

NOTICE AND AGENDA

Notice is hereby given that the City Council of the City of Santaquin will hold a City Council Meeting on Wednesday, December 16, 2015, 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. November 11, 2015
 - b. Bills:
 1. \$1,635,707.24
5. **PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS**

Public Forum is held to a 30-minute maximum with each speaker given no more than 5 minutes each. If more than 6 Speakers, time will be adjusted accordingly to meet the 30 minute requirement

 - a. Communities that Care Student Recognitions – Hadly Bringhurst & Justice Wilkey
 - b. Appointment of Planning Commissioners
6. **FORMAL PUBLIC HEARING**
7. **UNFINISHED BUSINESS**
 - a. Discussion & Possible Action with Regard Sunroc Conditional Use Permit
8. **BUSINESS LICENSES**
9. **NEW BUSINESS**
 - a. Annual Report of the Santaquin City Library
 - b. Discussion & Possible Action with Regard to Recommendations from the Salary Review Committee
 - c. Discussion & Possible Action with Regard to Out of State Training – Dennis Marker
10. **INTRODUCTIONS AND ADOPTION OF ORDINANCES AND RESOLUTIONS**
 - a. Resolution 12-01-2015 "A Resolution Declaring Surplus Property of Santaquin City" (Misc. Items)
 - b. Resolution 12-02-2015 "A Resolution Approving an Attorney Consultation Agreement with Allan & Easton, LLC"
 - c. Resolution 12-03-2015 "A Resolution Modifying the Employee Policy and Procedures Handbook"
 - d. Resolution 12-04-2015 "A Resolution Approving Paramedic Training Employment Agreements"
11. **CONVENE OF THE COMMUNITY DEVELOPMENT BOARD**
 - a. Discussion & Possible Action with Regard to a Proposed CDA at 900 S. South Ridge Farms Road
 - b. Discussion & Possible Action with Regard to the Second Access to Summit Ridge Right of Way
12. **CONVENE OF THE SPECIAL SERVICE DISTRICT FOR ROADS MAINTENANCE**
13. **CONVENE OF THE LOCAL BUILDING AUTHORITY OF SANTAQUIN CITY**
14. **PETITIONS AND COMMUNICATIONS**
15. **REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES**
 - a. City Manager Reeves
 - b. Assistant City Manager Marker
16. **REPORTS BY MAYOR AND COUNCIL MEMBERS**
 - a. Mayor Hunsaker
 - b. Council Members
17. **EXECUTIVE SESSION** (May be called to discuss the character, professional competence, or physical or mental health of an individual)
18. **EXECUTIVE SESSION** (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)
19. **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 B. Farnsworth, City Recorder

® Amendment to the agenda

**MINUTES OF A CITY COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS
DECEMBER 16, 2015**

Mayor Kirk Hunsaker called the meeting to order at 6:00 pm. Council Members attending: Keith Broadhead, Matthew Carr, David Hathaway, Mandy Jeffs and Nick Miller.

Others attending: City Manager Ben Reeves, Assistant City Manager Dennis Marker, Council Member Elect Marianne Stevenson, Sgt. Jake Stika, Librarian Lyn Oryall, Chief Stephen Olson, Assistant Chief Dan Olson, Battalion Chief Ryan Lind, and Battalion Chief Brad Kearl, Art Adcock, Catherine Holman, Austin Smith, Jeff Hinton, Wayne Humphries, Tom Hales, Lisa Wilkey, Marty Wilkey, Justice Wilkey, Gracie Wilkey Jessica Bringham, Hadly Bringham, Kim Lefler, Austin Smith, and other unidentified individuals.

PLEDGE OF ALLEGIANCE

Sgt. Stika led the Pledge of Allegiance.

INVOCATION/INSPIRATIONAL THOUGHT

Mr. Adcock Offered an Invocation.

DECLARATION OF ANY CONFLICT OF INTEREST

There weren't any conflict of interest declared.

CONSENT AGENDA

Minutes:

November 11, 2015

Bills:

\$1,635,707.24

Council Member Broadhead questioned what constituted the billings for Nielson and Senior. City Manager Reeves reviewed the projects that he has Legal Counsel working on. Council Member Broadhead requested a more detailed billing in the future.

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

Council Member Broadhead	Aye
Council Member Carr	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye

The vote was unanimous.

PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS

Mr. Adcock, representing the American Legion, requested at the time a City Center is built, a room to store their Funeral Weapons as well as a meeting room is included. Mr. Adcock was told the needs of the American Legion would be addressed when the time comes.

Communities that Care Student Recognitions – Hadly Bringhurst & Justice Wilkey

Mayor Hunsaker recognized Hadly Bringhurst and Justice Wilkey as the recipients of the “Communities that Care” Award. Both Mr. Bringhurst and Wilkey are residents of Santaquin City and have represented the community in a positive manner. Congratulations to both of them.

Appointment of Planning Commissioners

Mayor Hunsaker presented the names of Betsy Montoya, Art Adcock and Austin Smith to serve a 3-year term as Planning Commission Members. Ms. Montoya has previously served and has expressed a desire to continue to serve. Mr. Adcock in the past served on the Planning Commission as a City Council Member and is desirous to once again serve the community. Mr. Smith indicated he also was desirous to serve the community that he calls home.

Council Member Carr moved to appoint Betsy Montoya, Art Adcock and Austin Smith as Planning Commission Members, each to serve a 3 year term. Council Member Miller seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Carr	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye

The vote was unanimous.

FORMAL PUBLIC HEARING

No Formal Public Hearings were scheduled.

UNFINISHED BUSINESS

Discussion & Possible Action with Regard Sunroc Conditional Use Permit

Assistant City Manager Marker reviewed the Sunroc Conditional Use Permit with the Mayor and Council Members. (See attachment “A”) Mr. Humphries and Mr. Hales indicated the dirt pile located on the property has been reduced from 60,000 cubic yards to roughly 15,000 cubic yards. The soil would need to be screened if it was going to be used on the proposed soccer fields on the same property. The indication was made the pile of dirt could be removed by the summer months if the City decides not to use the dirt. Council Member Carr was told the time frame to complete the soccer fields is approximately 7 years. The project would be completed as funding allows. Council Member Broadhead would like to see work begin on the fields in 2016 and be completed in 2017. Council Member Carr requested Sunroc reseed the area that doesn’t belong to the City and would be used as the soccer fields. He would like to avoid having a tumbleweed patch in the area.

