

Minutes of the Regular meeting of the Syracuse City Council held on March 14, 2017 at 6:02 p.m., in the Council Chambers, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson
Corinne N. Bolduc
Mike Gailey
Dave Maughan
Jordan Savage

Mayor Terry Palmer
City Manager Brody Bovero
City Recorder Cassie Z. Brown

City Employees Present:

City Attorney Paul Roberts
Finance Director Steve Marshall
Community Development Director Brigham Mellor
Police Chief Garret Atkin
Fire Chief Eric Froerer
Public Works Director Robert Whiteley
Parks and Recreation Director Kresta Robinson

1. Meeting Called to Order/Adopt Agenda

Mayor Palmer called the meeting to order at 6:02 p.m. as a regularly scheduled meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember. Councilmember Savage provided an invocation and a local Boy Scout led the audience in the Pledge of Allegiance.

11:21:18 AM

COUNCILMEMBER MAUGHAN MOVED TO ADOPT THE AGENDA. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

11:21:37 AM

2. Presentation of the Syracuse City and Wendy's "Award for Excellence" to Lincoln Church and Nicholas Corbridge for the month of February 2017.

The City wishes to recognize citizens who strive for excellence in athletics, academics, arts and/or community service. To that end, in an effort to recognize students and individuals residing in the City, the Community and Economic Development, in conjunction with Jeff Gibson, present the recipients for the "Syracuse City & Wendy's Award for Excellence". This monthly award recognizes the outstanding performance of a male and female who excel in athletics, academics, arts, and/or community service. The monthly award recipients will each receive a certificate and be recognized at a City Council meeting; have their photograph placed at City Hall and the Community Center; be written about in the City Newsletter, City's Facebook and Twitter Feed, and City's website; be featured on the Wendy's product television; and receive a \$10 gift certificate to Wendy's.

Mayor Palmer noted both teens receiving the award for September 2016 were nominated by the staff of Syracuse High School.

Camilla Moses:

Camilla Moses is an excellent student athlete who is dedicated to excelling in and outside of the classroom. Her teacher, Troy Brown, said Camilla is very detailed oriented, and is the first to arrive and the last to leave. She has a cumulative GPA of 3.927. She has is currently taking AP Calculus AB, Calculus Lab, and AP Physics 1.

Camilla is actively involved in the sport of pole vaulting where she finished first at the 2016 5A State Track and Field Championships. She currently holds the state record with a jump of 11'.00.0".

Camilla is a great example of what can be accomplished with hard work and dedication.

Nathan Hansen:

Nathan has always displayed a high degree of integrity, responsibility and ambition. He is definitely a leader rather than a follower. In addition to his excellent scholastic accomplishments, he has proven his leadership ability as a member of Syracuse High School basketball team.

Nathan always does his best. He had difficulty his sophomore year even getting the opportunity to play basketball games and by the time he was a senior he not only started every game but was a consistent contributor. He has displayed extreme dedication to his skill development and attitude to the game. Nathan is extremely competent and reliable. He is also a most dependable team player. Nathan is dedicated, ambitious and completes tasks on time. He has earned several player of the game award.

Nathan is extremely passionate individual with high expectations for himself. His desire to be successful is second to none. He currently has a 3.5 grade point average and excels in all the activities he commits to.

[11:27:00 AM](#)

3. Approval of Minutes:

The following minutes were reviewed by the City Council: Regular Meeting of February 14, 2017.

[11:27:07 AM](#)

COUNCILMEMBER MAUGHAN MADE A MOTION TO APPROVE THE MINUTES LISTED ON THE AGENDA AS PRESENTED. COUNCILMEMBER ANDERSON SECONDED THE MOTION.

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4. Public comments

Janalee Henning, stated she is trying to find a way to keep the dogs that she has at her home; she made application for a conditional use permit for a residential kennel license from the City and that application was denied due to lack of sufficient space between the kennels and the nearest adjacent home. She stated she has three elderly dogs that are trying to make it through the last years of their lives; she did have a fourth dog that was a replacement for a hunting dog. When she lived in Clinton her dogs were not an issue; Animal Control Officers visited and inspected her home and kennels there and they indicated that because the dogs were so well taken care of, their immunizations were up to date, and they were licensed she would not be required to obtain a kennel license and so when she was looking for a home for her disabled daughter, she did not think to check the ordinances in Syracuse to determine if she would be allowed to keep her dogs. She indicated she is trying to find a resolution to this situation and she thought the conditional use permit was that resolution. She provided photos and a diagram of her property and indicated that she does desire to comply with the City Code, but she was told to attend this meeting and voice her concerns and her request to receive a conditional use permit. She stated she is willing to commit to not adding to the number of dogs kept at her residence upon the death of any of the dogs presently kept there.

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Councilmember Maughan stated it is important to note that the Council cannot make a decision or engage in discussion regarding issues raised during public comment.

