Minutes of the Centerville City Council work session held Tuesday, February 7, 2017 at 5:30 p.m. in the Centerville City Council Chambers, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT

Mayor
Paul A. Cutler

Council Members
Tamilyn Fillmore
William Ince (remotely via phone)
Stephanie Ivie
George McEwan
Robyn Mecham

STAFF PRESENT

Steve Thacker, City Manager
Lisa Romney, City Attorney
Bruce Cox, Parks and Recreation Director
Jacob Smith, Assistant to the City Manager
Katie Rust, Recording Secretary

STAFF ABSENT

Blaine Lutz, Finance Director/Assistant City Manager

PARKS & RECREATION COMMITTEE MEMBERS

Brian Curnow
Kelli Hintze
Lynn Keddington, Chair
Melissa Larsen
Tiffany Rees
Melissa Smith

VISITOR

Dan Sonntag, MGB+A

ISLAND VIEW PARK RENOVATION

Lynn Keddington, Parks and Recreation Committee Chair, updated the Council on the grant application process for the Island View Park renovation. He reported that a State representative recommended planning the park renovation in phases to increase likelihood of receiving the grant. Melissa Larsen and Kelli Hintze, Parks and Recreation Committee members, reported on the citizen focus group, and provided the Council with a list of amenities that were agreed upon as a given for park renovation and improvements (attached). Dan Sonntag, landscape architect with MGB+A, presented the renovation plan selected by the focus group, which includes a playground area on the south end of each of the three levels connected to each other by slides in the hillside.

Bruce Cox, Parks and Recreation Director, explained that ideally the renovation will include a connection to the City sewer system. The park is currently connected to a septic tank. The group discussed the staging of the two different construction phases. Chair Keddington stated he believes planning the project in two phases will increase the likelihood of receiving the desired grant funds. He explained the application process, and explained that, if grant funds are received the project must be completed within two years.

The two-phase proposal includes completing two-thirds of the three-level playground in phase one, and the remaining third in phase two. Mayor Cutler asked if it would be possible to include all three playground levels in phase one to complete the “cornerstone” of the renovation in the first phase. Councilwoman Fillmore said she would hesitate to increase the amount requested in the grant. Councilwoman Ivie, as a neighbor of Island View Park and the City Cemetery, expressed concern with elimination of the street parking on 700 East. She said the
existing parking lot is heavily used by funeral groups. Chair Keddington suggested completing the three different levels of playground in phase one, and putting the connecting slides in place during phase two, since the slides are a significant part of the playground cost.

Mayor Cutler thanked the Parks and Recreation Committee, and expressed his support for moving forward with the grant application. Responding to a question from Councilman Ince, Chair Keddington explained that the grant is set up to be a 50% match for parks projects. Council members expressed their support for moving forward with the grant application. City Manager Thacker said he feels the proposed park renovation would revitalize use of the park by the community. Councilman McEwan asked if the grant would allow utilization of volunteer labor.

COMMUNITY PARK EXPANSION

Mr. Thacker updated the Council and Parks Committee on the bid schedule for the Community Park expansion. Mayor Cutler explained to the Parks and Recreation Committee that the Council is hoping to obtain a loan from the South Davis Recreation District to accomplish the expansion as soon as possible. Mr. Thacker explained the proposed timeline for use of RAP Tax revenue for both park projects. He said $1-$1.2 million would be committed for the Community Park expansion and parking lot and trail maintenance, leaving approximately $2 million of the $3.4 million available. Chair Keddington stated that the Committee discussed the fact that the Island View Park renovation would use a large portion of the RAP Tax renewal, and was in agreement that the renovation is important and worth moving forward. They acknowledge that not everything on the Parks Capital Improvement List will be possible with the RAP Tax funds available over the 10-year period.

ADJOURNMENT

The Council thanked the Parks and Recreation Committee for their work. Mayor Cutler adjourned the work session at 6:51 p.m.

Marsha L. Morrow, City Recorder

Date Approved

Katie Rust, Recording Secretary
There were 18 of the 25 members in attendance at the Focus Group meeting. After a great discussion of thoughts and ideas a list was made and each member was given the opportunity to vote on their top three proposals for Island View Park. At the end of the voted on list, is a list of amenities that were agreed upon as a given for park renovation and improvements.

