

## NOTICE AND AGENDA

Notice is hereby given that the City Council of the City of Santaquin will hold a City Council Meeting on Wednesday, November 5, 2014, in the Council Chambers, 45 West 100 South, at 6:00 p.m.

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **INVOCATION/INSPIRATIONAL THOUGHT**
4. **CONSENT AGENDA**
  - a. Minutes
    1. October 15, 2014
  - b. Bills
    1. \$374,967.96
5. **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. Appointment of a Library Board Member
6. **FORMAL PUBLIC HEARING**
  - a. Transportation Impact Fee Facilities Plan
  - b. Transportation Impact Fee Analysis
7. **UNFINISHED BUSINESS**
8. **BUSINESS LICENSES**
9. **NEW BUSINESS**
  - a. Discussion and Possible Action with regard to Economic Development Strategy
  - b. Discussion and Possible Action with regard to a Picture of the Month Contest and Video Scholarship Community Promotion Program."
  - c. Discussion and Possible Action with regard to Orchard Day Staffing Options
10. **INTRODUCTIONS AND ADOPTION OF ORDINANCES AND RESOLUTIONS**
  - a. Resolution 11-01-2014, "A Resolution Approving Agreement 11012014"
  - b. Resolution 11-02-2014, "A Resolution Approving the Mayor to Sign a Memorandum of Understanding (MOU) Seeking Grant Funding for the Fire Department to Acquire Improved Breathing Apparatus and Training"
  - c. Ordinance 11-01-2014, "An Ordinance Adopting the Santaquin Transportation Master Plan"
  - d. Ordinance 11-02-2014, "An Ordinance Adopting the Santaquin Transportation Impact Fee Facilities Plan"
  - e. Ordinance 11-03-2014, "An Ordinance Adopting Corner Lot Standards"
11. **CONVENE OF THE COMMUNITY DEVELOPMENT BOARD**
12. **CONVENE OF THE SPECIAL SERVICE DISTRICT FOR ROADS MAINTENANCE**
13. **PETITIONS AND COMMUNICATIONS**
14. **REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES**
  - a. City Manager Reeves
  - b. Assistant City Manager Marker
15. **REPORTS BY MAYOR AND COUNCIL MEMBERS**
  - a. Mayor Hunsaker
  - b. Council Members
16. **EXECUTIVE SESSION** (May be called to discuss the character, professional competence, or physical or mental health of an individual)
17. **EXECUTIVE SESSION** (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)
18. **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  
Susan B. Farnsworth, City Recorder

® Amendment to the agenda

**MINUTES OF A CITY COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBERS  
NOVEMBER 5, 2014**

The meeting was called to order by Mayor Kirk Hunsaker at 6:00 p.m. Council Members attending: Matthew Carr, David Hathaway, Mandy Jeffs and Nick Miller. Keith Broadhead was excused.

Others attending: City Manager Ben Reeves, Assistant City Manager Dennis Marker, Police Chief Rod Hurst, Fire Chief Stephen Olson, Legal Counsel Brett Rich, Carole Parkin, Scout Troop 1586 Members Kai Tahinaka, Riley Warnick and Landon Warnick, Amy Johnson, Christine Richman, Andrea Olson, Cindy Johnson and other unidentified individuals.

**PLEDGE OF ALLEGIANCE**

Mr. Landon Warnick led the Pledge of Allegiance.

**INVOCATION/INSPIRATIONAL THOUGHT**

City Manager Reeves offered an Invocation.

**CONSENT AGENDA**

***Minutes***

October 15, 2014

***Bills***

\$374,967.96

Council Member Carr moved to approve the Consent Agenda. Council Member Hathaway seconded the motion. The vote to approve the Consent Agenda was unanimous.

**FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS**

***Appointment of a Library Board Member***

Mayor Hunsaker reported he had met with Carole Parkin with regard to serving on the Library Board. Ms. Parkin indicated she would be willing to serve the community as a board member. Mayor Hunsaker invited Ms. Parkin to introduce herself to those in attendance. Ms. Parkin stated she had lived in Santaquin most of her life and is happy to be serving as a board member.

Council Member Miller moved to appoint Carole Parkin to the Library Board for the term of one year. Council Member Jeffs seconded the motion. The vote was unanimous.

