

**BLUFFDALE CITY COUNCIL,
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD,
AND REDEVELOPMENT AGENCY BOARD
COMBINED MEETING MINUTES
Wednesday, February 26, 2020**

Present: Mayor Derk Timothy
Wendy Aston
Traci Crockett
Jeff Gaston
Mark Hales
Dave Kallas

Staff: Mark Reid, City Manager
Vaughn Pickell, City Attorney
Bruce Kartchner, Finance Director
Grant Crowell, City Planner/Economic Development Director
Stephanie Thayer, Accountant/Human Resources Manager
Michael Fazio, City Engineer
Shane Paddock, Public Works Director
Trevor Andra, Assistant City Engineer
Jennifer Robison, Senior City Planner
Wendy Deppe, City Recorder

Others: Chris McCandless, CW Management
Carrie Sibert, Salt Lake County Animal Services
Ryan Hales, Hales Engineering

WORK SESSION

Mayor Derk Timothy called the meeting to order at 6:03 p.m.

1. Roll Call.

All Members of the City Council were present.

2. Presentations.

a. Sage Phase 3, Presenter, Chris McCandless.

Chris McCandless from CW Management provided an overview of Sage Estates Phase III, which consists of nine acres. He identified the locations of Phase I to the North and Phase II to the South. He noted that the Johnson property would also become an extension of Springview Farms.

Mr. McCandless stated that his company was asked by Alpine Homes to develop the property and noted that an R-1-10 Zone with an IO would be needed. He explained that the uses for Phase III would be similar to Phase I and Phase II and would consist of a simple design. The lots would also utilize all of the property and meet all requirements. Mr. McCandless noted that staff

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requested a stub road for pedestrian circulation. He believes that a trail would be easier and less expensive than building a road.

Mr. McCandless reported that the homes will be built to the same design standards and restrictive covenants associated with Sage Estates Phase I. The park strip along Loumis Parkway will be landscaped since it is owned and maintained by the owners association. The homeowners in Phase I are currently assessed approximately \$450 per year. The same amount would be assessed to the homes in Phase III by the owners association to subsidize the costs of pressurized irrigation and maintaining the 150 acres of private and public open space.

Mayor Timothy asked about the density of the project. Mr. McCandless replied that the density is the same as the subdivisions on both sides but the lots and frontages would be larger due to the need to meet the 10,000 square-foot requirement.

City Planner/Economic Development Director, Grant Crowell explained that Springview Farms was originally developed as if it were an R-1-43 with an overlay that allowed lot sizes to be as small as 10,000 square feet. He added that the size limit was increased years later to a minimum of 20,000 square feet; therefore, an R-1-10 is now required for 10,000 square-foot lots.

Mayor Timothy confirmed with Mr. Crowell that the overall zone for the subdivision is not the same as the overall zone for adjoining subdivision. He asked what the overall density is of other neighborhoods. Mr. Crowell estimated that the density is approximately 3.5 acres. The overall density of Springview Farms is 1.35 units per acre including open space on the river. Mr. McCandless stated that more open space could be included to diminish the lots but it would make more sense to have more homes to pay the fees that would go toward the 160 acres of open space that already exists.

Mayor Timothy understood that the open space is a burden to take care of and that it would help to have extra homes to subsidize costs, however, he believed it was completely different from the other subdivisions. He asked the Council to take that into consideration. Mr. McCandless clarified that the lot sizes would be close to the same size but would have more frontage. Mayor Timothy asked if the homes would have driveways. Mr. McCandless affirmed that they would.

Dave Kallas identified a cul-de-sac in Phase I and asked if it was stubbed. Mr. McCandless replied that it is dedicated to be able to connect the two stub roads between Phase I and Phase II. He explained that CW Management is the declarant of the original Springview Farms Owner Association and noted that the company has a provision that allows it to annex properties at its discretion. Mr. McCandless noted that the community would likely embrace the annex because of the monetary benefit and similarity to Phases I and II.

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Traci Crockett shared her concerns that a 3,000 square-foot home is not comparable in size to the other homes. Mr. McCandless explained that 3,000 square feet is the minimum that they can build and that the homes will be comparable in value.

Mr. Crowell stated that the Council previously approved three or four IO zones. The Council can include specific parameters such as comparable sizes, expectations for garages, setbacks, or rear yard coverages. He added that staff welcomes any feedback from the Council.

Wendy Aston asked if there was a reason the developer was not stubbing into the other property. Mr. McCandless stated that a plan was prepared for that property but they found that pedestrian access would be an issue due to the road on the cul de sac. Council Member Aston asked how much green space is available. Mr. Crowell identified the trail systems and bird preserve. Mr. McCandless pointed out the areas on the sides of the river as well as open spaces and trails in Sage Estates, detention basins, and open space owned by Salt Lake County. He added that future open space is also planned. Dave Kallas asked if the trails are open to the public. Mr. McCandless stated that all of the trails are open to the public except one small trail that is private and gated.

b. Discussion Relating to the Proposed FY2020 Budget Amendments, Staff Presenters, Bruce Kartchner and Stephanie Thayer.

Finance Director, Bruce Kartchner provided an overview of the budget process to the New Council Members. He explained that the City is required by State statute to approve an annual budget. The tentative budget is due the first Tuesday in May. After the tentative budget is passed, the City department leaders and staff provide additional budget detail to the Council. Absent any property tax increases, the City must approve the final budget by June 22nd. If the Council requests a property tax increase, the budget passed in June becomes a tentative budget. A Truth in Taxation Hearing is held in August at which time the final budget would be submitted with or without the property tax.

Mr. Kartchner stated that the Council may amend the budget as often as needed. Staff may also ask for modifications from the Council and bring an amendment forward to the Council for final approval. State statute requires the budget for each fund to balance.

Mr. Kartchner explained that the budget process begins with the City Manager who asks all of the department heads for the expected operational costs for the year. The budget projections also include projects that carry over from one year to the next. Staff then reviews the prior year's data, calculates the revenue projections, and makes adjustments throughout the year. The revenues for the budget are collected through property, sales, and franchise taxes, recurring fees for services provided by the City, and fees, licenses, permits, and grants for development projects. The projected revenues and expenses are then merged to ensure that the budget is balanced.

