

**Adopted Minutes  
Spanish Fork City Council Meeting  
January 11 & 12, 2013**

Elected Officials Present: Mayor G. Wayne Andersen, Councilmembers Steve Leifson, Rod Dart, Keir A. Scoubes, Richard Davis, Brandon Gordon.

Staff Present: David Oyler, City Manager; Junior Baker, City Attorney; Seth Perrins, Assistant City Manager; Junior Baker, City Attorney; Chris Thompson, Public Works Director; Kent Clark City Recorder/Finance Director; John Bowcut, IS Director; Dale Robinson, Parks & Recreation Director; Steve Adams, Public Safety Director; Pam Jackson, Library Director; Angie Warner, Deputy Recorder.

**FRIDAY, JANUARY 11, 2013**

**CALL TO ORDER:**

Mayor Andersen called the meeting to order at 10:23 p.m.

**FINANCE**

**Kent Clark**

**City Cash Reserves** -Currently there is \$39,703,881.00 in the bank. There is \$4 million in bonds for projects. There is about \$1 million that is spendable reserves.

**Impact Fees (number balancing)**

**General Fund Revenues**

**Sales Tax** – Costco is doing well and bringing money in. Macey’s business is up 10% since Costco opened. Also, Mr. Clark reviewed Macey’s electric bill with in the last year put them on a different rate and it saved them approximately \$2,500-\$3,000 per month.

**RAP or ZAP Tax** – Mr. Clark explained what a RAP tax is. In the commercial areas non-residents & residents are paying towards this tax. The City could do 1/10 of 1% maximum but cannot charge it on food. Mr. Clark presented the breakdown of what makes up 6.75% tax. The RAP or ZAP tax has to be voted on by the residents.

**Property Tax** – Spanish Fork’s property tax is the lowest in Utah County. Mr. Clark presented the comparison between the cities in Utah County. If the City wanted to increase expenses in the general fund, the City would raise property taxes to increase revenue. Mr. Clark explained what would happen if the economy goes back up and the option of freezing the property tax rate. Mr. Clark said that the City would have to have a truth in taxation to be able to raise property tax rates. It was suggested to have truth in taxation every year and to start early talking to the citizens.

**Utility Revenue and Rates**

**Rate Comparisons** – Electric, Water, Pressurized Irrigation, Sewer, Solid Waste, Storm Drain. Mr. Clark gave a comparison of the cities in Utah County. The solid waste is trying to figure out how they are going to find more money.

**City Debt** – The City has approximately \$33 million in debt.

**RDA Review** – Mr. Clark said that North Industrial and Kirby Lane are the active areas that are collecting money and some of that money will be used this year.

**Budget Issues** – Mr. Clark said that at the next council meeting the FY2013 budget revision will be presented. Mr. Clark presented the new changes to the election process. The new date for the primary election is August 13<sup>th</sup> and the general election will be November 5th.

### **Administration Insurance Costs**

Seth Perrins has spent time with Dave Jackson from First West Benefits reviewing the changes that will be coming with the Affordable Care Act (ACA). Mr. Perrins said that the new ACA will be effective January 2014. Every American will have to have insurance and if they don't they will have to pay a penalty tax. The City will have to make changes to our plans or the City will have to pay a penalty tax. The options for the City are to offer insurance or not offer insurance and pay the penalties.

Mr. Perrins explained that the City will have to track monthly employee hours very close because employee's working an average of 30 hours per week or 120 hours a month could be eligible for insurance. The penalty tax is \$2,000 per full time or full time equivalent.

Mr. Perrins directed the department directors to start reviewing the work status for every employee. Mr. Perrins said that right now, if an employee is eligible for insurance then they are eligible for the URS. Mr. Perrins said there are a lot of unknowns and there will be a lot of discussions to come and there will be more changes.

### **Paperless**

Kent Clark said with technology and loosing space at the City Office we are looking at paperless systems. This will be for daily work flows, procedures as well as record keeping.

