

**Tooele City Council and the Tooele City Redevelopment Agency  
Work Meeting Minutes**

**Date:** Wednesday, April 5, 2023

**Time:** 5:30 p.m.

**Place:** Tooele City Hall, Council Chambers  
90 North Main Street, Tooele, Utah

**City Council Members Present:**

Justin Brady

Maresa Manzione

David McCall

Tony Graf

Ed Hansen

**City Employees Present:**

Mayor Debbie Winn

Adrian Day, Police Department Chief

Roger Baker, City Attorney

Darwin Cook, Parks and Recreation Director

Jim Bolser, Community Development Director

Jamie Grandpre, Public Works Director

Michelle Pitt, City Recorder

Holly Potter, Deputy City Recorder

Minutes prepared by Katherin Yei

**1. Open City Council Meeting**

Chairman Brady called the meeting to order at 5:30 p.m.

**2. Roll Call**

Justin Brady, Present

Maresa Manzione, Present

David McCall, Present

Tony Graf, Present via phone at 5:35

Ed Hansen, Present via phone

**3. Mayor's Report**

Mayor Winn reported on the following:

The library is re-open with temporary cameras in place. Permanent cameras will be installed with an invoice amount of \$27,490. There are sand bags available for the community to use and prepare for flooding.

**4. Council Member's Report**

The Council Members reported on the events they attended during the week.

## **5. Discussion Items**

### **A. Request to Renew Cell Tower Lease Option at Elton Park**

*Presented by Roger Baker, City Attorney*

Mr. Baker presented a request to renew Cell Tower lease option at Elton Park. In 2011, the City Council approved a lease option for one year, which was renewed for another year. The company obtained two amendments to the lease option, each for an additional year. The lease option then expired. In 2019, the City approved a lease agreement with a different company, with a one-year testing period, which was renewed for another year. The company obtained one amendment to the lease agreement, extending the testing period for one year, and now seeks a second amendment to extend the testing period for one additional year. The City is not receiving revenue during the testing period.

The Council would not like to see the contract renewed until a company is ready to build or an offer of compensation for the renewals is received.

Mr. Baker stated he would inform the company.

### **B. Ordinance 2023-13 An Ordinance of Tooele City Amending Tooele City Code Section 10-3-31 Regarding Service of Notice of Parking Violations**

*Presented by Roger Baker, City Attorney*

Mr. Baker presented an Ordinance of Tooele City Amending Tooele City Code Section 10-3-31 regarding service of notice of parking violations. When police officers issue parking tickets during snow events, it is not practical to leave a ticket on the window of a car because it may be under deep snow. The State requires a vehicle owner to have a current address on file; that address is where a ticket can be mailed or placed very visible at the residence. This is a tool to help police officers deliver tickets. Under this proposed ordinance, the officers can put it on the car, deliver it in person to the car owner, attach it to the house where the car is registered, or send it through the mail to where the car is registered.

The Council asked the following questions:

The delivery method is the real issue; when does the 15 days begin?

Are the officers trying to knock on the door or automatically send it in the mail?

Are there arrangements made if someone is unable to pay in the 15-days?

Can they take off the doubling of payment?

Mr. Baker addressed the Council's questions. The finance department sends a letter to the vehicle owner informing them of the ticket and telling them how to pay. The parking ticket has a \$100 penalty, but the City tries to incentivize prompt payment by cutting the fine in half to \$50 if paid within 15 days. The 15 days begins when the ticket is delivered. For tickets that are mailed, delivery is presumed to be on the third day after mailing. The finance department enters into payment arrangements, and perhaps could do so with parking fines.

**C. Resolution 2023-21 A Resolution of the Tooele City Council Approving an Agreement with Nelson Brothers Construction Company for the Water Reclamation Facility Headworks Project**

*Presented by Jamie Grandpre, Public Works Director*

Mr. Grandpre presented an agreement with Nelson Brothers Construction Company for the Water Reclamation Facility Headworks project. The new building will be located on the same property, just closer to the work building. It will be equipped with odor control, skylights, equipment access hatches, fan room, and screening bays. The new headworks building will be larger, being able to handle more intake. The project went to bid and received three contractor bids. The base bid from Nelson Brother's Construction Company in the amount of \$8,484,029 with a contingency of \$715,000. The funds will be coming from ARPA, the sewer funds, and the impact fees.