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Mr. Kartchner stated that city and municipal governments operate on fund accounting and have several different funds to track finances such as the General Fund and Capital Projects Fund. He added that the Impact Fee Fund as well as the RDA and EDA Funds cannot be used for anything outside of their specific designation. Staff continually ensures that the appropriate funds are used and that the budget remains balanced.

Accountant and Human Resources Manager, Stephanie Thayer noted that revenue might be used on occasion to balance funds. She provided an overview of the proposed adjustments to the budget as follows:

- An amendment to the General Fund for the City Council's technology allowance.
- An adjustment for the installation of panic buttons at the front counters and the Court.
- Adjustments for the Police Department to install cameras in police cars with cameras and provide equipment for a new Student Resource Officer.

Mr. Kartchner explained that the budget adjustment would begin in August for the Student Resource Officer; however, the officer would be hired immediately using the salary from an officer who was recently deployed. Mayor Timothy stated that the City needs to consider hiring more officers. Jeff Gaston added that the City also needs to add a police dog to the Police Department. Mayor Timothy agreed and noted that police officer wages also need to be increased to promote retention.

Mr. Kartchner noted that the State recently changed the law to require Tier 2 Police and Fire Department retirement programs to be brought in line with Tier One plans. He reported that the City equalized the programs by providing an additional 401k contribution beyond the retirement contribution. Mr. Kartchner recommended reviewing the overall compensation package to determine how to reallocate retirement funds. He noted that it will result in increased costs to City.

Mr. Kartchner reported that there are plans to add an additional police officer position with the average cost being \$130,000. He noted that adding a second officer and a police dog would cost over \$200,000 and could lead to a property tax increase. Jeff Gaston asked if the police dog could be added without hiring an additional officer. Mr. Kartchner explained that the officer would be required to cover the shift of whichever officer is assigned the police dog.

Council Member Gaston suggested checking with Summit Academy Elementary School to see if they would be interested in splitting the wages of the School Resource Officer with the City. Mr. Kartchner noted that the City asked them in the past and they declined but would make another attempt.

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- An adjustment for the Building Department for the recent addition of the Chief Building Official as a City employee needs to be made to upgrade computer equipment. Funds were just being shuffled and there was no impact on the budget for these costs.
- An adjustment to reclassify the Code Enforcement Officer position to full-time status for the remainder of the fiscal year.
- An adjustment to reclassify the Public Works Assistant position to full-time status. The salary for this position would be split between the Streets, Parks, and Water Departments for the remainder of the fiscal year.
- The budget for the float is being increased from \$3,000 to \$10,500.

Mark Hales noted that he thought the float was the same every year. Mayor Timothy stated that it is the same frame but a different design each year. Jeff Gaston asked how many events the float is used for. Ms. Thayer noted that the float is used for several events throughout the summer and it builds relationships with other cities.

- The Emergency Manager position is in the process of being redefined to include the title of Communications and will eventually be moved from the Fire Department to the Administration Department. A part-time position will be added on July 1 to assist with Emergency Management to allow Natalie more time to focus on communications and media relations.

Wendy Aston asked for clarification on whether the part-time position would be an assistant to Natalie or if they would perform two separate functions. Mr. Kartchner stated that Natalie would supervise the part-time employee. Jeff Gaston explained that the positions should be separate so each employee can focus on specific areas.

Council Member Aston asked if Natalie is overseeing the Miss Bluffdale Pageant. Mr. Kartchner confirmed that she is overseeing it this year. Mayor Timothy stated that he would like her to continue overseeing the pageant and believes the event falls under Communications.

Jeff Gaston stated that Ms. Hall's position should be full-time because the City is falling behind other cities in social media and communications. Mr. Kartchner noted that it is not appropriate to discuss employees in an open meeting. Council Member Gaston confirmed that he was not discussing the employee and emphasized that he would like the Communications position to be full-time and the Emergency Management position to be part-time.

Ms. Thayer stated that she would continue the adjustments to the budget during the public hearing portion of the Regular Business Meeting due to time constraints.

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3. Council Discussion.

Due to time restraints, there was no Council Discussion.

The Work Session adjourned at 6:57 p.m.

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Trevor Andra, Assistant City Engineer
Wendy Deppe, City Recorder

Others: Chief Andrew Burton
Sergeant Zach Robison
Carrie Sibert, Salt Lake County Animal Services
Ryan Hales, Hales Engineering
Jay Springer, Smith Hartvigsen
Cody Deeter, EFG

REGULAR BUSINESS MEETING

1. Roll Call, Invocation, Pledge of Allegiance.

All Members of the City Council were present.

Ryan Hales offered the invocation and led the Pledge.

2. PUBLIC FORUM.

Mayor Timothy opened the Public Forum. There were no public comments.

3. CONSENT AGENDA:

3.1 Approval of the January 29, 2020, Special City Council and Planning Commission Combined Meeting Minutes (Economic Development).

3.2 Approval of the January 29, 2020, City Council Meeting Minutes.

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- 3.3 **Approval of a Resolution Declaring Certain Assets Surplus and Authorizing the Sale of Said Assets.**
- 3.4 **Approval of a Resolution Approving an Interlocal Agreement Among the City of Bluffdale, Draper City, Murray City, South Jordan City, South Salt Lake City, West Jordan City, Sandy City, and West Valley City Regarding an Interlocal Entity known as the Metro Fire Agency.**

Dave Kallas requested that agenda item 3.4 be removed from the Consent Agenda.

Dave Kallas asked what was meant by “broadening the scope” in the notice provided for Item 3.4. City Manager, Mark Reid explained that the Operations Committee is seeking participation from entities outside of Metro Fire to assist with its Search and Rescue Program. The reason for the expansion was to form a task force of sufficient size to assist with large national catastrophes such as Hurricane Katrina. Mr. Reid reported that John Roberts would be appointed to attend Task Force Meetings in his place.

Dave Kallas moved to approve Item 3.4 on the Agenda. Wendy Aston seconded the motion. The motion passed with the unanimous consent of the Council.

