



ADOPTED MINUTES

January 25, 2024 8:00 am to 5:00 pm

January 26, 2024 8:00 am to 5:00 pm

January 27, 2024 8:00 to 2:00 pm

160 South Main Street

Midway, UT 84049

Councilmembers Present:

Mike Mendenhall, Mayor
Stacy Beck, Councilmember
Kevin Oyler, Councilmember

Shane Marshall, Councilmember
Jesse Cardon, Councilmember
Landon Tooke, Councilmember

Councilmembers Absent:

Staff Members Present:

Dave Anderson, Community Development Director
Jordan Hales, Finance Director
Chief Matt Johnson, Police Chief
Tara Silver, City Recorder
Tyler Jacobson, Assistant City Manager
Dale Robinson Parks and Recreation Director
Vaughn Pickell, City Attorney

Seth Perrins, City Manager
Nick Porter, Public Information Officer
Scott Aylett, Library Director
Chief Eddie Hales, Fire and EMS Director
Bryan Perry, IS/SFCN Director
Shelley Hendrickson, Executive Secretary

Staff Members Absent:

Chris Thompson, Public Works Director

Visitors Present:

WORK SESSION: Discussion took place regarding the item(s) listed below; no formal actions are taken in a work session.

Thursday, January 25th, 2024

CALL TO ORDER:

Mayor Pro Tem Beck called the meeting to order at 10:09 am and extended a warm welcome to Landon Tooke in his first year, expressing best wishes for success. Gratitude was extended to all those who dedicated their time. She stated all the council members looked forward to engaging with Landon and benefiting from your insights. She indicated it was a cool and positive atmosphere.

Finance - Jordan Hales

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

Finance Overview:

1. Jordan Hales from the Finance department provided insights into the city's financial dynamics.
2. Non-resident payments, such as sales tax (\$279 per year per household) and property tax differences between residents and non-residents, were discussed.

Financial Position Analysis:

1. The discussion touched on the analysis of the financial position of businesses or individuals, emphasizing the importance of cash flow and the deceptive nature of net worth.
2. Different funds were introduced, including General Fund, Capital Project Fund, Special Revenue Funds, Enterprise Funds, and Internal Service Fund.

Fire Department Financials:

1. A detailed breakdown of revenue and expenses in the Fire department was provided. Trends in expenses, including personnel and dorms in station 61, were analyzed.
2. The impact of stimulus money on the General Fund and the percentage of taxes spent on the Fire department were discussed.

Dividends and Property Tax:

1. The concept of dividends from utility funds (water, sewer, electric, stormwater, and broadband) to supplement the General Fund and reduce reliance on property taxes was explored.
2. Jordan Hales explained the breakdown of dividends and their significance in maintaining lower property taxes.

Interfund Services and Transfers:

1. The distinction between dividends and bill payments from utility funds was discussed. Jordan Hales emphasized the need for legitimate services and reasonable allocation of costs.
2. Compliance with state regulations regarding revenue development, especially in Fire and EMS, was highlighted.

Franchise Fees and Rate Setting:

1. Challenges with franchise fees not keeping up with inflation were noted. The decision-making process behind setting rates and the frequency of adjustments were discussed.
2. Telephone services were highlighted as facing challenges due to decreasing usage.

Capital Project Funds:

1. The meeting focused on capital project funds, specifically discussing land acquisition and capital building funds.
2. There was uncertainty about whether the current allocation aligns with ongoing projects and future needs.

Capital Fund Transfers and Construction Loans:

1. Operations like golf and the swimming pool are funded through the General Fund. A transfer of \$2 million was made to the General Fund for construction, backed by sales tax to secure a better interest rate.
2. Parks Construction Fund borrowed initially from the Power Fund, which was considered a cash cow fund, to pay back for the construction.

Recreation, Arts, & Parks Fund and Recreation Center Capital Fund:

1. RAP Fund had \$2.2 million, ending with \$2 million after allocating \$1 million to the construction of the recreation center capital fund. Once there is debt, the funds will be directed towards it.

Debt Issuance and Revenue Allocation:

1. Mayor Mendenhall expressed concerns about building up debt with bonds. Jordan Hales clarified that the debt hasn't been issued yet, and current revenue will be directed towards construction to avoid borrowing.

LBA and SFCN Contributions:

1. LBA builds a building and pays by renting it to the city. SFCN contributes to the dividend, but Cardon clarified that LBA doesn't pay for the Recreation Center.
2. Jordan Hales distinguished SFCN's impact payments and dividend, with Councilman Marshall mentioning SFCN pays its own impact.

RDA Fund and Project Areas:

1. There were separate funds per state in the RDA Fund. The North Industrial Project Area hasn't spent money yet. Contracts will start when they commence.
2. Sierra Bonita Project Area, with 64% property tax, passes 35% to the city. The agreement with Young Living lasts until 2028.
3. Krona Project helps the fire and EMS budget, and there's an Target agreement for ten years or \$3 million.

RDA Housing and Affordable Housing Allocation:

1. RDA Housing, according to state law, allocates 10% to affordable housing. The council decides how to use it, but there's caution against broad usage.
2. Seth Perrins emphasized analyzing and starting a system for housing, focusing on affordability for residents and employees.

Enterprise Funds and Utility Rates:

1. Enterprise funds' cash balance assessment focused on utility rates. Sewer rates might need to increase for a new plant, while water rates are volatile. Cable and phone services are fairly flat.

Debt and Financing Considerations:

1. There's discussion about possible debt for water and sewer issues, with considerations for grants and low-interest loans. Power Fund's capacity has decreased over 16 years.

Airport Fund and Garbage Services:

1. The airport fund was moved by the enterprise fund to cover operating expenses in Fiscal Year 2021. Garbage services have 800 days of cash, prompting consideration for potential adjustments.

Street and Storm Management:

1. Streets and storm funds are opposite in nature, with streets having ongoing capital expenses. There's a focus on traffic improvement projects, spreading out the capital budget.

Utility Fee Consideration:

1. Seth Perrins discussed the potential for a utility fee enabled by HB 3-67, similar to what Provo is already doing. Expectations are for it to pass.

Gun Club Operations and SFCN Trends:

1. The Gun Club is experiencing a loss in operations. SFCN shows a positive trend.

Motor Pool and Debt Issuance Timing:

1. There is consideration for when to issue debt, and the discussion touched on the motor pool and its operations.

Seth Perrins expressed a heightened sense of responsibility, from the Mayor and City Council regarding communication within the city, indicating a recognition of the importance of effective and transparent information dissemination.

Administration - Nick Porter Communication

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

In the Slido.com discussion with the code 3135901, the focus was on improving communication in the Spanish Fork City community. Here's a detailed summary of the key points discussed:

Purpose of SF City Communication:

1. The community highlighted the importance of timely communication, transparency, and information dissemination, especially during emergencies. The goal is to inform, educate, and address necessary issues.

Challenges in Communication:

1. Challenges include the need for timely responses, avoiding misinformation, and addressing public expectations. There's a concern about being proactive rather than reactive, especially when dealing with public infrastructure projects.

Modes of Communication:

1. Various modes of communication were discussed, including community news avenues and the SF webpage. The "roadshow" concept, where residents are informed about ongoing and completed projects, was acknowledged as an excellent approach.

Proactivity and Setting Goals:

1. The discussion emphasized the need to be proactive in communication. Creating a list of top priorities for proactive communication, such as construction projects, was suggested. The idea is to educate citizens and reduce surprises.

Defining Proactive Measures:

1. There was a call to define what the city should be proactive about, considering factors like public infrastructure changes and intersections being restructured. Mayor Mendenhall emphasized the need for a fluid list that educates citizens about potential proactive actions.

Measuring Success in Communication:

1. Success metrics were discussed, including resident awareness, correct understanding, and the ability to defend or link to true sources. The importance of gauging resident participation, understanding traffic on the city's website and social media, and sharing positive stories were highlighted.

Communication Mediums:

1. The group discussed the ranking of communication mediums, including social media, texting, email, the official website, SF17, newsletters, and signage. There was an acknowledgment of the effectiveness of surveys, particularly Scott Aylett's library survey.

Feedback on Communication:

1. The need for feedback mechanisms, like annual surveys or engaging residents through social media polls, was discussed. Challenges in measuring communication success were acknowledged, with considerations for the legitimacy of survey responses.

Content Ranking:

1. Participants ranked the importance of communicating about emergencies, traffic, land use, events, positive stories, and City Council matters. There was a consensus on the importance of addressing both positive and challenging stories.

Choosing Communication Avenues:

1. The discussion concluded with a conversation about using multiple communication avenues to reach a diverse audience, acknowledging that different residents prefer different platforms for receiving information.

SFCN - Bryan Perry

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

In this detailed segment, the discussion covers various topics related to the SF17 division in 2023, including new video production initiatives, staffing changes, IT network upgrades, and considerations for the city phone system.

SF17 2023 Overview:

1. SF17 is preparing for 2023 with a new video presentation called "Smile SF."
2. A new production van has been acquired and has been very useful.

Staffing Changes:

1. It was proposed that an SF17 producer transition from part-time to full-time employment starting July 1st.

IT Network Upgrades:

1. The main core switches, previously Huawei, are being replaced with Aruba due to changes in the political landscape and restrictions for Huawei equipment.
2. The decision to move away from Huawei is influenced by federal statutes.
3. Old switches are hoped to be monetized.
4. Cameras and IT infrastructure at existing and new sites are being upgraded, with plans to incorporate construction standards.

City Phone System Upgrades:

1. The current city phone system is at the end of its life and is provided by CenturyLink/Lumen.
2. Two options are presented for the phone system:
 - a. Option 1: Keeping the system in-house, but it is considered expensive and not aligned with industry trends. Estimated costs include \$29-114k for phones and \$34,850 in recurring costs.
 - b. Option 2: Transitioning to a cloud-based service, with an estimated setup cost of \$26,000 and recurring costs of \$47,000, including phones. This option offers additional features such as fax, texting, and instant messaging.

Decision-making and Considerations:

1. The discussion emphasizes the cloud-based system as the norm and recommends using the capital fund for the upgrade, avoiding a recurring cost increase
2. Quality assurance is confirmed, and potential issues related to internet connection are discussed.
3. Consideration is given to including 36 phones with the courts, with the possibility of funding through the Justice Center fund.
4. Landon Took gave his experience of using a similar system at BYU, highlighting potential quality issues related to cell providers.

