

**Adopted Minutes
Spanish Fork City Council Meeting
February 6, 2004**

The meeting was called to order at 5:05 pm by Mayor Dale R. Barney. The pledge of allegiance was led by Dale R. Barney.

Elected Officials Present: Mayor Dale R. Barney, and Councilmembers Matt D. Barber, Paul M. Christensen, Everett Kelepolo, Seth V. Sorensen, and Chris C. Wadsworth.

Staff Present: David A. Oyler, City Manager; MaryClare Maslyn, Assistant City Manager; S. Junior Baker, City Attorney; Kent R. Clark, Finance Director/Recorder; Dee Rosenbaum, Public Safety Director; John Bowcut, Information Service Director; Emil Pierson, Planning Director, Dale Robinson, Parks and Recreation Director; Richard Heap, Engineering/Public Works Director; Louise Nuzman, Library Director; Roy Christensen, Golf Professional; and Connie Swain, Deputy Recorder.

Citizens Present: Janis Nielsen, Spanish Fork Press, Caleb Warnock, *Daily Herald*, Doug Ford, Richard Bradford, and Cris Childs.

Administration - Budget Presented by David Oyler

Mr. Oyler reviewed highlights and changes to the budget as follows:

- Capital Projects
- Sports Parks Parking Lot and Playground
- Centennial Park Parking Lot
- Water Rights Purchase
- Storm Drain
- Pool Splash Pad

Councilmember Wadsworth asked if residents were consulted concerning the city pool changes.

Mr. Robinson said when the Parks and Recreation Committee determined the city pool had reached capacity, options to increase the pool capacity were discussed. Part of the decision making process included input from residents. Members of the Parks and Recreation Committee contacted residents in the community. A decision was made to install a splash pad which will increase the pool capacity by 150 people.

Mr. Oyler continued reviewing the budget.

- Equipment
- New Items
 - Buildings and Land - Property acquisition for streets
- Gun Club - Storage
- Vehicles

- Inventory
- Replacement
 - 2 police cars and a possible van for prisoner transporting
 - Ambulance
 - Gun Club fork lift
- 6 Year Capital Projections
- General Fund Revenues
 - Development review fees
 - Rates
 - Property tax
 - Parks and Recreation fees
 - Utilities - no change in rates
- Impact Fees
- Salaries
- Airport
- Debt Service Payments

Library Presented by Louise Nuzman

Mrs. Nuzman reported on the city library as follows:

- Staff
- Summer Reading Programs - near capacity
- Internet policies
- Rental policies
- Resources - 52,684 books, videos, CD, tapes, etc.
- Circulation - 265,458 items checked out in 2003
- Library Cards - 5,250 resident cards and 598 nonresident cards
- Magazine Exchange
- Tax Services
- Notary Services
- Computer Services
- On-line Library Catalog
- Extra Parking

Administration Presented by David Oyler - Organizational Chart

Mr. Oyler reviewed the city organizational chart containing the following departments:

- Administration
- Legal
- Public Works
- Public Safety
- Finance
- Library
- Information Systems
- Parks and Recreation

- Planning

Personnel Policy Presented by MaryClare Maslyn

Ms. Maslyn reviewed the personnel policy of the city as outlined:

- Hiring Procedures
- Nepotism Policy
 - Hiring
 - Contracts
 - Bids
 - Request for Proposal
- Evaluations
- Grievances - The policy is reviewed with employees annually and as needed.
- Compensation and Benefits
 - Salary Schedules* - Wasatch Compensation Group, partnering with Payson City, comparing all salaries, job descriptions, and position demand
 - Increases* - Comparing with partner cities, position demand, cost of living, supervisor evaluations, performance, and training
- Retirement

Parks and Recreation Presented by Dale Robinson

Parks and Recreation Committee

Mr. Robinson read the Parks and Recreation Mission Statement: *“Our mission is to provide an opportunity for all youth and adults of Spanish Fork to have meaningful leisure experiences and continuing education that foster fun and social interaction, fitness and skill development, self-esteem and character building, which lead to responsible citizens.”*

Mr. Doug Ford reviewed the Parks and Recreation Committee members, meeting schedule, duties, residential input policy, fees, past projects, and current projects.

Mayor Barney commended Mr. Ford for volunteering his time and resources in improving the city’s recreation programs and facilities

Councilmember Christensen asked Mr. Ford and Mr. Robinson to consider having a representative from the golf course on the Parks and Recreation Committee.

Mr. Robinson concurred. He also said the committee is doing a tremendous job representing the citizens in the community in a positive manner.