- 3.5 **Approval of a Resolution Authorizing Exception of a Donation Agreement between the Jordan River Foundation and the City of Bluffdale Regarding Interpretive Signage.**
- 3.6 **Consideration and Vote on a Resolution Appointing the City Manager as a Member of the Salt Lake Valley Emergency Communications Center (“VECC”) Board of Trustees and Recognizing the City Manager’s Authority to Designate a Member of the City’s Senior Staff or a City Council Member to Act as an Alternate Member of the VECC Board of Trustees.**

Dave Kallas moved to approve the Consent Agenda with the exclusion of agenda item 3.4. Jeff Gaston seconded the motion. The motion passed with the unanimous consent of the Council.

- 4. **Presentation of the Police Department Annual Statistical Report, Presenter, Police Chief Burton.**

Police Chief, Andrew Burton gave a presentation on the Police Department’s Annual Statistical Report and shared a photograph of the SWAT Team in front of a Black Hawk helicopter belonging to the Army National Guard (“ANG”). The SWAT team participated in Downed Aircraft Rescue Training with the ANG a few years earlier and recently participated in an aerial tour of Camp

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Williams, Saratoga, and Bluffdale while riding in the Black Hawk helicopters last November. Chief Burton noted that the Council Members were invited to attend an Awards Luncheon at Camp Williams.

Chief Burton stated that officer safety and providing services are the top priorities of the Police Department. Officers participate in both hands-on and classroom training and he highlighted a training exercise that was recently conducted at Mountain Point Elementary School. The police officers train at all of the schools in Bluffdale to become familiar with the layout of each school and train when the schools are closed. Each police officer handled approximately 966 service calls this year and that number was expected to increase to 1,100 calls per officer per year as Bluffdale grows in population. Chief Burton reported that he plans to hire additional officers to keep the number of calls per officer to 1,000 or less.

The Police Department has seen an increase in citations this year, and Police Chief Burton stated that this translates to a reduction in the number of accidents. He noted that citations keep the City safer and provide officer visibility to residents. In response to a question raised, Chief Burton reported that most common citations are given for speeding on Redwood Road and 2700 West.

Chief Burton stated that the average call response time is around seven minutes and noted that distances and delays can have an impact on response times. The Department analyzes service calls by the day of the week and the time of day and assigns manpower accordingly. The busiest times for calls are mid-afternoon on most days and late Friday and Saturday nights.

Chief Burton reported that some confusion occurred in 2018 and 2019 with the reporting criteria for Part I crimes. He noted that only 4% of incidents were categorized as Part I crimes. The Department is currently working on getting clarification on how Part I crimes should be reported. Mayor Timothy asked if domestic violence is a Part I crime. Chief Burton stated that it would only be a Part I crime if it involves an aggravated assault. He added that there is very little crime in Bluffdale, and it is a safe community.

The Police Department has seen an increase in mental subjects, suicides, and suicide attempts, and officers are participating in training to handle these types of situations. Calls to 911, alarms, and other disturbances have increased over the past three years but none have resulted in serious or aggravated crimes. Chief Burton noted that those numbers will likely increase as more apartment buildings are built.

Chief Burton discussed time allocations and the numerous duties officers perform aside from service calls. He explained that unallocated time is spent on patrolling neighborhoods and traffic enforcement; however, as calls for service increase, there is less time for those responsibilities.

Patrol assignments are based on workload and officer safety. Domestic disturbances and other potentially dangerous situations require more than one officer to respond. Chief Burton reported

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that considerations for manning patrols also include liability, ensuring time for patrol and enforcement to provide a feeling of safety in the community, and ensuring that enough officers are available to handle calls.

Chief Burton reported that good leadership is an important component of the police force and noted that it takes a long time to recruit officers. There are not many recruits available and, of the 30 applicants they might receive, most are not qualified or certified. Some recruits also may not qualify after going through the Police Academy.

The Police Department provides many other services including service and support functions for Saratoga Springs. Chief Burton added that the Department has 20 SWAT team members and an Accident Team.

Dave Kallas asked how the legalization of medical marijuana has impacted the Police Department. Chief Burton responded that there has not been much of an impact since medical marijuana is legal. If a canine were to alert to marijuana on a person, the individual would just need to provide paperwork showing they are authorized to use medical marijuana.

Chief Burton stated that the Department has recently been approved for a State-funded overtime program that will be used to provide patrols in trails and parks along the Jordan River. Mr. Reid asked if the officers would patrol on foot or on bikes. Chief Burton stated that the officers will patrol by car, if possible, and may also walk or use bikes if they have bike certifications.

Wendy Aston asked if there had been any increase in crime or issues with campers being non-compliant on trails. Chief Burton replied that there are occasional reports of underage drinking and illegal drug use.

Mr. Reid asked if there are still reports involving duck hunters discharging firearms. Chief Burton stated that there are very few reports and they are usually around Bangerter Highway. Mr. Reid asked Chief Burton to let the City know if signs need to be posted.

Chief Burton presented a video for the Council Members. Mayor Timothy expressed appreciation for the Police Chief and the service he provides the City.

5. Presentation and Discussion Regarding the Salt Lake County Animal Services 2019 Annual Report for the City of Bluffdale, Carrie Sibert, Community Liaison Coordinator, Salt Lake County Animal Services.

Community Liaison Coordinator, Carrie Sibert from Salt Lake County Animal Services provided the 2019 annual report for the City of Bluffdale and noted that the report runs from January 1 to December 15. She began by sharing a photograph of field staff and shelter staff in reptile training and noted that a few staff members are experts in the fields of reptiles and livestock.

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Ms. Sibert reported that Animal Services took in over 13,000 animals of all types including cats, dogs, reptiles, spiders, and fish and provided 3,800 spays and neuters. The Department also provided the animals with a total of 28,000 pounds of food. Ms. Sibert stated that the animals are fed a consistent diet through a contract the Agency has with Science Diet.

Ms. Sibert reported that the Agency logged 41,000 volunteer hours. Mark Hales asked what the age requirement is to volunteer. Ms. Sibert stated that the age is 18; however, she shared information on programs that involve children such as reading to the animals, group projects with the Boys and Girl Scouts and other groups, and the Shelter Buddies program.

Ms. Sibert reported that the Department recently switched over to new software, which is web-based and has more software components. She noted that it is currently in the learning and customization phase. The software transition was the reason the report only runs through December 15.