Additional Considerations:

1. Bryan Perry suggests informing Pete about the new developments and involving him in decision-making of when to invite him to film an event.
2. The potential request from the animal shelter wanting to use our filming crew is discussed, with the suggestion of scaling back if it becomes burdensome or having them contribute financially.

Conclusion:

1. The segment concludes with Nick Porter suggesting that board and committee assignments can be used for comments during the City Council meeting.

LUNCH (12 noon to 12:15 pm)

Community Development- Dave Anderson

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

In this detailed segment led by Dave Anderson in the Community Development discussion, several key topics related to affordable housing options and the concept of "Missing Middle Housing" are explored. Here's a comprehensive breakdown:

Introduction:

1. Dave Anderson starts the discussion by highlighting the challenge of receiving credit where the city has no influence, especially when housing production slows despite our efforts.

Moderate Income Housing Plans:

1. The discussion touches on the challenges of moderate-income housing plans and potential attacks on local control.
2. The Mayor Mendenhall mentions instances where developers seek assistance for off site costs after approval.

Compliance and State Benefits:

1. Dave Anderson reports that the city has submitted a report on nine moderate-income strategies, and the state has accepted five. Compliance is essential as non-compliance could lead to penalties in funding.
2. State funds, approximately \$600,000, are expected to be available starting in February.

Affordability Challenges and Missing Middle Housing:

1. The need for affordable housing is emphasized due to its impact on residents' quality of life and the city's overall development.
2. Dave Anderson introduces the concept of "Missing Middle Housing," which addresses the lack of options between single-family detached homes and dense developments.

Density of Missing Middle:

1. Councilman Marshall seeks clarification on the term "Missing Middle Housing" and questions what density is considered missing.
2. Dave Anderson explains that missing densities include options like duplexes and triplexes, which are not currently prevalent in the city. About 80% of new homes are townhomes, apartments, or single-family detached homes.

Historical Incentives for Diverse Development:

1. Dave Anderson references past efforts where the city incentivized developers to build various types of homes, offering bonus density for different housing options.

Examples and Best Practices:

1. The presentation includes examples of master-planned communities like Daybreak, Beeler Park, High Point, and Prairie Queen as models for diverse housing types.
2. Dave Anderson emphasizes the need for diverse housing options to accommodate different needs in the community.

Complete Neighborhood Overlay:

1. The concept of a Complete Neighborhood Overlay is introduced, providing examples of how different housing types can coexist within the same neighborhood.

R-1-6 Zoning and Guide Book:

1. Dave Anderson discusses zoning specifics, like R-1-6 zoning, where .5 density can be achieved with duplexes or triplexes while maintaining architectural consistency.
2. The idea is to integrate non-single-family homes into the landscape with architectural designs that blend with the neighborhood.

City Council Reactions:

1. Councilwoman Beck expresses support for the concept, appreciating the idea of disguising non-single-family homes.
2. Councilman Oyler suggests that developers can still be ahead in what they get in return.

Parking Considerations:

1. Parking requirements are discussed, with Dave Anderson suggesting ample parking space for units with garages.
2. Councilman Oyler raises questions about parking requirements and street parking inclusion in the overall count.

Density and Lot Size Adjustments:

1. The discussion involved adjusting density based on lot size, with Councilman Oyler suggesting the concept of small increments for triplexes in Spanish Fork.
2. Mayor Mendenhall notes that larger lots can incorporate Accessory Dwelling Units (ADUs).

ADUs and Public Opinion:

1. Dave Anderson discusses the underwhelming response to ADUs in existing properties and the importance of public opinion in making such changes.

Identifying Housing Needs:

1. Mayor Mendenhall suggests the importance of identifying housing needs and adjusting the general plan accordingly.
2. Dave Anderson emphasizes the need to involve developers and residents to get a feel for what it would take to implement such changes successfully.

Challenges and Narrative Shift:

1. The segment ends with a discussion on changing narratives and challenges faced in the process.

Parks and Recreation - Dale Robinson

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

New Employees and Demos:

1. The seven new employees, mainly in the Parks Department, were hired to enhance the workforce.
2. Demonstrations for the Recreation Center on South Main provided residents with a visual understanding of the proposed facility.

Electric Park Project and Community Volunteerism:

1. The Electric Park project, being a highlight among employees, suggests that it is a significant and well-regarded development.
2. The involvement in all neighborhoods, particularly laying six acres of sod in a park, indicates a proactive approach to community development and beautification.
3. The positive response and volunteer attitude from citizens reflect a strong sense of community engagement.

Parks and Recreation Facilities:

1. Upgrades in various parks, including the Sports Park playground, batting cages, and restroom remodel, show a commitment to improving recreational spaces.
2. The Power Corridor, Gun Club, and disc golf restroom enhancements contribute to the overall improvement of facilities.
3. The Super Sporting Clay addition and the Fairgrounds parking lot signifies a commitment to diverse recreational offerings.

Innovation of the Year:

1. Recognition of the Arts Council and Youth Arts Festival as the Innovation of the Year by URPA underscores the city's commitment to fostering creativity and cultural

engagement.

2. The success of events like Wings and Wheels, Canyon View Park Pavilion rentals, and the Traveling Trophy reading program indicates a vibrant and varied community event calendar.

Health and Wellness Initiatives:

1. The emphasis on health and wellness initiatives, such as the neighborhood fair and fitness equipment installations, reflects a holistic approach to community well-being.
2. Updates on the Senior Center activities, with involvement from Ann Dart, suggest efforts to cater to the diverse needs of the community, including seniors.

Recreation Center Progress:

1. Acknowledging the risk taken for the Recreation Center project underscores the city's commitment to providing a state-of-the-art facility for its residents.
2. Details about construction progress, including the installation of a 48-inch storm drain pipe and foundation forms, show the meticulous planning involved.
3. Specifics about the Recreation Center facilities, such as a competition pool, bleachers, deep dive tanks indoors, and a grass area, give residents an insight into what to expect.
4. The completion slated for September 15, 2025, provides a clear timeline for residents and stakeholders.

Bond Timing and Parameters:

1. Discussion about the Recreation Center Bond timing and setting parameters demonstrates a careful financial planning approach.
2. Concerns about weather and frost affecting construction indicate an awareness of external factors that could impact the project timeline.
3. The debate about adjusting parameters, with preferences for \$65,000 instead of \$70,000, shows a detailed consideration of financial aspects.

Membership and Fee Comparison:

1. Considering membership fees and recognizing the need for updated numbers by 2025 suggests a commitment to ensuring affordability for residents.
2. Councilman Marshall's emphasis on accessible fees, especially for teens, indicates a consideration for diverse demographic needs.

Scholarship Assistance Fund:

1. A discussion on managing a scholarship fund and considerations for a third-party administrator show a commitment to providing access to recreational facilities for all residents, regardless of financial constraints.

Recreation Center Groundbreaking:

1. Planning a groundbreaking event, possibly a Polar Plunge, demonstrates a creative and engaging approach to garnering public attention and support.
2. Councilman Marshall's proposal to conduct the plunge next month on a Saturday indicates a proactive approach to event planning.

Corporate Memberships:

1. Councilman Marshall discussed corporate membership tiers and benefits outlining an understanding of the potential benefits of corporate partnerships.
2. Mayor Mendenhall's mention of tax benefits for companies offering such memberships suggests a strategic approach to incentivizing corporate involvement.

Subsidizing Non-Residents Fees:

1. Considerations were given to incentivize partnering cities to participate and discussions about partnering, showing a commitment to regional collaboration.

Employee Discounts and Tax Benefits:

1. Exploring the possibility of offering corporate memberships with tiered discounts based on employee numbers indicates a strategic approach to promoting health and wellness among employees.
2. Mayor Mendenhall's mention of tax benefits for companies offering such memberships suggests an understanding of corporate incentives.

Community Support and Fundraising:

1. Exploring partnerships with nonprofits for scholarship programs reflects a collaborative approach to community support.
2. Discussions about community support and fundraising, including potential donation drives through the utility billing, demonstrate an awareness of the need for financial support from various sources.

Break(12 noon to 12:15 pm)

Fire and EMS - Eddie Hales

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

Annual Report Brief and Statistics Overview:

1. Organizational Structure and Growth:
2. Significant growth in the Fire and EMS department with the addition of Krista, Jason, and 3 battalion chiefs, bringing diverse experience and services.

3. The city has utilized this growth to shape the Fire and EMS services more efficiently, leveraging their experience to meet community needs effectively.
4. Full-time staff follows a unique schedule of 2 days on, 4 days off, with an additional 2 ambulances to enhance emergency response.
5. Notable training initiatives for staff, maintaining a consistent pay scale for all.
6. Volunteer Staffing Model and Challenges:

Volunteer staffing model discussed, highlighting challenges faced during night and weekend shifts due to limited qualified volunteers.

1. Issues with response times during the day due to a shortage of qualified volunteers living in the area.
2. Identified time frames of vulnerability (5 am to 7 pm) and concerns about meeting minimum certification requirements for volunteers.

Call Statistics and Response Model:

1. Total calls for the year: 3,721, averaging around 10 calls per day.
2. 84% of incidents were medical-related, emphasizing the importance of EMS services.
3. Average call duration of 675 minutes, including reporting and cleanup times.
4. Discussion on the EMS billing process, including revenue deposits and challenges with insurance payments.

Financial Overview and Revenue Generation:

1. Projected revenue for the EMS department, highlighting a spike in revenue for ambulance services.
2. Challenges and considerations regarding Medicaid payments and insurance reimbursements.
3. Discussions on revenue generation from ambulance calls, mutual aid considerations, and challenges faced during continuous calls.

County Collaboration and Billing:

1. Insight into collaboration with the county for fire and EMS service we cover.
2. The discussion led to asking the county to share in the cost of expenses, especially since we cover a large amount of county land, including billing discussions.
3. Eddie emphasized the need for fair compensation from the County to compensate for the physical and mental toll on his staff.
4. Shortfalls in funding and discussions on addressing the financial gap with county commissioners.