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5a. Common Consent: Authorize Mayor Palmer to execute agreement with Davis County pertaining to administration of the 2017 Syracuse City Municipal Election.

A staff memo from City Recorder Brown explained that in a recent meeting with the Davis County Clerk/Auditor's Office, all Davis County cities were informed that election administration options for 2017 municipal elections would be limited when compared to options that have been available in past years. In the past, the County has given cities the option of choosing between an election administered by mail and an election administered with the use of voting machines at a physical location in the local jurisdiction. This year, the County has indicated that use of voting machines is no longer an option and that if the City decides against the By Mail voting method, the County will not offer their services or support of the City's election. This leaves the City with two administration options:

- City Administered: with this option, the City chooses to run the election using paper ballots that will neither be provided or tabulated by the County; the only service that would be provided by the County is printing of official voter registers as required by State statute.

- By-Mail System: with this option the City would choose to contract with the County for election administration. The County would provide a by mail ballot to all active registered voters and would tabulate all ballots returned. One polling location will be provided for in-person voting on Election Day.

The memo concluded that during the February 28 City Council work session, City Administration recommended that the City contract with the County for election administration via the By Mail system to provide consistency to Syracuse City voters. Davis County has provided a contract for Council review and City Administration is asking that the Council authorize Mayor Palmer to execute the agreement.

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COUNCILMEMBER MAUGHAN MOVED TO AUTHORIZE MAYOR PALMER TO EXECUTE AGREEMENT WITH DAVIS COUNTY PERTAINING TO ADMINISTRATION OF THE 2017 SYRACUSE CITY MUNICIPAL ELECTION. COUNCILMEMBER BOLDUC SECONDED THE MOTION; ALL VOTED IN FAVOR.

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5b. Authorize Mayor Palmer to execute Interlocal Agreement with Davis County pertaining to animal control services.

A memo from Police Chief Atkin explained this item was reviewed during the February 28 City Council work session meeting. This is an amendment to the Interlocal Agreement signed last year which authorizes the County to provide animal control services within Syracuse City, including enforcement of the City's animal control ordinances. Animal Control costs are billed based on a calendar year schedule; costs are broken down and paid monthly. This amendment replaces Exhibit A from the original agreement. Animal Control is funded from the following sources:

- Davis County general fund
- Cities within the interlocal agreement
- Fines, fees, and other collections by Davis County Animal Control
- Donations

Contract cities are responsible for 50% of the projected expenses, after subtracting the revenue received by the County from licenses, fees, etc. Syracuse City's obligation is based on the City's proportion of animal control calls for services, compared with all calls for service county-wide. Wild and nuisance animals are billed separately at \$25.75 per call. A 5-year capital projects fund has been established at \$562,000 and will be funded 50% by the cities, at 20% of each city's obligation per year. The City's obligation is, again, calculated based on the proportional calls for service versus the entire County. An advisory committee has been established to advise the County on budgetary issues. The committee is made up of 2 members from the County and 2 city managers recommended by the city managers group. Every two years, the County will conduct a fee/fine survey to ensure rates are set at market levels. The term of the original agreement is through December 31, 2020 and either party may terminate the agreement. Each party holds the other party harmless and indemnifies the other party. The 2017 Calendar year contract amount for the City is:

- Usage Rate-Based Cost: \$58,522.12
- Wild Life Calls: \$2,111.50
- Capital Project Fund: \$4,134.13
- **Total:** **\$64,767.75**

The memo concluded this represents a 9.75 percent increase over last year, even though the City's overall usage went down. Our increase is due to an increase in Davis County Animal Control expenditures, and a reduction in Davis County Animal revenues.

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COUNCILMEMBER MAUGHAN MOVED TO AUTHORIZE MAYOR PALMER TO EXECUTE INTERLOCAL AGREEMENT WITH DAVIS COUNTY PERTAINING TO ANIMAL CONTROL SERVICES. COUNCILMEMBER BOLDUC SECONDED THE MOTION; ALL VOTED IN FAVOR.

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5c. Accept or deny annexation petition 2017-01 requesting the annexation into Syracuse City approximately 40 acres located at approximately 700

South 4500 West and refer to the office of the City Recorder for certification.

A staff memo from the City Recorder explained that on March 2, 2017 DR Horton, representing Con Wilcox and the William Criddle Farm, LLC, filed a petition to annex into Syracuse City 40.108 acres of property located at approximately 700 South 4500 West. If the Council votes to accept the annexation petition, the City Recorder will begin the certification process pursuant to the provisions of Title 10-2-403 of the Utah Code Annotated.

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COUNCILMEMBER MAUGHAN MOVED TO ACCEPT ANNEXATION PETITION 2017-01 REQUESTING THE ANNEXATION INTO SYRACUSE CITY APPROXIMATELY 40 ACRES LOCATED AT APPROXIMATELY 700 SOUTH 4500 WEST AND REFER TO THE OFFICE OF THE CITY RECORDER FOR CERTIFICATION. COUNCILMEMBER BOLDUC SECONDED THE MOTION; ALL VOTED IN FAVOR.