Mr. Humphries indicated when the operation moved to South side of the road they used the established entrance as an entrance and used the County road as an exit. The Council Members were “OK” with the way the roadway is being used.

Council Member Broadhead moved to continue the Mass Grading Permit for Sunroc, reseed in the spring the property that isn't the City's, enter the South pit off of Summit Ridge Parkway, the City will use the dirt and the permit will be reviewed in a year. Council Member Miller seconded the motion. Council Member Carr wanted to add that they are still responsible to keep the Summit Ridge Parkway clean. Council Member Broadhead amended the motion to include Council Member Carr's suggestion. Council Member Miller approved the amendment. The vote was as follows:

Council Member Broadhead	Aye
Council Member Carr	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye

The motion was unanimous.

BUSINESS LICENSES

There haven't been any new Business Licenses issued since the last Council Meeting.

NEW BUSINESS

Annual Report of the Santaquin City Library

Librarian Oryall reported she had been the Librarian for the past 21 years. There are currently 5 additional staff members in the Library. She reported 1/3 of all the materials are check out each month and Santaquin City is the 1st library in the State to circulate Kindle devices which are checked out 93% of the time. (See attachment "B" for her full report)

Discussion & Possible Action with Regard to Recommendations from the Salary Review Committee

City Manager Reeves reported the Salary Review Committee was reconvened in November. After Council approval, 2.3% of the employee's wages was set aside to be use for wage increase. The Committee suggested using the full budgeted amount within each department. Council Member Carr would like to see equality when distributing the increases. Council Member Broadhead suggested the committee review each increase before it is given to the employees. City Manager Reeves was in agreement.

A discussion was held with regard to Police retirement. The State originally had a 20 year/50% retirement until a few years ago. They then added a 2nd retirement tier, 25 year/37.5%. The addition of the Tier 2 retirement does not give much incentive to become an officer.

Also discussed was the rotation of the Police vehicles. Mr. Adcock suggested the Council Members consider the depreciation, engine hours and mileage of the Police vehicles if the decision is made to extend the rotation period from 3 years. Council Member Jeffs stated the City now has an Employee who does most of the vehicle maintenance. She believes the vehicles will be better maintained. Sgt. Stika reported a vehicle rotated at 5 years could very easily have 100,000+ miles on it. Not to mention the engine hours. Council Member

Broadhead voiced his support of keeping the rotation at 3 years. Mayor Hunsaker asked Council Member elect Stevenson what her opinion was. She said she supported the 3 year rotation.

Council Member Carr moved to approve the recommendations of the Salary Review Committee. (See attachment "C" for the recommendations) Council Member Broadhead seconded the motion.

The vote was as follows:

Council Member Broadhead	Aye
Council Member Carr	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye

The motion was unanimous.

Mayor Hunsaker requested moving ahead to items 11c and 11d.

Chief Olson reported the "highly anticipated" Fire book has arrived. Assistant Chief Olson thanked the Council Members for supporting the project. The books will be a great addition to the history of Santaquin. It was reported there would be approximately 130 books that would be available for either future Fire Department Members or that could be sold to the public. Chief Olson presented the Mayor, current Council Members, Council Member Elect, and City Manager with a copy of the book. In closing Chief Olson invited the Mayor and Council to the Fire banquet which will be held on December 29th.

Resolution 12-03-2015 "A Resolution Modifying the Employee Policy and Procedures Handbook"

Council Member Broadhead moved to approve Resolution 12-03-2015, "A Resolution Modifying the Employee Policy and Procedures Handbook" as presented. Council Member Miller seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Carr	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye

The vote was unanimous.

Resolution 12-04-2015 "A Resolution Approving Paramedic Training Employment Agreements"

Council Member Miller moved to approve Resolution 12-04-2015, "A Resolution Approving Paramedic Training Employment Agreements". Council Member Carr seconded the motion.

Council Member Jeffs questioned if the Mayor, Council and Staff would be supporting Susan Farnsworth as she will be attending the training. City Manager Reeves indicated she would be fully supported. The vote was as follows:

Council Member Broadhead	Aye
Council Member Carr	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye

The vote was unanimous.

Discussion & Possible Action with Regard to Out of State Training – Dennis Marker

Assistant City Manager Marker reviewed his request to attend two “Out of State” trainings. (See attachment “D” for the particulars)

Council Member Miller moved to approve Assistant City Manager Marker’s request for the trainings. Council Member Jeffs seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Carr	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye

The vote was unanimous.

INTRODUCTIONS AND ADOPTION OF ORDINANCES AND RESOLUTIONS

Resolution 12-01-2015 “A Resolution Declaring Surplus Property of Santaquin City” (Misc. Items)

Council Member Carr moved to approve Resolution 12-01-2015, “A Resolution Declaring Surplus Property of Santaquin City” (Misc. Items). Council Member Jeffs seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Carr	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye

The vote was unanimous.

Resolution 12-02-2015 “A Resolution Approving an Attorney Consultation Agreement with Allan & Easton, LLC”

Council Member Miller moved to approve Resolution 12-02-2015, "A Resolution Approving an Attorney Consultation Agreement with Allan & Easton, LLC". Council Member Broadhead seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Carr	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye

The vote was unanimous.

At 8:00 pm Council Member Miller moved to convene the Community Development Board. Council Member Broadhead seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Carr	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye

The vote was unanimous.

At this point Council Member Miller requested a 5 minute break.

CONVENE OF THE COMMUNITY DEVELOPMENT BOARD

Discussion & Possible Action with Regard to a Proposed CDA at 900 S. South Ridge Farms Road

Assistant City Manager Marker reported Quality RV has non-formally requested the CDA Board consider a CDA pertaining to their property located just to the South of the Red Barn. Assistant City Manager Marker reviewed the tax issues involved with forming a CDA. One of the questions asked was "how long would the CDA be in place". Assistant City Manager Marker discussed increment fundamentals, the area which could be included in the CDA, increased revenue with new development, what could be done with the revenue, and reviewed Staff notes. (See attachment "E")

Executive Session to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property

At 8:54 pm, Board Member Miller moved to enter into an Executive Session to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property. Board Member Jeffs seconded the motion. The vote was as follows:

Board Member Broadhead	Aye
Board Member Carr	Aye
Board Member Hathaway	Aye
Board Member Jeffs	Aye

Board Member Miller Aye

The vote was unanimous.