Ms. Sibert reported that the Agency took in over 8,300 animals and that number was adjusted to 7,000 to exclude animals taken out of the live release rate due to cases where animals are dead on arrival or the owner requested euthanasia. She added that foster animals are also excluded to avoid counting them twice. The Agency had a total of 8,300 outcomes and the adjusted outcome is just over 7,000 which resulted in 94% of animals leaving in a positive and live manner. Ms. Sibert shared a graph comparing previous years and noted that the intake and outcomes fluctuate. She added that the Agency's goal is to stay above 90% which is the national indicator for the no-kill mission.

Ms. Sibert reported that the City of Bluffdale took in a total of 210 animals and had 248 positive outcomes which included a carryover of 40 animals from the previous year. She stated that the City ended the year at a 95% positive release rate for all animals. The decrease was attributed to intakes to spay and neuter programs.

The Agency also provided 660 licenses, 23 microchips, 40 FERCP cat vaccines, 47 Bordetella vaccines, 80 DHPP vaccines for dogs, and 98 rabies vaccines. Ms. Sibert noted that the Agency also narrowed down the types of field calls to 15 categories. They originally had 53 different types of calls and were being charged \$9 per call by Dispatch. The Agency no longer goes through Dispatch for minor calls such as transferring animals and uses an internal dispatch system for those issues. As a result of the change, there were 200 less calls to Dispatch and the Agency ended the year with a total of 418 calls.

Ms. Sibert reported that Salt Lake County Animal Services is the only agency that is open 24 hours per day and they handled a total of 106 after-hours calls and 61 weekend calls. She also outlined the priority times and noted that the average for Priority 1 calls is 30 minutes, the average for Priority 2 calls is 53 minutes, and the average for Priority 3 calls is 73 minutes.

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Ms. Sibert noted that the Agency provides humane education programs such as the Night Out Against Crime and using trained service dogs in schools to teach ownership, bite prevention, and proper ways to approach dogs. The Agency also coordinates various fundraising events, adoption events, volunteering opportunities, and an annual Thanksgiving dinner for the animals. Ms. Sibert stated that they also partner with Yappy Hour to provide doggie day spas and swimming events for the dogs using the City's public pools.

Ms. Sibert reported that they coordinate the Spay Day and No Balls Gala. Many sponsors donate gift items including gift cards, hotel stays, hot air balloon rides, and vacation packages. She invited the Council Members to attend Pet-A-Palooza which is the Agency's largest adoption event. Ms. Sibert noted that quarterly microchip and licensing clinics are posted in City Hall and a vaccination clinic was scheduled for March 21.

Dave Kallas asked if the Agency provides services for wild animals. Ms. Sibert responded that the Utah Division of Wildlife Resources ("UDWR") handles calls regarding wild animals. She noted that skunks and racoons are handled through a contract with the United States Department of Agriculture ("USDA").

Council Member Kallas explained that a resident called regarding a racoon and he directed them to Animal Control who directed the resident to Salt Lake County Animal Services. The resident was informed by Salt Lake County Animal Services that they do not handle calls for Bluffdale and gave the resident another number to call. Due to the lack of assistance, the resident called a friend who does animal control for another city, and the friend came to assist. Dave Kallas asked how he should have handled the call. Ms. Sibert stated that the USDA contracts with C.J. Butters who traps racoons and skunks for the community. Animal Services is currently working with USDA to provide more coverage in the area.

Dave Kallas mentioned another incident in which his father, who lives in Lindon, called police regarding a racoon and the police responded and shot the racoon. Ms. Sibert explained that racoons are on the deprived list as non-natural species that can be euthanized as long as it is done in a humane manner. She added that Animal Services always recommends that residents call Animal Services so that an officer can go out to ensure the safety of the residents.

Council Member Kallas stated that Bluffdale seems to have a skunk problem. Ms. Sibert noted that they are common on rural waterways. She offered to provide the City with traps.

Mr. Reid noted that there appears to be a lot of runaround between agencies and asked Ms. Sibert if Animal Services would be willing to contact Mr. Butters on behalf of residents who call for assistance. Ms. Sibert stated that Animal Services will assist and added that the Agency is in the process of coming up with a more consistent process for those types of complaints.

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6. PUBLIC HEARING – Consideration and Vote on an Ordinance Adopting an Impact Fee Facility Plan and Impact Fee Analysis, Presenter, Cody Deeter, EFG; Staff Presenter, Trevor Andra.

Assistant City Engineer, Trevor Andra introduced Cody Deeter from EFG Consulting and stated that Mr. Deeter will provide a presentation on the proposed Impact Fee Analysis for a vote and public hearing.

Mr. Deeter stated that the Impact Fee Analysis and Facility Plan have been available for the public to review for the past two weeks. He defined impact fees as a payment of money upon new development to mitigate the impact on public infrastructure.

Mr. Deeter explained how impact fees are determined and noted that it involves assessing the growth and demand over the next 10 years, the current level of services, and the City's ability to meet that demand. The capacity of the City's system and new facilities are also reviewed. Mr. Deeter stated that the Company also reviews how infrastructure has been or will be funded and adds any interest expense to determine the impact fee per unit.

Mr. Deeter provided information on how much demand will occur over the next 10 years based on land use types. He noted that 2,941 new Equivalent Resident Connections ("ERC") are expected and added that 517 of them will be commercial. The increase will also add 39,000 new daily trips for transportation.

Mr. Deeter provided a chart outlining the impact fees which included the type of fee, the maximum future amount that can be charged, ...

A chart outlining the impact fees was provided that included the type of fees, the maximum amount that can be charged, and staff recommendations. Mr. Deeter reported that the Impact Fees will increase from a total of \$12,000 to \$18,000 and a comparison to peer cities was provided. He noted that the Water Impact Fees are very low and will increase to the middle, storm fees are low and will continue to be low, and Parks, Transportation and Public Safety are all high and will continue to increase.

Mr. Deeter noted that the purpose of the discussion was to review the information and hold a Public Hearing to receive public input. The Council would then be authorized to adopt an ordinance that would enact the impact fee; however, it would not become effective for 90 days to avoid any surprises for those who currently have applications in progress.

Mayor Timothy opened the public hearing. There were no public comments. Mayor Timothy closed the public hearing.

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Wendy Aston moved to adopt an ordinance accepting the Impact Fee Analysis and Facilities Plan, as presented. Jeff Gaston seconded the motion. The motion passed with the unanimous consent of the Council.