Gun Club Board

Mr. Ford reviewed the origination of the Spanish Fork Gun Club. Through the years and with the help of Spanish Fork City the Gun Club has grown considerably and is nationally recognized. The gun club has automatic traps, trap fields have sod, shade canopies, trap lights for night

shooting, and improved R.V. parking. Five major shoots are held at the facility and the facility holds two world records and two tied world records. He also reviewed the fee schedule. The facility has now hired a seasonal Gun Club Manager, Cathy Stimpson, on a one-year trial basis to determine if the position is feasible. His vision for the facility is increasing the size of the club house and acquiring additional land.

Mr. Heap said shot reclamation over the shooting range is being discussed at this time.

Mr. Robinson has received numerous email and comments from individuals who commend and praise the facility. They travel long distances to use our facility. Also, the Recreation Department will be starting programs to increase use of the facility by local residents.

Golf Course

Roy Christensen said in the last two years the Pro Shop has implemented a new Point-of-Sell Policy to help with inventory tracking. Photo identification cards for members have helped golf course employees monitor the facility. Also, the front nine holes have been changed this past year to help with monitoring the facility. The fee schedule has been adjusted to include a nonresident charge. The carts have totally been replaced through a lease program providing 70 new carts on a four-year rotation program. The new bridge is now complete and is a great asset to the facility, however, it greatly impacted revenues for the past fiscal and current fiscal years. Programs are being implemented to increase use of the facility by juniors, women, and others. The number of players is down due to the economy and several new courses in the county. There are also problems created from the wind with respect to watering, morning golf patrons, and maintenance.

Adjournment

The meeting adjourned at 10:10 pm.

Spanish Fork City Council Meeting February 7, 2004

The city council training and information meeting reconvened by 8:00 am.

Elected Officials Present: Mayor Dale R. Barney and Councilmembers Matt D. Barber, Paul M. Christensen, Everett Kelepolo, Seth V. Sorensen, and Chris C. Wadsworth

Staff Present: David A. Oyler, City Manager; MaryClare Maslyn, Assistant City Manager; S. Junior Baker, City Attorney; Kent Clark, Finance Director/Recorder; Dee Rosenbaum, Public Safety Director; John Bowcut, Information Service Director; Emil Pierson, Planning Director,

Dale Robinson, Parks and Recreation Director; Richard Heap, Engineering/Public Works Director; and Connie Swain, Deputy Recorder.

Citizens Present: Janis Nielsen, *Spanish Fork Press*.

Parks and Recreation Department Presented by Dale Robinson

Swimming Pool

The water park reaches full capacity on a regular basis, including swimming classes. In order to increase capacity a new splash pad will be installed near the swimming pool. The splash pad was designed by the city pool architects and is planned for completion prior to the pool opening date of May 15, 2004. Adjustments have been made to the splash pad design to remain within the original \$175,000 budget. The design is approved by the Utah County Board of Health. Also, pool and equipment repairs are scheduled over the next several years due to the age of the pool, including replacement of the water slide.

Parks

- Completed Projects
 - The Centennial Park Parking Lot
 - Landscaping Upgrades
- Projects in Progress
 - Reservoir Facilities - Division of Wildlife Resources Bond.
 - Sports Park Center Parking Lot
 - Sports Park Playground
- Future Projects
 - Central Control Irrigation System Proposal
 - Second Sports Park Four Plex
 - Maintenance Shop Expansion
 - Resurfacing of North Park Walking Path
 - Land Acquisition - Northeast area parks
 - Reservoir Campground Development
 - Master Trail System
 - Projected Growth - Nebo School District estimates an additional 10,000 children by the year 2010.

Buildings and Grounds

The green house was expanded last year and produces approximately 140,000 plants each year. The plants are used for the 158 planters in the city. Also, volunteers contribute greatly to the maintenance of the planter boxes.

Improvements required by the America's With Disability Act

- Canyon View Park Sidewalks and Fishing Pier

- North Park Ball Park
- Fairgrounds

Cemetery

There were 147 burial plots sold in 2003. There is land available at the cemetery to provide plots for the next 90 years.

Senior Center

Memberships total approximately 600. Expansion issues are currently being reviewed, including acquisition of land for expansion of the existing building or a new facility.

Fairgrounds

The indoor tennis courts were upgraded recently with a new heating system and insulation. Additional parking will be considered in the near future. Also, the grandstand was built in the early 1930's and needs to be replaced or removed soon.

Planning and Economic Development Presented by Emil Pierson and Richard Bradford

Major companies have visited Spanish Fork recently. Proposals have been sent to 20 prospective companies in the past 9 months. Richard Bradford recently signed a contract with the city to provide economic development services. At this time, incentives need to be considered and evaluated due to the desire to attract additional businesses to Spanish Fork, taking into account the competition locally and nationally.

