

**ALPINE CITY COUNCIL PUBLIC MEETING**  
**on Tuesday, February 8, at 6:00 pm**

Mayor Carla Merrill called the meeting to order at 6:01pm

- I. Roll Call:** The following were present and constituted a quorum: Greg Gordon, Lon Lott at anchor location with Kelli Law and Jessica Smuin joining electronically. Absent from the meeting was Jason Thelin.

**A. Prayer:** Kelli Law

**B. Pledge:** Chief Brian Patten

Staff: Shane Sorensen, Austin Roy, Chief Brian Gwilliam, Chief Brian Patten, Craig Hall, Bonnie Cooper at anchor location.

Others: Chad Littlewood, Joe Reynolds, Dawn Young, Gale Rudolph, Scott Southwick, Will Jones

**II. CONSENT CALENDAR**

**A. Approve City Council minutes of January 25, 2022**

**B. Payment - Precision Concrete Cutting: \$19,990.17**

**C. Approve Utah LTAP Proposal for Pavement/Sidewalk/Sign Assessment: \$14,454**

City Administrator Shane Sorensen said Utah LTAP (Local Technical Assistance Program) will do an analysis of all streets, conditions of sidewalks and signs throughout the city. The city has not done anything of this scale except a survey in the early 2000s. This report will help the city prioritize the upcoming budgets and projects to be completed. There are also federal requirements that this report will help the city with. This will be the first time Alpine City has had a sign replacement project. The city has a trip hazard program for sidewalks in place to deal with any safety concerns. LTAP will have the report back to the city in August. City Council member Lon Lott said this proposal would not include whether the city's sidewalks were ADA (Americans Disabilities Act) compliant. Shane Sorensen said ADA standards have changed over the years so becoming compliant will be a process.

**Motion:** Lon Lott moved to approve the consent calendar as proposed, with the edits made to the minutes of January 25, 2022, by Lon Lott and Greg Gordon. Greg Gordon seconded the motion. There were 3 Ayes and 0 Nays, as recorded below. The motion passed unanimously.

Ayes

Greg Gordon  
Kelli Law  
Lon Lott

Nays

**III. PUBLIC COMMENT**

No public comments

**IV. REPORTS AND PRESENTATIONS**

**A. Financial Report**

Shane Sorenson explained the sales tax is at a two-month lag but will be adjusted later. The city is 58.8% through the budget year. Budget adjustments will be made to the pressurized irrigation fund and will be brought to the next City Council meeting. City Council Member Greg Gordon asked what the balance of the PI (pressurized irrigation) bond was. Shane Sorensen said the bond balance is approximately three million. Shane Sorensen said City Accountant Dave Sanderson suggested the city needs to decide how ARPA funds will be used. Shane Sorensen said last year the city bought a truck which was not in the budget, but this ended up being a good thing because prices have gone up. The truck purchase will be adjusted in the budget. Lon Lott asked why on page two of the financial report returned checks amount was so high. Shane Sorensen said he thought it was from a new subdivision but would ask City Treasurer Carolyn Riley. Lon Lott asked how often workman compensation is paid out and why the budget shows that there is a balance owing. Shane Sorensen said workman compensation is paid monthly. He will ask why the budget shows a balance owing. Lon Lott asked what is a doubtful account for on page 23 of the financial report. Shane Sorensen said it is for any utility accounts where a renter or homeowner walks away from their responsibility to pay their bill. City Council member Kelli Law asked if the following lines are not supposed to

offset each other: on page two under unearned revenue \$1,817,899.00 and under liabilities under assets there is deferred property taxes received of \$1,817,899.68, where is the .68. Shane Sorensen said he will ask Dave Sanderson. He said he can arrange for Dave Sanderson to come to a City Council meeting to answer questions.

