

MINUTES OF THE WORK/STUDY MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, MAY 14, 2024, AT 5:30 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET, SPRINGVILLE, UTAH.

Presiding and Conducting: Mayor Matt Packard

Elected Officials in Attendance: Craig Jensen
Logan Millsap
Mike Snelson
Jake Smith
Mindi Wright

City Staff in Attendance: City Administrator Troy Fitzgerald, Assistant City Administrator/City Attorney John Penrod, Assistant City Administrator/Finance Director Bruce Riddle, Community Development Director Josh Yost, Fire Chief Hank Clinton, Public Works Director Brad Stapley, Police Chief Lance Haight, Library Director Dan Mickelson, Library Supervisor Kim Christensen, Administration Director Patrick Monney, Economic Development/City Planner Carla Wiese, Parks and Recreation Director Stacey Child and Director of Engineering and Internal Services Scott Sensenbaugher.

CALL TO ORDER

Mayor Packard welcomed everyone and called the meeting to order at 5:29 p.m.

COUNCIL BUSINESS

1. Calendar

- May 18 - Spring Salon 100 Art Ball - 6:00 - 9:30 p.m.
- May 21 - Work Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.
- May 27 - Memorial Day Observed (City Civic Center Closed-Monday)
- Jun 1-8 - Art City Days Celebration
- Jun 04 - Work Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.

Director Child reminded the Council that they are invited to the Art City Days Color Run on Saturday, June 1, 2024, and to arrive bright and early.

2. MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS

a) Community Board Update - Mayor Packard/Cl. Smith

Mayor Packard asked Director Yost to review the past few Community Board meetings. Director Yost explained an interim zone for the North Main Street area while the *North Gateway Plan* and the update to the General Plan are completed. He added the board is interested in addressing Highway 89 and SR 51 to the south city limit. Director Monney explained that our branding contractor is working on concepts for a city flag. He added the board is applying their training to the look and feel of the city. Director Yost said the board will look at the *Station Area Plan* in the June meeting. He added that *Houseal Lavigne* will update the general plan. They are pioneers of modeling and the digital twin approach and have developed a robust process management system to deliver a product that is unique and tailored to our community. He continued to say that as far as implementation they plan to build the plan and zoning so the private sector can deliver. Mayor Packard requested that the general plan take priority over the flag for the Community Board.

b) Library

Director Mickelson segued into his discussion of how the general plan will guide the direction of the library. He reviewed what is included in a collection and why reading is important including promoting literacy, education, entertainment, escape, contacting someone else's imagination, sharing the human experience, and the preservation of culture and history. A public library strikes a balance between a chain bookstore which emphasizes popular materials and a special collection focused on delicate historical resources. The Springville Library moved away from the Dewey Decimal system over ten years ago and adopted a bookstore-style customer service model. Councilmember Snelson clarified the data shows 18 checkouts per resident per year. Mayor Packard asked about demand. Director Mickelson explained the collection purchasing process is based on the Springville residents utilizing the hold system online. He said the library has increased funding and focus on digital items which make up 22% of the collection.

Director Mickelson moved on to explain the Springville Library is in the 90th percentile in *Combined Circulation per Capita* while only ranking 65th percentile on total funding devoted to book purchases with taxpayer revenue. Turnover at a library is calculated by checkouts divided by the number of items in the collection and Springville Library is in the 95th percentile. Councilmember Wright asked about the type of hard-copy books being checked out. Director Mickelson said children's books are a sizable chunk of our circulation. 80% of Springville households use the library and those households get a value of \$1,450/year through books alone, not including services or attending events. He explained the logarithmic scale of new releases and riding the popularity of a book.

In addition to adhering to the bookstore model, the Springville Library focuses on the sense of community by providing a robust number of book club sets, keeping a substantial focus on children's materials, an extensive LDS collection, creating a historical walking tour, keeping series filled, retaining the classics and providing books in Spanish for all ages. Councilmember Millsap asked about filling the top and bottom shelves to fit more books in the library. Director Mickelson referred to studies on shelf fill rates that show over 65% full overwhelms patrons and limits displays. The bottom shelf is the last resort because people do not like to stoop. Councilmember Wright asked about a set quantity in the collection. Director Mickelson answered an ideal build-out without the second floor would be 85,000 to 90,000. Councilmember Millsap asked about increasing stacks to the second floor. Councilmember Wright asked about increasing programs. Director Mickelson said libraries are a place to come talk, story time, and a teen gathering place as well as books. Those services fit the scope of Springville Library. Councilmember Millsap complemented the *Camp Springville* program and said programs drive checkouts. Mayor Packard complimented Director Mickelson and his staff for doing a great job.

c) Public Safety

Director Haight followed Director Riddle detailing the tragic death of Sergeant Bill Hooser of Santaquin. He described a PIT maneuver (pursuit intervention technique). He said a police officer can go his whole career without facing this type of situation. Springville detectives participated in the investigation as well as our officers who are members of the Utah County SWAT team. Jeremy Leonard spent his birthday taking calls during the investigation. Director Haight expressed appreciation for the support of the public. He emotionally described the grandeur of the funeral honoring Sergeant Hooser including the police vehicle procession stretching from UVU to Santaquin, over 27 miles.

