

ALPINE CITY COUNCIL MEETING
on **Tuesday, April 11, 2023**

Mayor Carla Merrill called the meeting to order at 6:02pm

I. CALL MEETING TO ORDER

- A. Roll Call:** The following were present at the anchor location and constituted a quorum. Lon Lott, Jessica Smuin, Kelli Law, Greg Gordon, and Jason Thelin.
- B. Prayer:** Jessica Smuin
- C. Pledge:** Lon Lott

Staff: Shane Sorensen, Ryan Robinson, Steve Doxey, Heidi Jackman, Chief Brian Gwilliam, Chief Brian Patten, and Bonnie Cooper

Others: Shelley Cox Snarr, Alice Osborne, and Bethany Sorensen

II. Work Session:

A. FY2024 Budget Discussion

City Administrator Shane Sorensen explained that the work session was to go over items for the budget for fiscal year 2024 and get councils' feedback. The first item is the increase for the public safety budget. In the Lone Peak Public Safety District (LPPSD) meeting tomorrow, their budget will be adopted. For the Police there will be about \$85K and Fire will increase \$61K for benefits and wages. The administrative cost for public safety we will split with Highland City. City Council member Greg Gordon asked if the budget reflects the increase in the Highland City administrative staff. Shane Sorensen replied yes, a fulltime HR person was hired to be split between Lone Peak and Highland City. He said he will bring back what was adopted at the LPPSD meeting to the next City Council meeting. The city has not determined what Alpine City employees wage increase will be. The last budget discussion was as of January 2023 and what percent inflation was. What you have in front of you is the full year of 2022. Inflation in the west was at 9.3%, he is not proposing that big of an increase. Employees' health insurance increased by 3.9%, dental insurance did not increase this year.

He explained garbage went up by up 6% based on the CPI west urban index. City Administrative Assistant/City Planner Ryan Robinson explained that recycle cans and first garbage cans will see an increase of forty cents. Any additional garbage will also be forty cent increase. Any additional recycling cans will increase by twenty cents. Staff will bring this item back to a future City Council meeting for additional details.

City Council member Jessica Smuin asked for clarification on the increase for Lone Peak Public Safety District and employees. She was under the impression that the city had addressed the wage increase and made those adjustments last year for when we had had truth and taxation and looked at projecting what would be needed to make sure that we did not just do little incremental and that we captured those increases. Shane Sorensen said he does not anticipate a tax increase for residents. Next month we will bring the tentative budget for the council's review.

One of our big projects for this year's budget is the Grove Drive realignment. Plans are not quite finished for the project to go out for bid. Starting now on the realignment would not be wise with all the snow runoff. Mayor Carla Merrill asked if staff had sent anything over to Rob Moore with the county on preliminary plans or costs for part of the Grove Drive project. Ryan Robinson said it is part of our discussion with Utah County along with the Conservation Easement, but we did send the county the engineering plan for Grove Drive. He said he has not heard back from the county. Shane Sorensen said there are three things going on the Box Elder South annexation, Conservation Easement and a contribution from the county for the Grove Drive realignment. Last Friday our city attorney Steve Doxey sent the county the Conservation Easement document that the Preservation Committee drew up. City Council member Jessica Smuin voiced concern regarding a grant that allows for only 24 months to complete the project. Shane Sorensen projects the Grove Drive project to be finished this fall.

The city applied for a hundred \$150K grant from MAG through the CDBG (Community Development Block Grant) program. Alpine City was awarded \$50K. We are happy we at least we got something from the grant and now we can build a reputation with the grant committee. Mayor Carla Merrill said the city will go back again next year to apply

for the grant. Jessica Smuin asked where the city would start using the grant funds. Shane Sorensen said he was focusing more on major parks and the school. We will start in the area which is most in need of improvements. Having project history with the CDBG program now will help us in future grants. We have the poppies preservation grant in Lambert Park to finish and the Bonneville Shoreline grant. The fire station received a grant for a new exhaust system this year. Jessica Smuin said once the city has a 501C3 functioning we can then go for more grants next year. Shane Sorensen said the council approved the public safety impact fee on the fire side to do that analysis and we are having a kickoff meeting with the architect this coming Thursday.