The Council asked the following questions:

Does the headworks building separate the garbage from what needs to go on?

What is the lifespan of this building?

This is one of the projects the City asked for a grant, but did not receive one.

Mr. Grandpre addressed the Council's questions. The system does take the garbage and grit out allowing the water to go forward. Each channel is rated for 3.4 million gallons per day. With it being a water quality project, grants are hard to come by.

**D. Resolution 2023-22 A Resolution of the Tooele City Council Approving an Agreement with Kilgore Contracting for the 2023 Roadway Reconstruction and Water Line Replacement Project**

*Presented by Jamie Grandpre, Public Works Director*

Mr. Grandpre presented an agreement with Kilgore Contracting for the 2023 roadway reconstruction and water line replacement project. The roads for this project include 1220 South, Clifford Drive, and Lisa Way. Any location in the City with a six-inch water line, the City is replacing to an eight-inch pipe. Four bids were received with Kilgore Contracting coming in the lowest in the amount of \$1,666,967 with a contingency of \$83,000. The funds will be coming from the water enterprise account and Road C. They are looking at doing storm rains and chip seal at a later time in the year.

**E. Wastewater Facilities Impact Fee Facilities Plan & Impact Fee Analysis Draft**

*Presented by Jamie Grandpre, Public Works Director*

Mr. Grandpre presented Wastewater Facilities Impact Fee Facilities Plan & Impact Fee Analysis. The purpose on the plan is to fulfill the state requirements and help the City know what impact fees can and should be.

The Council is in support of the impact fee update.

## **F. Secondary Class Roads Standards**

*Presented by Jim Bolser, Community Development Director*

Mr. Bolser presented the secondary class road standards. There has been discussion on improving subclass roads, referred to as alleys, when development occurs. Staff is taking a direct survey of those corridors. A table was received of what the existing travel surface is, if it has curb and gutter, sidewalk, and added notes. As well as maps identifying 33 feet or 49 ½ feet of right-of-way. There are recommendations including keeping asphalt at 30 feet which is currently required, require curb and gutter, and a notation that allows them to include the curb and gutter into the 33 feet if needed.

Mayor Winn addressed the Council. The files and presentation can be sent to the Council to look at the project closely. The City is trying to bring the gutters and roads to standards for fire and emergency vehicles.

The Council asked the following questions:

Since these are secondary roads, are sidewalks required?

Can an ordinance be written to prohibit parking on street?

Can these alleys be turned into walk-ways instead of roads, like Erda has done with Rabbit Lane?

Mr. Bolser addressed the Council. If there are not sidewalks there currently, they did not put a recommendation. If there are sections, they are recommending the continuation of the sidewalks. They are trying to plan for the future development as well. There is a possibility to make the walk ways, but could be problematic because it sometimes provides access to the deep and narrow lots.

## **G. Commercial Special District Zoning**

*Presented by Maresa Manzione, RDA Chair*

Board Member Manzione presented commercial special district zoning. They have begun to market to potential buyers for the business park. Mr. Stewart reached out to surrounding properties, and owners support the City's plan. Due to paying for a plan, they want to lay it out Heavy industrial on one side and light-industrial on the other with no grass. They have the features and how buildings will look, architecture standards, business, and types of business allow have been updated.

The Council is in favor.

## **6. Closed Meeting - Litigation, Property Acquisition, and/or Personnel**

The meeting was recessed at 6:55.

The work meeting reconvened at approximately 7:45pm for a closed meeting.

**Council Member McCall moved to close the meeting to discuss personnel.** Council Chairman Brady seconded the motion. The vote was as follows: Council Member McCall “Aye,” Council Member Manzione “Aye,” Council Member Graf “Aye,” and Chairman Brady “Aye.”

Those in attendance during the closed session was: Mayor Debbie Winn, Council Member McCall, Council Member Manzione, Council Member Graf (by phone), and Chairman Brady.

No minutes were taken during the closed meeting.

### **7. Adjourn**

**Chairman Brady adjourned the meeting at 8:26 p.m.**

*The content of the minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.*

Approved this 3<sup>rd</sup> day of May, 2023

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Justin Brady, City Council Chair