

NOTICE AND AGENDA

Notice is hereby given that the City Council of the City of Santaquin will hold a Special City Council Meeting on Wednesday, April 24, 2013, in the Council Chambers, 45 West 100 South, at 6 pm.

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **INVOCATION/INSPIRATIONAL THOUGHT**
4. **NEW BUSINESS**
 - a. Presentation – BYU Students – Survey Statistical Analysis
 - b. Discussion - Employee Handbook Update
 - c. Discussion - proposed Road Improvements
 - d. Discussion – 2013-2014 Budget
 - e. General Discussion
5. **REPORTS BY MAYOR AND COUNCIL MEMBERS**
 - a. Mayor DeGraffenried
 - b. Council Members
6. **EXECUTIVE SESSION** (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)
7. **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

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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CITY CENTER
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® Amendment to the agenda

**MINUTES OF A SPECIAL COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS
APRIL 24, 2013**

The meeting was called to order by Mayor James E. DeGraffenried at 6:00 p.m. Council Members attending: Matt Carr, Kirk Hunsaker, Rick Steele and James Linford.

Others attending: City Manager Ben Reeves, Community Development Director Dennis Marker, Public Works Director Wade Eva, Public Safety Director Dennis Howard, City Attorney Brett Rich, Administrative Services Director Shannon Hoffman, Scott Aylett, Kory Kersavage, Kevin Rich, Dustin Richins, Scott Swindler, Matthew Warnick.

PLEDGE OF ALLEGIANCE

Council Member Steele led the Pledge of Allegiance.

INVOCATION/INSPIRATIONAL THOUGHT

Council Member Hunsaker offered an invocation.

FORMAL PUBLIC HEARINGS

No public hearings were held.

NEW BUSINESS

Survey Statistical Analysis

Dennis Marker said a group of BYU students had been asked to look at the election survey results in order to obtain more details concerning citizen input on the facilities, and on the desire of residents for a recycling program. Scott Aylett, Kory Kersavage, Kevin Rich, Dustin Richins, Scott Swindler, and Matthew Warnick were present to discuss their findings.

Dustin Richins addressed the council. Mr. Richins said the students were in the first year of their program, and this project was part of a statistical analysis class. He thanked the City for the great learning experience opportunity. The students took turns commenting on sections of a power point presentation. The presentation included time lapse photography of the construction of a recreation center, as a means to 'keep the end result in mind'. Mr. Richins said the major questions they considered were whether the citizens supported a recreation center, what should be done with the current buildings, and how the respondents felt about recycling. 201 surveys were used. Based on demographic data, including income distribution, length of residence and age distribution, the students judged that the survey was an accurate representation of Santaquin residents of voting age.

The majority of respondents supported building a new rec center. The majority also were in favor of recycling, but the percentage who wanted to pay for recycling was much smaller. A warm water pool was the first choice of respondents, with a recreation center second. 80% of those responding said they were willing to pay at least \$10 per month for a recreation center with a pool. Further research is needed to determine exactly how much residents would be willing to pay. Scott Aylett said citizens with higher incomes appeared more likely to support construction of the center.

Twenty amenities were listed in the survey, with each amenity scaled from not desirable to strongly desirable. The top 5 features desired were a pool, indoor track, gym, weight/cardio room, and an aerobics center. Some of these features can be consolidated. Pool features desired included warm water, an area for swimming lessons, a children's splash pad, lanes for lap swimming, and a water slide.

Survey Statistical Analysis, continued:

Outdoor features desired included shade trees, a picnic shelter, a playground, swings, and surface trails. The least desirable features were indoor tennis courts, a sauna and bocce courts.

Respondents were given four options for the current recreation building, leave it as is, reinvest and renovate, save the façade, or remove and build new. 41% were in favor of building a new center. 28% felt the building should be renovated, 19% were in favor of saving the façade, and 12% felt it should be left as is. Age of the respondent and time spent in the city did not appear to impact the building choice. Women were slightly more in favor of renovations. Scott Aylett said the largest percentage of survey takers wanted to keep some aspect of the building, which may be due in part to not understanding its current condition. He said informing the public about current conditions might change the desire to keep the building.

Three questions were asked on the survey about recycling, how the respondent felt about recycling in general, about adding a City recycling pickup, and about paying for recycling. In general respondents were interested in recycling but not in paying for a program. It was suggested the City pursue an opt-out recycling program.

Other student suggestions included further research with a follow up survey, conducted with clear cost to benefit preferences. A new survey should address the tax increase necessary for each recreation feature; the cost of building renovation as compared to new construction; and the actual cost which would be added to the utility bill for recycling. It was suggested the public be informed of the current condition of the recreation center, with the idea that if the public understood the severity of the problems, they might be more in favor of changing. The City was encouraged to inform the public early about the recreation center with the goal of overcoming opposition.

Dennis Marker said he had met with the Community Center Committee on Tuesday, April 23 to follow up on the survey information. The Committee discussed a lot of issues and information needs, and hoped to put a simplified one page survey out in the June newsletter. The Committee said respondents might be incentivized to return the survey if they were given a couple of dollars off their utility bill. Mayor DeGraffenried suggested a note be put on the actual bill asking residents to return the survey. Approximately 900 newsletters are going out electronically each month. Mr. Marker said the survey could be filled out online as well.

Dustin Richins said the students would be remaining in the area, and expressed interest in helping with the results of further surveys.

Employee Handbook Update

Ben Reeves said the Council would be reviewing the changes to the Employee Handbook tonight, and providing feedback. The document will be sent to the Council dropboxes. City Attorney Brett Rich said he will finish reviewing the document in a few days.

Administrative Services Director Shannon Hoffman addressed the Council. Ms. Hoffman said a lot of changes are spelling fixes, and some deal with health care reform, as any employees who work over 30 hours a week are now considered full time.