Challenges and Frustrations:

1. Mayor Mendenhall and officials express frustrations with state politics, decision-making processes, and the burden placed on local governments.
2. Discussion on the impact of state decisions on subdivisions, frustration with lack of notice, and the need for more collaboration between state and local authorities.
3. Mayor Mendenhall emphasizes the need for a state-wide solution, highlighting the unique challenges faced by cities like us, due to heavy traffic on Highway 6.

Future Considerations and Solutions:

1. Discussion on the need for mental health support for emergency service providers and addressing the challenges faced by staff.
2. Call for a bold and open discussion with state legislators, presenting the unique challenges and urging for state-wide solutions.
3. Mayor Mendenhall suggests engaging legislators at the Bills and Bagels sessions for better understanding and collaboration.

CLOSED SESSION:

Councilman Cardon ▾ made a **Motion** to move to Closed Session to discuss the purchase, exchange, lease of real property, project proposal, or financing proposal related to the development of land owned by the city.

Councilwoman Beck ▾ Seconded the motion and it passed all in favor at 3:14 pm.

Kevin Oyler	Yes
Jesse Cardon	Yes
Stacy Beck	Yes
Landon Tooke	Yes
Shane Marshall	Yes

Administration #2 - Tyler Jacobson

This discussion was a closed session per Utah code 52-4-205 and was not open to the public.

Councilman Cardon ▾ made a **Motion** to move Reconvene back to City Council Work Session

Councilman Oyler ▾ Seconded the motion and it passed all in favor at 4:02 pm.

Kevin Oyler	Yes
Jesse Cardon	Yes

Stacy Beck	Yes
Landon Tooke	Yes
Shane Marshall	Yes

RECONVENE BACK TO CITY COUNCIL WORK SESSION:

Library - Scott Aylett

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

Impact of Library Operations, Hours, Strategic Plan, Fees, and Staff:

Performance Overview:

1. Since its opening, the library has experienced significant growth in various metrics, demonstrating its positive impact on the community.
2. Increases noted in visits, physical and digital circulation, with a rise in annual program participants.
3. Introduction of new users to digital services, such as Audible, contributing to the library's technological advancements.
4. Community survey results exceeded the 4-point threshold, showcasing overall satisfaction.

Operating Hours Discussion:

1. Feedback raised from the resident survey about current operating hours not being sufficient, led to suggestions for changes.
2. Proposal to test extended Saturday hours and evaluate the response during a two-month trial period.
3. Consideration of Saturday closure time and potential changes in opening hours on Fridays.
4. Comparative analysis of neighboring libraries' Saturday hours and their impact on consistent usage patterns that didn't change from day to day.

Library Strategic Plan:

1. Overview of the Utah State Library's strategic plan, updated every three years, covering facilities, collections, services, and technology.
2. City Council's goals aligned with the strategic plan, emphasizing community connection, program expansion, and improved facilities.
3. Expansion plans for the weight room space, adult classes, and enhanced activities for teens discussed.

Staffing and Organizational Structure:

1. Current staff composition includes 8 FT and 41 PT positions.
2. Breakdown of staff responsibilities, with a focus on front-line positions and efforts to expand program offerings for different age groups.
3. Strategic additions to staff proposed, including a PT teen librarian, PT adult assistant librarian, and FT administrative coordinator.
4. Cost analysis presented, with considerations for hiring additional full-time positions.

Heritage Room Use and Fees:

1. Heritage Room usage breakdown, with 11% comprising patron rentals.
2. Discussion on modifications to the children's program room to accommodate increased attendance.
3. Debate on making the Heritage Room available for public use during normal library operating hours and potentially after hours.
4. Consideration of fees for after-hours use, including a site supervisor fee to cover additional costs.
5. Concerns raised about potential misuse during after-hours rentals, and suggestions to revisit and potentially increase fees.

Councilman Cardon ▾ made a **Motion to Adjourn**

Councilman Oyler ▾ Seconded the motion and it passed all in favor at 4:39 pm.

Kevin Oyler	Yes
Jesse Cardon	Yes
Stacy Beck	Yes
Landon Tooke	Yes
Shane Marshall	Yes

ADJOURN:

Attestation date: January 25, 2024

I, Tara Silver, City Recorder of Spanish Fork City, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on January 25, 2024. This document constitutes the official minutes of the City Council Work Session meeting.



TARA SILVER, CITY RECORDER



PENDING MINUTES

WORK SESSION ANNUAL CONFERENCE (Midway Community Center) MEETING

January 25, 2024 8:00 am to 5:00 pm

January 26, 2024 8:00 am to 5:00 pm

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160 South Main Street

Midway, UT 84049

Councilmembers Present:

Mike Mendenhall, Mayor
Stacy Beck, Councilmember
Kevin Oyler, Councilmember

Shane Marshall, Councilmember
Jesse Cardon, Councilmember
Landon Tooke, Councilmember

Councilmembers Absent:

Staff Members Present:

Dave Anderson, Community Development Director
Jordan Hales, Finance Director
Chief Matt Johnson, Police Chief
Tara Silver, City Recorder
Tyler Jacobson, Assistant City Manager
Dale Robinson Parks and Recreation Director
Vaughn Pickell, City Attorney

Seth Perrins, City Manager
Nick Porter, Public Information Officer
Scott Aylett, Library Director
Chris Thompson, Public Works Director
Chief Eddie Hales, Fire and EMS Director
Bryan Perry, IS/SFCN Director
Shelley Hendrickson, Executive Secretary

Staff Members Absent:

Visitors Present:

WORK SESSION: Discussion took place regarding the item(s) listed below; no formal actions are taken in a work session.

Friday, January 26, 2024

CALL TO ORDER: Mayor Mendenhall called the meeting to order at 8:18 am

Public Works - -Chris Thompson

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

Segment Analysis in Number Format: Video in the Presentation - SNL Weights of Measures

Cash Revenues and Capital Costs:

1. Jordan Hales introduced a method copied from Springville for accounting cash revenues, including capital costs.
2. Acknowledged the volatility of capital costs, affecting year-to-year calculations.
3. Highlighted the importance of considering capital costs in setting cash reserve goals.
4. Mayor Mendenhall inquired about the timing of interest payments, with Jordan Hales explaining the arbitrage being close to zero.

Cash Reserves Goal:

5. Discussion on the importance of maintaining cash reserves above a certain threshold.
6. Councilman Marshall suggested not displaying the cash reserves to avoid public misinterpretation.
7. Chris Thompson explained the limitation of budgeting for seven years and the constant need for projects.

Proposed Utility Bill Rate Increase - Sewer:

8. Discussion on a proposed sewer rate increase, initially thought to be \$4.66 but now considered to spread it out over time, totaling \$2.69, with the overall rate being \$8.63.
9. Comparative analysis of the other city's utility rates, with Chris Thompson sharing the example of giving recognition awards for a balanced rate, not the lowest rate because it was an indication of infrastructure not being maintained.

Utility Bill Rate Timing and Model:

10. Discussion on the timing of utility bill rate increases, proposing an August 20th model to reflect actual usage costs.
11. Seth Perrins emphasized the importance of billing at a time that accurately reflects utility usage.

12. Consideration of equal payment options and the potential challenges in volatility and optional services.

Infrastructure Projects and Impact Fees:

13. Chris Thompson presented ongoing infrastructure projects, including the dilapidated 3 million-gallon tank and the construction of a new 5 million-gallon tank.
14. Discussion on impact fees and the challenge of determining fees for new developments.
15. Chris Thompson shared experiences with impact fee studies, challenges with consultants, and the importance of not being the highest in the state.

Affordable Housing and Impact Fees:

16. Councilman Oyler raised concerns about impact fees and their impact on affordable housing.
17. Chris Thompson proposed a model similar to Rocky Mountain Power, where higher utility rates initially help pay impact fees.
18. Discussion on holding developers accountable for impact fees and the challenge of balancing margins.

Rate Structure Proposal:

19. Chris Thompson presented two rate structure options - a GS1 rate and GS2 rate for power and a separate rate structure for residential, commercial, and industrial.
20. Chris Thompson emphasized the need to attract businesses with competitive rates.
21. Councilman Oyler expressed the need for impact fees due to growth but raised concerns if growth stagnates.

Conclusion:

One slide was updated with various options and considerations for the rate structure, impact fees, and their implications.

Police - Chief Matt Johnson

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

Workload and Calls for Service Detailed Summary:

1. Call and Traffic Statistics:

- a. Calls for service have remained steady, with a decrease noted. Proactive work, such as safe walks at schools, is enabled by the stability in call volume.
- b. Traffic accidents have remained consistent, with a focus on allowing officers to engage in proactive activities.
- c. Comparison with other cities is made, highlighting factors like severity of accidents and major locations.

Traffic Accidents and Safety Measures:

1. Details about the severity of traffic accidents are discussed, including major locations and the impact of new roundabouts. A roundabouts' lower speed is attributed to lower fatalities and the cost of damages in intersection accidents.
2. The past three years have shown a flat trend in accidents, with specific attention to fatalities on SR6 and involving motorcycles.

Technology Integration:

1. The use of automated license plate readers at seven locations is highlighted, with successful outcomes such as apprehending suspects involved in human trafficking and solving domestic violence cases.
2. The importance of accessing license plate reader databases for collaborative efforts and crime prevention is emphasized.

Police Department Personnel Updates:

1. The addition of three officers is noted, acknowledging the importance of staying competitive and garnering city support.
2. Officer hires include Brooke from Provo, Justin with five years of experience in Salem and Santaquin, and Officer Pimentel, a recent graduate.

Promotions and New Hires:

1. Rehiring for a victim advocate position, with Alexis Jackson starting on Monday.
2. Conversion of two Master Officers to sergeant positions is discussed.

Sergeant Shift and Safety Measures:

1. Proposal to have a sergeant on the graveyard shift to enhance safety.
2. Discussion on the cost, benefits, and minimal impact on the budget.

Emergency Management and CERT Team:

1. Update on snowpack, cooperation with citizens, and sandbag efforts in flood prevention.
2. Acknowledgment of the invaluable CERT team and their contributions during emergencies.
3. Mayor Mendenhall's suggestion to highlight CERT more through social media and SF 101 classes.

