



**CITY COUNCIL MEETING  
OF THE CITY OF CEDAR HILLS  
Tuesday, March 7, 2017 7:00 p.m.**

Notice is hereby given that the City Council of the City of Cedar Hills, Utah, will hold a **City Council Meeting on Tuesday, March 7, 2017, beginning at 7:00 p.m.** at the Community Recreation Center, 10640 N Clubhouse Drive, Cedar Hills, Utah. This is a public meeting and anyone is invited to attend.

**COUNCIL MEETING**

1. Call to Order, Pledge led by C. Geddes and Invocation given by Mayor Gygi
2. Approval of Meeting's Agenda
3. Public Comment: Time has been set aside for the public to express their ideas, concerns and comments (comments limited to 3 minutes per person with a total of 30 minutes for this item)

**PUBLIC HEARING**

4. Adjusting the Common Boundary between the City of Cedar Hills and Pleasant Grove City

CONSENT AGENDA (Consent items are only those which require no further discussion or are routine in nature. All items on the Consent Agenda are adopted by a single motion)

5. Appointment of the City Manager

**CITY REPORTS AND BUSINESS**

6. City Manager
7. Mayor and Council

**SCHEDULED ITEMS**

8. Review/Action on Adoption of an Ordinance Adjusting the Common Boundary between the City of Cedar Hills and Pleasant Grove City (Thayne Property)
9. Review/Action on Awarding the Bid for the Parks, Trails & Recreation Master Plan
10. Discussion on Highland Gardens Water Connection
11. Discussion on Community Events at the Vista Room

**ADJOURNMENT**

12. Adjourn

Posted this 3rd day of March, 2017

/s/ Colleen A. Mulvey, City Recorder

- Supporting documentation for this agenda is posted on the city's website at [www.cedarhills.org](http://www.cedarhills.org).
- In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at 801-785-9668 at least 48 hours in advance of the meeting.
- An Executive Session may be called to order pursuant to Utah State Code 54-4-204 & 54-4-205.
- The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.
- This meeting may be held electronically via telephone to permit one or more of the council members to participate.



# CITY OF CEDAR HILLS

<b>TO:</b>	Mayor and City Council
<b>FROM:</b>	Mayor Gygi
<b>DATE:</b>	3/7/2017

## City Council Agenda Item

<b>SUBJECT:</b>	Appointment of City Manager
<b>APPLICANT PRESENTATION:</b>	n/a
<b>STAFF PRESENTATION:</b>	n/a

**BACKGROUND AND FINDINGS:**

As per City Code 1-6A-1:

The mayor, with the advice and consent of the city council, shall appoint a city manager within a reasonable time whenever a vacancy exists in such position. Such appointment shall be without definite term and shall be at a salary to be fixed by the city council by contract, resolution or ordinance. The city manager shall be appointed without regard to any consideration other than his/her abilities, integrity, competency, training and experience as a city manager. At the time of his/her appointment, he/she need not be a resident of the city or state, but during tenure of office he/she shall reside within the city, except at the discretion of the city council. No member of the city council nor the mayor shall be appointed city manager during the term for which he/she shall have been elected, nor within one year after the expiration of his/her term. (Ord. 11-20-2001A, 11-20-2001)

**PREVIOUS LEGISLATIVE ACTION:**

n/a

**FISCAL IMPACT:**

n/a

**SUPPORTING DOCUMENTS:**

n/a

**RECOMMENDATION:**

To sustain the appointment of Mayor Gygi for the position of City Manager. If the appointee does not reside within the city limits, a finding of fact that due to the proximity of residency or other finding can be reason for exception to be granted per code 1-6A-1.

**MOTION:**

To consent and approve the appointment of \_\_\_\_\_ to the position of City Manager. In addition, according to City Code 1-.6A-l, an exception at the discretion of the City Council that said appointee is not required to live within the city limits.



