

NOTICE AND AGENDA

Notice is hereby given that the City Council of the City of Santaquin will hold a City Council Meeting on Wednesday, July 5, 2017 in the Council Chambers, 45 West 100 South, at 6:00 pm.

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. INVOCATION/INSPIRATIONAL THOUGHT**
- 4. DECLARATION OF ANY CONFLICT OF INTEREST**
- 5. CONSENT AGENDA**
 - a. Minutes:
 1. June 21, 2017
 2. June 28, 2017
 - b. Bills:
 1. \$393,378.34
- 6. PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS**
 - a. Mayor's Recognition Award – Memorial Day Cemetery Cleanup Project
- 7. FORMAL PUBLIC HEARING**
- 8. BUSINESS LICENSES**
- 9. NEW BUSINESS & ADOPTION OF ORDINANCES AND RESOLUTIONS**
 - a. Discussion and Possible Action Regarding Out of State Training – ICMA Conference
 - b. Ordinance 07-01-2017, "An Ordinance Rezoning Approximately 8.57 Acres from Commercial Business District (CBD) Zone to Main Street Commercial (MSC) Zone and Main Street Residential (MSR) along Main Street between 100 West to 200 West"
- 10. CONVENE OF THE COMMUNITY DEVELOPMENT BOARD**
- 11. CONVENE OF THE SPECIAL SERVICE DISTRICT FOR ROADS MAINTENANCE**
- 12. CONVENE OF THE LOCAL BUILDING AUTHORITY OF SANTAQUIN CITY**
- 13. CONVENE OF THE SANTAQUIN WATER DISTRICT**
- 14. WORK MEETING**
 - a. Discussion Regarding Prioritization of FY2017-18 Projects and Operations
- 15. PETITIONS AND COMMUNICATIONS**
- 16. REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES**
 - a. City Manager Reeves
 - b. Community Development Director Bond
- 17. REPORTS BY MAYOR AND COUNCIL MEMBERS**
 - a. Mayor Hunsaker
 - b. Council Members
- 18. EXECUTIVE SESSION** (May be called to discuss the character, professional competence, or physical or mental health of an individual)
- 19. EXECUTIVE SESSION** (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)
- 20. ADJOURNMENT**

If you are planning to attend this Public Meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify the City ten or more hours in advance and we will, within reason, provide what assistance may be required.

CERTIFICATE OF MAILING/POSTING

The undersigned duly appointed City Recorder for the municipality of Santaquin City hereby certifies that a copy of the foregoing Notice and Agenda was e-mailed to the Payson Chronicle, Payson, UT, 84651, posted in 3 places; City Center, Post Office and Zions Bank as well as posted on the State of Utah's Public Website.

BY: _____
Susan Farnsworth, City Recorder

**MINUTES OF A COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS
JULY 5, 2017**

The meeting was called to order by Mayor Kirk Hunsaker at 6:00 pm. Council Members attending: Keith Broadhead, David Hathaway, Mandy Jeffs, Nick Miller and Marianne Stevenson.

Others present: City Manager Ben Reeves, Community Development Director Jason Bond, Police Chief Rod Hurst, City Engineer Norm Beagley, Catherine Holman, Cindy Johnson, Tonya Yost, Kim Hunsaker Caytee Mattsen, Cherice Hopkins, and other unidentified individuals.

PLEDGE OF ALLEGIANCE

Council Member Stevenson Led the Pledge of Allegiance.

INVOCATION/INSPIRATIONAL THOUGHT

Ms. Yost Offered an Invocation.

DECLARATION OF ANY CONFLICT OF INTEREST

Council Member Broadhead reported he worked for EPIC Engineering who has a bill to be paid this evening.

CONSENT AGENDA

Minutes:

June 21, 2017

June 28, 2017

Bills:

\$393,378.34

Council Member Miller moved to approve the Consent Agenda. Council Member Hathaway seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye
Council Member Stevenson	Aye

The vote passed 5 to 0.

PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS

Mayor's Recognition Award – Memorial Day Cemetery Cleanup Project

Mayor Hunsaker reported there was a group of individuals who helped clean the cemetery for the Memorial Day Events. Ms. Yost, Ms. Hopkins, and Ms. Mattsen were presented with a "Certificate of Appreciation" for those who participated.

FORMAL PUBLIC HEARING

There weren't any Formal Public Hearing scheduled.

BUSINESS LICENSES

There were not any new Business Licenses to report.

NEW BUSINESS & ADOPTION OF ORDINANCES AND RESOLUTIONS***Discussion and Possible Action Regarding Out of State Training – ICMA Conference***

City Manager Reeves has requested permission for him and Jason Bond to attend the ICMA Conference which will be held in San Antonio, Texas, October 22-25 (see attachment "A").

Council Member Miller moved to approve the out of state training for City Manager Reeves and Community Development Director Bond. Council Member Jeffs seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye
Council Member Stevenson	Aye

The vote passed 5 to 0.

Ordinance 07-01-2017, "An Ordinance Rezoning Approximately 8.57 Acres from Commercial Business District (CBD) Zone to Main Street Commercial (MSC) Zone and Main Street

Council Member Broadhead moved to approve Ordinance 07-01-2017, "An Ordinance Rezoning Approximately 7.96 Acres from Commercial Business District (CBD) Zone to Main Street Commercial (MSC) Zone and Main Street Residential (MSR) along Main Street between 100 West to 200 West". Council Member Miller seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye
Council Member Stevenson	Aye

The vote passed 5 to 0.

CONVENE OF THE COMMUNITY DEVELOPMENT BOARD

There wasn't a need to convene the Community Development Board.

CONVENE OF THE SPECIAL SERVICE DISTRICT FOR ROADS MAINTENANCE

There wasn't a need to convene the Special Service District for Roads Maintenance Board.

CONVENE OF THE LOCAL BUILDING AUTHORITY OF SANTAQUIN CITY

There wasn't a need to convene the Local Building Authority of Santaquin City Board.

CONVENE OF THE SANTAQUIN WATER DISTRICT

There wasn't a need to convene the Santaquin Water District Board.

WORK MEETING***Discussion Regarding Prioritization of FY2017-18 Projects and Operations***

City Manager Reeves lead the discussion with regard to prioritization of the FY2017-18 Projects and Operations (see attachment "B"). Council Member Hathaway was told a 501c

needs to be created for the Seniors before they can receive donations. It was determined the lighting at the Rodeo grounds is top priority as well as getting ready for Orchard Days. Council Member Broadhead would like to see who the lead person of each project is and who the support staff are. City Manager Reeves will gather that information and get it to the Council Members. Mayor Hunsaker and Council Member Miller were in favor of not pursuing moving the City Offices to a rented building. Council Member Jeffs and Stevenson were in favor of pursuing the use of the City's property.

PETITIONS AND COMMUNICATIONS

There weren't any Petitions or Communications to discuss.

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

City Manager Reeves

Engineer Beagley reported the arena light project is progressing. He questioned if the Council Members were in favor of paying approximately \$13,000, to Rocky Mountain Power, to have the power moved underground. The Council Members were told the project could be completed by celebration. They were told the cost could be taken out of Park Impact Fees. The Council Members were in favor of completing the project.

City Manager Reeves reminded the Mayor and Council of the Joint Work Session with Genola next Wednesday beginning at 6 pm.

He reported he will be on vacation July 18th to the 27th and will be absent from the next City Council Meeting.

In closing he reported he and Legal Counsel Rich met with Representative of the Humane Society. They should have a proposed Ordinance for Council review the 2nd meeting in August.

Community Development Director Bond

Community Development Director Bond reported the following:

- Booklet should be delivered by July 17th
- Donation is approx. \$40,000
- Little Buck-a-Roo will begin at 4 pm on July 29th
- State ball tournament next week and the week after
- Beehive Drive will be held July 12th beginning at noon

He also reported the museum received a \$1,000 grant to help fund the cataloging of the museum items.

