



NIBLEY CITY COUNCIL MEETING AGENDA
Thursday, July 7, 2016 – 6:30 p.m.
Nibley City Hall 455 West 3200 South, Nibley, Utah

1. Opening Ceremonies (Councilmember Ramirez)
2. Call to Order and Roll Call (Chair)
3. Approval of Minutes and Agenda (Chair)
4. Public Comment Period¹ (Chair)

5. A report and discussion on the 2016 Nibley Heritage Days.
6. PUBLIC HEARING: A public hearing to receive comment concerning the creation of a Cache Water Conservancy District.
7. PUBLIC HEARING: A public hearing to receive comment concerning a preliminary plat for Summerfield Place, a 29-lot subdivision located at approximately 2700 South 1000 West.
8. Discussion and consideration of a preliminary plat for Summerfield Place, a 29-lot subdivision located at approximately 2700 South 1000 West. (First Reading)
9. Review and discussion of a Request for Proposals for the Nibley City Parks, Trails, Recreation and Open Space Master Plan.

10. Selection of a Mayor Pro Tem for the July 21, 2016 City Council meeting.

11. Council and Staff Reports

Adjourn Meeting

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES WILL BE PROVIDED UPON REQUEST. FOR ASSISTANCE, PLEASE CALL 752-0431 A MINIMUM OF 24 HOURS BEFORE THE MEETING.

¹ *Public input is welcomed at all City Council Meetings. 15 minutes have been allotted to receive verbal public comment. Verbal comments shall be limited to 3 minutes per person. A sign-up sheet is available at the entrance to the Council Chambers starting 15 minutes prior to each council meeting and at the rostrum for the duration of the public comment period. Commenters shall identify themselves by name and address on the comment form and verbally for inclusion in the record. Comment will be taken in the order shown on the sign-up sheet. Written comment will also be accepted and entered into the record for the meeting if received prior to the conclusion of the meeting. Comments determined by the presiding officer to be in violation of Council meeting rules shall be ruled out of order.*



Nibley City Council Agenda Report for July 7, 2016

Agenda Item 5

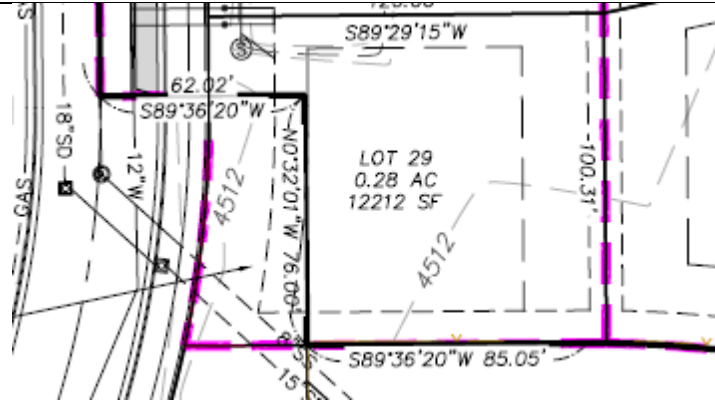
Description	A report and discussion on the 2016 Nibley Heritage Days
Department	Recreation
Presenter	Chad Wright, Rec. Director
Sponsor	N/A
Applicant	N/A
Background	Chad will be presenting his report on the 2016 Heritage Days festivities. It will be an opportunity for Council to give feedback and discuss the successes of this year's Heritage Days and what can be improved in future years.
Recommendation	N/A
Financial Impact	N/A
Reviewed By	Mayor, Rec. Director

Agenda Item 6

Description	PUBLIC HEARING: A public hearing to receive comment concerning the creation of a Cache Water Conservancy District
Department	Administration
Presenter	City Planner
Sponsor	N/A
Applicant	N/A
Background	<p>The Council has already passed a resolution placing the Water Conservancy District on the ballot for November. There is a statutory requirement that the Council also hold a public hearing to receive comment concerning the District proposal.</p> <p>The Council does not need to take action on this issue, only to hold the public hearing.</p>
Recommendation	N/A
Financial Impact	None
Reviewed By	Mayor, City Planner