7. Consideration and Vote on a Resolution Adopting the Bluffdale City Organizational Chart Regarding the Organizational Structure of City Departments, Officers, and Employees, Staff Presenter, Stephanie Thayer.

Accountant and Human Resources Manager, Stephanie Thayer presented an organizational chart of the City's officers and employees and proposed the following changes:

- Allow City Planner positions to be staffed at senior or associate levels depending on the need and budget.
- Reclassify a Code Enforcement Officer position to full-time status.
- Reclassify the Chief Building Official position to a City employee instead of a City contractor and have the Development Coordinators report to the Chief Building Official.
- Reclassify the Public Works Office Assistant to full-time status.
- Move the Emergency Manager from the Fire Department to the Administrative Department.

Mayor Timothy asked what department the Communications position would be under. Ms. Thayer stated that she would be proposing a title change for the current Emergency Manager to become the Communications and Emergency Manager under the Administrative Department. She added that the position index and new organizational chart will need to be amended and brought to the Council for approval at a future meeting.

Dave Kallas asked why the Council is reviewing personnel changes. Wendy Aston stated that it is because there are changes. City Attorney, Vaughn Pickell reported that the City Council has always approved the employee policies and procedures manual by resolution and the organizational chart, position index, and salary scale are exhibits to the manual. If a change is made, the manual must be ratified by the City Council per City Ordinance. Mark Hales noted that some of the changes are part of the budget as well and asked for clarification as to whether it is necessary to approve an exhibit. Mr. Pickell stated that he would look further into the specific requirements. He pointed out that the Council could consider making changes to the ordinance. The ordinance was read in its entirety.

Jeff Gaston asked Mr. Reid what was decided on a discussion they had regarding moving City Recorder, Wendy Deppe under the City Council. Mr. Reid did not support the change because it would leave Ms. Deppe with no direct supervision. Jeff Gaston suggested reclassifying the position to a Director level similar to West Jordan's City Recorder/Clerk position. He noted that there are currently no women at the Director level. His preference was for Ms. Deppe to report to the Mayor.

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Council Member Gaston stated that he would also like the Human Resources Department to report to the City Attorney per the request of City employees. Mr. Reid did not support that change as it would put Ms. Thayer under two managers.

Ms. Thayer explained that she currently consults with both the City Attorney and the City Manager and does not report to Finance Director, Bruce Kartchner for personnel items. She follows policies and procedures and, if there is a grievance, it goes to the City Manager rather than Mr. Kartchner. Jeff Gaston was concerned that if employees want to report a grievance, there is no one above her for them to go to.

Jeff Gaston moved to decline the City's Organizational Chart. Dave Kallas seconded the motion and requested that the motion be discussed in greater detail. The motion was not seconded and failed with the unanimous dissent of the Council.

Wendy Aston asked about positions on the chart that are currently vacant. She also asked if a salary survey could be conducted to assess police officer wages. Mr. Kartchner explained that salaries are reviewed on an annual basis and there has been discussion about going through all of the City's positions to determine if salary ranges are appropriate. Wendy Aston requested a study of employee salaries.

The Council discussed whether the questions would be considered budget questions or organizational chart questions and if it is appropriate to vote on an organizational chart that contains employees' names or to discuss affected employees in an Open Meeting. Dave Kallas preferred not to approve the organizational chart until the names are removed. Wendy Aston and Mark Hales agreed with Council Member Kallas. Mr. Reid noted that there were a few positions that need immediate approval such as reclassifying the Chief Building Official as a City employee.

The Council discussed changing the ordinance to have the City Manager approve the organizational chart. Mr. Pickell stated that the change could be made but not at tonight's meeting.

Jeff Gaston asked if he could make a new motion with the changes he would like to see. Mr. Pickell stated that he could withdraw the motion or allow it to be voted down. Jeff Gaston withdrew his motion. Mayor Timothy stated that the motion could not be withdrawn since it was seconded and there was discussion.

Jeff Gaston continued the discussion about moving Ms. Deppe under the City Council and moving Human Resources under the City Attorney. Mayor Timothy asked Mr. Pickell if the Council would be violating the ordinance by making those changes since the changes affect the City Manager's responsibilities. Mr. Pickell explained that the ordinance is clear that the Council adopts the organizational chart and it would not be a violation as the City Manager must manage the chart according to the Council's decisions.

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Wendy Aston asked if the changes would affect the City's current form of government since the City Manager takes direction from the Council and Mayor and the rest of employees take direction from the City Manager. Mr. Pickell confirmed that it would. Council Member Aston stated that the City's website describes the form of government and noted that the only employee that should report to the Council is the City Manager.

Mayor Timothy recommended tabling the item to conduct further research. Dave Kallas supported tabling the item and was not comfortable approving the chart with employee names. The Council discussed the potential for discussions about positions to become personal toward employees. They also discussed whether it would be appropriate to have the Human Resources Department under the City Attorney and the reason for the request.

Jeff Gaston moved to table Item No. 7. Wendy Aston seconded the motion. The motion passed with the unanimous consent of the Council.

8. PUBLIC HEARING – Consideration and Vote on a Resolution Adopting an Amended Budget for the 2019-2020 Fiscal Year, Staff Presenters, Bruce Kartchner and Stephanie Thayer. (LBA AND RDA Public Hearings held in conjunction).

Stephanie Thayer reviewed the General Fund adjustments with the Council during the Work Session. She reported on the Capital Projects Fund and outlined adjustments on the following:

- Security gates for the Public Works Building equipment storage yard and emergency radio upgrades.
- The South Bluff Circle Storm Drain Project was carried over and included a revised estimate from Engineering.
- An adjustment was made to the Porter Rockwell Boulevard deceleration lane. Mr. Kartchner explained that the City received money last year from the builder for that particular area but the City had not paid it yet; therefore, it will show as a revenue expense.
- Union Pacific stormwater easement that was offset with developer reimbursement.
- The retaining wall on Harmon Day Drive was partially offset due to a cost share with residents.
- The 14400 South and 2200 West project has carried over into multiple fiscal years. The payments this year are for punch list items that were held until completion. Mr. Kartchner noted that the overall project is under budget.
- Storm drain camera systems for the inspection of the City's storm drain pipes.
- Irrigation system updates at Independence Park. Mr. Kartchner explained that some of the irrigation costs are being shifted from WaterPro to the City's system to provide sufficient pressure as the pond is developed.