# CITY OF CEDAR HILLS

<b>TO:</b>	Mayor and City Council
<b>FROM:</b>	Chandler Goodwin, Interim City Manger
<b>DATE:</b>	3/7/2017

## City Council Agenda Item

<b>SUBJECT:</b>	Boundary Adjustment
<b>APPLICANT PRESENTATION:</b>	n/a
<b>STAFF PRESENTATION:</b>	Chandler Goodwin

<b>BACKGROUND AND FINDINGS:</b>	
<p>On January 17, 2017, the City Council adopted Resolution 01-17-2017D, indicating the intent to boundary adjust the following property from the municipal jurisdiction of the City of Cedar Hills to Pleasant Grove City:</p> <p>Dennis and Karla Thayne 4087 Canyon Road, Cedar Hills, Utah</p> <p>In accordance with UCA 10-2-419, a public hearing is held, and in that no protests have been filed with the city recorder, the code requires that the legislative body adopt an ordinance approving the adjustment of the common boundary.</p>	
<b>PREVIOUS LEGISLATIVE ACTION:</b>	
Resolution 01-17-2017D	
<b>FISCAL IMPACT:</b>	
<b>SUPPORTING DOCUMENTS:</b>	
Request to Initiate form, preliminary plat depicting the boundary area, proposed ordinance.	
<b>RECOMMENDATION:</b>	
Staff recommends that the City Council approve the ordinance and authorize staff to move forward in the boundary adjustment process in accordance with the provisions of the state law.	
<b>MOTION:</b>	
To approve/not approve Ordinance No. _____. An Ordinance Adjusting the Common Municipal Boundary Between the City of Cedar Hills and Pleasant Grove City.	



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ADJUSTING THE COMMON MUNICIPAL BOUNDARY BETWEEN THE CITY OF CEDAR HILLS AND PLEASANT GROVE CITY.**

**WHEREAS**, the owners of certain property currently located within the City of Cedar Hills corporate boundary but contiguous to the boundary of Pleasant Grove City have submitted an application to each municipality requesting an adjustment to the common boundary for the purpose of disconnecting said territory from the City of Cedar Hills and boundary adjust the same to Pleasant Grove City, and

**WHEREAS**, the City Council of the City of Cedar Hills, has heretofore: (1) adopted a resolution (Resolution No. 01-17-2017D) indicating its intent to adjust the location of the common boundary between the City of Cedar Hills and Pleasant Grove City and transfer said property to the municipal jurisdiction of Pleasant Grove City, (2) advertised and held a public hearing regarding the proposed boundary adjustment, and (3) determined that no protests to the proposed adjustment have been filed with the city recorder, all of the above in accordance with the applicable provisions of Utah State Law (UCA 10-2-419).

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR HILLS, UTAH:**

**SECTION 1.** In accordance with the provisions of Section 10-2-419 Utah Code Annotated, 1953, as amended, the City of Cedar Hills requests that the following property owners parcel be transferred from the municipal jurisdiction of the City of Cedar Hills to Pleasant Grove City: Dennis and Karla Thayne, 4087 Canyon Road, Cedar Hills, Utah. The legal descriptions and maps describing the location of the territory proposed for adjustment are set forth in Exhibit "A," which is attached hereto and incorporated herein by reference.

**SECTION 2.** This ordinance shall take effect upon passage of a similar ordinance by Pleasant Grove City providing for the disconnection of said area from the City of Cedar Hills and the recording of the Boundary Adjustment Plat relating thereto at the office of the Utah County Recorder.

**SECTION 3.** SEVERABILITY. The sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable. If any such section, paragraph, sentence, clause or phrase shall be declared invalid or unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases of this ordinance.

**PASSED AND APPROVED AND MADE EFFECTIVE** by the City Council of the City of Cedar Hills, Utah County, Utah, this 7th day of March, 2017.

Attest:

\_\_\_\_\_  
Gary R. Gygi, Mayor

\_\_\_\_\_  
Colleen A. Mulvey, City Recorder



# CITY OF CEDAR HILLS

<b>TO:</b>	Mayor and City Council
<b>FROM:</b>	Chandler Goodwin, City Manager
<b>DATE:</b>	3/3/2017

