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**City of Saratoga Springs
City Council Retreat**

January 8, 2016 and January 9, 2016

Council Retreat held at the Utah Local Government Trust and Talons Cove
55 South Highway 89, North Salt Lake, UT 84054 & 2220 S Talons Cove Drive, Saratoga Springs, UT 84045

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January 8, 2016 Council Retreat Minutes

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Present:

Mayor: Jim Miller

Council Members: Shellie Baertsch, Michael McOmber, Bud Poduska, Chris Porter, Stephen Willden

Staff: Mark Christensen, Spencer Kyle, Kimber Gabryszak, Owen Jackson, Kevin Thurman, Jeremy

Lapin, Mark Chesley, Chelese Rawlings, Andy Burton, Jess Campbell, Kayla Moss, Rick

Kennington, George Leatham, Heston Williams, Gordon Miner and Melissa Grygla.

Others:

Call to Order 9:07 a.m.

Mayor Miller welcomed everyone to the meeting and introduced the new City Engineer, Gordon Miner. Gordon Miner introduced himself. He was born and raised in Lehi Utah and has spent his most recent career in Riverton City.

Councilman Porter arrived at 9:10 a.m.

Owen Jackson did an overview of the City's strategic plan. An advisory committee of residents made goals for the City last year. The staff gave them information and answered questions but everything in the strategic plan came from the residents. It is made up of directives and initiatives. Those were reviewed with the group.

Owen Jackson asked what the City Council's thoughts were on the score cards.

Councilwoman Baertsch thinks that having score cards have pros and cons. It helps everyone be on the same page.

Councilman McOmber thinks that this may not represent the general public. He would like to hear from everyone.

Councilman Poduska advised that the City Council used to go out to the communities and have meetings in the neighborhoods. That way you could get the feeling of the individual neighborhoods. They would ask for concerns and needs.

Councilman McOmber would support something like that. He would want to have a statistical analysis on what the representation of the group was.

Councilman Porter thinks it would be beneficial to check in with the people that were on the committee because they got the information. Having a town hall or going to the neighborhoods would be a great idea.

Owen Jackson understands that they would like to have a larger sample size to get a more diverse opinion.

Mark Christensen advised that the beginning of this meeting is mainly for a refresher. He thinks the City had a great year in 2015. He gave an overview on what the City was able to accomplish this year and how it correlated with the strategic houses in 2015.

Mark Christensen then discussed the City's growth model. Active development impacts a lot of the City's workload. Most departments in the City are involved in active development. Asset value helps to track how much is happening in the City. When a home is built there are more tangible ways to track the workload.

Kimber Gabryszak reviewed the Planning Departments 2015 goals and successes. She then reviewed how many applications they received last year compared to 2012, 2013, and 2014. She also made measures on what the department should be working on and compared it to what they are actually spending their time on. After that review she discussed her priorities, goals, challenges and needs for 2016.

55 Councilman Porter thinks that the planning departments priorities are appropriate and in the correct order.
56 Councilman Poduska wanted to know if we could live with the way the code is right now and in a year
57 figure out what isn't working and change what needs to be changed.
58

59 Kimber Gabryszak advised that they are on a quarterly schedule for updating the code. She would like to
60 be on an annual schedule but there are things that need to be changed before a years' time.

61 Kevin Thurman advised that you are always going to have code amendments. If you wait too long things
62 are going to build up. Things could also be missed if you push them off.
63

64 **Break was taken at 10:45 a.m. The meeting resumed at 10:54 a.m.**
65

66 Jeremy Lapin reviewed how many plans were approved in 2015 in the Engineering Department. He also
67 discussed the projects that were completed in 2015. He then reviewed the 2016 goals for the
68 department. He then discussed workload measurements and what they are spending their time on.

69 Mark Chesley showed everyone how many building permits are accepted monthly. The numbers for 2015
70 were consistent with 2007 when things were extremely busy. He also showed how many inspections
71 are being done and what is projected through 2020. He discussed workload of the department and
72 what the needs for that would be in 2016 and beyond.
73

74 **Lunch Break was taken at 11:45 a.m. The meeting resumed at 12:00 p.m.**
75

76 Chelese Rawlings reviewed what some of the successes in the finance department were. She also
77 reviewed what the budget requests for next year are. She reviewed what the needs for her department
78 are in the next year and beyond.

79 Councilman McOmber is concerned about not being able to track who is coming in to the City office
80 every day. He also thinks that people need a visitor badge if they are walking around the building. He
81 would also like to see what the cost would be to include all departments in a new building.

82 Owen Jackson went over the successes in 2015 for Economic Development, Civic Events and Courts. He
83 then discussed future issues and challenges for the departments. He discussed staffing needs for the
84 separate departments.

85 Councilman McOmber pointed out that civic events are what really build communities. He would like to
86 see more programs because tax payers expect civic events from their tax dollars. He doesn't want
87 programs turned away because of lack of funds or resources.