1- 10 votes Trails to be located throughout the park
2- 5 votes Tree house playground
3- 5 votes Pickle ball courts
4- 5 votes Sledding hill
5- 4 votes Fitness circuit equipment
6- 3 votes Smaller pavilions/tables
7- 3 votes Basketball court
8- 3 votes Slides from level to level
9- 3 votes Fenced off dog area
10-3 votes Curb appeal on street level
11-2 votes Water play area (Stream access?)
12-2 votes Play area with shade over head and sand underneath
13-1 vote Volleyball
14-1 vote Wheelchair and stroller accessible paths
15-1 vote Centerville historical attraction (Cabin)

There were a few ideas that did not receive votes but were still popular ideas with the group-
1- Zip line
2- Ability swing included on playground equipment
3- An area where a marker could be placed to view Antelope Island if that is why the park is named Island View Park

Amenities that the group felt were improvements that were a must in improving the park-

1- Play ground on each level of the park
2- Improved exercise track
3- Tennis courts renovated
4- Improved lighting through out the park
5- Keeping much of the natural wilderness of the park
6- More parking
7- Restrooms located on upper level
* All were in agreement that the concrete handball courts should be removed making it possible to better use that space.
Minutes of the Centerville City Council meeting held Tuesday, February 7, 2017 at 7:00 p.m. at
Centerville City Hall, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT

Mayor 
Paul A. Cutler

Council Members 
Tammy Fillmore
William Ince (remotely via phone)
Stephanie Ivie
George McEwan
Robyn Mecham

STAFF PRESENT 

Steve Thacker, City Manager
Lisa Romney, City Attorney
Marsha Morrow, City Recorder
Cory Snyder, Community Development Director
Lt. Von Steenblik, Centerville Police Department
Jacob Smith, Assistant to the City Manager
Katie Rust, Recording Secretary

STAFF ABSENT 

Blaine Lutz, Finance Director/Assistant City Manager

VISITORS 

Interested citizens (see attached sign-in sheet)

PLEDGE OF ALLEGIANCE 

Quinn Southwick, Troop 798

PRAYER OR THOUGHT 

Councilwoman Ivie

ACKNOWLEDGEMENTS

Mayor Cutler announced that Centerville was awarded a Utah Community of the Year
Award from the Utah Community Forest Council and Utah Chapter of the International Society
of Arboriculture for efforts in the past year to document the trees in and behind park strips in the
city.

The Mayor expressed appreciation to the Flourishing Grace Church in Bountiful for the
donation of electronic flares to the Centerville Police Department.

OPEN SESSION

Mary Jo Tanner – Ms. Tanner voiced a concern about the plans for the west section of
the cemetery. She said she does not oppose all possible plans. However, she does oppose
the plan to construct a tall retaining wall on the west side of the cemetery. She said she
believes there are better options, and she and other cemetery neighbors would like to
participate in the discussions and help find the best solution for everyone concerned. She
asked the Council to show the cemetery neighbors consideration and help them trust the
Council.

Blaine Randall – Mr. Randall stated he is currently a resident of Bountiful. He thanked
the Council for their consideration of his comments at the Council meeting on September 6,
2016.

Richard Ford – Mr. Ford said he has lived near the southwest corner of the cemetery for
40 years. He requested that the document he submitted to the Mayor and Council in January
be entered into the public record (attached).
MINUTES REVIEW AND ACCEPTANCE

The minutes of the January 17, 2017 work session and regular Council meeting were reviewed. Councilwoman Ivie made a motion to accept both sets of minutes. Councilman McEwan seconded the motion, which passed by unanimous vote (5-0).

SUMMARY ACTION CALENDAR

a. Amendment to Interlocal Agreement for Animal Control Services – Resolution No. 2017-02
b. Amendment to Section 4.060 of the Centerville Personnel Policies and Procedures Regarding Compensatory Time – Resolution No. 2017-03
c. Police Officer Hiring Incentive

Staff answered questions from the Council regarding items on the Summary Action Calendar. Councilman McEwan made a motion to approve all three items on the Summary Action Calendar, including Resolution No. 2017-02 and Resolution No. 2017-03. Councilwoman Ivie seconded the motion, which passed by unanimous vote (5-0).

