

Minutes of the Work Session meeting of the Syracuse City Council held on July 8, 2014, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Brian Duncan
Mike Gailey
Craig A. Johnson
Karianne Lisonbee
Douglas Peterson

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

City Employees Present:
Finance Director Steve Marshall
City Attorney Clint Drake
Police Chief Garret Atkin
Fire Chief Eric Froerer
Parks and Recreation Director Kresta Robinson

The purpose of the Work Session was to review the agenda for the business meeting to begin at 7:00 p.m.; hear a request to be on the agenda from Tim Rodee regarding the West Davis Corridor Shared Solution; review a rezone request from Mark Sandberg for the Trails Edge Subdivision located at 3348 W. and 3298 W. 700 S.; review agenda item 11, proposed agreement with Crown Castle for Founder's Park Cell Tower site; review agenda item 12, proposed revisions to Syracuse City Purchasing Policy; receive proposed draft revisions to Emergency Operations Plan; discuss fireworks; and discuss Council business.

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Agenda review

Mayor Palmer briefly reviewed the agenda for the business meeting to begin at 7:00 p.m.

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**Review agenda item forwarded by Planning Commission:
Rezoning request from A-1 Agriculture to R-1 Residential by
Mark Sandberg, Trails Edge Subdivision located at 3348 W.
and 3298 W. 700 S.**

A staff memo from Community Development Director Christensen explained the City Council amended the General Plan and Zoning for the R-3 Residential Zoning on the property adjacent to this property. The legal description provided in the application exempted these two parcels because at that time the owners of these lots did not want to be included in the subdivision. Since approval those owners have changed their mind. The underlying General Plan Zoning is designated as R-1. The requested zone change is for R-1 zoning and the lots that will be installed in this area of the Trails Edge Subdivision will meet the standards for R-1 zoning. The developer's intent is to develop single family housing that is consistent with the residential character of the surrounding development. The Planning Commission held a public hearing on July 1, 2014 and made a favorable recommendation for the Zoning Map Amendment. The Planning Commission recommends approval to the City Council for the Zone Map Amendment, request from Mark Sandberg, property located at approximately 3348 & 3298 W 700 S., change from A-1 Agriculture to R-1 Residential Zone, subject to all applicable requirements of the City's municipal codes.

Ms. Christensen reviewed her staff memo.

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**Review agenda item 11, Authorize Administration to
execute agreement amendment with Crown Castle for
Founder's Park Cell Tower site.**

A staff memo from Community Development Director Christensen explained the City has been approached by Crown Castle about amending their lease on Founder's Park Cell Tower, as was done on June 10, 2014 with the cell tower at Rock Creek Park. The cell tower is owned by Crown Castle for which they pay the City a lease. The current lease requires any carrier that co-locates to enter into a lease with the City as well. Staff has reviewed lease and would prefer to have only one carrier pay the City per tower. Crown Castle has agreed to an amendment to the lease in which they would pay the city a per carrier fee for each additional carrier that co-locates on the tower. Staff has negotiated a per co-location fee of \$500/month for cellular carriers and \$200/month for non-cellular carriers.

Ms. Christensen reviewed her staff memo. City Attorney Drake also summarized the revisions he has made to the proposed agreement.

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Review agenda item 12, proposed revisions to Syracuse City Purchasing Policy.

A memo from Finance Director Marshall explained administration has reviewed the Syracuse City purchasing policy and is recommending a few changes be made. Most of the suggested revisions are reordering and consolidating sections in the document to make it flow better and to make it easier to understand. Mr. Marshall used the Utah State Auditor's office purchasing policy template as a guide in restructuring our purchasing policy. Most items in the template were already included in our existing purchasing policy. This document can be found on page 60 in the uniform accounting manual located on the state auditor's website at <http://auditor.utah.gov/wp-content/uploads/sites/6/2013/05/Uniform-Accounting-Manual-2013.pdf>. A few new forms have been added to the back of the purchasing policy: Notice of Award, Work Change Directive, and Change Order forms. A new section was also added to the policy dealing with contract clauses since this was included in the State Auditor's template and is good language to include in the City's policy.

Mr. Marshall reviewed his staff memo.

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Councilmember Lisonbee asked if there are any substantive changes to the policy over and above the referenced minor typographical and formatting changes. Mr. Marshall stated there is a change to the section regarding sealed bids; it is not always sensible to follow the sealed bidding process when obtaining prices for repairs of something like a secondary water pump. He added, however, that City staff is always mindful of obtaining bids for purchases or services, even if the estimated cost is below \$5,000. He then briefly summarized the proposed changes to bidding requirements and reiterated that the policy closely follows the State's purchasing policy.

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Introduction of draft revisions to Emergency Operations Plan.