Code Enforcement and Projects:

1. Overview of code enforcement activities, including weed abatement letters, property cleanup, and successful cases.
2. Discussion on recurring code violations and strategies to address them effectively.
3. Mayor Mendenhall's proposal for community projects involving dumpster placement and volunteer engagement.

Community Engagement and Volunteerism:

1. Suggestions for involving volunteers in community cleanup projects.
2. Discussion on the challenges of dealing with recurring code violations and the potential role of volunteers in addressing them.
3. Mayor Mendenhall's emphasis on fostering camaraderie through community events.

Narcan Distribution and Drug Disposal:

1. Mention of the distribution of Narcan and the collection of expired drugs from residents.
2. Discussion on proper drug disposal methods, including landfill burial.

Communication Protocols:

1. Questions about communication protocols when residents report issues, with a focus on efficient and streamlined processes.

Break (10:30 - 10:45 am)

Legal - Vaughn Pickell

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

Staff Transitions and Legal Software Automation Detailed Summary:

Introduction:

1. Overview of staff transitions, highlighting Tanner Preece's role and contributions.
2. Mention of innovation initiatives, including the adoption of Filevine cloud-based software.

Filevine Software Features:

1. Description of Filevine as cloud-based software, emphasizing its integration capabilities.
2. Mention of the Importer, a tool built by Spillman Police Records, and the Exporter

linking e-filing to Utah Courts.

Prosecution Software Automations:

1. Overview of smart automation features implemented by Heather, focusing on the Statute Repository for charges and documents.
2. Benefits discussed, including reduced staff time and lower error rates due to automation templates.

Success Stories:

1. Mention of the "Two Pesos" case, showcasing an innovative solution involving multiple parties.
2. Recognition of Vaughn Pickell's mediation skills in managing the case effectively.

Benchmarks and Caseload Statistics:

1. Benchmarks discussed, including the types of civil and criminal cases.
2. Explanation of data loss in Civil Cases Types in 2023 and the need for detailed meeting records for better data understanding.
3. Detailed breakdown of the criminal caseload for 2022 and 2023, with a focus on real property cases.

Criminal Case Load Analysis:

1. Analysis of criminal cases, including drugs, DUI, and domestic violence.
2. Identification of time-consuming aspects of prosecution by Matt Johnson and the need for coordination with officers by Vaughn Pickell.

Challenges and Future Considerations:

1. Discussion of the challenges faced in handling cases, including an increase in cases with contested hearings in 2023.
2. Proposal from the County and Utah Highway Patrol to transfer cases to Spanish Fork Court, raising workload and political considerations.

Capacity and Limitations:

1. Acknowledgment of the current workload being at capacity and potential need for a public defender.
2. Challenges in handling UHP cases due to differences in systems, documentation, and logistical issues.
3. Discussion of jurisdiction problems, training needs, and potential bottlenecks in case resolutions.

Political Considerations and Slido Survey:

1. Introduction of the political considerations surrounding the proposal to prosecute all cases within the city.
2. Exploration of Slido survey options and discussion of potential complications and staff

limitations.

Conclusion and Decision:

1. Vaughn Pickell's stance on not growing staff and office due to complications and limitations.
2. Consideration of an option C, giving class A cases to the County and allowing them to decline.
3. Discussion on leveraging case loads and trying a collaborative approach.

Seth Perrins stated they have made adjustments to the fire and EMS department and he had found them to be capable professionals. He had been comfortable with the way we were doing it but now had a fresh perspective. He advised the Mayor and council to consider that when you hire a Fire and EMS staff it would include 2 others to make a crew, so 1 really equals 3 to make a crew.

Fire & EMS - Eddie Hales & Finance #2 - Jordan Hales

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

Introduction to Challenges:

1. The discussion started with an acknowledgment of challenges in Fire and EMS services, Eddie Hales using the statement "What I have and not have - we are bleeding."
2. This set the tone for a comprehensive exploration of the issues faced by the Fire and EMS department.

Evolution of Fire and EMS Services:

1. Participants recognized the evolving nature of Fire and EMS services, emphasizing the need to adapt to a modern model.
2. Changes highlighted included the presence of trained officials, certifications (Certs), comprehensive training programs, and a commitment to maintaining service quality.

Historical Context by Eddie Hales:

1. Eddie Hales provided historical context, outlining challenges like a growing town, demographic changes, increased calls, aging buildings, and retention issues.
2. Decision not to pursue certifications for existing personnel due to difficulties in transitioning volunteers to certified roles.

Challenges with High-Density Structures:

1. Discussion on challenges posed by high-density structures and their impact on

response times.

2. Eddie Hales advocated for converting volunteers to paid positions, citing recruiting and retention difficulties and the mental toll on firefighters.

NFPA 1710 Presentation:

1. A video presentation on NFPA 1710 emphasized scientific evidence behind response times.
2. Eddie Hales presented data on current response times and stressed the need for a fully staffed fire department with four firefighters on duty at all times.

Personnel Proposals by Eddie Hales:

1. Eddie Hales presented three personnel proposals, detailing associated costs, including ongoing and one-time expenses.
2. Discussion on challenges of volunteerism, potential recruitment of dedicated personnel, and moral/accountability issues with paid on-call positions.

Financial Scrutiny and Property Tax Debate by Jordan Hales:

1. Thorough scrutiny of financial aspects, including the feasibility of raising property taxes and exploring alternative revenue streams.
2. Evaluation of potential benefits of increasing SFCN dividends, seeking county revenue, raising golf course rates, and applying for grants.

Reluctance Towards Property Tax Increase:

1. Some participants, especially Councilman Marshall, expressed reluctance towards a property tax increase.
2. Emphasis on exploring alternative revenue sources and redirecting existing funds, considering the general fund balance as a potential resource for the fire department.

Conclusion and Commitment:

1. Participants acknowledged the urgency of addressing challenges, expressing gratitude for the commitment of personnel.
2. Commitment to exploring all available options before considering a property tax increase.
3. Emphasis on maintaining a high level of service and finding creative solutions within existing resources.

LUNCH (12 noon to 12:15 pm)

Public Works #2 - Chris Thompson

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not

solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

Potential Monthly Utility Bill:

1. Commercial Rates: The GS2 rate for commercial entities remains unchanged for new businesses for 10 years, after which it drops to the GS1 rate.
2. Impact Fee Spreading: Impact fees are not eliminated but are spread out over a 10-year period. New homes pay an average rate in Utah County, with a \$20 reduction after the initial 10 years.

Impact Fee Discussion:

1. Councilwoman Cardon raises concerns about the impact fees spread across a decade and suggests a yearly reevaluation of the fees.
2. Councilman Oylar suggests the option of paying the maximum amount or making up the difference with the first and second utility rates.

Alternative Approaches:

1. Councilwoman Beck inquires about the practices in other cities, with Chris Thompson noting that only Rocky Mountain Power follows a similar approach.
2. The Mayor Mendenhall highlights that builders favor this approach as it allows them to pass fees to buyers gradually.

PID Discussion (Property Tax Rate):

1. Seth Perrins introduces the concept of Property Improvement District (PID), emphasizing that current residents should not bear the cost of new residents.

Rate Evaluation and Financial Model:

1. Councilman Oylar suggests evaluating rates annually, and Chris Thompson provides projections indicating the need for a gradual increase over 10 years to address a deficit.
2. Chris Thompson presents deficit projections, emphasizing the need for a gradual rate increase to avoid going further into the negative.

Concerns and Solutions:

1. Mayor Mendenhall expresses a difference in utility fees is better than a difference in tax rate.
2. Councilman Marshall emphasizes that users have the choice of determining how much utilities they use.

Business GS2 Rate Increase:

1. A proposal to add businesses to the higher rate to address the deficit created by businesses over the past decade.

2. Chris Thompson recommends working with community development to gradually implement the rate increase for businesses for the past 10 years.

Financial Impact and Revenue Projection:

1. Councilwoman Cardon seeks clarity on revenue generation, and Chris Thompson provides detailed revenue projections for the fiscal year 2025.
2. Seth Perrins highlights the importance of observing trends, and Chris Thompson proposes the rate increase to prevent further negative financial trends.

Water Bond Discussion:

- a. Discussion on water rates, cash reserves, and the proposal to issue a water bond every 7 years to fund necessary infrastructure upgrades.

Community Development #2 - Dave Anderson

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

Annual Review of Moderate Income Housing Plan:

Annual Update: Dave Anderson presents options for the moderate income housing plan, emphasizing the need for annual updates. He wanted to make sure Spanish Fork became compliant. He went through the Moderate Income Housing (MIH) strategies required by the state. Stating "For a specified municipality that has a fixed guideway public transit station, shall include a recommendation to implement five or more of the moderate income housing strategies, of which one shall be the moderate income housing strategy V, and one shall be a moderate income housing strategy G, H, or Q".

1. Councilman Marshall remembered we had done this before and wanted to know if we had to review it on an annual basis.
2. Dave Anderson agreed, stating that the plan has two parts: strategies and an implementation plan, with changes annually. Dave went over the 24 strategies they could use and wanted their feedback. Various options were discussed, and specific recommendations were made:
 - (A) Rezone for densities necessary to facilitate the production of moderate income housing.
 - (a) Past zoning changes are acknowledged, but waiting for developers to initiate rezoning was not guaranteed.
 - (b) Recommended
 - (B) Demonstrate investment in the rehabilitation or expansion of infrastructure that facilitates the construction of moderate income housing.