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5d. Proposed Resolution R17-05 appointing City Councilmembers to various committee positions and assignments.

A staff memo from the City Recorder explained that at the beginning of each calendar year, the City Council reviews the list of appointments and assignments and makes changes according to recent election results or other determining factors. The attached resolution was reviewed during the January 24 work session and the decision was made to table consideration of the resolution until after an individual could be appointed to replace former Councilmember Karianne Lisonbee. The Council again reviewed the resolution during the February 28 work session meeting and directed staff to proceed with updating the proposed resolution to include assignments for Councilmember Savage.

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COUNCILMEMBER MAUGHAN MOVED TO ADOPT RESOLUTION R17-05 APPOINTING CITY COUNCILMEMBERS TO VARIOUS COMMITTEE POSITIONS AND ASSIGNMENTS. COUNCILMEMBER BOLDUC SECONDED THE MOTION; ALL VOTED IN FAVOR.

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6. Request to be on the agenda: Chad Scholer regarding City water line easement on his property.

Chad Scholer provided the Council with a summary of the history of agreements made between himself and City Administration dating back to 2006; agreements related to an easement acquired by the City on his property to facilitate the installation of a water line to feed the waterfall at Jensen Park. He stated that he agreed to the installation of a one-foot water line through his property for the good of the City. As time went on and other development occurred, the pipe was upsized from one-foot to two-feet in diameter in order to provide more water. He stated that he had already signed the agreement and had no choice but to let the work proceed. There were large plans for Jensen Park, but over the years those plans changed due to other costly projects in the City and the park that he was told about when he agreed to the easement was never constructed. Later he found that only three of his neighbors knew of similar easements on their property and that made him unhappy; he also later found out that the City could have paid TJ Jensen to run the pipe through his property, but the price that Mr. Jensen would have charged was too high and so the City chose to run the pipe through properties with \$400,000 homes on them. He then referenced actions taken by former Mayor Nagle and former City Manager Rice to sell the Jensen Park property upon the Utah Department of Transportation (UDOT) announcement of the West Davis Corridor alignment. The land has since been developed for ski lakes and residential developments. He provided the Council with a packet of materials that included the original Jensen Park plan, the easement he signed with the City for the installation of the pipe (which does not include the size of the pipe agreed upon), the City's Master Plan relative to the Jensen Park project, a comparison of where the pipe is located and where it could have been located on the Jensen property, and a photograph of his home identifying the location of the pipe on his property. He stated that when reviewing the photograph of his property with the former City Attorney, he noticed that an accessory building built on the adjacent property was too close to the property line and was actually encroaching on Mr. Scholer's property. He stated that this was a surprise to him as the building had been in place for 15-years. He stated this led him to approach Mayor Palmer and City Manager Bovero regarding the easement, the size of the pipe, and the illegal encroachment

of the accessory building onto his property. He indicated he received a copy of the building permit for the accessory building and it did not contain any inspection notes or a plan; rather, it simply indicated the property owner had approval to build. He stated that he wrote the City a 'nasty' letter about this issue and that letter as well as the City's response was included in the packet of materials as well. He stated he has talked to Mayor Palmer and Mr. Bovero multiple times about all of his concerns and no one can seem to give him an answer to his concerns. He referenced a page in the packet of materials that is taken from City ordinances indicating that building inspectors are responsible to make sure that development is done right. He stated he feels the he and the City need to come to some kind of resolution regarding the pipe and the accessory building; the pipe is reducing his property value and he has a 10-foot strip of land on his lot that he cannot do anything with except mow the grass. When he tries to sell the home, the price will be reduced because of that fact. The same is true for all other property owners with the easement. He would like for the City to relocate the pipe to where it should have originally been located or negotiate a land lease with him and other property owners that are impacted.

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Councilmember Maughan asked Mr. Scholer if his land is currently for sale. Mr. Scholer answered no and stated that it will not be for sale until he dies and his kids inherit it, but the easement will be in tact at that time as well and the property value will be reduced.

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Councilmember Bolduc inquired as to when the accessory building on the neighboring property was built, to which Mr. Scholer answered 1993 and he noted that the permit was issued by a former employee, Robert Arensbach. He then noted that after speaking with Mayor Palmer and Mr. Bovero and being unsatisfied with their response, he contacted Davis County Attorney, Troy Rawlings, who conducted an investigation and indicated that it is not a criminal matter and that it is civil in nature, but that he would be able to win the case. He stated that those findings confirmed his suspicion that what has happened in the City is not right. He reiterated there is no record of inspections being performed on the accessory building and the encroachment of the building onto his property is illegal.