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- Porter Rockwell Pedestrian Trail, the Dade Ranch Trail Connection Study, and the 14600 South Extension have been offset by grants. Mr. Kartchner thanked the Planning and Engineering Departments for obtaining the grants.
- An offset was made to the fund balance for revenue that came in from North Star Academy's cost share of the 14000 South sidewalk and storm water drain project.
- Adjustments were made for the Old West Days event to update the City's website to make it consistent with the City's website. Public Works Director, Shane Paddock reported that Connie Pavlakis requested an increase to the entertainment budget this year due to the event celebrating its 10th Anniversary. Mr. Kartchner reported that the Old West Days budget has unallocated funds of \$80,000 or \$90,000. The fund revenue has been generated from the sale of business booklets, donations, and sponsorships.

Mayor Timothy asked for an explanation of the Old West Days and fundraising. Mr. Kartchner reported that the City makes a contribution of \$40,000 toward the event. The City also asks for sponsorships and donations and sells advertising. The funds generated remain in a separate fund for the annual event and serves as a specific reserve for Old West Days.

Jeff Gaston asked if there will be enough in the fund for the event for the next few years. Mr. Kartchner stated that the fund balance has increased each year with contributions and sponsorships and the City may be able to reduce its contribution. The Council discussed whether it is better to have a big name for the entertainment this year as they did in the past with Diamond Rio or keep the entertainment local to avoid it becoming too crowded. Mr. Kartchner stated that Ms. Pavlakis has been instructed not to advertise the concert and to send postcards to residences to keep the event at the community level. Mayor Timothy added that Ms. Pavlakis has also been instructed to keep the event affordable for families.

- A final payment was made for Fire Station No. 2 as well as offsetting for infrastructure and incentives. Mr. Kartchner noted that the fire station is under budget and built with unique financing consisting of tax increment money. He added that the Community Room was a beneficial addition to the fire station and is frequently reserved.
- An adjustment was made to the Gateway RDA Fund to account for affordable housing being calculated on a prior tax collection and the Redwood Road mitigation being higher than the original estimate provided one year ago. Mr. Kartchner stated that the reason the ending fund balance was slightly negative was due to paying off a bond this year. The negative balance will be resolved in 2021.
- Park Impact Fee adjustments included utility improvements for the bathroom at Plat K and a building addition to add storage for the Parks Department and Old West Days equipment.
- Mr. Kartchner noted that staff needs direction on the bleachers at the rodeo arena. Ms. Pavlakis has proposed 5,000 seats in the arena; those that use the arena do not want any seats so they can use the full arena for their activities.

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An inspector looked at the bleachers and stated that they are good for another year. Mr. Kartchner agreed provide bids to the Council. He added that the previous Council proposed putting in 3,000 seats, and noted that the arena currently has 2,000 seats.

Mr. Kartchner reported that a significant Park Impact Fee would be needed for the 20 acres of park being constructed in Dade Ranch and the cost of the bleachers should be kept at a minimum to allow for park enhancements such as soccer fields and pump tracks. He noted that Ms. Pavlakis' proposal of 5,000 seats would cost approximately \$3.9 million.

Jeff Gaston asked if the arena's speaker system could be upgraded. Mr. Kartchner stated that the upgrade was currently being done. Mayor Timothy asked when the restroom and concession stand will be built. Mr. Kartchner explained that there is no funding available for those items. There have been discussions about putting in pads for food trucks and using portable restrooms instead of building a restroom to save costs. Wendy Aston asked if a bathroom could be added to the arena. Mr. Kartchner stated that the arena currently includes a bathroom. Portable restrooms will be brought in for large events.

- An adjustment to the Road Impact Fees was made for the 14600 South Extension Project for expenses from a prior year. An adjustment was also made for the 14400 South and 2200 West Project for invoices that were expensed this fiscal year. Mr. Kartchner explained that the balance is showing negative but will be corrected next year.
- The Stormwater Impact Fees were being adjusted for a refund of \$50,000 in collected impact fees that need to be paid and to purchase a storm drain easement for a portion of the 14600 South Project. Mr. Kartchner noted that impact fees must be paid within six years of collection.
- Water Impact Fees were adjusted for the Zone 1 East Water Storage, general consulting, and the purchase of land. The canal pump station would be included in this fiscal year and offset the use of fund balance. Mr. Kartchner explained that there was a significant negative balance due to water projects for future growth being completed that are beyond the City's current capacity needs. The impact fees collected in the future will go toward the costs currently being incurred. He noted that the City has sufficient cash to cover the projects.
- An adjustment was made to the Water Fund for the allocation of wages for increasing the Public Works Assistant position to full-time status. Mr. Kartchner noted that if the request is not approved the item will be removed from the final budget adjustment.

Mr. Kartchner commented that this is the first amended budget adjustment and further adjustments can be made at the last Council Meeting in June.

Mayor Timothy opened the public hearing and noted that the hearing includes comments on the LBA and RDA items. There were no public comments. The public hearing was closed.

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Dave Kallas moved to adopt a Resolution adopting an Amended Budget for the 2019-2020 Fiscal Year, as presented. Traci Crockett seconded the motion. The motion passed with the unanimous consent of the Council.

LOCAL BUILDING AUTHORITY (“LBA”) OF THE CITY OF BLUFFDALE BOARD MEETING

1. Roll Call.

All Members of the LBA were present.

2. PUBLIC HEARING – Consideration and Vote on a Resolution Adopting an Amended Budget for the 2019-2020 Fiscal Year, Staff Presenters, Bruce Kartchner and Stephanie Thayer. (LBA Public Hearing held in conjunction with Budget Hearing).

Dave Kallas moved to adopt a Resolution adopting an Amended Budget for the 2019-2020 Fiscal Year, as presented. Traci Crockett seconded the motion. The motion passed with the unanimous consent of the LBA Board.

3. Adjournment.

BLUFFDALE CITY REDEVELOPMENT AGENCY (“RDA”) BOARD MEETING

RDA Chair, Dave Kallas assumed the Chair and called the meeting to order.

1. Roll Call.

All Members of the RDA were present.