At 9:45 pm the Community Development Board Meeting resumed.

At 9:46 pm Board Member moved to close the Community Development Board Meeting. Board Member seconded the motion. The vote was as follows:

Board Member Broadhead	Aye
Board Member Carr	Aye
Board Member Hathaway	Aye
Board Member Jeffs	Aye
Board Member Miller	Aye

The Vote was unanimous.

At approximately 9:50 pm the regular Council Meeting resumed.

Discussion & Possible Action with Regard to the Second Access to Summit Ridge Right of Way

There wasn't a discussion held with regard to the Summit Ridge Right of Way.

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.

PETITIONS AND COMMUNICATIONS

There weren't any Petitions or Communication to discuss.

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

City Manager Reeves

City Manager Reeves reported the following:

- On January 30th a Budget Retreat will be held in the Public Safety Training Room
- On January 5th the Oath of Office will be held at noon
- He will be attend the Seniors Christmas Lunch tomorrow
- He had been contacted by a group requesting an Ordinance/Resolution banning smoking in parks including no E-cigarettes. He will request Spanish Fork's resolution for review.

Assistant City Manager Marker

Assistant City Manager reported Santaquin received word from UDOT that a signal warrant study was conducted for the intersection of 200 West Main Street and found that a signal is

warranted. UDOT will meet with City staff to discuss what impacts a signal installation will have on adjacent properties.

UDOT also sent notification that the City's request for Safe Routes To School (SRTS) funding was approved in the amount of \$588,000. Santaquin must provide a 6.7% match to the funds. The award will allow curb, gutter, sidewalk and other related improvements between 100 North and 560 North along 300 West.

The recreation Department is now interviewing candidates for their office clerk position. Advertisement for a seasonal events assistant is also open.

REPORTS BY MAYOR AND COUNCIL MEMBERS

Mayor Hunsaker

Mayor Hunsaker thanked Council Member Carr for his service these past 4 years. He also indicated he would be missed.

Council Members

Council Member Miller asked the name of the business located at 300 E and Main. It was unknown to the staff as there hadn't been a request for a business license as of yet.

Council Member Hathaway questioned how the research was coming with regard to using rodeo arena for more than rodeo. He was told there hadn't been much research completed due to waiting until the current Public Works property could be reclaimed and a new Events Coordinator could be hired.

Council Member Broadhead reminded everyone of Jose's retirement party being held on December 22nd in the Public Safety Training Room. He also thanked Council Member Carr for his years of service.

Council Member Carr thanked the City Staff for their dedication. He indicated it had been a great 4 years all the while working through the problems and respecting each others opinions.

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

No Executive Session was required.

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

No Executive Session was requires

ADJOURNMENT

At 10:15 pm Council Member Carr moved to adjourn. Council Member Miller seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Carr	Aye
Council Member Hathaway	Aye
Council Member Jeffs	Aye
Council Member Miller	Aye

The vote was unanimous.

Approved on January 6, 2016.



Kirk Hunsaker, Mayor



Susan B. Farnsworth, City Recorder



MEMORANDUM

TO: Mayor Hunsaker and City Council
FROM: Dennis L. Marker, Community Development Director
RE: **Sunroc Gravel Pit – Conditional Use Permit for Mass Grading Extension**

City Council Actions Needed

Review the Sunroc mass grading operations in the Summit Ridge area.

Background

The Sunroc Conditional Use Permit was extended during the May 20, 2015 City Council meeting. The one recorded condition for continued operation was that "the area is prepared, reseeded, and the dirt pile removed by October 1, 2015."

Current Status

Dirt Pile. There are still 15,000 yards remaining in the dirt pile of concern, which is roughly ¼ of the initial pile. Residents and home builders in the neighboring Summit Ridge development are scalping material as needed. Sunroc is also actively marketing the material.

Reseeding of the Area. Sunroc did not seed the area as required, however, native grasses and plant material have grown on the property sufficient to keep down dust and retain the minimal top soil in the area. There are no erosion concerns on the city's 35 acre property, which is the primary purpose of reseeding a mass grading area.

Overall Operations. Although no additional conditions were specifically stated on the record, Sunroc moved their scales and majority of their operation to the south side of Summit Ridge Parkway as discussed with the Council. Their grading work continues to be consistent with the approved grading plan with no extreme over-excavating occurring like in the northern operations. Since May, Sunroc's operations have been consistent with the City's Mass Grading Operation parameters and when any issues came up they speedily addressed them.

Additional Considerations

Audio minutes from the May 20 meeting provide that the Mayor and Council recognized it would be difficult for the dirt pile to be removed in the time frame given Sunroc. Mayor Hunsaker indicated he thought it would be January before the pile was gone. It appears the Mayor's guess was reasonable albeit not the timeframe allowed. Furthermore, it may be in the city's best interest that the pile has not been removed to date.

During the May 20, 2015 council meeting, Councilmember Broadhead asked how much of the dirt pile material the city may use to prepare its 35 acres for development. Anticipating a portion of the 35 acres to be used as grass fields in the short term, at least 6" of fill material and 6" of topsoil is needed to support bluegrass on top of the remaining surface. **The remaining dirt pile would provide 6" of fill material**

**12-16-15 COUNCIL MEETING
ATTACHMENT "A-2"**

for 18 acres or enough ground for 6 soccer fields. Sunroc indicated that sufficient topsoil from their southern grading operations would be able to cover the 18 acres for the remaining soil needed for grass. Sunroc provided a cost estimate for completing moving the dirt and completing the 18 acres as grass fields (see attached Sunroc estimate).

Staff Recommendation

City staff recommends the Conditional Use Permit for the Sunroc Mass Grading Operation at Summit Ridge be renewed for another 2 year period, based on the following findings and conditions:

Findings:

1. Sufficient progress is continually being made on the site.
2. There is at least two years of work yet to be done to complete operation on the south side of Summit Ridge Parkway.
3. Sunroc completed heavy grading work on over 90% of the north side of Summit Ridge Parkway in accordance with their approved grading plan.
4. Sunroc moved its scales and watering facilities to the south side of Summit Ridge Parkway in order to reduce heavy truck traffic on the Parkway and thus improve traffic safety around their operations.