Agenda Item 7 & 8

<p>Description</p>	<p>PUBLIC HEARING: A public hearing to receive comment concerning a preliminary plat for Summerfield Place, a 29-lot subdivision located at approximately 2700 South 1000 West</p> <p>Discussion and consideration of a preliminary plat for Summerfield Place, a 29-lot subdivision located at approximately 2700 South 1000 West</p>												
<p>Department</p>	<p>Planning</p>												
<p>Presenter</p>	<p>Shari Phippen, Planner</p>												
<p>Sponsor</p>	<p>N/A</p>												
<p>Applicant</p>	<p>Kelly Loosle</p>												
<p>Background</p>	<p>This preliminary plat is for a 29-lot subdivision located at approximately 2700 South 1000 West, just north of the Sunset Parks PUD.</p> <ul style="list-style-type: none"> • This property is zoned R-2A. The following are the development standards found in Nibley City Code 10-6C, for subdivisions in the R-2A zone, and whether the proposed preliminary plat meets those standards: <table border="0" data-bbox="467 835 1380 961"> <thead> <tr> <th></th> <th style="text-align: center;">Zone Requirement</th> <th style="text-align: center;">Preliminary Plat</th> </tr> </thead> <tbody> <tr> <td>Min. Lot Size</td> <td style="text-align: center;">12,000</td> <td style="text-align: center;">All lots meet or exceed standard</td> </tr> <tr> <td>Lot Size Avg.</td> <td style="text-align: center;">14,000+</td> <td style="text-align: center;">14,003 sq ft</td> </tr> <tr> <td>Min. Frontage</td> <td style="text-align: center;">100'</td> <td style="text-align: center;">All lots meet or exceed standard</td> </tr> </tbody> </table> • The subdivision is proposed for development in two phases. Phase 1 will be Lots 1-10 and 23-29, which will build along 1000 West, 2600 South and 1100 West. Phase 2 will be Lots 11-22 and will build on the cul-de-sac. The phasing is acceptable. • Roads Our engineering standards, as well as Nibley City Code 11-5-5(E) limit the length of a cul-de-sac to 660'. The cul-de-sac measures 620' to the center of the cul-de-sac, so is acceptable for street development. • Stormwater Stormwater needs for this subdivision will be handled by the Sunrise Meadows ponds. Those ponds were built with this property in mind. • Infrastructure As part of the submittal of the final plat for each phase, the developer will be required to submit construction drawings related to the infrastructure construction. Those drawings will be reviewed by the City Engineer for compliance with our standards and specifications. • Pedestrian ROW Nibley City Code 11-5-5(E) requires that cul-de-sacs have a pedestrian ROW from the cul-de-sac, linking it to the nearest public ROW. The plat has the required pedestrian ROW. Because of the pedestrian ROW requirement, in order for the developer to maintain the required minimum lot size and to retain the original number of lots presented, they propose purchasing a small portion of City-owned property on the SW corner of this project. That portion is shown below: 		Zone Requirement	Preliminary Plat	Min. Lot Size	12,000	All lots meet or exceed standard	Lot Size Avg.	14,000+	14,003 sq ft	Min. Frontage	100'	All lots meet or exceed standard
	Zone Requirement	Preliminary Plat											
Min. Lot Size	12,000	All lots meet or exceed standard											
Lot Size Avg.	14,000+	14,003 sq ft											
Min. Frontage	100'	All lots meet or exceed standard											



- The total square footage of the area the developer proposes to purchase is 2,401 square feet. The total square footage of the pedestrian ROW is just under 5,000 square feet. Staff is supportive of the purchase of the property and would recommend the Council support that transfer. Removing that square footage from the open space of the Maple View Estates subdivision does not drop the amount of open space below what would be required to receive their density bonus.
- Although they meet the pedestrian ROW provision of our ordinance 11-5-5, I would still prefer to see the trail connect 1100 W and 1000 W. The pedestrian ROW as it is shown on this plat provides connectivity for only a very few homes on the cul-de-sac and the design of the subdivision prevents it from extending further West. However, they have met the provision of the ordinance and, absent the Council discussing concessions they would be willing to make for additional connectivity, it should be approved accordingly.
- The public hearings were noticed properly. The item was published in the Herald Journal, the Nibley City website, the Utah Public Notice website, and notifications were sent to the property owners within 300' of the proposed subdivision. The public hearing was posted on the subject property. The notices were all done between June 24 and June 27, 2016.
- This item was reviewed by the Planning Commission at their June 22, 2016 meeting and they recommend that the Council approve the plat.