A memo from Fire Chief Froerer explained over the past several months the Department Heads, City Manager and Mayor have been reviewing and revising our Emergency Operations Plan. The full plan in draft is very comprehensive, and is ready for council review. The Elected Officials Guide is a summary of what is in the full EOP, with additional insight for you as a council member. The Council is asked to review the EOP in order to be prepared for a more in depth discussion scheduled during a future work session.

Chief Froerer reviewed his staff memo and provided a brief overview of the City Council's role in the Emergency Operations Plan (EOP).

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Councilmember Peterson stated he received National Incident Management System (NIMS) training when he was newly elected and he inquired as to whether there are opportunities for additional training. Chief Froerer suggested the Council complete NIMS sessions 100 and 700, which are available online. He added it would be good to include NIMS and EOP review sessions on an annual basis, possibly during the annual budget retreat. He concluded that the intent of this agenda item is to introduce the document to the Council for in depth review prior to additional discussion during a future Council work session.

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Councilmember Johnson asked who serves as the City's Public Information Officer (PIO). Chief Froerer noted it is Erin Behm from the Police Department.

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Discussion regarding fireworks.

A memo from Fire Chief Froerer explained in 2012 and 2013 the Fire Chief recommended restrictions of fireworks in designated areas of the city over the July 24th holiday. So far this year we have not seen the extreme drying and high temperatures of previous summers to date. The Fire Chief is not proposing any restrictions of fireworks discharge for the upcoming holiday, other than for the use of unauthorized fireworks already prohibited. We encourage responsible use of fireworks, with an advisory that residents do not use fireworks near dry grass or agricultural crops. Instead we encourage residents to choose an alternate location, including Rock Creek Park, Centennial Park, Founders Park and Bluff Ridge Park.

Chief Froerer reviewed his staff memo.

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Councilmember Peterson noted that City parks have been open to residents for fireworks and he asked if any residents are taking advantage of that offer. He also asked if they clean up after their fireworks or if that responsibility has fallen to the City. Parks and Recreation Director Robinson stated many residents do use City parks for fireworks displays; they are asked to clean up after themselves, but the City follows up to make sure proper cleanup has been done. The Council determined to follow Chief Froerer's recommendation that fireworks restrictions not be imposed this year.

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Councilmember Lisonbee stated she heard from several citizens that they are upset that some residents light fireworks late in the evening hours and she asked if the City is enforcing the noise ordinance. Police Chief Atkin reported that when his officers are notified of a situation they have asked the people lighting the fireworks to stop; a citation would not be issued until someone had been warned and continued to light fireworks after the cut-off time. He noted most people do not know there is an actual cut-off time. Councilmember Lisonbee asked if those complaining about the situation should be referred to the Police Department, to which Chief Atkin answered yes.

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Request to be on the agenda: Tim Rodee re: West Davis Corridor Shared Solution

Mr. Rodee provided a history of his involvement in the development of the route for the West Davis Corridor and the reasons that he got involved in development of the shared solution. He reported the Utah Department of Transportation (UDOT) is actually willing to consider the shared solution and he commended them for that.

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Roger Borgenicht used the aid of a PowerPoint presentation to provide an overview of what the shared solution is and the reasons why he and those supporting the shared solution do not feel that the proposed design of the West Davis Corridor is appropriate for Syracuse and surrounding communities.

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Councilmember Duncan stated he has heard suggestions that it would be more costly to expand Interstate-15 (I15) than to build the West Davis Corridor due to property acquisition issues. He asked if that is correct. Mr. Borgenicht stated he does not believe that is true and he noted the main goal for improving I15 would be to improve on and off ramps so that the slow lane is not a high-friction lane. He then used altered photographs to communicate the impact that West Davis Corridor, as currently designed, would have on various properties in Syracuse City, including the Syracuse Arts Academy. He stated those supporting the shared solution are interested in finding a solution that will create and maintain livability in the area without the introduction of heavy truck traffic.

Mayor Palmer encouraged the Council to contact Mr. Rodee or Mr. Borgenicht for additional information about the shared solution. Councilmember Duncan stated he would like to include an item on a future work session agenda to allow the Council to review the resolution adopted by a previous City Council supporting the West Davis Corridor. He stated he would like to consider offering support for an alternative corridor. Mayor Palmer stated he would prefer to wait and see the outcome of additional shared solution meetings before considering taking any additional action. Councilmember Johnson added the Planning Commission has been tasked with addressing the issue, but they are also waiting for the conclusion of the shared solution forums so that they have all information necessary to form an opinion.

Council business

There was no Council business.

City Council Work Session
June 10, 2014

The meeting adjourned at 6:59 p.m.

Terry Palmer
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: August 12, 2014