



MINUTES
Springville City Council Work/Study Meeting – March 15, 2016

MINUTES OF THE WORK/STUDY MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, MARCH 15, 2016 AT 5:15 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET, SPRINGVILLE, UTAH.

Mayor Wilford W. Clyde presided. In addition to Mayor Clyde, the following were present: Councilmember Rick Child, Councilmember Christopher Creer, Councilmember Jason Miller, Councilmember Chris Sorensen, City Administrator Troy Fitzgerald, Assistant City Administrator/City Attorney John Penrod, Assistant City Administrator/Finance Director Bruce Riddle and City Recorder Kim Rayburn.

Also present were: Public Safety Director Scott Finlayson, Power Superintendent Brandon Graham, Buildings and Grounds Director Alex Roylance, Operations Manager Rod Oldroyd, Golf Pro Craig Norman, Recreation Director Corey Merideth, Library Director Pam Vaughn and Museum of Art Director Dr. Rita Wright. Excused from the meeting; Councilmember Craig Conover.

CALL TO ORDER

Mayor Clyde welcomed everyone and called the Work/Study meeting to order at 5:16 p.m.

COUNCIL BUSINESS

1) Calendar

- March 27 – Easter Sunday
- April 05 – Work/Study Meeting 5:15 p.m., City Council Meeting 7:00 p.m.
- April 6-8 – Annual ULCT Mid-Year Conference, St. George
- April 12 – Work/Study Meeting 5:15 p.m.
- April 19 – Work/Study Meeting 5:15 p.m., City Council Meeting 7:00 p.m.

Mayor Clyde asked if there were any questions or additions to the calendar. It was noted the Miss Springville/Mapleton pageant will be held on April 2, 2016

2) Discussion on this evening's Regular Meeting agenda items

- a) Invocation – Councilmember Conover
- b) Pledge of Allegiance – Councilmember Child
- c) Consent Agenda
 2. Approval of City purchase orders required to be signed per Springville City Purchasing Code.
 3. Approval of the minutes for January 19, 2016; February 02, 2016; February 16, 2016 and March 01, 2016 Regular City Council meetings and the January 19, 2016 and February 02, 2016 Work/Study Meetings.
 4. Approval of the Sundial Office Park Condominiums Final located in the area of 775 West 1200 North in the BP-Business Park Zone – Fred Aegerter, Community Development

5. Approval of the following appointments; Karen Ellingson and Mike Farrer to the Planning Commission. Kristin Valdez to the Parks and Recreation Board. Travis Ball to the Power Board and Brett and Renae Nelson as the Youth City Council Advisors.
6. Approval of the re-appointments to the Planning Commission; Carl Clyde and Michael Clay

Mayor Clyde asked if there was any discussion on tonight's consent agenda. Councilmember Sorensen expressed he has been approached by individuals regarding the City's Green Waste Yard. He wanted to verify Springville citizens will be allowed to use the Green Waste Yard with no fee and a possible fee will be required by non-citizens. Also, the existing rule of no commercial dumping will be enforced.

3) **DISCUSSIONS/PRESENTATIONS**

a) Fire Department Update – Scott Finlayson, Public Safety Director

Chief Finlayson unveiled a new poster that will be posted at Springville High School with the slogan "see something, say something"; also a social media website has been setup with School Resource Officer Morris. Chief Finlayson expressed the Springville High School is very pleased with Officer Morris and his work at the high school.

Chief Finlayson reviewed the policy of ambulance and fire crews running code 3(lights/sirens) within the City. Currently there are four full time Firefighters with 20 part-time and over 30 volunteers. He reviewed staffing and protocol for a regular work week and explained the Fire Department is on shift from 7AM to 7PM Tuesday through Saturday with night time on call shifts of five man crews needed to respond on calls. Currently the Fire Department is facing challenges in recruitment and retention. The increased training demand and call volume as well as a good deal of career movement has had an impact and the City is losing well trained firefighters to other agencies. Chief Finlayson acknowledged Springville Fire has a very good reputation in the State and they have seen personnel come back to work part time after acquiring fulltime positions with another agency. He explained current volunteers are coming out of the fire academy, attracted to Springville because of the good reputation.

