed.

9  
10 Council Member Hales asked why the credit card surcharge is decreasing and only being applied  
11 to amounts of \$3,000 or greater. Mr. Kartchner explained that it is not only charged at \$3,000 and  
12 fees are incurred frequently that are refunded. The fees have been adjusted to incorporate the 3%  
13 surcharge. Mr. Kartchner reviewed the purpose of the proposed change. Dave Kallas reported  
14 that the change was discussed last year.

15  
16 City Manager, Mark Reid, reported that the purpose of incorporating the surcharge fee into the fee  
17 itself is to remove the surcharge. The deposit surcharge has not been removed from the fee due to  
18 the City losing money by previously refunding the surcharge fee.

19  
20 **Dave Kallas moved to approve Ordinance Number 2020-15, adopting an amended**  
21 **Consolidated Fee Schedule for Administrative, Service and Development Fees, including**  
22 **water rates charged by the City of Bluffdale, approving Option 1 Paragraph 5.1.110 with the**  
23 **expectation of further discussion at an upcoming City Council Meeting on fees related to**  
24 **parks, the rodeo arena, etc. Wendy Aston seconded the motion. Vote on motion: Dave**  
25 **Kallas-Aye, Mark Hales-Aye, Wendy Aston-Aye, Jeff Gaston-Aye, Traci Crockett-Aye. The**  
26 **motion passed unanimously.**

27

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1 **7. PUBLIC HEARING – Consideration and Vote on Resolution Number 2020-44, A**  
2 **Resolution Adopting a Final Budget for the 2019-2020 Fiscal Year Budget, Staff**  
3 **Presenters, Bruce Kartchner and Stephanie Thayer. (LBA and RDA Public Hearings**  
4 **Held in Conjunction).**  
5

6 Mr. Kartchner presented the staff report and stated that each year the City approves an initial  
7 budget and throughout the year the City is required to approve an amended budget to reflect the  
8 changes that occur. The changes can reflect revenue as well as expenses for the City. There are  
9 several items associated with the above matter that the City committed to pay as well as  
10 reimbursements for costs included in the budget. Many of the items were discussed and approved  
11 previously by the Council and have been included in the budget as an adjustment. The above item  
12 is the final budget adjustment for 2020.

13  
14 Chief Accountant/Human Resources Director, Stephanie Thayer highlighted proposed changes to  
15 the budget. Ms. Thayer reviewed the accounts in the General Fund and the recommended changes  
16 listed in the Budget Adjustment FY2020 spreadsheet. The purpose of the increases was provided  
17 below each account. Mr. Kartchner reported that changes to the telephone for the Fire Department  
18 will decrease costs. This has been implemented by incorporating specific hot spots within the  
19 vehicles that individual devices will connect to for communication.

20  
21 Deputy City Attorney, Gina Miller, applied for a grant the City was awarded for the Cemetery.  
22 Mr. Kartchner thanked Ms. Miller for her efforts and explained that the software will help staffing  
23 be more efficient when caring for the cemeteries.

24  
25 Mr. Kartchner reported that the Contribution Capital Project Fund is shown as an outflow that  
26 cannot be greater than the amount budgeted. \$2,000,000 is listed but not anticipated to be  
27 transferred over. He explained that staff is required to ensure that there are available funds to make  
28 the transfer and still maintain the required 18%. Ms. Thayer reviewed accounts in the Capital  
29 Projects, Local Building Authority, and all Impact Fee Funds.  
30

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1 Wendy Aston stressed the importance of reinstating the Merit and Cost of Living Allowance  
2 (“COLA”) wages for City employees as soon as possible. Mr. Kartchner responded that staff will  
3 focus on this for the 2021 fiscal year budget.

4  
5 Mayor Timothy opened the public hearing. There were no public comments. The public hearing  
6 was closed.

