



## ALPINE CITY COUNCIL MEETING AGENDA

NOTICE is hereby given that the **CITY COUNCIL** of Alpine City, Utah will hold a meeting on **Tuesday, April 28, 2015 at 7:00 pm** at Alpine City Hall, 20 North Main, Alpine, Utah as follows:

### I. CALL MEETING TO ORDER\*

- A. **Roll Call:** Mayor Don Watkins
- B. **Prayer:** Will Jones
- C. **Pledge of Allegiance:** By Invitation

**II. PUBLIC COMMENT:** The public may comment on items that are not on the agenda.

### III. CONSENT CALENDAR

- A. **Approve the Minutes of April 14, 2015**

### IV. REPORTS AND PRESENTATIONS

### V. ACTION/DISCUSSION ITEMS

- A. **Budget/Personnel Proposal:** The Fiscal Year 2015-2016 Budget will be discussed and a decision made on the proposed personnel request.
- B. **Food Trucks:** A discussion will be held on what a proposed Food Trucks ordinance should look like.

### VI. STAFF REPORTS

### VII. COUNCIL COMMUNICATION

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

### ADJOURN

**\*Council Members may participate electronically by phone.**

Don Watkins, Mayor  
April 24, 2015

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS. If you need a special accommodation to participate, please call the City Recorder's Office at (801) 756-6241. CERTIFICATE OF POSTING. The undersigned duly appointed recorder does hereby certify that the above agenda notice was posted in three public places within Alpine City limits. These public places being the bulletin board located inside City Hall at 20 North Main and located in the lobby of the Bank of American Fork, Alpine Branch, 133 S. Main, Alpine, UT; and the bulletin board located at The Junction, 400 S. Main, Alpine, UT. The above agenda notice was sent by e-mail to The Daily Herald located in Provo, UT, a local newspaper circulated in Alpine, UT. This agenda is also available on our web site at [www.alpinecity.org](http://www.alpinecity.org) and on the Utah Public Meeting Notices website at [www.utah.gov/pmn/index.html](http://www.utah.gov/pmn/index.html)

# PUBLIC MEETING AND PUBLIC HEARING ETIQUETTE

**Please remember all public meetings and public hearings are now recorded.**

- All comments **must** be recognized by the Chairperson and addressed through the microphone.
- When speaking to the Planning Commission, please stand, speak slowly and clearly into the microphone, and state your name and address for the recorded record.
- Be respectful to others and refrain from disruptions during the meeting. Please refrain from conversation with others in the audience as the microphones are very sensitive and can pick up whispers in the back of the room.
- Keep comments constructive and not disruptive.
- Avoid verbal approval or dissatisfaction of the ongoing discussion (i.e., booing or applauding).
- Exhibits (photos, petitions, etc.) given to the City become the property of the City.
- Please silence all cellular phones, beepers, pagers or other noise making devices.
- Be considerate of others who wish to speak by limiting your comments to a reasonable length, and avoiding repetition of what has already been said. Individuals may be limited to two minutes and group representatives may be limited to five minutes.
- Refrain from congregating near the doors or in the lobby area outside the council room to talk as it can be very noisy and disruptive. If you must carry on conversation in this area, please be as quiet as possible. (The doors must remain open during a public meeting/hearing.)

## **Public Hearing v. Public Meeting**

If the meeting is a **public hearing**, the public may participate during that time and may present opinions and evidence for the issue for which the hearing is being held. In a public hearing there may be some restrictions on participation such as time limits.

Anyone can observe a **public meeting**, but there is no right to speak or be heard there - the public participates in presenting opinions and evidence at the pleasure of the body conducting the meeting.

**ALPINE CITY COUNCIL MEETING**  
**Alpine City Hall, 20 N. Main, Alpine, UT**  
**April 14, 2015**

**I. CALL MEETING TO ORDER:** The meeting was called to order at 7:05 pm by Mayor Don Watkins. He welcomed everyone on a stormy night noting that the power was out and the meeting would be conducted using a generator and work lamps.

