



CITY COUNCIL REGULAR MEETING

Tuesday, December 01, 2020, at 7:00 PM
Court Room/Council Chambers (2nd Floor) and Online

MEETINGS HELD ONLINE ONLY

Pursuant to recent updates from the Utah State Department of Health regarding the number of people allowed to gather physically for a public meeting, there will be no in-person participation. The public is invited to participate electronically as outlined below:

- **YouTube Live** – Public meetings will be shown live on the Santaquin City YouTube Channel, which can be found at https://www.youtube.com/channel/UCTzZT_yW2H2Hd-58M2_ddSw or by searching for Santaquin City Channel on YouTube.

PUBLIC COMMENT & PUBLIC HEARING PARTICIPATION

As with all City Council and Planning Commission Meetings, we will continue to invite the public to provide “Public Comment” (30-minute duration, maximum of 5-minutes per comment). We will also continue to hold Public Hearings, as needed, and required on specific issues. We invite the public to provide comment in the following ways:

- **By Email** – Comments will be accepted by email up to 5:00 P.M. on the date of the meeting. Comments will be read during the meeting and made part of the official record of the city. Comments should be submitted to PublicComment@Santaquin.org
- **By Telephone** – For those who would like to have their own voice heard during the Public Comment or Public Hearing periods, please submit an email to PublicComment@Santaquin.org providing us your Telephone Number.

ADA NOTICE

If you are planning to attend this Public Meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify the City Office ten or more hours in advance and we will, within reason, provide what assistance may be required.

AGENDA

ROLL CALL

PLEDGE OF ALLEGIANCE

INVOCATION / INSPIRATIONAL THOUGHT

DECLARATION OF ANY CONFLICT OF INTEREST

CONSENT AGENDA (MINUTES, BILLS, ITEMS)

Minutes

- [1.](#) November 17, 2020 - Council Work Session Minutes
- [2.](#) November 17, 2020 - Council Regular Meeting Minutes

Bills

- [3.](#) December 1, 2020 - Invoice Register: \$108,793.06

Items

PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS

Public Forum

Awards

- [4.](#) Employee of the Month - Chris Lindquist
- [5.](#) Santaquin-Payson Chamber of Commerce - Business of the Month - Ty Jones

Appointments

BUILDING PERMIT & BUSINESS LICENSE REPORT

NEW BUSINESS

Ordinances

- [6.](#) Ordinance 12-01-2020 - Establishment of Community Services Board

Resolutions

- [7.](#) Resolution 12-01-2020 - A Resolution Approving an Agreement of Expiration of the Summit Ridge Annexation and Development Agreement
- [8.](#) Resolution 12-02-2020 - OSA Annual Fraud Risk Assessment

Discussion & Possible Action

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

City Manager Benjamin Reeves

Assistant City Manager Norm Beagley

Community Development Director Jason Bond

REPORTS BY MAYOR AND COUNCIL MEMBERS

Mayor Hunsaker

Council Member Miller

Council Member Montoya

Council Member Mecham

Council Member Hathaway

Council Member Hathaway


EXECUTIVE SESSION (May be called to discuss the character, professional competence, or physical or mental health of an individual)

EXECUTIVE SESSION (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)

ADJOURNMENT

CERTIFICATE OF MAILING/POSTING

The undersigned duly appointed City Recorder for the municipality of Santaquin City hereby certifies that a copy of the foregoing Notice and Agenda was e-mailed to the Payson Chronicle, Payson, UT, 84651, posted on www.santaquin.org, as well as posted on the State of Utah's Public Website.

BY: 

K. Aaron Shirley, City Recorder



CITY COUNCIL REGULAR MEETING

Tuesday, December 01, 2020, at 7:00 PM
Court Room/Council Chambers (2nd Floor) and Online

Minutes

ROLL CALL

PRESENT

Mayor Kirk Hunsaker
Council Member Nick Miller
Council Member Betsy Montoya
Council Member Lynn Mecham
Council Member David Hathaway
Council Member Jennifer Bowman

PLEDGE OF ALLEGIANCE

Led by Jason Bond.

INVOCATION / INSPIRATIONAL THOUGHT

Offered by Norm Beagley.

DECLARATION OF ANY CONFLICT OF INTEREST

CONSENT AGENDA (MINUTES, BILLS, ITEMS)

Minutes

1. November 17, 2020 - Council Work Session Minutes
2. November 17, 2020 - Council Regular Meeting Minutes

Bills

3. December 1, 2020 - Invoice Register: \$108,793.06

Motion made by Council Member Miller to approve the Consent Agenda.

Seconded by Council Member Mecham.

Voting Yea: Council Member Miller, Council Member Montoya, Council Member Mecham,
Council Member Hathaway, Council Member Bowman

PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS

Public Forum

Name: Anonymous

Comment: Hello, I'm a concerned citizen and also employee of the city. I'd like to voice my concerns along with multiple others who have serious concerns about how our Recreation center is being utilized and run by John Bradley.

I've been very disappointed in the city council and mayor's lack of response to employees who have worked with him and left because of issues regarding his leadership.

Myself and multiple other concerned citizens and employees would like to set up an official meeting to discuss these issues. You should have gotten public comments from a couple of them for this evening's council meeting.

I am aware that issues have been privately brought to you, the city council members, for over a year. Yet nothing seems to have been done to remedy the issues.

Multiple employees have thus felt the only option is to leave.

This concerns me VERY much, that issues of personnel and/or leadership can't be resolved privately with rec center employees and our city council leadership.

I do not wish to be one of those employees so I hope we can work together for the best of this beautiful city and it's residents that deserve better than we have gotten with John running things, to be frank.

I will remain anonymous for now. I wish for a personal response from the Mayor or his assistant to this email address as I'd like to set up a personal meeting with him, without having my job being negatively affected.

I am both concerned citizen and concerned employee. Thank you for your time

Name: Tiffany Goff Neilsen

Comment: The following is an email I sent to the mayor back in July and never received a response back.

Hello Mayor Hunsaker,

I have been attending High Fitness classes at the Santaquin Rec building since moving here last summer. This has really been the most beneficial way for me to make friends in a new place. There is a wonderful sense of community with the large group of ladies who attend and we have this great facility that we have been able to use.

Melanie Clark has been an amazing instructor there who has really tried to make things work well for moms with little kids at home who would like to be able to work out. She found helpers to work in a child care upstairs while us moms worked out for an hour downstairs. We would do this every M, W, and F morning. When Covid hit, this was all canceled which we understood. We have been anxiously waiting for the day we can bring our kiddos back to child care and work out together again. We currently can only have 8 of us work out due to Covid and no child care.

John at the Rec had a meeting on Tuesday with Melanie Clark. From my understanding, he told her they have no plans to ever bring the child care back. She is currently looking for a different building to teach at in Santaquin or even Payson because they told her they would find someone else to replace her if she didn't want to do it "their way". I'm really saddened by this as I know a large group of women (I'd say 30ish) are as well. I'm not sure where John has based this decision but I would love to keep our place there for our classes and child care. A lot of us moms really rely on that and it has brought us together in this town. If there is anything you can do about this, it would be greatly appreciated. Thank you.

And this is me being concerned today,

I am now hearing that John is trying to hire other High Fitness instructors after he got rid of our large group and he's also telling them he will bring someone in to start child care again, which he told us we could not do anymore so we had to go elsewhere. I just feel like the rec center should be a place to build community and should not be somewhere young mothers are not invited to work out. If he is wanting High Fitness classes back again, he should reach out to Melanie and Emily who he got rid of to begin with. I am frustrated he is tearing apart the great sense of community we had going at the rec center and specifically told Emily, who was his employee, that it is just an office building and not a rec center. That is not fair to us. Our cute little town deserves to use this building which was working great for our work out and child care. I am just wanting this to be addressed before more hires are made without thinking of those he pushed out in the summer. I would love to meet with the city council or the

mayor or anyone else to discuss what is happening and will gladly ask the other women to join in meeting with them as well. I just really want to feel like the city is working together to build community and bring people together and not chase us off. Thank you.