### **Boards and Committee Appointments**

Dave Oyler explained some of the process the City has had for recommending a resident to serve on a committee or board. Staff would like input if the City Council likes the process or if they would like to change it.

Discussion took place on which procedure would be best.

The City Council agreed to receive recommendations from the committees, then, approve the recommendations in a city council meeting.

*WORKING LUNCH*

### **SFCN**

**John Bowcut**

SFCN in the News

Mr. Bowcut presented a couple of articles printed in the paper about SFCN.

## **Cable Television Changes**

- Digital Simulcast –Take the channels under 100 and move those to the 600's.
- Add Whole Home DVR capability –One main box, then satellite boxes in other rooms.
- Replacement of old STB's –will be sending out new STB's that are digital only.
- Turn Off Analog –all cable customers will have to have the new digital STB.
- Convert all channels to HD – can get 3 HD channels to 1 analog channel. When all channels are HD we can get rid of the simulcast.
- Other Technologies –SFCN App, Roku, Ultra or Super HD.
- Turning off HITS
- Industry Trends

## **High Speed Internet Changes**

- Residential Internet –Starter-6200; Plus-461; Premium-79
- Business Internet –SOHO-123; Business-5; Dedicated-4
- Competition Comparison – SFCN is the best value in the state

**Phone Service - 2,319 customers** -Mr. Bowcut said that the growth has slowed because the cell phone is taking over.

**SF17 Changes** -Mr. Bowcut said we are not perfect and we are learning.

**Information Systems** -Mr. Bowcut said they are trying to do more custom programming, with that, SFCN currently has a programmer analyst position open to help with all the projects that need to be done like: Rodeo Arena Software, Upgrade PARR (Parks and Recreation Registration).

Councilman Leifson asked when the rodeo ticket program will be ready. Mr. Bowcut said hopefully in 2014.

## **LEGAL**

### **Junior Baker**

**Open Meetings & Technology** – Social media is content created by people using highly accessible internet based publishing technologies. Mr. Baker stressed that once the words are out there, you cannot get them back. And with all the technology it is much easier to violate the Open Meetings Act. City Council & Staff need to be careful of their actions. Mr. Baker also pointed out that emails, city or personal, can be GRAMA requested.

**Food Vendor Ordinance** –Mr. Baker said that a mobile food vendor, the waffle truck, would like to park in the Spanish Fork City and sell product. The City Council would have to change the ordinance. Mr. Baker presented the proposed changes.

Discussion took place regarding the fee schedule and where they would be allowed to park.

**Future Needs** -Mr. Baker said he would like to hire a part time prosecutor and make a part time secretary full time either this year or next.

## **COMMUNITY DEVELOPMENT**

**Dave Anderson**

**Review of 2012**

- Issued more building permits
- Saw Costco begin construction and open for business
- Construction commenced for other retail buildings
- New churches under construction
- Construction started on an assisted living facility
- Implemented new Business License Program
- Employed Citizenserve software

Mr. Anderson said as of Jan 1, 2013 the City had 205 vacant subdivision lots.

**Business Visits** – Dave Anderson, Dave Oyler & Mayor Andersen have visited businesses to receive their concerns or to see how their business is being run and their plans for the future. One example: Smith Auto said they have concerns of security and that they would like to bid on the city vehicles that are purchased. The City contacted Smith Auto and they were given an opportunity to bid on some trucks.

Dave Anderson said the Chamber of Commerce Board is requesting more money. The plan was to help them at first until they were able to run on their own.

**Business License Program** – Mr. Anderson said they have a new software program for business licensing and building permits. There is a new fee of \$40.00. The fee is to pay for the administrative process and the City will not generate revenue from the fee.

**Retail Development** –Mr. Anderson said that Kneaders opened today; Sprint is open; Costa Vida and Starbucks will be opening soon; Bajio is closing this Saturday; and the City has received an application from Wells Fargo for a new building.

Discussion took place regarding the North Park Development.