**FORMAL PUBLIC HEARING**

***Transportation Impact Fee Facilities Plan***

At 6:06 p.m. Council Member Carr moved to open the Public Hearing with regard to the Transportation Impact Fee Facilities Plan. Council Member Miller seconded the motion. The vote to open the public hearing was unanimous.

Assistant City Manager Marker reviewed the proposed Transportation Impact Fee Facilities Plan as well as the Transportation Impact Fee Analysis (see Ordinance 11-01-2014 and Ordinance 11-02-2014 for a copy of the complete plan).

Council Member Carr asked if the suggested fees were comparable with other cities. Ms. Richmond reported Spanish Fork doesn't currently have a Transportation Impact Fee. However she is currently working on a fee study for them.

No public questions or comments were addressed by the Council.

At 6:44 p.m. Council Member Miller moved to close the Public Hearing with regard to the Transportation Impact Fee Facilities Plan. Council Member Hathaway seconded the motion. The vote to close the public hearing was unanimous.

***Transportation Impact Fee Analysis***

At 6:45 p.m. Council Member Carr moved to open the Public Hearing with regard to the Transportation Impact Fee Analysis. Council Member Miller seconded the motion. The vote to open the public hearing was unanimous.

No public comments or questions were addressed by the Council.

At 6:46 p.m. Council Member Miller moved to close the Public Hearing with regard to the Transportation Impact Fee Analysis. Council Member Jeffs seconded the motion. The vote to close the public hearing was unanimous.

**UNFINISHED BUSINESS**

Nothing

**BUSINESS LICENSES**

No new Business Licenses have been issued since the last Council Meeting.

**NEW BUSINESS**

***Discussion and Possible Action with regard to Economic Development Strategy***

Mayor Hunsaker requested that the Council Members review the information e-mailed to them and suggested scheduling a work session for next Wednesday evening at 6:00 p.m. The Council Members were in agreement.

***Discussion and Possible Action with regard to a Picture of the Month Contest and Video Scholarship Community Promotion Program***

City Manager Reeves reviewed the discussion that was held during the past Council Meeting pertaining to holding a "Picture of the Month" Contest. It was suggested having the prize be a \$50 Visa Credit Card or \$50 off the winner's City Utility Bill. The Council Members were in agreement to choose a "Picture of the Year" and award the winner with a gift basket full of gift certificates from local businesses.

Mr. Reeves also reported he had spoken with a Payson High School Teacher with regard to a "Video Scholarship Community Promotion Program". The teacher, who lives in Santaquin, indicated the project was a great idea and he could incorporate the idea into the student curriculum. It was discussed opening the "video project" up to all high schools that Santaquin students attend.

Council Member Carr moved to approve the creation of a Picture of the Month Contest, Video Contest and Video Scholarship Program pursuant to the discussion held in the Council Meeting. Council Member Miller seconded the motion. The vote to approve the motion was unanimous.

***Discussion and Possible Action with regard to Orchard Day Staffing Options***

Assistant City Manager Marker reported they had been reviewing the staffing needs for Orchard Days (see attachment "A" for the memorandum submitted). It was suggested hiring someone who is familiar with event. Council Member Miller suggested advertising the position, although he is not opposed to hiring someone who is familiar with the event. He was told the person would be working closely with Amy Johnson in the Recreation Department under the Direction of Assistant City Manager Marker. It was suggested the position could be a contract position. The contract could include criteria, expectations and a threshold of money required to be collected. City Manager Reeves was in favor of setting "milestones" within the contract. The Orchard Days Fund has the revenue to support funding of the position. Ms. Johnson reported she had faith in Jolynn Foreman being "gung ho" about helping raise needed funds.

Council Member Miller made a motion to move forward with developing an independent contract, advertise for the position and return the contract to the Council for their review. Council Member Jeffs seconded the motion. The vote in favor of the motion was unanimous

**INTRODUCTIONS AND ADOPTION OF ORDINANCES AND RESOLUTIONS**

***Ordinance 11-01-2014, "An Ordinance Adopting the Santaquin Transportation Master Plan"***

Council Member Carr moved to approve Ordinance 11-01-2014, "An Ordinance Adopting the Santaquin Transportation Master Plan". Council Member Miller seconded the motion. Through a roll call vote, Council Members Carr, Hathaway, Jeffs, and Miller voted to approve Ordinance 11-01-2014.

