



NOTICE

Notice is hereby given that the Mayor and City Council will hold a Work Session on October 5, 2011 in the Council Chambers, 45 West 100 South, beginning at 6:00 pm.

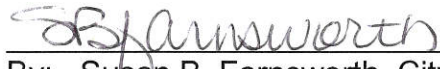
DISCUSSION ITEMS

1. City Council Agenda Review
2. Review of Engineering Services
3. Council Member Administrative Responsibilities
4. Review of Mayor's authorization to proceed with regard to the WRF

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

Posted:
City Offices
Post Office
Zions Bank

**MINUTES OF A CITY COUNCIL WORK SESSION
HELD IN THE COUNCIL CHAMBERS
OCTOBER 5, 2011**

The meeting was called to order by Mayor James E. DeGraffenried at 6:00 pm. Council Members attending: Filip Askerlund, Martin Green, James Linford, and Brent Vincent. Rick Steele was excused.

Others attending: City Manager Ben Reeves, Community Development Director Dennis Marker, Public Safety Director Dennis Howard, Legal Counsel Brett Rich, Keith Broadhead, Janet Kelley, Marilyn Clayson, Barbara Bean, Pat Kelley, Richard Payne, Matt Carr, Lance Wollebaek, Brent Norton, Francell Pearce, JoAnn Bradford, Doug Rohbock, Denise Rohbock, Elaine Tasker, Clarisse Peterson, Shauna Wall, Oran Wall, and other unidentified individuals.

DISCUSSION ITEMS

City Council Agenda Review

Council Member Linford questioned what the Subway Sandwich bill was for. He was told it was for payment of the bill submitted for sandwiches supplied for the rodeo contestants.

A discussion was held with regard to the Council Protocols. Under the Emergency Meeting heading, it was recommended striking all the wording following the wording "section 52-4-202".

Review of Engineering Services

Director Marker reviewed the services rendered by Engineering Consulting firms (See attachment "A" for the information).

Council Member Administrative Responsibilities

Legal Counsel Rich began by stating that Santaquin City is governed by a 6 member governing board including 5 Council Members and a Mayor. He stated the Code has provisions to change the form of government when certain requirements are met. There are also provisions in the Code for the Mayor to delegate authority to the Council Members. Council Member Vincent indicated he felt the Council Members have been distanced from the Staff and feels the Staff have been directed not to confer with the Council Members. Council Member Askerlund asked Legal Counsel Rich what the upside or downside would be to having a Council Member over a certain department. He voiced his concern that the Council hasn't been involved in what the responsibilities of Staff Members actually are. City Manager Reeves indicated he would have minutes of the Department Head Meetings taken and then given to the Council Members. City Council Member Askerlund asked if the Mayor had any problem with assigning Council Members over departments. Mayor DeGraffenried indicated he felt the Staff Members would feel responsible to answer to more than one person if there were a Council representative assigned to each department.

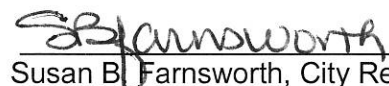
Review of Mayor's authorization to proceed with regard to the WRF

There was not enough time for additional discussion.

The meeting adjourned at 6:55 pm.

Approved on October 19, 2011.


James E. DeGraffenried, Mayor


Susan B. Farnsworth, City Recorder

[illegible]

Services Rendered by Engineering Consultant Firm

Service			Staff Ability to Perform Same Work							Handled with Development	Need Engineering or Consulting Expertise
			Already Doing	Could Do		Need					
				Current Staff	Attorney	Training	Hardware	Software	Personnel		
	Parks										
		Reporting	x								
		Monitoring	x								
		Design	x		x		x				x
		Upgrades	x		x		x				x
Administrative											
Construction Administration											
	Plan Preparation										x
	Funding Applications		x		x			x			x
	Permit Applications		x		x			x			x
	RFP Preparation		x	x	x						
	Bid Review		x	x							x
	Contract Management		x								
	Construction Engineering										x
	Construction Management				x			x			
Development Review											
	Subdivisions										
		Storm Drain		x		x				x	x
		Geo-Technical		x		x				x	x
		Natural Hazards								x	x
		Grading and Drainage		x		x				x	x
		City Standard Compliance	x	x							
		Bond Preparation		x							x
		Inspections	x							x	
		Layout								x	
		Plan Check									
		Construction Monitoring	x								
		Plat Review	x			x					x
		Infrastructure Design									x
		Bond Release	x	x							x
		Impact Reimbursements		x		x					

Services Rendered by Engineering Consultant Firm

Service			Staff Ability to Perform Same Work							Handled with Development	Need Engineering or Consulting Expertise
			Already Doing	Could Do		Need					
				Current Staff	Attorney	Training	Hardware	Software	Personnel		
	Site Plan Review										
		Storm Drain		x		x				x	x
		Geo-Technical		x		x				x	x
		Natural Hazards								x	x
		Grading and Drainage		x		x				x	x
		City Standard Compliance	x	x							
		Bond Preparation		x							x
		Inspections	x							x	
		Layout								x	
		Plan Check									
		Construction Monitoring	x								
		Plat Review	x			x					x
		Infrastructure Design									x
		Bond Release	x	x							x
		Landscaping Review	x								
		Circulation Review	x								
		Parking Review	x								
		Architectural Review	x								
	Annexations										
		Plat Review	x	x		x					x
		Plat Creation		x		x					x
		Petitioner Research	x		x	x					
Geographic Information Systems											
	Data Storage		x								
	Data Capture		x			x	x	x			
	Data Update		x			x		x			
	Data Analysis		x			x					x
	Mapping		x								

Services Rendered by Engineering Consultant Firm

Service		Staff Ability to Perform Same Work							Handled with Development	Need Engineering or Consulting Expertise
		Already Doing	Could Do		Need					
			Current Staff	Attorney	Training	Hardware	Software	Personnel		
Land Records										
	Land Record Research	x			x					x
	Legal Description Preparation	x			x					x
	Plat Preparation	x			x					x
	Recording Document Preparation		x	x	x					
	Purchase Contracts	x		x						
	Appraisal									x
General Planning										
	Land Use Plan		x		x			x	x	x
	Economic Plan		x		x		x			x
	Housing Plan	x								
	Circulation Plan		x							
	Capital Facilities Plans		x							x
	Impact Fee Studies		x		x					x
	Open House Meetings	x						x		
	Public Outreach	x						x		
Special Projects										
(e.g. 400 East sidewalk near Orchards Elementary)		x	x					x		x