Conditions:

1. That Sunroc provide a timeline for clearing the remainder pile of dirt on the north side of Summit Ridge Parkway
2. That loaded trucks and equipment utilize the frontage road as ingress and egress to the operations on the south side of Summit Ridge Parkway.
3. That Sunroc continue to sweep and clean Summit Ridge Parkway so long as track out on the Parkway occurs due to their operations.
4. That this renewal be good for no more than two years from the date of City Council approval.
5. That all activities comply with Santaquin City regulations pertaining to mass grading operations as found in Title 10-6-28 of the Santaquin City Code.



Sunroc Corporation

Construction Division

525 WEST ARROWHEAD TRAIL, SPANISH FORK, UTAH 84660 (801) 722-2100 (801) 722-2130 (FAX)
3850 SOUTH 1825 EAST, ST GEORGE, UTAH 84770 (435) 634-2260 (435) 652-9889 (FAX)

CONTRACT PROPOSAL

CUSTOMER: SANTAQUIN CITY
ADDRESS:
CITY, STATE:

DATE: 12/9/15

PHONE:

FAX:

ATTN:

ADDENDUM:

JOB NAME: SUMMIT RIDGE SOCCER COMPLEX

**SUNROC CORPORATION MAY WITHDRAW THIS PROPOSAL IF WRITTEN ACCEPTANCE IS NOT
RECEIVED FROM THE BUYER WITHIN 30 DAYS OF THE PROPOSAL DATE**

***** FOR BUDGET PURPOSES ONLY *****

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	MOBILIZATION	1.00	LS	6,750.00	6,750.00
30	SCREEN FILL TO 3" MINUS	27,000.00	TON	1.25	33,750.00
40	LOAD SCREENED MATERIAL & SPREAD ON FIELDS	15,000.00	CY	3.00	45,000.00
50	SCREEN TOPSOIL TO 1" MINUS	22,500.00	TON	5.50	123,750.00
60	LOAD SCREENED TOP SOILS & SPREAD ON FIELDS	15,000.00	CY	3.25	48,750.00
100	SITE GRADING	784,080.00	SF	0.10	78,408.00
110	IRRIGATION SYSTEM	784,080.00	SF	0.85	666,468.00
120	BLUEGRASS SEEDING	784,080.00	SF	0.15	117,612.00
GRAND TOTAL					\$1,120,488.00

NOTES:

FOR BUDGET USE ONLY.

EXCLUDES: SWPPP/NOI PERMIT/EROSION CONTROL INSPECTIONS, SWEEPING, VAPOR BARRIER, ENGINEERING, TESTING, LAYOUT, FEES, PERMITS, BONDS, DEWATERING, TRAFFIC CONTROL, SAW CUTTING, BOLLARD EXCAVATION/INSTALLATION, SHORING, BRACING, SIGNAGE & STRIPING, SURVEYING, OR ANY AND ALL ITEMS NOT SPECIFICALLY STATED IN THIS PROPOSAL.



Santaquin City Library

History:

Library service in Santaquin began at least as far back as 1940 when, according to a book called "Santaquin Through the Years" written in 1959, an elementary school teacher named Yetta Richan started a library. It opened on April 2, 1940 and was housed in two different locations until it was placed in the old library room at the Santaquin City Offices in the early nineties where it was used for about ten years. The city then purchased the first L.D.S. church in Santaquin, renovated it, and moved the library there in 2002. The building is four times larger than the city office location and has a high barrel vault ceiling and gothic windows that make it beautiful and unique. Public use of the library increased immediately and has continued to grow each year. Santaquin Library provides the area with most services relative to learning and the enjoyment of reading.

MISSION STATEMENT

The mission of the Santaquin City Library is to provide a pleasant, service oriented environment with diverse collections and literacy programs for all individuals to expand their love for reading and learning.

The Library is also dedicated to providing equitable and continuing access to information for all citizens of the community.

Statistics and FYI:

Library Director: Lyn Oryall (since June 1995) 5 other staff members.

Interesting facts:

- One third of all materials are checked out each month.
- First library in the state to circulate Kindle devices which are checked out 93% of the time. Library Director collaborating with the State Library to do trainings in electronic device acquisition and circulation for other libraries in the state.
- Second library in the state to change to BISAC (removed the Dewey Decimal system). Many other libraries have recently begun to do the same.
- One of the few libraries to use iPads for the catalog.

Programs:

- Current programs: Story time (twice weekly), Book Club (second Thursday each month), Summer Reading (yearly).

Some new programs and materials being considered:

- 3D printer acquisition and training in collaboration with one or more other libraries.
- Circulation of go pro cameras or like devices.
- Running contests for videos to be placed on the library website.
- Partner with local artists and crafters to produce items for weekly or monthly classes (such as mini wooden items that children can paint or assemble).
- LittleBits Club – create anything imaginable with LittleBits DIY electronics.
- Teen, tween and elementary book clubs.

**12-16-15 COUNCIL MEETING
ATTACHMENT "B-2"**

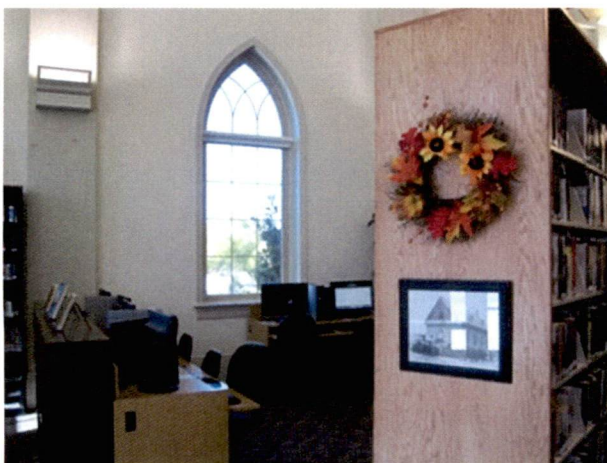
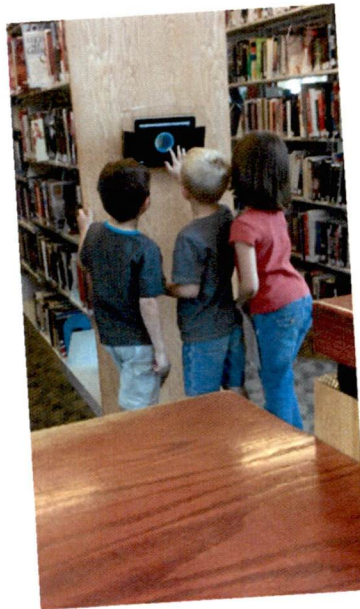
Performance measures provided by the Utah State Library.