The next item for discussion is a major focus on streets this year. We will spend more than the \$700K that is budgeted. Westfield Road, Grove Drive, Main Street and 100 South are the roads we are planning to start with. We will have other roads on which we were already planning. The new Cherry Point subdivision which will be on the next council meeting agenda, we might start to be consider from that old 90-degree bend going south and approving that section of road prior. Because Lehi city wants to replace their water line. So, before we start our road project, we can get Lehi to replace that part of the road. Mayor Carla Merrill asked if the city was requiring Cherry Point subdivision to lay conduit for broadband. Shane Sorensen said that is not yet in our city's standards, but we are working on it. He guesses that Cherry Point will want to lay the conduit. Grove Drive is like Canyon Crest where there is work that could be done but right now we are like four years away from a major project on Canyon Crest. We will do at least the minimum on Canyon Crest to get by.

Our Water Capital Facilities Plan is putting in new waterlines. One of the waterlines listed is part of the Canyon Crest Road. The city will need to do a bond to help pay for these waterline projects. Central Utah Water Conservancy District has hired Jeff Davis who serves on our city's Planning Commission. Shane Sorensen said that Jeff Davis and he had a meeting with staff. Jeff Davis will be doing more studies this spring with the high runoff. He will be taking measurements in our creeks and ditches. This study will also monitor the level of water in our wells to see how the runoff affects water levels. This will be useful information to have. CUP will be spending money on a big pipeline going through our city. If everything works out, we will be able to put water in Dry Creek to recharge the aquifer. A project that will need further discussion will be the 400 West boosters for water pressure, a new well, and reroofing of a well building on Alpine Boulevard.

We will be needing to replace equipment for Public Works like a new dump truck. Staff have been using the dump truck to move sand and moving dump containers to the city dump. The containers filled with debris from our creeks which different LDS groups have been helping us clear out. The dump truck will cost approximately \$200K. We may need to replace a pickup truck.

We will be discussing the PARC tax resolution tonight in our action items. We have brought a resolution for the council to approve to move forward with the PARC tax.

Shane Sorensen said during our last meeting we discussed library card reimbursement. Ryan Robinson said he had pulled together the costs of three years of library card reimbursement and bookmobile costs. The city had been asked by citizens to increase the reimbursement fee. The cost skips 2020 because of covid. Last year we had 251 requests for reimbursements, in 2021 we had 257 requests. Mayor Carla Merrill asked how much a new library bond would cost per household. Shane Sorensen said it would cost more than the reimbursements we are paying now.

Mayor Carla Merrill said she would like to have that information to be able to present the difference to the residents. She said residents have approached her to ask for a library and recreation center. Ryan Robinson said on average the city is reimbursing about 260 residents per year. Most residents are using Highland and American Fork City libraries. Checking with the Bookmobile librarian Shawn Bliss he said Alpine and Vineyard are his two busiest stops he has. The Bookmobile comes every other week, twice a week in three locations in Alpine between 10:30am – 12:30pm. Greg Gordon asked how much we are paying for the bookmobile. Ryan Robinson said the city pays \$13,596K a year. Mayor Carla Merrill asked what the capacity of the Bookmobile. Ryan Robinson said he was not aware of the number. He said the summer months are always the busiest time. That could be based on the 4-H STEM program. City Council member Lon Lott asked if staff could calculate how much per person, we should have paid based on the \$13,596. Ryan Robinson said he could figure that amount out for the council. Lon Lott said as long as he has sat on the council the Bookmobile has been discussed several times, how much we would spend every year on that versus the reimbursement aspect and whether we should take that money that we put towards the Bookmobile and put the money towards reimbursements. He said he is aware of many residents that use the Bookmobile, he would

like to find a good balance. He would like to see how many residents are using the Bookmobile and receiving a library card refund. Jessica Smuin would prefer to see a full refund given to our residents for using the Highland City Library. Mayor Carla Merrill commented that a lot of the residents are using the Bookmobile for eBooks that they can download, which could mean that residents are not physically going and just checking our books online. The Bookmobile is connected to the Salt Lake City library system. She is unsure if Highland City's library offers the same services. We should find out if Highland City offers the same services as Salt Lake City. City Council member Kelli Law asked if residents from Highland City pay for the library cards. Mayor Carla Merrill said no, but Highland residents pay through their taxes. Ryan Robinson said with the refund program the residents can receive only one refund per household and with the Bookmobile everyone in the family is allowed to have a library card.