**A. Roll Call:** The following were present and constituted a quorum:

Mayor Don Watkins

Council Members: Lon Lott, Roger Bennett, Will Jones, Troy Stout, Kimberly Bryant

Staff: David Church, Shane Sorensen, Jason Bond, Charmayne Warnock, Chief Brian Gwilliam

Others: Rick Hellstrom, Kevin Mulvey, Tad Hansen, Charlie Fox, Eleanor Fox, Larry Hilton,

Representative Mike Kennedy, Louise Innocenti, Jane Griener, Craig Skidmore, Janis Aden,

Jackson Aden, Evertt Williams

**B. Prayer:** Troy Stout

**C. Pledge of Allegiance:** Craig Skidmore

**II. PUBLIC COMMENT:** None

**III. CONSENT CALENDER**

**A. Approve the minutes of March 24, 2015**

**MOTION:** Will Jones moved to approve the minutes of March 24, 2015 as corrected.

Kimberly Bryant seconded. Ayes: 5 Nays: 0. Will Jones, Troy Stout, Roger Bennett, Kimberly Bryant, Lon Lott voted aye. Motion passed.

**IV. REPORTS AND PRESENTATIONS**

**A. 2015 Legislative Report - Representative Mike Kennedy:** Commenting on the power outage and the use of a generator and shop lights to conduct the meeting, Mr. Kennedy said it was nice to see that Alpine City had a backup plan and a generator that they could use in the event of an emergency.

He said he would be brief in his report because he had to attend a suicide prevention meeting that same evening. They were hoping to have state and local official work together to resolve the increasing rate of suicides in the communities and state. Members of the Council also expressed their grave concerns about the number of suicides in the area, and hoped to find some solution to prevent them.

Regarding finances, Mr. Kennedy said the state of Utah had a surplus of 700 million dollars, which they spent, and they also raised taxes. The gas tax went up. Property taxes for schools increased. He said he was disappointed in some of the financial decisions that had been made

1 and voted against the tax increases. He noted that spending for schools had increased. This year  
2 they had a budget of 14 billion dollars. The previous year they had a budget of 13 billion. He  
3 said the economy seemed to go through seven-year cycles. Based on that assumption, they were  
4 in year five of the current cycle. He expected things would get worse and they needed to prepare  
5 for a rainy day. Other issues the state legislature had been dealing with were religious freedom,  
6 gay marriage and the expansion of Medicaid.  
7

8 **B. Trails Committee Report:** Evertt Williams presented an overview of the work the  
9 Trail Committee had been doing. He requested that the City Council adopt trail standards based  
10 on the US Forest Service trail standards. Not all the standards would be immediately  
11 implemented but it would give them concrete standards for improvements, maintenance and  
12 repairs on trails, bridges, signs, parking, facilities, and weed control in Lambert Park. He  
13 estimated that there were 20 major improvements they wanted to make in Lambert Park and  
14 hopefully execute them on June 6th which was National Trail Day. They hoped to have 200 to  
15 300 volunteers which would be divided into teams to work on specific projects. The number of  
16 projects they had would be dependent on the funding they had. He said they'd been told they  
17 would have \$5,000 available and hoped the Council would approve that.  
18

19 Regarding maintenance of trails, Mayor Watkins asked if they had thought about having citizens  
20 adopt some trails to take some of the load off staff. Evertt Williams said they had talked about  
21 that. Having specific trail standards would be beneficial when they had Eagle Scout projects or  
22 volunteers helping in the park. They would need to coordinate their efforts with City staff.  
23

24 There were more questions from the Council and discussion about the plan. Mr. Williams said  
25 the improvements they wanted to make would be ranked according to the available funds and  
26 their capacity to do the work. Bridges in the park were a particular concern. Having standards  
27 would help.  
28

29 **MOTION:** Troy Stout moved to endorse the Trail Committee's recommendation that Alpine  
30 City adopt the US Forest Service trail standards, and approve a budget of \$5,000 as requested,  
31 and support the plans for June 6th as a Trail Day. Will Jones seconded. Ayes: 5 Nays: 0. Troy  
32 Stout, Will Jones, Roger Bennett, Kimberly Bryant, Lon Lott voted aye. Motion passed.  
33

34 Craig Skidmore said he had served on the Trail Committee for five years and he supported the  
35 idea of trail standards. He said when he was on the committee they leaned toward narrow bridges  
36 so the ATVs would use them. Also, he said he had observed that when they used boards with  
37 knots in them for the bridges, they didn't last very long.  
38

## 39 **V. ACTION/DISCUSSION ITEMS**

40

41 **A. Dominion Insurance Building Site Plan - Larry Hilton:** Jason Bond said the  
42 proposed site plan was located on lot B of the Alpine Olde Towne Centre planned commercial  
43 development. The plan showed three levels with a total of 7,49 square feet. Gateway Historic  
44 guidelines applied to this location. The Planning Commission had reviewed it and recommended  
45 approval with some exceptions.  
46