Name: Tiffany Thomas

Comment: To whom it may concern,

I am coming to you to voice some concerns I am having with how the Rec center has been handling things the last year.

I have been heavily involved in the fitness classes that were held at the rec building specifically High fitness. I really enjoy doing these classes and have felt like it brought a lot of women together and felt like a sense of community in this little town.

My concern is specifically with Jon Bradley and how he has handled and treated us women in the class and at times telling us during these classes to turn down the music, giving us false information and being told that our rec center wasn't meant for "a rec center" and made it was made just for an "office building" and then in the end having it come down to those instructors quitting because of more mistreated.

I feel this is something that needs to be looked into more with Jon and how he is running things and also is causing concerns within the recreation aspect with the youth sports in Santaquin as well.

I love Santaquin and I love what it is all about. High fitness was a way for women in the community to come together and build friendships and grow as a community. We are saddened by the mistreatment that has taken place and we hate to see this happening in our town.

If you have any questions, feel free to e mail me back. Thank you!

Name: Shae Johnson

Comment: Dear City Council,

I would like to voice concerns I have about the management of the rec center and as a result the treatment of current and former employees and customers of the rec center.

For quite some time I was a part of a dedicated group of women attending a High Fitness class at the rec. We always tried our best to be respectful and abide by the rules the rec had in place for this (and other) classes. We were learning together as rec customers and the rec employees the best way to make this class work. This specific class brought a lot of people to the rec and was such a great new and exciting fitness class for the community.

Everything was going very smoothly until a certain person (John was hired to manage things. Slowly he started pushing this group out of the rec. He was implementing changes and making excuses that seemed to make it more and more difficult for this class to function and Slowly but surely it became clear that he had some kind of grievance with our group.

It really seemed that his presence was becoming more and more toxic. Long time employees and recent employees were having disappointing conversations with this person and eventually our group had to find an alternative place to hold our class. We understand that covid made things difficult for everyone, but it seemed there was a major discrepancy between the standards of the fitness classes held at the rec.

Please take this concern seriously. It's the small things that matter to unite a community. Thank you for your time!

Name: Emily Johnson

Comment: Hi all!

I'm not a resident of Santaquin but I was an employee, teaching a HIGH class at the Rec center and was forced to find business elsewhere.

We built up a fantastic group of moms that utilized the building and loved the amenities it had to offer, including childcare- Instead of the citizens being able to use such an awesome facility they've had to go elsewhere. Yes the fear of COVID is there but as a small community in Utah county, your people should have the right to exercise their own caution.... and exercise.

Over the summer after turning "orange" I did some research into what the other Rec center's plans were to bring classes back after the shutdown before meeting with Rec employees. Even after school was resumed and after turning "green" John didn't want to give the ladies "hope" that there would be childcare again because of the carpet... Just seems strange that rumors say he's trying to now fill classes and start a childcare before coming to his original instructors.

RESPONSE TO COMMENTS: Community Services Director John Bradley responded to the comments to the Mayor and Council saying that there was high turn-over in the position for High Fitness Daycare as it only offered 3 hours a week of work and many times supervisors, other staff, and even John himself found themselves filling in to look after these kids and logistically it became a huge challenge as the turn over for the position continued. Ultimately, it was a decision that was made due to the logistics, burden it placed on staff to care for children which was outside the scope of their jobs, and then when COVID-19 came about it became a health and safety issue as well as an additional logistics issue with disinfecting toys and so forth. Because the position of High Fitness Daycare was too little hours to justify and keep the interest of any part-time worker which put additional burdens on staff whose job it wasn't to care for the children the position and option of High Fitness daycare was discontinued for the reasons stated and because it seemed reasonable that the attendees of the class could make arrangements on their own for their childcare for time period of their class.

Awards

4. Employee of the Month - Chris Lindquist

Chris Lindquist has worked for Santaquin City for the past twenty-two years in our Fire/EMS department. He is currently the city's Emergency Manager and has been serving in this capacity for the past two years. After he was made Santaquin's Emergency Manager, he set out to get his Utah Emergency Manager Certification. This Program patterns the Certified Emergency Manager© Program offered by the International Association of Emergency Managers (IAEM) which he is already working toward earning. Chris holds a doctorate degree in education from Western Governors University and is a full-time professor at UVU in their Emergency Services program. As a professor, he requires his students to interact with their communities, and businesses in their communities, to develop Emergency Response Plans. As the Emergency Manager for Santaquin, Chris leads out in several efforts to help the city staff and community be prepared for emergencies. He, along with Shane Bott, started the city's CERT program in 2000 and he has been instructing the course ever since. He looks forward to being able to offer this program once again after Covid-19 is under control. He most recently worked with area business leaders to provide financial support that would benefit our residents and our local businesses, through the Santaquin City Stimulus Program. He also has stayed on top of the sanitation needs of the city office buildings during this COVID pandemic. Chris and his sweetheart, Suzette, have lived in Santaquin for the past twenty-three years. They are the proud parents of three sons, Jordan, Dallan and Ryan. He enjoys spending time with his family and doing anything outdoors such as camping, hunting, fishing and gardening. Emergency service and management is his passion, and we are very fortunate to have Chris provide direction and leadership in his role here at the city. Thank you, Chris, for your dedication and desire to serve the great people of our community.

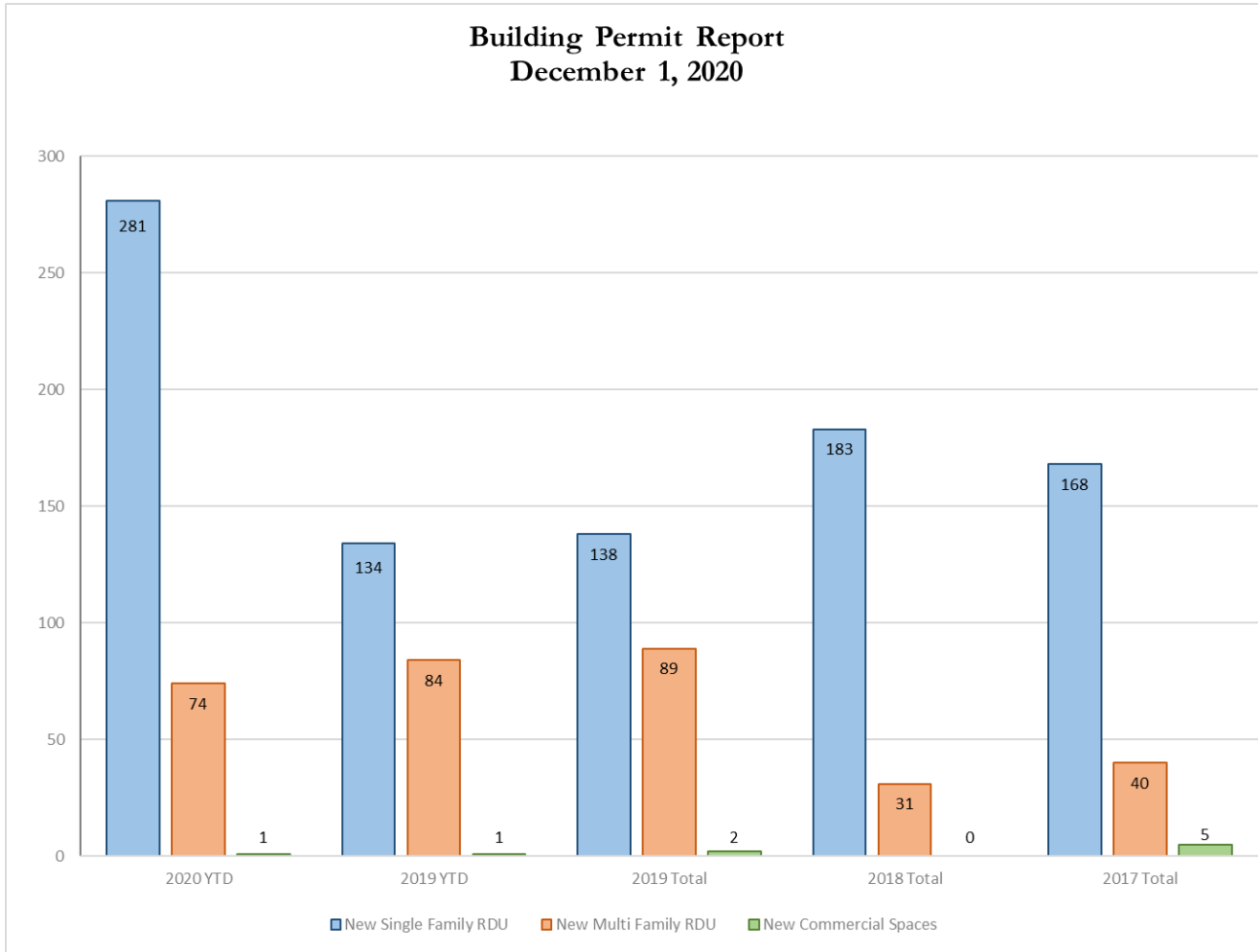
5. Santaquin-Payson Chamber of Commerce - Business of the Month - Ty Jones