## City Council Agenda Item

<b>SUBJECT:</b>	Parks and Recreation Master Plan Contract
<b>APPLICANT PRESENTATION:</b>	
<b>STAFF PRESENTATION:</b>	Charl Louw, Finance Director
<b>BACKGROUND AND FINDINGS:</b>	
<p>The City of Cedar Hills made a request for proposals (RFP) to create a Parks, Trails, and Recreation Master Plan. The plan will use feedback from the residents, staff and the City Council to recommendations for any short-term and long-term maintenance/improvements to our city parks, trails, and recreation programming.</p>	
<b>PREVIOUS LEGISLATIVE ACTION:</b>	
<b>FISCAL IMPACT:</b>	
<p>The Parks, Trails, and Recreation Plan proposals start at \$26,420 and potentially go up depending on the firm proposal.</p>	
<b>SUPPORTING DOCUMENTS:</b>	
<p>Qualified parks and recreation master plan proposals, examples of schematic designs, surveys, plans, and staff analysis of proposals.</p>	
<b>RECOMMENDATION:</b>	
<p>Staff and the Park’s Chairman—Boyd Wilkins recommend that the City Council review and approve the lowest cost, qualified proposal by In Site Design Group, subject to legal review. The key qualifications in staff’s analysis were the following: 1. Willingness to set aside sufficient time for committee meetings, unbiased neighborhood and citywide input through surveys, open houses or town hall meetings 2. Cost effective/Innovative project design, 3. Relevant construction cost projections for an action plan, and 4. Usefulness of schematic designs included. 5. Experience collaborating. As the city is close to build out, a traditional park master plan that deals with growth is not as relevant, as a park master plan that focuses on community feedback, and produces a cost effective action plan with useful, innovative designs.</p> <p>Each landscaping architect firm was responsive and excellent in responding to requests from staff. They each showed a willingness to meet the needs and wants of the city, but we didn’t think the other firms’ proposals were providing as much value to the City of Cedar Hills, as In Site Design Group. For the price of \$26,420, In Site Design Group offered to make a traditional park master plans with simple schematic drawings, or they are willing to reallocate their time to make a cost effective traditional phase 1 and phase 2 hybrid type plan that focuses more on community input and more detailed schematic designs and less on impact fee type of information for the same price.</p>	
<b>MOTION:</b>	
<p>To approve/not approve a Parks, Trails, and Recreation Master Plan proposal, subject to legal review.</p>	

## Parks, Trails, and Recreation Master Plan Proposal #s

	Original Cost	
In Site Design Group	\$ 26,420	Staff's recommended proposal
Landmark Design	\$ 31,710	2nd
Sunrise Engineering	\$ 31,800	Specialize more in impact fee studies
MGB+A--The Grassli Group	\$ 35,035	3rd
Epic Engineering	\$ 38,556	Specialize more in impact fee studies

### Similar Projects

In Site Design Group Creekside Park--Alpine, Franklin and Sunsetview Parks-Provo, Harvest Park-Mapleton, Lehi Parks, Hyde Park  
 Landmark Design Orem, South Jordan, Lehi, Draper, Saratoga Springs, Herriman, Holladay, Vernal, Park City Master plans  
 Sunrise Engineering Washington City, Santa Clara, Ivins, Springdale, Panguitch, Parowan Master Impact Fee Plans  
 MGB+A--The Grassli Group American Fork, Holladay, Highland, Cedar City, North Salt Lake, Logan, Farmington Master Plans  
 Epic Engineering Eagle Mountain park design, Heber Main Street and Center Prof. Plaza Plan

### Strengths

In Site Design Group Award winning landscape projects, cost analysis, proximity, competitive pricing  
 Landmark Design Experience with master plans, community participation and feedback  
 Sunrise Engineering Civil engineering, Master plans, familiar with city, awards for water & pickleball  
 MGB+A--The Grassli Group Familiar with City parks, Master planning, Landscape Architecture, Hours  
 Epic Engineering Golf Course, Urban Parks, Plazas, conservation planning



# CITY OF CEDAR HILLS

<b>TO:</b>	Mayor and City Council
<b>FROM:</b>	Jeff Maag, Public Works Director
<b>DATE:</b>	3/7/2017

## City Council Agenda Item

<b>SUBJECT:</b>	Culinary Water meter requirement
<b>APPLICANT PRESENTATION:</b>	N/A
<b>STAFF PRESENTATION:</b>	Jeff Maag

**BACKGROUND AND FINDINGS:**

Cedar Hills provides water to a limited number of users that are outside the jurisdictional boundaries of the City; Cedar Hills also receives water from other jurisdictions. Cedar Hills is required to meter and backflow protect each point of connection and we require metering and backflow protection at all service connections. Highland Gardens (AF City) submitted a permit application for a new larger culinary water service to their property on 4800 N. Cedar Hills staff reviewed and approved the permit with conditions that the water be metered and protected for backflow. American fork City reviewed and approved Cedar Hills' plan review and the proposed equipment.

