

**Adopted Minutes
Spanish Fork City Council Meeting
August 27, 2013**

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

Staff Present: Junior Baker, City Attorney; Seth Perrins, Assistant City Manager; Dave Anderson; Community Development Director; Chris Thompson, Public Works Director; Kent Clark, City Recorder/Finance Director; Steve Adams, Public Safety Director; Angie Warner, Deputy Recorder.

Citizens Present: None

CALL TO ORDER, PLEDGE, RECOGNITION:

Mayor Andersen called the meeting to order at 6:00 p.m.

Chief Adams led in the pledge of allegiance.

PUBLIC COMMENTS:

None

COUNCIL COMMENTS:

Councilman Scoubes said he will have a full report at the next City Council meeting from the solid waste board meeting.

Councilman Dart said he just attended the Library Board meeting and they had a successful summer reading program.

CONSENT ITEMS:

- a. Minutes of Spanish Fork City Council Meeting – August 20, 2013
- b. Miscellaneous Concrete Site 3 Change Order 1

Councilman Leifson made a **Motion** to **approve** the consent items.
Councilman Scoubes **Seconded** and the motion **Passed** all in favor.

NEW BUSINESS:

Canvass for the 2013 Primary Election

Kent Clark presented the results of the 2013 Primary Election.

Councilmember (top 4 advance to November Election): 2 – four year seats.
875 - Keir A. Scoubes
628 - Carl Johnston
607 - Mike Mendenhall
276 - Jed Morley
254 - Scott Woolston

Mr. Clark explained the process for the City Councilmembers to check the documents that were completed for each polling location. Mr. Clark noted the difference between the 4th and 5th

positions was 22 votes. Mr. Clark explained the new rules that the State of Utah created for a recount and it would have to be a 7 vote difference to have a recount. Mr. Clark said that there was a 9% turnout.

Councilman Dart made a **Motion** to **approve** the Canvass for the 2013 Primary Election Councilman Gordon **Seconded** and the motion **Passed** all in favor.

Resolution #13-09 A Resolution Amending the Spanish Fork City Employee Personnel Manual

Seth Perrins stated that the employee policy manual gets updated on an as needed basis. Mr. Perrins reviewed the proposed changes:

1. *The personnel manual is re-numbered and re-paginated, as designated by the City Manager, so the personnel manual follows the numbering system of the City Policy Manual. The Personnel Manual will now be known as the Personnel Policy and will be located in the City Policy Manual as Section 1.20.*
2. *The definitions of Part-time Employee, Permanent Part-time Employee, Seasonal Employee and Variable Employee in §1.20.10.050 is amended as follows:*

Part-time Employee: *Part-time employee means one who is expected to work no more than 130 hours in any month and less than 1560 hours in a year. Occasionally, a part-time employee may work more than 130 hours in a given month due to department needs. If this occurs, the City will offer health insurance benefits if the employee is eligible in accordance with federal law and the City's current health insurance program.*

Permanent Part-time Employee: *Permanent Part-time employee means one who works a minimum of 1,040 hours per calendar year and is eligible to receive benefits at a rate set by the City Manager.*

Seasonal Employee: *means one who is expected to work during a specific period or season. The City has three (3) seasons: from March 15 to September 15; from April 15 to October 15; and from May 15 to November 15. Seasonal employees will not work more than 1560 hours during the season. (i.e. swimming pool, golf course, streets, parks)*

Variable Employee: *means an employee who is expected to work a schedule that may be uncertain and erratic from month to month and throughout one year. A variable employee may work more than 130 hours in any given month or for a few consecutive months, however, a variable employee will not work more than 12 consecutive months.*

3. *Section 1.20.35.080 is amended as follows:*

C. On-call positions for the City will be approved by the City Manager and properly budgeted for. Such positions shall receive a base compensation at the rate equal to seven (7) hours of their individual overtime rate or \$275 per week, whichever is greater. When the on-call includes a holiday, the employee will receive an additional hour of overtime to the base rate for each holiday in that week. All call outs will be paid at one hour minimum and at the employee's overtime rate. For call-outs taken on a recognized City holiday, the employee will be compensated at double time. Hours worked under this section are not to be confused with callback or regular overtime. The provisions of this section apply only to the employee assigned to an on-call shift.

4. *Section 1.20.40.140 is added as follows:*

1.20.40.140 Ambulance Bill Waiver

A. In the event that a full time employee, a permanent part-time employee, an elected official, an ambulance division employee or volunteer, or fire volunteer, or their dependent (as defined by the IRS), is transported by a Spanish Fork City ambulance, the City will waive the balance of the ambulance bill after recovery is made from any applicable insurances. The qualified individual must be employed or directly associated with the City at the time of the qualified ambulance transport. This waiver will not be applied automatically. The individual is required to request the waiver with the City billing division and with human resources.

5. *Section 1.20.55.010 is amended as follows:*

C. For successfully completed courses (passed with at least a "C" grade), the City will reimburse the employee for tuition, fees, and books up to a maximum of \$2,000 per fiscal year.

Councilman Scoubes commented that these changes are from the implementation of the Affordable Care Act. The City is a government entity but still has to run like a business just like everyone else.

Councilman Scoubes made a **Motion to approve** the Resolution #13-09 A Resolution Amending the Spanish Fork City Employee Personnel Manual.

Councilman Leifson **Seconded** and the motion **Passed** all in favor with a roll call vote.

ADJOURN:

Councilman Dart made a **Motion to adjourn**.

Councilman Davis **Seconded** and the motion **Passed** all in favor at 6:33 p.m.

ADOPTED: September 3, 2013

Angie Warner, Deputy Recorder