We would like to extend our CONGRATULATIONS to Ty Jones and his team at The Insurance Center, for being voted as Business of the Month for December. Ty has been recognized on Google as having amazing rates and working hard for his clients to meet their needs! Well

done, Ty! He is also very involved in the Chamber and in other community organizations. He prides himself on the time and effort he puts into his community. We appreciate all you have done. Congratulations!

Appointments

BUILDING PERMIT & BUSINESS LICENSE REPORT



New Business Licenses

Name	Owner	Address	Description	BL#
Back Porch Grooming	Lori Hone	291 N. 500 W.	Cleaning and Grooming Dogs	BL-4267

NEW BUSINESS

Ordinances

6. Ordinance 12-01-2020 - Establishment of Community Services Board

City Manager Reeves explained that this repeals Museum and Recreation Boards various committees which would be consolidated into the Community Services Board to give the meetings more to do in the meetings instead of having all of the previous meetings that had few items individually. Community Services Director John Bradley said that he'd been talking with committee members and there hasn't been too much concern as it streamlines the process and allows for meetings that will have more substance too them like Ben said without having to try so hard to find something to talk about in all the other meetings as well as allows

for staff to attend one meeting versus four or five committee/board meetings with little substance.

Motion made by Council Member Montoya to approve Ordinance 12-01-2020 - Establishment of Community Services Board.

Seconded by Council Member Miller.

Voting Yea: Council Member Miller, Council Member Montoya, Council Member Mecham, Council Member Hathaway, Council Member Bowman

Resolutions

7. Resolution 12-01-2020 - A Resolution Approving an Agreement of Expiration of the Summit Ridge Annexation and Development Agreement

City Manager Reeves explained that this Development Agreement which was entered into back in 2000 is expiring and the one concern that was had by the city was the revenues for each additional home built after it expired but both HG 1 Utah and Utah Summit Partners have agreed to pay upfront per home to be built out allowing the city to not lose that revenue stream.

City Attorney Brett Rich summarized the history of the Summit Ridge Development and the respective iterations of the agreements and went over differences between the new iteration of the Expiration Agreement that was revised today versus what was in the Council Packet which includes the survival of certain provisions of the latest iteration of the agreement such as the connectors agreement, default zoning in line with Ordinance 10-7H-23, impact fee credits, water credits, public facility site (which was added recently and not included in the Council Packet) includes 35 acres of dedicated land for public facility use, and platted lot pre-payment as alluded to by City Manager Reeves.

Motion made by Council Member Montoya to approve Resolution 12-01-2020 - A Resolution Approving an Agreement of Expiration of the Summit Ridge Annexation and Development Agreement with the changes discussed in exhibit A and conditioned upon the receipt upon the funds and security described in paragraph five and the reception of the promissory note by the city as described in paragraph 5b.

Seconded by Council Member Miller.

Voting Yea: Council Member Miller, Council Member Montoya, Council Member Mecham, Council Member Hathaway, Council Member Bowman

8. Resolution 12-02-2020 - OSA Annual Fraud Risk Assessment

Motion made by Council Member Miller to approve Resolution 12-02-2020 - OSA Annual Fraud Risk Assessment.

Seconded by Council Member Hathaway.

Voting Yea: Council Member Miller, Council Member Montoya, Council Member Mecham, Council Member Hathaway, Council Member Bowman

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

City Manager Benjamin Reeves

Nothing to report.

Assistant City Manager Norm Beagley

Nothing to report.

Community Development Director Jason Bond

This past week Community Development hired a new administrative assistant Aleesha Pew. Council Member Montoya said she heard a complaint about a daycare business that wanted to come to Santaquin but was told that because the parcel was in the C-1 zone that it was a permitted use if it was an accessory use but not a primary use. Bond explained that this was a correct interpretation of zoning that it had to be an accessory use and not a primary use but it was up to Council if they were interested in a zone change. Council Member Montoya asked what other Council members thought and said she thought that in a residential zone it makes sense to have a daycare permitted as an accessory use but in a commercial zone then it makes sense to be a primary use. City Manager Reeves said before further discussion takes place it would need to be an agenda item for transparency purposes and asked if the Council as a whole had enough interest to put this as an agenda item and public hearing at a Planning Commission meeting. Council confirmed they wanted the placement of land use change in the C-1 zone for daycares put as an agenda item in a Planning Commission meeting.

REPORTS BY MAYOR AND COUNCIL MEMBERS

Mayor Hunsaker

C.S. Lewis Academy needs a bus driver and has come into an emergency situation with that need and is willing to train if anyone is willing to put those feelers out.

Visited the 3rd grade classes at Santaquin Elementary and was very impressed with them and the questions they asked about the city.

Asked City Attorney Rich where the city was in the process of replacement of Judge Sharla Williams. Rich responded said it would be a months long process as its done by a committee required by statute. Estimate is 4-6 months.

Council Member Miller

Office Tippler started a few weeks ago and together with Officer Beckstead who will both be fully trained and operational at the start of this coming year will have the Police Department fully staffed.

Council Member Montoya

Asked when the plans for the townhomes along highland drive will come for Council approval. Community Development Director Bond said that it was currently in the Architectural Review Committee and once concerns there were addressed it would come before the Council. Montoya stated she had concerns about the current plans for the townhomes in regards to parking.

Santaquin Light Parade is this Saturday.

Council Member Mecham

Public Works wants to thank the Council for all of their support.

Council Member Hathaway

Had a phone call with Judy Robbins from the Senior Center and they had a good turn out on their meal this week with almost 130 seniors participating. Judy said that John Bradley gave a lot of help in the meal process at the Senior Center.

Council Member Hathaway

There are cars parking along the road near Orchard Hills and it seems to be a safety concern and will only get worse as development continues on Highland Drive and would like to put that on the Council and staff's radar.

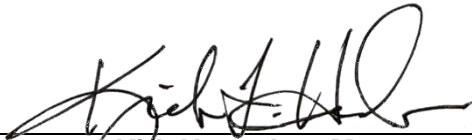
ADJOURNMENT

Motion made by Council Member Miller to adjourn at 8:10 p.m.