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Councilmember Savage asked Mr. Scholer if his assertion that the easement is costing him \$20,000 in property value is an estimate or is based on an appraisal. Mr. Scholer stated that is a guesstimate on his part and is based upon the current cost for a building lot. Councilmember Savage stated that he has been told that Mr. Scholer could plant a garden in the 10-foot easement. Mr. Scholer stated that he can plant grass, but not trees or anything that requires a hole more than two feet deep because that is the depth of the water line. He stated that the property is a 'dead space' for which he has paid over the past 34 years.

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Councilmember Maughan asked Mr. Scholer to draw a connection between the accessory building and the water line. Mr. Scholer stated that the pipe was double the size it was supposed to be and he directed the contractor that installed it to locate it as close to his property line as possible, but they refused to because of the close proximity of the accessory building. The fact that the accessory building encroaches onto his property resulted in the pipe being located closer to his home and rendering a larger portion of his property unusable.

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Councilmember Anderson stated that in her reading of the easement agreement she noticed that Mr. Scholer received compensation for the property; she asked Mr. Scholer if he read the agreement before he signed the agreement. Mr. Scholer stated that he received \$500 for the easement and he spent that on replacing the grass that was disturbed by the construction. He stated that he read the agreement, but he also understood that the pipe would be one-foot in diameter though the agreement does not say that. Councilmember Anderson stated that the agreement does specify the width of the easement and it is not necessary to include the size of the pipe in the agreement. Mr. Scholer stated that there is a big difference between a one-foot and two-foot pipe. He reiterated that the people that live in the other homes in his neighborhood were not aware of the easement. He then noted that he received copies of the City's documents pertaining to the construction of Jensen Pond and the installation of the pipe and there are no inspection records for that work. He stated he believes that there should be an inspection or engineering report relative to the installation of the pipe.

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Mayor Palmer advised Mr. Scholer that the Council cannot take any action on the issue at hand, but they will take all information under advisement and respond to him at a future time.

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7. Public Hearing: Proposed Resolution R17-09 adjusting the budget for the Fiscal Year ending June 30, 2017.

A staff memo from the Finance Director referenced the detailed capital projects listing attached with this document for recommended changes. The budget opening includes carryover for projects from FY2016. These projects were started last fiscal year and were not completed by June 30, 2016. Additional new project and updates to approved project recommendations are as follows:

- o New – Secondary Water Pump at Jensen Park - \$200,000.
- o New – Freemont Park Design - \$75,000.
- o New – Regional Park Design - \$170,000.
- o New – Rock Creek Park Bathroom - \$100,000.
- o Revised – 2000 West Utilities project - \$2,130,000
- o Revised – Trailhead at Bluff & 3000 West - \$20,000
- o Revised – Tuscan Park Improvements - \$452,000
- o Revised – Centennial Park Pavilion - \$148,000
- o Revised – Bluff Ridge Pavilion - \$0
- o Revised – Regional Park Development - \$0 (save for future budget)
- o Carryover – Marilyn Acres Phase III Project - \$653,000
- o Carryover – Rock Creek Park Improvements - \$220,000
- o Carryover – Right of Way Acquisition – 500 West - \$70,000
- o Carryover – Centennial Park Restroom - \$300,000
- o Carryover – Equestrian Park Lights - \$30,000
- o Carryover – Monterey Estates Trail - \$345,000
- o Carryover – 3016 ADA Ramp Project - \$123,000

The memo listed proposed changes to **operational budgets**:

General Fund – major changes

- o \$75,100 increase in sales tax revenue.
- o \$60,000 increase in property tax revenue.
- o \$200,000 increase in building permits.
- o \$150,000 increase in plan check fees.
- o -\$40,000 decrease in court fines
- o \$20,000 increase in Arts Council Revenues
- o \$25,000 increase in ambulance billing revenues
- o \$106,300 increase in various other revenues
- o **\$596,400 total net increase in revenues**
- o \$5,000 – increase Prof. & Tech. for citizen surveys (Regional Park)
- o \$5,000 – increase for upgrade to our FTR recording software.
- o \$19,100 – increase in ambulance billing expense.
- o \$20,000 – increase in Arts Council Expense.
- o \$10,000 – increase in wages for F/T building inspector (\$29,000 – 1/3 of year)
- o \$7,000 – increase in wages for new P/T passport / deputy city recorder (\$20,000 – 1/3 of year)
- o \$14,000 – increase in wages for F/T Event Coordinator (\$42,000 – 1/3 of year)
- o Transfer \$1,000,000 surplus funds to capital projects fund
- o **\$86,300 total net increase in expenses with an additional \$1,000,000 transfer to capital projects fund.**

All Other Funds – Significant Changes

- o Various changes to capital projects and park projects as discussed in budget retreat:

- See capital projects list on page 1.
- \$22,000 – water shares consultant
- \$30,000 – Irrigation control
- \$200,000 new water pump at Jensen Park
- RDA tax increment amendments – revisions for yearend tax valuation numbers.
- Capital Equipment carryover - \$14,000 tree initiative, 97,000 brush truck
- Re-evaluated various utility fund revenues and associated expenses.
- Park maintenance expenses – repair founders pavilion - \$15,000, Founder’s Park baseball field renovation - \$10,000

