



**REGULAR CITY COUNCIL MEETING**

Tuesday, December 19<sup>th</sup> at 7:00 PM

Court Room/Council Chambers (2<sup>nd</sup> floor) and Online

**MINUTES**

Mayor Olson called the meeting to order at 7:00 p.m.

**ROLL CALL**

Council members present included Councilors Adcock, Hathaway, Mecham, Montoya, and Siddoway.

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, Legal Counsel Brett Rich, Recorder Amalie Ottley, Emergency Manager Chris Lindquist, Finance Director Shannon Hoffman, Community Services Director John Bradley, Trevor Ottley, Codie Ottley, Brooklyn Ottley, Jackson Ottley, Wacey Lehmborg, Rose Larson, Michael Black, Andrea Lee, Lincoln Hubbard (Spanish Fork Hospital), Greg Warnick (Mt. Nebo Communication Council), John Haderlie (Larsen & Co.).

Other various members of the public attended the meeting.

**PLEDGE OF ALLEGIANCE**

Councilor Montoya led the Pledge of Allegiance.

**INVOCATION/INSPIRATIONAL THOUGHT**

Councilor Mecham offered an invocation.

**DECLARATION OF POTENTIAL CONFLICTS OF INTEREST**

No members of the City Council expressed any conflict of interest.

**CONSENT AGENDA (MINUTES, BILLS, ITEMS)**

1. 11/07/2023 City Council Work Session Minutes
2. 11/07/2023 City Council Regular Meeting Minutes
3. 12/05/2023 Special City Council Meeting Minutes
4. City Expenditures from 11/04/2023 to 12/15/2023 in the amount of \$3,987,254.21.

Councilor Mecham made a motion to approve the Consent Agenda items one through four. Councilor Hathaway seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The motion passed unanimously.

## RECOGNITIONS

### 5. Employee of the Month – Amalie Ottley

Assistant Manager Bond recognized the December Employee of the Month Amalie Ottley by reading the following statement,

*“ Our December 2023 Employee of the Month is Amalie Ottley. Amalie started working with Santaquin City as the City Recorder in March of 2022. She was previously with Saratoga Springs for seven years as their Justice Court Administrator, and before that with Sandy City in their Justice Court. Altogether Amalie has 17 years of municipal work experience. When asked what she enjoys about her job she stated, “I love working with all the different departments of the city each day. I enjoy getting to know my colleagues and helping them. I also enjoy the processes of record retention required of my job.”*

*Amalie grew up in Riverton, Utah, and graduated from Riverton High School. She attended Weber State University and received a degree in Criminal Justice. She has been married to her sweetheart, Trevor, for 19 years and they have three beautiful children, Codie, Brooklyn, and Jackson. They have lived in Santaquin for the past three years. In her free time, Amalie enjoys embroidery work, quilting, and camping with her family.*

*Jason Bond, Assistant City Manager, shared about Amalie. “Amalie is a great employee that focuses on the details. She is patient, thorough, easy to work with, and most importantly, she has a great attitude. She is a very good City Recorder and we are glad to have her here at Santaquin City!”*

*Thank you, Amalie, for your dedicated and essential service to Santaquin City. You are greatly appreciated.”*

Amalie thanked the council and staff for the recognition.

### 6. Years of Service Awards on City Council – David Hathaway & Elizabeth Montoya

Manager Beagley recognized both David Hathaway and Elizabeth (Betsy) Montoya for their 4-year term serving the city and residents on the City Council. Mayor Olson also expressed his gratitude to Dave and Betsy for their generous service to the City and its residents. Dave and Betsy were both presented with an award recognizing their service.

## APPOINTMENTS

### 7. Library Board Appointment – Ashley Nguyen

Councilor Siddoway made a motion to appoint Ashley Nguyen to the Library Board at the mayor’s recommendation. Councilor Hathaway seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The motion passed unanimously.

The Oath of Office was delivered to Ashley by the City Recorder.

**8. Planning Commission Appointment – Jessica Tolman**

Councilor Mecham made a motion to appoint Jessica Tolman to the Planning Commission at the mayor’s recommendation. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The motion passed unanimously.

Jessica was unable to attend the meeting and will be sworn in at the first Planning Commission meeting in 2024.

**PUBLIC FORUM**

Michael Black, attorney for Joseph Wall, Robert Wall, and Rose Larson, attended the meeting and wished to address the mayor and council in the public forum. He commented on the City Council’s consideration of the 2<sup>nd</sup> Commercial Access Code Amendment focusing on the proposed Average Daily Trips (ADT). He spoke of what he feels is a conflict between UDOT and the City as well as property owners.

Andrea Lee attended the meeting. She addressed the council and expressed her concerns regarding the proposed 2<sup>nd</sup> Access Code Amendment as well. She asked that the language in the City Code that refers to ADTs be removed completely.