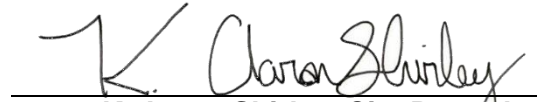
Seconded by Council Member Mecham.

Voting Yea: Council Member Miller, Council Member Montoya, Council Member Mecham, Council Member Hathaway, Council Member Bowman

ATTEST:



Kirk Hunsaker, Mayor



K. Aaron Shirley, City Recorder



CITY COUNCIL WORK SESSION MEETING

Tuesday, November 17, 2020, at 5:30 PM
Court Room/Council Chambers (2nd Floor) and Online

Minutes

ROLL CALL

PRESENT

Mayor Kirk Hunsaker
Council Member Nick Miller
Council Member Betsy Montoya
Council Member Lynn Mecham
Council Member David Hathaway
Council Member Jennifer Bowman

PLEDGE OF ALLEGIANCE

Led by Jason Bond.

DISCUSSION ITEMS

1. Community Services Board - Discussion

Community Services Director John Bradley proposed eliminating non-required state boards including Recreation and Museum to combine them into a Community Services Board to reduce meetings and demands on staff time. State required boards, Library and Historic Preservation would be reduced to quarterly meetings and RAP Tax Board moved to an annual meeting. Council Member Montoya liked the idea of consolidating for efficiency. Council Member Mecham wanted Bradley to be sure that each of the eliminated boards had representation on the Community Services Board and not feel like their interests or voices aren't heard. Council Member Montoya agreed. Bradley said that he wants to get citizens who are well-rounded and not just interested in Museum or Sports but who is willing to work on issues that have to do with Community Services as a whole. Council Member Hathaway said he wanted Bradley to make sure that any of the dissolved board members don't feel like left out or kicked out in any way. Bradley said this was a good comment and that this was a timely decision because a lot of the board members on the various boards had been there for years and their years of service will be acknowledged and appreciated. City Manager Reeves said that this has come about because there are a lot of meetings where the boards are struggling to fill the meeting with content to feel like they're accomplishing something and this consolidation of efforts is really about efficiency.

2. Historic Preservation Survey/Grant & Update

Community Services Director Bradley gave an update on the Historic Preservation Grant. Santaquin has applied for Certified Local Government Status which makes the City eligible for up to \$10,000 annually. A part of this process includes a Reconnaissance Level Survey which determines homes and businesses in Santaquin fall under the "Historic" status. A consultant can do this charging \$20-30 per home/business.

3. Ahlin Pond Park Update

Community Services Director gave an update on the RAP tax fund expenditures. This includes the Theodore Ahlin Pond Park where a Disc Golf Course has been installed, cement blocks to

provide closer fishing access will be installed this winter or next spring, and a youth playground on top of the knoll will be installed in the spring of 2021. Council Member Mecham expressed concern with having a playground next to a pond where kids could potentially swim unmonitored and drown. Bradley talked about putting in a potential buffer zone or a fence. The Mayor and Council Member Miller recommended moving forward but putting appropriate signage. Council Member Hathaway, Bowman, and Montoya said they agreed with moving forward.

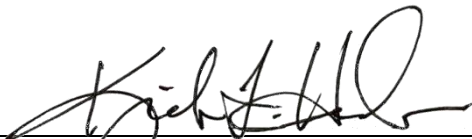
4. Arena Policies

Community Services Director Bradley talked about the rodeo arena and renting out for use which brings about the need for liability insurance for the rodeo club, a fee schedule, and access for tractors and water trucks and whether or not non-city employees should operate city equipment. Council Member Montoya said she doesn't feel comfortable with the idea of non-employees using city equipment because that puts the citizens as taxpayers at financial risk. City Manager Reeves and City Attorney Rich agreed that formalizing and professionalizing this process and relationship with the rodeo club.


ADJOURNMENT

Meeting was adjourned at 6:36 p.m.

ATTEST:



Kirk Hunsaker, Mayor



K. Aaron Shirley, City Recorder



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ROLL CALL

PRESENT

Mayor Kirk Hunsaker
Council Member Nick Miller
Council Member Betsy Montoya
Council Member Lynn Mecham
Council Member David Hathaway
Council Member Jennifer Bowman

PLEDGE OF ALLEGIANCE

Led by Norm Beagley.

INVOCATION / INSPIRATIONAL THOUGHT

Given by Council Member Bowman.

DECLARATION OF ANY CONFLICT OF INTEREST

CONSENT AGENDA (MINUTES, BILLS, ITEMS)

Minutes

1. October 20, 2020 - City Council Work Meeting Minutes
2. October 20, 2020 - City Council Regular Meeting Minutes

Bills

3. 11-17-2020 Invoice Register - Bills: \$1,031,249.95

Consent Action Item

4. Cancellation of the 2020 City Staff and Fire Department Christmas Parties and Providing Alternative Support and Recognition for Services Rendered.

Motion made by Council Member Miller to approve the Consent Agenda.

Seconded by Council Member Mecham.

Voting Yea: Council Member Miller, Council Member Montoya, Council Member Mecham, Council Member Hathaway, Council Member Bowman

PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS

Public Forum

Name: Lynn Cherrington

Comment: City Works Employees,

I have lived in Santaquin for 13 years and I have and continue to be impressed with how well the city is taken care of and how you take care of its residents. If I call the city office with a questions, I am met with cheerful and helpful employees who take the time to answer my questions. We have called the city works about water and sewer connections on a few occasions and I have received prompt service. Someone has come to our home and addressed the problems well beyond our satisfaction. Snow removal is done early and repeated if the snow continues to fall throughout the day. The hills are always sanded. We visit the parks in town and find them well kept. The lawns are watered and mowed and the garbage cans are emptied. I walk in the cemetery several times a week and I am very impressed with the care given there. When the lawns are mowed and trimmed the employees are friendly and do an awesome job. One gentleman always turns his mower off and waits for me to pass so he doesn't throw grass on me, a courtesy above and beyond what would be expected. I have seen those who trim around the headstones and move decorations so they can trim, then replace them. Thank you to those who go beyond what is required to make our city beautiful and to make it a wonderful place to live.

Name: Elaine Hunsman

Comment: Dear Mayor and City Council,

As an East Bench resident, I am extremely concerned about the Pedersen PUD proposal. The Pedersen property is zoned R-10, but the northwest portion of this concept reduces lot size to a level which will significantly increase traffic, particularly the I-15 exit 244. The property owners have the right to develop their land, but it should be within the already established code by the city. There are a lot people that built their homes here expecting the city to stick to their plan. I do not support reducing lot sizes from the current PUD standards. A clearly identified plan for the debris basins on the east bench should also be presented prior to further discussions of the concept plan for this proposed PUD. Please consider the long term implications of this project for current residents that believed in the city's plan when they built here. We already have a lot of homes on small lots and multiple dwellings which brings more revenue per acre of ground. It also brings a big change in the dynamics of a city. I believe it will bring issues to our community that many people came here to get away from. It really doesn't preserve the heritage of Santaquin which has been talked about throughout our community.

Thanks for your time.

Name: Mark Openshaw

Comment: Dear Santaquin City Council,

I hope you are doing well and thank you for your service. I have a lot of respect for people that give of themselves to help others. The last three years my Dad and I have had an agreement with Santaquin City concerning the use of our shares of Summit Creek Irrigation and the city delivering those shares through the PI system. We are seeking a long term agreement with the city and the insurance that comes with that. We have been good stewards of the water using far less than our agreement allows us. The investment we have put into our irrigation system to work with a 2" meter has been expensive but has yielded many positive results both on a large reduction in water use and better tree health. We are asking for a 10-year agreement based on our current contract. I kindly ask that you please don't table action on this because it leaves us in limbo. Thank You.

Name: Jody Reid

Comment: Dear Mayor and City Council Members, I am wondering if the city has any plans to make use of the assemble app mentioned in our ballot packets. Thank you for your service to the community.