The memo summarized proposed changes to **staffing levels** as follows:

- Convert the part time Code Enforcement Officer to a full-time Building Inspector. The net increase in cost for a full year is \$29,000. If we convert them in March, the cost would be ~\$10,000 (29,000/3). This amount is proposed in the budget opening.
- Convert the part time Event Coordinator to full-time. The net increase in cost for a full year is \$42,000. If we convert them in March, the cost would be ~\$14,000 (42,000/3). This amount is proposed in the budget opening.
- Hire a part time passport / deputy city recorder. The increase in cost for a full year is \$20,000. If we hire this position in March, the cost would be ~\$7,000 (20,000/3). This amount is proposed in the budget opening.
- **For all of these positions, our existing budgets could handle the increase in costs without a budget opening.**

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Finance Director Marshall reviewed the staff memo and noted that this proposal was discussed at length during the last work session meeting. He reviewed the changes that have been made to the proposal since the last discussion.

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Council discussion of the proposed budget adjustments ensued with a focus on costs associated with park design and the Tuscany Park improvement estimates. Councilmember Maughan provided the Council with an overview of the cost estimates that he and staff have gathered for components such as sport courts and pavilions. He referenced a past survey conducted by the City regarding citizens’ desires for park improvements throughout the City and noted that the survey indicated that parks should have restrooms, a shelter with tables, parking, a play structure, and an amenity such as a sport court. He stated that what has been proposed for Tuscany Park is the most basic version of what is described in that survey and this park is the only park that is missing multiple elements that are considered to be included in neighborhood parks. He then referenced an email sent among Councilmembers in advance of this meeting where the statement was made that the proposal is an overreach and too much money is being spent on the project and he argued that is not the case and what he has proposed for the park is actually very basic. Council discussion and debate of the Tuscany Park project centered on amenities and components included at other parks in the City and how those components compare with what is recommended for Tuscany Park. Councilmember Maughan stated that he is asking that the Council take action to appropriate sufficient funds to complete the park at a level that has been provided at other neighborhood parks throughout the City. He cited financial records (see exhibit “A” to the minutes) gathered by Mr. Marshall regarding park development since 2004 which indicates the request for Tuscany Meadows development is less costly than amounts the City spent on other park projects during this time period Councilmember Anderson asked Councilmember Maughan if he is implying that the park project could be completed for \$452,000. Councilmember Maughan stated he is unsure of the actual cost until the City receives responses to the Request for Proposals (RFP) for the project, but the highest amount he expects for the project is \$520,000 and the difference between the \$452,000 and \$520,000 could be associated with storm drain infrastructure improvements at the site, for which an adequate amount was not included in the original planner’s estimate for the project. He stated utility cost estimates provided in the engineer’s estimate for the project are nearly double the costs included in the initial planner’s estimate and he does not feel that should result in a decrease of the amount budgeted for park amenities. Discussion then centered on the climbing structure proposed for the park as well as the number of parking spaces included in the plan, after which Councilmember Gailey indicated that he agrees that improvements are needed at Tuscany Park, but he felt that the \$452,000 amount included in the budget opening is adequate and that it may be possible to again open the budget or include more funding in the next fiscal year budget for the project if

necessary. Councilmember Anderson stated that she does not disagree, but other projects need to be completed as well and she is hesitant to dedicate too much funding to Tuscany Park at the expense of other park projects. Councilmember Bolduc added that her concern is the fact that Tuscany Park would have more and larger amenities than most parks in the City have. Councilmember Maughan argued that is incorrect. Mayor Palmer disagreed and stated that the Tuscany Park proposal includes two climbing structures, sport courts, soccer fields, and a larger pavilion. Councilmember Maughan stated that the detention basin at the park is used for soccer practice, but not games and the sport courts would be dual use for basketball and futsal. He noted that one climbing structure is already located at the park, but it is geared towards use by preschool aged children; the climbing structure that would be added could be used by older children.

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Mayor Palmer stated that he believes the cost for the project as currently proposed will exceed \$575,000. Councilmember Maughan stated that some amenities have been removed and other costs reduced to lower the price of the project and he noted that it is important to consider what has been spent on other park projects in the City. He indicated he obtained information from Finance Director Marshall about the cost for past projects and to say that more is being spent on Tuscany than has been spent on other parks proportionately is incorrect. High level discussion and debate of the components to be included in the park project continued, with the Mayor and Council ultimately concluding to leave the \$452,000 amount included in the budget opening proposal with a commitment to potentially discuss the budget for the project further upon receipt of bids in response to the RFP.