A permit was issued 11/2/15 and the property owner's contractor proceeded to install the new water line but failed to install the required meter, backflow device and meter box. Staff reviewed the permit at the time of expiration and contacted the owner with a request for final inspection. During the inspection it was noted that the owner had made the connection to the Cedar Hills water main and had energized his new lateral without authorization. The owner and AF City were notified that the installation was not installed as per the approved plans, that the permit was no longer valid and that the lateral valve had been closed.

The owner contacted Mayor Gygi and staff for a review of his project. Staff agreed to a permit extension for an additional 180 days. This permit extension expires April 14, 2017; at which time staff will close the street valve if the project is not completed as per the approved plans.

**Considerations:**

- 1) The project includes the addition of a new 6" culinary water service lateral to private property outside Cedar Hills' jurisdiction. This service will provide water for a fire suppression system and hydrant.
- 2) Cedar Hills ordinance requires that all service laterals be metered (7-1B-6).
- 3) Backflow protection is required by City Ordinance (Chapter 5).
- 4) Owner to provide and install backflow device (7-5-3, B, 2).
- 5) Meter and backflow equipment must be listed for fire service.

**PREVIOUS LEGISLATIVE ACTION:**

City Code 7-5-1-4 & 7-1B-6-8.

**FISCAL IMPACT:**

N/A

**SUPPORTING DOCUMENTS:**

See attached correspondence

**RECOMMENDATION:**

Staff recommends that Highland Gardens comply with Cedar Hills Code prior to receiving the requested water service.

**MOTION:**

N/A

September 30, 2015

Plan review

Permit #698

Permit request submitted for the installation of a six (6) inch culinary water lateral to the business "Highland Gardens" located at 9736 North, North County Blvd., American Fork City. The proposed lateral will be located on Harvey Blvd., City of Cedar Hills. A (6) six inch water lateral connected (tapped) to a (8) eight inch City water main using a resilient wedge tapping valve and placement of an appropriate thrust block, will provide service to the property on the south side of Harvey Blvd (see plan). As per plan this service lateral will provide water to a fire riser (sprinkler system) and a fire hydrant located approximately six hundred four (604) ft. from the meter. This water line and the fire suppression/hydrant are not in the City of Cedar Hills and will not be maintained by Cedar Hills. It is understood by the City of Cedar Hills that this pipeline will not be owned by American Fork City; but is a private water line installed and maintained by the property owner as required by American Fork City.

The City of Cedar Hills provides one (1) service lateral to each property. Highland Gardens currently has a two (2) inch service lateral installed.

Each service lateral is required to have back flow protection and metering equipment enclosed in a meter can/vault and protected from freezing.

Due to the size of the requested service lateral a concrete vault will be required to house the required meter.

The six (6) inch, Sensus Fire Line (FM-720-R1), water meter is recommended, or submit an equivalent alternative for review. This is a combination type meter and will meet the requirement for one service lateral per property. The meter provides a two (2) inch meter for the normal daily water usage and can provide large line flow when demand is high. This will require that the current two (2) inch line be routed to connect to the new meter.

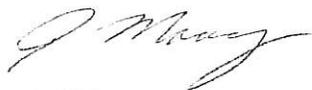
Water Meter maintenance will be provided by American Fork City which is similar to other meters in the area.

Prior to construction a street cut permit will be needed from our Public Works Department.

Scheduling will need to take place so as to have a public works Technician on site during connection and for inspections.

This plan review does not include any approval for system installation outside of Cedar Hills with the exception of the service lateral.

The City of Cedar Hills does not guarantee that the water line pressure will stay at current levels and the fire suppression design should take this into consideration.



