

Adopted Minutes
Spanish Fork City Council Meeting
January 28, 2005

The meeting was called to order at 5:15 p.m. by Mayor Dale R. Barney.

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

Staff Members Present: David A. Oyler, City Manager; S. Junior Baker, City Attorney; Emil Pierson, Planning Director; Richard J. Heap, Engineering/Public Works Director; Kent R. Clark, Finance Director; Dee Rosenbaum, Public Safety Director; Seth J. Perrins, Assistant City Manager; Dale Robinson, Parks and Recreation Director; Dee Rosenbaum, Public Safety Director; John Bowcut, Information Services Director; Connie Swain, Deputy Recorder.

Citizens Present: None

Finance/Budget - Kent Clark and David Oyler

1. *Summary of Funds* - Including net reserves and the general fund balance. The importance of electric fund reserves were discussed. A rate stabilization fund was discussed. UMPA provides some level of protection as long as their rate stabilization funds are available. The possible needs for the reserve funds were discussed.
2. *Impact Fee Funds FY 2004* were reviewed.
3. *Debt service Payments* for water, sewer, electric, pressurized irrigation, recreation and storm drain were discussed. If impact fees are used properly, debt payments should be covered for most types of services. Impact fees will not cover items such as expanding or building a new police station or library.
4. *Property Tax 2004* - Where does my property tax go? How does Spanish Fork property tax compare with other cities? Spanish Fork has the lowest property tax rate in Utah County.
5. *Electric Rates in Utah County* - Spanish Fork fell in the middle of the range for all types of users.
6. *Water Rates* - Spanish Fork has one of the highest water rates. Few of the cities listed have rebuilt water systems. The State will be forcing other cities to conserve water when funds are requested for upgrades.
7. *Sewer Rates* - Spanish Fork has one of lowest sewer rates. The time will soon come to upgrade our old sewer lines. This will require a rate increase.
8. *Telephone Franchise Rates* - Spanish is the lowest at .5 percent. This includes monthly charges on land line phones and cell phones.
9. *General Fund Revenues* were discussed. Where do they come from? What are they spent for?

Personnel - Seth Perrins

1. *Salary Surveys* - What do we do? Currently 14 cities are included in our salary survey. We can adjust our current system or hire an outside consultant to perform the survey. Basically, all cities use the same data to determine their salary ranges with variations in how the data is utilized. In order to retain employees our salaries must be competitive. There is a great benefit to the city when employees are not lost to other cities. Mr. Oyler said he will include a 5 to 6 percent salary increase in the 2006 fiscal year budget to be presented in April unless directed otherwise by the City Council. Councilmembers Kelepolo, Sorensen, Christensen and Barber agreed to the salary increase as budgeted. Councilmember Wadsworth said everyone knows how he feels about the salary survey philosophy.
2. *Benefits* - What do we do? - Health and dental insurance, retirement, medicare, social security, disability insurance, life insurance are all part of the benefits package. The average cost for the benefit package is 45 percent of the employee's yearly salary. Direction is needed from the City Council if changes are requested in the current benefits package. The trends in other cities were discussed.