1 The first exception was for the setback on the north side which showed a covered drive-through  
2 with a patio space on the top of it. The setback for commercial buildings was 20 feet but could be  
3 reduced with the recommendation of the Planning Commission and approval of the City Council.  
4 As shown, the drive-through would be a few feet from the property line. It was adjacent to  
5 another commercial property. Larry Hilton estimated it would be about five feet away from the  
6 property line.  
7

8 Troy Stout asked if the owners of the adjacent property had been consulted. Jason Bond said they  
9 had not. Mr. Stout asked what the distance would be between the proposed building and existing  
10 buildings on the adjacent lot. Mr. Hilton estimated it was about 20 feet.  
11

12 The next exception approved shared parking between the offices and the dining area. Jason Bond  
13 explained that 30 parking spaces would be required for the total office square footage but the  
14 basement would be uninhabitable and would be excluded from the parking calculation, resulting  
15 in the reduced requirement for 21 parking spaces. The applicant was planning to have a  
16 restaurant inside the office building. During office hours he calculated the dining area would use  
17 sixteen seats which would require four parking spaces. The developer was increasing the parking  
18 to 25 spaces to accommodate the daily use of the restaurant. However, he expected more patrons  
19 during evenings and on weekends so he wanted to use some of the spaces normally used for the  
20 offices to be approved for use by the dining area on weekends and evenings.  
21

22 There was a discussion about what would happen if some businesses decided to stay open later  
23 or work on the weekend. David Church said that would be an issue the business owners would  
24 have to work out internally. Parking was not permitted on the street.  
25

26 Roger Bennett asked if the additional four spaces for dining would be taking away from the  
27 required landscaped area. David Church said the parking would all located on the building pad.  
28 The building envelope was actually smaller than designated so it freed up space for additional  
29 parking spaces. The landscaping requirement would be met for the entire planned commercial  
30 development, and would be outside the individual building pads. There was a question about  
31 whether or not sidewalks were considered part of the landscaping, but there was no definite  
32 answer.  
33

34 **MOTION:** Lon Lott moved to approve the site plan for the Dominion Insurance Building with  
35 the following approvals and conditions:  
36

- 37 1. An exception to the setback be granted on the north side of the building where the  
38 covered drive-through would be located.
- 39 2. Shared parking for the dining space for evenings and weekends be approved.
- 40 3. Landscaping of 20% be verified for the entire site.
- 41 4. The preliminary architectural design drawings were approved.
- 42 5. A grading and drainage plan be provided for the drive-through showing no  
43 conflicts with the existing storm drainage system. No drainage would be  
44 discharged onto the adjacent lot.
- 45 6. A bond shall be provided for the drive-through roadway improvements.

- 1 7. Appropriate signs, to be approved by staff, designate a crosswalk for the drive-
- 2 through.
- 3 8. Trees shall not obstruct any sightlines on Main Street.
- 4 9. There shall be a deed restriction recorded on the plat stating that the basement is
- 5 uninhabitable.
- 6

7 Kimberly Bryant seconded. Ayes: 5 Nays: 0. Lot Lott, Kimberly Bryant, Roger Bennett, Will  
8 Jones, Troy Stout voted aye. Motion passed.

9  
10 **B. East View, Plat F - Final Plan - Approximately 800 N. Patterson Lane -**  
11 **Patterson Construction:** Jason Bond said that the developer had received preliminary approval  
12 from the Planning Commission for 9 lots on 4.15 acres. The developer planned to phase the  
13 development and build the first 6 lots in Phase I. The remaining lots in the proposed  
14 development had existing structure on them which the developer wanted to leave in place for a  
15 time.

16  
17 The development would be accessed from East View Lane via Patterson Lane. The developer  
18 had supplied a right-of-way dedication that would be recorded with Phase I to ensure alignment  
19 and connection with the existing Patterson Lane when the rest of the property was ready for  
20 development.

21  
22 Jason Bond said the Planning Commission had recommended final approval of Phase I with  
23 conditions, one of which was that the name of Patterson Lane be changed since it was not  
24 connected to the existing Patterson Lane and could create confusion. Shane Sorensen said the  
25 reason the new section of road was named Patterson Lane was because it would eventually  
26 connect to the existing Patterson Lane.