Jeff Maag  
Building Official  
City of Cedar



51 East Main, American Fork, UT 84003  
Office (801) 763-3000  
Fax (801) 763-3033

October 27, 2015

Mr. Jeff Maag  
City of Cedar Hills  
10264 N Canyon Road  
Cedar Hills UT 84062

RE: PERMIT #698 - 9736 N NORTH COUNTY BLVD, AMERICAN FORK UTAH

Dear Mr. Maag:

American Fork City is in receipt of your letter dated September 30, 2015 for permit #698 to install a culinary water lateral, meter, and fire hydrant for the Highland Gardens at 9736 N North County Blvd, American Fork, Utah. American Fork City is in favor of the connection per the enclosed approved and stamped plan as well as the requirements outlined in your letter. American Fork City will require inspection of the infrastructure that is installed within its city limits.

American Fork City appreciates its association and working relationship with the City of Cedar Hills. If you have any questions regarding this matter, please give me a call at 801-763-3060.

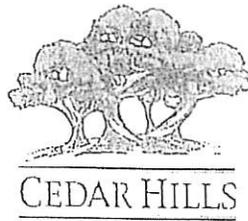
Sincerely,

Jay Brems  
Water/PI Division Superintendent

Enclosures

Mayor James H. Hadfield

Carlton Bowen, Brad Frost, Robert Shelton, Jeff Shorter, Clark Taylor



October 3, 2016

Ken Stratton,

The City of Cedar Hills Building Department is providing this notice to inform you that Permit number 698 has expired. It appears that inactivity on the project has been significantly longer than the 180 days permitted by code. Our last available report is dated November 3, 2015. If you feel that this information is inaccurate please provide documentation to assist us in updating our records.

Technicians have visited the site and found that the proposed installation has not been completed as per approved plans. If you have completed this work, within the past week, please contact our office to schedule an inspection.

During the site inspection our Technicians noted that the street water valve for the new 6" service lateral was opened and that no meter or back flow protection was provided. The opening of this valve has not been approved by the Cedar Hills public works department. The review also noted that two water service laterals extended to the site. As per the permit only one service lateral per property is permitted.

Due to the nature of the proposed use for the 6" water connection (fire suppression), we will permit this opened connection to remain opened until October 17, 2016. On October 18, 2016 the valve will be closed and the service to your property will no longer be provided by the 6" connection. We recommend that you evaluate this situation and take whatever steps you feel to be appropriate.

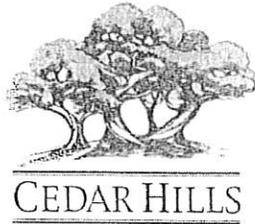
American Fork City Fire, Building and Public Works departments will also receive this letter to allow them to rectify any issues that may result from this action.

If you are still interested in completing the proposed project; contact the Cedar Hills Building Department. Permit renewal fees for this permit are \$103.00.

Jeff Maag  
Building Official  
City of Cedar Hills  
(801) 785-9668

CC:

American Fork City  
Fire Department  
Building Department  
Public Works Department



October 14, 2016

Ken Stratton,

As per request the City of Cedar Hills Building Department has approved a time extension to Permit #698 for a period not to exceed 180 days; as per ICC Residential code section R105.5.

This extension is granted to allow the owner time to evaluate the required equipment, (Watts Series 709DCDA double check detector assemblies), and determine if there is an equivalent, approved, device that will satisfy the permit requirements and then to complete the installation.

The City of Cedar Hills Public Works department has agreed to allow the current installation to be energized; with the condition that the owner/contractor notify the department prior to any work commencing on the system. The street valve will be closed prior to work being started for City system protection. Note that only Cedar Hills Public Works staff is authorized to manipulate the valve in the street controlling flow to the site owners system.

Also noted is the change to the permit allowing the current 2" lateral/meter used for culinary purposes to remain as installed. The new installed lateral will be used solely for fire suppression/fighting purposes.

A handwritten signature in black ink, appearing to read "Jeff Maag", is written over a horizontal line.

Jeff Maag  
Building Official  
City of Cedar Hills  
(801) 785-9668

CC:

American Fork City  
Fire Department  
Building Department  
Public Works Department

## Jeffrey Maag

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**From:** Nestor Gallo <NGallo@afcity.net>  
**Sent:** Thursday, November 03, 2016 11:11 AM  
**To:** Jeffrey Maag; David Bunker; Dee Howard  
**Cc:** Jay Brems; Trent Andrus  
**Subject:** RE: Highland Garden site plan - fire line connection

Thank you Jeff ... I agree with you.