Name: Pamela Colson, Laurelle & Wade Zimmerman, Autumn & Chad Olson, Nicole & Cory Crabb, Malory & Robert Black, Larry Liston

Comment: Mayor, City Council and City Officials

As property owners on 9th East, we would like to express our concern regarding future development affecting our homes.

In a DRC meeting on 10-13-20, while discussing the Flagship Homes development, "the 900 east trail corridor" was discussed. A 10 ft wide asphalt trail is proposed along the east side of 9th east

The proposed developer, Flagship Homes, was asked by the city to pour an asphalt path on the east side of the street that will line up with the current 9th East road. There was also mention of the Bonneville trail connection and Highway 198 connecting to the 9th East corridor. As home owners along 9th East, including property easements on the west side of our properties, we are concerned and unaware of a plan for a 9th East corridor. We are aware that the original intention for that easement was to be part of the Bonneville Trail when it was deeded to the city 15 years ago by the developer. There is also a 30-foot easement along the north property line for 4 or more houses on the north side of 270 South that was part of that original plan for the Bonneville trail. When 9th East was originally built it was meant to be the main connector to Main Street. Over time that plan changed. There have been many plans since but nothing consistent. With proposed high density housing near the newly named 9th East corridor, we feel there is a need for a clear and precise roadmap for the area. Well defined roads should take safety and evacuation routes into consideration as it appears 9th east is no longer being considered a main connector as the street called 9th east in the new subdivision looks to be half the size of the current 9th east.

We feel strongly that:

- Community involvement and support is necessary for trails to be both utilized and a positive force in the community
- There must be a system in place to promptly address issues and problems experienced by neighbors
- There should be transparency of the visioning process to community members
- A clear plan for maintenance and addressing issues that arise is needed and can solve many of the negative effects including
 - Litter
 - Illegal use of trails
 - Disruptive noise

We respectfully request a copy of the 9th East corridor plan and specifically information relating to how all our property easements will be integrated into this plan.

*References available upon request

Sincerely, Laurelee and Wade Zimmerman at 920 E 270 S, Autumn and Chad Olson at 915 E 300 S, Nicole and Cory Crabb at 918 E. 300 S., Malory and Robert Black at 911 East 370 South, Larry Liston in Payson, Pamela Colson at 917 East 270 South.

Awards

5. Volunteer of the Month - Gary & Nancy Tiffany

Gary and Nancy Tiffany are our November Volunteer of the Month. They are being recognized for their continued efforts in picking up trash along Santaquin Canyon road. About two years ago, the Tiffany's started walking the canyon and noticed the amount of trash that littered the sides of the road. They decided to start carrying garbage sacks with them to collect the trash. They typically fill their bags on the way up the canyon then leave the bags on the side of the road to pick up on their way back down. Two years later, they are still walking the road and picking up garbage. Thanks to their efforts, the road is relatively free of garbage, up to about the Trumbolt Picnic Area. If they find something that might have value to the owner, Nancy will post on social media that the item has been found and can be retrieved. So far there have been no takers, but she continues to try and return more valuable items to their owners.

The Tiffany's have noticed there are tree clippings, yard debris and large household items which have been dumped over the road's edge into the canyon. There are large items near the bottom that they are not able to retrieve. This is a reminder that it is never okay to dump garbage, even tree clippings and grass, in our beautiful canyon. The landfill is very close and free to Santaquin residents for green waste.

Gary and Nancy moved to Santaquin from Arizona two years ago and are loving the area. They have children in Spanish Fork and in Arizona. Both are semi-retired. Gary was an electrician and truck driver by trade, and Nancy was a secretary. If you go into the Red Barn, you might get the opportunity to see Nancy behind the counter.

Thank you, Gary and Nancy, for reminding us that every little effort to do good can influence others to do the same. Congratulations on being recognized as Volunteer of the Month.

6. Payson-Santaquin Chamber of Commerce Business of the Month

Our Business of the Month for November is Admiral Plumbing, Heating and Cooling. They are active in their community and a valued business in the chamber and the area. We are grateful to have them as part of the chamber and the community.

"We are so excited to have been chosen for business of the month for November. We want to thank all of our Payson and Santaquin area customers who voted for us. We are delighted to have gained your trust and we will do everything possible to make sure you will always be pleased with our service.

We love meeting people in the community as we visit homes to fix plumbing issues or get a furnace working properly. It's always a happy day when a customer gets to upgrade to endless hot water with a new tankless water heater, but we know having home maintenance and repairs done is not the usually the most fun thing to spend money on, especially when it is unexpected. We try very hard to make sure the experience is as convenient, pleasant, and affordable as possible for our customers.

We appreciate any business given to us from a small leak on a pipe to a full furnace and air conditioner change out and we treat every job as important. Our goal is to build relationships of trust. Most of our business comes from repeat customers and referrals and we work to make every experience a happy one.

We have been in business for 20 years and have loved serving this community and getting to know many of you."

Mike and Kristi Birchett

7. Sale of Old Public Safety Building Property

City Manager Reeves explained that the city received three official bids with the highest bid being KeenEye Family Vision.

Motion made by Council Member Montoya to award the sale of the city owned parcels (approximately .94 acres) located on the southwest corner of the intersection of 100 East Main Street, Santaquin, Utah, to Kenyon Anderson, Keeneye Family Vision in the amount of \$474,000. This sale is subject to the final resolution of the boundary line agreement (BLA) issues, which resolution is currently in process (Anticipated closing date: approximately 30-days to provide time for said BLA resolution).

Seconded by Council Member Bowman.

Voting Yea: Council Member Miller, Council Member Montoya, Council Member Mecham, Council Member Hathaway, Council Member Bowman

NEW BUSINESS

Ordinances

8. *Ordinance 11-01-2020 - A Proposed Time Extension of the Grey Cliffs Conditional Rezone (Approximately 600 N. SR-198)*

Community Development Director Jason Bond explained that the current development agreement is a far off from what was proposed to Council and to bridge that gap staff recommends a time extension to allow for development of the agreement.

Motion made by Council Member Mecham approve Ordinance no. 11-01-2020 an ordinance extending the timeframe for a conditional rezone which would amend the zoning map of Santaquin city, more specifically, approving the rezoning of approximately 233 acres of property from agriculture zone (AG) and residential agriculture zone (R-AG) to single family R-10 with a planned unit development designation (PUD) and interchange commercial (C-1), providing severability and an effective date for the ordinance.

Seconded by Council Member Miller.

Voting Yea: Council Member Miller, Council Member Montoya, Council Member Mecham, Council Member Hathaway, Council Member Bowman

Resolutions

9. *Resolution 11-01-2020 - Appointing Temporary Justice Court Judges*

City Manager Reeves explained that with the unexpected passing of Justice Court Judge Sharla Williams, the City wanted to express condolences to her family as well as express gratitude for all that she's done for the City.

City Attorney Rich also expressed his sorrow for the passing of Justice Court Judge Sharla Williams and that he very much enjoyed working with her. Rich then explained the process for nominating new Justice Court Judges and set the expectation that the process would hopefully be completed by the first of the new year.

Motion made by Council Member Montoya approve Resolution 11-01-2020 'A Resolution Appointing Temporary Justice Court Judges for the Santaquin Justice Court'.

Seconded by Council Member Hathaway.

Voting Yea: Council Member Miller, Council Member Montoya, Council Member Mecham, Council Member Hathaway, Council Member Bowman

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

City Manager Benjamin Reeves

Showed the before and after pictures of the area that is now the Clock Tower Plaza and the improvement and beauty to the community. The intent is to name the plaza the Myron Olson Plaza after the family who formerly owned the property and served the community for years. Council Member Mecham asked if there were plans for lights because it was very dark this morning and Reeves encouraged Mecham to pass by later as the lights on the clock tower are now lit.