27  
28 **MOTION:** Kimberly Bryant moved to grant final approval to East View, Plat F, Phase I subject  
29 to the following conditions:

- 30
- 31 1. The developer address the redlines and provide an updated cost estimate.
- 32 2. The developer meet the water policy with Alpine Irrigation Company shares.
- 33 3. The proposed road "Patterson Lane" be changed to a different name due to it not
- 34 being connected straight across from the existing Patterson Lane.
- 35 4. The southwest corner of lot 9 as shown be dedicated to Alpine City as right-of-
- 36 way.
- 37

38 Will Jones seconded. Ayes: 5 Nays: 0. Lot Lott, Kimberly Bryant, Roger Bennett, Will Jones,  
39 Troy Stout voted aye. Motion passed.

#### 40 41 **C. Questar Proposals**

42  
43 **1. Questar Easement - Burgess Park:** Shane Sorensen said Questar requested  
44 that the City grant a new natural gas line easement and alignment through Burgess Park. The  
45 original easement was 16 feet wide went through the ball diamond. Questar had agreed to move  
46 it closer to the perimeter of the park to avoid the ball diamond. They were requesting additional

1 footage to increase the easement to 20 feet wide. The City would be compensated \$19,720 for  
2 the additional easement.

3

4 **MOTION:** Will Jones moved to approve Questar's request to increase the right-of-way and  
5 easement in Burgess Park to 20 feet wide for a payment of \$19,720.00. Troy Stout seconded.  
6 Ayes: 5 Nays: 0. Lot Lott, Kimberly Bryant, Roger Bennett, Will Jones, Troy Stout voted aye.  
7 Motion passed.

8

9 **2. Questar Test and Staging Area:** Shane Sorensen said Questar would like to  
10 temporarily use Alpine property for 18 months as a staging, cleaning and testing area for the new  
11 natural gas pipe line they were installing from Draper through Alpine. They offered the City  
12 \$17,563.00 for 18 months of usage. Shane Sorensen said the area in question was about three-  
13 fourth of an acre. Questar had agreed to clean it up and revegetate it when they were done.

14

15 **MOTION:** Roger Bennett moved to approve Questar's request to use Alpine property as a  
16 temporary testing and staging area for \$17,563.00 with the condition that they would clean it up  
17 and restore it, and implement fire safety rules. Kimberly Bryant seconded. Ayes: 5 Nays: 0. Lot  
18 Lott, Kimberly Bryant, Roger Bennett, Will Jones, Troy Stout voted aye. Motion passed.

19

#### 20 **D. Access Across City Open Space for Construction Projects**

21

22 **1. Ron Robinson at 22 S. Pfeifferhorn Drive:** Mr. Robinson said he would like to  
23 access the back of his property by way of the trail that ran along the back of the lots in order to  
24 bring in 60 to 80 tons of rock and dump it onto the back of his lot. Using the rock for landscaping  
25 would reduce his maintenance and water use. He expected the work would take one day.

26

27 Shane Sorensen said the Salt Lake Metropolitan Water District actually owned the easement  
28 closer to Westfield Road and they would have to get permission from them. It was suggested that  
29 it would probably be easier to access the trail from the north end.

30

31 The Council discussed the fact that a number of property owners in that area used the trail to  
32 access their property but no one but Mr. Robinson had asked for permission. Will Jones said the  
33 City should have a policy for use of the Westfield Trail by property owners.

34

35 **MOTION:** Will Jones moved to adopt a policy for property owners who wanted to use the  
36 Westfield Trail to access their property. They would be required to seek permission, use the  
37 access for specified time, and completely restore the area. Mr. Robinson would be allowed to use  
38 the trail for access for five days and would be required to restore any damage. Roger Bennett  
39 seconded. Ayes: 5 Nays: 0. Lot Lott, Kimberly Bryant, Roger Bennett, Will Jones, Troy Stout  
40 voted aye. Motion passed.

41

42 **2. Jim Loveland at 746 S. High Ridge Circle:** Tad Hansen represented Mr. Loveland  
43 and said they would like to access from Ridge Lane and across the open space to get into their  
44 backyard. He expected it would take four to five months to accomplish the work they needed to  
45 get down. There would be no staging on the street or on the open space. It would all be done on  
46 the Loveland property. They would only be using the open space for access.

1  
2 The Council discussed the existing damage in the open space done by others, and agreed to let  
3 Mr. Loveland have access provided he restored the four-foot-wide trail with road base and  
4 hydro-seed either side of the trail, and place rocks at the entrance to discourage vehicles from  
5 using the trail.