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Discussion then centered on other items included in the budget opening, such as carryover funds, grant matching funds for a grant for the splash pad at Centennial Park, and capital equipment purchases. Mr. Marshall stated that it has become necessary to replace a tractor in the Public Works Department that is no longer operational; staff had initially planned to replace the tractor on July 1 in the next fiscal year, but the tractor is used to mow weeds and that work cannot wait until after July 1. City Administration is recommending that the purchase be funded in the current fiscal year and the funding is available at this time. He stated that if the Council approves this expense, he would recommend that the motion to approve the budget opening include an additional \$60,000 for that expense.

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Mayor Palmer opened the public hearing. There were no persons appearing to be heard and the public hearing was closed.

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COUNCILMEMBER GAILEY MOVED TO ADOPT RESOLUTION R17-09 ADJUSTING THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2017. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

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Mr. Marshall asked that the Council include in their motion approval of the \$60,000 for the tractor purchase.

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COUNCILMEMBER BOLDUC MOVED TO RECONSIDER RESOLUTION R17-09 ADJUSTING THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2017. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

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COUNCILMEMBER BOLDUC MOVED TO ADOPT RESOLUTION R17-09 ADJUSTING THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2017 A AND INCLUDING \$60,000 FOR REPLACEMENT OF A TRACTOR IN THE PUBLIC WORKS DEPARTMENT. COUNCILMEMBER ANDESON SECONDED THE MOTION; ALL VOTED IN FAVOR.

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8. Public Hearing: Proposed Resolution R17-10 updating and amending the Syracuse City consolidated fee schedule by making adjustments throughout.

A staff memo from the Finance Director explained staff periodically reviews and recommends changes to the consolidated fee schedule. Any recommended changes are outlined in red in the attached fee schedule. These changes include:

- Several minor changes to the community and economic development department fees.
- Updating the sign building permit to \$318.00 per permit.
- Move the sign reclamation fees from the sign permit fees to the code enforcement section.
- Updating the late fee from \$15.00 to \$20.00 based on council feedback.
- Adding additional GRAMA requests to the police department section.
- Updating our rental fees and deposit returns for the rental of city hall.
 - This change requires an ordinance change to section 4.5.5 of our code. See agenda item #8 for further action.

The memo concluded staff would provide additional information on building and permit fees during the Council meeting as requested by the City Council.

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Finance Director Marshall reviewed the staff memo and reviewed changes made to the fee schedule since the Council's last review of the proposal during the February 28 work session meeting.

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Councilmember Maughan discussed the changes to the utility fee late fee and inquired as to the purpose of the late fee. He stated that in his mind the only point of a late fee is to curb behavior, but the fee the City has charged in the past has not done that. Councilmember Anderson stated that the fee is not being adjusted; rather, the schedule is being changed to reflect what is currently being charged, but it important to note that the late fee is a \$30,000 revenue stream for the City. Councilmember Maughan asked if it is important to consider late fees as a revenue stream. Councilmember Anderson stated that it already is a revenue stream. Mayor Palmer added there is a cost associated with trying to collect utility payments after they are past due. Philosophical debate regarding the difference between a \$10 and \$20 late fee ensued and the Council ultimately concluded to maintain the current late fee rather than reducing it, which could be seen as rewarding bad behavior.

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Mayor Palmer opened the public hearing. There were no persons appearing to be heard and the public hearing was closed.

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Councilmember Maughan stated he simply wants to do the right thing relative to the setting an appropriate late fee amount.

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COUNCILMEMBER BOLDUC MOVED TO ADOPT RESOLUTION R17-10 UPDATING AND AMENDING THE SYRACUSE CIT CONSOLIDATED FEE SCHEDULE BY MAKING ADJUSTMENTS THROUGHOUT. COUNCILMEMBER SAVAGE SECONDED THE MOTION; ALL VOTED IN FAVOR.

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9. Proposed Ordinance 17-07 amending Section 4.55 of the Syracuse City Municipal Code pertaining to rental guidelines for Syracuse City Hall.

A staff memo from the Finance Director explained staff periodically reviews and recommends changes to the consolidated fee schedule. During this review, staff discovered that Section 4.55 of the Syracuse City Code pertaining to the rental of City Hall was not consistent with the consolidated fee schedule. Therefore, staff proposes changes to City Code and the consolidated fee schedule to provide consistency. These changes include charging a rental fee and a per hour charge for staffing to rent City Hall. If the renter cleans the facility and there are no damages, the renter will receive 50 percent of the rental fee as a deposit return.

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Finance Director Marshall reviewed the staff memo.

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COUNCILMEMBER MAUGHAN MOVED TO ADOPT ORDINANCE 17-07 AMENDING SECTION 4.55 OF THE SYRACUSE CITY MUNICIPAL CODE PERTAINING TO RENTAL GUIDELINES FOR SYRACUSE CITY HALL. COUNCILMEMBER ANDERSON SECONDED THE MOTION.

[4:35:14 PM](#)

Councilmember Bolduc stated that she understands there is a design flaw in the building whereby users of the Council Chambers could gain access to the administrative area of City Hall and this requires that a staff member be present during all rentals; however, she wondered if increasing the rental rates could discourage rental activity. Mr. Marshall stated that could happen, but City Hall is rented so infrequently with the lower rates and those concerned by the increase could be encouraged to use the Community Center building.

