

**November 11, 2008**

Minutes of the Budget Work Session and City Council Meeting held on Tuesday, November 11, 2008 at Alpine City Hall, 20 North Main, Alpine, Utah 84004 as follows:

The following members were present and constituted a quorum:

Mayor Hunt Willoughby

City Council Members: Kent Hastings, Jim Tracy, Tracy Wallace and Thomas Whitchurch

Staff: Ted Stillman, Shane Sorensen, Janis H. Williams, April Riley, Annalisa Thomas and David Church

Others: Jannicke Brewer, Aaron Holtsclaw, *Lone Peak Press*, Scott Kenney, Caleb Warnock, *The Daily Herald*, Sharlene Skidmore, Bradley Reneer, Will S. Jones, Rebecca Whitchurch, Wynnette Card, Jennifer Xanthos, Carla Wheadon, Amy MacKeray, Jack Romney, Biff Romney, Susan Montadon Ham, Nathan Chynoweth, Stockton Lundell, David Hulme, Conner Boyd, Aaron Story, Tate Hansen, Jaxon Henley, Josh Peterson, Tyler Cook, Justin Whitchurch, Jonathan Steed, Sterling Larsen, Kelley Larsen, Sarah Whitchurch, Gary M. Adam, Conner Adam, Taylor Adam, Remington Adams, Annie Magnussen and Christopher Stephen

**BUDGET WORK SESSION – 5:30 pm.** Mayor Hunt Willoughby called the Budget Work Session to order at 5:30 pm and welcomed those in attendance. Mayor Willoughby said we are having this Work Session for the first quarter of the year to see where we are and prioritize our priorities and see where we are in the budget so that we can make wiser decisions as the year progresses. Mayor Willoughby asked Ted Stillman to make a presentation as to where we are so that we can make priorities.

Ted Stillman said that Mapleton City is down about \$500,000.00 in their General Fund and are facing the same issues as we are. Mr. Stillman said we are looking at our current budget as well as the 2009-2010 Budget. There is a positive sign as we have taken in almost \$350,000.00 in Sales Tax as compared to \$352,000.00 this same time last year. Mayor Willoughby said our Sales Tax is population based and Ted Stillman said that half the sales tax is point of sale and the ones that are impacted the most are the ones with a lot of point of sale like car dealers. Building Permit and Plan Check fees are the ones that are in trouble and we have issued our sixth building permit for the calendar year. What has helped us this year is that we have had several commercial building permits and commercial projects that have made the difference. Ted Stillman said we will look at the budget again in January to get a better picture and see where we are.

This year's projections are as follows:

General Fund - \$2.8 million

Revenue Expenditures – usually have 10% to 15% surplus at the end of the year. That goes into the Capitol Improvement Fund

In relooking at the budget, Ted Stillman said he looked at revenues and lowered the projection to \$2,622,665.00 and expenditures down to \$2,756,000.00 bringing the total down to -\$134,000.00. Ted Stillman said this is our goal but within the next eight months we will need to make up that difference. Mr. Stillman then talked about how we are going to accomplish this.

Last summer when we talked about the budget we said we were in the yellow zone, but leaning toward the red zone.

Cutback Management 2008-2009 list is as follows:

1. Not fill 1 1/2 vacant positions
2. Delay Capital Projects
3. Closely monitor revenues and expenditures
4. Ask the Lone Peak Public Safety District not to fill vacant positions
5. Hold off on signing the IT Contract
6. Evaluate the Building Inspection Contract

Cutback Management 2009-2010 list is as follows:

Assumptions

1. Sales Tax will remain steady
2. No increase in the Lone Peak Public Safety District budget
3. Building Permit revenue won't go lower
4. Same kind of merit/cost of living increase as last year

5. Maintain infrastructure (especially streets)
6. Maintain equipment replacement program
7. Property Tax will increase from \$762,395 to \$926,815 for an increase of \$164,420

Changes

1. Moved Class C Road Funds into the General Fund
2. Moved Garbage Fund into the General Fund
3. Moved Historical Fund into the General Fund

There was a discussion pertaining to a proposed library. Mayor Hunt Willoughby had drawn a rough floor plan of the area in the Police Department that has become available upon the Police vacating their portion of the City Hall. Mayor Willoughby said that none of the interior walls in the Police Department were structural and the restroom could be easily expanded and then it would meet ADA requirements. Thomas Whitchurch suggested that we look at putting in an exterior entrance to the Building Department, as this might be less expensive than the modifications suggested to remodel the Police Department. Ted Stillman said to put the Library in that room would disrupt City Hall. Mr. Stillman further stated that we need to determine what our need is. The first step would be to create a Library Board and they do a plan and community survey. The collection would be based on the needs of the survey. Highland's need was 16,000 pieces at \$16.00 a piece. You look at what your need is and then look at your space. Kent Hastings noted that the Library was low on the priority list and wondered if this was something that we should do now as our budget is tight. The other question Kent Hastings asked was what was the possibility of going jointly with Highland as they now have their new library and pooling resources with them?