Assistant City Manager Norm Beagley

Congratulated Jason Bond and his team for their work in getting a \$25,000 grant to help pay for the General Plan Update.

Community Development Director Jason Bond

Wanted to give Ryan Harris, City Planner for his work on the application that got the \$25,000 grant to pay for the General Plan Update.

Looking forward to having Jennifer Bowman and the Beautification Committee in planting flowers in the spring to make the Clock Tower Plaza even more amazing.

REPORTS BY MAYOR AND COUNCIL MEMBERS

Mayor Hunsaker

Nothing to report.

Council Member Miller

Nothing to report.

Council Member Montoya

Asked about the Openshaw Public Comment and for some background since the comment said to not table the issue but since it wasn't on any agenda there was nothing to table. City Manager Reeves explained that this relates to a meeting that was had with Summit Creek Irrigation in expanding water wielding. The decision was made that a board would be formed to determine when water wielding should occur and in what circumstances.

Noticed a lack of street lights in certain areas of the city and asked staff to keep that in mind.

Council Member Mecham

Nothing to report.

Council Member Hathaway

Nothing to report.

Council Member Bowman

Nothing to report.

EXECUTIVE SESSION (May be called to discuss the character, professional competence, or physical or mental health of an individual)

At 7:55 p.m. a motion was made by Council Member Miller to enter an Executive Session to discuss the character, professional competence, or physical/mental health of an individual.

Seconded by Council Member Hathaway.

Voting Yea: Council Member Miller, Council Member Montoya, Council Member Mecham, Council Member Hathaway, Council Member Bowman

At 9:30 p.m. Council went back into its regular City Council meeting.

EXECUTIVE SESSION (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)

Motion made by Council Member Miller at 9:30 to enter into an Executive Session to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property.

Seconded by Council Member Hathaway.

Voting Yea: Council Member Miller, Council Member Montoya, Council Member Mecham, Council Member Hathaway, Council Member Bowman

ADJOURNMENT


Council entered regular Council Meeting at 10:00 p.m.

Motion made by Council Member Bowman at 10:00 p.m. to adjourn.

Seconded by Council Member Hathaway.

Voting Yea: Council Member Miller, Council Member Montoya, Council Member Mecham, Council Member Hathaway, Council Member Bowman

ATTEST:



Kirk Hunsaker, Mayor



K. Aaron Shirley, City Recorder

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1157	6-STAR INSTALLATIONS & SALES	82080	11/18/2020	11/18/2020	\$650.00 650.00	1054250	EQUIPMENT MAINTENANCE	CHANGE OUT CAMERA SYSTEM IN FORD EXPLORER
Refund: 121464	AMES, MICHAEL & ASHLEY		11/19/2020	11/19/2020	\$90.16 90.16	5113110	ACCOUNTS RECEIVABLE	Refund: 121464 - AMES, MICHAEL & ASHLEY
REIMBURSE-111	AUGUSTUS, CHEYENNE	82081	11/18/2020	11/18/2020	\$95.74 95.74	1054240	SUPPLIES	UNIFORM
17-289	BELL, MARK	82082	11/18/2020	11/18/2020	\$18.50 18.50	1042310	PROFESSIONAL & TECHNICA	WITNESS FEE
10009760-00	BEST DEAL SPRINGS	82083	11/18/2020	11/18/2020	\$67.17 67.17	1060250	EQUIPMENT MAINTENANCE	PLOW STICK/MINI 4RD LED SPOT
044242-21848	BIG O' TIRES - SANTAQUIN	82084	11/18/2020	11/18/2020	\$72.92 72.92	1054250	EQUIPMENT MAINTENANCE	OIL CHANGE - VIN: 12179
1304	BLU LINE DESIGNS	82085	11/18/2020	11/18/2020	\$507.50 507.50	5740720	IMPACT FEE	PLANNING & DESIGN - AHLIN PARK/HARVEST VIEW PARK
145156	BUSY BEE CONCRETE	82086	11/18/2020	11/18/2020	\$814.00 814.00	7657247	COVID-19 RELATED EXPENDI	CONCRETE FOR PS LAUNDRY ROOM INSTALL
1544-380706	CARQUEST AUTO PARTS (ADVANCE	82087	11/18/2020	11/18/2020	\$291.48 291.48	7657250	FIRE - EQUIPMENT MAINTEN	BATTERY
111620B	CENTURYLINK	82088	11/18/2020	11/18/2020	\$174.21 174.21	1051280	TELEPHONE	801-754-5165
111820A	CENTURYLINK	82088	11/18/2020	11/18/2020	\$65.32 65.32	1051280	TELEPHONE	801-754-5293
	Vendor Total:				\$239.53			
PR112120-7171	CHILD SUPPORT SERVICES/ORS		11/27/2020	11/27/2020	\$140.31 140.31	1022420	GARNISHMENTS	Garnishment - Child Support
REIMBURSE-111	CHRISTENSEN, TIFFANY	82089	11/18/2020	11/18/2020	\$75.00 75.00	7657235	EMS - EDUCATION, TRAINING	DIFFICULT AIRWAY COURSE
PR112120-383	EFTPS		11/27/2020	11/27/2020	\$43,895.47 26,341.06 6,160.52 11,393.89	1022210 1022210 1022220	FICA PAYABLE FICA PAYABLE FEDERAL WITHHOLDING PAY	Social Security Tax Medicare Tax Federal Income Tax
20121530	EPIC ENGINEERING	82091	11/18/2020	11/18/2020	\$655.00 655.00	1022450-211	(INSP) HIGH PARK NORTH TO	QUALITY ASSURANCE
20121532	EPIC ENGINEERING	82091	11/18/2020	11/18/2020	\$493.50 493.50	1022450-270	(INSP)[Plat G-3]THE ORCHAR	QUALITY ASSURANCE
20121533	EPIC ENGINEERING	82091	11/18/2020	11/18/2020	\$1,227.00 1,227.00	1022450-284	(INSP)[Plat I]FOOTHILL VILLA	QUALITY ASSURANCE
20121534	EPIC ENGINEERING	82091	11/18/2020	11/18/2020	\$1,250.00 1,250.00	1022450-284	(INSP)[Plat I]FOOTHILL VILLA	QUALITY ASSURANCE
20121535	EPIC ENGINEERING	82091	11/18/2020	11/18/2020	\$2,100.00 2,100.00	5740720	IMPACT FEE	FOURTH EAST GATEWAY PLAZA