Shane Sorensen said when Ryan Robinson reached out the Bookmobile, the librarian was concerned that Alpine wanted to cancel their contract. He feels like the Bookmobile is a cheap library where the city does not have to maintain a building and have the extra cost to the city. Lon Lott said he would like to see the numbers corresponding with library per person and Book mobile per person, and if we are saving any money. Lon Lott commented that he uses the Bookmobile all the time by getting books through Utah County library. Ryan Robinson said as a Springville resident where he lives, he can get books just how Lon Lott described. Mayor Carla Merrill said having the Bookmobile and the refunds available still give our residents options. Age groups use the libraries for varied reasons. Lon Lott said it is a difference of about \$9. Maybe the residents should choose one or the other. The city needs to push the Bookmobile more. Greg Gordon said he thinks we need to educate our residents about exactly where, when and how the Bookmobile is available.

One item not on the agenda is the Alpine Youth Councils (AYC) budget they receive \$5000 to \$5500 plus any revenue they bring in. If they have an event and receive \$1500, they get to spend that plus the \$5000. AYC is showing revenue there is a fee to be part of the AYC. Jessica Smuin said the AYC would like to use the dues for Alpine City water day, Memorial Day flags, Easter egg hunt and senior dinner. Shane Sorensen said the city helps with the appreciation dinner for the senior citizens. Jessica Smuin said the AYC also coordinate Santa visit and letters. Their dues cover their shirts and a scholarship program. Mayor Carla Merrill said in previous years the AYC had a Pepsi trailer where they sold treats to earn money. Jason Thelin said the AYC is getting better and better each year. He sees the value of AYC and suggests increasing AYC's budget. Shane Sorensen suggested writing a new resolution for AYC so that everything is clear to their leaders.

Kelli Law would like to have a dedicated person who would be the community coordinator. Shane Sorensen said the city has money in the budget for two part-time employees, one of those being an HR person. When the city hired Ryan Robinson as Assistant City Administrator/City Planner some of his salary came from the budget we had set aside for the two part-time employees. The city should keep salary increases to a minimum. He said with the economy at the moment we need to find other ways to not have the large increases.

Kelli Law asked if putting money into a new well right now is as important as fixing roads. Shane Sorensen said the city needs a new well. City Council member Jason Thelin said he agreed with Kelli Law, and we should focus more on the roads. Shane Sorensen explained that the new well and road improvements come out of different budgets. The city needs to plan for the future, even though this year we have had lots of moisture, the state is telling us we are not out of woods yet. We have no control over the snowpack from year to year. Dry Creek water level has increased over the last two days. The city must make sure we can provide water for the new housing going in. The CUP project could change things that would help with city improvements, but that would not affect the well. The well will be expensive, probably a couple million dollars. Jessica Smuin agreed we cannot predict from year to year what the city's water needs will be. Shane Sorensen said our meter rates will go into effect in May and we may see a substantial change in usage. Mayor Carla Merrill explained that last year when the city went through our truth and taxation, with all the different accounts that we have in the city staff has planned for the well. Kelli Law said he did not recall approving a well. Shane Sorensen said the well was in the capital facilities plan which the council approved. Kelli Law said the city needs to be very prudent and hopefully not do a bond. Shane Sorensen said if the city needs a bond, we could stretch out the payment over twenty years. That way everyone is paying for it and not just the residents that are here now. Jessica Smuin suggested that we need more data if residents conserve it will change the projection. Shane Sorensen said if there is less demand for our system, we could change the size of the pipe, it is hard to anticipate what will happen. Mayor Carla Merrill said staff are trying to plan for the future and being proactive. Staff lean on the expertise of others and so should council. Jessica Smuin asked for clarification about the study that was provided for the city. Shane Sorensen said the hydrological study has been done and we will drill to assess well first and take that data is correct and whether we repair or replace, both are going to be expensive. Jason Thelin suggested educating the

public about the well and how it benefits them and the city. Shane Sorensen said we must be willing to make the call once we drill, if not we need to limit watering to two days a week.