7  
8 **Wendy Aston moved to approve Resolution No. 2020-44, a resolution adopting a Final**  
9 **Budget for the 2019-2020 Fiscal Year. Jeff Gaston seconded the motion. Vote on motion:**  
10 **Mark Hales-Aye, Wendy Aston-Aye, Jeff Gaston-Aye, Traci Crockett-Aye, Dave Kallas-Aye.**  
11 **The motion passed unanimously.**

12  
13 **8. PUBLIC HEARING – Consideration and Vote on Resolution Number 2020-45, a**  
14 **Notice of Pending Ordinance for Amendments to Business Licensing Including**  
15 **Solicitation Regulations, Staff Presenter, Todd Sheeran.**

16  
17 Mr. Sheeran presented the staff report and reported that a Council Member requested that he  
18 research door-to-door solicitations. Due to the need to regulate door-to-door salesmen, a Notice  
19 of Pending Ordinance was recommended. Other updates to the Business Licensing Ordinance  
20 were in the process of being reviewed and door-to-door solicitation was included in the review.  
21 Mr. Sheeran described the Notice of Pending Ordinance and the associated process. It allows the  
22 City to regulate this type of activity and provides flexibility to work with the language in the  
23 ordinance. Mr. Sheeran reviewed the proposed changes to the ordinance.

24  
25 Mayor Timothy asked if individuals conducting door-to-door sales will be verified to ensure the  
26 safety of residents and if the City will be liable if the individual is not legitimate. Mr. Sheeran  
27 explained that the City will have immunity in this situation. Mayor Timothy asked if the certificate  
28 is a valid document that ensures the safety of residents. Mr. Sheeran stated that there may need to  
29 education to inform residents of the criteria.

30

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1 Jeff Gaston stated that residents are requesting the City assist them with individuals approaching  
2 their homes. Residents find comfort in those who go through the City’s process to receive a  
3 certificate. This process will deter many and a penalty will be imposed on those who do not have  
4 a certificate. Mr. Sheeran reported that there is currently no requirement regulating solicitors and  
5 the City cannot ban door-to-door sales.

6  
7 Dave Kallas considered the proposed resolution to be a heavy-handed approach. Council Member  
8 Gaston stated that the intent is to discourage fraudulent individuals. Dave Kallas asked if a pending  
9 ordinance is required to regulate solicitors. Mr. Sheeran reported that the ordinance is allowed  
10 without a pending ordinance. The pending ordinance only allows time to draft a well-written  
11 ordinance. Dave Kallas was not opposed to regulating solicitors but recommended the City take  
12 the time needed to draft an ordinance.

13  
14 Jeff Gaston commented that the above item will stop door-to-door sales effective immediately and  
15 provides support to police officers. Mr. Sheeran stated that it also empowers residents who post  
16 “No Soliciting” signs. He would research whether solicitors without a certificate can leave flyers  
17 on doorsteps without knocking.

18  
19 Mayor Timothy opened the public hearing.

20  
21 Ulises Flynn was in favor of regulating door-to-door sales and asked how doing so will impact the  
22 Police Department. Council Member Gaston responded that the Police Department will approve  
23 of the ordinance and appreciates having an ordinance to enforce. Residents calling to report  
24 uncertified salesmen are expected to be low, however, a reevaluation of how to handle the calls  
25 will be implemented if they increase. Staff will not have an issue handling the increased number  
26 of applications for solicitations.

27  
28 There were no further public comments. The public hearing was closed.  
29

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1 **Jeff Gaston moved to approve Resolution Number 2020-45, a Notice of Pending Ordinance**  
2 **for amendments to business licensing including solicitation regulations. Wendy Aston**  
3 **seconded the motion. Vote on motion: Wendy Aston-Aye, Jeff Gaston-Aye, Traci Crockett-**  
4 **Aye, Dave Kallas-Aye, Mark Hales-Aye. The motion passed unanimously.**

5  
6 **LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD MEETING**

7  
8 **1. Roll Call.**

9  
10 Mayor Timothy called the LBA Meeting to order at 9:40 p.m.

11  
12 All Members of the LBA Board were present.

13  
14 **2. PUBLIC HEARING - Consideration and Vote on Resolution Number 2020-04, a**  
15 **Resolution Adopting a Final Budget for the 2019-2020 Fiscal Year Budget, Staff**  
16 **Presenters, Bruce Kartchner and Stephanie Thayer. (LBA Public Hearing Held in**  
17 **Conjunction with the City Budget Hearing).**

18  
19 The public hearing was held previously as part of the Regular Meeting.

20  
21 **Wendy Aston moved to approve Resolution Number 2020-04, a resolution adopting a Final**  
22 **Budget for the 2019-2020 Fiscal Year. Jeff Gaston seconded the motion. Vote on motion:**  
23 **Wendy Aston-Aye, Jeff Gaston-Aye, Derk Timothy-Aye, Traci Crockett-Aye, Dave Kallas-**  
24 **Aye, Mark Hales-Aye. The motion passed unanimously.**

25  
26 **3. Adjournment.**

27  
28 The LBA Meeting adjourned at 9:41 p.m.