88 Melissa Grygla advised that there have been some significant changes in the library in the last three years.
89 She reviewed data on number usage and checked out item numbers. She reviewed some of the
90 successes of the library in 2015. Volunteer hours and operating expenditures were also reviewed. The
91 library is currently on probation for not meeting state requirements. She reviewed what benchmarks
92 were attained and which were missed in 2015. Workload statistics and needs for staffing were
93 reviewed.

94 Councilwoman Baertsch mentioned that because the City is expanding so rapidly it isn't necessarily
95 realistic to adjust hours every year to meet benchmark.

96 Councilman Poduska thinks that the numbers the library is able to produce is phenomenal.

97 Councilwoman Baertsch thinks that the City should be able to count volunteer hours towards staffing. If
98 the City was able to count those hours we might be able to meet that benchmark.

99 Councilman McOmber thinks that not counting volunteer hours discounts what those that are
100 volunteering are there to do.
101

102 **A break was taken at 1:09 p.m. The meeting resumed at 1:16 p.m.**
103

104 Chief Campbell presented the Fire Departments accomplishments in 2015. The Fire Department has a
105 new records management system that has allowed them to track a lot more data and become more
106 efficient. He then reviewed challenges in the department.

107 Councilman McOmber is concerned about having less full time employees and more part time employees.
108 He thinks that we will lose full time employees because they will actually get some holidays off at
109 other agencies.

110 Chief Campbell then presented what staffing needs will be in the future.

111 Councilman McOmber does not want to wait to hire staff until July because it is public safety. He would
112 like to discuss this in a meeting and fix the problem before next fiscal year.

113 Chief Burton shared the accomplishments in the Police Department in 2015. He then reviewed some of
114 the challenges in the department and proposed solutions to those challenges. He reviewed statistics on
115 calls for service and other crime rate data.

116 Councilman McOmber wondered if there is a way to save costs and still increase the staffing that is
117 needed. One suggestion was to have one car at the station that could be used by multiple officers.

118 Chief Burton advised that it would be hard to recruit quality people if they were sharing a car. They are
119 trying to fix staffing issues at the lowest cost possible.

120 Councilman McOmber wants to make sure we are protecting the officers now. He would like to see
121 something done with staffing before July in the Police Department.

122 A break was taken at 2:40 p.m. The meeting resumed at 2:53 p.m.

123 Heston Williams reviewed the goals of the recreation department. He also went over the programs in the
124 City and the participation rates among those programs. The Recreation Department is fully funded by
125 participation costs. He reviewed fees for the different programs offered and compared them to
126 surrounding cities.

127 Rick Kennington went over the workload and accomplishments for the Parks Department. Seasonal staff
128 maintenance is the biggest challenge that the Parks Department faces.

129 George Leatham thanked the Council Members for the secondary water meter funding. He then discussed
130 the growth of accounts and staffing in the Water Department. He also reviewed accomplishments of
131 the department in 2015.

132 Spencer Kyle reviewed all of the accomplishments in the Streets and Storm Water department. He then
133 reviewed workload and staffing needs.

134 Councilman McOmber suggested renting or buying a chipping machine to use the Christmas trees in
135 parks landscaping.

136 Spencer Kyle then reviewed the staffing and workload in the Public Inspections and Infrastructure
137 department.

138 Jeremy Lapin presented a list of capital projects for 2016. The list included the following:

- 139 a. Secondary Water System
 - 140 i. 400 N. Pump Station and Pond
 - 141 ii. South Zone 2 Lake Mountain Reservoir-Crossover Temp
 - 142 iii. Marina Pump-Direct Diversion to Zone 2 Pond
 - 143 iv. Water Rights Perfection-Hansen, Allen, and Luce and DWR
- 144 b. Culinary Water System
 - 145 i. Talus at Saratoga Springs
- 146 c. Sewer
 - 147 i. Crossing-Gravity to N Dalmore Meadows
 - 148 ii. SS 2.1 VP 2 Reimbursement DR
- 149 d. Parks
 - 150 i. Shay Park
 - 151 ii. Regal Park
 - 152 iii. Performance Park
 - 153 iv. Sports Complex (Name, Update, Masterplan)
 - 154 v. North Lakeshore Trail Purchase-Maurine Bachman Acquisition Specialist. Trail to Loch
155 Lomond.

156
157 **A break was taken at 4:35 p.m. The meeting resumed at 4:40 p.m.**

158
159 Mark Christensen presented long term forecasting for revenue. He reviewed growth trends and
160 forecasting through 2040. Taxable values in the different developments in the City were presented.