Recommendation

The Council should hold the public hearing and receive comment from the public. The plat meets all the necessary conditions to receive preliminary approval and allow the developer to proceed to final plat. Staff recommends that the Council grant said approval.

Financial Impact

At this time, we do not anticipate any improvement costs to the City as far as upsizing utility service lines. There would be no costs to the City to transfer the 2,401 square feet to the developer, as he has proposed purchasing that from the City.

The subdivision would bring in approximately \$320,000 in impact fees and building permit fees. The ongoing utility revenue from the subdivision would be approximately \$30,000 per year.

Reviewed By

City Planner, Planning Commission

Agenda Item 9

Description	Review and discussion of a Request for Proposals for the Nibley City Parks, Trails, Recreation and Open Space Master Plan
Department	Planning/Parks/Recreation
Presenter	Shari Phippen, Planner
Sponsor	N/A
Applicant	N/A
Background	<p>As part of the City's ongoing commitment to update a master plan each year, staff has prepared an RFP for an updated Parks, etc. Master Plan. Staff has reviewed the RFP with the Mayor, City Manager and other department heads affected by the master plan. The Council has requested the opportunity to review master plan RFPs and give input prior to the RFP being issued.</p> <p>The Parks Master Plan was adopted in 2010/11. That plan focused primarily on the development of a large regional park. The City should take this opportunity to do an analysis of what we have and ways to maximize those existing park properties, in addition to looking at where future parks properties may be acquired.</p> <p>Two things to note in the RFP: 1- the emphasis on public involvement. Because this master plan will be guiding how we develop those places our residents recreate, there should be a significant amount of public involvement in the plan process. 2- the emphasis on analyzing existing park properties and the financial impacts of ongoing maintenance and improvements to those properties. This should be emphasized so that we ensure we are getting the most out of what we already have prior to spending tax dollars to acquire additional property.</p> <p>Mayor Dustin has proposed that the selection committee for the master plan be comprised of: the City Planner, the Parks Superintendent, the Cache County Trails Coordinator, 2 City Council members and 2 Planning Commissioners. Once the consultant has been selected, the steering committee, comprised of the selection committee plus additional members, will work with the consultant on preparing the plan, prior to it going to the Planning Commission and Council for their review.</p>
Recommendation	The Council should give comment to staff on any needed changes to the RFP and allow staff to issue the RFP.
Financial Impact	The City has budgeted \$35,000 for the preparation of the Master Plan. We have submitted an application to the Permanent Community Impact Board for a \$17,500 planning grant, which will cover half the cost of the plan preparation.
Reviewed By	Mayor, City Manager, Parks Superintendent, Rec Director, Public Works Director, City Planner

Agenda Item 10

Description	Selection of a Mayor Pro Tem for the July 21, 2016 City Council meeting
Department	Council
Presenter	Mayor Dustin
Sponsor	N/A
Applicant	N/A
Background	Mayor Dustin will be out of town for the July 21, 2016
Recommendation	The Council should select someone to serve as the Mayor Pro Tem for the July 21, 2016 meeting.
Financial Impact	None
Reviewed By	Mayor, City Planner



**Request For Proposals
Nibley City
Parks, Trails, Open Space &
Recreation Master Plan**

Nibley City is seeking proposals from qualified consultants for the 2016 Parks, Trails & Recreation Master Plan. The selected firm should have previous relevant experience in Parks Master Plan study and preparation.

The deadline for submitting proposals is Friday, July 15, 2016 at 12:00 p.m. MST. Proposals should be addressed to:

Nibley City Parks Master Plan
Attn: Shari Phippen, City Planner
455 West 3200 South
Nibley, UT 84321

Applicants should submit one (1) original and six (6) copies of the proposal, not to exceed fifteen (15) pages, as well as one (1) copy of the proposal on flash drive. Proposals submitted via email will **not** be accepted.

A complete RFP may be found online at www.nibleycity.com or by contacting Shari Phippen, City Planner, at (435) 752-0431 or shari@nibleycity.com.