## **V. WORK SESSION ITEMS**

### **A. Fire Station Addition/Remodel Discussion: Chad Littlewood/Babcock Design**

Shane Sorensen said staff and Fire Chief Brian Patten have been working with Chad Littlewood with Babcock Design on a concept feasibility study for the fire station addition and remodel. While there is still work to be done finalizing a concept plan, we thought it would be beneficial to discuss different approaches that could be taken on the project, especially considering the current building market. Chad Littlewood came as well as Joe Reynolds from general contracting firm SIRQ to answer any questions the City Council may have.

Joe Reynolds explained four different options for procuring construction services. SIRQ would work together with the city to help with the bid selection process. First option would be traditional route of bidding out the project. Then picking a company based on a hard bid format. This typically would be a lump sum which could change based on subcontractors and inflation. This traditional approach can also be value-based by accepting a bid and making sure that who is picked is qualified contractor. The contractors would come from a prequalified list. Second option would be a design build delivery where the city would hire a contractor who is responsible for hiring an architect. This option would provide the project turnkey. Third option would be hiring a CM (construction manager) agent who acts on behalf of the city. Joe Reynolds did not think would be a good option for the city. The fourth option which he thought would be the best option for Alpine City would be to have a CM (construction manager) and a GC (general contractor). The CM and GC would be the ones working as a team with the design person, fire department and city. They will be able to help with procurement and keep the city within budget especially with inflation. Chad Littlewood said coming from the standpoint of an architect having a team member on our side helping make decisions and with the bidding process is a real benefit and will make the whole process move smoother and quicker.

Shane Sorensen asked the council if they thought the CM/GM approach was something they would want to consider. Lon Lott asked would the city have to go through the process of posting the bids. Shane Sorensen said the state code is set up to allow this approach to happen. Joe Reynolds said the city is still putting the project out for bid. The only difference is the city is awarding based on different criteria other than just a low bid. Data would be collected, and we could provide samples of other bids to the city. Lon Lott asked if the city feels the value of spending the money up front will be beneficial at the end. Shane said essentially the city is getting value engineering and architecture as we go. Chad Littlewood said they could preorder items going with the fourth option of hiring a CM and GC. This process will also help with scheduling the project. City Attorney Craig Hall said this process is becoming very common with other cities. Mayor Carla Merrill said this will help being able to help finish this project in a timely manner. Lon Lott asked if SIRQ would be the CM and GM. Joe Reynolds said SIRQ would still be putting things out for bid and would picking CM and GM based on a score card and bid price. SIRQ would also be putting a bid in. Shane Sorensen said the city would have a committee who will be working with the CM and GM.

City Council member Jessica Smuin asked if option was a cost-plus situation. Joe Reynolds said the materials would be locked in unless the plans change from the city's end. Having a project like this we have a history of six months instead of three weeks on a bid coming in cold. Kelli Law asked if SIRQ have any finished projects that they could share with the city council of how long projects historically have taken and what the budget started at and finished at. Joe Reynolds said they would be willing to share that information with the City Council. Shane Sorensen asked if the council would be interested in having the fire station being expanding at one level instead of having a basement. Chad Littlewood said anytime you can remain a single level it will save money. Kelli Law said he would be willing to look at different options. Chief Brian Patten said in Pleasant Grove fire house having a GM and CM in the same room worked very well. Joe Reynolds said once you have a GM then he can get started.

### **B. FY 2020-23 Budget Priorities**

Shane Sorensen said as work begins on the budget for the FY2022-23 budget year, city staff needs input from the City Council on what their budget priorities are and how those priorities could be funded. Following are some items to stimulate discussion:

#### **Expenditures**

- Public Safety – There will be increases in salaries.
- Fire Station Addition/Remodel – Budget is set on this item.