Mayor Hunt Willoughby said that previously the Library was low on his priority list; however, he met with Jennifer Xanthos and found that those who were coming to us and supporting the Library was sympathetic to the financial condition and tight budget of the City. The other thing was he walked over to that facility to see what space was available. Mayor Willoughby said he didn't know what the cost would to move walls, construct the new bathroom and install new carpeting.

Thomas Whitchurch said a library card in Highland City cost \$50.00 and suggested that we consider increasing our library card reimbursement to match that amount.

Tracy Wallace asked how long would it take to form the committee, what would it cost to do the community survey and what time frame are we looking at? Mayor Willoughby said he asked Ted Stillman to look at other cities who have these boards for their bylaws and duties. Tracy Wallace said to put this in the budget at this time is a little premature as we won't have numbers until the survey is done and this might be several months down the road. Ted Stillman said we can have an ordinance ready for the December meeting to form a Library Board. Jim Tracy said he gave the Library a high priority on his list and the library people have indicated they wanted to raise 2/3 of the money in donations.

Ted Stillman said he didn't print the whole budget out for this meeting as there will be many more changes. In January we will be six months into the current budget year.

Jim Tracy said he had talked to Shane Sorensen and then made some suggestions of items that could be put off until later. One of the items that could be taken off was the CUP Pressurized Irrigation Pressure Tie for \$300,000. Shane Sorensen said it is hard to say about the CUP water; however, we just signed an extension. Jim Tracy said another item that could be put off was the North Main Street storm drain for \$100,000. Shane Sorensen said this needs to be done, but in a hard budget year this could be put off.

Tracy Wallace had some questions on who was funding the Rodeo Grounds improvements.

Jim Tracy also asked where the Traffic School revenue was going since the on-line Traffic School Program started. Ted Stillman said that Highland is going to be sending us our first check as soon as they sort this out.

It was suggested that we market our cell phone tower and make it available to other carriers.

The Budget Work Session adjourned at 6:39 pm.

**CITY COUNCIL MEETING – 7:00 pm. Immediately following the Budget Work Session**

**I. CALL TO ORDER.** Mayor Hunt Willoughby called the City Council Meeting to order at 7:00 pm and welcomed those in attendance. Mayor Willoughby introduced the Council Members and staff that were present. Kimberly Bryant was excused as she wasn't feeling well.

**II. PRAYER/OPENING COMMENTS –** Thomas Whitchurch

**III. PLEDGE OF ALLEGIANCE.** Remington Adams led the audience in the Pledge of Allegiance.

**IV. PUBLIC COMMENT.** Time has been set- aside for the public to express their ideas, concerns and comments on items not on the agenda.

Rebecca Whitchurch brought flowers to the City Council Members which were from the new Smith's Food Marketplace store that was opening in Lehi.

Mayor Hunt Willoughby told about the requirements to get the new Alpine City Scout patch. Thomas Whitchurch and his Scout Troop 808 were presented with the first Alpine City Scout patch by Mayor Willoughby.

**V. CONSENT CALENDAR.** There were no items on the Consent Calendar.

**VI. ACTION ITEMS**

**A. PATTERSON ZONE CHANGE.** Mayor Hunt Willoughby said that Meadowbrook Farm, LLC has submitted an application requesting a zone change for the property located at the north end of Patterson Lane. The property consists of approximately 6.65 acres and is currently zoned CR-20,000 (20,000 square foot minimum lot size). The request is to rezone the property to TR-10,000 (10,000 square foot minimum lot size). In 1994, a zone change request was made for the same property that was not approved.

A copy of the application and a close up picture from the zoning map showing the property and the surrounding zoning was included in the Council Member's packets. Also included was a copy of a possible concept showing what type of application the City could see should the zone change be granted; however, that concept plan was not part of the zone change application that was being considered.