**Santaquin City Library
Key Performance Measures 2009-2014**

GENERAL INFORMATION	2009	2010	2011	2012	2013	2014
Population of legal service area	8,400	8,566	9,128	9,381	9,674	9,843
Total full-time-equivalent of paid employees	2.5	2.7	2.7	2.7	2.7	2.7
Total number of hours open to the public per week	37	37	41	41	41	41
Total number of hours open to the public per year	1,913	1,910	2,062	2,062	2,024	2,067
Total number of individuals who volunteered for the library	12	25	23	51	38	40
Total number of hours volunteers worked for the library	55	65	275	308	160	155
COLLECTION	2009	2010	2011	2012	2013	2014
Print materials	11,320	11,737	12,692	13,640	14,010	14,246
Audio materials (physical units)	185	241	266	252	308	370
Video materials (physical units)	556	560	596	556	552	631
Number of magazine subscriptions	7	7	11	10	7	5
SERVICES & PROGRAMS	2009	2010	2011	2012	2013	2014
Total number of programs	118	110	168	141	148	131
Total attendance to programs	3,005	1,408	3,716	3,645	3,523	3,220
Total number of items checked out from the library	46,668	47,910	53,142	57,418	60,543	59,917
Number of children's materials checked out from the library	26,910	29,942	33,204	34,498	32,455	26,263
Total number of library visitors	31,750	34,670	45,110	48,719	49,272	38,632
Total number of reference transactions	4,500	3,669	3,770	3,996	4,025	3,900
Number of registered borrowers	3,789	4,026	4,326	4,854	4,885	5,230
Number of items borrowed from other libraries	38	35	37	23	21	95
FINANCES	2009	2010	2011	2012	2013	2014
Tax rate	0.000127	0.000136	0.000148	0.000147	0.000300	0.000352
Total funds received from local government	\$95,851	\$96,679	\$109,342	\$109,763	\$111,214	\$128,131
Total funds received from the State of Utah	\$5,869	\$4,720	\$4,819	\$4,130	\$4,059	\$4,282
Total amount of staff expenditures	\$83,020	\$84,532	\$95,760	\$97,353	\$97,833	\$112,791
Total amount of collection expenditures	\$8,166	\$13,122	\$7,468	\$7,703	\$18,146	\$11,998
Total amount of other operating, maintenance, and equipment expenditures	\$10,534	\$16,839	\$10,933	\$8,837	\$6,904	\$7,624
INTERNET ACCESS	2009	2010	2011	2012	2013	2014
Number of internet terminals for the general public	6	6	7	8	8	8
Number of patrons that used public internet computers	5,547	6,500	11,938	10,900	9,023	8,041
Number of times patrons used the wireless network				364	299	1,505

Prepared by: Utah State Library Division
Date: October 13, 2015

12-16-15 COUNCIL MEETING
ATTACHMENT "B-3"



**12-16-15 COUNCIL MEETING
ATTACHMENT "B-4"**



**Statistical Annual Report of
Public Library Services**

Data Collection Form

Fiscal Year 2015

Cities: July 1, 2014 – June 30, 2015

Counties: January 1, 2015 – December 31, 2015

IDENTIFICATION		
150	FSCS ID	UT0063
151	Library Code	UTAHCO1800
152	Name of Library	SANTAQUIN CITY LIBRARY
153	Street Address	20 WEST 100 SOUTH
154	City (of street address)	SANTAQUIN
155	ZIP Code (of street address)	84655
156	ZIP+4 (of street address)	8008
157	Mailing Address	20 WEST 100 SOUTH
158	City (of mailing address)	SANTAQUIN
159	ZIP Code (of mailing address)	84655
160	ZIP+4 (of mailing address)	8008
161	County of the Entity	UTAH
162	Telephone (include area code)	8017543030
163	Library's main website address	WWW.SANTAQUINLIBRARY.ORG

GENERAL INFORMATION		Current Period	Previous Period
208	Population of Legal Service Area	10,106	9,843

Service Outlets		Current Period	Previous Period
209	Number of Central Libraries	1	1
210	Number of Branch Libraries	0	0
211	Number of Bookmobiles	0	0

Paid Staff		Current Period	Previous Period
250	FTE of Librarians with ALA-accredited master's degree	0.00	0.00
251	Total FTE of Librarians	1.00	1.00
252	FTE of All Other Paid Staff	1.70	1.70
253	Total FTE of Paid Staff	2.70	2.70

Volunteers		Current Period	Previous Period
253.1	Number of individuals who worked for the library this fiscal year	37	40
253.2	Number of hours volunteers worked for the library this fiscal year	111	155

12-16-15 COUNCIL MEETING ATTACHMENT "B-5"

Data Collection Form

Page 2 of 4

OPERATING REVENUE			
300	Local	128,956	128,131
301	State	4,406	4,282
302	Federal	0	0
303	Other	0	0
304	Total	133,362	132,413

OPERATING EXPENDITURES			
304.1	Local	128,956	128,131
304.2	State	4,406	4,282
304.3	Federal	0	0
304.4	Other	0	0
304.5	Total	133,362	132,413

OPERATING EXPENDITURES - DETAIL			
Staff Expenditures		Current Period	Previous Period
350	Salaries and Wages	89,172	86,854
351	Employee Benefits	24,617	25,937
352	Total Staff Expenditures	113,789	112,791
Collection Expenditures		Current Period	Previous Period
353	Print Materials	10,615	10,188
354	Electronic Materials – Digital Units	410	333
355	Other Materials	1,591	1,477
356	Total Collection Expenditures	12,616	11,998
Other Operating Expenditures		Current Period	Previous Period
357	Other Operating Expenditures	6,957	7,624
Total Operating Expenditures		Current Period	Previous Period
358	Total Operating Expenditures	133,362	132,413

CAPITAL REVENUE			
400	Local	853	0
401	State	0	0
402	Federal	0	0
403	Other	0	0
404	Total	853	0