29  
30 **BLUFFDALE CITY REDEVELOPMENT AGENCY BOARD MEETING**

31  
32 RDA Chair, Dave Kallas, assumed the Chair and called the meeting to order at 9:41 p.m.

33  
34 **1. Roll Call.**

35  
36 All Members of the RDA Board were present.

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1 **2. PUBLIC HEARING - Consideration and Vote on Resolution Number 2020-06, a**  
2 **Resolution Adopting a Final Budget for the 2010-2020 Fiscal Year Budget, Staff**  
3 **Presenters, Bruce Kartchner and Stephanie Thayer. (RDA Public Hearing Held in**  
4 **Conjunction with the Budget Presentation and Discussion).**  
5

6 The public hearing was held previously as part of the Regular Meeting.  
7

8 **Wendy Aston moved to approve Resolution Number 2020-04, a resolution adopting a Final**  
9 **Budget for the 2019-2020 Fiscal Year. Mark Hales seconded the motion. Vote on motion:**  
10 **Wendy Aston-Aye, Jeff Gaston-Aye, Derk Timothy-Aye, Traci Crockett-Aye, Dave Kallas-**  
11 **Aye, Mark Hales-Aye. The motion passed unanimously.**

12  
13 **3. Adjournment.**  
14

15 The RDA Meeting adjourned at 9:42 p.m.  
16

17 **CONTINUATION OF BUSINESS MEETING**  
18

19 **9. Mayor's Report.**  
20

21 Mayor Timothy reported on the following:  
22

- 23 • The bid opening for the Porter Rockwell Bridge was held with Mayor Timothy having  
24 observed the process of choosing a construction company with UDOT. The process was  
25 reviewed and Ralph L. Wadsworth was awarded the \$26.3 million bid. The estimated  
26 completion date is May 2022.

27  
28 **10. City Manager Report and Discussion.**  
29

30 Mr. Reid reported on the following:  
31

- 32 • The Bringhurst Station Commercial Building Area has been sold to Mike Stengel who  
33 plans to construct three commercial buildings. The impact fees Mr. Stengel will be charged  
34 have been reduced by the Planning Department. Mr. Stengel may appeal the fees.



**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

- 1       • Staff met with Joe Wilkins from the Quail Ridge subdivision that extends from 14600  
2       South to Redwood Road. Mr. Wilkins requested 16 townhomes and presented a rendering  
3       for six single-family homes. The plan will need to come before the Planning Commission  
4       and City Council as part of the zone change request. A Development Agreement may be  
5       required to assist with the lot sizes and lot frontages.
- 6       • The Public Works Department has coordinated with the company completing the striping  
7       in front of Spring View Farms. Council Member Crockett reported that many residents  
8       submitted positive comments.
- 9       • Freedom Point Way has been striped and now has narrower lanes to prevent speeding.  
10      Mayor Timothy reported that when a road is striped the outside should also be striped to  
11      create an 11-foot lane.
- 12     • The tank on 15000 South consisting of the pressurized irrigation line, is now connected to  
13      2200 West. Staff has been reworking the culinary water connections to different locations.  
14      Mayor Timothy commended staff for updating the old pipes.
- 15     • The road from 14600 South to Redwood Road was expected to be paved by the end of July  
16      2020. Mr. Reid stated that there will be stop signs on any roads going into 14600 South.
- 17     • The Vote by Mail deadline is June 30, 2020, at 8:00 p.m. There will not be a drop off  
18      location in Bluffdale City.
- 19     • Paperwork for the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act has  
20      been submitted. The City’s portion is an estimated \$434,220.40. To receive the money,  
21      the City is required to show that the money spent is on COVID-19 related items. The City  
22      will only spend the funds on justifiable items and the salaries for the Fire Department can  
23      be included. Staff was conducting research and will report the findings to the Council. It  
24      was noted that the City is not able to spend the funds on items that have already been  
25      budgeted.
- 26

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
REDEVELOPMENT AGENCY BOARD  
COMBINED MEETING MINUTES  
Wednesday, June 24, 2020**

