

**Adopted Minutes**  
**Spanish Fork City Council Meeting**  
**700 North Homestead Drive, Midway, UT**  
**January 9-10, 2009**

Elected Officials Present: Mayor Joe L Thomas, Councilmember's Rod Dart, Richard M. Davis, G. Wayne Andersen, Jens P. Nielson, Steven Leifson

Staff Present: Dave Oyler, City Manager; Richard Heap, Public Works Director; Junior Baker, City Attorney; John Bowcut, IS Director; Dee Rosenbaum, Public Safety Director; Dale Robinson, Parks and Recreation Director; Dave Anderson, City Planner; Seth Perrins, Assistant City Manager; Kent Clark, Finance Director; Kimberly Robinson, City Recorder

**FRIDAY JANUARY 9, 2009**

The meeting was called to order at 3:15 p.m.

**PLANNING**

Mr. Anderson gave his presentation on the budget for the Planning Department.

Discussion was made regarding annexation areas close to I-15, and the current total of vested units which is 3,213 approved but not yet constructed. The City issued 200 building permits this year as compared to our neighbors such as Payson who issued 14, or Orem who issued 30. He then covered issues dealing with the lay of the land and the method.

The lay of the land:

1. We've seen a noticeable decrease in site visits
2. We struggle to find properties that meet project requirements.
3. Limitations on power delivery are an issue.
4. We have seven sites listed with EDC Utah.
5. We responded to seven projects via EDCUtah and one other in 2008.
6. The Branding Campaign will create opportunities to get positive exposure for the City.

The Method:

13 pieces, 13 tasks

- 1. Develop and maintain positive working relationships with key businesses in Spanish Fork City.**
  - a. Create and maintain a database of key businesses and key personnel.
  - b. Implement a business call program to ensure that each key business is visited at least once a year.
  - c. Coordinate with City Staff and civic groups to create opportunities to involve businesses in community events.
  - d. Where possible, tailor services to meet business requests.
  - e. Develop a survey program for use with key businesses.
  - f. Review City's Business License Program and implement any changes that are deemed necessary.
- 2. Enhance the quality of life in Spanish Fork by developing opportunities for housing, recreation, entertainment and education.**
  - a. Enhance the quality of life in new neighborhoods through appropriate development regulation.
  - b. Maintain a diverse housing inventory in both new and old neighborhoods.
  - c. Continue to develop recreation facilities and recreation programs.
  - d. Work with the business community to development entertainment opportunities in

- Spanish Fork.
- e. Continue to develop the City's library system.
- f. Continue to offer and develop the services provided by SFCN.
- 3. Proactively promote the development of regional infrastructure.**
  - a. Continue the City's involvement with SUMWA relative to the development of a regional wastewater treatment facility.
  - b. Continue to advocate for improvements to Interstate 15.
  - c. Advocate the City's interests as part of the Provo to Nebo Corridor Study.
  - d. Work with water storage and delivery agencies to help guarantee the long term availability of a suitable water supply.
  - e. Work with the Utah Transit Authority to promote the development of additional transit facilities in Spanish Fork.
  - f. Support UMPA's work to secure adequate power resources.
- 4. Encourage the development of basic amenities and other facilities at the Spanish Fork/Springville Municipal Airport.**
  - a. Review the Airport Board's plans for the development of a pilots lounge, restaurant and any other ancillary facilities that may have been contemplated.
  - b. Review the Airport Boards plans for the construction of additional hanger space, taxiways or runway.
- 5. Evaluate opportunities to improve the city's curb appeal.**
  - a. Review the streetscape on State Roads 51, 89 and 198, as well as Highway 6 and Interstate 15.
  - b. Review the appearance of the Airport, particularly from the perspective of airport patrons.
  - c. Utilize the city's branding campaign to help create a distinct positive image of the City.

#### Branding Update

Mr. Perrins gave an update on the branding campaign.

- 6. Appropriately coordinate the business development effort with the Chamber of Commerce.**
  - a. Define Spanish Fork City's relationship with the Spanish Fork/Salem Chamber of Commerce.
  - b. Assist the Chambers development so as to be confident in their capacity to play a functional role in promoting Spanish Fork City.
- 7. Encourage the development and retention of a trained and competitive workforce.**
  - a. Support the enhancement of programs that are offered at the MATC campus or other technical colleges in the county and state.
  - b. Work with the NEBO School District and key businesses to facilitate the creation of programs that will develop skilled employees.
- 8. Support and stimulate the growth of entrepreneurs and start up companies.**
  - a. Explore opportunities to develop an incubation center.
  - b. Develop a mentoring program for local business.
- 9. Streamline the development review process for business applications.**
  - a. Coordinate a multi-department effort to ensure that accurate information is provided to prospective companies in a timely fashion.
  - b. Arrange for a face-to-face meeting between key city personnel and business representatives at the commencement of the development review process.
  - c. Discover ways to reduce the time required to review applications for business development.
- 10. Continue to facilitate the development of a diverse retail base.**
  - a. Review the city's zoning map and zoning code to ensure that locations for potential retail development are appropriately preserved.
  - b. Utilize EDA, RDA and CDA tools to invest in developments on the basis of that developments performance in generating tax revenue.