BOOK ABOUT 1983 CENTERVILLE FLOOD

Former-Mayor Neil Blackburn expressed gratitude for the assistance of City staff in compiling information for his book about the 1983 Centerville flood. He explained his desire to recognize the many people who sacrificed and helped the city during the 1983 flood. The book will cost $45, with $2.25 from the sale of each book contributed to the Whitaker Museum Fund. He expressed the hope that the book can be advertised in the City newsletter. Mayor Cutler and Councilwoman Fillmore expressed support for including information about the book in the newsletter. Requests for the books will go directly to Mr. Blackburn via email. It may be possible for copies of the book to be available for sale at the Whitaker Museum.

Discussing the advertising policy recently put in place, Councilman McEwan commented that the book could certainly be considered being of significance to the community. He asked if all books written about Centerville will qualify for advertising in the newsletter or utility mailer in the future. Councilwoman Fillmore asked how the policy will be implemented – if the Council will continue to decide what qualifies, or if staff will make the decision based on the guidelines. Mr. Thacker commented that staff will generally make the decision based on the policy. He said he felt this particular request was not clear-cut, and chose to bring it to the Council. Lisa Romney, City Attorney, read aloud a portion of the policy, and said she feels the book has enough of a link to Centerville that the request could be approved. Mr. Blackburn assured the Council that the book is a non-profit venture.

Councilwoman Fillmore made a motion directing staff to work with Mr. Blackburn to advertise the book in the newsletter or utility insert. Councilman Ince seconded the motion. Councilwoman Ivie expressed concern about the precedent that would be set. Following further discussion, the motion passed by unanimous vote (5-0).

PUBLIC HEARING – 1872 NORTH MAIN SUBDIVISION AMENDED – SUBDIVISION PLAT AMENDMENT

As applicant in this issue, Mayor Cutler stepped down from the dais and asked that Mayor Pro Tem Fillmore direct the discussion. Cory Snyder, Community Development Director, explained that the 1872 North Main Subdivision was previously approved and recorded on June 18, 2014. The applicant desires to amend the recorded subdivision plat to alter the
configuration of the driveway and fire access turnaround, relocate the interior public utility
easements, and adjust interior lot lines between existing lots. Staff recommends approval of
this plat amendment as it complies with the existing applicable subdivision ordinances and
codes, and the public interest will be preserved. Mayor Cutler explained his desire to bring the
property into compliance, and to improve the landscaping.

At 7:53 p.m. Mayor Pro Tem Fillmore opened a public hearing, and closed the public
hearing seeing that no one wished to comment. Councilwoman Ivie said she contacted the Fire
Chief about the dimensions of the fire access turnaround and was informed that the proposed
plan is sufficient for current and future planned vehicles. Councilman Ince made a motion to
approve the proposed plat amendment, subject to the following conditions and findings.
Councilwoman Ivie seconded the motion, which passed by unanimous vote (5-0). Mayor Cutler
returned to his seat on the dais.

Conditions:

1) Preparation and submittal of the final linen subdivision plat to the City Recorder’s
Office to reflect the changes to the 1872 Main Street Subdivision Amended.
2) Provide signature blocks and obtain signatures for all owners within the subdivision
on final linen plat.
3) Submit a current title or updated report, no less than 30 days old to the City, which
shall be reviewed and deemed acceptable by the City Attorney prior to recordation.
4) Provide, on the amended plat, all original plat notes, easements, or other elements,
as deemed necessary by the City Attorney.
5) Provide and record with the amended plat, an updated shared access and
maintenance agreement for the amended plat, which is to be deemed acceptable to
the City Attorney.

Findings:

a. The City Council finds that a plat amendment is needed to reconfigure the fire
access turnaround to match how it was actually constructed.
b. The City Council finds that the South Davis Metro Fire District Marshall has provided
a written acceptance of the new configuration.
c. The City Council finds that there are a few minor adjustments to the common
driveway, relocation of the PUE and shifting of a lot line.
d. The City Council finds that all the amended plat elements have been reviewed by
City Staff and have been deemed acceptable.
e. Therefore, the City Council finds that the proposed plat amendment complies with
the existing applicable subdivision ordinances and codes and the public interest will
be preserved.