**Planning for 2013**

- Develop new webpage to promote the City's economic development opportunities.
- For use on the webpage, develop an inventory of existing sites and properties in Spanish Fork.
- Restructure the City's signage regulations.

**Proposed Signage Changes for I-15 Corridor**

Mr. Anderson said that City received requests from Tenedor and Amsource to allow taller signs. Mr. Anderson presented pictures of signs with the proposed height and sites that Tenedor would like to put the signs. Mr. Anderson suggested take a tour and seeing some sites that would relate.

Council agreed that the ordinance needs to be changed and would like to take a tour.

**Zoning Regulations and Code Enforcement**

Mr. Anderson would like to make some changes with procedures. With more recent changes the City has done the City has been a little more lenient. Mr. Anderson reviewed some photos of some problem properties. The one major issue is citizens building accessory buildings and carports.

Discussion took place regarding the different options to address illegal buildings.

## LIBRARY

### **Pam Jackson**

Ms. Jackson said the library has been very busy. Ms. Jackson presented the attendance numbers for all the programs provided at the library. Patrons request books, audio, and e-books. The facility is at its capacity again for another year. Ms. Jackson has started compiling a list of amenities that other libraries are implementing into the plans of new buildings.

Councilman Dart said that obviously there is a need for a new library, when will that happen.

Dave Oyler said that the Library has the most pressure but there are other city buildings as well.

Ms. Jackson said they are very open to having multiple departments in the building; a City Center, Library, Senior Center.

Mr. Oyler reviewed some different ways to approach getting a new facility.

*Dinner 6:00pm*

## SATURDAY, JANUARY 12, 2013

### CALL TO ORDER:

Mayor Andersen called the meeting to order at 8:34 p.m.

### PUBLIC WORKS

#### **Chris Thompson**

**Impact Fee Study** – Mr. Thompson presented tentative rates for the following areas: water, sewer, Parks & Recreation, storm water, public safety, streets, pressurized irrigation, and electric.

**Utility Rates**- Mr. Thompson reviewed the utility rates for the following areas: residential electric, general service electric, large power electric, drinking water, pressurized irrigation, sanitary sewer, storm drain, and solid waste.

#### **Electric**

- Electric Model 138/46kVA Transmission Redundancy
- Electric Model Distribution Redundancy

Last year the City had 11 outages, several caused by tree limbs. Crews will be more aggressive in removing tree limbs around power lines.

## **Solid Waste**

Mr. Thompson reviewed the history of budget issues at South Utah Valley Solid Waste District (SUVSWD). The solid waste district is proposing to request \$6 more per household for garbage and compost. After meetings were held, the request is now at about \$1.90 per house hold. Mr. Thompson reviewed the problems with composting and some other options that might available. Mr. Thompson is requesting that we go away from the "black gold". Mr. Thompson pointed out an area for a new compost site and to have one location. This would cut back on equipment purchasing and labor.

Discussion took place regarding the City contract with Republic and comparing with other cities.

**Fire Line Policy on Private Property-** Mr. Thompson said in the Food 4 Less parking lot there was a water line break. The City went out and fixed the break and the property owner complained that we messed up his parking lot. Staff has researched what other cities do. Mr. Thompson suggested the City implement the policy where the City would take care of the break and then the property owner is in charge of the surface improvements.

Council agreed to move forward with the fire line policy.

## **Lower Crab Creek Trunkline – Completed**

**Cold Springs** – Mr. Thompson said they are working with the Army Corp of Engineers permit to be able to fill Cold Springs. Then to replace it the City will develop another pond located on south Main Street.

## **Water Transmission**

Mr. Thompson presented a map that included the future ULS line, Powerhouse Road Diversion, PI trunk line, PRV Connection and the Highline Canal.

## **Strawberry Water Dedication Agreements**

Mr. Thompson said that the City received a lot of Strawberry Water. Staff is waiting for a decision from the Commissioner of Reclamation. 2012 was the driest year in 30 years.