Introduction- Project Goals

Nibley City is proposing the development of a master plan for parks, trails and recreation. The scope of work covered by this project provides professional planning and design services needed to project future uses for existing park property, to develop a network of parks and trails in Nibley City, and to identify recreation activities and sites throughout the City. It is anticipated that this master plan will project needs and goals through the year 2025. The City is requesting proposals (RFP) from firms interested in providing these services.

With close to 7,000 residents, a majority of whom are under the age of 18, Nibley City is seeking to establish itself, not only as the premier Cache Valley community for youth recreation, but also as a community that thinks about the transportation needs of all its residents, not just those in cars.

Project Goals

Currently, Nibley has 20 acres of developed park land and 75 acres of undeveloped potential park land. The overall goals of the Nibley City Parks, Trails, Open Space and Recreation Master Plan (“the Plan”) are:

- To analyze existing conditions and to make recommendations on how existing park and open space properties can be maximized
 - Conduct a financial analysis of what costs Nibley City will incur, both in construction and ongoing maintenance, in order to complete any needed additions to park properties.
- To understand and document Nibley’s needs and requirements for community development through parks, trails, and recreational programs.
- To identify revenue streams that will minimize the financial impacts of the Plan on Nibley residents.
- To create high quality park, trail and recreation facilities for Nibley City at a reasonable cost.
- To create a prioritized timeline for current and future Capital Improvement Projects, and to include in that timeline, recommendations for budget implementation.
- To guide the acquisition and development of additional trails, parks, and open space areas to provide the community with opportunities to stay active and healthy, and to provide safe and effective non-motorized transportation routes.
- Have a positive and lasting effect on wildlife and habitat, protection of river corridors, the protection of agriculture greenbelts, providing land and facilities for community recreation.
- To have the plan approved by all necessary parties by February 1, 2017.

Park Goals

In conjunction with the goals and objectives outlines in the Nibley City General Plan, the goals of the Plan with respect to parks are:

- Evaluate existing park facilities for compliance with Federal and State accessibility regulations and, if needed, make recommendations on bringing facilities into compliance.
- Anticipate growth patterns to ensure that, to the extent possible, residents are within walking distance of park facilities.

- Develop recommendations on standards for architecture, public education signage, parking and emergency access.
- Evaluate existing park security measures and make recommendations for future improvements to ensure continued park security.
- Develop new and existing parks that meet the recreational and transportation needs of young children, youth, families, groups and the elderly.
- Inventory current parks facilities and services, including waterways and all passive parks and trails.
- Evaluate potential for maximizing existing park facilities.
- Inventory publicly owned lands to evaluate the potential for developing recreational facilities.
- Identify potential sites for park land acquisition not currently owned by Nibley City.
- Identify the priorities of the community based on growth and trends and ensure that park facilities serve all Nibley residents.
- Create a conceptual plan for the future of the Morgan Farm property.

Trails Goals

The goals of the Plan with respect to trails are:

- Appeal to a variety of recreational users, providing recreational opportunities for hikers, bicyclists, and equestrians, while restricting motorized vehicles from trails.
- Identify natural and man-made water courses, wetlands, tree belts and other existing corridors which may be suitable for inclusion in the Nibley City trail system.
- Make recommendations for primarily a soft surface trail system, with hard surfacing where appropriate.
- Identify areas within Nibley City where varying trail cross-sections are appropriate.
- Provide for a loop trail system, where possible, with varying loop lengths within the system.
- Link recreational opportunities within Nibley City providing for connections between parks, open space, schools, community facilities, and trail systems in adjacent jurisdictions.
- Trails will be designated with safety as a paramount concern.
- Address issues of regular upkeep and patrol to insure trail safety and reduce exposure to liability to the City and adjacent landowners.

Open Space Goals

The goals of the Plan with respect to open space are:

- Identify areas in the City with natural amenities (wildlife, water features, unique vegetation, etc.)
- Make recommendations for those identified areas that should be preserved.
- Make recommendations for design and location of interpretive and educational information.
- Emphasize the need for coordination with local governments and non-profit entities to preserve and promote natural amenities.

