

NOTICE

Notice is hereby given that the Mayor and City Council will hold a Work Session on Wednesday, August 28, 2013 in the Council Chambers, 45 West 100 South, beginning at 6:00 pm.

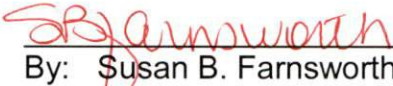
DISCUSSION ITEMS

1. Review – Santaquin City Employee Policy & Procedures Handbook
2. Discussion – 2013/2014 Budget Review – Roads Reallocation
3. General Discussion

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 Office ten or more hours in advance and we will, within reason, provide what assistance may be required.

CERTIFICATE OF MAILING

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.


By: Susan B. Farnsworth, City Recorder

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**MINUTES OF A COUNCIL WORK SESSION
HELD IN THE COUNCIL CHAMBERS
AUGUST 28, 2013**

The meeting was called to order by Mayor James E. DeGraffenried at 6:02 p.m. Council Members attending: Keith Broadhead, Matthew Carr, Kirk Hunsaker, and Rick Steele. James Linford was excused.

Others attending: Director Wade Eva, Director Shannon Hoffman, Director Dennis Howard, Director Dennis Marker, Director Kevin Schmidt, Dan Olson and Jesse Smith.

DISCUSSION ITEMS

Discussion – 2013/2014 Budget Review – Roads Reallocation

City Manager Reeves thanked the Mayor and Council Members for their dedication with regard to the Truth in Taxation process. He indicated the Directors have reviewed their budget for potential cuts which will be discussed this evening (see attachment "A" for a copy of City Manager Reeves presentation).

Council Member Carr thanked City Manager Reeves and the Directors for their proposed contributions. He fears the proposal is a onetime fix and not an overall fix. Positions which have changed by attrition need to be reviewed to see if there are opportunities to use part time employees instead of full time employees. The City wants to take care of all the employees, not just take care of one. Layoffs may be needed.

City Manager Reeves said the City is showing better progress this year over last year. Recognition is needed that next year's budget will include growth.

Council Member Hunsaker said he thinks the city is run pretty lean. Everyone has a job and everyone does that job. He needs to review all the issues in more depth.

Council Member Steele thanked the Directors for their contribution to the deductions. He feels the "morale builders" need to be kept. He said Engineering needs to be reviewed to see if there are any possible reductions.

Council Member Broadhead agreed with Council Member Carr's comment. He would like to review the needs and the wants of each department. He wants to make it clear "they are not head-hunting".

Mayor DeGraffenried stated there have been significant cuts for each department over the years. He hesitates to balance or cut the budget on the backs of the employees. He believes the City has some of the best staff and is favor of allowing growth instead of cuts to meet the needs.

Mayor DeGraffenried asked Director Hoffman the amount of money received through grants over the last 3 years. She reported the City has received over 10 million dollars.

Council Members Broadhead and Carr believe there needs to be a process to review the needs and wants from each department.

City Manager Reeves asked how the Council Members would like the Directors to proceed. Council Member Carr would like to begin at the top and review each position. He requested each Director review their organization position.

Council Member Broadhead wondered if it was time to hire our own engineer and change Legal Services. He questioned if 6 Directors are really needed.

Council Member Hunsaker stated he feels the Council Members do not trust the Directors.

Council Member Carr reported he, in his employment, had to cut employees this year. It was painful.

Director Howard reported he could cut \$1,000 out of the DARE Program from his supply budget. At this point all the other department funds are committed. He indicated he could not commit to this amount for the next budget cycle.

Director Eva spoke on behalf of the Public Works Department. He believes they are under staffed by 2 men. He wonders how they are going to man the new wastewater treatment plant. As a staff, they can make do without equipment because they have done this in the past. There are things that are not being done because there is not enough man power.

Council Member Carr indicated this kind of information is important when decisions are made.

Council Member Steele wonder if the Library hours should adjusted. He would like to review the need to have it opened the hours that it is.

Director Hoffman reported there have been 2 full time positions that have been filled with part time positions. She continued by saying, "In the past we cleaned our own building" to save money.

Mr. Olson stated he feels the need to replace computer equipment. The fire equipment needs to be replaced. The engine is almost 20 years old – the maintenance increases each year. The combination of the 2 different departments has been a great stride. This past evening an inventory on the bunker equipment was performed. After the inspection it was found most of the bunkers are out of date. This isn't important until the fire truck or the ambulance is needed at your home. He thanked the Council Members for what they do.

Director Schmidt reported the Recreation Department is having a hard time with the staff they have to maintain the level of service currently being offered. The residents don't want to live in a community that doesn't offer recreational advantages. "We try hard not to run a program that doesn't fund itself". The Recreation Department is currently working with the Chamber of Commerce to be able to offer additional events that may generate additional revenue. Director Schmidt also reported 33% of the current Library

inventory is being checked out of the Library each month. Council Member Broadhead was told the allocation of wages in the Celebration Fund is correct. He commented that "In his day the Celebration was all volunteers".