Parks and Recreation - Dale Robinson

1. *2004 Highlights* - The storage building at gun club, the sports park playground, stocking the reservoir with fish, landscaping at the reservoir, Tree City USA Award, Recreation Department Awards, and a high increase in recreation program participation.
2. *Projects in Progress* - Central control irrigation system, pavilion at the sports park (Fieldstone development), sports park landscaping, river trail phase II (Fieldstone development), trail head signs (Alcoa grant).
3. *Proposed Future Projects* - Restrooms at the city park, freeway exit beautification, sports park phase II, park land acquisition, river trail. The City Council agreed the freeway exit should be cleaned up this spring due to the sesquicentennial and Icelandic celebrations taking place this year.
4. *Relationship with Nebo School District* is in a state of transition. Joint capital projects and city contributions were discussed. A comparison of the value of the city's use of school facilities with the value of the school's use of city facilities were viewed. All cities using school facilities or other city facilities should pay their share of the cost. All of the councilmembers agreed the matter should be discussed with the school district.
5. *Employee Assignments During the Winter Months*
6. *Site Supervisors and Officials*
7. *Concessions* - Fairgrounds, Golf Course and Ball Parks. An R.F.P. was suggested for an operator of the concession stand at the fairgrounds, convert it to a vending machine type facility or eliminate the service. The councilmembers agreed to issue an R.F.P. for the fairgrounds concession stand with the exception of the Fiesta Days Rodeo. The snack shack at the golf course continues to be subsidized. Vending machine options were discussed. A ball park concessions revenue and expense report was provided listing the two parks separately. Special Events generated an extensive increase in revenue at the ball park snack shacks. It was suggested that operation costs could be reduced. Mr. Robinson pointed out the recent reduction in operation costs and agreed they can continue to be reduced.

8. *Facility Utilization and Capacity Analysis* - There is no Monday play for children. Friday play causes conflicts with other family activities. Parking is not adequate at times even with the new parking lot. School district facilities have a lower maintenance standard and are in disrepair. The baseball/softball projected growth was discussed. With conservative projections the recreation programs will increase between 7 percent and 11 percent each year with the current growth. Suggested solutions were discussed. Lighting the J.C. Field will help provide additional playing time. Limiting participation may be a problem since impact fees are being collected. There is also a need to acquire land for additional parks in the northeast section of town.
9. *Spanish Oaks Golf Course* - Utah valley golf course comparisons were presented. The industry trends have declined nationally. Local issues impacting the playing times are the wind, daytime watering, difficulties monitoring the course, regular members monopolizing prime tee times, public relations and customer service. A plan of action was presented such as changing the image of the golf course with the main focus being an improvement in customer service and relations.

Adjournment

Councilmember Sorensen made a **motion** to adjourn. Councilmember Kelepolo **seconded**, and the motion **passed** with a unanimous vote. The meeting adjourned at 10:00 p.m.

Connie Swain, Deputy Recorder

Approved: February 15, 2005

Spanish Fork City Council Meeting January 29, 2005

The meeting was called to order at 8:00 a.m. by Mayor Dale R. Barney.

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

Staff Members Present: David A. Oyler, City Manager; S. Junior Baker, City Attorney; Emil Pierson, Planning Director; Richard J. Heap, Engineering/Public Works Director; Kent R. Clark, Finance Director; Dee Rosenbaum, Public Safety Director; Seth J. Perrins, Assistant City Manager; Dale Robinson, Parks and Recreation Director; Dee Rosenbaum, Public Safety Director; John Bowcut, Information Services Director; Connie Swain, Deputy Recorder.

Citizens Present: None

Parks and Recreation - Continued - Dale Robinson

10. *Trail Plan* - The priority at this time is the river trail. If we can get the easements the County will build the river trail and maintain it. An update on funding was discussed. At this time an allotment of \$30,000 has been approved through Federal funding. Trails will be interconnected throughout the city.
11. *Senior Center* - Expansion issues were discussed.
12. *Water Park* - Due to recent upgrades, the water park is receiving a small amount of subsidized funds.
13. *Fairgrounds* - Being subsidized.
14. *Gun Club* - Supports itself financially