A copy of the ordinance outlining the process for zone change requests was also included in the Council Member's packets. The City Council was not required to hold a public hearing, but does have the option to hold one. Staff recommended that the City Council hold a public hearing on the request to allow the City Council to hear input from the community on the application. The Planning Commission held a public hearing on this item at its last meeting and made the following recommendation:

"Jason Thelin moved to recommend denial of the zone change request for the property at the end of Patterson Lane based on the desire to be consistent with the goals and objectives of the General Plan. Brad Reneer seconded. Ayes: 5 Nays: 0. Motion passed."

Ted Stillman said that one Public Hearing is required, but suggested that the City Council set a Public Hearing for their meeting in December to hear the public's concerns as well as the developer's comments. Thomas Whitchurch said that based on the minutes that were included in the Council Member's packets he suggested that the Council deny the zone-change request.

**MOTION:** Thomas Whitchurch moved to accept the Planning Commission's recommendation to deny the zone change at the end of Patterson Lane. Kent Hastings seconded. Ayes: Kent Hastings, Jim Tracy, Tracy Wallace and Thomas Whitchurch. Nays: 0. Motion passed.

**B. DAVID'S COURT, PLAT D.** April Riley said the proposed David's Court, Plat D revised Minor Subdivision is located at 508 E. Healey Blvd. The proposed subdivision consists of one lot in the CR-40,000 zone with the lot size being approximately 3.268 acres. The lot meets the frontage and area requirements of the zone. The revised Plat D was included in the Council Member's packets along with a copy of what the new Plat E

would look like showing the other two lots that were part of the original Plat D approval. April Riley said the new Plat E was included for reference only so that the Council could see that the other two lots would work and the cherry stem would be taken care of. Plat E will come at a future date.

The Planning Commission reviewed the revised plan at its meeting on October 21, 2008 and made the following recommendations:

“Steve McArthur moved to grant concept and preliminary approval and recommend final approval to David’s Court, Plat D subject to the following conditions.

1. That the City’s water policy be met
2. That a bond be provided for the required improvements.

Brad Reneer seconded. Ayes: 6 Nays: 0. Motion passed.”

**MOTION:** Jim Tracy moved that the City Council grant final approval to the revised David’s Court, Plat D Minor Subdivision subject to the following conditions:

1. That the City’s water policy be met
2. That a bond be provided for the required improvements
3. That the sidewalk be connected to the existing sidewalk on both ends of Healey Blvd.

Kent Hastings seconded. Ayes: Kent Hastings, Jim Tracy, Tracy Wallace and Thomas Whitchurch. Nays: 0. Motion passed.

**C. MORTENSEN LOT LINE ADJUSTMENT.** April Riley said that Dan Mortensen owns three parcels on 100 West, including the parcel where his home is located at 138 South 100 West. Mr. Mortensen has applied for a boundary line adjustment between the lot his home is located on and the parcel he owns directly to the south. The two northern lots will be combined into one parcel. The remaining parcel to the south will be sold to the neighbor at 178 South 100 West and the other two parcels will be combined into one parcel. All of this will be taken care of with this lot line adjustment and the legal descriptions provided. Based on the proposed adjustment and parcel combinations, both parcels appear to meet zoning (TR-10,000) requirements. The notice of approval will be signed and recorded upon final approval of the boundary line adjustment.

The Planning Commission reviewed the application reviewed the application on October 21, 2008 and made the following recommendation:

“Steve McArthur moved to approve the boundary line adjustment requested by Dan Mortensen for the property at 138 South 100 West in Alpine, Steve Cosper seconded. Ayes: 6 Nays: 0. Motion passed.”

**MOTION:** Tracy Wallace moved that the City Council approves the proposed boundary line adjustment for the Mortensen property located at 138 South 100 West. Thomas Whitchurch seconded. Ayes: Kent Hastings, Jim Tracy, Tracy Wallace and Thomas Whitchurch. Nays: 0. Motion passed.

**D. SOFTWARE PURCHASE – CEMETERY COMPUTER DATA MANAGEMENT PROGRAM.** Ted Stillman said that Gateway Mapping has developed a Cemetery Data Management Program. The technology combines burial and owner information with cemetery maps. It allows staff to manage cemetery records and allows the public to go online to access information on who is buried in the Cemetery as well as see which lots are for sale. The cost of the software is \$6,915.00. The program was presented to the Cemetery Commission on October 23, 2008 and they supported it. Thomas Whitchurch said he talked to the office that has developed this system and said that the information that we have put in on the Caselle Program should transfer over easily. Shane Sorensen said that we have already mapped out graves in the Cemetery with our GPS, but if we get in a situation where we can’t make it work, we will ask Gateway Mapping to help out.