CEMETERY ORDINANCE AND FEE SCHEDULE AMENDMENTS REGARDING
BURIAL RIGHT REPURCHASING

Mr. Thacker explained that approval of this Ordinance and Resolution would allow him to
implement an idea that may provide burial spaces for “immediate need” while the City Council is
exploring options for creating additional burial spaces. Staff have determined there are 192
burial right owners who each own at least four unused burial rights in the Centerville Cemetery,
representing a total of 1069 unused spaces. Of these 192 owners, the City has mailing
addresses for 118, representing a total of 698 burial rights. Mr. Thacker said he believes there
is a good possibility that some of these burial rights owners would sell their rights back to the
City if they could receive greater compensation than City ordinance currently allows, which is "...
the original price paid by the purchaser, or the current selling price, whichever is less." Some
of the burial rights were purchased many, many years ago when burial rights could be
purchased for $25. Over time the cost of a burial right has increased to the current rate of $300
in the older sections and $600 in the newest section.

Mr. Thacker presented the following proposal:

- The purchase price for any burial right in the cemetery would be set at $600, regardless of which section it is in.
- A burial right owner who did not pay a perpetual care fee and wants to resell one or more rights to the City would be paid $500 for the repurchase of each right.
- A burial right owner who paid a perpetual care fee and wants to resell one or more rights to the City would be paid $800 for the repurchase of each right.
- The City would mail letters to the 118 burial right owners for which addresses have been identified, informing them of this opportunity to resell their rights to the City under these new terms.
- The City would initially buy back a limited number of rights – maybe 20 or so – and resell those for "immediate need", allowing someone to purchase a second burial right at the same time as they buy one for immediate need (the second one for a spouse).
- If the number of those wanting to resell is strong enough to exceed the initial number the City is willing to purchase, a list would be maintained and the City could repurchase more in the future as the inventory of repurchased rights is resold for immediate need.
- The repurchased spaces would be resold by the City at a current price of $600 plus a $300 perpetual care fee. In other words, the City would keep $100 from each repurchase/resell transaction to cover administrative cost.

Councilman McEwan said he is interested in looking into this option before the west side expansion idea. Mr. Thacker briefly described how Centerville's burial fees compare to other South Davis municipal and private cemeteries, and stated he has more information that will be provided to the Council at an upcoming work session regarding the cemetery.

Councilwoman Fillmore made a motion to approve Ordinance No. 2017-01 amending Section 8-03-100 of the Centerville Municipal Code regarding repurchasing of burial rights by the City. Councilwoman Ivie seconded the motion, which passed by unanimous vote (5-0). Councilwoman Fillmore made a motion to approve Resolution No. 2017-04 amending Section VII.A. of the City Fee Schedule regarding cemetery burial right and repurchasing fees. Councilwoman Ivie seconded the motion. Mayor Cutler suggested information regarding both the burial right fee and the perpetual care fee be included in the community brochure next year. The motion passed by unanimous vote (5-0).

2017 MUNICIPAL ELECTION – VOTE BY MAIL RECOMMENDATION

Ms. Romney presented information gathered by staff regarding running a City election as requested by the Council (available with the agenda on NovusAgenda). Marsha Morrow, City Recorder, presented the estimated costs of running an election with two polling locations and paper ballots:

- Total out-of-pocket costs per election $17,521 - $21,188
- Total estimated staff costs per election $16,100 (not including benefits)
She recommended the City contract with the County for the vote-by-mail hybrid for the estimated cost of $15,163 per election. Ms. Morrow gave the following reasons for selecting the vote-by-mail option:

- Less confusing for voters
- Voters expectation is to receive a ballot by mail
- Elections are consistent, whether federal or municipal elections
- The cost and time involved to administer own election
- Better turn out
- Voters can study candidates and issues at their leisure

Mr. Thacker pointed out that the staff time required to run an election would be staff time not spent on other issues. Councilwoman Fillmore expressed her support for the vote-by-mail option, and made a motion to contract with Davis County for a Vote-By-Mail election for the 2017 Municipal Election. Councilwoman Ivie seconded the motion.