1 **11. Closed Meeting Pursuant to Utah Code §52-4-205(1) to Discuss the Character,**  
2 **Professional Competence, or Health of an Individual, Collective Bargaining, Pending**  
3 **or Imminent Litigation, Strategies to Discuss Real Property Acquisition, Including**  
4 **any Form of a Water Right or Water Share, Security Issues, or any Alleged Criminal**  
5 **Misconduct.**  
6

7 There was no closed meeting.  
8

9 **12. Adjournment.**

10  
11 The City Council Meeting adjourned at approximately 9:57 p.m.  
12  
13

14 \_\_\_\_\_  
15 Wendy L. Deppe, CMC  
16 City Recorder  
17

18 Approved: \_\_\_\_\_



**BLUFFDALE CITY COUNCIL  
SPECIAL MEETING AGENDA  
Monday, July 13, 2020**

**\*This meeting will ONLY be conducted electronically\***

Notice is hereby given that the Bluffdale City Council will hold an electronic public meeting Monday, July 13, 2020, at **7:00 p.m.** Interested parties may visit [www.bluffdale.com](http://www.bluffdale.com) regarding streaming of this meeting:

**BLUFFDALE CITY COUNCIL SPECIAL BUSINESS MEETING 7:00 P.M.**

1. Roll Call
2. Closed meeting pursuant to Utah Code § 52-4-205(1) to discuss the character, professional competence, or health of an individual, collective bargaining, pending or imminent litigation, strategies to discuss real property acquisition, including any form of a water right or water shares, security issues, or any alleged criminal misconduct (if needed).
3. Adjournment

**Dated this 10<sup>th</sup> day of July, 2020**

I HEREBY CERTIFY THAT THE FOREGOING NOTICE AND AGENDA WAS FAXED TO THE SOUTH VALLEY JOURNAL, THE SALT LAKE TRIBUNE, AND THE DESERET NEWS; POSTED AT THE BLUFFDALE CITY HALL, EMAILED OR DELIVERED TO EACH MEMBER OF THE BLUFFDALE CITY COUNCIL; ON THE CITY'S WEBSITE AT [WWW.BLUFFDALE.COM](http://WWW.BLUFFDALE.COM) AND ON THE PUBLIC MEETING NOTICE WEBSITE, [WWW.PMN.UTAH.GOV](http://WWW.PMN.UTAH.GOV)

**Wendy L. Deppe, CMC  
City Recorder**

In compliance with the American with Disabilities Act, individuals needing assistance or other services or accommodation for this meeting should contact Bluffdale City Hall at least 24 hours in advance of this meeting at 801-254-2200. TTY 7-1-1.

**DRAFT - FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
SPECIAL MEETING MINUTES  
Wednesday, July 13, 2020**

1 **Present:** Mayor Derk Timothy  
2 Wendy Aston  
3 Traci Crockett  
4 Jeff Gaston  
5 Dave Kallas  
6

7 **Staff:** Mark Reid, City Manager  
8 Todd Sheeran, City Attorney  
9 Bruce Kartchner, Administrative Services Director  
10 Natalie Hall, Emergency Preparedness Manager  
11 Wendy Deppe, City Recorder  
12

13 **Excused:** Mark Hales  
14

15 At approximately 7:00 p.m. Mayor Derk Timothy called the meeting to order.  
16

17 **Motion:** Dave Kallas moved to go into Closed Meeting to discuss property acquisition.  
18

19 **Second:** Wendy Aston seconded the motion.  
20

21 **Vote on Motion:** Dave Kallas-Aye, Wendy Aston-Aye, Jeff Gaston-Aye, Traci Crockett-Aye. The  
22 motion passed unanimously.  
23

24 The Council discussed property acquisition issues.  
25

26 The City Council resumed the open portion of the electronic meeting at 7:21 p.m.  
27  
28  
29

30 \_\_\_\_\_  
31 Wendy L. Deppe, CMC  
32 City Recorder  
33

34 Approved: \_\_\_\_\_

**ORDINANCE NO. 2020-17**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLUFFDALE, UTAH, AMENDING BCC 3.10.010 (DEFINITIONS) AND 3.10.080 (DENIAL, SUSPENSION, OR REVOCATION OF BUSINESS LICENSE).**

**WHEREAS**, on June 24, 2020, the City Council passed Resolution No. 2020-45, which was a pending ordinance changing the provisions related to, among other things, business licensing, solicitors, and home occupations; and

**WHEREAS**, while City staff has not finished all provisions of Resolution No. 2020-45, a portion of the amendments are ready to be presented to the City Council; and

**WHEREAS**, the City Council reviewed the subject text amendments in **Exhibit A** and find that the amendments benefit the public health, safety, and welfare.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLUFFDALE, UTAH:**

**SECTION 1. Amendment.** The City Council hereby amends BCC 3.10.010 (Definitions) and 3.10.080 (Denial, Suspension, or Revocation of Business License), as shown in Exhibit A.