REPORTS BY MAYOR AND COUNCIL MEMBERS

Mayor Hunsaker

Mayor Hunsaker didn't have any additional information to share.

Council Members

Council Member Stevenson requested City Manager Reeves check to see why the Centennial Park restrooms and water fountain are not working.

Council Member Jeffs requested the support of the Council Members for her to attend the K-9 Trials October 14-15 in Las Vegas. She reported it would cost approximately \$495 for lodging and per diem.

Council Member Miller amended the "Out of State Training" motion to include approval of Council Member Jeffs' request. Council Member Jeffs seconded the amendment motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye
Council Member Stevenson	Aye

The vote passed 5 to 0.

Council Member Miller asked when the curb and gutter along the North end of Center Street would be installed. City Engineer Beagley indicated the developers will install everything required by the current Development Agreement. All other improvements will be installed at the expense of the City.

EXECUTIVE SESSION (May be called to discuss the character, professional competence, or physical or mental health of an individual)

There wasn't a need to call an Executive Session to discuss the character, professional competence, or physical or mental health of an individual.

EXECUTIVE SESSION (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)

There wasn't a need to call an Executive Session to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property.

ADJOURNMENT

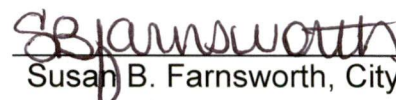
At 8:06 pm Council Member Miller moved to adjourn. Council Member Stevenson seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye
Council Member Stevenson	Aye

The vote passed 5 to 0.

Approved on July 19, 2017


Kirk Hunsaker, Mayor


Susan B. Farnsworth, City Recorder



MEMORANDUM

To: Santaquin City Mayor & Council
From: Benjamin A. Reeves, Santaquin City Manager
Date: July 5, 2017
Subject: International City Managers Association (ICMA) Annual Conference
Out of State Training Request – San Antonio, TX – October 22-25

Each year, the ICMA holds an annual conference with extensive training geared directly towards municipal management. Unlike any other training opportunity, this annual event is directly pertinent to the job responsibilities and career development of a City Manager. This is an exceptional training opportunity that has historically benefited our community, our staff and myself professionally. Attendance at these training events helped me to become one of only fourteen ICMA-Credentialed Managers in the State of Utah. Furthermore, past trainings and networking has contributed to me being selected to as a Board Member and Secretary of the Utah City Management Association this past year.

I humbly request that the Santaquin City Council approve my attendance and the attendance of Jason Bond, Community Development Director, at this year's ICMA conference which will be held October 22-25 in San Antonio, Texas.

Justification:

Attendance of this training event directly correlates to the following goals and objectives of Santaquin City (Pg. 37 – Santaquin City Annual 2017-2018 Budget Narrative):

- *Encourage a highly motivated and well-trained municipal workforce*

Attendance at this conference also indirectly supports the following goals and objectives as I will be better trained to meet the managerial needs of my position:

- *Provide Quality City Services*

- *Promote and Support Economic Development*
- *Maintain a Sustainable Budget*
- *Promote Community Involvement*

Past benefits have included:

Improvements to our budgeting process (e.g. narrative improvements), more effective council retreats (e.g. transition from project based goal setting to objective/value based goal setting), increased morale (e.g. recognitions, pat-on-the-back program), increased community involvement (e.g. interactive town hall meetings, "What do you love about Santaquin, Photo & Video Programs), etc.