Councilman Ince stated he thinks voting should be harder and not easier, but said he recognizes that he is part of a small minority with that opinion. Ms. Romney explained that staff is very busy with elections even when contracting with the County. Councilwoman Fillmore said she agrees with the desire to have an informed electorate, which is a big reason she is in favor of the vote-by-mail option, with the convenience of doing research about candidates and issues online. Councilman McEwan said he feels there is ceremony involved with the whole process of governance, and he would be sad to see it become just a checklist. Council members Ivie and Mecham agreed. Councilwoman Mecham said she believes that citizens who do not take the time to research the issues will not take the time to go out and vote. She said she thinks the vote-by-mail option will result in more uneducated voters. Councilwoman Ivie said she feels there is something about having to put out some effort that makes something more valuable. She disagreed that vote-by-mail makes research easier — those that care will research and those that don’t, won’t. Councilwoman Ivie said she feels it cheapens the vote and makes it more difficult for candidates to run, but acknowledged that the city does not have the funds to run its own elections. Mayor Cutler suggested that the perception of the public might be that the Council is trying to limit turnout by selecting a paper ballot when facts suggest that vote-by-mail results in higher participation. The motion passed by unanimous vote (5-0).

The Council took a break at 8:47 p.m. and returned at 9:01 p.m.

**MAYOR'S REPORT**

- Mayor Cutler updated the Council on the Community Foundation preparations to support Law Enforcement Week in May. He said the Foundation Board is looking for businesses willing to pay for banners ($100 each) as a show of support. The banners will be attached to poles along Parrish Lane and Main Street, and will be reusable.
- The Mayor updated the Council regarding the loan from the South Davis Recreation District for the Community Park expansion.
- Mayor Cutler updated the Council regarding the County-owned property on 100 South. He said it is his perception that both parties want to keep a portion of the property open for public use. A long-term conservation easement or lease is being considered.
- Mayor Cutler reported that Davis County is in favor of more recreation use of the foothills, and has asked each city to participate in a comprehensive planning effort for a County Hillside Recreation Plan. The Centerville Trails Committee will meet with the Bountiful Trails Committee to discuss possibilities for mountain biking trails.
- Council members are invited to attend the Legislative night at CenterPoint Theatre on February 23rd.

CITY MANAGER'S REPORT

- The Council will meet in a work session regarding cemetery expansion on Wednesday, March 1st.
- The Police Department is looking into contracting with an online service to facilitate access to accident reports.
- The Council will discuss their responses to a sidewalk and tree survey in a future meeting.
- Sound panels will be installed in the City Hall Council Chambers in the next week.
- The Council will meet in a work session regarding UTOPIA on March 21st.
- The Council may meet in a work session regarding General Plan amendments for the Pages Lane corridor, but this will be scheduled later.

OPEN AND PUBLIC MEETINGS TRAINING

Ms. Romney presented training regarding open and public meetings. The presentation is available with the agenda on NovusAgenda.

MISCELLANEOUS BUSINESS

- Councilwoman Mecham suggested including information about City committees in the City newsletter to help with recruitment.
- Councilwoman Mecham reported that postal workers are frustrated with garbage cans being left on the streets for several days, making mail delivery even harder with the amount of snow this winter. She suggested circulating a reminder of City regulations regarding garbage containers next fall.
- Councilman Ince agreed to represent the City as a voting member of the ULCT Legislative Policy Committee.
- Councilwoman Fillmore expressed concern regarding seemingly random pockets of radon gas occurring in Centerville, and said she feels it would be worth exploring the idea of requiring a test for radon gas for new construction. Councilwoman Ivie suggested having an information sheet attached to building permit materials that encourages testing. Councilman McEwan commented that life is dangerous, and expressed concern about getting into a situation of over-regulation. A majority of Council members indicated they would like staff to investigate the City’s legal boundaries for this issue.

APPOINTMENTS

Mayor Cutler recommended the Council reappoint Melissa Larsen to the Parks and Recreation Committee. Councilwoman Mecham made a motion to reappoint Melissa Larsen to the Parks and Recreation Committee. Councilman McEwan seconded the motion, which passed by unanimous vote (5-0). The Council discussed appropriate length of service on different City committees. There are a number of members on the Trails Committee who have served two terms, and are willing to continue serving on the Committee. The Council expressed a desire to aggressively advertise openings, and let Committee members continue serving until they are replaced. Councilman Ince suggested spotlighting committees in the City newsletter to raise awareness and interest.
ADJOURNMENT

At 10:07 p.m., Councilwoman Ivie made a motion to adjourn the meeting. Councilman Ince seconded the motion, which passed by unanimous vote (5-0).