Engineering and Public Works - Richard Heap

1. *Utility Capacities* including water rights, culinary water sources and storage, pressurized irrigation sources and storage, sewer treatment plant and electric. The possibility of increasing impact fees was discussed. Councilmembers Sorensen, Kelepolo and Christensen agreed on the need to increase impact fees to increase sewer capacity. Councilmembers Wadsworth and Barber said no to increasing impact fees to increase sewer capacity. A restriction on building cannot remain in place forever. A plan to increase capacity is needed. Mapleton City needs to know our intention within the next month.
2. *Projected Water and Pressurized Irrigation Rates* - The rate will decrease as bond payments are made and as growth adds to the numbers customers paying the bill.
3. *Utility Line Replacement* - Water line replacement will take 23 years to complete on the current schedule. Sewer line replacement over a 10 to 40-year schedule was presented based on rate increases. A higher rate increase allows the sewer lines to be completed in a concise amount of time. All of the councilmembers favored an increase in sewer rates to allow the service lines to be replaced in a timely manner. The majority of the councilmembers favored the 20-year sewer line replacement schedule. Councilmember Wadsworth requested a 25-year replacement plan be considered. The new rate structure will be presented during the fiscal year 2006 budget presentation.
4. *Storm Drain Rate Study* - A slight rate increase and borrowing from the electric fund to pay off projects was discussed. The councilmembers agreed with the proposal. This change will also be presented during the budget presentation.
5. *Utility Tags and Shut-offs* - Mr. Heap discussed the pros and cons of remote meter reading. Mr. Baker contributed by saying that his office ends up seeing a number of cases each year for collections and non payment. By remote reads, we can also see high and low power spikes at each home. Total operations costs will be decreased by these remote reads. 15 percent of the older meters are having problems and need replacing. The new subdivisions have conduit in place for this new system.
6. *Sidewalk Snow Removal* - Currently the sidewalk snow removal code is not being enforced. Additional equipment is needed to keep the city's portion of the sidewalks cleared during a snow storm. It is difficult to enforce the ordinance when the city sidewalks are not cleared of snow in a timely manner. The City Council agreed the snow

removal ordinance should be repealed.

7. *Traffic Light at 2550 East and Highway 6* - A road realignment is required. The railroad crossing will be upgraded by UDOT and the railroad company. The existing “frontage road” will be eliminated. The city is required to purchase the land to align the intersection.
8. *Toronto Lane Name Request* - 800 East south of Canyon Road was known as Toronto Lane before the area was annexed into the city. A request has been received to rename the road in that area as 800 East/Toronto Lane in memory of the Toronto family. A discussion was held concerning future requests. This is a historic matter. Councilmembers Wadsworth and Barber were in favor of the request. Councilmembers Kelepolo, Christensen and Sorensen were against changing the street name and setting a precedent for future requests.

Councilmember Christensen presented the plans for the Sesquicentennial Celebration. All were in agreement the celebration should be a 5-star event.

Planning and Economic Development - Emil Pierson

1. *General Plan 2005* - Land use goals, riverbottoms area, Leland and west of I-15 are being considered while the General Plan amendments are being studied. Utilities and transportation, including the trail system, are also being considered. A charter school has been requested on the southwest area of town and will come before the City Council in the near future.
2. *Amending the Growth Boundary* - Providing utilities was discussed. The logical areas are the Mapleton Bench and Leland.
3. *Zoning Ordinance* changes such as the residential treatment ordinance, retirement facilities in residential zones, the master planned development ordinance, the windmill ordinance, landscaping/code enforcement, a hillside ordinance and airport overlay ordinance. Councilmember Wadsworth said Paul Weiderhold reviewed the residential treatment ordinance and he could see no problems with it.
4. *Economic Development* - Lets go where we have never gone before! - It takes commercial, retail and industrial developments to be successful.
 - A. *Increasing Sales Tax* is achieved with an increase in residents. Meetings with commercial property owners have taken place. Leland would be a feasible area for commercial and residential growth but lacks utilities. Some communities are using RDA funds to establish utility lines. RDA funds require improvements to industrial areas in order to be used.
 - B. *Industrial Growth* - 5 site visits by interested industries took place last year. We want to bring jobs here and allow residents to do their shopping in town. Our goal is to encourage new and existing businesses to grow.
 - C. *Changes* - The State has released all of their economic development employees. UVEDA is no longer in Utah County. We are at a standstill until the State issues are resolved and contacts are in place.
 - D. *Governor Huntsman's Plan for Economic Development* was discussed.
 - E. *Competitive Offers and Quality of Life* - Interested companies are interested in our

amenities such as parks, recreation programs, cable TV and internet, schools, neighborhoods, public safety, utility costs and the people. Sharon Brown with Longview Fibre has meet with many of the interested companies and has always provided a very positive reflection of our city. She has been an asset to the city.