Furthermore, continuing education is a contractual obligation as outlined in section 7a, 7b, and 7c of my employment contract:

- "City, subject to the approval and discretion of the City Council, agrees to budget for and pay for professional dues and subscriptions for Reeves necessary for the continuation and full participation in national, regional, state, or local associations and organizations necessary and desirable for Reeves continued professional participation, growth, and advancement, and for the good of the city."*
- "City, subject to the approval and discretion of the City Council, agrees to budget for and pay for travel and subsistence expenses of Reeves for professional and official travel, meetings, and occasions to adequately continue the professional development of Reeves and to pursue necessary official functions of the City."*
- "City, subject to the approval of and discretion of the City Council, agrees to budget for and to pay for travel and subsistence expenses of Reeves for short courses, institutes, and seminary that are necessary for Reeves' professional development and for the good of the City."*

Lastly, the Santaquin City Council passed the 2017-2018 Annual Budget on June 21, 2017 which included, as in past years, sufficient funding to allow the City Manager to attend the Annual ICMA Conference. (Pg. A-5, Account No. 10-43-230)

Cost: Ben Reeves

Conference Registration:	\$665 (if registered before August 10 th)
Hotel:	\$125/night w/breakfast
Air Fare:	\$315
Meals:	Federal Per Diem Rate

Cost: Jason Bond

Conference Registration:	Free for first time attendee
Hotel:	\$125/night w/breakfast – <i>May be paid by UCMA</i>
Air Fare:	\$315 – <i>May be paid by UCMA</i>
Meals:	Federal Per Diem Rate – <i>May be paid by UCMA</i>



FY2017-18

Projects & Operations

Prioritization Discussion

July 5th 2017

**Urgent/Important
Quadrant of necessity**

- Crises
- Project meetings
- Tasks from quadrant 2 that were postponed
- Last-minute demands
- Deadline driven projects

1 2

**Not urgent/Important
Quadrant of quality**

- Strategic planning
- Working toward goals
- Personal care
- Relationship building
- True recreation

3 4

**Urgent/Not important
Quadrant of deception**

- Interruptions
- Phone calls, emails
- Reports
- Some meetings
- Other people's minor demands
- Busywork

**Not urgent/Not important
Quadrant of waste**

- Web-browsing
- Social media
- Binge watching Netflix
- Analysis paralysis
- Any activity you use to procrastinate



Events

- Orchard Days 7/30 – 8/5
 - Electrical Upgrade
 - Install Poles & Lights
- Beehive Drive – 7/12
- Chamber Movie in the Park – 7/14
- Santaquin University – *TBD*
- Town Hall Meetings – Senior Center/Library – *TBD*
- Columbus Day – Day of Service – 10/9

Senior Center/Library

- Plan Schedule:
 - 4-6 Town Hall Meetings
 - Board Meetings
 - Mailers
 - Door Knocking Campaign
- RFQ – Award Architectural Services
 - Rendering
 - Public Relations Work
- Prepare Publications
 - Website
 - Brochures
 - Mailers
- Vote: 10/17-11/7

PW Bldg./Recreation Center Remodel

- Finalize Plans w/ Ron Jones
- RFP & Award Contractor Bid
- Remove Building Skins
- Grade Lot
- Construction
- Relocation

Economic Development

Grocery Store Development

- 200 N. 500 E. Easement
- Support Pam Smith Property Trade
- Clear Properties – Fire Dept./PW Dept.
- CDA Incentive Work:
 - Obtain Eagle Mountain Documentation
 - Work with City Council
 - Draft Tentative Agreement
 - Engage Utah County & Nebo School District
- Work on ROW Property Trades 100N for 200N & 500E
- Work on Parking, Landscaping & Architectural Requirements
- 400 East Plaza/Park Design – Form Committee

Krober Property – Rezone

CDA Work in Business Park

Summit Ridge Parkway Extension

- Lift & Transfer EPA Restrictions
- Sell/Develop Business Park
- Negotiate Summit Ridge Development & HOA Participation in Bond
- B&C Revenue Bonding
- RFP for Construction Services
- Project Management & Oversight
- Engineering
 - Coordination with Questar
 - Completion of Design

Infrastructure Projects

- Booster Pump Project
 - Complete Design
 - Secure Funding
 - Construction & Project Management
- Hansen Pond
 - Land Acquisition
 - Design Ponds
- Waterline Replacements
 - 200S/400W
 - 350E Circle
- Annual Road Maintenance
- Wet Well By-Pass
- Electrical By-Pass Transfer Switches