[4:36:17 PM](#)

Mayor Palmer stated there has been a motion and second to adopt the ordinance and he called for a vote; ALL VOTED IN FAVOR.

[4:36:24 PM](#)

10. Proposed Resolution R17-11 adopting the Fiscal Year 2016-2017 Wage Scale.

A staff memo from the Finance Director explained City Administration is recommending adding one additional job classification to the employee wage scale as discussed with this year's budget proposal. This new job would be called the Passport Agent/Deputy Recorder. It is proposed to be a part time position. Staff performed a salary benchmark for this position and have set the proposed wage scale to match the wages to the 50th percentile of comparative cities based upon our current compensation plan.

[4:36:36 PM](#)

Finance Director Marshall reviewed the staff memo.

[4:37:09 PM](#)

Councilmember Maughan stated that the position is 'shared' and he asked if the wage reflects the fact that the employee will be handling passport duties as well as Deputy City Recorder functions. Mr. Marshall answered yes and stated that staff benchmarked using Passport Agent and Deputy City Recorder information from other cities. Councilmember Maughan asked if the 50th percentile is adequate, to which City Recorder Brown answered yes.

[4:38:20 PM](#)

Councilmember Bolduc referenced the benchmark data and stated that the salary ranges for two of the comparison cities start in the \$50,000 range, one was in the \$40,000 range, and all others were in the \$30,000 range and she proposed that the two \$50,000 cities not be used as comparison cities since they are essentially outliers. Mr. Marshall stated that when benchmarking it is important to consider an average and use enough information to provide good comparative data. Councilmember Bolduc stated that removing the two higher paying cities would still leave a list of 11 comparison cities. Councilmember Anderson stated that if the outliers on the high end are removed it would also be necessary to remove outliers from the bottom. Councilmember Savage agreed. Mr. Marshall stated that removing the top and bottom two outliers would likely result in the same wage range. Discussion then centered briefly on training and experience requirements for the position.

[4:41:57 PM](#)

COUNCILMEMBER MAUGHAN MOVED TO ADOPT RESOLUTION R17-11 ADOPTING THE FISCAL YEAR 2016-2017 WAGE SCALE. COUNCILMEMBER GAILEY SECONDED THE MOTION; ALL VOTED IN FAVOR.

[4:42:22 PM](#)

11. Authorize Mayor Palmer to execute Memorandum of Understanding with the Utah Division of Forestry, Fire, and State Lands pertaining to wildland fire detection and response.

A staff memo from the Fire Chief explained the 2016 Memorandum of Understanding (MOU) with the State Forestry Fire and State Lands (FFSL) is cancelled effective April 1, 2017. A new MOU is requested by April 15, 2017. In the 2016 Utah Legislative Session Senate Bill 122 included provisions requiring revisions to the MOU. Syracuse Fire Department participates with FFSL and the extended Great Basin Area for wildfire suppression, with a Type 6 Brush Engine and a Tactical Water

Tender. This program generates revenue for our city and provides experience for our firefighters. This year FFSL updated the MOU as it applies to cooperators involved in the Wildfire Response Program, requiring council review and Mayor’s signature. This agreement provides a mechanism for procurement, use and compensation for services provided by the fire department outside our jurisdictional area of responsibility, to the State of Utah and its cooperators; pursuant to cooperative agreements, operating plans, closest forces agreements and suppression resource needs in support of fire suppression. The memo concluded the Fire Chief requests Syracuse City Council approval of this MOU with authorization for Mayor’s signature.

4:42:31 PM

Chief Froerer reviewed the staff memo and facilitated a discussion among the Council regarding the City’s responsibilities listed in the MOU. He noted that the program is revenue generating for the City and it has been a positive arrangement for the City in the past with no difficulties in being reimbursed for costs associated with damages to equipment or for labor.

4:47:01 PM

COUNCILMEMBER GAILEY MOVED TO AUTHORIZE MAYOR PALMER TO EXECUTE MEMORANDUM OF UNDERSTANDING WITH THE UTAH DIVISION OF FORESTRY, FIRE, AND STATE LANDS PERTAINING TO WILDLAND FIRE DETECTION AND RESPONSE. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

4:47:29 PM

12. Proposed Resolution R17-08 adopting updated Syracuse City Engineering Standards and Construction Specifications.

A staff memo from the Public Works Director explained that in keeping with the good practice to maintain current engineering standards, we have carefully reviewed our current standards and are recommending a few updates, as summarized. All changes are indicated in blue and purple of the text.

1. Updated ADA ramp standard drawings to meet current standards
2. Added standard drawings for the following:
 - a. Sampling stations
 - b. Signs and installation
 - c. Keyhole method pothole detail
3. Increase sidewalk width from 4’ wide to 5’ wide to meet ADA (USAB R302.4 & FHWA 4.3.4 Passing & Space Interval).
4. Various culinary water updates required per the Division of Drinking Water.
5. Require keyhole cores and flowable fill for all potholing.