6  
7 **MOTION:** Will Jones moved to allow Jim Loveland to have access over the City open space  
8 for up to four or five months with the following conditions:

- 9  
10 1. The City trail will be restored with road base to a width of four feet and hydro-  
11 seeded on either side;  
12 2. Two big rocks will be placed at the entrance of the trail;  
13 3. A trail marker will be posted;  
14 4. An open space bond will be posted with the City.

15  
16 Kimberly Bryant seconded. Ayes: 5 Nays: 0. Lot Lott, Kimberly Bryant, Roger Bennett, Will  
17 Jones, Troy Stout voted aye. Motion passed.

18  
19 **E. Lone Peak Public Safety District (PSD) Interlocal Agreement Amendment:** It  
20 was proposed that the PSD Interlocal Agreement between Alpine, Cedar Hills, and Highland be  
21 amended to increase the time frame in which a city must give notice to the PSD that they were  
22 going to withdraw from 12 months to 24 months.

23  
24 **MOTION:** Will Jones moved to approve the amendment to the Lone Peak Public Safety  
25 District Interlocal Agreement. Troy Stout seconded. Ayes: 5 Nays: 0. Lot Lott, Kimberly  
26 Bryant, Roger Bennett, Will Jones, Troy Stout voted aye. Motion passed.

27  
28 **F. Resolution No. R2015-05 - Municipal Waste Water Planning Program - Self**  
29 **Assessment Report:** Shane Sorensen said this was yearly report the City had to submit to the  
30 Division of Water Quality.

31  
32 **MOTION:** Troy Stout moved to approve the Municipal Waste Water Planning Self  
33 Assessment. Roger Bennett seconded. Ayes: 5 Nays: 0. Lot Lott, Kimberly Bryant, Roger  
34 Bennett, Will Jones, Troy Stout voted aye. Motion passed.

35  
36 **Planning Commission Appointment:** Mayor Watkins said he had previously appointed  
37 Dave Fotheringham and Judi Pickell to the Planning Commission. He recommended Jane  
38 Griener be appointed to fill the vacancy left by Chuck Castleton. There were 8 months remaining  
39 in the term.

40  
41 David Church said that appointments were one of the few things that the Mayor had a voice in  
42 and the Council should respect that.

43  
44 **MOTION:** Troy Stout moved to approve the appointment of Jane Griener to the Planning  
45 Commission. Kimberly Bryant seconded. Ayes: 3 Nays: 2. Troy Stout, Kimberly Bryant voted  
46 aye. Roger Bennett and Will Jones voted nay. Motion passed

1  
2 Roger Bennett said he had a problem with appointing another member to the Planning  
3 Commission from the northeast area of town which was already heavily represented on both the  
4 Planning Commission and City Council.

5  
6 Steve Cosper said there were two things he felt were critical in serving on the Planning  
7 Commission were: First, a commitment to attend the meetings. When someone was absent, it  
8 made it difficult. Second, a commitment to serve on the Planning Commission for more than a  
9 short time. He said it took a long time to learn the role of a planning commission member and he  
10 didn't want the seat to be just a stepping stone to another responsibility.

11  
12 **H. Street Tree Guidelines Development Contract:** Shane Sorensen said there were  
13 too many instances in the City of tree roots that had lifted and broken the sidewalks, and having  
14 guidelines about what trees could be planted in park strips would hopefully alleviate the  
15 problem. They had Alpine residents who were landscape architects that would create guidelines  
16 for trees that could be planted along the street. It would cost \$1,800.

17  
18 **MOTION:** Will Jones moved to approve the contract to develop street trees guidelines. Lon  
19 Lott seconded. Ayes: 5 Nays: 0. Lot Lott, Kimberly Bryant, Roger Bennett, Will Jones, Troy  
20 Stout voted aye. Motion passed.

21  
22 **I. Utah County 2015 Municipal Recreation Grant:** Jason Bond said the application  
23 for the municipal recreation grant was attached. The City qualified for a grant of \$5,527.00  
24 which they were proposing to use to help build the public restrooms in Moyle Park. It would be  
25 used in combination with previously received grants.

26  
27 **MOTION:** Will Jones moved to approve the application for the Utah County Municipal  
28 Recreation Grant with the funds to be used to build the restrooms in Moyle Park. Lon Lott  
29 seconded. Ayes: 5 Nays: 0. Will Jones, Lon Lott, Roger Bennett, Troy Stout, Kimberly Bryant  
30 voted aye. Motion passed.