161 Councilman Willden wondered if public safety costs are taken into account when higher density is
162 developed. He thinks this would help us get a better picture of what the true revenue would be with
163 more high density in the City.
164

165 **Adjourned at 5:17 p.m.**
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168 **January 9, 2016 Council Retreat Minutes**
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171 **Present:**

172 Mayor: Jim Miller

173 Council Members: Shellie Baertsch, Michael McOmber, Bud Poduska, Chris Porter, Stephen Willden

174 Staff: Mark Christensen, Spencer Kyle, Kimber Gabryszak, Owen Jackson, Kevin Thurman, Jeremy

175 Lapin, Mark Chesley, Jess Campbell, Kayla Moss

176 Others:
177

178 **Call to Order 9:14 a.m.**
179

180 Mark Christensen welcomed everyone to the meeting.

181 Councilwoman Baertsch asked if the City would be looking to do a bond for the recreation center this
182 year.

183 Councilman McOmber would like to see the first 25 acres of the sports complex bonded for this year.

184 Mark Christensen mentioned that it costs money to bond so if things are wanted to be added to the bond
185 to include it all now to save costs in the future.

186 Spencer Kyle reviewed the City Council bylaws, rules of order, and procedures.

187 There was a discussion on the order of meetings and rules that are followed.

188 Mayor Miller discussed assigning Mayor Pro Tempore. Stephen Willden was asked to be Mayor Pro

189 Tempore for 2016. That will be voted on in the next meeting. Seating assignments were then

190 discussed. He would like to try where everyone was seated at the last meeting for six months. Mayor

191 Miller asked what boards everyone is serving on.

192 Councilman McOmber thinks that someone needs to be serving on the Lehi Chamber.

193 Owen Jackson advised that he has been the representative on the board for the City.

194 Mayor Miller would like to find out which council member is available to go each time so that they can
195 rotate the representation.

196 Utah Lake Commission-Councilman Willden had been given this responsibility but he is not able to make
197 the time work. He recommended that a Planning Department staff member attend this meeting. They
198 won't be able to vote but they will be informed of what is going on. Councilwoman Baertsch was
199 decided to attend these meeting.

200 JLUS-Councilman Porter was asked to attend the meetings for this commission.

201 MAG/COG-Mayor Miller and Councilwoman Baertsch have been backing each other up on attending
202 these meetings. That will remain the same.

203 TSSD-Spencer Kyle attends those meetings and will continue to do so.

204 911-Mark Christensen attends those meetings. He does need an elected official as an alternate.

205 Councilman Poduska will be the alternate.

206 North Point-Mayor Miller attends those meetings.

207 Communities that Care-Owen Jackson attends those meetings.

208 ULCT-Councilwoman Baertsch and Councilman Willden attend those meetings.

209 Animal Shelter-Spencer Kyle attends those meetings. They are the last Thursday of the month at 10. He
210 will continue to go to these meetings.

211 Councilman McOmber would be willing to help out with the sports complex. He is also helping with the
212 Bike-Ped Study. He is also on Civic Events.

213 Councilman Porter will attend meetings with UVU.

214 Jeremy Lapin gave an update on transportation in the City. This included fiber optic agreements and
215 master plan. Future projects include the widening of Pony Express and a signal will be added at 800
216 W. Crossroads Boulevard and Main Street will also be widening. He briefly went over an update on
217 the transportation master plan. This will be brought back to a City Council meeting.

- 218 Road/Transportation Project Prioritization:
219 1.400 West
220 2.Traffic Light on 800
221 3.Traffic Light on Riverside and Crossroads Boulevard
222 4.Foothill Boulevard-Grandview to Pony Express
223

224 The City Council then went over priorities for 2016. They are as follows in no particular order:
225

- 226 1. Recreation Center Feasibility Study
227 2. Sports Complex
228 3. City Hall Campus RFP/Feasibility Study
229 4. Performance Park
230 5. Comprehensive Costs for All Issues
231 6. Communication Comes to Council Before City Makes Announcement
232 7. Mountain View Corridor
233 8. Foothill Boulevard
234 9. Move Forward with Commercial Development
235 10. Have Events with New Development Breaking Ground
236 11. Detention Basin Solution City Wide
237 12. Inlet Park Recreation Possibilities
238 13. Technology in the Council Room
239

240 **Motion was made by Councilwoman Baertsch and seconded by Councilman Willden to enter into**
241 **Closed Session for the purpose of pending or reasonably imminent litigation.**
242

243 **Aye: Councilman Willden, Councilwoman Baertsch, Councilman McOmber, Councilman Porter,**
244 **Councilman Poduska. Motion passed 5 - 0.**
245

246 **Closed Session Began at 12:13 p.m.**
247

248 **Present:**

- 249 Mayor: Jim Miller
250 Council Members: Shellie Baertsch, Michael McOmber, Bud Poduska, Chris Porter, Stephen Willden
251 Staff: Mark Christensen, Kyle Spencer, Kevin Thurman, Kayla Moss, Jeremy Lapin, Owen Jackson.
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253 **Closed Session Adjourned at 1:01 p.m.**
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256 **Adjourned at 1:01 p.m.**
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259 1-19-16
260 _____
261 Date of Approval





Mayor Jim Miller



Kayla Moss, City Recorder