**Snow Pack** – Mr. Thompson presented a graph with numerous years and the snow pack. By looking and the comparisons Mr. Thompson projects that the City will have an average year.

## **Flood Control**

Mr. Thompson reviewed the areas that the City will be doing flood & erosion control. The NRCS Grant: River Invasive Tree & Debris Removal- This project was put out for bid and the first bid came in so low that staff decided to add another project.

Mr. Thompson reviewed the following areas and what utility and road upgrades will be happening.

- 1560 E Canyon Road Subdivision
- Sterling/Nebo/Flonette Subdivision

## **Streets**

Mr. Thompson gave an update on the 7 year plan for street resurfacing and it is working very well.

Mr. Thompson would like to budget money to upgrade the guard rail along Del Monte Road. The residents that are below the road are requesting it so cars do not end up in their back yards or homes. The other area that will need to be addressed is the Oaks. The snow plow trucks need the curb & gutter to help clear the road. Staff would like to use sidewalk money to construct curb & gutter in the Oaks area.

**Industrial Park Drive-** The businesses along Industrial Park Drive are losing money and customers because the public does not know how to get to their businesses. It has been requested to construct a right in and right out instead of the cul-de-sac.

**Cut Bridge & Center Street Widening** – This project will be postponed until the summer 2015. The City has funding for 93.7% of this project, including grant money in the amount of \$3,053,000.

**Airport Runway Extension**– Staff is still working with the Williams to acquire land.

**Winter Water Main Construction** – The winter time is best time and the best crews to do road work. With that, the projects can be done year round instead of trying to do them all in the summer. Mr. Thompson reviewed the comparison of the savings between winter and summer projects. The only issue with winter projects is that you cannot pave until the spring. Is the savings worth the wait for the asphalt?

**New Inter-Active GIS Map** –Presented the new inter-active mapping for the city.

**Waste Water Masterplan Deficiency Map** – Only had 2 deficiencies in the waste water system. Mr. Thompson reviewed the 2 deficiencies.

**Motor Pool** -Maintenance Costs have been staying consistent.

## **PUBLIC SAFETY**

### **Ambulance & Fire**

Chief Adams said they currently have 40 ambulance members and presented their volume of calls for the year. Chief Adams reviewed the fire department members and their call volume.

### **Part Time Employees - Federal Regulations**

Dave Oyler said that the City has very dedicated volunteer fire & ambulance. The City is now up against federal regulations. The City has volunteer fire and ambulance that get paid a small amount. With federal regulations it may change their status to part time.

Seth Perrins said that these changes are coming from the Affordable Care Act(ACA). Currently the fire is paid hourly and the ambulance is paid at a piece rate. Another concern is the overtime for the current employees that are fire or ambulance.

### **Fire**

Mr. Perrins reviewed the following changes that will be looked at and may be proposed to be implemented:

- Fire department must stay under 1560 hours per year
- Payroll change of paying the fire bi-weekly

- Propose to redo pay scale and eliminate the stipend
- Review of general time at the station
- Review rescue truck call outs

### **Ambulance**

Mr. Perrins reviewed the following changes that will be looked at and may be proposed to be implemented:

- Ambulance department must stay under 1560 hours per year
- Change to hourly rate instead of the piece rate
- Payroll change of paying the ambulance bi-weekly
- Propose to redo pay scales

### **Full Time Employees that are also Fire/Ambulance**

- Change the pay so we are not paying double
- Full Time hours will count toward the 40 hour work week
- Overtime pay rate when they exceed 40 hours
- Need to understand the wildfire reimbursement rates
- Have non full time employees fulfill officer responsibilities

Mr. Perrins said that staff will have to look at our Emergency Preparedness Officer position that is also our Ambulance Captain. The position will probably need to be made a salary position. Staff will also need to monitor the hours of the fire & ambulance crewmembers, and also those that are city employees.

Mr. Oyler said some other cities are combining the fire & ambulance and cutting down to around 30 people to run both. The city will need to comply with this new federal law, so staff will figure out which way is going to be best. The majority of the people are there for the service, not the money.