31  
32 **J. Ordinance No. 2015-05 - Amendment to Section 3.9.4.3 of the PRD Ordinance**  
33 **relating to Open Space:** Jason Bond said the proposed amendment would require the approval  
34 of the City Council in the process for receiving an exception to requirement that an individual  
35 lots that may not contain ground with a slope of more than 25%.

36  
37 **MOTION:** Will Jones moved to adopt Ordinance No. 2015-05 amending the process for  
38 granting exceptions to Section 3.9.4.3 or the PRD Ordinance. Kimberly Bryant seconded. Ayes:  
39 5 Nays: 0. Will Jones, Lon Lott, Roger Bennett, Troy Stout, Kimberly Bryant voted aye. Motion  
40 passed.

41  
42 **K. Prohibition of parking low-profile objects on a city street at night:** This issue  
43 was raised at the previous meeting by Troy Stout who had concerns about the safety hazards  
44 posed by trailers and other things being left in the street at night. When they didn't have  
45 reflectors, someone driving down the road was likely to crash into it. David Church pointed out

1 that if something was not licensed, it was already illegal to park it in the street and it could be  
2 removed immediately.

3

4 Chief Brian Gwilliam said the police department just needed direction from the City Council.  
5 They could either tag the equipment and allow the owner to remove it themselves or they could  
6 have it towed.

7

8 David Church said he would write an ordinance so the Council could have something to vote on.

9

10 **L. Reconsideration of Voting by Mail:** City Recorder Charmayne Warnock reviewed  
11 some reasons why the Council may want to reconsider voting by mail.

12

- 13 1. The state legislature had passed new legislation that cities were not required to put  
14 postage on return envelopes for voting by mail, which would significantly reduce  
15 the cost.
- 16 2. Cities in Utah County could use the same postage rate as the county which further  
17 reduced the cost of voting by mail.
- 18 3. People who wanted to go to the polls on Election Day would still have that option.  
19 There would be a voting center in City Hall for people to come in and cast their  
20 ballot.
- 21 4. Voting by mail would eliminate the mandatory Early Voting period. Cities that  
22 did not vote by mail were required to provide two weeks of early voting prior to  
23 Election Day for both the Primary and General Elections. That required a  
24 minimum of three poll workers per voting station everyday for four weeks at  
25 \$12/hr. If Early Voting was eliminated, it would save at least \$2,592 per polling  
26 location.
- 27 5. Eliminating Early Voting would not only save money, but it was becoming  
28 increasingly difficult to find poll workers to work on Election Day, much less  
29 work for four weeks of Early Voting.

30

31 Lon Lott asked how they verified that the person voting the absentee ballot was the same person  
32 it was meant for. Charmayne Warnock said that the registered voter was required to sign the  
33 affidavit on the outside of the return envelope. That signature was compared with the signature  
34 on the voter registration and verified. The name of that person was then checked off the list so  
35 the poll worker knew that person had already voted. That would prevent someone from coming  
36 in on Election Day and voting again.

37

38 **MOTION:** Will Jones moved to approve Voting-by Mail. Lon Lott seconded. Ayes: 3 Nays: 2.  
39 Will Jones, Roger Bennett, Lon Lott voted aye. Troy Stout and Kimberly Bryant voted nay.  
40 Motion passed.

41

42 **M. Open/Closed Meeting and Conflict of Interest Training - David Church:** Mr.  
43 Church passed around a handout on Conflict of Interest. Officials were required to disclose the  
44 following: 1) Compensation for assistance in a transaction with the city; 2) Interest in a business  
45 regulated by the city; 3) Interest in a business doing business with the city; 4) Personal interest or  
46 investment which created a conflict with public duties.