Jessica Smuin asked if the city has money in the budget so that we could hire someone to help write grants. Shane Sorensen said the budget could be amended. Jessica Smuin said the city could apply for grants to improve our parks and upgrade the water park at Creekside. Jason Thelin suggested putting money towards educating residents on the PARC Tax. Jessica Smuin the Community Center programs money would run activities like the Prime Time lunches. Mayor Carla Merrill asked how soon we can get the Community Center programs in place. Jessica Smuin said the health department would need to approve the center. MAG is willing to help with that food. The Christmas luncheon last year cost the city \$300. Her vision is to have a lifelong learning, exercise program and community connections. We have not been able to attain entertainment for the food truck nights people want their costs covered.

Lon Lott said he has been working on the emergency upgrade of our communications with the radios. We need to Assess our current radio system and upgrade if needed. We need to be in touch with ham radio tower to the county in the event of an emergency. It would cost \$300 for the tower and \$500 ham radio. Shane Sorensen asked about a license. Lon Lott said we will have licensed radio operators throughout the city. Handheld will be \$150, and we need to see if the ones staff has right now work or buy ten more radios. We want to assess the system. Mayor Carla Merrill asked if the state is willing to help with the costs. Lon Lott said there will be a meeting on Thursday with the county.

III. CONSENT CALENDAR

- A. Approve City Council minutes of March 28, 2023
- B. Bond Releases
- C. Resolution R2023-13: Interlocal Cooperation Agreement with Utah County for Mass Notification System (Everbridge)

Motion: Lon Lott moved to approve the consent calendar with the edits to the minutes of March 28, 2023, made by himself, Jason Thelin, and Greg Gordon. Greg Gordon seconded the motion. There were 5 yes votes, 0 no votes, and 0 excused as recorded below. The motion passed unanimously.

<u>Yes</u>	<u>No</u>	<u>Excused</u>
Lon Lott		
Jessica Smuin		
Kelli Law		
Greg Gordon		
Jason Thelin		

IV. PUBLIC COMMENT

Shelley Cox Snarr
13413 Grove Drive

Shelley Cox Snarr said she attended the last City Council meeting having concerns about vagrants in the city and the completion on Grove Drive regarding her house. She mentions that her concern with Grove Drive realignment and the effect it will have on her home and vehicles ending up in her yard.

Shane explained that safety concerns would be addressed with stripping and may have signs. *Shelley Cox Snarr wondered if she will have any recourse if cars still end up in her yard. She asked if there would be any stop signs in the area.* Shane Sorensen said there are never any guarantees with cars and roads even if the roads are straight.

Shelley Cox Snarr continued with her second concern with vagrants in the area. She was in contact with Rob Wesemann with the Utah Homeless Coalition, Mr. Wesemann told her he would be willing to come talk to the council and let the city know about local resources that are available to the homeless.

Mayor Carla Merrill said in consulting with our legal department we do not have recourse for these individuals because they are not breaking any laws. She said she does not believe that these people are homeless that have been in Alpine City limits. She said in her January Newsline article she mentions ways to educate the public when making donations and mentioned charities including Tabitha's Way. She suggested that Mrs. Snarr reach

out to one of the members of the City Council to follow up.

V. REPORTS AND PRESENTATIONS

A. Financial Report

Shane Sorensen explained that we are nine months through the current year’s budget. The city has received 99% of property taxes. The city is on track to meet all the city’s needs. Some projects are going to be coming from this years budget and next years. Sales tax has also seen an increase.

VI. ACTION/ DISCUSSION ITEMS

A. Ordinance 2023-11: Amending Chapter 3.24 of the Municipal Code Providing for the Establishment of Citizen Committees.

Shane Sorensen explained that all boards will be set up like the Trail Committee with respect to term limits. The normal term for a member will be three years, with the beginning terms being staggered. The initial terms will be one member through the end of 2023, two members with two-year terms and two members with full three-year terms.