**SECTION 2. Severability.** If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance and all sections, parts, provisions and words of this Ordinance shall be severable.

**SECTION 3. Effective Date.** This Ordinance shall become effective immediately upon publication or posting as required by law.

[SIGNATURE PAGE FOLLOWS]

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF BLUFFDALE, UTAH, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020 BY THE FOLLOWING VOTE:**

	YES	NO	ABSTAIN	ABSENT
Councilmember Aston	_____	_____	_____	_____
Councilmember Crockett	_____	_____	_____	_____
Councilmember Gaston	_____	_____	_____	_____
Councilmember Hales	_____	_____	_____	_____
Councilmember Kallas	_____	_____	_____	_____

Mayor: \_\_\_\_\_  
Derk P. Timothy

Attest: \_\_\_\_\_  
City Recorder

Approved as to form:

\_\_\_\_\_  
City Attorney

## EXHIBIT A

(Deletions in strikethrough, additions in underline)

### **3.01.010 Definitions**

As used in this chapter:

**BUSINESS:** Includes all activities engaged in within the city carried on for the purposes of gain or economic profit, except that the acts of employees rendering services to employers shall not be included in the term business, unless otherwise specifically provided.

**BUSINESS LICENSE:** Includes all licenses and certificates regulated by Title 3.

**BUSINESS LICENSE OFFICIAL:** The City employee with the responsibility of administering Title 3, or its designee.

**EACH SEPARATE PLACE OF BUSINESS:** Each separate establishment or place of operation, whether or not operating under the same name, within the city, including a home or the place of lodging if the same is held out by advertisements, listings or otherwise as the establishment or place of operation of a person engaging in the business of selling tangible, personal property at either retail or wholesale, or both, in the city.

**EMPLOYEE:** The operator, owner or manager of a place of business and any persons employed by such person in the operation of said place of business in any capacity, and also any salesperson, agent or independent contractor engaged in the operation of the place of business in any capacity.

**ENGAGING IN BUSINESS:** Includes, but is not limited to, the sale of tangible personal property at retail or wholesale, the manufacturing of goods or property, and the rendering of personal services for others for a consideration by persons engaged in any profession, trade, craft, business, occupation or other calling, except the rendering of personal services by an employee to his employer under any contract of personal employment.

**PLACE OF BUSINESS:** Each separate location maintained or operated by the licensee within this city from which business activity is conducted or transacted.

**WHOLESALE:** A sale of tangible personal property by wholesalers to retail merchants, jobbers, dealers or other wholesalers for resale, and does not include a sale by wholesalers or retailers to users or consumers not for resale, except as otherwise specified.

**WHOLESALE:** A person doing a regularly organized wholesale or jobbing business and selling to retail merchants, jobbers, dealers or other wholesalers, for the purpose of resale. (Ord. 1-23-79-1, 1-23-1979, eff. 1-23-1979)

### **3.01.080 Denial, Suspension, Or Revocation Of Business License**

- A. **Business License Denial: After a person has made a business license application to the City, the application may be denied for any of the following reasons:**
1. **The failure of the applicant to comply with the requirements of City Code, state or federal laws, or a regulatory agency requirements.**
  2. **Unlawful activities conducted or permitted on the premises where the business is located.**
  3. **False or incomplete information given on the application.**

B. Business License Suspension or Revocation: An existing business license may be suspended or revoked for any of the following reasons:

1. A reason under Paragraph A.
2. The licensee has obtained or aided another person to obtain a City license by fraud or deceit.
3. The licensee refused or interfered with an authorized City representative inspection of the premises or investigation efforts.
4. Violation of relevant City Code by the agents or employees of a licensee.
5. The license is being used differently from that for which it was issued.
6. Health or safety issues or concerns.
7. Any other reason expressly provided for by ordinance.