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20121536	EPIC ENGINEERING	82091	11/18/2020	11/18/2020	\$1,113.00 1,113.00	1022450-291	(INSP)[Plat A-13]THE ORCHAR	QUALITY ASSURANCE
20121537	EPIC ENGINEERING	82091	11/18/2020	11/18/2020	\$2,756.00 2,756.00	1022450-304	(INSP)[Plat A-14 AH]THE ORC	QUALITY ASSURANCE
20121539	EPIC ENGINEERING	82091	11/18/2020	11/18/2020	\$1,711.00 1,711.00	4540200	ROAD MAINTENANCE	2020 SANTAQUIN ROAD PROJECT
	Vendor Total:				\$11,305.50			
RI104670204	FP MAILING SOLUTIONS	82092	11/18/2020	11/18/2020	\$86.85 86.85	1043310	PROFESSIONAL & TECHNICA	ADMIN
0551823953	HONEY BUCKET	82093	11/18/2020	11/18/2020	\$80.00 80.00	1070300	BUILDINGS & GROUNDS MAI	R0094124
0551823954	HONEY BUCKET	82093	11/18/2020	11/18/2020	\$80.00 80.00	1070300	BUILDINGS & GROUNDS MAI	R0021364
	Vendor Total:				\$160.00			
59112	JOHNSON TIRE SERVICE	82094	11/18/2020	11/18/2020	\$663.80 663.80	7657250	FIRE - EQUIPMENT MAINTEN	TIRES - VIN: 46059
17-288	LERWILL, AUSTIN & TALYR	82095	11/18/2020	11/18/2020	\$18.50 18.50	1042310	PROFESSIONAL & TECHNICA	WITNESS FEE
REIMBURSE-111	LINDQUIST, CHRIS	82096	11/18/2020	11/18/2020	\$75.00 75.00	7657235	EMS - EDUCATION, TRAINING	DIFFICULT AIRWAY COURSE
PM-INV003531	MONSEN ENGINEERING LLC	82098	11/18/2020	11/18/2020	\$1,005.00 1,005.00	1048250	EQUIPMENT MAINTENANCE	TSC3/RANGER 3 DISPLAY
S103837092.001	MOUNTAINLAND SUPPLY	82099	11/18/2020	11/18/2020	\$199.58 199.58	5440240	SUPPLIES	FIRE STATION
PR112120-13093	NEBO LODGE #45		11/27/2020	11/27/2020	\$18.00 18.00	1022425	FOP DUES	FOP Dues (Nebo Lodge #45)
04-1948539	PAYSON MARKET	82100	11/18/2020	11/18/2020	\$21.83 21.83	7657240	FIRE - SUPPLIES	CANDY & DRINKS
04-1948541	PAYSON MARKET	82100	11/18/2020	11/18/2020	\$10.77 10.77	7657240	FIRE - SUPPLIES	CANDY
	Vendor Total:				\$32.60			
150696	POSTY CARDS	82101	11/18/2020	11/18/2020	\$109.75 109.75	1041240	SUPPLIES	CHRISTMAS CARDS
RMP-111820A	ROCKY MOUNTAIN POWER	82102	11/18/2020	11/18/2020	\$167.76 167.76	1060270	UTILITIES - STREET LIGHTS	115 W 860 N
12224-14017	ROCKY MOUNTAIN VALVE & AUTOMA	82103	11/18/2020	11/18/2020	\$814.63 814.63	5240550	WRF - EQUIPMENT MAINTEN	ROTORK TYPE A DRIVE BUSHING FOR IQ12
PR112120-266	SANTAQUIN CITY UTILITIES		11/27/2020	11/27/2020	\$731.00 675.00 56.00	1022350 1022350	UTILITIES PAYABLE UTILITIES PAYABLE	Utilities Cemetery
450_A_46073_1	SKAGGS PUBLIC SAFETY UNIFORM	82104	11/18/2020	11/18/2020	\$727.83 727.83	1054740	CAPITAL-VEHICLES & EQUIP	TIPLER
450_A_46073_2	SKAGGS PUBLIC SAFETY UNIFORM	82104	11/18/2020	11/18/2020	\$239.92 239.92	1054740	CAPITAL-VEHICLES & EQUIP	TIPLER

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450_A_46582_1	SKAGGS PUBLIC SAFETY UNIFORM	82104	11/18/2020	11/18/2020	\$298.30			
					298.30	1054240	SUPPLIES	MILLER
	Vendor Total:				\$1,266.05			
15139	SMASH ATHLETICS, INC	82105	11/18/2020	11/18/2020	\$312.60			
					312.60	6140670	ADULT SPORTS	COED SOFTBALL HOODIES
U53114	SPRINKLER SUPPLY - SPANISH FOR	82106	11/18/2020	11/18/2020	\$59.67			
					59.67	5240550	WRF - EQUIPMENT MAINTEN	SUPPLIES
5412128	STAKER PARSON COMPANIES	82107	11/18/2020	11/18/2020	\$339.01			
					339.01	1060240	SUPPLIES	3/4" COMMERCIAL ROAD BASE
W24585	STOTZ EQUIPMENT CO, LLC - ARIZO	82108	11/18/2020	11/18/2020	\$660.26			
					660.26	1070250	EQUIPMENT MAINTENANCE	Z970 GAS
38221	TISCHNER FORD SALES, INC	82109	11/18/2020	11/18/2020	\$53.98			
					53.98	1078250	EQUIPMENT MAINT	OIL CHANGE - VIN: 43453
REIMBURSE-111	URBAN, ANDREA	82110	11/18/2020	11/18/2020	\$358.31			
					358.31	7657240	FIRE - SUPPLIES	REIMBURSEMENT FOR AUCTION STATEMENT
PR112120-7076	UTAH COUNTY LODGE #31		11/27/2020	11/27/2020	\$144.00			
					144.00	1022425	FOP DUES	FOP Dues (Ut County Lodge #31)
PR112120-382	UTAH STATE RETIREMENT		11/27/2020	11/27/2020	\$33,121.96			
					4,357.90	1022300	RETIREMENT PAYABLE	401K
					26,022.43	1022300	RETIREMENT PAYABLE	Retirement
					608.05	1022300	RETIREMENT PAYABLE	401K - Tier 1 Parity
					606.50	1022300	RETIREMENT PAYABLE	Roth IRA
					660.52	1022300	RETIREMENT PAYABLE	457
					99.52	1022300	RETIREMENT PAYABLE	Post Retirement (After 7/2010)
					767.04	1022325	RETIREMENT LOAN PAYMEN	Retirement Loan Payment
PR112120-361	UTAH STATE TAX COMMISSION		11/27/2020	11/27/2020	\$7,761.58			
					7,761.58	1022230	STATE WITHHOLDING PAYAB	State Income Tax
9863467909	VERIZON WIRELESS	82112	11/18/2020	11/18/2020	\$1,426.75			
					603.38	1054280	TELEPHONE	NOVEMBER
					640.16	1054340	CENTRAL DISPATCH FEES	NOVEMBER
					80.02	1068280	TELEPHONE	NOVEMBER
					60.75	5140240	SUPPLIES	NOVEMBER
					42.44	7657280	TELEPHONE	NOVEMBER
WALMART-11182	WALMART BRC - GE CAPITAL RETAIL	82113	11/18/2020	11/18/2020	\$325.38			
					19.29	6140450	YOUTH VOLLEYBALL	SHIPPING LABELS
					306.09	7540480	FOOD	SENIOR CENTER FOOD
Refund: 151857	WEBB, NICHOLE & COREY *		11/23/2020	11/23/2020	\$122.76			
					122.76	5113110	ACCOUNTS RECEIVABLE	Refund: 151857 - WEBB, NICHOLE & COREY *
B0F86B2-202010	WIN-911	82114	11/18/2020	11/18/2020	\$495.00			
					495.00	5240310	PROFESSIONAL & TECHNICA	WIN-911 MAINTENANCE
	Total:				\$108,793.06			
					32,501.58	1022210	FICA PAYABLE	
					11,393.89	1022220	FEDERAL WITHHOLDING PAY	
					7,761.58	1022230	STATE WITHHOLDING PAYAB	