- Street Projects/Maintenance – This past year the city has had some major road reconstruction projects. The city has had requests from residents asking to have their roads repaired. This expenditure will not cover snowplowing it is mainly for maintenance.
- Park Improvements – Improvements to Peterson Park, Smoot Canyon parking lot and/or any new parks.
- Trail Improvements – Help with the few trail projects the city has every year. One trail is on the agenda tonight.
- Water System Improvements (PI and Culinary)
- Cemetery Improvements
- Staffing
- What projects are the City Council's priorities for the coming budget year? - Mayor Carla Merrill suggested council members email or visit with Shane Sorensen and let him know what projects are most important to them to get completed within the next week. Shane Sorensen said he will send out a spreadsheet with all the items are still on the budget from the last year that have not been done yet.

#### **Potential Additional Revenue**

- ARPA Funds – The council will still need to assign where the funds will go and to what projects will need to be done. Half the funds will probably be spent this year and the other half next year. If the city plans to stay under \$750,000 in federal funds in any one budget year an audit would not be required.
- RAP Tax – Could generate \$100,000, RAP tax is restricted on how it can be used by the state. The state has a formula and would be done during an election year.
- Property Tax Options – The city could raise property tax.
- User Rates – Next council meeting we will go over PI (pressurized irrigation) rates and all the other rates.

We are asking for the City Council to inform staff of projects they would like to have considered in the budget so feasibility and costs can be considered as the budget is drafted in March.

#### **C. Grove Drive Realignment Concept**

Shane Sorensen said city staff have been working with Horrocks Engineers on various options for the realignment of Grove Drive between Alpine Cove and the Box Elder subdivision. The intent of the project is to redesign the intersection configuration to make a safer intersection with improved traffic flow. In addition, staff anticipate including a walking path from the intersection of Grove Drive and Catherine Way to Box Elder. Included is the latest concept for the realignment. The same culvert can be used during and for the project.

Shane Sorensen said one drawback is that the city has an ordinance requiring a 3% grade. That area would be at least 7% grade. The city would have to grant ourselves an exception. Mayor Carla Merrill asked about how many stop signs would be used. Lon Lott said there would be a stop sign at North Grove Drive and Oak Ridge Drive. Shane Sorensen said there are a few areas that may require retaining walls. Shane Sorensen asked council if they anticipate curb and gutter in the future on Grove Drive going east. Mayor Carla Merrill said she remembered in The Cove annexation agreement was not to do any curb and gutter. Shane Sorensen said curb and gutter was not required for The Cove to be annexed. There was nothing in the agreement saying the city would never do it. Lon Lott said he thinks an asphalt path would be best. He approved on the design plans especially with the complexity of the water element. The city could have more of a parking area for the trails. Shane Sorensen said the city still has some utility work to do on Box Elder Drive. He would get a bid for this project for the council's approval.

#### **D. Website Priorities**

City Council member Jessica Smuin said city staff have been researching websites of a similar size and demographic to Alpine. City Planner Austin Roy looked at Spanish Fork who used Revised and Nephi used Civic Plus and comparing each website to see which one was the most user friendly. Civic Plus was a quicker process with less clicks and much more user friendly. There is customization that each city can do but going outside of the template the company offers costs goes up.

Kelli Law asked if a new website can be updated and maintained by staff rapidly. Jessica Smuin said both companies have good administrative sides and interface. A challenge with the current city website is staff must know some basic coding just to do simple changes. Shane Sorensen said Carolyn Riley, Austin Roy and City Recorder Bonnie Cooper are the staff members that update the current website. Jessica Smuin said we are looking at who offers a better customer support experience. She said City Council member Greg Gordon has looked at proposals from several companies and Civic Plus keeps coming back and modifying their proposal making it better each time. Greg Gordon said either option would be a great value Revize would be under \$5K per year. Civic Plus is near \$10K but likely well worth it. He believes a modern website would be a tremendous value to the city and the

per the cost. This website would have roughly a dozen features that could make the website more efficient, faster, and easier to use.