***Ordinance 11-02-2014, "An Ordinance Adopting the Santaquin Transportation Impact Fee Facilities Plan and a Transportation Fee Analysis"***

Council Member Miller moved to approve Ordinance 11-02-2014, "An Ordinance Adopting the Santaquin Transportation Impact Fee Facilities Plan and the transportation Fee Analysis". Council Member Hathaway seconded the motion. Through a roll call vote, Council Members Carr, Hathaway, Jeffs, and Miller voted to approve Ordinance 11-02-2014.

***Resolution 11-02-2014, "A Resolution Approving the Mayor to Sign a Memorandum of Understanding (MOU) Seeking Grant Funding for the Fire Department to Acquire Improved Breathing Apparatus and Training"***

Chief Olson reported the MOU is part of a regional grant. The SCBA's bottles have a 15 year life span and will be outdated in 2017. A complete set of SCBA cost approximately \$2000.00. The MOU states if the grant is funded, the City would be responsible for a "match" to the grant for 20 SCBA's.

Council Member Carr moved to approve Resolution 11-02-2014, "A Resolution Approving the Mayor to Sign a Memorandum of Understanding (MOU) Seeking Grant Funding for the Fire Department to Acquire Improved Breathing Apparatus and Training". Council Member Jeffs seconded the motion. Through a roll call vote, Council Members Carr, Hathaway, Jeffs, and Miller voted to approve Resolution 11-02-2014.

***Ordinance 11-03-2014, "An Ordinance Adopting Corner Lot Standards"***

Assistant City Manager Marker reviewed the proposed Ordinance with the Mayor and Council Members. The Mayor and Council Members had the opportunity to review the proposed changes before the meeting. Council Members Carr and Miller were not in favor of requiring a 12' setback for fencing. The proposed Ordinance was modified to reflect new setback requirements.

Council Member Miller moved to approve Ordinance 11-03-2014, "An Ordinance Adopting Corner Lot Standards" as written and with the modification of the associated graphic. Council Member Hathaway seconded the motion. Numerous comments were then made by the Mayor, Council Members, Assistant City Manager and Legal Counsel Rich. Through a roll call vote, Council Members Carr, Hathaway, Jeffs, and Miller voted to approve Ordinance 11-03-2014.

**REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES**

***City Manager Reeves***

City Manager Reeves reported he and Assistant City Manager Marker will be at the City Manager's Conference in Provo on Thursday, November 6 and Friday, November 7.

***Assistant City Manager Marker***

Assistant City Manager Marker reported:

- 4 single family building permits were issued during the month of October
- Santaquin Canyon Diversion Project is moving forward. All approvals have been received from the Division of Natural Resources
- the Ahlin Pond bowery is scheduled to be installed next week
- Planter boxes on Main Street have been sealed, with the Public Works Crew adding a sealant to the stamped concrete.
- DRC reviewed plans for the proposed mixed use project located to the south of the Public Safety Building. One of the issues discussed was continuing the concrete fencing along the north side of the project and the City's south property line. The Planning Commission will review the Centennial Park Condominium project during their next meeting.

Ms. Johnson, Recreation Coordinator, reviewed a drafted Recreation Department update with the Mayor and Council Members (See attachment "B" for a copy of the update)

**CONVENE OF THE COMMUNITY DEVELOPMENT BOARD**

Nothing

**CONVENE OF THE SPECIAL SERVICE DISTRICT FOR ROADS MAINTENANCE**

Nothing

**PETITIONS AND COMMUNICATIONS**

No petitions or communications were received by the Council.

**REPORTS BY MAYOR AND COUNCIL MEMBERS**

***Council Members***

Council Member Hathaway stated he had a conversation with Council Member Broadhead and he wanted a work session scheduled to discuss the property at 400 East, the lagoon property and the south interchange. He was told these were included as discussion items for next week's work session.

Council Member Hathaway reported he has been named the Council Representation for the Recreation Board and solicited comments from the other Council Members. Council Member Miller said he has watched the budget from past years compared to this year's budget and would like to see the profit margin grow on some of the events offered. He also would like to see the businesses within town offered a chance to support the recreation department.

Council Member Miller voiced, on behalf of the Fire Department, his thanks for being able to use the lagoon home as a training opportunity.