**MOTION:** Kent Hastings moved that the Cemetery Data Management Program be purchased from Gateway Mapping not to exceed the estimate of \$6,915.00 with the understanding that the hosting will be free. Jim Tracy seconded. Ayes: Kent Hastings, Jim Tracy, Tracy Wallace and Thomas Whitchurch. Nays: 0. Motion passed.

**E. SOFTWARE PURCHASE – SPATIAL IM FOR UTILITIES AND STREETS.** Ted Stillman said that Staff was proposing to purchase a software package called Spatial IM. Spatial IM is a map-based infrastructure management software that works inside of Arc View (the program that we use in City Council and Planning Commission meetings). Shane Sorensen said we are currently paying \$100.00 per month to use a web based program that is strictly for pavement management. It is not user friendly and does not run inside of Arc View. We will discontinue this program once we have purchased Spatial IM. The cost for a single license is \$1,495.00 plus \$250.00 for the basic training for a total of \$1,745.00; however, depending on the learning curve, additional training may be required. Kent Hastings asked if we have looked at other competitors and Shane Sorensen said he was impressed by this product and that Gateway Mapping started working on him several years ago. Mr. Sorensen said this software works well with Arc View. Jim Tracy asked if one license would be enough and Shane Sorensen said he can see down the road where another license would be needed but suggested that we hold off on the second license as there is not a network at the shop location.

**MOTION:** Thomas Whitchurch moved that the City Council approve the purchase of the Spatial IM software package which includes basic training in the amount of \$1,745.00. Jim Tracy seconded. Ayes: Kent Hastings, Jim Tracy, Tracy Wallace and Thomas Whitchurch. Nays: 0. Motion passed.

**F. RESOLUTION NO. R2008-07 – BOUNDARY LINE ADJUSTMENT WITH HIGHLAND.** April Riley said that Brian Oaks owns a one-acre lot located at 11382 North 5710 West in Highland City. Anthony Ivins owns the one-acre lot adjacent to Mr. Oaks. Mr. Oaks inquired with the Recorder's Office in Highland why he was receiving two property tax notices for his lot and it was discovered that both lots have portions of their backyard in Alpine City. Utah Code Ann. §10-2-419 provides a process to adjust the common boundaries between adjacent municipalities. April Riley said the first step of this process is to adopt a resolution on intent to adjust the boundary. This will begin the noticing period and set a public hearing no less than 60 days after the adoption of the resolution of intent. This public hearing would be scheduled for January. Highland City has begun the process already.

**MOTION:** Kent Hastings moved that the City Council adopt Resolution No. R2008-07. Thomas Whitchurch seconded. Ayes: Kent Hastings, Jim Tracy, Tracy Wallace and Thomas Whitchurch. Nays: 0. Motion passed.

**G. RESOLUTION NO. R2008-09 – DISPATCH SPECIAL SERVICE DISTRICT.** Ted Stillman said that Alpine City has been included in the Utah Valley Dispatch Special Service District and will begin functioning on January 1, 2009. The District will have a 21-member board representing each jurisdiction which is a member of the District. Half of the Board members would be appointed for a two-year term and half would be appointed for a four-year term. The first order of business for the Board will be to hire a Director for the dispatch center and to develop bylaws. The recruitment for the Director of the District is in process. The next major task of the Board will be to decide the most efficient and economically practical way to continue dispatch services. Mayor Willoughby said that Ted Stillman has served on the steering committee and has worked with the County in formation of the District and recommended that Mr. Stillman be appointed to be a member of the Board for a two-year term. Mayor Willoughby asked David Church if there was a problem with appointing a non-elected official to be the representative when setting taxes is involved. David Church said no. Both Kent Hastings and Thomas Whitchurch said they wanted to see an equitable way in assessing our cost rather than seeing it based simply on population or home rather than per valuation. Jim Tracy suggested that we leave "City Administrator" off rather than tying it to Ted Stillman.

**MOTION:** Kent Hastings moved that Resolution No. R2008-09 appointing Ted Stillman to the Dispatch Special Service District Board be adopted. Thomas Whitchurch seconded. Ayes: Kent Hastings, Jim Tracy, Tracy Wallace and Thomas Whitchurch. Nays: 0. Motion passed.