Mayor Carla Merrill asked for council's input on what they would like to see on the website. Lon Lott said he likes the fact that the header of the website stays fixed, and the resident does not have to scroll up and down. Greg Gordon suggested having calendars where residents could subscribe for updates, pay their bills or fees. Lon Lott asked if any of the companies offer data collection such as what gets clicked most often. Greg Gordon said that he thought that both companies offered data information. Jessica Smuin said Civic Plus just merged with Municode. Municode is who the city uses for our municipal codes. Kelli Law said he would like better communication with residents where they could subscribe to a blog or a discussion page. Shane Sorensen explained a system the city uses now called Everbridge. Everbridge is administrated through Utah County and is a call/text/email (each having their limitations of how many characters can be used) system to inform residents of an emergency. Through this same system residents can opt in for notifications for specific items such as Water, Job Postings, City Council agenda or Mayor's message. There are six to eight options to choose from on Everbridge. Mayor Carla Merrill said there will be an article in the upcoming Newline explaining to residents how Everbridge works and how to sign up. Jessica Smuin said we will need to ask Civic Plus if they integrate with Everbridge. Kelli Law suggested making sure the website is maintained and updated regularly. Mayor Carla Merrill said on Highland City's website they have an icon report a problem where the resident and staff can track the problem or complaint. This is a great way for residents to be able to communicate with staff. Shane Sorensen said for the requests to be tracked that would mean more manpower and could lead to staffing issues and overtime. He said he would take the idea to the staff and see what they think could be done. He would be interested in talking to Highland City to see how many requests they get. Mayor Carla Merrill asked if the website had an option for residents to be able to pay for Alpine Days activities and merchandise. Jessica Smuin said Stipes is the company that handles events payment platform. She said she would get together with Carolyn Riley and go over different options regarding Alpine Days.

#### **E. Lambert Park Flow Trail Project Concept**

Shane Sorensen said city staff and a representative of the trails committee have worked with Bryce Sacks of Shapeshift Terrain Parks on a concept plan for flow trails in the southern portion of Lambert Park. Before running the plan through the public process at planning commission and then bringing it to City Council for approval, we wanted to review the scope of the trails with the City Council to get input. If the scope is acceptable, we will move forward through the process with the concept plan. If necessary, the scope will be adjusted before going through the process.

Mayor Carla Merrill said she believes this trail was put in place to deter shooting in the area. Trail Committee chair Will Jones said the goal was to create a fun uphill trail/track which would take you right to the center of Crossfire Trail. From that point we wanted residents to be able to go in two different directions, so we created a downhill only Zig Zag Trail, and another trail to the south that will go off in three different directions. He said he and trail builder Bryce Sacks rode every single trail and said right now the trails are not sustainable as is with most trails turning into small streams and then big rivers. He said Bryce Sacks suggested putting in two better sustainable trails should be the goal not more trails. Next Trail Committee meeting will be February 16<sup>th</sup> after Planning Commission meets for a trail public hearing. After the Trail Committee meeting, we will make our recommendation to the City Council. He believes for the three trails to be built it would be around \$65,000 - \$70,000. Doing the work as a committee and volunteers will help save on costs.

Jessica Smuin said the surrounding cities mayors are looking at participating in a Dingle Act. Where the city can go to the federal government as a state and ask to stop the shooting. If the purpose of these trails is to deter shooting in the area, we might be able to get federal funding or are the trails to create longevity or is it a dual purpose. Will Jones said it is for a dual purpose. Right now, people are not using Crossfire trail. There is shooting going on every weekend. The goal is to get more people using the trails. Shane Sorensen mentioned that Bryce Sacks had suggested taking some of the two track roads out of service. He said Mayor Troy Stout was in favor of taking those roads out of service. Shane Sorensen said he has concerns with doing that because if there were ever a fire the two track allows the brush fire truck to access that area. Jessica Smuin asked what the cost of the walking trail was in comparison. Will Jones said the walking trail was much wider and longer that is why there was a price difference. At the next City Council meeting we will be discussing more walking trails and multiuse trails.

