

## NOTICE AND AGENDA

Notice is hereby given that the City Council of the City of Santaquin will hold a City Council Meeting on Wednesday, April 20, 2011, in the Council Chambers, 45 West 100 South, at 7:00 pm.

### AGENDA

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. INVOCATION/INSPIRATIONAL THOUGHT
4. CONSENT AGENDA
  - a. Minutes
    1. April 6, 2011
  - b. Bills
    1. \$102,668.65
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. Employee of the Month for March 2011
7. FORMAL PUBLIC HEARINGS
8. UNFINISHED BUSINESS
9. BUSINESS LICENSES
10. REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES
11. NEW BUSINESS
  - a. Authorization for the Mayor to sign the Main Street Project "Notice to Proceed"
  - b. Authorization for the Mayor to sign the Relocation Agreement with Central Telcom Services LLC
  - c. Acceptance or Denial of the BYU Annexation Petition
12. INTRODUCTIONS AND ADOPTION OF ORDINANCES AND RESOLUTIONS (Roll Call Vote)
13. PETITIONS AND COMMUNICATIONS
14. REPORTS BY MAYOR AND COUNCIL MEMBERS
  - a. Mayor DeGraffenried
  - b. Council Members
15. EXECUTIVE SESSION (May be called to discuss the character, professional competence, or physical or mental health of an individual)
16. EXECUTIVE SESSION (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)
17. 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

### POSTED:

CITY CENTER  
POST OFFICE  
ZIONS BANK

® Amendment to the agenda

**MINUTES OF A CITY COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBERS  
APRIL 20, 2011**

The meeting was called to order by Mayor James E. DeGraffenried at 7:00 pm. Council Members attending: Martin Green, James Linford, Rick Steele and Brent Vincent. Council Members excused: Filip Askerlund.

Others present: City Manager Ben Reeves, Director of Public Safety Dennis Howard, Community Development Director Dennis Marker, Administrative Services Director Shannon Hoffman, Lance Hollenbeck, Jacob Ashcraft, and Tammi Ashcraft.

**PLEDGE OF ALLEGIANCE**

Council Member Linford led the Pledge of Allegiance.

**INVOCATION/INSPIRATIONAL THOUGHT**

Council Member Green offered an Invocation.

**CONSENT AGENDA**

**Minutes**

April 6, 2011

**Bills**

\$102,668.65

Council Member Vincent questioned the bill that was paid to Sunrise Engineering. Mayor DeGraffenried explained that Santaquin City contracts with Sunrise Engineering for water right issues. Sunrise Engineering has recently filed water right extensions with the State of Utah on the City's behalf.

With no further comment, Mayor DeGraffenried, requested to strike Item 11a, Authorization for the Mayor to sign the Main Street Project "Notice to Proceed" from the agenda, as it was put on the agenda in error. Mayor DeGraffenried also requested that Item 11b, Authorization for the Mayor to sign the Relocation Agreement with Central Telcom Services LLC be moved to the Consent Agenda.

Council Member Green moved to approve the Consent Agenda. Council Member Linford seconded the motion. Council Members Green, Linford, Steele and Vincent voted in the unanimous.

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

Lance Wollebaek addressed the Mayor and City Council with regard to the BYU Annexation Petition, agenda item 11c. He indicated that he would be in favor of the BYU Annexation Petition. He added that he understands that fees need to be uniform and roads need to be maintained in newly annexed areas, but sees the long term benefit for Santaquin. He stated that "with what's happened in the past with other projects where we have spent a lot of money and have nothing to show for it, I don't see that \$3,000 being in comparison as much". He indicated that in order to protect ourselves and for the future benefit of the citizens of Santaquin, he would like to see the property annexed.

Mayor DeGraffenried presented an Employee of the Month recognition for March 2011 to Shannon Hoffman. Shannon Hoffman, Santaquin City's Director of Administrative Services, is a true professional and example of exceptional leadership amongst her staff and her peers. Some of her responsibilities include Personnel Administration, Grants Administration, as well as Supervisory Responsibility over the Offices of the City Treasurer, City Recorder, Justice Court and

Government Buildings. Shannon is a professional through and through. She takes the time to listen to the concerns of the public and the staff, and responds with insightful and helpful direction. One of her employees recently said "I enjoy working with Shannon. She is willing to help when help is needed. That makes working enjoyable. I also think that she goes the extra mile in helping co-workers with their personnel questions."

Shannon has been instrumental in Santaquin City's success to obtain and administer Federal, State, and County Grants. Her grant writing abilities and project management skills were, in large part, the driving force behind the success of the construction of the Public Safety Building, the landscaping along our Main Street, and our recent Summit Ridge Well enhancement project. Currently, she is managing nearly ten million dollars worth of grant proceeds from ten different funding agencies. Most recently, her efforts in support of Mayor DeGraffenried, secured a Community Development Block Grant (CDBG) from the Mountainland Association of Governments (MAG) will bring \$182,000 to our community for a much needed improvement to our culinary water system along our East Bench.

It is for these reasons and many more that I recommend Shannon Hoffman as Santaquin City's "Employee of the Month" for the Month of March, 2011. Shannon Hoffman is truly is an extraordinary example of the best that local government has to offer in State of Utah. Santaquin City is proud to have her on our team!!!

#### **FORMAL PUBLIC HEARINGS**

Nothing

#### **UNFINISHED BUSINESS**

Nothing

#### **BUSINESS LICENSES**

Nothing

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

Community Development Director Dennis Marker gave a Planning Commission update. He indicated that at the last meeting the City Council and Planning Commission attended training regarding safety at public meetings. He reported that there will be three code amendments on next Thursday night's Planning Commission agenda for consideration. The amendments include, Treatment Centers in Residential zones, creation of a new zone for 1 acre lots, and fire protection in agricultural areas.