C. Enforcement:

1. The Business License Official may, on his/her own initiative, in response to complaints from the general public, or any City department or division, investigate and gather evidence of violations of Title 3 or other circumstances which may give rise to a denial, suspension, or revocation.
2. The Business License Official has the authority, with or without a hearing, to deny a license for the reasons provided in Paragraph A. A denial shall be effective upon notice given to the applicant.
3. The Business License Official has the authority to suspend or revoke a license, with or without a hearing, for the reasons in Paragraph B. If the suspension or revocation is due, in whole or in part, to a health or safety issue or concern, the decision shall be effective upon notice given to the licensee, otherwise, the suspension or revocation shall not take effect until the after time for appeal in Paragraph E has passed.

D. Procedure for Business License Denial, Suspension, or Revocation:

1. The Business License Official shall give its written decision to the licensee, contain the reason for denial, suspension, or revocation, that operation of the business after the effective date is a Class B misdemeanor, and the licensee's right to appeal.
2. The decision shall be sent by personal service or by certified mail to the licensee business or home address.

E. Appeals:

1. Appeals of the Business License Official's decision to deny, suspend or revoke a license or regarding the application of this Title 3 may be made to the City's Hearing Officer by filing a written notice of appeal with the City Recorder within 10 days of receipt of the notice of denial, suspension or revocation.
2. The notice of appeal shall be in writing and shall set forth with specificity the reasons for which the appeal is taken. The written statement may not be more than five pages, with one-inch margins, 12-point Times New Roman font, single-spaced that concisely: (i) explains the appellant's standing to appeal; (ii) identifies the alleged error that is the



grounds for the appeal; and (iii) provides reasons the appellant claims the applicable decision was made in error.

F. Hearing:

1. A hearing shall be at a time, place, and day set by the Hearing Officer, but not later than 21 days after receipt of the notice of appeal.
2. At the hearing, the Business License Official shall present the reasons for the decision to deny, suspend, or revoke the license.
3. The appellant, in person or through his or her attorney, may then present any evidence showing the reason why the decision was in error.
4. If the denial, suspension, or revocation appealed from is based on a finding by the building division, planning and zoning division, fire department, health department or police department that the business was or would be in violation of their applicable ordinances or regulations, and the division or department in question has fulfilled the procedural requirements in all applicable ordinances, statutes and rules prior to making such finding, then that finding shall be conclusive on the Hearing Officer, and the Hearing Officer's decision may be based only on whether the license was properly denied, suspended, or revoked because of the building division's, planning and zoning division's, fire department's, health department's or police department's finding.
5. If the denial, suspension, or revocation appealed from is based on any other determination, the Hearing Officer may examine the factual nature of the grounds and determine whether such grounds are sufficient to sustain the Business License Official's decision.
6. The Hearing Officer does not have the authority to waive compliance with any applicable provisions of the City Code, nor can the Hearing Officer extend deadlines set forth in the City Code or change the substance or form of City Code.

G. Decision of the Hearing Officer: The Hearing Officer, after hearing all the evidence, shall announce its decision within thirty days from the date of hearing. The Hearing Officer may affirm or reverse the decision of the Business License Official. The decision shall be in writing and shall be based upon findings of fact.

H. Appealing the Hearing Officer Decision: Any decision of the Hearing Officer may be appealed to the Third District Court of Salt Lake County within thirty days from when the Hearing Officer's written decision is made. Any appeal made after thirty days is barred and the Hearing Officer's decision will be considered final

1. ~~Conditions: Any license issued pursuant to the provisions of this chapter or of any ordinance of this city may be revoked and any application denied by the governing body because of: The failure of the licensee or applicant to comply with the conditions and requirements of this chapter or any ordinances of the city. Unlawful activities conducted or permitted on the premises where the business is conducted. Notice, Hearing; Exception: Prior to the revocation of a license or denial of an application to renew a business license, the licensee or applicant shall be given a notice, which shall state in substance that the governing body intends to revoke the business license or deny the application to renew, together with the reason or reasons therefor, at a regular or special meeting of the governing body (which shall be at least 10 days and not more than 30 days from the date notice is sent) and that the licensee or applicant has a right to appear, to be represented by counsel, to hear the evidence against him, to cross-examine witnesses and to present evidence as to why the license should not be revoked or the application denied. Subsection B1 of this section shall not apply to applications for licenses for businesses~~

~~which have not previously been licensed by the city, and such applicants need only be informed that their application has been denied. (Ord. 1-23-79 1, 1-23-1979, eff. 1-23-1979)~~