He also presented the following updates from the Police Department:

- Updated and traded in all of the handguns
- Implemented a new uniform and appearance policy (Office Staff & Detective now wear more appropriate attire).
- The vehicle situation is nearly resolved
- Sgt. Johnson was promoted to Lieutenant and Officer Stika was promoted to Sergeant
- Detective Green was rotated out of investigations and Officer Woodland rotated into that position. Now one of the patrolmen works 2 days a week to help the Detective as the schedule allows. The patrolman rotates every 2 months, so each officer has an opportunity to work investigations once a year
- The full time secretary was replaced by 2 part-time employees. Ms. Worthen works 29 hours per week and Ms. McDowell works 25 hours per week
- Detective Woodland and ACO Robinson were assigned to be evidence custodians
- Officer Drussel was trained and assigned to be the department PIO and Advanced Accident Investigator
- Officer Wall was trained to be the Marijuana Technician and Spillman Super User
- Officer Glenn was trained and assigned to be the Electronic Communications Device expert
- A contract was signed with Lexipol to assist in writing an entirely new policy and procedural manual. Lt. Johnson was assigned this monumental task which will take approximately 6 months to complete
- A contract was signed with Utah County for a Victim Advocate Services. Genola is ready to approve their portion of the contract
- A new missing person policy is almost ready to be implemented
- The department received a JAG Grant in the amount of \$7500 for the purchase of 11 new uppers for the M-16 rifles and 2 MS Surface Pro 3's
- The new sight systems was completed for the M-16 Rifles
- Officer Green, Equipment Manager, will receive a \$500 credit for each video camera returned to Digital Ally (these are out of the surplus vehicles)
- The department is expected to receive approximately \$9000 in Liquor Control Funds during the month of December. These funds, along with the video camera credit, will be used to purchase the in-car camera system for every new vehicle

- Discussions with the State are being held with regard to property release to construct a public firearms range
- The social media accounts are all linked and appear to be operating correctly
- The possibility of creating an online Neighborhood Watch program is being investigated
- A body camera was purchased for patrol to experiment with before a final decision for purchasing cameras for the full force is made
- Officer Alvey is spearheading the mandatory department wellness program
- The department received from Council Member Jeffs on behalf of UCCU, \$1000 to help purchase a Hallmark Trailer for the Police Department to transport supplies used for special events
- Surplus weapons will be sold or traded to help fund M-16 suppressors

Council Member Carr reported City Engineer Beagley has drafted a "needs plan" for Santaquin City. The needs will be discussed at the next SUVMWA meeting.

He stated Olson's Greenhouse is concerned with the planned power outage. City Manager Reeves will request additional information and share it with Council Member Carr.

In closing, Council Member Miller reported Utah County Deputy Quinter had contacted him with regard to joining Utah County in purchasing a service such as the service offered by Parlant Technology. As soon as the cost of the service is available, it will be shared with the Mayor and Council Members.

City Manager Reeves stated he attended a Seniors Board Meeting today. A discussion was held with regard to establishing a 501-C-3 and creating By-laws. They also were in favor of appointment of the Board Members through the same process as the Library and Recreation Boards.

***Mayor Hunsaker***

Mayor Hunsaker reported he had spoken with Mark Ridley. Mr. Ridley stated he is ready to purchase property if the City is ready to sell.

He also reported a sidewalk service project was held out in Summit Ridge. The City Crew finished the project by laying road base.

**EXECUTIVE SESSION** (May be called to discuss the character, professional competence, or physical or mental health of an individual)  
No executive session was held.

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

At 9:02 p.m. Council Member Carr moved to enter into an Executive Session to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property. Council Member Miller seconded the motion. The vote to hold an executive session was unanimous.



Those attending the Executive Session: Mayor Hunsaker, Council Members Carr, Hathaway, Jeffs and Miller, City Recorder Farnsworth, City Manager Reeves, Assistant City Manager Marker, and Legal Counsel Rich.

At 10:14 p.m. the meeting continued.

***Resolution 11-01-2014, "A Resolution Approving Agreement 11012014"***

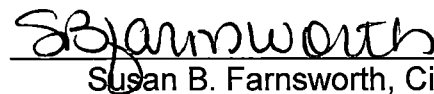
Council Member Miller moved to table Resolution 11-01-2014, "A Resolution Approving Agreement 11012014". Council Member Carr seconded the motion. The vote to table Resolution 11-01-2014 was unanimous through a roll call vote.