2. PUBLIC HEARING – Consideration and Vote on a Resolution Approving and Adopting the Community Reinvestment Project Area Plan for the Jordan Crossing Community Reinvestment Project Area, Presenter, Jay L. Springer, Smith Hartvigsen, PLLC; Staff Presenter, Grant Crowell.

Mr. Crowell reported that the City has three Tax Increment Financing Districts that the RDA helps administer including Eastern Bluffdale, Jordan Arrows, and Gateway. An additional district is being proposed to capture some of the growth in the south end of the City for projects, facilities, and infrastructure to promote economic development.

Jay Springer from Smith Hartvigsen, PLLC reported that he does not work for the City but works for the RDA. He noted that the distinction is important because the RDA has tools such as

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incentivization that the City does not have. He also noted that a resolution is made at the RDA level and an ordinance is adopted at the City level.

Mr. Springer reported that using these tools will enable the RDA to collect and negotiate with taxing entities in the area and capture the increase in value over time. The project is in the beginning phase, and the goal is to help with infrastructure and obstacles in areas such as canals and the river. SB 163, which is a proposed bill in the Legislature, could be a very valuable tool for the City as it would allow Bluffdale to convert the expiration of the Eastern Bluffdale EDA and Jordan Narrow EDA into a new property tax.

If the Council Members decide to proceed with the project, it would allow the City to work on redevelopment, incentivizing, and assist with projects within a broad scope in the boundaries of the RDA and the City. The City would not be able to create new project areas; however, it could focus on redevelopment projects through a slightly different process.

Mr. Crowell addressed the specific details of the project and noted that it will provide a funding source to address challenges across the river and the railroad and would likely be favored by the school district. One competitive disadvantage was that the area is located at the County line and Utah County has flat land that can be more easily engineered.

Mr. Crowell reported that the boundary is interesting because the south end goes through Bringhurst Station and is encompassed by the Porter Rockwell Corridor where the City anticipates development to occur. The area to the north captures areas the City expects potential crossings either through enhancing existing road infrastructure or developing active transportation to help facilitate traffic into Independence and the school district. The triangle-shaped piece at the top has a large, vacant piece of land that could potentially be used for redevelopment. Details on goals, employment, economic development, and vacant land development are in the plan and could also include any historic structures that are identified.

Mr. Springer stated that the RDA's role is to ensure that everything is done properly and according to statute to prevent legal challenges. Mayor Timothy asked who would work with the taxing entities, specifically, Salt Lake County, to gain approval of the project. Mr. Crowell replied that all of the resources between staff and the City's connections will be used and advisors will be enlisted to assist.

Mr. Reid commented that staff met with Salt Lake County a few times and received very positive feedback. The discussions involved the City's need for additional retail stores and tax increment plans. Legislation was subsequently passed that would allow the City to proceed with the plans. Mayor Timothy remarked that the same legislation also included more restrictions. Mr. Crowell clarified that the final draft of Policy No. 1155 removed those restrictions.

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Mr. Crowell explained that a staff-level application will be made through Salt Lake County's Economic Development staff. There will be policies and criteria the City will need to work through with the Salt Lake County Finance Committee consisting of representatives from the Mayor's Office and the County Council's Finance personnel. The negotiations will be memorialized in an agreement.

Mr. Reid reported that staff met with the school district and received positive feedback. Dave Kallas asked if the money is required to remain within the project area. Mr. Reid replied that it does not but it has to benefit the project area. Staff had ideas for the area but will not have a finalized budget until the terms are agreed upon with the County and the school district. Some of the ideas include active transportation connections and an intersection crossing the tracks that will connect parts of the City and the drainage and utility work that comes with the projects. He discussed the importance of partnering with landowners and noted that there will likely be a mix of City-initiated and development projects.

Mr. Springer remarked that the RDA will assist with any needed capacity. The reason for doing the plan first and the budget later was to get the agreements and negotiations in place. The endeavor will be crafted in accordance with Rule 1155 and direction from the school district. He noted that a housing allocation of 10% of the tax increment is required by statute.

Chair Kallas opened the public hearing. There were no public comments. The public hearing was closed.

Mayor Timothy moved to adopt a Resolution approving and adopting the Community Reinvestment Project Area Plan for the Jordan Crossing Community Reinvestment Project Area. Wendy Aston seconded the motion. The motion passed with the unanimous consent of the RDA Board.

3. Consideration and Vote on a Resolution Adopting an Amended Budget for the 2019-2020 Fiscal Year, Staff Presenters, Bruce Kartchner and Stephanie Thayer. (RDA Public Hearing held in conjunction with the Budget Hearing).

Mayor Timothy moved to adopt a Resolution adopting an Amended Budget for the 2019-2020 fiscal year. Wendy Aston seconded the motion. The motion passed with the unanimous consent of the RDA Board.

4. Adjournment.

Chair Kallas adjourned the RDA Meeting.

CONTINUATION OF BUSINESS MEETING

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Mayor Timothy resumed the Chair.

9. Continuation and Vote on an Ordinance Adopting the Project Area Plan for the Jordan Crossing Community Reinvestment Project Area, as Approved by the Bluffdale City Redevelopment Agency, as the Official Community Reinvestment Project Area Plan for the Project Area, Presenter Jay L. Springer, Smith Hartvigsen, PLLC; Staff Presenter, Grant Crowell.

Traci Crockett moved to approve an Ordinance adopting the Project Area Plan for the Jordan Crossing Community Reinvestment Project Area, as approved by the Bluffdale City Redevelopment Agency. Jeff Gaston seconded the motion. The motion passed with the unanimous consent of the Council.

10. Mayor's Report.

Mayor Timothy reported on the following:

- The Southwest Mayors have spoken with the Legislature about transportation in the southwest quadrant of the County including making 12600 South a State Road.
- The Legislature will be proposing that the Utah Department of Transportation (“UDOT”) take 12600 South to Backus Highway, which is 8400 West, so that UDOT is responsible for maintenance and improvements.
- Either Old or New Bingham Highway, where Backus Highway turns from a State Road into a local road will become a State Road, and Backus Highway will be straightened to go directly south.
- The Legislature is proposing that the State provide funding toward the trestle, and although the funding may not cover all of the cost, it would likely build at least half of it. The Mayor noted that the proposal is expected to be approved; however, the State will need to obtain a transportation bond.
- Bangerter Highway is slated to have all of its crossings completed over the next 20 years. 2700 West was listed as the last to be completed; however, the Legislature is proposing that it be done expeditiously to immediately transform Bangerter Highway into a freeway. Mayor Timothy noted that Bangerter Freeway is a high priority for the State.
- The City of Bluffdale hosted the Legislative Luncheon earlier in the day. Mayor Timothy noted that the \$500 was well spent. The group had the best discussion thus far this year and there were many compliments on the lunch, which was arranged by Mayor Timothy’s Assistant, Terri Bawden.