CAPITAL EXPENDITURES			
405	Total	853	0

COLLECTIONS		Current Period	Previous Period
450	Print Materials	15,175	14,246
451	Electronic Books (e-Books)	14,759	5,616
452	Audio – Physical Units	405	370
453	Audio – Downloadable Units	16,646	10,422
454	Video – Physical Units	525	631
455	Video – Downloadable Units	679	141
455.1	Other Materials	199	185
455.2	Total Library Collection	48,388	31,611

12-16-15 COUNCIL MEETING ATTACHMENT "B-6"

Data Collection Form

Page 3 of 4

Licensed Databases

		Current Period	Previous Period
456	Licensed Databases paid with local funds	0	0
457	Licensed Databases paid by the State Library	51	41
458	Total Licensed Databases	51	41

Current Serial Subscriptions

		Current Period	Previous Period
460	Number of Current Print Serial Subscriptions	5	5

SERVICES

		Current Period	Previous Period
500	Public Service Hours Per Year (all outlets)	2,042	2,067
500.1	Weekly Scheduled Public Service Hours (all outlets)	41	41
501	Library Visits	39,404	38,632
502	Reference Transactions	3,783	3,900
503	Number of registered users	5,508	5,230

Circulation

		Current Period	Previous Period
549.1	Circulation of Electronic Materials	2,325	1,719
549.2	Circulation of Physical Materials	54,690	58,198
550	Total Circulation (all formats)	57,015	59,917
551	Circulation of Children's Materials (all formats)	32,715	26,263

Interlibrary Loan

		Current Period	Previous Period
552	Number of Items Provided To Other Libraries	0	0
553	Number of Items Received From Other Libraries	18	95

PROGRAMS

		Current Period	Previous Period
600	Total Number of Library Programs	137	131
601	Number of Children's Programs	121	117
602	Number of Young Adult Programs	0	9
603	Total Attendance at Library Programs	2,599	3,220
604	Attendance at Children's Programs	2,379	3,116
605	Attendance at Young Adult Programs	0	59

INTERNET ACCESS

		Current Period	Previous Period
650	Number of Internet computers for the general public	8	8
651	Number of uses (sessions) of public Internet computers	7,124	8,041
652	Number of times (sessions) patrons used the wireless network	1,200	1,505

Notes

GI

Number of hours volunteers worked for the library this fiscal year

Different events required less extra help.--2015-11-16

COLL

Electronic Books (e-Books)

Due to high demand and usage of e-books, USL has been building the collection.--2015-10-08

Video Materials - Physical Units

Total VHS collection deleted.--2015-11-17

Video Materials - Downloadable Titles

USL has purchased many more e-videos via Overdrive.--2015-10-08

Total Library Collection

Due to high demand and usage of e-books, USL has been building the collection.--2015-11-17

State purchases--2015-11-17

Santaquin City

Salary Review Committee

Findings and Recommendations
December 2016

Salary Review Committee Formation

- At the request of the full body of the City Council, a Salary Review Committee was formed to evaluate the methodology, procedures and recommended changes to the Santaquin City Employee Salary Administration process.
- The core of the committee included Council Members Jeffs and Hathaway, along with Administrative Services Director Hoffman and City Manager Reeves. As needed, additional attendees included the city department directors and Mayor Hunsaker
- Since June 2014, the committee has met seven times and has prepared the following for the council's consideration
- *The committee reconvened in November of 2015*

History & Update:

- **Step 1** – Selection of Comparable Cities – *Completed 2014*
- **Step 2** – Evaluation of Each Position – *Completed 2014 & Reviewed/Adjusted 2015*
- **Step 3** - Establishment of Salary Objectives – *Completed 2014*
 - *Adjustments Recommended for Public Safety based on Market Changes*
- **Step 4** – Evaluation of Each Employee's Performance – *Updated & Reviewed 2015*
 - *Clarification needed regarding performance allocation amounts*
- **Step 5** – Evaluation of Each Employees Individual Adjustment – *Pending Council Consideration*

2015 Recommendations:

- **Anniversary Date Reviews** – Change 2016-2017 annual reviews to coincide with the employment anniversary date rather than a city wide review at calendar year-end. Performance (merit) increases to coincide with the newly established annual review.
- **Supervisor 360° Evaluations** – No Changes – Bi-annual Review
- **2015 Performance Increase** – Directors can utilize their full 2.3% budget without a 2.3% cap per employee
- **Police Officers** –
 - In addition to the 2.3% performance increases, provide an across the board “Market Adjustment” of \$1/hour/officer
 - Re-evaluate market conditions through this year’s budget creation
 - Review Police Car rotation program

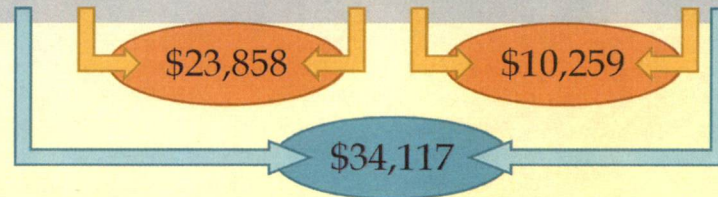
2015 Recommendations:

Police Department Market Rate Adjustment

POST Certified Officers	Market Increase	Budget Impact
11	\$1/hr.	\$22,880

Police Car Rotation Plan

Police Car Rotation	3-Year	4-Year	5-Year
12 cars in rotation plan	4 cars per year	3 cars per year	2.4 cars per year
Amount Financed	\$160,000	\$120,000	\$100,000
Annual debt service payment	\$55,414	\$31,556	\$21,297



Note: o Equipment Costs \$11k\$13K

o Fleet Management Proposal



MEMORANDUM

To: Santaquin City Mayor and Council
From: Dennis L. Marker, Santaquin Assistant City Manager
Date: December 11, 2015
Subject: Out of State Training Request

1. Dallas, TX, "P3C 2016", March 7-9
2. Phoenix, AZ, "National APA Conference", April 2-5

Conference #1. P3C 2016

This 3 day conference will provide training, insights, and networking opportunities relative to the creation of public/private partnerships (P3). These types of arrangements are utilized to **organize, coordinate and leverage available public dollars with the financing and expertise of private investor and developer dollars** for the purpose of spurring economic development. While Santaquin tries to maintain positive working relationships with developers, there may be additional opportunities of cooperation to facilitate more economic development. Some training during the conference includes understanding when and if a P3 is a good idea, their framework, and evaluating the public's ROI. Course topics are provided in Exhibit A of this memo.