The city had passed as a base ordinance when putting together the Main Street and Historic Gateway Committees. The two committees should have been resolutions not ordinances. Alpine City attorney Steve Doxey said all boards will be called Citizen Advisory Committee. One item he suggested was the mayor shall appoint a member if they leave before they term is up, and the mayor may remove a member without cause. He said it is hard to remove is difficult to remove someone from a committee with cause. This edit could be made in the motion. He said the mayor nominates the committee we could be with the advice and consent of the council.

Motion: Kellie Law moved to Ordinance 2023-11 amending Chapter 3.24 of the Municipal Code for the Establishment of Citizen Committees with the following conditions:

- add “the mayor can appoint with the advice and consent of the city council.”

Jessica Smuin seconded the motion. There were 5 yes votes, 0 no votes, and 0 excused as recorded below. The motion passed unanimously.

<u>Yes</u>	<u>No</u>	<u>Excused</u>
Lon Lott		
Jessica Smuin		
Kelli Law		
Greg Gordon		
Jason Thelin		

B. Resolution R2023-10: Establishment of Prime-Time Citizen Advisory Committee.

Shane Sorensen said council members Smuin and Lott are proposing to create the Prime Time Committee to plan and oversee activities for senior citizens in Alpine. The committee would be established based on the parameters outlined in Section 3.24 of the municipal code. Jessica said this is a committee that will help our seniors.

Motion: Lon Lott moved to approve Resolution No. R2023-10 establishing the Prime Time Committee as proposed. Jessica Smuin seconded the motion. There were 5 yes votes, 0 no votes, and 0 excused as recorded below. The motion passed unanimously.

<u>Yes</u>	<u>No</u>	<u>Excused</u>
Lon Lott		
Jessica Smuin		
Kelli Law		

Greg Gordon
Jason Thelin

C. Resolution R2023-11: Appointment of Members to the Prime-Time Citizen Advisory Committee

Shane Sorensen said a resolution creating the Prime-Time Citizen Advisory Committee is on the April 11, 2023, City Council meeting as Resolution R2023-10. Resolution R2023-11 appointing members to the Prime-Time Citizen Advisory Committee is subject to the resolution creating the committee first being approved. The following citizens have been proposed for appointment to the board:

- Alice Osborne
- Jan Vincent
- Bethany Sorenson
- Melissa Wood
- Markea Funk

Shane Sorensen said in February 2022, Ordinance 2022-07 passed adding Chapter 3.24 to the Municipal Code for the creation of citizen committees. After creating some committees and in preparation to create the Prime Time Committee, we are recommending some clarifications and amendments to Chapter 3.24 of the Municipal Code. When future committees are created, they will be by a resolution based on Chapter 3.24. Included in this packet are the recommended edits from Steve Doxey. Mayor Carla Merrill said she was submitting five names for the committee. Jessica Smuin said she met all potential members of the Prime Time Committee and they are great. Mayor Carla Merrill said knew two of the women which help put together the Prime Time Christmas dinner. We already have gotten all sorts of volunteers that want to help with the Prime Time events. Lon Lott asked who would be training the new committee members. Jessica Smuin said she will be council representative/co-chair and would be giving instructions. Shane Sorensen said that staff will also attend once they have their first meeting.

Motion: Greg Gordon moved to approve Resolution No. R2023-11 appointing the following members to the Prime Time Citizen Advisory Committee: Alice Osborne, Jan Vincent, Bethany Sorensen, Melissa Wood, and Markea Funk as proposed. Jessica Smuin seconded the motion. There were 5 yes votes, 0 no votes, and 0 excused as recorded below. The motion passed unanimously.