11. City Manager’s Report and Discussion.

City Manager, Mark Reid reported on the following:

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- Terri Bawden received an employee recognition award. Bruce Kartchner described Ms. Bawden's many accomplishments. Ms. Bawden would also be receiving gift certificates.
- Staff met with Camp Williams personnel to discuss the purchase of tank property in Herriman and agreed to a property trade that will benefit both parties. The elevation of the land is perfect for the water tank and will provide appropriate water pressure. The tank will service Zone 2. Mayor Timothy suggested that the Council Members tour the area. Mr. Reid stated that they could also tour the pump station, discharge station, and second tank built as part of the project.
- During the meeting at Camp Williams, the Mountain View Corridor was discussed. Staff was informed that the corridor will be completed between Porter Rockwell Boulevard and 2100 North in Utah County, which will help with congestion in South Bluffdale.
- The Justice Court was recertified and will not need to be recertified for another four years.
- The potential location for the Public Works Building was discussed. Mayor Timothy instructed staff to pick a location and asked Mr. Reid to direct Mr. Paddock to secure a site.
- A hotel developer that has been interested in building in Bluffdale will be meeting with the Development Review Committee ("DRC") next week.
- The Council was invited and encouraged to attend the Police Department's Annual Recognition Award Ceremony at the Camp Williams Officers Club on Tuesday, March 3 at 12:00 p.m. Council Members who attend will be invited to present the awards to the officers. Mr. Reid asked the Council Members to RSVP with Ms. Deppe.
- The Knights of Heroes event takes place on Friday, March 27 from 6:00 p.m. to 8:00 p.m. at the Herriman Fire Station on Patriot Ridge Drive. The Southwest Valley Chamber of Commerce sponsors the event. The Bluffdale Police Department is nominating the little girl that saved her grandmother as well as the officer who responded. Mayor Timothy encouraged all Council Members to attend.
- The Utah League of Cities and Towns ("ULCT") will hold its annual meeting April 22 through 24. Ms. Deppe was assisting with registration and accommodations for the event.
- A traffic study was requested by citizens in Independence for Freedom Point Way between Noell Nelson and Heritage Crest Drives. The study was completed and City Engineer, Michael Fazio reported on the results. He noted that the average speed was 23 miles per hour, which is below the speed limit. He reported that the 85th percentile drove 28 miles per hour. The top speed was 35 to 40 miles per hour with the exception of one vehicle that was traveling at 60 miles per hour on a Saturday. Based on the study, a stop sign is not warranted.

Mayor Timothy reported that the City should not spend money on traffic-calming devices when 85% of drivers are driving the speed limit. Jeff Gaston asked Mr. Fazio for a copy of the report to share with the citizens. The Council discussed the importance of studies when responding to citizen complaints and the protection they provide to the City. Mayor Timothy suggested putting

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counters up before hiring a company to conduct an analysis in the future. The Council Members and staff agreed.

- A software program for the Public Works Department was purchased to track work orders and has been very helpful.
- An Emergency Preparedness Communications exercise will be held on March 21. The goal is for every citizen to be contacted and reported on through the network of ham radio and neighborhood leaders.
- The Bluffdale Arts Advisory Board is offering each Council Member two tickets to a performance of *Annie*, which will run from March 26 through 28. The performances begin at 7:30 p.m. and there will be a matinee at 1:00 p.m. on Saturday.
- The Lion's Club Annual Easter Egg Hunt will take place on April 11.
- The Shakeout Preparedness Fair will be held on April 18 at City Hall from 9:00 a.m. to 12:00 p.m.
- The City is required to conduct an emergency exercise three times per year. The next one will be held on March 2 at City Hall. Most employees will participate in the exercise.
- Mr. Reid stated that the report on Quail Ridge is available. Mr. Crowell will send the results via e-mail unless the Council prefers to discuss them in a closed meeting.

12. 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.

Jeff Gaston moved to go into Closed Meeting to discuss property acquisition. Mark Hales seconded the motion. The motion passed with the unanimous consent of the Council.

The City Council was in Closed Session from 10:06 p.m. to 11:28 p.m.

13. Adjournment.

The City Council Meeting adjourned at approximately 11:28 p.m.



Wendy L. Deppe, CMC
City Recorder

Approved: April 8, 2020

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CLOSED MEETING MINUTES
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Present: Mayor Derk Timothy
Wendy Aston
Traci Crockett
Jeff Gaston
Mark Hales
Dave Kallas

Staff: Mark Reid, City Manager
Vaughn Pickell, City Attorney
Bruce Kartchner, Finance Director
Grant Crowell, City Planner/Economic Development Director
Wendy Deppe, City Recorder

At approximately 10:06 p.m. Mayor Derk Timothy called the meeting to order.

Motion: Jeff Gaston moved to go into Closed Session to discuss property acquisition.

Second: Mark Hales seconded the motion.

Vote on Motion: The motion passed with the unanimous consent of the Council.

The Council discussed property acquisition.

The Closed Session adjourned at 10:24 p.m.

Wendy Deppe

Wendy L. Deppe, CMC
City Recorder

Approved: April 8, 2020

**BLUFFDALE CITY COUNCIL
CLOSED MEETING MINUTES
Wednesday, February 26, 2020**

Present: Mayor Derk Timothy
Wendy Aston
Traci Crockett
Jeff Gaston
Mark Hales
Dave Kallas

Staff: Vaughn Pickell, City Attorney

At approximately 10:25 p.m. Mayor Derk Timothy called the meeting to order.

The Council discussed the character, professional competence, or health of an individual.

The City Council returned to the City Council chambers to resume the open portion of the meeting at 11:28 p.m.

Wendy Deppe

Wendy L. Deppe, CMC
City Recorder

Approved: April 8, 2020