Water – Long Term Progression

- Meter All Sources
- Draft Wielding Agreements
- Weather Station Installation – Lagoons
- Recharge/Recovery Permits
- Mt. Nebo Water Study
- Summit Creek In-kind Updates

Master Plans

- Storm Drainage Master Plan
- Parks Impact Fee Plan – Impose Impact
- Public Safety Master Plan
- Transportation Master Plan - Update
- NRCS – Debris Basin Study
- 2016 Legislative Changes – Code Reconciliation/ULCT
- Plan 40 acre parcels (3) – Possible Trade
- Review Utah County Resource Master Plan

Revenue Opportunities

- Power Backup – FEMA Grant
- Utility Rate Analysis –
 - 4 Groups of BYU Students – Fall Semester
- Landfill Reclassification
- Gravel Pit Lease
- Reclassification of EPA Ground
- Senior Center 501c3
 - Donations for Senior Center – Philanthropic
- USDA-RD Grants/Loans

Development

- North Orchards Development Agreement
- East Santaquin Meadows Development Agreement
 - Highland Drive Extension to South Exit Negotiations
- Ekins Annexation & Development Agreement
- Olson/Smith Annexation & Development Agreement
- UDOT Property Acquisition
- Highland Drive/Canyon Road Intersection Land Acquisition
- 300S/500W – Robbins/Olsons Negotiation
- Day to Day Operations, Plat Approvals, etc.

Equipment & Gov't Bldgs.

- Police –
 - Vehicles – Order/Outfit
 - Fleet Management System Implementations
 - Laptop Upgrade
 - Camera Upgrade
 - Exercise Room Upgrade
- Fire –
 - Replace Remaining Bay Heaters
 - Library Electrical Deficiencies
- Public Works –
 - Vehicle – Order/Outfit
- Administration –
 - Front Window Upgrade Project
 - Building Camera & Panic Button Upgrade
- ADM & CD –
 - Workflow Forms
 - Installation of Kiosks

City Office Buildings

- Evaluate P3 Options
 - Benjamin Franklyn
 - Old Public Safety Building
- Old Public Safety Buildings
 - Consolidate parcels
 - Remove old buildings
 - Possible negotiations on neighboring parcel
- Public Works Building
 - Run Fiber
- Senior Center (current)
 - Patch Roof
- Museum (Prepare for Jr. High & Senior Center Demo)
 - Patch Roof
 - ADA Bathrooms

Public Relations

- Finish Website Forms
 - PW Work Flow & Citizen Interactions
 - CD Business Licensing
 - CD Building Permits & Plans Reviews
- Mayor's Welcome to Santaquin Video
- Chamber Brochures
- *What do you love about Santaquin?*
- Increase Transparency & Citizen Engagement – IT Options

Ordinance Work

- Lawn Requirement
- Parking – City Wide
- Parking Requirements – Commercial
- Mining Prevention
- Code Enforcement Streamlining
- Economic Development Streamlining
- Upgrading Construction Standards