He reported Public Safety statistics for the quarter. The state offers fewer DUI shifts near the end of the fiscal year. Levi Wright is deployed in the military. Larry Teuscher logged over 100 DUI arrests and Chief plans to submit his name for an award.

He reported that the Fire Department takes an average of 150-250 calls per month and calling out for mutual aid is less than every other day. He described new software to assist dispatch with medical scenarios. Another software integrates all Utah County Fire Departments to send the closest available

unit which will reduce human error and reduce response time. Councilmember Wright asked how the software knows the location of units. Chief Haight said it uses GPS. Councilmember Millsap asked if Springville could respond to Mapleton's calls for mutual aid more often with this software. Chief Clinton said available units in the Springville District will be assigned.

Councilmember Snelson asked about patrol officers deciding what neighbors to patrol. Chief Haight answered any time they receive a call they patrol that area but stay in high-traffic areas otherwise. Administrator Fitzgerald added the patrol assignment system is advanced enough to program additional patrols. Councilmember Snelson declared every councilmember should ride along with a patrol. Mayor Packard told them that the mayor and council support and respect the members of the Springville Public Safety Department. Councilmember Jensen agreed and stated this department is a really good group.

d) Finance

Director Riddle followed Director Mickelson with training, reporting, and a request for feedback. He asked the meeting if they completed the required municipal officials' fraud risk training which included budgeting, GRAMA, ethics, nepotism, the audit, separation of duties, and fraud. He continued to ask for feedback on hiring an independent auditor. Councilmember Jensen and Mayor Packard agreed to stay with the same firm and switch the lead auditor. Mayor Packard explained there is an advantage to having someone new. Councilmember Wright asked about the contract. Director Riddle said it has the possibility of extension. Mayor Packard suggested an RFP and due diligence.

Director Riddle presented training on risk assessment. The treasurer and comptroller are separated and report to him. The fraud triangle includes pressure, rationalization, and opportunity. He presented the state fraud assessment which rated Springville at a very low risk of fraud.

e) Community Development

Director Yost followed Chief Haight by reporting application turn-around times. Inspector utilization is up to 64% this quarter and most building inspections are complete the next business day. Permit revenue started to improve in April. He described the trend from July 2021 to today as peaking each Spring. Councilmember Jensen asked about the variety of builders in Westfields Central. Director Yost said there are four builders with about 30 permits. He said the builders each do things differently and they are sharing plans.

Director Yost explained staff has created a strategic work plan for long-range planning integrating council priorities, implementation of new plans, and staff priorities. Of 18 planning projects he was assigned when he was hired five years ago, eight remain and six are a priority. Councilmember Wright asked about an *Economic Development Leakage Analysis*. Councilmember Jensen asked for a sales tax revenue update in the future.

Mayor Packard suggested the *Station Area Plan* should be a priority. Director Yost said it is defacto prioritized and moving toward adoption. He showed there is progress on several plans and listed a staff initiative of implementing code that requires development to contribute to the Art City identity. Another staff goal is to create new standards for hospitable, habitable, and sustainable parking lots. Councilmember Jensen suggested prioritizing correcting the wide streets and Director Yost said the *Active Transportation Plan* addresses wide streets. Mayor Packard noted these plans include form-based code structure. Director Yost said the appearance of a building will be addressed. Mayor Packard said completing this list in the next two years will be a home run. Councilmember Jensen congratulated Director Yost on completing so many projects. Councilmember Wright asked about improving relationships and communication with the development community and land owners. Director Yost said Economic Development/City Planner Wiese has the experience, bandwidth, and connections to act as the communicator between developers and land owners and the general plan process will increase those relationships. A third staff priority is informing the council and public about what is in the development

pipeline. Councilmember Millsap asked about the so many plans that are completed but not implemented and asked if parking should be a priority. Director Yost said many plans have racked up adoption without implementation and will be addressed with the general plan update. Councilmember Millsap agreed and said many plans interlock. Director Yost said staff has created many plans and is working to not let them gather dust.

Mayor Packard asked for any more comments. Director Stapley reported that one year ago today, at the peak of the 2023 record snow runoff, Hobble Creek was running at 859 cfs (cubic feet per second) at midnight. Today it is at a reasonable 133 cfs. Mayor Packard said last year the creek was completely full out at the Westfields streamflow monitor.

3. ADJOURNMENT

Motion: Councilmember Snelson moved to adjourn the meeting at 6:56 p.m. **Councilmember Jensen seconded** the motion. **Voting Yes:** Councilmember Crandall, Councilmember Jensen, Councilmember Miller, Councilmember Snelson, and Councilmember Sorensen. The motion **Passed Unanimously; 5-0**

4. CLOSED SESSION, IF NEEDED - TO BE ANNOUNCED IN MOTION

The Springville City Council may temporarily recess the work/study meeting and convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonably imminent litigation, and the purchase, exchange, or lease of real property, as provided by UCA 52-4-205.

There was none.

This document constitutes the official minutes for the Springville City Council Work/Study Meeting held on Tuesday, May 14, 2024. I, Jennifer Grigg, do hereby certify that I am the duly appointed, qualified, and acting Deputy Recorder for Springville City, of Utah County, State of Utah. I do hereby certify that the foregoing minutes represent a true and accurate, and complete record of this meeting held on Tuesday, May 14, 2024.

DATE APPROVED: June 18, 2024

Jennifer Grigg
Deputy Recorder