- (a) No projects planned for immediate upgrades
 - (b) Not recommended
- (C) Demonstrate investment in the rehabilitation of existing uninhabitable housing stock into moderate income housing.
 - (a) Not recommended
- (D) Identify and utilize general fund subsidies or other sources of revenue to waive construction related fees that are otherwise generally imposed by the county/municipality for the construction or rehabilitation of moderate income housing.
 - (a) May be a good future strategy
 - (b) Deploy RDA funds - currently at \$327,593
 - (c) Not recommended
- (E) Create or allow for, and reduce regulations related to, internal or detached accessory dwelling units in residential zones.
 - (a) A public outreach program can promote development of additional ADUs
 - (b) Recommend
- (F) Zone or rezone for higher density or moderate income residential development in commercial or mixed-use zones near major transit investment corridors, commercial centers, or employment centers.
 - (a) Aligns with our current and planned efforts
 - (i) Rezone for moderate income housing development around activity centers
 - (ii) Station area plan creation
 - (b) Recommend
 - (i) General plan update
- (G) Amend land use regulations to allow for higher density or new moderate income residential development in commercial or mixed-use zones near major transit investment corridors.
 - (a) G,H or Q will be required
 - (b) Aligns with current plans
 - (i) Station area plan creation
 - (ii) General plan update
- (H) Amend land use regulations to eliminate or reduce parking requirements for residential development where a resident is less likely to rely on the resident's own vehicle, such as residential development near major transit investment corridors or senior living facilities.
 - (a) G,H or Q will be required
 - (b) Could be a good option with the frontrunner extension
 - (c) Not recommended
- (I) Amend the land use regulation to allow for single room occupancy developments
 - (a) Not recommended
- (J) Implement zoning incentives for moderate income units in new developments
 - (a) New overlay district allowing additional density

- (b) Inclusion of two - and /or three-unit residential structures into single-family neighborhoods
 - (c) Recommended
- (K) Preserve existing and new moderate income housing and subsidized units by utilizing a landlord incentive program, providing for deed restricted units through a grant program, or, notwithstanding Section 10-9a-535, establishing a housing loss mitigation fund.
 - (a) Not recommended
- (L) Reduce, waive, or eliminate impact fees related to moderate income housing.
 - (a) Good future strategy
 - (b) Deploy RDA funds - currently at 327,593
 - (c) Not recommended
- (M) Demonstrate creation of, or participation in, a community land trust program for moderate income housing.
 - (a) Not recommended
- (N) Implement a mortgage assistance program for employees or the county/municipality, an employer that provides contracted services for the county/to the municipality, or any other public employer that operates within the county/municipality.
 - (a) Good future strategy
 - (b) Deploy RDA funds - currently at \$327, 593
 - (c) Not recommended
- (O) Apply for or partner with an entity that applies for state or federal funds or tax incentives to promote the construction of moderate income housing, an entity that applies for programs offered by the Utah Housing Corporation within that agency's funding capacity, an entity that applies for affordable housing programs administered by the Department of Workforce Services, an entity that applies for affordable housing programs administered by an association of governments established by an interlocal agreement under Title 11, Chapter 13, Interlocal Cooperation Act, an entity that applies for services provided by a public housing authority to preserve and create moderate income housing, or any other entity that applies for programs or services that promote the construction or preservation of moderate income housing.
 - (a) Partnership with the Housing Authority of Utah County
 - (b) Recommended
- (P) Demonstrate utilization of a moderate income housing set aside from a community reinvestment agency, redevelopment agency, or community development and renewal agency to create or subsidize moderate income housing.
 - (a) Use funds from the RDA to develop MIH
- (Q) Create a housing and transit reinvestment zone pursuant to Title 63N, Chapter 3, Part 6, Housing and Transit Reinvestment Zone Act.
 - (a) G,H or Q will be required
 - (i) Aligns with the current planned efforts

- 1) Station area plan
 - (ii) Recommended
- (R) Eliminate impact fees for any accessory dwelling unit that is not an internal accessory dwelling unit as defined in Section 10-9a-530.
 - (a) City eliminated the impact fees for ADUs several years ago
 - (b) Not recommended
- (S) Create a program to transfer development rights for moderate income housing.
 - (a) Not recommended
- (T) Ratify a joint acquisition agreement with another local political subdivision for the purpose of combining resources to acquire property for moderate income housing.
 - (a) Not recommended
- (U) Develop a moderate income housing project for residents who are disabled or 55 years old or older.
 - (a) Good future strategy
 - (b) Use RDA funds - currently \$327,593
 - (c) Not recommended
- (V) Develop and adopt a station area plan in accordance with Section 10-9a-403.1.
 - (a) Station area plan creation
 - (b) Recommended
- (W) Create or allow for, and reduce regulations related to, multifamily residential dwellings compatible in scale and form with detached single-family residential dwellings and located in walkable communities within residential or mixed-use zones.
 - (a) New zoning overlay district allowing additional density
 - (b) Inclusion of two and/or three- unit residential structures in single-family neighborhoods
 - (c) Recommended
- (X) Demonstrate implementation of any other program or strategy to address the housing needs of residents of the county/municipality who earn less than 80% of the area median income, including the dedication of a local funding source to moderate income housing or the adoption of a land use ordinance that requires 10% or more of new residential development in a residential zone to be dedicated to moderate income housing.
 - (a) Good future strategy
 - (b) Deploy RDA funds
 - (c) Not recommended

Recommendations: A,E,F,G,J,O,P,Q,V,W

Mayor Mendenhall and City Council members were good with the recommendations

Tiny Homes Discussion:

3. Exploration of options for tiny homes, needing a permanent foundation and meeting specific requirements.
4. Educating residents about ADUs and tiny homes.

Building Permits and Contractor Relations:

5. A decrease in building permits issued in 2023 (515).
6. DR Horton was responsible for half, and while there was satisfaction, past experiences were not excellent in their workability.
7. Increased workload for inspectors, aiming for 12, currently they average 20 inspections a day.
 - a. Their wage is hourly
8. There is a permit for the shell of the building as well as an occupancy permit.
9. The trend is that there are more multi-family permits issued than single family homes for the last 3 years.

VERK Project (VIP Project):

10. Verification if VERK is equivalent to the inland port.
 - a. Yes, it is.
11. Discussion on the schedule, funding, and plan details of the VERK project.
12. Interest in showcasing utility plans to residents and addressing any misconceptions.
13. This funding will be shared with the other taxing entities.
14. The inland port (VERK) plan didn't change Spanish Forks plans, it was only a tool to gain access to resources sooner to make our plans a reality.
 - a. The "inland port" language gives the wrong impression of what we are doing here so it is better to refer to it as the VERK plan.

Conclusion and Moving Forward:

15. Dave Anderson plans to draft a report based on the discussion.
16. The MIP project is expected to close in May, with a positive outlook regarding funding.
17. Emphasized the importance of public engagement and myth debunking.

Break (2:30 pm - 2:45 pm)

Legal #2 - Vaughn Pickell

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

Wings and Wheels Festival of Speed Trademark:

1. Discussion on someone already having a trademark on the Festival of Speed which brought on the discussion of trademarking our logos or words.

2. Emphasis on using the trademark to prevent others from using similar logos or names that could cause confusion.
3. Mention of different categories of trademarks, such as fanciful/arbitrary, suggestive, descriptive, and generic
4. Noting the cost of trademark registration, renewal, and the importance of considering a budget for this purpose.

Trademarking Process:

1. Highlighting the process of registering trademarks with the Trademark Office.
2. Consider registering the words rather than the logo.
3. Examples of other events like Fiesta Days in various locations and the potential challenges in trademarking similar names.

Budget Considerations:

1. Discussion on budget considerations for trademark registration - \$2,500 to \$5,000 per symbol or words. It would need to be renewed every 5 years for \$1,000 to \$1,500.
2. Suggestions on allocating funds based on the number of marks to be registered.
3. Acknowledgment that not registering trademarks might lead to limitations on using them in the future.

City Trademarks and Prioritization:

1. Mayor and council members discussing the importance of trademarking various city-related names.
2. Ranking the priority of trademarks: SF Fiesta Day Rodeo, SF Pride and Progress, and Spanish Fork Fiesta Days.

Recreation Center and Fit City Center:

1. Consideration of the impact of trademarks on the Recreation Center and Fit City Center.

Social Media Use by Public Officials:

1. Discussion on the use of social media by public officials, candidates, and community pages.
2. Emphasis on differentiating official city accounts from personal or campaign-related accounts.
3. Recognition that not all comments on social media are positive.

First Amendment and Social Media:

1. Analysis of the First Amendment in the context of public officials' social media use.
2. Clarification that the First Amendment applies to government speech.
3. Consideration of social media accounts as tools of governance.

Official Communication and Guidelines:

1. Discussion on the official city communication on social media.
2. Exploration of guidelines and policies for the use of social media by public officials.
3. Examples of forum analysis and considerations for public forums on social media.

Handling Negative Comments and Moderation:

1. Discussion on handling negative comments on official social media accounts.
 - a. Don't delete them.
2. Consideration of penalties for violating guidelines and the importance of clear rules.
3. Mayor Mendenhall shared experiences of being tagged on personal accounts and potential challenges.

ULCT Training and Community Page Resources:

1. Mayor Mendenhall highlighted the importance of ULCT training for public officials.
2. Consideration of community pages and the use of council members' personal accounts for engagement.
3. Acknowledgment of potential challenges and the need for clear rules and guidelines.

GRAMA Considerations:

1. Discussion on how public comments on social media may fall under GRAMA (Government Records Access and Management Act).
2. Caution about potential legal implications and the need to be mindful of public records laws.

Engagement and Control:

1. Emphasis on engaging with the community on social media.
2. Mayor Mendenhall highlighted that the city does not have control over community pages.
3. Acknowledgment that public officials need to be cautious about their interactions on social media.

Conclusion and Further Review:

1. Vaughn Pickell would be available to review each of the elected officials' practices and offer assistance.
2. Mayor Mendenhall encouraged officials to respond to comments but never to delete them.
3. Acknowledgment that social media is a valuable tool but requires careful management.

Parks and Recreation #2 - Dale Robinson

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

National Study for FT Maintenance:

1. Identified the need for 9 more maintenance techs based on a national study recommending 150 sq. ft. maintenance for everyone.
2. Clarification that the additional maintenance tech is necessary due to the demand for help and bug-related issues.
3. Mentioned the current certified electrician, Vern, and the need for another maintenance technician.

Trees on Main Street:

4. Noted disease issues with the over 100 year old trees on Main Street.
5. Received an \$11,000 grant for tree treatments.
6. Required treatment for the next spring, costing \$48,077 annually until the issue is resolved.
7. Discussion on whether the treatment can prevent the disease, considering annual treatment.
 - a. The disease can come back

Facilities Division:

8. Updated on the SHP-funded project, mentioning walls going up last week.
9. Parks and Rec office expansion discussed, including new offices, classrooms, and training rooms.