The project may be under construction within the American Fork City boundaries but Cedar Hills is the water provider and consequently any new development should follow Cedar Hills' standard specifications, policies and procedures.

I will explain the contractor the reason for these requirements.  
It makes perfect sense.

Thank you again for your prompt response.  
Best regards,

Nestor Gallo, P.E.  
City Engineer  
Engineering Division  
Public Works Department  
American Fork City  
(801) 404 7969

**From:** Jeffrey Maag [<mailto:JMaag@cedarhills.org>]  
**Sent:** Thursday, November 3, 2016 8:59 AM  
**To:** Nestor Gallo <[NGallo@afcity.net](mailto:NGallo@afcity.net)>; David Bunker <[DBunker@cedarhills.org](mailto:DBunker@cedarhills.org)>; Dee Howard <[DHoward@cedarhills.org](mailto:DHoward@cedarhills.org)>  
**Cc:** Jay Brems <[JBrems@afcity.net](mailto:JBrems@afcity.net)>  
**Subject:** RE: Highland Garden site plan - fire line connection

Nestor,  
Thanks for taking the time to communicate with us. Attached find some of the communications from our Building and Public Works departments.  
Cedar Hills is happy to accommodate the request to provide water to the Highland gardens project.  
The plans provided to our public works department for review included a 6" service lateral to private property. We require that all service laterals that the City does not maintain to be metered and backflow protected. This helps us meet requirements to protect our drinking water from contaminants.  
Obviously we all understand that there is a jurisdictional boundary associated within the water delivery system. Cedar Hills requires that the meter and backflow devices be provided near the boundary area allowing both jurisdictions access.  
The meter recommended by our public works department is designed to permit full water flow during fire demand as well as meter low flow at other demands. We do not require this particular meter and are willing to review/approve a meter that is equivalent.  
Hope this helps you understand the situation from our public works department.  
Thanks, we always appreciate your help.

Jeff Maag



# CITY OF CEDAR HILLS

<b>TO:</b>	Mayor and City Council
<b>FROM:</b>	Chandler Goodwin, Interim City Manager
<b>DATE:</b>	3/7/2017

## City Council Agenda Item

<b>SUBJECT:</b>	Discussion on Adopting a Policy on Community Events in the Vista Room
<b>APPLICANT PRESENTATION:</b>	N/A
<b>STAFF PRESENTATION:</b>	Chandler Goodwin, Interim City Manager
<b>BACKGROUND AND FINDINGS:</b> In the February 21 City Council meeting, a discussion was held about the use of the Vista Room for community events. Staff was directed to draft a policy that could be adopted that would guide both the Council and Staff in the use of the Vista Room. Staff has met and has drafted a policy that allows for community events to be held by working with the proper group, and sets up a best practice for when these types of events should occur.	
<b>PREVIOUS LEGISLATIVE ACTION:</b> N/A	
<b>FISCAL IMPACT:</b> The full fiscal impact can only be estimated by assuming that during the busier times of the year, each community event that displaces a full-paying event would result in the loss of \$1,700-2,000 dollars per event.	
<b>SUPPORTING DOCUMENTS:</b> Proposed community event policy	
<b>RECOMMENDATION:</b> Staff recommends that the City Council and Mayor discuss the proposed policy and direct staff regarding further changes.	
<b>MOTION:</b> No motion necessary, discussion item only.	

**Community Events Policy****March 3, 2017**

COMMUNITY EVENT – A community event is defined as a gathering open to the community that is sponsored by a city board, commission, committee, council, or staff. Additionally, a community event is an event or meeting for a local district or board that has Cedar Hills as an active member, or where a staff representative, councilmember, or mayor are acting in their official capacity.

For events to be held on Monday-Wednesday, Events staff may be given notice at any time. Events held on Thursday, Friday or Saturday evenings may only be scheduled thirty (30) days prior to the event taking place.

Any interested community member that wishes to hold an event that is open to the public shall make a proposal to the relevant city board, commission, committee, council, or staff. It is up to the board, commission, committee, council, or staff to decide whether to sponsor the event, as the event may involve the use of public funds. The members of the city board shall then be responsible for scheduling, planning and carrying out the event. Additionally, the set-up, take-down, and clean up shall be the responsibility of the sponsoring board.