Recreation Goals

- Analyze and make recommendations regarding the quantity and location of programmed and self-directed recreational amenities. Provide specific recommendations on:
 - Additional needed facilities, such as adult softball fields, football fields, tennis courts, basketball courts, youth soccer fields etc.
- Evaluate distribution of these facilities throughout the City to see if facilities comply with current and future needs, based on relevant national standards.
- Ensure that each recreational goal and facility is tailored to the recreational needs of the varying user groups.
- Evaluate the potential for and make recommendations regarding future indoor recreational opportunities.
- Make recommendations for future recreational needs that adapt to shifting demographics.
- Outline recreational goals that will establish Nibley City as a premier Cache Valley community for both active and passive recreational uses.

Submittal of RFP

The deadline for submitting proposals is Friday, August 5, 2016 at 12:00 p.m. MST. Proposals should be addressed to:

Nibley City Parks Master Plan
Attn: Shari Phippen, City Planner
455 West 3200 South
Nibley, UT 84321

Applicants should submit one (1) original and six (6) copies of the proposal, not to exceed fifteen (15) pages, as well as one (1) copy of the proposal on cd or flash drive. Proposals submitted via email will **not** be accepted.

Proposal Questions

Questions regarding the proposal should be submitted via email to Shari Phippen, City Planner, by Monday, July 11 at 5:00 p.m. Email: shari@nibleycity.com. Responses will be posted online at www.nibleycity.com.

Proposal Contents

Each proposal shall include:

- Overview of the consulting firm
- Number of years in business
- Address, phone number, and website of consulting firm
- Names and contact information for personnel anticipated for this project
- Description of similar projects completed by consulting firm
- Three (3) letters of recommendation from clients for which similar work has been completed

- Consultant’s approach to project including a proposed schedule
 - Emphasis shall be placed on the level of public involvement in the creation of the Plan.
- Fee table showing total estimated hours/costs by task with a project “not to exceed” amount.
 - Cost proposals for tasks outside the identified scope identified in this RFP shall render the proposal invalid.
- Resumes for key personnel proposed for this project
- Verification of ability to obtain insurance requirements identified in Attachment 1
- Comments, if any, regarding Standard Contract Terms and Conditions for Professional Services included in Attachment 2

Budget

The City has budgeted \$35,000 for the completion of the various tasks outlined in this RFP.

Proposal Review/Selection

Once all proposals have been received, Nibley City will review the proposals and select a single consultant to perform both projects. It is anticipated that the consultant will be selected by the end of August 2016.

The successful consultant will be selected in accordance with the City procurement policy based on the following evaluation criteria.

- Consulting firm qualifications (background, experience, capabilities, references)
- Key personnel on this project
- Project approach

Costs will be evaluated to provide the best value among the qualified consultants for the project. If the proposed firm and the City cannot negotiate an acceptable cost and scope, the City will negotiate with the second firm.

Proposals will be scored based on the following matrix:

Score	Criteria
0	Failed to respond
1	Partially meets requirements
2	
3	Meets requirements
4	
5	Exceeds requirements

		Score (0-5)	Weight	Points
Demonstrated Ability to Meet Scope of Work (12.5 points possible)		----	----	----
Project Approach	10 points possible		X 2	
Client References	2.5 points possible		X .5	
Demonstrated Technical Capability (15 points possible)		----	----	----
Past Similar Projects	10 points possible		X 2	
Overview of Consulting Firm	2.5 points possible		X .5	
Number of Years in Business	2.5 points possible		X .5	
Qualification and Expertise of Staff (15 points possible)		----	----	----
Project Manager	5 points possible		X 1	
Support Staff	5 points possible		X 1	
Labor/Fee Schedule	5 points possible		X 1	
Cost (20 points possible)	20 points possible	----	----	20
Total Proposal Score	62.5 points possible		Total	

Cost points shall be awarded as follows:

- Proposals shall be ranked by cost, with the least expensive proposal receiving a full 20 points and each subsequent proposal receiving points based on the expense of the least expensive proposal relative to that proposal's cost. The formula used shall be as follows:
 - $(\text{Least Expensive Proposal Cost} / \text{Current Proposal Cost}) \times 20 = \text{Points Awarded}$
- For example, if the least expensive proposal cost \$24,000 and you were reviewing a proposal with a cost of \$30,000, the \$30,000 proposal would receive 16 points.
 - $(\$24,000 / \$30,000) \times 20 = 16$

If after a review of the written proposal a winner cannot be chosen, the city reserves the right to require an oral interview.