Parks and Open Space Division:

10. Highlighted the goal of having a 10-minute park walk within ½ mile of every home, independent of school facilities.
11. Noted challenges with park impact fee revenue similar to utility problems, lacking a sufficient revenue source.

Maintenance Shop:

12. Addressed the need for more space in the maintenance shop, considering additional construction or renovations.
13. Confirmed Festival of Lights is in the black financially.
14. Discussion on potential revenue sources for Festival of Lights, considering a repayment to the capital project fund.
15. Estimated the cost at \$2,114,685.

Greenhouse and Master Plan:

16. Discussed the savings of the greenhouse to grow our own plants, aiming for cost savings and better quality.
17. Mentioned the need to relocate the greenhouse within a year.
18. Discussed the expensive option of the mason wall for the Master Plan behind Nelson Field.
19. There is a strategy to phase the plan over the next 5 years.

Fireman Field Lights:

20. Identified issues with halogen lights being old and not working well.
21. Discussed the option of upgrading to LED lights, with estimated costs: \$153,000 using existing poles, \$420,000 for new poles.
22. Consideration of grants for the LED lights, especially if they are energy-efficient.

Conclusion and Prioritization:

23. Considered prioritization of phases in the Master Plan, allowing flexibility to skip a year if needed.
24. Emphasized the importance of having a prioritized list and good use of resources.

SFCN #2 - Bryan Perry

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

Rate Setting and Channel Changes:

1. Stations set the rates; the city doesn't control them.
2. We make the decision to keep or remove channels.
3. No new coax areas; considered a non-issue.
4. Positive response to SFCNtv; Channel 683 moved out of 2182, planned to turn off on 10/7/24.
5. There have been many reminders that it would be turned off to residents.
6. Plan to run crawlers indicating the channel removal.

Cable Modem and Rates for 2024:

1. Cable modem changes may take longer.
2. Cable rates for 2024 presented, with a 2nd City Council meeting in February for approval.
3. Basic cable rate to increase from \$45.30 to \$54.59.
4. Waiting for completion of Bonneville retransmission negotiations.
5. Significant increases in broadcaster rates due to ownership of multiple channels per broadcast.
6. Expanded basic rate to increase from \$121.79 to at least \$123.84.

7. Super digital rate to decrease from \$138.24 to \$136.47, with Nick Junior excluded.
8. Full package rate to decrease from \$172.25 to \$170.48.
9. City makes \$8 for cable.

Challenges and Considerations:

1. Discussion on raising prices despite losing subscribers, aligning with challenges faced by Xfinity.
2. Concerns about blackout fights and potential impacts on the city.
3. Decision to send out a letter to subscribers about the changes in cable channels, noting positive responses.
4. Acknowledgment that cutting cable may lead customers to switch to other services for the internet.

SFCN Internet:

1. 11,350 users on fiber and coax.
2. Positive feedback on Plume routers.
3. Assistance provided to Mapleton and Salem, with billing for services.
4. Discussion on offering 2 gig and the availability of 10 gig (although not in demand yet).
5. Challenges with hardware limitations for intermediate speed options.
6. Mayor Mendenhall's inquiry about Plume routers and confirmation of 106 active nodes, with #107 being configured.
7. Mention of nightly internet power usage and potential sale to Salem.

Future Plans and Challenges:

1. About 1400 cable modem customers left to move to fiber.
2. IPv4 addresses becoming a concern; capital project to replace and request for proposal (RFP) underway.
3. Infrastructure needed for about \$100,000 project.
4. Discussion on staffing challenges and the need for additional resources.
5. Need for the first FT Fiber Technician Customer Service Representative (CSR) in the new building.
6. SFCN Global Headquarters ADA (Beck Building) expected to complete by March 31, 2024.
7. Ground opening for the SFCN building planned for May 1, 2024.
8. Introduction of an electric truck and a gas truck, with plans to evaluate their performance, especially for out-of-town trips.

Councilman Oyler ▾ made a **Motion to Adjourn**

Councilman Marshall ▾ Seconded the motion and it passed all in favor at 4:44 pm.

Kevin Oyler	Yes
Jesse Cardon	Yes

Stacy Beck	Yes
Landon Tooke	Yes
Shane Marshall	Yes

ADJOURN:

TARA SILVER, CITY RECORDER
 Attestation date: January 26, 2024

I, Tara Silver, City Recorder of Spanish Fork City, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on January 26, 2024. This document constitutes the official minutes of the City Council Work Session meeting.

Tara Silver

TARA SILVER, CITY RECORDER



PENDING MINUTES
WORK SESSION ANNUAL CONFERENCE (Midway Community Center) MEETING
 January 25, 2024 8:00 am to 5:00 pm
 January 26, 2024 8:00 am to 5:00 pm
 January 27, 2024 8:00 to 2:00 pm
160 South Main Street
Midway, UT 84049

Councilmembers Present:

Mike Mendenhall, Mayor
 Stacy Beck, Councilmember
 Kevin Oyler, Councilmember

Shane Marshall, Councilmember
 Jesse Cardon, Councilmember
 Landon Tooke, Councilmember

Councilmembers Absent:

Staff Members Present:

Dave Anderson, Community Development Director
Jordan Hales, Finance Director
Chief Matt Johnson, Police Chief
Tara Silver, City Recorder
Tyler Jacobson, Assistant City Manager
Dale Robinson Parks and Recreation Director
Vaughn Pickell, City Attorney

Seth Perrins, City Manager
Nick Porter, Public Information Officer
Scott Aylett, Library Director
Chris Thompson, Public Works Director
Chief Eddie Hales, Fire and EMS Director
Bryan Perry, IS/SFCN Director
Shelley Hendrickson, Executive Secretary/ Deputy Recorder

Staff Members Absent:

Visitors Present:

WORK SESSION: Discussion took place regarding the item(s) listed below; no formal actions are taken in a work session.

Saturday, January 27, 2024

CALL TO ORDER: Mayor Mendenhall called the meeting to order at 8:13 am

Admin 2 - Nick Porter

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

"How the City Communicates" document: All the ways Spanish Fork communicates with residents.

Introduction:

1. Mayor Mendenhall highlights the usefulness of SFCN videos and suggests further education or promotion.
2. Reference to the third version of the roadshow.
3. PIO's role is defined as providing the right information, at the right time.

Communication Channels:

1. Mention of social media platforms like TikTok and Snapchat, emphasizing the need to adapt to changing trends.
2. Email newsletters for project updates, especially for significant capital projects.

3. Recognition of the need for constant and engaging content.

PIO Role and ULCT Involvement:

1. Discussion on redefining the PIO role.
2. Mayor Mendenhall's involvement in ULCT (Utah League of Cities and Towns) training.
3. Reference to Spanish Fork University for training.
4. Consideration of PIO certification for Emergency Management.

Staffing and Expertise:

1. Proposal for a part-time Communications & Social Media Specialist.
2. Suggestion for an expert to maximize the use of social media.
3. Councilwoman Cardon emphasizes the need for a strategic plan, goal-setting, and content engagement.

Content Creation and Management:

1. Discussion on the nature of government communication, focusing on informative content which doesn't get as many followers as negative or combative content.
2. Consideration of a part-time specialist for day-to-day posting.
3. Emphasis on the importance of interactions, how much time is spent on a page, and freshness of content.
4. Mayor Mendenhall's suggestion of having a TikTok account for the government. This is how consumers take in information, in big size chunks
 - a. Byran Perry was concerned with the security of it

Centralized Communication and Single Source of Truth:

1. Proposal for centralizing communication and having a single source of truth.
2. Emphasis on a consistent look and feel across different platforms.
3. Mayor Mendenhall's suggestion of simplifying communication for citizens before it gets to the City Council level.
 - a. There is a platform in the Utah Public Notice Website where you can subscribe to Spanish Fork City and pick what you would like to be emailed to you concerning the different public boards (City Council, Planning Commission, Development Review Committee, Library Board, and Airport Board.
 - i. The need to educate the public of this resource.

Feedback and Engagement:

1. Request for a more public and regular basis of the weekly email.
2. The Mayor and City Council - importance of proactive sharing and being in the know about city developments.
3. Recognition that sometimes information is shared widely, but engagement may vary.

4. Mayor Mendenhall encourages over-communication and getting information out earlier in the process.

Enhancements and Future Plans:

1. Suggestions for infographics, videos, and linking content for better engagement.
2. Consideration of a traffic light version for content readiness of the newsletter items.
3. Proposal for more frequent updates so the public keeps coming back.
4. Mayor Mendenhall's idea of having a State of the City work session and celebrating city achievements.
5. Mention of the continued use of Studio Chatter and its potential to attract outside interest.

Public Works #3 - Chris Thompson

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

Combining Street and Stormwater Fees:

1. Proposal to combine the street and stormwater fees into a transportation utility fee.
 - a. Mention of the engineer conference where Pleasant Grove upheld a similar fee.
 - b. Reference to HB36, a state initiative embracing the fee.

Reasons for Transportation Utility Fee:

1. Gas mileage per car increased, leading to a decline in gas tax revenue.
2. The cost of building roads has doubled in three years.
3. Difficulty in budgeting due to a decrease in gas tax revenue.
4. Transportation utility fee seen as a more equitable way to charge for street maintenance.

Transportation Utility Study:

1. Detailed study proposed to determine the need or disparity in revenue.
 - a. Curb and gutter not included in the transportation utility fee.

Allocation of Gas Tax Revenues:

1. Clarification on where gas tax revenues go (BNC road fund for stormwater, roads, sidewalks).
2. Discussion on whether the new fee will replace the gas tax.

Gas Tax Transformation and Fee Purpose:

1. Speculation on the transformation of gas tax into an environmental tax.
2. Transportation utility fee designed to make up the difference in service demands.

City Determining Priorities:

1. Question about who determines the city's priorities.
2. Explanation that the transportation fee addresses maintenance needs due to growth.

Gas Tax Distribution:

1. Discussion on the gas tax having very little inflationary growth factor in Utah.
2. Residents may not be aware that only half of the gas tax comes to the city.

Communication of Fee Purpose:

1. Emphasis on implementing and generating the fee with clear communication about its purpose.
2. General dissatisfaction with generic explanations; specific plans for the fee are more helpful.

Legislation and City Budget:

1. Reference to HB 367 giving cities the right to impose the fee.
2. Mayor Mendenhall stresses the importance of transparently presenting what the city spends on roads.