Additional information about the conference can be found at thep3conference.com

Anticipated Cost:

Conference Registration:	\$495
Hotel	\$816
Airfair:	\$221+bags
Per Diem	\$100
Estimated Total	\$1750

Conference #2 National APA Conference

This 4 day conference of the American Planning Association (APA) provides opportunity to learn about and see some of the latest development and planning trends, infrastructure management efforts and recent legal issues pertaining to land use regulation and development standards. As an American Institute of Certified Planners (AICP) member it also provides CE credits necessary to maintain credentials. As a budget practice I like to attend this conference every three years. The last one I attended was in 2014, but the next two, held in 2017 (New York, NY) and 2018 (New Orleans, LA) will cost more than attending this western states conference in 2016. Additionally, the examples and developments showcased will be more indicative of the water issues and western development culture than those highlighted back east.

Additional information about the conference can be found at www.planning.org

Anticipated Cost:

Conference Registration:	\$850
Hotel	\$913
Airfair:	\$381+bags
Per Diem	\$110
Estimated Total	\$2250

Budget Impact

No additional out of state training will be requested this fiscal year. There is sufficient funds within the Planning and Zoning division training budget to cover the request.

Exhibit A: P3C 2016 Course offerings.

2016 Discussion Topics		
<u>What Big City Mayors Think When Looking For P3 Opportunities</u>	<u>What are Various Types of P3s and How to Evaluate Them</u>	<u>Attracting the Right Partner: Procuring P3s</u>
<u>Template for Instilling Confidence in the Procurement Process</u>	<u>What's Stopping Public Officials From Launching P3s</u>	<u>Social Infrastructure and Innovative P3s</u>
<u>P3: The American Model</u>	<u>Nuts: Soup to Delivering a P3</u>	<u>To P3 or Not to P3: Identifying the Appropriate Project Delivery Model</u>
<u>Operations & Maintenance: Transforming Public Infrastructure</u>	<u>P3 Risk Balance and Expectation Management</u>	<u>Innovations in P3 Delivery – Best Practice Solutions for Infrastructure Needs</u>
<u>The Time to Enact Comprehensive P3 Legislation is Now</u>	<u>Project Bundling with P3s</u>	<u>2016: A Year in Perspective & What to Watch</u>
<u>Influence of Design within the P3 Pursuit</u>	<u>Making the Partnership Work: Implementing P3s</u>	<u>Availability Payment P3s for Port Projects</u>
<u>The State of the U.S. P3 Industry: What are we getting right and what are we getting wrong?</u>	<u>Infrastructure Exchanges and the Role They Play in the P3 Market</u>	<u>Strategies & Success: P3 Champions of Hotels</u>
<u>EB-5 and P3: Advantages of Alignment</u>	<u>Higher Education in Focus: Is P3 the path to long-term viability?</u>	<u>Higher Education P3 Success Story Case Studies</u>
<u>Public Water Infrastructure P3 Case Studies</u>	<u>Leveraging Private Investment Into Public Water Infrastructure</u>	<u>How Innovative P3s are Meeting Stormwater Compliance Requirements</u>

CDA Area Request

Quality RV



Increment Fundamentals

Tax Increment does NOT mean an increase in tax rates.

If nothing changed how much revenue would Santaquin receive?

Property Taxes -
Sales Taxes -

As development occurs, will taxing entities forgo a portion of the increased tax revenue?

For how long with the CDA exist?

How much "donated" revenue is planned?

What do you do with the revenue?

Increased Tax Revenue

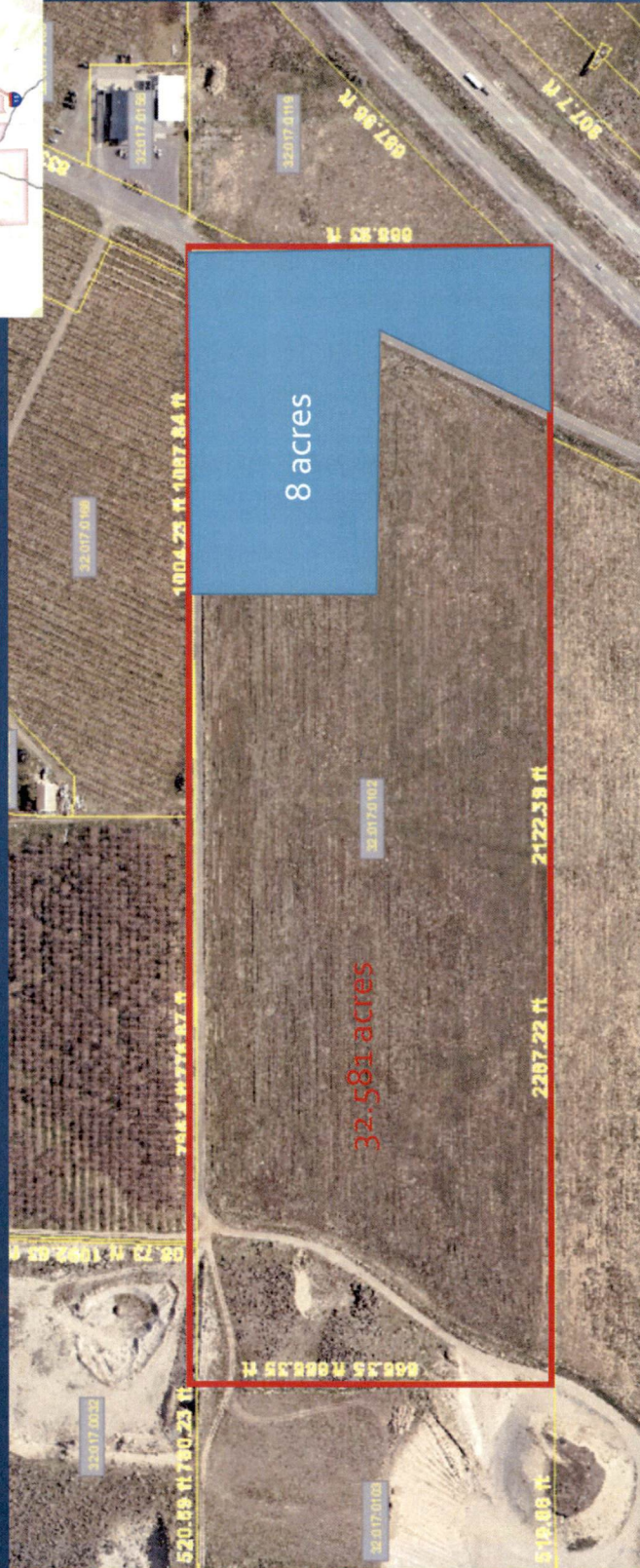
with new development

Base Year Taxes

CDA Years

Pre CDA

Post CDA



Area by the Numbers

If nothing changed how much revenue would Santaquin receive?