### **Police Department**

Chief Adams reviewed current staff and positions. Chief Adams gave comparison of the year for crimes and the call volume for the police.

### **School Resource Officer**

Chief Adams said that the City now has officers at Spanish Fork High School & Maple Mountain High School. The Maple Mountain High School officer is currently part time and the school is requesting a full time officer and will pay half of the wages. With making that officer full time at the school the department loses an officer position that will need to be filled.

Mayor Andersen suggested that Chief Adams sit down with the city manager to figure out where they can find the money for a new officer.

### **City Vehicle Use**

Chief Adams reviewed the current policy and would like to request a revision to add that passengers are allowed in the police vehicles. This would add police visibility at the schools when they pick up their children.

## **Costco Impact**

Chief Adams reviewed the impact since Costco has opened.

## *WORKING LUNCH*

## **PARKS & RECREATION**

### **Dale Robinson**

#### **Recreation**

Mr. Robinson presented the cost comparison with Nebo and ALA of the schools using City facilities and the City using school facilities.

#### **Non-Resident Fee** (consider all non-resident fees: Library, cemetery, recreation, etc)

Mr. Robinson said that the public is going to other cities because it is cheaper. Mr. Robinson is requesting to have the non-resident fee of \$20 lowered to \$10.

Discussion took place regarding what surrounding cities do and what their rates are.

Council would like to leave it at the \$20 for this year and track it.

#### **Parks & Trails**

- Trails Update – Review of what areas will be worked on this year.
- Capital Facilities Plan
- National Parks Land Designation Development
- Additional Tennis Courts at Sports Park
- Nelson Field Grandstand Renovation – Presented a design that would cost \$1 million for new grandstands.
- Maple Mountain Park

#### **Fairgrounds**

- Dairy Barn – Demo the building and turn into parking.
- RV Parking Upgrades
- Parking to the South – Would like to look into the property to the south of the fairgrounds for future parking.

Mayor Andersen would like water lines in the stadium to wash the bleachers.

#### **Buildings & Grounds**

- Veteran's Flag Pole Relocation- move from the fairgrounds to the City Park at the Rose Garden.

Councilman Leifson recognized that we need to look at all of what the veterans are asking for. They are asking for this as well as major upgrades for the memorial building.

Mr. Robinson said that he had staff walk through the memorial building and figure out what it would cost for upgrades and it came to approximately \$120,000. Do we want to update it or move the veterans to another building?

Discussion took place regarding whether to keep the memorial building or to sell it to the veterans.

Mr. Robinson said that are 4 buildings that need repairs and upgrades or have outgrown their capacity. Mr. Robinson gave a brief report on each building and need to start thinking of how and when these buildings can be addressed.

### **Cemetery**

- Road Project (2nd phase)
- Inventory of Burial Positions
- Parking around Records Building
- Expansion Update (new restroom)

Mr. Robinson said that staff has contacted family members of old unused lots to see if they are still going to use the plots, if not, they can come back into use.

Mr. Robinson said that the restroom building at the Centennial Park was started on fire. It will need to be rebuilt.

Discussion took place regarding relocating the building on the property.

Council agreed to relocate the building.

### **Special Events**

- Fiesta Days Financial Summary - A lot of the Fiesta Days events are paying for themselves.
- Festival of Lights - 2012 was our best year.

### **Financial Review of Enterprise Funds**

- Golf Course –Great year at the golf course, the numbers are looking better.
- Water Park –The numbers are down because of the new splash pad at the North Park.
- Gun Club
- Concessions

Dave Oyler asked the council what direction they would like to go for looking at a new city office/library/senior center.

Council agreed to have a committee start looking at that process.

### **ADJOURN:**

Councilman Leifson made a Motion to adjourn.

Councilman Dart Seconded and the motion Passed all in favor at 4:02 p.m.

ADOPTED: December 17, 013

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Angie Warner, Deputy Recorder