- F. *Wetlands* delineation is needed before many industrial areas can be developed. The City Council agreed that the property owners should mitigate the wetland delineation.
- G. *Database of Property* - We need a database of available properties for economic development.
- 5. *Building Permits* have remained constant at about 250 per year for the past several years.
- 6. *Housing Inventory*
- 7. *Customer Service* - Customers of the Planning Department are residents, city councilmembers, planning commission and other committee members, co-workers, other government agencies and more. Customer service can be improved by better informing the customer through the website, newspapers, cable TV and word of mouth.

Information Service/Broadband - John Bowcut

- 1. *Remember when ...* Residents were demanding better cable and internet service options and we had to do something! There are no other communities in our area with 2 full service cable companies. There are more broadband choices. The national penetration rate is 26 percent. We have a 40 percent penetration rate of customers signed up for internet through SFCN in Spanish Fork. Competition helps the consumer. Spanish Fork City is a leader in the State. Our system was featured at a recent cable convention.
- 2. *The New Improved SFCN*
 - A. HDTV(channels 2,4,5,7,11,13). A recommendation was made to add a high definition digital tier with ESPN-HD, Discovery-HD, HDNET, and HDNET Movies.
 - B. Personal Video Recorders
 - C. Improved Set Top Boxes
 - D. New Digital TV Guide
 - E. New Weather Channel Format
 - F. Improved Channel 16 and 17 Programming
 - G. Printed TV Guide - The options were discussed. It was decided the FREE guide is to be pursued.
 - H. Ads on Channel 22 and an additional channel with picture ads and music
- 3. *Enhanced High Speed Internet*
 - A. New routers are ready to be installed. The redundant fiber to Provo should be completed soon. The ISP is being replaced and a backup will be added.
 - B. Fiber-to-the-Premise testing - 2 businesses are connected. We are working with UVCN to sell connections all over Utah Valley.
 - C. Smart Parks - The wireless infrastructure will be available in city parks. SFCN customers will get unlimited access. There will be 1 hour free for visitors.
 - D. Miscellaneous - Computer game tournaments, content filter and improved web pages.
- 4. *What is in the Future?* - Video-on-Demand is available through Comcast now. Also,

- interactive TV is being developed and ISP features will be enhanced.
5. *The Goal* is to have SFCN live long and prosper. This requires capital improvements. Rate increases are inevitable for future improvements and continued success. The broadband budget was reviewed. Programming costs are always increasing. Councilmember Wadsworth said government should not operate private enterprise. Mr. Oyler said the city owns the resource. The question is how do we want to run it. It is a resource owned by the citizenry and is in our hands. Councilmember Kelepolo said we should remain competitive and proactive by investing money into the system. Councilmember Barber agreed with the proposed \$1.00 increase in rates for expanded and digital packages. Councilmember Wadsworth said he was okay with the increase in order to maintain the investment. All of the councilmembers agreed with the slight increase as indicated.
 6. *Request Partner Online Trouble Tracking System*
 7. *Online Parks and Recreation Registration* - Should be available April 1, 2005.
 8. *Citizen Communication Campaign* - Expanded use of the newsletter, utilize high viewer ship of City Council meetings, more channel 17 programming and showcasing upcoming programs as printed in the TV guide.