1  
2 Criminal Conflict of Interests were: 1) Disclosing or improperly using private, protected, or  
3 controlled information for economic gain or to obtain special privileges; 2) Using or attempting  
4 to use your position to obtain economic gain or secure special privileges; 3) Accepting or  
5 soliciting a gift or economic benefit tantamount to a gift that is given to influence you in your  
6 duties or reward you for performing your duties, (except if less than \$50, campaign contribution,  
7 bona fide loan, or public reward.)  
8

9 Open Meetings: David Church said that the Open Meetings Act applied to any body officially  
10 created by ordinance that consisted of two or more individuals who had the authority to make  
11 decisions. The meeting had to be noticed. There had to be an agenda, minutes written, and a  
12 recording made. Votes on all issues were to be recorded by name. The public were allowed to  
13 attend the meeting. The Open Meeting Act applied to such committees as the cemetery  
14 commission and the trail committee.  
15

16 In describing what constituted a meeting, Mr. Church said that if a quorum of the members were  
17 convened, whether formally or informally, and discussed business, it was a meeting. Social  
18 events or chance meetings did not constitute a meeting.  
19

## 20 **VI. STAFF REPORTS**

21  
22 Jason Bond said that new carpet would be installed in City Hall beginning the next day.  
23

24 Shane Sorensen passed out copies of the Tentative Budget to the Council Members and reminded  
25 them to schedule a time for an individual meeting with staff to go over the budget.  
26

27 Regarding Burgess Park, Shane Sorensen reported that work on the tennis courts and pickle ball  
28 courts in Burgess Park was progressing. He said the cost of lighting the courts would be about  
29 the same as just running the conduit for future lighting. The courts had lights in the past. The  
30 lights had been on a timer could not be turned on after a certain hour. The Council indicated it  
31 would be okay to go ahead and light the courts.  
32

## 33 **VII. COUNCIL COMMUNICATION**

34  
35 Troy Stout apologized and said he would be out of town for the June 6th Trail Day, but would  
36 like to be there to help out.  
37

38 The Council briefly discussed progress on the Oberee Annexation. The Planning Commission  
39 would be working on a development agreement with Oberee.  
40

41 Will Jones asked if RFPs had been received for the auditor and building department. Charmayne  
42 Warnock said there had been a lot of requests for the RFP.  
43

44 Kimberly Bryant asked if the Council would be doing the breakfast for the Memorial Day  
45 program and said she felt it was a nice way for the Council to connect with the citizens. Will  
46 Jones said he'd been the only Councilman at the breakfast for the last two Memorial Day

1 program. This year, a veteran of the Viet Nam war, Lynn Higgins, had taken over the Memorial  
2 Day program. They would be serving refreshments but no breakfast.

3  
4 Lon Lott said Harvey Hutchinson would like some help moving a piece of granite for a marker in  
5 the Silverleaf Park. Public Works would be contacted.

6  
7 **MOTION:** Troy Stout moved to adjourn. Kimberly Bryant seconded. Ayes: 5 Nays: 0. Troy  
8 Stout, Will Jones, Roger Bennett, Kimberly Bryant, Lon Lott voted aye. Motion passed.

9  
10 The meeting was adjourned at 10:25 pm.

11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22

DRAFT

**ALPINE CITY COUNCIL AGENDA**

**SUBJECT: Budget Discussion – Tentative, Tentative Budget Discussion and Personnel Request**

**FOR CONSIDERATION ON: April 28, 2015**

**PETITIONER: Richard Nelson, City Administrator, and Alice Winberg, City Financial Officer**

**ACTION REQUESTED BY PETITIONER: Scheduling of times for individual meetings with Council Members and approval to hire additional staff.**

**INFORMATION: At the meeting of April 28th, Alice Winberg, City Financial Officer, will give the Council Members a copy of the tentative, tentative budget. This budget is for use during individual meetings with Council Members to discuss the budget. After those meetings, the City will prepare a Tentative Budget to present to the City Council. Public Hearings will be held on the Tentative Budget May 12<sup>th</sup> and May 26<sup>th</sup>. Based on those public hearings and at the direction of the City Council a Final Budget will be developed. On June 9<sup>th</sup> a Public Hearing on the Final Budget will be held and the Final Budget will be approved by the City Council.**

**Administration is also requesting permission from the City Council to hire an additional administrative staff position. The job description for the position plus a list of benefits associated with a new position is attached.**

***RECOMMENDED ACTION: The City Council will schedule times for individual meetings on the tentative budget and will approve the hiring of a new administrative staff position.***

Proposed New Position  
Job Duties  
2/25/2015

**Salary Range**

\$30,000 - \$40,000

**Education/Experience**

Bachelor's Degree preferred  
One year of Experience

**Duties:**

**Accounts Payable**

Manage vendor info  
Open, sort, code, file invoices  
Print and send checks  
Print and file reports  
1099's and year end