Lincoln Hubbard attended the meeting to introduce himself as the Community Relations Director for Spanish Fork Hospital. He spoke of the services the Spanish Fork Hospital provides to the community and nearby cities.

Greg Warnick attended the meeting on behalf of the Mt. Nebo Communication Council. He also spoke of services provided to the Santaquin area.

**BUILDING PERMIT & BUSINESS LICENSE REPORT**

Assistant City Manager Bond presented the Building Permit Report. 197 residential units have been issued building permits in the current calendar year. In comparison, 91 single and multi-family residential units have been built in the current fiscal year. (July 1, 2023 – June 30, 2024) 12 new business licenses were issued in the last four weeks.

**NEW BUSINESS**

Mayor Olson moved items on the agenda to address those in attendance at the meeting.

**16. Ordinance 12-02-2023 2<sup>nd</sup> Commercial Access Code Amendment**

Mayor Olson presented a proposed code amendment that was initiated by him and the City Council and has been discussed at length in both Development Review Committee (DRC) and Planning Commission

Meetings. The Planning Commission previously made a recommendation to the City Council to update City Code section 10.48.050 Access to Parking Facilities as follows:

E. ~~Any development with a single point of access (ingress and egress) shall have a maximum ADT (average daily trips) of two hundred fifty (250) trips.~~ Any development that exceeds an ADT (average daily trips) of two hundred fifty (250) trips shall provide a secondary access for ingress to and egress from the site. When a site is adjacent to a UDOT controlled right-of-way, the maximum ADT allowed before needing a secondary access for ingress to and egress from the site is five hundred (500) trips.

Assistant Manager Bond presented the discussions and the legislative process that took place to review the technical aspects of the City Code with concerns specific to public safety. He explained that many manhours went into researching and consideration of the amendment and how it would affect the residents of Santaquin.

The City Council discussed at length their concerns with the proposed ordinance both for and against the average daily trip guidelines as proposed. Rose Larsen, along with her attorney, expressed their concerns that the City is putting a burden on residents who wish to sell their properties and for businesses who wish to locate to Santaquin. Other members of the audience addressed the council off the record and did not wish to step up to the microphone.

Councilor Hathaway made a motion to remove Paragraph E completely from 10.48.050 Access to Parking Facilities. Councilor Adcock seconded the motion.

Legal Counsel Brett Rich and the city staff discussed the motion and recommended that as the motion makes significant changes to the City Code that the consideration to remove Paragraph E from the code be referred back to the Planning Commission.

Councilor Hathaway reiterated the motion to remove Paragraph E completely from 10.48.050 Access to Parking Facilities. Councilor Adcock seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	No
Councilor Montoya	No
Councilor Siddoway	No

The motion did not pass.

Councilor Mecham in turn made a motion to table the proposed ordinance and refer the proposed language in 10.48.050 Access to Parking Facilities back to the Planning Commission for additional review. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	No
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The motion passed.

The proposed ordinance amending the language for section 10.48.050 of the code will be sent back to the Planning Commission for further examination.

**9. Resolution 12-02-2023 Approval of the OSA Annual Fraud Risk Assessment**

Finance Director Hoffman presented the OSA Annual Fraud Risk Assessment that audits internal controls and policies to prevent and mitigate any fraud. She pointed out that the City passed the risk assessment with more points than previous years and the City does a good job to avoid risk.

Councilor Mecham made a motion to approve Resolution 12-02-2023 Approval of the OSA Annual Fraud Risk Assessment. Councilor Hathaway seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The motion passed unanimously.

**12. Discussion & Possible Action: Acceptance of the Larsen & Co. FY2022-2023 Audit Report.**

John Haderlie from Larsen & Co. presented the audit reports completed for the 2022-2023 Fiscal Year.

Councilor Siddoway made a motion to accept the Larsen & Co. FY2022-223 Audit Report. Councilor Montoya seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The motion passed unanimously.

**10. Resolution 12-03-2024 Employee Handbook Update**

Assistant Manager Bond presented changes to the Employee Handbook regarding holidays and Conflicts of Interest.

Councilor Montoya made a motion to approve Resolution 12-03-2024 Employee Handbook Update. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The motion passed unanimously.

**11. Resolution 12-04-2023 Santaquin City Fire Department Legal Validation**

Emergency Manager Chris Lindquist presented Resolution 12-04-2023 Santaquin City Fire Department Legal Validation which will enable the Fire Department to apply for federal grants.

Councilor Adcock made a motion to approve Resolution 12-04-2023 Santaquin City Fire Department Legal Validation. Councilor Mecham seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The motion passed unanimously.

**13. Discussion & Possible Action: Approve Order for Musco Lighting at Orchards Hills Elementary School Baseball Fields.**

Mayor and staff presented the order for Musco Lighting at the Orchard Hills Elementary School Baseball Fields. Manager Beagley stated that the lights are directional, facing downwards, and will be turned off by 10:00 p.m. He added that there is very little light pollution with these types of lights but light pollution can be managed if need be.