- c. Assist in the assembly of parcels to accommodate users of large tracts of land.
  - d. Evaluate opportunities to enhance commerce within the city's main street corridor through the central business district.
  - e. Coordinate with EDC Utah's efforts at RECON.
- 11. Enhance useable industrial and business park space.**
- a. Increase the City's Code Enforcement effort within the industrial areas.
  - b. Update the city's zoning code to create a harmonious array of allowed uses.
  - c. Update the city's zoning map to protect and preserve properties for light industrial and business park development.
  - d. Target key areas and initiate the annexation of those areas that will advance the city's effort to attract business development.
  - e. Continue to utilize the opportunities that are offered via the EDA, RDA, and CDA tools to develop infrastructure and to otherwise ready properties for development.
  - f. Assist in the assembly of parcels to accommodate users of large tracts of land.
- 12. Develop a program to solicit visits from targeted industries.**
- a. Coordinate with EDCUtah to identify a set of targeted industries.
  - b. Develop functional working relationships with professional site selectors.
  - c. Utilize the city's branding campaign as the impetus for a targeted advertising campaign.
  - d. Personally invite company leaders and site selectors to visit Spanish Fork City.
  - e. Develop a hosting agenda for visiting dignitaries.
  - f. Maintain and follow-up program to keep prospects warm.
- 13. Measure Spanish Fork's opportunities as compared with other cities in the region; learn from other's successes and failures.**
- a. Develop a schedule for regular interviews with staff and officials from the other jurisdictions to become educated about their economic development efforts.

2009 Planning Department  
 Economic Development Program  
 2009 Tasks, 2010 Report

1. Meet with each key business at least once in 2009.
2. Develop database of business information.
3. Meet with staff or city officials from six communities.
4. Revamp City's permitted and conditional uses list.
5. Amend Zoning map to revise industrial and business park zones.
6. Send site visit invitation to 100 companies and site selectors.
7. Initiate one annexation of non-residential properties.
8. Develop program kick off branding campaign and cut loose.
9. Collaborate with the Chamber of Commerce to define roles and develop a program to measure progress.
10. Update Business License Program.
11. Participate in EDCUtah's RECON program.
12. Streamline development review process.
13. Continue review and respond to EDCUtah projects.

Mayor Thomas commented he feels we need to get more out of EDCUtah and get them more involved with us.

## **DINNER**

The Council took a break for dinner at 5:00 p.m.  
 The meeting was called back to order at 6:18 p.m.

## **FINANCE**

Mr. Clark gave a presentation on the finances.

Cash Reserves

North Park Project

He explained the North Park improvements.

Discussion was made regarding the non-taxable funds that could become taxable.

Debt Service

    Water Revenue Bonds

Property Tax

Sales Tax

Utility Rate Comparisons

Impact Fees

Assumptions

Mayor Thomas would like some statement in the utility bill communicating that the city is taking steps towards better managing the budget.

Mr. Oyler reminded that the City will still function with the services, they are working to be precautionary on the staff positions and labor costs.

## **PUBLIC SAFETY**

Mr. Rosenbaum gave a presentation regarding the public safety.

He then reviewed the Police organization chart, and programs.

Code Enforcement

Drug Enforcement

School Resource Officer

Mayor Thomas stated he would like a letter to be written to send to the business owners stating they passed the compliance check.

Dare Program

Mr. Rosenbaum explained that the program involves 9 elementary schools and serves 30 fifth grade classes.

Pedestrian Crosswalk Enforcement/Study

Crossing Guards

Traffic School

Internet Safety Program

Mayor Thomas asked that the program be videotaped and made available in segments on our website.

Disposal of Prescription Drugs

Teens against Graffiti

State Retirement COLA Resolution

Animal Control

Ambulance Report

    Discussion was made regarding charges for a voluntary ambulance call.

Mayor Thomas asked the public safety department to look into using volunteers for issues like items being stolen from the cemetery.

## **ADJOURN**

The meeting was adjourned at 9:00 p.m.

## **SATURDAY JANUARY 10, 2009**

The meeting was called to order at 8:10 a.m.

### **PARKS AND RECREATION**

Mr. Robinson gave a presentation regarding the Parks and Recreation department.

New Office

New Employees

Parks Master Plan

Existing and Planned Parks

Special Events

Kite Festival

Councilman Andersen would encourage them to continue the event, it was such a positive thing for the community.

Mayor Thomas agreed.

Councilman Leifson would like to see it keep going, but they should look at ways to have it pay for itself, he is in favor of something like a \$5 charge per car.

Mayor Thomas thinks if the City spent a little towards the program it is worth the loss to the city to help the citizens enjoy it.

Councilman Andersen feels we will get the sponsors and if we charge for the parking we can cover most of our costs. He feels it is a big enough event and there is enough to it we need to get into it and work at it to make it great. We need to commit ourselves and make it work. Mayor Thomas stated the city should commit \$10,000-\$15,000 towards the event.

Councilman Davis feels he is not sure we should charge for parking.