#### **F. Draper Trail Connection Concept**

With the trail connection to Draper recently being closed in the Hog Hollow area, city staff have been working on option for a new alignment and connection to Draper. The city owns several parcels of open space, some of which are in Alpine and others in Draper, which could allow trail connection between the two cities. Our city Engineer, Jed Muhlestein, has prepared a trail alignment on city property that includes trails with grades in the 0-5% range.

Some trail work would be required in Draper to make the connection complete between the cities. He also prepared a concept for a small parking area just off Lakeview Drive.

The city also has a planned trail from Hog Hollow Road to Lakeview Drive. An easement was required when the Summit Pointe Plat was approved and recorded. This area was reviewed for feasibility of constructing this trail. It was determined that a trail cannot be built within the recorded easement that meets normally accepted grades for trails. The city will need to look for an alternative route if this trail is to be constructed.

Mayor Carla Merrill said in speaking with Highland City they are still trying to decide how they are going to deal with the issue of encroachment. One of the options Highland City was considering in their last City Council meeting would be what was originally planned for the Bonneville Shoreline trail. But the encroachment is so bad there that Highland may not be willing to work with Alpine. Will Jones suggested Alpine City go by the water tank and stay on city property. Then Draper City said they will help Alpine with the trail connections. The city will need permission from the council to start to work with Draper City. Kelli Law asked if the city could do more than four parking stalls at the trailhead. Shane Sorensen said that would be difficult. Will Jones said most people ride the road to that trailhead. Kelli Law asked if any mountain bike teams will be using that access point. Mayor Carla Merrill said she did not think so. Greg Gordon said historically he has only seen 4-5 parked at the top of Pfeifferhorn. Will Jones said typically riders go in one trail head but do not come out the same trail head. He personally rides his bike up to that trail head. The consensus of the council is that they liked the idea of doing this one connection on city property.

## **VII. STAFF REPORTS**

### **Craig Hall**

Craig Hall said he and Shane Sorensen have been meeting and coming up with a training for the Planning Commission and City Council on the Robert Rules of Order.

### **Shane Sorensen**

Shane Sorensen reminded the council about the LPPS (Lone Peak Public Safety) meeting tomorrow morning in Highland.

Shane Sorensen said Kami Burgess has agreed to chair Alpine Days again this year. Kami Burgess will be needing volunteers, more information will be on the city website. The Alpine Days Committee will be meeting next Wednesday the 16th at 8pm. Kelli Law said Kami Burgess needs a lot more volunteers for Alpine Days.

## **VIII. COUNCIL COMMUNICATION**

### **Lon Lott**

Lon Lott gave an update report on the Utah Lake Authority. The HB232 is being worked on currently in the legislative process. Recently there was an event held for members of the Utah Lake Commission, house, and senate where the Lake Restoration Solutions Group gave a presentation of their proposal for the lake clean up and land development. They have submitted the proposal to the Army Corp of Engineers and the process to determine if it is a viable project could take anywhere from 18 months to 4 years. The process includes several public hearings. Two residents from Alpine, John Benson and Jeff Hartley, are part of the Lake Restoration Solutions group and would like to come to City Council to give the presentation and answer any questions.

### **Greg Gordon**

Greg Gordon asked how the city can encourage residents to shovel their walks after a snowstorm especially on school routes. Shane Sorensen said the city has a couple of routes that the city staff plow the sidewalks themselves. The city has sent out letters to residents that do not comply in the past. We could do that again. We could also put it on the front page of the newsletter that goes out to all the residents.

## **IX. EXECUTIVE SESSION:**

None held

**Motion:** Lon Lott moved to adjourn. Greg Gordon seconded the motion. There were 4 Ayes and 0 Nays, as recorded below. The motion passed unanimously.

Ayes

Greg Gordon  
Kelli Law

Nays

Jessica Smuin  
Lon Lott

Adjourned 8:38 pm