Public Safety/Law Enforcement - Dee Rosenbaum

1. *City Drug Enforcement Officer* - The new officer has been very effective. Spanish Fork is experiencing a large drug problem but no larger than any of the other communities.
2. *Utah County Major Crimes Task Force* - There was a total of 3,866 reports written by the task force in fiscal year 2004 and 580 (15 percent) were in Spanish Fork. The total amount of drugs removed from the streets and the street value of those drugs was provided.
3. *Traffic School* - The total revenue generated by traffic school was \$97,800 in 2004. There were 112 man hours utilized to teach the classes. The total cost was \$4,766.72 to operate the traffic school. There were 1,618 people who attended traffic school with registration fee of \$60.00. There is also a \$30.00 fee charged by the court.
4. *Code Enforcement* - What do other cities do? Should we employ an officer full time? The number of complaints drive the need for enforcement. Councilmember Barber would like to see an increase in the enforcement of weed abatement violations. Approximately 150 letters concerning weed abatement were sent out last Spring.
5. *Personal Use of Police Vehicles*
6. *New Facility* - A new building is needed. The Building Committee is currently studying the issue.

Legal - Junior Baker

1. *Prosecution Comparisons Case Load* - Adding public safety officers increases the work load in the legal department. It doesn't do any good to issue a citation, then not prosecute it. Trials have increased substantially the first quarter of 2005 vs. the first quarter of 2004. They are very time consuming for a prosecutor. The traffic case load increased dramatically between 2003 and 2004, partly due to the State change regarding traffic schools. This has increased the Legal Department's work load. This does not include the

case load generated by a code enforcement officer. Code enforcement issues, when they reach the court system, are very time consuming, more so than any other type of matter. Adding a code enforcement officer will increase the work load even more with each citation which is to be prosecuted.

3:13 p.m. - Councilmembers Wadsworth and Christensen left the meeting.

Public Safety/Fire and Ambulance - Dee Rosenbaum

1. *Ambulance Captain* - Applications are currently being accepted
2. *Ambulance Yearly Report* was reviewed
3. *New Rescue Truck* - The issue is currently being discussed with various individuals. A decision needs to be made.
4. *Fire Department Yearly Report* was reviewed

Mayor Barney thanked the staff for following through with their assignments and for providing the information requested by the City Council.

Mr. Oyler reviewed the ensuing followup items and items with direction given by the City Council during the meeting:

- City Council needs to determine a plan for the sewer treatment plant upgrade after the Regional Sewer Plant meeting scheduled for February 8 at 6:30 p.m.
- Reduction in the pressurized irrigation base rate.
- Budget
- Impact fee adjustments for sewer services
- Sewer rate increase based on a 20-year service line replacement schedule, to be presented during the FY 2006 budget presentation.
- Storm drain rate increase and proposal to pay off past projects to be presented with the budget. Impact fee, increase.
- Sidewalk snow removal ordinance to be repealed.
- Discuss joint capital projects and charging for the use of facilities with the school district.
- Freeway exit beautification to take place this Spring.
- R.F.P. will be issued for the operation of the Fairgrounds snack bar with the exception of the Fiesta Days Rodeo.
- Lighting of the J.C. baseball field
- Continue to schedule recreation program games on Fridays.
- Federal trail grant of \$30,000 was received.
- Salaries will be budgeted next year based on 5 to 6 percent increases plus a 10 percent increase for insurances.
- Will consider a code enforcement officer assigned to weed abatement next year
- Perform salary surveys every other year based on Layton City's example. Councilmembers Kelepolo, Sorensen and Barber gave their approval.
- HDTV will be added to SFCN this year, Video-on-Demand will be added next year and the yearly investment for capital improvements to the system will be continued.
- An increase of \$1.00 per month for expanded basic and digital cable TV packages beginning in March after being presented on the City Council agenda.

Mr. Oyler reviewed the proposed changes to the Chamber of Commerce contract. There will be a work session in the future to followup on various items discussed during this meeting.

Adjournment

The meeting adjourned at 4:05 p.m.

Connie Swain, Deputy Recorder

Approved: February 15, 2005