Councilman Nielson prefers to keep it free, the big picture the money is worth the expense, if we do charge for parking we should charge a dollar or two and make it nominal.

Councilman Dart agrees with Councilman Nielson and Councilman Davis at most they charge \$2.50 it is a great event.

The Council agreed to move forward and present the event again, their preference is not to charge for parking and if they have to it should be a nominal fee.

#### **Special Events 2009**

Securing Rodeo Line-up

Planning Fiesta Days

Promoting Fairgrounds

Liaison with County and County Fair

Raising \$\$ for reduced Kite Festival

Securing new Carnival Contract

Ribbon Cuttings for 2<sup>nd</sup> Phase of Sports Park & Trail

New Proposals for events to raise economic stimulus

#### **Nebo School District**

- Impact of Maple Mountain High School

- Aquatic Center
- Swenson Park Parking Lot
- Balancing the Scale

ALA

Golf Course

Mr. Robinson explained they have been approached to run the snack bar privately by some retired restaurant owners.

The Council agreed they would like a proposal regarding someone else running the snack bar.

Fairgrounds

Parks and Trails

Pioneer Cemetery

North Park

Amphitheater

Trails

Cemetery

Gun Club

Water Park

Concessions

- Public comments from having Concessions operated by City again.
- Financial Report
- Plan of Action

Councilman Andersen thinks the hamburger quality could be better, and there are some local people that could supply some fresher stuff that would taste better.

Councilman Nielson stated he has had some feedback that the concessions should be open for certain items at different times.

Recreation

Online Registration

## **PUBLIC WORKS**

Mr. Heap gave a presentation on the Public Works department.

Project Update

2550 East Pump House

PI pond at Golf Course

Metering – Automated

Sewer Main replacement – bidding in February

Sewer Lining – bidding in February

Sterling Dr/Canyon Dr. rebuild-bid in April, start construction July 1.

Mt. High Credit Union Parking Area

Discussion was made regarding fees for the levy costs.

Building Inspection

Customer Service

Strawberry Water

Mr. Heap stated they are working with the irrigation companies to let Spanish Fork City become the delivery agent.

Councilman Andersen asked that there be a change in Title 15 so that someone does not feel entitled to the lot square footage.

## EXECUTIVE SESSION

The Council opened the executive session at 11:49 a.m.

Councilman Andersen made a **Motion** to adjourn back to the regular meeting at 12:29 p.m.

Councilman Leifson **Seconded** and the motion **Passed** all in favor.

The meeting was called to order at 1:00 p.m.

## BROADBAND

Mr. Bowcut gave a presentation regarding the Broadband.

Online Registration

SFCN Rate Increase Proposal

Spanish Fork 17

Over 725 Archived Programs this year

Over 52 Public Service Announcements were produced last year promoting city concerns and special events

Char'Ree sold over \$72,000 in advertising contracts. In December alone we sold, filmed, edited and broadcast 36 commercials for the Chamber of Commerce

Planned System Improvements

Additional High Definition

- Add 8 channels already this year
- Would like to add ESPN2, ESPN News, Disney, Toon Disney and ABC Family before July
- Add to HD Basic without raising the price

High Definition Channels

- Our HD is the only real HD
- Dish Network, Direct TV and Comcast all compress their HD Channels
- They put more channels in the same space but lose quality
- They can only offer squishy HD
- SFCN is pure 100% HD. Nothing is better

Higher Speed Internet

- Utilizes current plant infrastructure
- Speeds and Capabilities compete with fiber to the home
- SFCN will be the fastest
- 55 mbps for \$55
- Better price and better speed than broadweave (iProvo), Utopia or Comcast
- Technology finally available

Possible Future System Improvements

Digital Spanish Language Tier

Video on Demand

Telephone Service

Mayor Thomas does not feel SFCN was competitive in the past and as long as the competition is fair for the phones he is for it.

Councilman Leifson feels this is minimum exposure to try this for the citizens, to save them money every month.

Mr. Oyler stated by saving the citizens money it benefits the community in offering the service.

Councilman Nielson is concerned that government should be used to benefit the community, the

original plan was to offer something that was not currently being offered.

The Mayor stated he is for this because he feels government is about infrastructure and everyone needs a phone the same as they need water, power etc.

The Council agreed that they should move forward with this project.

Discussion was made regarding the Fairgrounds Committee.

Councilman Andersen explained the set up of the committee; he also suggested that the committee consist of Dave Oyler, Steven Money, and G. Wayne Andersen for Spanish Fork City representation.

Councilman Leifson stated those individuals have been involved with the fairgrounds and he would support them serving on the board.

Mayor Thomas feels the economic development committee should be dissolved and they can move forward with a new approach.

The Council directed that when legal makes the change to the committee's ordinance they can repeal the economic development committee.

Discussion was made and the list reviewed for the Boards and Committees.

## **LEGAL**

Mr. Baker gave a review and presentation for the legal department.  
E-mail and Open Meetings

## **ADJOURN**

Councilman Andersen made a **Motion** to adjourn the meeting. Councilman Dart **Seconded** and the motion **Passed** all in favor at 3:33 p.m.

ADOPTED: February 17, 2009

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Kimberly Robinson, Recorder