MINUTES OF THE WORK/STUDY MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, SEPTEMBER 10, 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
	Mindi Wright
Excused:	Jake Smith

City Staff in Attendance: City Administrator Troy Fitzgerald, Assistant City Administrator/City Attorney John Penrod, Assistant City Administrator/Finance Director Bruce Riddle, City Controller Holly Wilkinson, City Recorder Kim Crane, Deputy Recorder Jennifer Grigg, Administration Director Patrick Monney, Community Development Director Josh Yost, Engineering and Internal Services Director Scott Sensanbaugher, Library Director Dan Mickelson, Library Supervisor Brittanie Turner, Museum of Art Director Emily Larsen, Parks and Recreation Director Stacey Child, Power Director Jason Miller, Public Safety Director Lance Haight, Public Works Director Brad Stapley, and Fire Chief Hank Clinton.

CALL TO ORDER

Mayor Packard welcomed everyone and called the meeting to order at 5:33 p.m.

COUNCIL BUSINESS

1. Calendar
    - **Sep 17 – Public Art Tour for Mayor and City Council 5:30 p.m.**
    - **Sep 17 – Work Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.**
    - **Sep 23-26 – Public Power Week**
    - **Sep 25 – Public Tour of Power Department**

Mayor Packard clarified that the Al Curtis statue at Memorial Park will be unveiled on September 17, 2024 at 5:30 p.m. Director Miller announced an open house for Public Power Week on Wednesday, September 25, 2024, from 6:00 p.m. to 8:00 p.m.

2. **DISCUSSIONS/PRESENTATIONS**
    a. **Community Board Update – Mayor Packard/Cl. Smith**

Mayor Packard turned the time over to Director Yost who said the board discussed the Station Area Plan and hosted a two-hour discussion with our consultant for the general plan primarily covering engagement. The board is also preparing a flag recommendation for the City Council. Mayor Packard asked about updates on the North Gateway Plan. Director Yost said it is progressing and will be ready for the Planning Commission by October. Councilmember Snelson asked about the Day of Service and reported that Mike Florence from the Community Board organized over 250 volunteers at the Art Festival, Camp Jeremiah Johnson, Wayne Bartholomew Family Park, and planting daffodils throughout town. Councilmember Jensen said volunteer groups chose a project from the Just Serve website/app.

b. **Finance**

Director Riddle explained financial reporting includes a year-end audit report, a monthly summary report, and a quarterly detailed report. He introduced Holly Wilkinson, the city controller. He continued by explaining that the format of these annual, monthly, and quarterly financial reports is mandated by the state. With sixteen different funds in the city, financial reporting is difficult because half of those funds use one type of accounting, and the other half use a different type of accounting which must be reconciled monthly. A budget for a city is legally binding and is very different from a budget for a private entity. Most companies don't use a budget and are not required to stick to a budget. The state code requires the City Council to be more budget-centric and only use resources as appropriate. The budget is a policy tool and reporting shows that staff is implementing the budget adopted by the City Council.

Councilmember Snelson asked about the format. Director Riddle walked the council through the components of the report. The general fund page and all the enterprise fund pages are the most important pages of the 16-page report. This template is consistent with state requirements but he has added a narrative with the monthly report which explains the monthly updates on the important pages. Personnel costs are the largest part of the general fund some of which are seasonal. The footer of each page shows the percentage of the year that has elapsed. Blips happen periodically when annual subscriptions go through all at once or sales tax revenue which always arrives a month behind. Property tax is the second largest source of revenue and arrives in December. The quarterly 86-page report has line-item details. Director Riddle concluded his presentation by explaining the enterprise fund reports don't have the same lag as the general fund report.

Councilmember Jensen complimented the narrative. Councilmember Millsap concurred. Director Riddle said it is a very high-level narrative. Councilmember Wright asked for a more detailed narrative. Director Riddle said the full general ledger is uploaded every month to the state auditor's website which shows individual expenditures. Director Riddle prefers to give the narrative instead of sending anyone to the state website. Mayor Packard said the narrative could be expanded and the 16-page report is not helpful. Director Riddle said Controller Wilkinson is managing the city's checkbook. Councilmember Jensen asked about changing the report to just the five important pages. Mayor Packard said the state requires the city to provide the 16-page report to each member of the City Council. Councilmember Millsap asked about turnaround. Mayor Packard said it is available near the first of every month.