Old Standard



New Standard

6. Update cul-de-sac diameter to 110’.
7. Require “No Outlet” sign to be mounted at all cul-de-sac street intersections where the cul-de-sac is greater than 300 feet in length or contains a dogleg bend greater than 45°. This sign will be mounted above the street coordinate signs.



8. Update light standard to reflect change from induction to LED.
9. Various updates indicated in blue and purple.

The memo concluded staff recommends the Council adopt a resolution approving updates as proposed to the Engineering Standards and Construction Specifications.

[4:47:40 PM](#)

Public Works Director Whiteley reviewed the staff memo.

[4:55:42 PM](#)

Councilmember Maughan stated that in his research of the document he has found that the recommendation seems to be very reasonable and sensible and the standards are appropriate.

[4:56:02 PM](#)

COUNCILMEMBER GAILEY MOVED TO ADOPT RESOLUTION R17-08 ADOPTING UPDATED SYRACUSE CITY ENGINEERING STANDARDS AND CONSTRUCTION SPECIFICATIONS. COUNCILMEMBER MAUGHAN SECONDED THE MOTION; ALL VOTED IN FAVOR.

[4:57:12 PM](#)

13. Public comments

There were no public comments.

[4:57:18 PM](#)

14. Councilmember reports.

At each meeting the Councilmembers provide reports regarding the meetings and events they have participated in since the last City Council meeting. Councilmember Bolduc's report began at [4:57:24 PM](#). She was followed by Councilmembers Anderson, Maughan, Gailey, and Savage.

[5:22:02 PM](#)

15. Mayor's Report.

Mayor Palmer's report began at [5:22:02 PM](#).

[5:23:01 PM](#)

16. City Manager report

City Manager Bovero's report began at [5:23:08 PM](#).

[5:34:32 PM](#)

17. Consideration of adjourning into Closed Executive Session pursuant to the provisions of Section 52-4-205 of the Open and Public Meetings Law for the purpose of discussing the character, professional competence, or physical or mental health of an individual; pending or reasonably imminent litigation; or the purchase, exchange, or lease of real property.

COUNCILMEMBER GAILEY MADE A MOTION TO CONVENE IN A CLOSED EXECUTIVE SESSION PURSUANT TO THE PROVISIONS OF SECTION 52-4-205 OF THE OPEN AND PUBLIC MEETINGS LAW FOR THE PURPOSE OF DISCUSSING THE PURCHASE, EXCHANGE, OR LEASE OR REAL PROPERTY AND PENDING OR REASONABLY IMMINENT LITIGATION. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

The closed session began at 8:38 p.m.

The meeting reconvened at 9:28 p.m.

City Council Regular Meeting
March 14, 2017

At 9:28 p.m. COUNCILMEMBER MAUGHAN MADE A MOTION TO ADJOURN. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

Terry Palmer

Mayor

Date approved: May 9, 2017

Cassie Z. Brown, MMC

City Recorder

City Parks and amenities

Data in RED reflect current plan

	Acreage	Pavillion SQFT	small covered table	bathroom capacity (men x women)	play toy structure size
Bluff Ridge	5.5	none		3x3	school co-opted
Canterbury	5.25	2100		3x3	medium
Centennial	7	3200	3	3x3	large
Founders	16.25	2250	1	6x6	multi
Fremont	44	800*		2x2	medium
Jensen	20	2700 (x3)	4	3x3	none
legacy	8.8	gazebo	4	2x2	medium
linda vista	6	1800	2	2x2	small
Rock creek	18	1300*		3x3	large
stoker	4.7	1800	2	2x2	school co-opted
Tuscany	3.4	1800		1x1	smallest in city
Trailside	6.3		4		

		city \$ spent since 2004	Grant assistance
Bluff Ridge	5.5		
Canterbury	5.25	\$ 707,850	
Centennial	7	\$ 2,392,371	yes
Founders	16.25	\$ 897,362	
Fremont	44		
Jensen	20	\$ 2,888,664	yes
legacy	8.8		
linda vista	6		
Rock creek	18	\$ 2,179,311	yes
stoker	4.7		
Tuscany	3.4	\$ 534,000	
Trailside	6.3		

* non standard cover shape with extended concrete pad beyond covered space (non standard covers)
All financial data provided by Steve Marshall, City Finance Director, compiled from records dating to 2004.
Specific park data: acreage, pavillion and bathroom data provided by Kresta Robinson, Parks and Recreation

yet to be completed.

amenities

co-opted

Basketball, Volleyball

Volleyball, soccer, splashpad

Baseball, softball, skate park

soccer

fishing pond

community garden

Multiple sport fields

wall, multiple sports fields

Tennis, volleyball, grills

basketball

Trails

is cost more, cover less)

back to 2004

recreation Director