Employee Handbook Update, continued:

A statement has been added to the section concerning part time employees, stating that they are 'at will' employees and may be terminated at any time. They do not have a probationary period. Ms. Hoffman said by law appeal rights do not have to be given, but the City policy is to give appeal rights to full time employees. There are now three part time benefitted positions in the City. Hours have been changed to meet the new Federal guidelines, from 20 hours to 18 for non-benefitted part time, and a seasonal maximum of 1508 hours. Classes for Volunteer fire and EMS workers have been added.

Ms. Hoffman clarified that employees were paid for 80 hours per pay period. If they work for 74 hours, they can only take 6 hours of vacation or comp time to make up the difference, not 8 hours. Some employees, particularly in the public works department, have lost some vacation time because of this. After some discussion, council consensus held that employees who wish to take vacation hours that put them over the 80 hours should be allowed to do so.

The compensatory time policy has changed, giving employees the option to take overtime instead of compensatory time. Ms. Hoffman outlined the new part time benefit rates for holiday, sick leave and vacation time. The Council discussed paying for holidays during leave. Council consensus held that if an employee is on unpaid leave, no holiday pay will be given. If the employee is on paid leave, including FLMA, vacation and/or sick leave, they should be paid for any holidays.

EMS and Fire Volunteers will be paid \$20 per hour if they are asked to be a witness in court. After some discussion on whether this should be paid if their primary employer will cover their time, the section was left as is.

The section regarding types of disciplinary action has been cleaned up. Formerly terminations of full time employees were to be done with the approval of the mayor and the city attorney, now they will be done by the mayor or his designee. The city attorney may be consulted about the legality of the termination, but his approval is not necessary. Two people are generally involved, usually the functional director and the City manager, when a part time or seasonal employee is let go.

It is the city's general policy that if an employee situation involves law enforcement, such as a traffic accident, an outside agency is asked to investigate. After some discussion, the section referring to this policy was changed to read '*when law enforcement is required*', rather than '*when law enforcement is requested*'.

Mr. Reeves said he would like the employee handbook to be on the next Council agenda, so the new books can be given to employees during open enrollment.

Proposed Road Improvements

Mr. Reeves said the funds available for the last two years, since the debt service had been paid, would be sufficient to maintain the roads if they were already in good shape, but they are not. He asked if the Council would be willing to approve a property tax increase for roads. 15% of the property tax collected goes to Santaquin. The tax has not been raised in close to 25 years. Improving the roads is a major concern of the City's residents.

Proposed Road Improvements, continued:

Public Works Director Wade Eva said $\frac{3}{4}$ of his chip seal budget, \$200,000, would be spent on one road, Summit Ridge Parkway. Chip seal, which lasts from five to seven years, costs \$1.05 per square yard. Mr. Eva said he attended a class two weeks ago on micro surfacing, the price of which has dropped to \$1.50 per square yard. He feels this will be a better process for the City in the future. Micro surfacing and chip sealing are for preserving roads already in good shape. Many of the roads in the city need to be totally redone. Mr. Eva said the new City standards will make better roads that will last 30 years, but some of the old ones are badly constructed. About 80% of the city roads just need resurfacing. B & C road funds are covering about 25% of what is needed.

Mr. Eva said the city is falling further and further behind with road maintenance. Council Member Linford asked how much money was needed. Mr. Eva said approximately \$1 million per year. This would enable the city to redo the roads that are falling apart, and set up a system of rotation that will keep all roads in good shape. Council Member Linford this would mean about \$360 per property per year.

Raising property taxes for road improvements was discussed, including when funds would be available after a vote. Mr. Reeves said a vote would not be necessary if the newspaper notices and public hearings requirements for 'truth in taxation' were followed. He suggested the City take out an advertisement to be placed beside the newspaper notice explaining the need for the funds. A 50% raise would generate \$238,000 for the city, a 100% raise approximately \$453,000. However, the rate could only be raised so much before it would trigger a referendum. He said a survey could be taken of city residents to see if there would be support for a tax increase to improve the roads.

Using a stepped approach to raise taxes incrementally, a small additional amount each year, was discussed. Mayor DeGraffenried said he would like to see taxes raised sufficiently to bring \$200,000 into the city, and continue to raise them if needed. Council consensus held that Mr. Reeves work towards a stepped approach on raising taxes, and come up with some more solid figures.

Budget

Ben Reeves asked if the Council members had any feedback on the budget so far. Council Member Hunsaker said he thought Mr. Reeves was headed in the right direction. Council members agreed. Mr. Reeves said he felt budget spreadsheets had not been user friendly in the past. He presented a copy of the 213 page Lindon City budget, which included additional city information as well as budget items in a way that was easy to read and understand. Mr. Reeves said he would like to do something similar.

REPORTS

Ben Reeves reported the construction crew member who was injured working on the Waste Water Treatment Facility will be banged up for a while but will eventually be all right.

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

At 8:12 p.m. Council Member Linford made a motion 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 Carr seconded the motion. Council Members Carr, Hunsaker, Steele and Linford voted unanimously in favor of entering an executive session. Those attending the Executive Session: Mayor DeGraffenried, Council Members Carr, Hunsaker, Steele and Linford, City Manager Reeves, Legal Counsel Brett Rich and Deputy Recorder Linda Midgley.

The regular meeting resumed at 9:01 p.m.

ADJOURNMENT

At 9:02 p.m. Council Member Hunsaker made a motion to adjourn. Council Member Linford seconded the motion. Council Members Carr, Hunsaker, Steele and Linford voted unanimously in favor of adjournment.

Approved on May 8, 2013.


James E. DeGraffenried, Mayor


Linda Midgley, Deputy Recorder