**ADJOURNMENT**

At 10:15 p.m. Council Member Miller moved to adjourn. Council Member Carr seconded the motion. The vote to adjourn was unanimous.

Approved on November 19, 2014.

  
Kirk Hunsaker, Mayor

  
Susan B. Farnsworth, City Recorder





## MEMORANDUM

November 5, 2014

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To: Mayor and City Council  
From: Dennis Marker, Community Development Director  
RE: Orchard Days Staffing

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### **What**

The Recreation department would like direction from the City Council on two issues: 1) Orchard Day staffing and 2) preferred hiring method.

### **Why**

There is not sufficient staff to conduct the recreation programs and perform the networking and fund raising tasks necessary for Orchard Days festivities. The recreation staff wants to begin 2015 Orchard Day preparations in January. This allows fundraising to be coincident with business budget processes, which are based on the calendar year. This position may morph into an events coordinator and help the city organize and spread events throughout the calendar year.

### **Orchard Day Staffing Options**

- #1. Hire a contract employee who will be paid a lump sum amount + additional compensation if funding goals are exceeded
- #2 Hire a part-time employee to be paid on an hourly basis with duties as assigned.

### **Hiring Method Options**

- #1 Hire a Santaquin resident with knowledge and past experience with Orchard Days. Contract to be reviewed and approved by the City Council.
- #2 Advertise for an events consultant, conduct interviews and have a final contract reviewed and approved by the City Council.
- #3 Advertise for a part-time employee and have staff interview and select the most qualified candidate.



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To: Mayor Hunsaker and City Council  
From: Amy Johnson, Recreation Coordinator  
Date: November 5<sup>th</sup>, 2014  
**RE: Recreation update**

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We are so excited to see most of our programs' numbers building and have hopes and goals in mind to make our programs better and more cost effective. The following is an update of our current programs.

### **Current Updates**

1. Flag Football: This week is our "Super Bowl"! Thursday, 11/6, night at 5:30pm is our semi-finals with the championship game being held at 6:30pm. We would love to invite any Council Members that are interested to come watch! 1<sup>st</sup> and 2<sup>nd</sup> place medals will be handed out at the end! Don't forget to bring a coat!  
With that being said, we have had 40 more participants and implemented some changes to uniforms and awards. The approximate difference from last year to this year is a profit of \$1,044.00 over last year's revenue. A total profit margin of \$2,789.00.
2. Volleyball: We are so excited to watch this program grow every year! We have 21 more participants than last year. Practices have started with games starting next week. We are excited to implement new ideas so we can see the profit margin increase for this sport too!
3. Wrestling: Participation has maintained the same number, but we have revamped how we do things by having a Wrestling coach coordinate the practices better, and provide lesson plans to four other parent volunteers. We hope to watch this program grow in the future as we address past concerns and move forward with a better quality program!
4. Jr Jazz Basketball: Early registrations have come and gone, but, we will still take regular and late registrations until we finalize teams the beginning of December. The Jr Jazz Basketball season will start in January!
5. Country Christmas Craft Fair: The event will be held on December 13<sup>th</sup> at Santaquin Elementary. We are still in the registration process, but look forward to another great event!
6. Recreation Board: The Recreation Board has met for the first time and will continue to meet monthly. I have personally appreciated all of their input and am excited to implement their ideas into our future programs! I already look forward to our next meeting which will be held on Tues, 11/11/14.

In summary, we are optimistic and enthusiastic about ideas we have to save money and make our programs and events bigger and better! We are pleased to watch our programs grow and be able to look at our finalized budget summary and address any issues we might have had in the past.

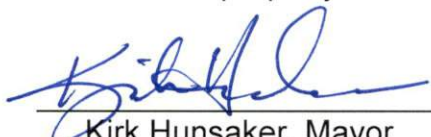
### **Plans for the future**

After meeting with the Recreation Board this month, we will bring the final budget numbers and a plan for future programs to the Mayor and Council in the next council meeting!



## CLOSED EXECUTIVE SESSION AFFIDAVIT

I, Kirk Hunsaker, Mayor of Santaquin City, do hereby certify that the Executive Session held on November 5, 2014 was called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property.

  
\_\_\_\_\_  
Kirk Hunsaker, Mayor

  
\_\_\_\_\_  
Date