Property Taxes – \$243
Sales Taxes - \$0

As development occurs, will taxing entities forgo a portion of the increased tax revenue? Most likely, only Santaquin revenues would be “donated” to the CDA.

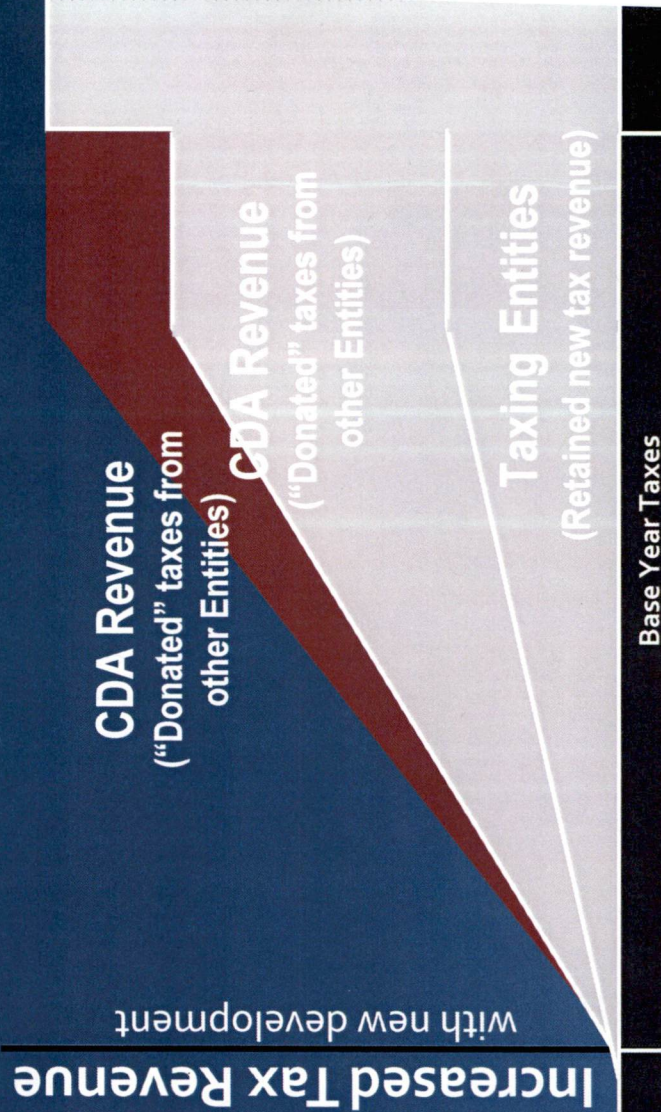
For how long with the CDA exist? Scenario #s are for 20 years.

How much “donated” revenue is planned? Depends

What do you do with the revenue?

Increased Tax Revenue

with new development



Base Year Taxes

CDA Years

Pre CDA

Post CDA

What to do with the Revenue?

“INCENTIVES” (Approximately \$13,500 value each year)

Reimburse Tax Revenue for . . .	Leverage Tax Revenue for . . .

- What way of investing these dollars will bring a greater Return on Investment (ROI)?
 - How can these funds help remove hurdles to bring additional businesses? OR
 - Is Quality RV an anchor business by itself?

“to gain maximum value from incentives, economic developers must treat them as investments.”

2015 Economic Development Research Partners' (EDRP) report,
“Seeding Growth: Maximizing the Return on Incentives”

What to do with the Revenue?

Staff Notes

- Very little infrastructure needed for Quality RV.
- Development near the frontage road cannot be sewerer unless trunk lines are installed.
- Road widening (i.e. one lane) will help with turning movements but is not needed based on additional traffic volumes.
- How will individual site development impact future traffic circulation and infrastructure needed to accommodate buildout.
- Funds may be utilized in conjunction with Summit Ridge Development to layout road and infrastructure for the area.
- Overall plan need for the area to establish street and utility rights-of-way.

“to gain maximum value from incentives, economic developers must treat them as investments.”

2015 Economic Development Research Partners' (EDRP) report,
“Seeding Growth: Maximizing the Return on Incentives”

What is the Vision

Staff Notes

- 2000 Plan included
 - Retail, Outlets, Medical, Education
- 2007 Plan
 - More General
 - Added Residential
- 2008 Economic Consultant Plan
 - First consideration of 35 acres
 - Looking beyond Summit Ridge
 - Cultural Areas
- 2014 General Plan / Recreation Plan
 - 35 acre Phased approach
 - Maintain Rodeo Grounds in town
- **No Plan Has ROW or Utility specifics**



What is the Vision of CDA Use?

Staff Notes

- Will the CDA board entertain requests from
 - All new businesses?
 - Only out of state businesses?
 - Retail vs Manufacturing vs Medical
- Is there a maximum/minimum ...
 - % of city contribution the CDA board will consider?
 - length of time the CDA board will consider?
 - % of other taxing entity monies necessary?
- Will the focus of increment money be for ...
 - Compensation vs leverage
 - Clearing hurdles
 - Performance funding
 - Etc.

"to gain maximum value from incentives, economic developers must treat them as investments."

2015 Economic Development Research Partners' (EDRP) report,
"Seeding Growth: Maximizing the Return on Incentives"

Questions / Discussion

CDA Area Request

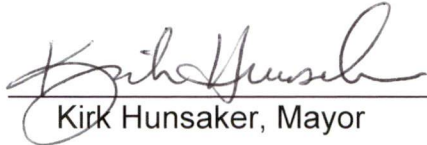
Quality RV





CLOSED EXECUTIVE SESSION AFFIDAVIT

I, Kirk Hunsaker, Board Member of the Community Development Board, hereby certifies that the Executive Session held on December 16, 2015 was called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property.


Kirk Hunsaker, Mayor

12/17/15
Date