**H. CITY TREASURER APPOINTMENT.** Mayor Hunt Willoughby said that our previous City Treasurer left the City effective June 13, 2008. Ted Stillman was appointed as interim treasurer and when he was appointed he worked with Annalisa Thomas and concentrated on three priorities:

1. Closing fiscal year 2007-2008
2. Opening fiscal year 2008-2009
3. Preparing for the 2007-2008 Audit

Ted Stillman said the three priorities listed above have been accomplished primarily by Annalisa Thomas

who has taken over Linda Smith's duties. Tracy Wallace asked if there would be a problem in having Annalisa Thomas being the City Treasurer along with being the Financial Officer. Ted Stillman said no, as long as there was separation of duties. David Church said that Annalisa Thomas would have to be bondable. Jim Tracy said that when he worked with Annalisa Thomas during Alpine Days she did an outstanding job and under the circumstances she performed higher than his expectations and did a very good job.

**MOTION:** Thomas Whitchurch moved that Annalisa Thomas be appointed as City Treasurer. Jim Tracy seconded. Ayes: Kent Hastings, Jim Tracy, Tracy Wallace and Thomas Whitchurch. Nays: 0. Motion passed.

## VII. REPORTS

## VIII. COMMUNICATION

### Jim Tracy –

1. Was disappointed to see the flags were not put up on Veterans Days and wondered if we had a Holiday list when the flags are to be put up. Shane Sorensen said we need to get key to the shed that is behind the shop that holds the flags.
2. Has noticed that cars park on Canyon Crest Rd. right up to the driveways in front of Timberline Middle School and suggested the curb be painted red.
3. Heritage Hills Drive needs some speed limit signs as cars travel too fast on that road.
4. The Rodeo Committee Meeting has been cancelled but Dana Beck suggested some changes in the rodeo schedule for next year's Alpine Days.

### Tracy Wallace –

1. The Timpanogos Special Service District rates will be increased. The worst case scenario will be an increase in user rates. Tracy Wallace said they are working hard on getting the numbers down but the TSSD facility is approaching 80% capacity. Kent Hastings asked if the expansion is due in part to our decision that we allowed Sun Crest to join the district and get us closer to the 80%. Tracy Wallace said that considering the growth in Saratoga Springs, Lehi Pleasant Grove and American Fork and the number of families moving into basements has helped to get to the 80%. Ted Stillman said that Alpine's system is a relatively new system and there is not much infiltration; however, there are some cities that have much older systems and the infiltration after a rainstorm is much greater. Kent Hastings
2. Reminded staff to write an article about snow removal and parking restriction to be in next month's Newline. Shane Sorensen said the signs will go up shortly.

### Thomas Whitchurch –

1. The Alpine Arts Council had their gala on Saturday night and raised some money.
2. Last week he went to Utah Association of Special Service District's Conference that was in Provo. One of the trainings he went to was on the Open Meeting Laws. One of the bills that will be introduced will be concerning meeting minutes.
3. Concerning the Public Safety District - the new platform truck arrived.

### Ted Stillman –

1. We don't have a Rodeo Committee any more. Dana Beck cannot continue and neither can Bob Chatfield or Taylor Richards. This will now be handled by the PRO Committee. We just paid Rocky Mountain Power \$10,000.00 to take power up to the Rodeo Grounds. Shane Sorensen said we would only need one 4" conduit and our Public Works guys will be digging the trench.
2. The Police Dept. has been asked to put the speed trailer on Heritage Hills Drive plus one speed limit sign has been installed.

### Shane Sorensen –

1. The reduced speed school zone light by Mountainville Academy are now operational. Shane Sorensen said he tried to make it look a little nicer since it was on Main Street.
2. The Public Works' guys have been crack sealing every dry day they can.
3. Shane Sorensen said they are working on the Sewer and Storm Drain Master Plans and will have proposals ready for next City Council Meeting.
4. The guys have been taking over Chuck Mattfeldt's responsibilities and have made some changes to make snow removal more efficient.

**IX. EXECUTIVE SESSION** to discuss Litigation, Property Acquisition and Personnel.

**X. APPROVAL OF MINUTES**

City Council Meeting of October 14, 2008

**MOTION:** Kent Hastings moved to approve the minutes of the City Council Meeting of October 14, 2008 and adjourn. Thomas Whitchurch seconded. Ayes: Kent Hastings, Jim Tracy, Tracy Wallace and Thomas Whitchurch. Nays: 0. Motion passed.

The meeting adjourned at 8:10 pm.