<u>Yes</u>	<u>No</u>	<u>Excused</u>
Lon Lott		
Jessica Smuin		
Kelli Law		
Greg Gordon		
Jason Thelin		

D. Resolution R2023-12: Notice of Intent for Parks, Arts, Recreation, and Culture (PARC) Tax

Mayor Carla Merrill explained the PARC tax is something our residents are already paying. We are getting data back that last year we missed \$100k and that will only increase over the years. This tax is a state pool. The city wants to opt in so that we can update some of our parks, relic museum, and cultural events such as the Prime Time senior activities. There have been rumors that we are doing a city zoo in Alpine, and we are not. Greg Gordon asked if the city can send out information. Mayor Carla Merrill said whatever the city sends out information wise the information must be neutral. Kelli Law asked as council members are we allowed to share our opinions if asked. Mayor Carla Merrill answered yes. Jessica Smuin said Highland City candidates last year ran their election based on the PARC tax last year. Jason Thelin clarified that residents will see an increase in costs at The Junction (Alpine Stop) and other businesses in Alpine. Ryan Robinson said this is the notice to the county of our intention for the PARC Tax and follow the county and state process. Shane Sorensen asked Ryan Robinson to send out the American Fork PARC Tax video.

Motion: Lon Lott moved to approve Resolution No. R2023-12 indicating the city's intent to proceed with the PARC Tax process with the following change:

- that the last “where as” of the resolution change the wording from “RAP Tax” to “PARC tax.”

Kelli Law seconded the motion. There were 5 yes votes, 0 no votes, and 0 excused as recorded below. The motion passed unanimously.

<u>Yes</u>	<u>No</u>	<u>Excused</u>
Lon Lott		
Jessica Smuin		
Kelli Law		
Greg Gordon		
Jason Thelin		

VII. STAFF REPORTS

Chief Brian Gwilliam

He reminded everyone about the LPPD meeting at 7:30am tomorrow.

Ryan Robinson

He said the state changed the Moderate-Income Housing due date to August 1st. The city must show progress on the goals the council had set.

He said several council members had reached out to him regarding different rooster issues. Alpine City code does not have anything in it pertaining to roosters. Jessica Smuin mentioned that the rooster issues should be reported as a nuisance to Animal Control.

He said this Thursday the city will be hosting an emergency training meeting with Utah County Emergency Management Team. Lunch will be served at noon and the meeting should last a couple of hours. We need to get a head count of how many council members will be attending to provide sufficient public notice. The meeting will be recorded on YouTube for anyone to watch later. Lon Lott explained the emergency plans are almost finished. As we have an incident, we will know who will be responding in different areas. All members of council will be attending the meeting except for Jason Thelin.

Steve Doxey

He said the Conservation Easement for Lambert Park was submitted to the county and we are waiting to hear back soon.

Shane Sorensen

Pressurized Irrigation (PI) committee will be meeting on when to start PI water. We want to have the system up by Friday the 22nd.

Flood preparations are happening with help of the LDS wards, and we have hauled off lots of material from stream beds. We have had fifteen loads of sand brought into the city. We have key locations throughout the city where groups have been filling sandbags if residents are in need. He and City Engineer Jed Muhlestein looked at areas of concern earlier in the day and we are now having issues in areas, but no homes are involved. Staff will be cleaning out the debris basin in Box Elder.

VIII. COUNCIL COMMUNICATION

Jessica Smuin

She asked about the status of the City Hall bells and when they will be installed. Mayor Carla Merrill said the city has received additional donations to pay the bell company to come and do the installation.

She mentioned how amazing the public works crew has been at snowplowing our roads.

Mayor Carla Merrill

She mentioned that the county commissioner approached her about the fifth fifth tax. The County is the only ones that have not opted in. Is this tax something the council is interested in participating in? The tax goes towards roads.

IX. EXECUTIVE SESSION: Discuss litigation, property acquisition, or the professional character, conduct or competency of personnel.

None held.

Motion: Greg Gordon moved to adjourn. Jessica Smuin seconded the motion. There were 5 yes votes, 0 no votes, and 0 excused as recorded below. The motion passed unanimously.

<u>Yes</u>	<u>No</u>	<u>Excused</u>
Lon Lott		
Jessica Smuin		
Kelli Law		
Greg Gordon		
Jason Thelin		

Adjourned at 7:56 pm