Administrative Services Director Shannon Hoffman distributed a draft of a new Utility Billing Ordinance. She reviewed a few of the major changes with regard to billing of minimums and sewer usage. She added fees for services provided, such as disconnection for services, will also need to be addressed in conjunction with the ordinance. Council Member Green indicated that he would like to see what other Cities are charging for the same type services. City Council Member Linford indicated that he has had several inquiries about the availability of Equal Pay and asked if it is addressed in the Ordinance. Ms. Hoffman indicated that Equal Pay is not addressed in the ordinance, however some advertising can be done to let residents know is it available.

Administrative Services Director Hoffman asked the Mayor and City Council to review the draft Utility Billing Ordinance and submit any feedback they may have. Once all feedback has been



received and all changes are made it will be put on the City Council agenda review and approval by the City Council.

City Manager Ben Reeves reported that Mayor DeGraffenried has been working with a group, including Utah County, Genola, Summit Creek Irrigation, and Strawberry Highline Canal to address concerns regarding flood mitigation. He explained that recently the City filled its irrigation pond in two days and then redirected the water west towards the freeway; the water reached CARS Service Station within twelve hours. The reservoir is currently being filled. He further explained that we don't want to overreact, but would like to be prepared. In preparation staff has organized several youth groups to fill 1,000 sand bags behind the Public Works building. City Manager Reeves added that at the direction of the City Council resident living in the core area of the city will also be asked to turn on their pressurized irrigation water to help get rid of some of the water. Residents will not be charged for pressurized irrigation water usage from April 15th to May 15<sup>th</sup>.

Mayor DeGraffenried indicated that Stake President Bart Olson has inquired about the availability of sand bags. President Olson has indicated that he would like to coordinate efforts to fill another 1,000 sand bags. City Manager Reeves indicated that sand bags do deteriorate after about 30 days; however another thousand would certainly be prudent. City Manager Reeves asked Council Member Green to have President Olson contact Shannon Hoffman, as she has been coordinating these efforts.

## **NEW BUSINESS**

### ***Acceptance or Denial of the BYU Annexation Petition***

Community Development Director Marker recommended the acceptance of the Annexation Petition. He explained that accepting the petition gets process started, but does not mean the City Council is approving it. City Council Member Steele asked if Legal Counsel Rich has had an opportunity to review the petition. Mr. Marker indicated the Legal Counsel has not reviewed the petition. He added that it has been reviewed by staff and does meet State Law pertaining to the percentage of property owner that are required to sign the petition.

With no further discussion Council Member Green moved to accept the BYU Annexation Petition. Council member Linford seconded the motion. Council Members Green, Linford, Steele and Vincent voted in the unanimous.

## **INTRODUCTIONS AND ADOPTION OF ORDINANCES AND RESOLUTIONS (Roll Call Vote)**

Nothing

## **PETITIONS AND COMMUNICATIONS**

Nothing

## **REPORTS BY MAYOR AND COUNCIL MEMBERS**

### ***Mayor DeGraffenried***

Nothing.

### ***Council Members***

Council Member Linford reported that the gates from Utah Lake to the Jordan River were opened up about 45 days ago to drain some water from the lake, due to the water levels.

Council Member Green asked if Anna Jackson was able to get a key to the building for Miss Santaquin pageant practices. Administrative Services Director Hoffman reported that the key had been made and Ms. Jackson had picked it up.

Council Member Vincent inquired about the head gate that was recently installed at the mouth of Santaquin Canyon. Mayor DeGraffenried indicated that the head gate was installed by the City as part of the Pressurized Irrigation System to fill the pond. Council Member Vincent asked if there could be some sort of protection installed around the structure as it was very close to the road. City Manager Reeves indicated that he thought staff had discussed the issue with Utah County and the County determined it would be more hazardous to install a protective structure around it. City Manager Reeves indicated that he would ask Public Works Director Wade Eva follow up with Utah County regarding a protective structure.

Council Member Steele inquired about the port-a-potties at the parks. City Manager Reeves reported that Honey Bucket had been contacted and the port-a-potties have been delivered and maintained.

Council Member Steele indicated that he has also had several requests for the City to install a fire pit at the East Side Park. City Manager Reeves indicated that he could certainly look into size, costs of installation and location. Council Member Linford inquired about liability risks. City Manager Reeves indicated that he has seen several variations of fire pits or fire places in other cities, but we would definitely want to get input from the City insurance company, Utah Local Government Trust, regarding the impact it may have on the City's liability insurance.

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

At 7:33 pm Council Member Linford moved to enter into an Executive Session to discuss the character, professional competence, or physical or mental health of an individual. Council Member Steele seconded the motion. Council Members Green, Linford, Steele and Vincent voted in the unanimous.

Those attending the Executive Session: Mayor DeGraffenried, Council Members Green, Linford, Steele and Vincent, City Manager Ben Reeves and Legal Counsel Brett Rich.

At 8:44 pm the Regular Council Meeting resumed.

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

Nothing

## **ADJOURNMENT**

At 8:45 pm Council Member Linford moved to Adjourn. Council Member Steele seconded the motion. Council Members, Green, Linford, Steele and Vincent voted in the affirmative.

Approved May 4, 2011.

  
James E. DeGraffenried, Mayor

  
Shannon Hoffman, Director of Admin Services