New companies generate additional jobs for the area. Job growth in Utah County is a challenge due to the high birth rate. Residential property taxes would more than quadruple without business contributions of sales and property taxes.

Direction is needed from the city council on the types of businesses desired in our area. Also, the city needs additional available sites on inventory for future companies.

In order to attract new business to the area, the city will most likely be required to offer incentives. A worksheet for the incentive policy for new and expanding manufacturing and distribution companies was reviewed.

All members of the city council agreed a work session is needed to discuss the economic development incentive worksheet.

Utility Board Report

David Tuttle, Utility Board Chairman, said the utility board has been meeting for several years and meets on an as needed basis. Recently, there have been several meetings addressing sewer rates, water rates, and broadband rates. There is currently a water treatment plant upgrade in the

progress. The Broadband Department has been running very efficiently and customers are happy, however, the real pressures for increases are coming from programmers. The new water delivery system was necessary in order to accommodate future growth. It was determined to bond for the new pressurized irrigation system and install the entire system. There is a long-term commitment to the current bond holders in order to repay the bond and protect the city's bond rating. The utility board will recommend lowering the pressurized and culinary water usage rates based on a projection. He said it is important to have consistency in rates. Some of the water bonds have been repaid allowing for a decrease in the rates this year. He commended staff and Mr. Oyler for their capabilities and contributions.

Mr. Heap recommended rate adjustments on the July 30th billing, including a usage allowance increased. Also, there will be workshops providing information to residents concerning water conservation.

Planning 2004 Presented by Emil Pierson

Mr. Pierson reviewed the population growth since 1960 and the proposed growth to 2030. Currently, Spanish Fork City consists of approximately 7,000 households and a population of 25,000.

Utility Capacity - Mr. Pierson reviewed the current utility capacities and the possibilities to increase capacity. According to Aqua Engineering, sewer capacity is the limiting factor on growth. Growth on the east bench is possible due to the storm drain line to be installed by a current developer. Growth is also controlled by the Urban Growth Boundary which was adjusted in 2003.

Vested Projects - Consisting of approximately 1,900 lots

Spanish Manors

Spanish Trails (Spanish Trails was approved several years ago, however, only two phases have been completed. Mr. Baker reviewed the time allowances for holding units. The remaining units in the subdivision are being counted in the utilized capacity. At the request of the city council Mr. Baker will send a letter reminding the developer of Spanish Trails that the time to comply has passed.)

Spanish Fields

Quail Hollow by the River

Brockbank/Evans/Boyack

Coyote Cove

Wapiti

Aspen Heights

East Meadows

River Cove

Hawklanding

Pine Meadows

Spanish Vista

Black Horse

Mr. Pierson also reviewed the following:

- Capacity
- Building Permits
- General Plan
- Zoning Ordinance

Airport and Airport Board Presented by Chris Child

The Airport Board consists of a councilmember from both Spanish Fork City and Springville City and three residents from each city. Mr. Child is one of the residents and also the chairman.

The airport has experienced major growth. There are more executive type aircrafts located at the airport. There are also flight schools using the facility for training. There is a five-mile airspace radius monitored by the airport tower. One of the critical issues will be protecting the airspace around the airport. Spanish Fork/Springville Airport is ranked in the top seven airports in Utah. The land around the airport will be leased to future businesses. This will allow the airport to be self-sufficient. At the request of the FAA the runway will be expanded for future operations. The expansion will take place over the next five years under the direction of the FAA. Also, land will be required in order to reroute the road around the airport.

Public Works Presented by Richard Heap

Engineering mission statement: “Serve the customer to provide a high quality of service and to provide safe conditions in an effective, courteous, and an environmentally friendly way. To be responsive to the needs of the customer. To protect the city and citizens by maintaining a staff with professional pride that is knowledgeable of the various systems, technology, standards, including state and federal requirements. To be progressive and forward looking in our approach.”

Mr. Heap reviewed the following areas:

- Engineering
 - Building Inspections
 - Electric Department/Broadband
 - Culinary Water
 - Pressurized Irrigation Water
 - Streets
 - Water Distribution
 - Sewer Collection
 - Wastewater Treatment
 - Cross Connection Control
- Utility Capacities
 - Water Rights - 65,000
 - Culinary Water
 - State standards - 40,000 (not accounting for the pressurized irrigation systems)
 - Actual Use - 90,000

Culinary Water Storage - 31,400
Pressurized Irrigation Sources - 35,000
Pressurized Irrigation Storage - 65,000
Sewer Treatment - 34,000
Electric - dependant upon industrial and commercial growth

- Residential and Commercial Usage Comparison
- City Owned Sidewalk Removal

Customer Relations

- *Pot Holes* - Mr. Heap reviewed the process of requests for repair.
- *Cable Damages* - Ms. Maslyn reviewed the process following reports of damage resulting from cable installation.
- *Website Requests* - Questions and concerns are forwarded to the appropriate department and Ms. Maslyn tracks the progress.
- *Dear Mayor Letters* - Mayor Barney will respond personally or route the question to the appropriate department.
- *Damage Claims* - Claims are received and handled in a courteous, timely, efficient manor based on the extent of the damage and the value of the items damaged.