Financial Shortfall and Proposed Fee:

1. Estimated shortfall of \$0.83 per house per month.
2. Recommendation to increase the bill monthly for the transportation utility fee by \$0.83.

Budget Challenges and Subsidies:

1. Challenges in the street fund budget, despite rate increases.
2. Discussion on subsidies from other utilities to the street budget.
3. Mayor Mendenhall emphasizes the need to remove subsidies for better financial health.

Resident Survey and Traffic Issues:

1. Results from the 2021 Resident Survey show satisfaction with road conditions but concerns about traffic.

- a. The residents biggest concerns are about roads that we don't control
2. Focus on traffic issues, especially on Main Street.
3. Discussion on the master plan addressing traffic concerns.

North/South Corridor Study:

1. Proposal to focus on the blue catchment area in 2024, shifting to 300 East area catchment to alleviate Main Street traffic.
2. Mention of Folsom's City approach to a similar problem.
3. Plan to promote the North/South corridor before Main Street is rebuilt in 2026.

Roundabouts vs. Traffic Lights:

1. Preference for roundabouts over traffic lights for flow continuity.
2. Discussion on costs, preferences, and challenges associated with roundabouts.
3. If we can include two left-hand turns in the plan at Volunteer Road.

Future Plans and Communication:

1. Mention of a draft version of the North/South corridors video.
2. The Mayor Mendenhall plans to present the information in the State of the City address on February 20th.

Resident Feedback:

1. Councilman Oyler's concern about difficulties with roundabouts for those who live by them and can't exit there residents because of the backup.
2. Discussion on the challenges of changing traffic habits and not being able to design traffic around homes.

Community Development #3 - Dave Anderson

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

Port Authority and Transparency:

1. Councilman Marshall emphasizes the importance of transparency in dealing with the public, despite potential challenges and conspiracies.
2. The Port Authority is seen as valuable, providing extra tools, but Councilman Marshall acknowledges the associated headaches of what they represent to the public.
3. Seth Perrins agrees and notes the executive director's role in being consistent and informative.

Public Perception and Development Plan:

1. Mayor Mendenhall highlights that critics often haven't visited the area and emphasizes the need for a specific development plan.
2. Councilman Marshall proposes having a dedicated website containing comprehensive information about the plan to help the conversation.

Development Progress and Financing:

1. Dave Anderson notes the progress, including quiet phases and significant leaps forward.
2. Funding is discussed as crucial for keeping up with investors.
3. Councilman Marshall anticipates no changes in land use due to the port, emphasizing we used it for the resource advantage and better partnerships.

Information Dissemination:

1. Councilman Oyler suggests using infographics to communicate information about the industrial area effectively.
2. Dave mentions the potential for an administrative fee to disseminate information.
3. Seth Perrins emphasizes the importance of a video format (\$40,000 estimated cost) as it aligns with current information consumption trends.

SB 174 Land Use Changes:

1. SB 174 changes the land use dynamics, with the Development Review Committee (DRC) now having final plat authority.
2. The committee composition is discussed, with considerations for involvement from Planning Commission members.
3. Timelines are set to streamline the review process for builders.

Development Updates and Concerns:

1. VERK amended to include acreage by Clyde Company to Capital Investment 2.
2. Various parcels, including Annie Acres and Mortar Cross Track property, are on the market, attracting interest.
3. Walmart expresses interest in expanding its parking lot north of Chili's to put in a gas station.
4. Western Distribution Center proposes residential development.
5. The Ritchie Group plans a 500,000 sq ft development west of the airport.

Growth and Building Permits:

1. Growth projections for 2024 include 701 expected building permits.

2. Of these, 585 are for multifamily units expected to be rental properties, and 116 for single-family homes.
3. A slight downturn in interest rates is anticipated.

Updates and Communication Preferences:

1. Councilwoman Beck expresses appreciation for regular updates and suggests keeping them coming.
2. Councilman Marshall requests a map on the website for better visualization.
3. Dave Anderson agrees and proposes a growth page on the website to consolidate information.

Finance - Jordan Hales

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

LBA Fund Rate:

1. Concerns raised about the timing of the rates in the LBA fund . Giving the example of the bond rate being more than double for SFCN compared to the Library.
2. Emphasis on the importance of timing, especially considering the significant difference in rates.

Truth in Taxation and Debt:

1. Discussion about Truth in Taxation, emphasizing the principle of intergenerational equity where taxpayers should get the use of what they pay for.
2. Highlighting the challenge of saving up for a project, by the time the city saves enough for a project like the Recreation Center, those who saved may not benefit from it.
3. Exploring the role of debt in spreading the investment over time, especially considering the function of the federal rate (3-5%).

Debt Issuance Timing:

1. Consideration of when to issue debt, acknowledging the risks of waiting versus not waiting.
2. Speculation on the trend of federal rates; Feds Open Market Committee think it will trend down in the next 2 years.
3. Discussion about the frequency of meetings to set the federal rate and the importance of being strategic about timing.

Bond Parameters and Project Planning:

1. Seth Perrins proposes the idea of issuing two bonds now (water and sewer) and a potential third one in water by the end of the fiscal year.
2. The need for a well-prepared plan to bond at the best rate in the next 5 months is emphasized.
3. Chris Thompson outlines a \$20,000,000 bond amount for water projects and the necessity to complete projects.

Project Management and Transparency:

1. Councilman Oyler raises concerns about managing water lines for north-south routes and emphasizes strategic planning in replacing water lines while the road is torn up.
2. Councilman Marshall suggests tying the decision to bond to finishing the project and ensuring a clear narrative for the public.
3. Acknowledgment that transparency is crucial, especially when communicating with the public about the timing and reasons for debt.

Debt and Public Perception:

1. Discussion about the perception of debt, with Councilman Marshall noting the importance of explaining it to the public.
2. Concerns about public perception if the city appears to be spending out control, and the need to tie it back to public hearings.

Transparency Talking Points:

1. The importance of transparency is stressed, especially in showing the public the retired debt and being clear about how it ties to income.
2. Councilman Marshall proposes talking points to explain the strategic decisions about debt, emphasizing transparency and responsible financial management.

Break (10:30 - 10:45 am) Check-out

Parks and Recreation #3 - Dale Robinson

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

Fairground Committee and Events:

1. The Fairground Committee contributes half of the operating money.
2. All capital projects go through three county commissioners and city staff.

3. Discussion on making the fairground fully enclosed (currently covered).
4. Events discussed, including a Health and Wellness Event and the Popular Lane trail to Main Street in June.

Golf Course Updates:

1. Tubing hill operations discussed; positive feedback received.
2. Final revenue numbers expected next month.
3. Decision-making on financials after March.
4. Potential unknowns affecting decisions on opening the driving range in June.

Feedback and Revenue:

1. Collection of feedback from residents, including their experience and whether they would repeat it.
2. The golf course Year to Date (YTD) Revenue from July to December: \$1,207,129, an increase of \$308,901.
3. Consideration of creating a capital improvement fund to maintain the facility.

Debt and Capital Projects:

1. Seth Perrins suggests putting profit from the golf course into a capital project fund, similar to an enterprise fund.
2. Jordan Hales proposes applying the same concept to the recreation center.
3. Councilman Oyler emphasizes the importance of transparency and proper use of revenue.

City Council Work Session Updates:

1. New GPS system discussed, funded by selling ads.
2. Realignment of the front 9 completed.
3. New range ball dispenser.
4. Use of the golf sales tax money for the landscaping of the berm wall made during the flooding prevention.

Fairgrounds Master Plan and Phases:

1. Willie Arena exterior design discussed.
2. Plans for new bleachers, doors, steer return alleyway improvements, live stock shoot, and stall barns.
3. Economic impact and potential revenue from events emphasized.

Electric Marquee Maintenance Project:

1. Discussion on control, charging for the marquee, and potential sponsorship.

2. Dale Robinson suggests collaborating with the county to share costs.

Resident Survey and Recreation/Arts Feedback:

1. Overview of the resident survey and positive/negative feedback on recreation and arts.
2. Discussion on soccer field relocation and plans for future parks.

Sports Park Considerations:

1. Discussion on using county funds for tournaments and replenishing funds.
2. TRCC board meeting on Feb 5 to seek grant funds for the recreation center.
3. Future considerations for sports park expansion.

Staffing and Fiesta Day:

1. Retirement announcement of two PT CSR employees.
2. Proposed restructuring of staffing in the recreation office.
 - a. 1 FT CSR with benefits and one PT CSR with no benefits
3. Fiesta Day logo for the year unveiled.

Administration #4 - Tyler Jacobson/Seth Perrins

The recent meeting was conducted in a presentation format, with information derived from questions posed and subsequent responses. It's essential to note that the summary may not solely reflect the perspective of the presenter, as various individuals contributed to the discussion.

Salary Increase Budgeted Over the Last 6 Years (FY 24):

1. Fiscal Year 2024 included a 7% increase in the budget
2. The average salary increase over the last 6 years has been 6% per year.

Wage Analysis for FY 2025:

1. Projections for Fiscal Year (FY) 2025 indicate that municipal jobs will see a salary increase of about 4%. This would mean the general fund would increase by \approx \$591,000 and the enterprise funds by a total of \approx \$310,000. When factoring in benefits, the overall impact to the FY '25 budget would be \$1.1 million.

Health Insurance Costs:

1. Health insurance costs have been consistent, between 2-4% over the last 8 years because the City is on Select Health Share. This has saved the City hundreds of thousands of dollars.
2. Prior to this period, there were double-digit increases, with a notable change in 2016.

Additional Information:

1. A heads-up is given at this point, possibly indicating that further information or discussions will follow.

Current Situation and Approach:

1. Seth Perrins raises the question of whether everything done so far adds up to all the funds in the event of a recession.
2. Acknowledges a slowdown in growth but emphasizes the importance of consistent fund allocation.
3. The salary system is based primarily on merit but there is a study done to determine the market increase to each pay grade

Employee Retention Priority:

1. In the current economic climate, retaining employees is a top priority.
2. Success in retaining employees is noted, with a lower turnover rate compared to other cities.
3. Examples are given, such as Sandy losing 300 years of experience and Orem losing 300 years of experience at the director level.