c. **Community Development**

Director Yost asked the City Council about their opinions on general parking lot design. He noted the Active Transportation Plan was awarded the Outstanding Plan Award by the Utah chapter of the American Planning Association. He said commercial entities are looking to come to Springville and he is looking for input on how we regulate the design of parking lots. He showed the Walmart Parking lot which is 100s of thousands of square feet of asphalt creating an urban heat island effect. He also showed the better designs of the Smith's parking lot and Utah Valley Hospital parking lot. His favorite parking lot is Matheson Courthouse in Salt Lake City. He asked if the council was concerned with this at all. Councilmember Millsap said the lack of pedestrian access drives him crazy and he prefers the Smith's parking lot with its walkways. Director Yost said Salt Lake City has come around to improving parking lot design in 25 years. Mayor Packard said he is in favor of encouraging more parking like Smith's. Councilmember Millsap asked if the current code created the Smith's parking standards. Director Yost said it was included in the current code. Councilmember Millsap said parking lots at the Lehi eateries are disconnected. He prefers not to go back out onto the road and back into the next restaurant. Director Yost agreed and said cross-access is encouraged in our current code. Administrator Fitzgerald concurred but it is hard to enforce when one property owner does not want cross-access. Councilmember Wright agrees with walkways but does not prefer landscaping that is not maintained and is not waterwise. Pedestrian

access and lighting are important. Councilmember Snelson has not given any thought to parking lots but lighting is important and too much landscaping is not water efficient. Councilmember Jensen agreed and said we should pick our battles and parking is not worth it.

d. **Library**

Library Director Dan Mickelson turned the time over to Library Supervisor Brittanie Turner who spotlighted the beautiful facility as part of the general plan update. She said the library is more than just a home, providing WIFI, storytime, and workspace for a variety of visitors every day. She noted the adaptiveness of the library space and detailed City Council-approved capital improvement projects like the revamped lab, tween space, and study pod as well as increased programs and services. Councilmember Snelson noted the study pod feels like a Star Trek transport. She complimented Director Mickelson as a leader for analyzing our space to maximize it and use it better. Mayor Packard asked about empty shelves. Supervisor Turner answered staff is intentionally leaving empty space on shelves following current merchandising standards for face-outs. Director Mickelson said the shelves will never be maxed out leaving visual breathing room. The collection could expand to the bottom shelf but staff is trying to limit stooping over. The current standard is not to exceed 75% shelf capacity. Mayor Packard said the library is very appealing.

Director Mickelson met with general plan consultant John Houseal who keyed in on our shift in service models. The library's service model has evolved by embracing digital tools, enhancing physical spaces, expanding community services, and continuously acclimating to the needs of patrons—becoming indispensable in our community. Director Mickelson explained the second floor has evolved to hosting overflow programming or extra-large events including rentals over 55% of the time. Forward-thinking he plans for a west-side location, 24-hour lockers, and delivery drones 20 years in the future. The Springville Library is #1 in visits per capita in Utah. Councilmember Jensen asked if Spanish Fork Library affects our attendance numbers. Director Mickelson said the Springville Library has not seen a decrease in purchases of nonresident cards and our numbers keep rising.

e. **Public Safety**

Director Haight showed the Fire Department statistics for June, July, and August including improved collections since switching to Gold Cross. Councilmember Snelson asked about the new PA system tones. Administrator Fitzgerald said his son could hear the details of the address and nature of the call from inside his house down the street from the fire station. Director Haight said he would have the contractor check the volume. He reported that most mutual aid comes from Mapleton because they are super staffed. Councilmember Wright said it seems high. Chief Clinton agreed stating mutual aid is unbalanced. Director Haight said resources are analyzed every time mutual aid is needed. Mayor Packard asked about responding with a pickup truck. Administrator Fitzgerald said Spanish Fork has response models that include a pickup truck instead of an ambulance.

Director Haight moved on to code enforcement explaining responsibility could be the property owner, agent, or occupant. Voluntary compliance is the current primary response and includes contact, explaining the nuisance, requesting abatement, and setting a date. Springville City is very reasonable when it comes to code enforcement.

Remedies include:

- Voluntary Compliance Agreement
- Citation
- Abatement by the City
- Civil actions
- Abatement by eviction
- Lien for Costs

Current city code lists penalties to include a monetary fine, or imprisonment not to exceed six months. Councilmember Snelson asked about a maximum fine. Chief Haight said there is a cap set by the state and admittingly Springville is lenient and could move to use all the tools allowed to take more enforcement action. In FY2024 there were 482 code enforcement cases with charges filed in five of those cases. There were 726 parking citations with a collection rate of 50% totaling $13,297. He concluded his presentation by reporting his department is hiring an assistant fire chief and congratulated Officer Van Pelt and her K9 partner Grimm for their first-place award at a statewide narcotics detection competition.

3. **MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

There were none.

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.

ADJOURNMENT

Motion: Councilmember Snelson moved to adjourn the meeting at 6:55 p.m. **Councilmember Millsap seconded the motion. Voting Yes:** Councilmember Jensen Councilmember Millsap, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously; 4-0**

This document constitutes the official minutes for the Springville City Council Work/Study Meeting held on Tuesday, September 10, 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 accurate, and complete record of this meeting held on Tuesday, September 10, 2024.

DATE APPROVED: October 15, 2024

Jennifer Grigg
Deputy Recorder