Council Member Broadhead asked what the value of this old building was. He was told the Senior Center has its own heating system. He questioned if "we could find office space somewhere else and use the schools more". Mayor DeGraffenried indicated the City has inter-local agreements with the schools but the City could not offer the services that are currently offered by the Recreation Department.

Council Member Carr asked if the fees collected for the use of the gym were enough to cover the cost of utilities. City Manager Reeves indicated the utility bills could be "pulled" and costs valuated.

Director Marker reported he has been meeting with an economic group. During these meetings he is being told that the growth is coming. It is moving south. He would like to use interns in his department but they don't want to travel this far for the wages that are being offered. He also reported the building official is currently inspecting for Genola and Eureka. They are being billed for his services as well as mileage associated with the inspections. It was reported Jared Shepherd is currently working on obtaining his Commercial Inspections Certificate as well as his Plans Examining Certificate. His intention through the winter months is to continue moving forward with his certifications. Council Member Steele reported they "have all the confidence in the world that the employees are doing their job" but would like to have department reviews take place. Council Member Broadhead was told consultants could be used at a large cost to the City. Director Marker indicated during the "boom" years there actually was another staff member to do inspections as well as a commercial consultant.

City Manager Reeves stated it may behoove the Mayor and Council Member to have the Council Elect involved in the entire review process. Mayor DeGraffenried stated the review of departments will begin with the Administration Department. They would like to review budget, wages, positions, and professional services within each department. Also they would like an analysis of the utilities associated with the City Center.

Council Member Steele asked for a breakdown of the chain of command with names associated with each position. City Manager Reeves indicated he would e-mail this requested information to him in the morning.

Review – Santaquin City Employee Policy & Procedures Handbook

City Manager Reeves reported he had discussed the vacation buyout with the current Directors. He would hate to see the policy changed so that it would disincentive the City's best employees and hardest workers (the Directors).

Council Member Carr commented the policy should be written to secure the vacations for the Essential Services Employees only. The Administration Employees should be required to take their vacation. Council Member Broadhead was told the payout of the

vacation to employees may be to the advantage of the City where they don't have to pay time and a half to the person covering when vacations are taken.

Council Member Carr would like to have the buyout policy discontinued. Council Member Broadhead agrees with Council Member Carr. The buyout provision could be removed in January so the employees should be put on notice.

Director Marker indicated due to the pay circumstances, some of the employees rely on the vacation buyout pay for their Christmas money.

Council Member Hunsaker also agrees with the buyout being available to the Essential Services Employees only.

Director Hoffman questioned who would be considered "Essential Services Employees". She commented the City Recorder is required to attend meetings so she accumulates comp time and doesn't need to use vacation. Deputy Recorder Linda Midgley is "in the same boat".

It was suggested the Recorder's contract includes provisions allowing for vacation buyout.

An additional discussion will be held in January.

The Directors were excused 8:45 p.m.

General Discussion

Director Marker discussed several development related issues.

Steele Family Subdivision: Director Marker asked for direction from the City Council about a 5 lot subdivision at 100 North 300 West. There are some right-of-way needs along 300 West which may affect the subdivision lot sizes and future improvements. A boundary line agreement may be warranted.

Apex Storage: A storm water and sewer easement that runs through the Apex storage property does not appear to be warranted based on past facility construction and current land uses. Director Marker asked for the Council's direction about allowing Apex storage to build in the easement area.

Center Street Improvements: Road failure along Center Street and Ginger Gold Road continues to pose a threat to residents. City staff would like to apply more pressure on the developer for a time frame to fix the road and if the work is not completed have the work done by a city hired contractor. A lien could then be placed on property which has not been platted.

CDBG Grant: Notice has been received that the City grant to design a new senior center is approved and granted.

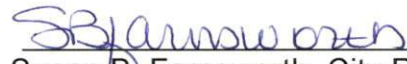
EDA Creation: Royce Petersen, Property Manager for HG Utah I, is actively pursuing commercial tenants. He acknowledges the developer responsibility to install infrastructure. The main concern is the need for additional gas in the area, which is estimated at \$1.5 Million. He is asking how the City can help with the needed improvements to facilitate the potential he is working for.

Ahlin Property Development Agreement: Additional meetings between Mr. Barton's representative and the City occurred. Mr. Thompson and Mr. Barton are still working through issues on their side for sharing costs of improvements. Two items that Mr. Marker asked for direction on is a water line to cure an existing deficiency and city participation in the future frontage road.

At 10:00 p.m. the meeting was adjourned.

Approved on September 18, 2013.


James E. DeGraffenried, Mayor


Susan B. Farnsworth, City Recorder