Legal Presented by Junior Baker

Mr. Baker's summary included the following:

- Rule Making - The city council makes rules as part of their legislative capacity. When public clamor is received, decisions must be based on the rules in place or legal ramifications may result. Rule making is part of the city council's legislative capacity.
- Ethics and Disclosure
- Open Meeting Requirements
 - Declaration of public policy
 - Definitions
 - Meetings open to the public
 - Closed meetings
 - Purposes of closed meetings
 - Public notice
 - Minutes of open meetings
 - Record of closed meetings
 - Electronic meetings
 - Suit to void final action
 - Enforcement of chapter
 - Action challenging closed meeting
- Tapping Officials Secrets - Mr. Baker referred to an article with respect to a lawsuit involving an email conversation involving members of a city council. Participation by email and chat rooms could apply and may be in violation of the law. All email could become part of litigation including private email if not segregated.

Public Safety Presented by Dee Rosenbaum

Specials Assignments and Department Programs:

- Brandon Anderson - Major Crimes Task Force
- Cory Slaymaker - School Resource Officer
- Brad Mitchell, John Jackson, and Chris Sheriff - Dare Officers
- Utah County Swat Team
- Drug Enforcement results - 733 drug arrests (UCMC)
- Lt. Steve Adams - Public presentations on drug awareness
- Internet Safe America - Focused on child predators and providing education at local schools
- Child Safety
- Identity Fraud - The fastest growing crime
- John Jackson - Traffic Officer (886 traffic citations issued by Officer Jackson in 2003)
- Traffic School - 1,898 attendees in 2003 (has become an issue with the state since traffic school eliminates a fine to which the state receives a portion)
- Cory Slaymaker - Alcohol and Tobacco Compliance Checks
- Pedestrian Reinforcement
- New Police Station Proposal
- Mark Byers - Animal Control and South Utah Valley Animal Services Special Service District

Mayor Barney said the cities should have input concerning the operation of the facility. The cities initiated the special service district and should participate in any decisions made.

- Ambulance Department - 1,178 calls in 2003 with 62% being transported
- Fire Department - New rescue truck needed (\$155,000 to \$170,000)
- New Fire Chief Selection Process- Jamie Chappel appointed
- Community Training

Broadband Presented by John Bowcut

- Plant Construction - Constructed by the city with a substantial savings
- Current Challenges - Growth (30-40 installs per week)
- Customer Service - 24-hour support, everyone helps, cost effective, nothing more important
- www.spanishfork.org/tcs/
- Tracking Trouble Calls
- Cable Television Penetration Levels - Approximately 3,582 customers (13% have basic cable service, 73% have expanded basic cable, and 13% have digital cable service)
- Original Business Plan
- Rising Programming Costs
- Video Services
 - All planned programming services are available.
 - Channel 16 and 17 are receiving positive feedback, successful, and unique
- Future Services

HDTV - high definition television

Video on demand

- Rapid Growth - Doubled our internet bandwidth to the cable modems
- Business High Speed Internet - Using wireless technology and currently offered along Main Street and Highway 6
- Meter Management
- Utah Valley Community Network - interconnects several cities, county, and state agencies offering volume buying power, greatly increases service capabilities, all calls in Utah County will be local calls
- Pricing - To be discussed during the next budget public hearing
- Revenues vs. Cost

Summary and Prioritizing Issues for Work Sessions

Items to be discussed further at the request of the city council:

- Public safety
- Recreation -**Feb. 24th**
 - Accelerated leagues, golf course pro-shop, snack shack, personnel allocation
- Master Plan/Zoning
- Economic Incentives - **Feb. 10th**
- Four-Day Work Week
- Sidewalk Snow Removal - **Fall**
- Citizen Input/Neighborhood Meetings
- Utility Board
- Planning and Zoning
- Parks and Recreation Committee
- Personnel Committee
- Budget Items - **Mar. or April**
- Salary Range and Benefits - **Feb. 10th**
- Pressurized Irrigation & Water Rates

Meetings scheduled:

- **February 10, 2004** - Finance (continuation of this meeting), Economic Development, Salary Range and Benefits
- **February 24, 2004** - Recreation and possibly Four-day Work Week

Adjournment

The meeting adjourned at 5:10 pm

Connie Swain, Deputy Recorder

Approved: March 2, 2004