Chief Finlayson reported on the fire call volume compared from 2009 to 2015. He noted since starting the daytime five man crews in 2012 and having fire personnel at the station, lives and property have been saved as well as reducing call times. They are currently looking at changing the requirement from three volunteer firefighters at night to five crew members and have three fire crew members at the station during night time hours. He went on to review the dispatch emergency call response.

Chief Finlayson conveyed how grateful he was for Fire Chief Clinton and his vast wealth of experience. As a result fire fighters in Springville are trained at a higher level and are more disciplined. He noted they will need to move towards a full time Fire Department in the years to come.

Councilmember Miller asked if response times were measured. Chief Finlayson replied they work at a response time of six minutes during the day and 14 minutes at night and have met those goals on a regular basis. Chief Finlayson expressed all Volunteers are required to follow all traffic laws when responding to the fire station.

b) Fence Height Policy – Fred Aegerter, Community Development Director

Director Aegerter reviewed ordinances in other communities regarding deer fencing in a suburban setting, the types of fences used to deter deer and the different materials allowed in other communities.

City Administrator Fitzgerald asked the Council if they wanted more information. By consensus the Council requested the Planning Commission review the item related to deer and fencing requirements.

Councilmember Child stated when citizens come in for a fence permit it would be helpful for staff to educate them on deer deterrent fencing such as a solid fence versus a chain link fence.

c) Monthly Director Reports – Troy Fitzgerald, City Administrator

Administrator Fitzgerald asked for input from the Mayor and Council regarding the monthly department reports they receive from Directors. He noted goals, strategies and targets have been included by some, not all and asked what they would like to see in the reports.

Councilmember Sorensen expressed he would like them to be basic and not as complex.

Councilmember Miller asked if there was a dashboard setup and to include tracking metrics for each department with the information they are already tracking.

Mayor Clyde expressed some reports need to be revised to include what is vital to the City, as well as what the City Administrator needs to manage each department. He said they should have meaningful information and consist of one page.

Councilmember Sorensen stated he would like to use the meeting to discuss details from each department.

Administrator Fitzgerald reported staff will work to refine the reports.

d) Early Retirement Incentive Option Concept – Troy Fitzgerald, City Administrator

Administrator Fitzgerald expressed he has been looking for ways to improve morale and deal with the ever increasing benefit costs. Recently a benefits task force has been created with employees to make suggestions on what can be done with city benefits and contain costs. The number one suggestion was to have an early retirement program. He noted the task force has developed a program and he provided details of the plan.

Councilmember Sorensen asked if there was any discussion on payout as far as benefits to employees with different pay grades. Administrator Fitzgerald replied most recommendations were to treat employees equally. Councilmember Sorensen asked if there was intent to rehire at a lower pay grade to save money. Administrator Fitzgerald replied the intent would be to provide some growth opportunities to employees.

Discussion ensued regarding accounting requirements and a possible cap on the number of accepted requests.

Mayor Clyde asked if this would be an ongoing program. Administrator Fitzgerald replied it would be a one-time option; however, the Council can always bring it back.

The Council agreed they would like to move forward and have staff bring back detailed information.

4) **MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

Mayor Clyde asked for any other comments. Councilmember Miller expressed he would like to have a two or three minute overview on committees and boards explaining the intent of involvement needed from the Council and members. He asked about the process for volunteering and acknowledging receipt of new applications. He would like copies of the applications sent to the applicable councilmember for that board.

Mayor Clyde stated he would like to see a representative from each board give a report to the Council.

5) **CLOSED SESSION**

The Springville City Council may temporarily recess the regular meeting and convene in a closed session to discuss pending or reasonably imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205

There was no Closed Session.

ADJOURNMENT

COUNCILMEMBER CHILD MOVED TO ADJOURN THE WORK/STUDY MEETING OF THE SPRINGVILLE CITY COUNCIL AT 6:56 P.M. COUNCILMEMBER SORENSEN SECONDED THE MOTION, ALL VOTED AYE.

This document constitutes the official minutes for the Springville City Council Work/Study meeting held on Tuesday, March 15, 2016.

I, Kim Rayburn, do hereby certify that I am the duly appointed, qualified, and acting City 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, March 15, 2016.



Kim Rayburn
CMC City Recorder