**Payroll**

Maintain employee files  
Prepare bi-weekly payroll  
Prepare State tax monthly  
Quarterly payroll reports  
Yearly payroll reports  
W-2s and yearend tax

**Utility Billing**

Open incoming payments  
Maintain account information  
Create service orders and follow up  
Prepare monthly billing  
Meter reads  
Meter exchanges

**Other**

Answer phones  
Assist walk in customers  
Library reimbursements  
Waste disposal passes  
Park/CC reservations

New Employee			
Salary	\$ 30,000.00	\$ 35,000.00	\$ 40,000.00
Benefits:			
Medical	\$ 6,693.36	\$ 6,693.36	\$ 6,693.36
Dental	\$ 562.32	\$ 562.32	\$ 562.32
FICA	\$ 2,295.00	\$ 2,677.50	\$ 3,060.00
Retirement	\$ 5,484.00	\$ 6,398.00	\$ 7,312.00
Totals	\$ 45,034.68	\$ 51,331.18	\$ 57,627.68

## ALPINE CITY COUNCIL AGENDA

**SUBJECT: Food Trucks in Alpine City**

**FOR CONSIDERATION ON: April 28, 2015**

**PETITIONER: Rich Nelson, City Administrator**

**ACTION REQUESTED BY PETITIONER: For the Council to decide:**

- 1. If they want food trucks in Alpine City and, if they do,**
- 2. Where and when should they be allowed**
- 3. Should ice cream trucks be allowed in the City and, if yes,**
- 4. Should they be able to operate citywide or only in the parks or in both**
- 5. If in the parks, which ones and for what hours**
- 6. How does all this affect the concession stand at Burgess Park**
- 7. If the City should allow outside tournaments and other activities (soccer, baseball, rugby, lacrosse, baseball, races in Lambert Park, music in the park, etc.) to be able to bring their own food operations into the City**
- 8. Who should be in charge of all of this**

**INFORMATION:** It has been the unwritten policy of the City to not allow food trucks of any kind in the City. The City has used the business license granting process to manage food trucks. During Alpine Days it was discovered that food trucks were popular as a night time eating option. The question then comes should they be allowed to operate in the City and, if yes, where and when. This then raises questions about ice cream trucks and city parks, the concession stand in Burgess Park, food trucks and outside tournaments and other activities and having people hire food trucks for parties at the parks. The City has allowed people who rent a pavilion from the City to bring in a food truck as long as the food truck didn't charge individuals for the food (the entity paid for the food as a total bill) and that they didn't sell their food to people not associated with the sponsoring event.

**RECOMMENDED ACTION:** *For Council decision on food truck issues.*

**From:** Clayton Johnson [clayton@pyromaniacspizza.com]  
**Sent:** Friday, November 14, 2014 3:38 PM  
**To:** Rich Nelson  
**Subject:** Food Trucks in Alpine

Rich,

It was nice to be in the City Council Meeting on Tuesday, and have the opportunity to express my opinions about having food trucks in Alpine. I am sorry I could not stay for the balance of the meeting, as I am sure it was interesting with all the people there for discussions.

I recommend an ordinance for food trucks similar to the one in place in Pleasant Grove. It has the following items:

1. All food trucks must have a valid mobile kitchen license from Utah County Health Department.
2. All food trucks must have a valid city business license.
3. All food trucks must list the city as an additional insured for liability purposes.
4. All food trucks must list a location in the city for an additional sales tax location.
5. Background checks are required (though I would appreciate it if you would just accept the ones we have done for either Pleasant Grove or Provo).
6. Food trucks may not park illegally or obstruct traffic.
7. Food trucks must NOT park within 150 feet of a "brick & mortar" restaurant without written permission.

Additionally, I think it is fair to also have provisions for quiet generators and a professional look to help maintain the image of Alpine City.

Personally, we would love to come to Alpine once per week, and create a tradition of family friendly fun in the city. When we were holding the roundup in Pleasant Grove, we had a few hundred people every Tuesday night at the park, with their blankets, chairs, and so on, just enjoying the food and the fun atmosphere.

We had a lot of fun by the Snoasis and also at the park for the Alpine Days events.

Also, we have the ability to take orders over the Internet, so for many, it could be simply a pizza take-out location that is in Alpine once per week, instead of going to (and taking sales revenue and taxes to) Highland.

I hope these thoughts are helpful to you. If you have any other questions, please let me know how I can help.

Thanks,  
Clayton Johnson  
Pyromaniacs Pizza  
801-556-6886