Councilor Mecham made a motion to approve the order for Musco Lighting at Orchards Hills Elementary School. Councilor Hathaway seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The motion passed unanimously.

**14. Discussion & Possible Action: Approve Order for Additional Spin Bikes Using Community Services "Class" Fund Balance**

Community Services Director John Bradley presented the department's wishes to purchase three additional spin bikes as classes are very popular and fill up quickly. Councilor Mecham complimented Director Bradley on the many different programs the City provides for the community. Director Bradley stated that he hopes that the bikes would last around 15 years in answer to a question asked by Councilor Adcock.

Councilor Montoya made a motion to approve the order for additional spin bikes using Community Services Class Funds. Councilor Adcock seconded the motion.

Councilor Adcock	Yes
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Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The motion passed unanimously.

**15. Ordinance 12-01-2023 Standard Specifications & Drawings Update**

Manager Beagley presented various updates to the City’s Standard Specifications & Drawings.

Councilor Montoya made a motion to approve Ordinance 12-01-2023 Standard Specifications & Drawings Update. Councilor Mecham seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The motion passed unanimously.

Councilor Montoya requested a 5-minute recess. The meeting was put on hold for a quick 5-minute break.

**17. Ordinance 12-03-2023 Ercanbrack Property Rezone**

Assistant Manager Bond presented the proposed property rezone that was applied for by Mr. Ercanbrack. Assistant Manager Bond discussed what uses would fit in that area and how the rezone cleans up the different zones all owned by Mr. Ercanbrack on a single property. Councilor Adcock asked what the previous vision has been for Santaquin’s Main Street. Council members discussed their approval of the rezone.

Councilor Montoya made a motion to approve Ordinance 12-03-2023 Ercanbrack Property Rezone. Councilor Hathaway seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The motion passed unanimously.

**REPORTS BY STAFF, COUNCIL MEMBERS, AND MAYOR OLSON**

Assistant Manager Bond went over upcoming items on Development Review Committee and Planning Commission meeting agendas. He and Councilor Mecham further discussed the council’s desire for the Planning Commission to reconsider the 2<sup>nd</sup> Access Code Amendment.

Manager Beagley informed council members of office closures for the upcoming holidays. He discussed upcoming property purchases for the Santaquin Peaks Industrial Zone. He also discussed upcoming meetings and City events.

Councilor Hathaway congratulated those who won the recent municipal elections. He thanked all the council members individually for the time spent with them in the last four years. He expressed his appreciation to City management and staff and all of the employees for their professionalism and how hard they work for the City. He expressed his gratitude to Mayor Olson for his enthusiasm and all he does for the community.

Councilor Mecham asked about the fiscal year audits and City's "Rainy Day" fund. He commended all department directors for their efforts to save money and to be fiscally responsible. He credited Finance Director Hoffman for her hard work in maintaining the budgets and finances for the City. He expressed his gratitude to Betsy and Dave for their service to the City and the City Council.

Councilor Siddoway spoke of the Holly Days event and upcoming holiday light show.

Councilor Adcock commended Director Callaway for the work he did towards budget cutting, adjusting, and planning in his department. He thanked Dave and Betsy for their leadership, good examples, and hard work on the City Council. He expressed his gratitude to them.

Councilor Montoya spoke of recent Youth City Council activities in which they served the community. She thanked City Manager Beagley for his participation in the annual Youth City Council breakfast. She also thanked City Staff for their dedication to the City. She spoke about a recent homelessness event that she attended in Provo City. She also shared that she and Councilor Adcock handed out meals at Tabitha's Way. She spoke of these events to bring awareness to the community and invited all to pay attention to those around in need. She wished luck to the new council members coming into their terms in January 2024.

Mayor Olson spoke to the new council members informing them of assignments that will be handed out in early 2024. He spoke of meetings he's had with UDOT regarding both the I-15 interchange and the Main Street Widening Project. He also discussed the City's objection and protest to the Strawberry Highline Canal proposal of recouping 14,000-acre feet of water. He wished everyone a Merry Christmas and thanked Dave and Betsy for their service on the City Council.

#### **ADJOURNMENT**

Councilor Mecham made a motion to adjourn the Regular City Council Meeting. Councilor Siddoway seconded the motion.

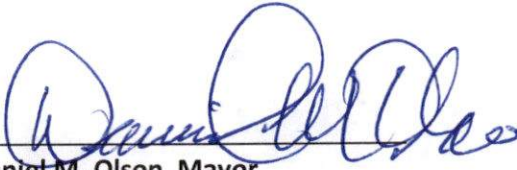
Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The motion passed unanimously.

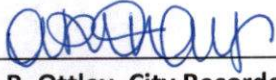


The meeting was adjourned at 10:06 p.m.

ATTEST:



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Daniel M. Olson, Mayor



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Amalie R. Ottley, City Recorder