Personnel

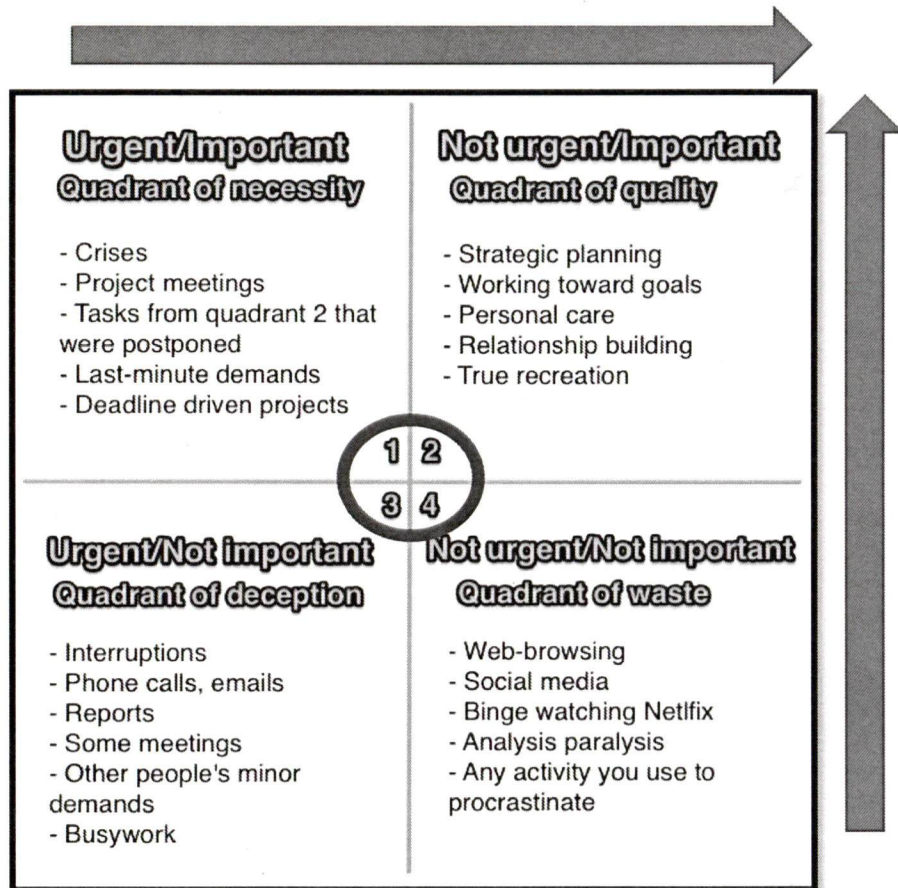
- Salary Review/Market Study Project
- Personnel Evaluation Software
- Annual Evaluations (conducted on anniversary dates)
- Columbus Day – Day of Service Event Planning
- Day to Day Operational Issues

Other Projects

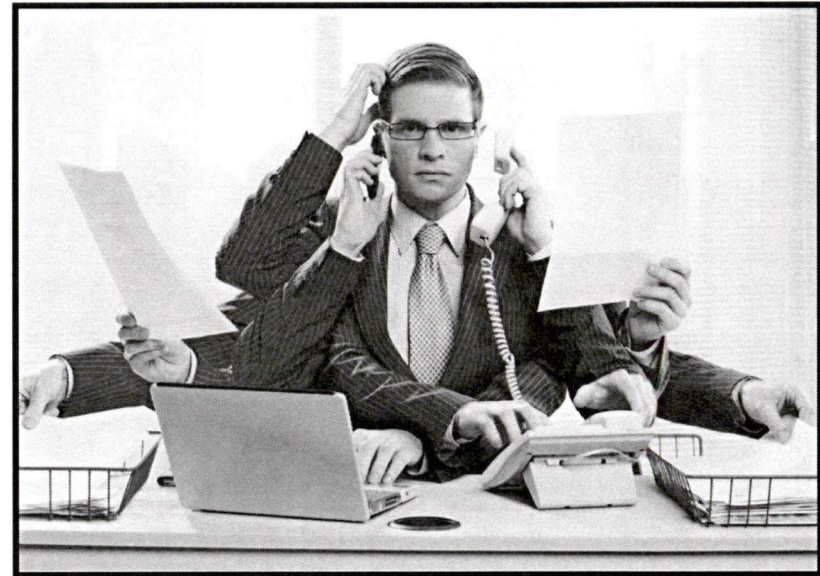
- 300 West Sidewalks
- Soccer Parks
- Centennial Park Bathroom Upgrade
- Cemetery Paving
- Rewire Main Street Lights
- DNR Shooting Range

Miscellaneous

- Lower Projector in Council Chamber
- Install Signs with Park Rules in all parks
- Tree Replacement Plans – Fall (City Wide)
- Street Sweeping
- Mutual Aid Agreement – Juab County



We can do anything...
but we can't do
everything all at once
at least not well



We work at the pleasure of the Mayor & Council

Time to Prioritize