Discussion Points:

1. Councilman Oyler agrees with the strategy, emphasizing the value of retaining experienced staff over retraining.
2. Councilwoman Beck expresses support, stating that it's a good way to go.
3. Councilwoman Cardon emphasizes the importance of employees in making the city what it is and the need to ensure they are treated right in every category and range.

Director Perspectives:

1. Seth Perrins poses a question to directors, asking if they would trade a raise for new employees.
2. Chief Matt Johnson suggests keeping the current staff and giving raises, especially if well-compensated, as it works in the short term to retain employees in a competitive market.

Employee Involvement:

1. Bryan Perry suggests involving employees in the decision-making process, letting them make the call to hire more staff or give raises.
2. Scott Aylett recommends getting feedback from staff, especially those who would be most affected, to understand their preferences and needs.

City's Reputation:

1. Councilman Oyler highlights that other cities are watching what Spanish Fork does and are envious of the city's ability to support its employees.

Internal Promotions:

1. Mayor Mendenhall acknowledges that there has been a collective promotion internally, lifting employees to higher positions.

Balancing Employee Needs:

1. Councilman Marshall emphasizes the importance of ensuring that employees feel like the number one priority and are fully on board and effective in their roles.

Performance-Based Compensation:

1. Councilman Oyler expresses a preference for rewarding performance over position, indicating a focus on recognizing and compensating employees based on their contributions.

Wrap up:

Prioritization for Funding:

1. Seth Perrins plans to send out information on Monday for people who have presented so far.
2. Emphasis on notifying Nick Porter about priorities through Jotform.

Councilwoman Beck's Input:

1. Councilwoman Beck raises the possibility of funding all the identified priorities.
 - a. Seth Perrins emphasizes the need for clear priorities, especially if there's a specific funding source associated with each.

Clarification on Priorities:

1. Councilman Marshall stressed the importance of understanding individual priorities within Parks and Recreation
2. Councilwoman Cardon would like each department to prioritize within their respective groups.
3. Councilman Oyler would like both the priorities on personnel and project priorities.

Seth's Coordination for Adjustments:

1. Seth Perrins commits to adjusting the priorities based on input from departments and officials.

Timing and Budget Balancing:

1. Seth Perrins assures that the information will be provided before the tentative budget is finalized.
2. They will ensure a balanced budget.

Wrap up from each Council Member and the Mayor

Councilman Marshall expressed concern about an item that was ranked number 2 and had been included for the past 10 years. He stated that he is not comfortable with retroactive prioritization concerning the public works GS2 rate, emphasizing that going forward with such prioritization is acceptable, but looking back a decade is problematic.

In terms of takeaways, Councilman Marshall mentioned the following points:

Priority:

1. Fire and EMS

Preparation and Hard Work:

1. Councilman Marshall acknowledged the great hard work and preparation that has gone into the planning process.

Phasing in Years:

1. He appreciated the approach of phasing in years, similar to what Dale Robinson has suggested.

Creativity in Planning:

1. Councilman Marshall commended the creativity that Chris Thompson has brought to the planning process, particularly in sending the message that growth is more challenging than it used to be.

Clarification for Nick Porter:

1. Councilman Marshall directed Nick Porter to define his job and responsibilities, indicating a need for clarity in roles.

Councilwoman Cardon expressed several key takeaways during the discussion:

Attention to Detail and Clarity:

1. Councilwoman Cardon acknowledged the effort and time taken to ensure the accuracy and clarity of the presentations. He emphasized the importance of clearly stating information throughout the presentation.

Prioritization of Fire Department:

1. Councilwoman Cardon highlighted the significance of prioritizing the fire department as the number one concern. He stressed the importance of doing what is right for the citizens in terms of public safety.

Transparency and Expectations:

1. He appreciated the transparency in presenting plenty of information, enabling everyone to know what to expect in the coming year. Clarity in expectations was a positive aspect.

Strategic Plans and Communication:

1. Councilwoman Cardon thanked Nick Porter for incorporating strategic plans into each group and for focusing on communication. He sees value in sharing these plans with the public to enhance transparency and keep residents informed.

Councilwoman Beck expressed several points during the discussion:

Longevity and Experience:

1. Councilwoman Beck mentioned that it was her 9th year, highlighting the wealth of experience in the room. She appreciated the abundance of information presented during the meeting.

Gratitude for Reference:

1. She expressed gratitude for the references made during the presentations, indicating that these references were helpful and contributed to the overall understanding of the topics discussed.

Acknowledgment of Council Pushback:

1. Councilwoman Beck acknowledged and appreciated the pushback and engagement from the council members. This dynamic exchange of ideas and questions contributed to a more thorough exploration of the topics at hand.

Recognition of Passion:

1. She thanked the staff for their passion, which made her excited about the initiatives and plans being discussed. Passion was seen as a driving force for positive change and progress.

Acknowledgment of Continuous Improvement:

1. Councilwoman Beck recognized the efforts to do things right in the city and emphasized the importance of continuous improvement. This suggests a commitment to refining processes and strategies for the benefit of the community.

Councilman Tooke had the following takeaways from the conference:

Comprehensive meeting:

1. Councilwoman Tooke expressed appreciation for the comprehensive meeting, describing it as a "total firehose." He acknowledged the importance of each division, emphasizing that every aspect contributes to the overall functioning of the city.
2. Councilwoman Tooke found the meeting to be fantastic and highlighted the eye-opening nature of the discussions.

Councilman Tooke's Desire:

1. He expressed a desire to fund all worthwhile initiatives to improve the city, recognizing the challenges in making those decisions.
2. Councilwoman Tooke conveyed his commitment to representing everyone effectively and ensuring effective communication with the citizens.

Gratitude:

1. He concluded his remarks by expressing gratitude for the warm welcome and mentioning a wish for a full-time status, indicating he was excited to contribute a deeper contribution to the city.

Councilman Oyler gave us his takeaways and feedback regarding the presentations:

Gratitude and Importance of These Meetings:

1. Expresses gratitude to everyone for their contributions
2. Emphasizes the importance of the discussions held during the three-day meeting

Who is our Customer and What Do They Want? Communication:

1. Highlights the significance of focusing on the citizens of Spanish Fork.
2. Identifies traffic as a major concern for residents.

3. Acknowledges the positive initiatives undertaken and encourages continued focus on them.
4. Stresses the importance of effective communication to ensure residents feel included.
5. Poses a question about the city's customers, emphasizing that residents are the primary customers.
6. Encourages departments to improve customer service within their areas.
7. Advocates for treating residents as valued customers in the city's overall service approach.

Priorities:

1. Recognizes the high cost associated with fire services and expresses openness to considering various options.

The Mayor gave his takeaways and reflections:

Reflections:

1. Reflects on 11 years attending this annual conference, comparing the first year to the present.
2. Appreciates the positive remarks about the city's well-operated status, contrasting with the challenges faced by other cities.

Acknowledgements

1. Acknowledges the importance of team building and ongoing improvement.
2. Mentions Councilwoman Tooke's reference to a "firehose" rather than a "dumpster fire" and relates it to the challenges faced by other cities, such as Orem.
3. Highlights the tendency to take for granted the city's well-operated status.
4. Emphasizes the significance of team building as a crucial aspect of success.
5. Expresses gratitude to the families of the participants.

Communication and Strategies:

1. Recognizes the importance of communication with residents and sets the tone for the rest of the year.
2. Encourages the team to refer back to the discussed strategies and plans throughout the year.
3. Draws parallels between successful businesses and the need for consistent execution and refinement of strategies.
4. Emphasizes the importance of having the right people in the room and not getting bogged down by negative criticism.

Encouragement:

1. Encourages a focus on the positive aspects of the collective efforts for the benefit of Spanish Fork.
2. Thanks everyone for their professionalism and contributions to the unique and progressive nature of Spanish Fork.

Seth Perrins Wrap up:

Gratitude:

1. Seth Perrins expresses gratitude for the time spent with department heads, directors, and staff during the budget planning sessions.
2. He values the opportunity to work with each individual and acknowledges their efforts in tackling various challenges and solving problems.

Budget Process:

3. Seth Perrins mentions the focus on both past and future aspects of the budget over the last three days.
4. He appreciates the collaborative atmosphere and the wealth of information gathered during the sessions.
5. The budget process involves presenting the budget to staff on February 1, closing it by February 21, and aiming to have most of the creation completed by the end of April.
6. The budget will then be presented to the city council, with the goal of obtaining approval by June.
7. Seth Perrins notes the change in the type of budget revisions, highlighting it as a significant but evolving shift in the process.
8. He expresses thanks to the staff

Mayor and City Council Feedback Emphasized:

9. Seth Perrins values the feedback received during the sessions and emphasizes that this is just the beginning, not the end of the budgeting process.
10. He references the upcoming surveys and work sessions, highlighting the ongoing transition in discussions about the budget.

Mayor Mendenhall Wrap-up:

The Mayor begins by expressing deep appreciation for the team's dedication in carrying on the legacy of those they've worked with over the years. He emphasizes the importance of occasionally looking back at past discussions, acknowledging that while some topics may be similar, others involve concepts that were once unimaginable. Despite the challenges faced, there's an overall sense of excitement and positivity in the discussions.

The Mayor hints at an upcoming State of the City address where this positivity will be conveyed, focusing on the city's forward momentum and the exciting developments on the horizon. He underscores that the city is currently on solid ground due to the remarkable achievements of the team. There's an optimistic anticipation for the future, and the Mayor expresses confidence that, with continued support, the city will not only overcome challenges but also thrive and make further progress. The sentiment is one of gratitude for the team's hard work and a recognition of the exciting journey ahead.

Councilwoman Beck ▾ made a **Motion to Adjourn**

Councilman Cardon ▾ Seconded the motion and it passed all in favor at 12:12 pm.

Kevin Oyler	Yes
Jesse Cardon	Yes
Stacy Beck	Yes
Landon Tooke	Yes
Shane Marshall	Yes

ADJOURN:

TARA SILVER, CITY RECORDER
Attestation date: January 27, 2024

I, Tara Silver, City Recorder of Spanish Fork City, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on January 27, 2024. This document constitutes the official minutes of the City Council Work Session meeting.



TARA SILVER, CITY RECORDER