GL Account Summary

FICA PAYABLE
 FEDERAL WITHHOLDING PAY
 STATE WITHHOLDING PAYAB

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					32,354.92	1022300	RETIREMENT PAYABLE	
					767.04	1022325	RETIREMENT LOAN PAYMEN	
					731.00	1022350	UTILITIES PAYABLE	
					140.31	1022420	GARNISHMENTS	
					162.00	1022425	FOP DUES	
					655.00	1022450-211	(INSP) HIGH PARK NORTH TO	
					493.50	1022450-270	(INSP)[Plat G-3]THE ORCHAR	
					2,477.00	1022450-284	(INSP)[Plat I]FOOTHILL VILLA	
					1,113.00	1022450-291	(INSP)[Plat A-13]THE ORCHAR	
					2,756.00	1022450-304	(INSP)[Plat A-14 AH]THE ORC	
					109.75	1041240	SUPPLIES	
					37.00	1042310	PROFESSIONAL & TECHNICA	
					86.85	1043310	PROFESSIONAL & TECHNICA	
					1,005.00	1048250	EQUIPMENT MAINTENANCE	
					239.53	1051280	TELEPHONE	
					394.04	1054240	SUPPLIES	
					722.92	1054250	EQUIPMENT MAINTENANCE	
					603.38	1054280	TELEPHONE	
					640.16	1054340	CENTRAL DISPATCH FEES	
					967.75	1054740	CAPITAL-VEHICLES & EQUIP	
					339.01	1060240	SUPPLIES	
					67.17	1060250	EQUIPMENT MAINTENANCE	
					167.76	1060270	UTILITIES - STREET LIGHTS	
					80.02	1068280	TELEPHONE	
					660.26	1070250	EQUIPMENT MAINTENANCE	
					160.00	1070300	BUILDINGS & GROUNDS MAI	
					53.98	1078250	EQUIPMENT MAINT	
					99,641.40		Total	
					1,711.00	4540200	ROAD MAINTENANCE	
					212.92	5113110	ACCOUNTS RECEIVABLE	
					60.75	5140240	SUPPLIES	
					273.67		Total	
					495.00	5240310	PROFESSIONAL & TECHNICA	
					874.30	5240550	WRF - EQUIPMENT MAINTEN	
					1,369.30		Total	
					199.58	5440240	SUPPLIES	
					2,607.50	5740720	IMPACT FEE	
					19.29	6140450	YOUTH VOLLEYBALL	
					312.60	6140670	ADULT SPORTS	
					331.89		Total	
					306.09	7540480	FOOD	
					150.00	7657235	EMS - EDUCATION, TRAINING	
					390.91	7657240	FIRE - SUPPLIES	
					814.00	7657247	COVID-19 RELATED EXPENDI	
					955.28	7657250	FIRE - EQUIPMENT MAINTEN	
					42.44	7657280	TELEPHONE	
					2,352.63		Total	
					\$108,793.06		GL Account Summary Total	



**EMPLOYEE
OF THE
MONTH**

December 2020

EXCELLENCE



CHRIS LINDQUIST

December 2020 Employee of the Month – Chris Lindquist

Chris Lindquist has worked for Santaquin City for the past twenty-two years in our Fire/EMS department. He is currently the city's Emergency Manager and has been serving in this capacity for the past two years. After he was made Santaquin's Emergency Manager, he set out to get his Utah Emergency Manager Certification. This Program patterns the Certified Emergency Manager© Program offered by the International Association of Emergency Managers (IAEM) which he is already working toward earning.

Chris holds a doctorate degree in education from Western Governors University and is a full-time professor at UVU in their Emergency Services program. As a professor, he requires his students to interact with their communities, and businesses in their communities, to develop Emergency Response Plans.

As the Emergency Manager for Santaquin, Chris leads out in several efforts to help the city staff and community be prepared for emergencies. He, along with Shane Bott, started the city's CERT program in 2000 and he has been instructing the course ever since. He looks forward to being able to offer this program once again after Covid-19 is under control. He most recently worked with area business leaders to provide financial support that would benefit our residents and our local businesses, through the Santaquin City Stimulus Program. He also has stayed on top of the sanitation needs of the city office buildings during this COVID pandemic.

Chris and his sweetheart, Suzette, have lived in Santaquin for the past twenty-three years. They are the proud parents of three sons, Jordan, Dallan and Ryan. He enjoys spending time with his family and doing anything outdoors such as camping, hunting, fishing and gardening. Emergency service and management is his passion, and we are very fortunate to have Chris provide direction and leadership in his role here at the city. Thank you, Chris, for your dedication and desire to serve the great people of our community.



We would like to extend our **CONGRATULATIONS** to **Ty Jones and his team at The Insurance Center**, for being voted as Business of the Month for December. Ty has been recognized on Google as having amazing rates and working hard for his clients to meet their needs! Well done, Ty! He is also very involved in the Chamber and in other community organizations. He prides himself on the time and effort he puts into his community. We appreciate all you have done. Congratulations!

ORDINANCE NO. 12-01-2020

AN ORDINANCE ESTABLISHING A COMMUNITY SERVICES BOARD AND REPEALING THE RECREATION BOARD, MUSEUM BOARD AND MODIFYING THE RAP TAX COMMITTEE IN AN EFFORT TO CONSOLIDATE AND STREAMLINE THE ACTIVITIES AND EFFORTS OF SAID BOARDS

WHEREAS, the City of Santaquin recognizes and appreciates the services of its various boards, committees and volunteers within the Community Services Functional Area; and

WHEREAS, to enhance the effectiveness of its volunteers and city staff members, and to streamline the administrative requirements of each of the various boards (i.e. posting of agendas, recording of minutes, and video streaming of meetings), the Santaquin City Council desires to create an overarching Community Services Board which will consolidate the efforts of the Recreation Board, Museum Board as well as the various ad hock committees for arts, events, etc.; and

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SANTAQUIN CITY, UTAH, AS FOLLOWS:

SECTION I.

Establishment of Title 2, Chapter 22

COMMUNITY SERVICES BOARD

2.22.010: COMMUNITY SERVICES BOARD ESTABLISHED; MANAGEMENT:

The community services board is hereby established to be kept and maintained for the purpose of enhancing the sports, recreation, culture, heritage and general welfare of the community. The community services board shall be managed and operated pursuant to the provisions of this article.

2.22.020: BOARD ESTABLISHED; TERMS OF OFFICE; BYLAWS:

A. Board Members: There is hereby created and established a community services board, which shall consist of seven (7) members who shall be residents of the city. It is hereby established that one member of the board

shall be a member of the city council. All board members, and the chair of the community services board, shall be appointed by the mayor, with the advice and consent of the city council, for terms as set forth below or until their respective successors are appointed. If any member is an elected official, he or she shall be deemed replaced by his or her successor in office. Subject to the above, any vacancy on the board will be filled by appointment by the mayor, with the advice and consent of the city council.

- B. **Terms of Office:** The mayor shall initially appoint two (2) community services board members for one (1) terms, two (2) community services board members for two (2) year terms, and two (2) community services board members for three (3) year terms, subject to confirmation by the city council. Annually thereafter the mayor shall, before January 1 of each year, or as soon thereafter as possible, appoint for three (3) year terms, subject to confirmation by the city council, board members to take the place of board members whose terms are ending.
- C. **Bylaws:** The board shall govern itself by a set of bylaws that it shall prepare and have approved by the city council. A current copy of the bylaws shall be maintained in the office of the city recorder for public use. The bylaws may be amended by a majority vote of all members of the board, provided written notice of the proposed amendments shall have been mailed to all board members at least ten (10) days prior to the meeting at which such action proposed will be taken. The board shall appoint, under the procedures outlined in the bylaws, any board officers designated in those bylaws with the exception of the chair of the board, who will be appointed by the mayor with the consent of the city council. The bylaws shall include provision for training of the board members.

2.22.030: VACANCIES:

Vacancies in the board occasioned by removals, resignations or otherwise, shall be filled for the unexpired term in the same manner as original appointments.

2.22.040: COMPENSATION:

Board members shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from the various community services department's funds.

2.22.050: CHAIRPERSON DUTIES:

Following their appointment, the chairperson shall present the agenda, as

hereinafter provided, of all matters pertaining to the community services board to be considered at each and every meeting of the board.

2.22.060: SPACE FOR BOARD MEETINGS, EQUIPMENT:

The city administration shall establish and furnish suitable space for the meetings and business of the community services board.

2.22.070: SECRETARY AND OTHER EMPLOYEES:

The community services director shall provide a city staff member to serve as the secretary to the community services board and other such employees as may be necessary to carry on the duties and functions thereof. Upon request by the board, the mayor, or designee, as approved by the city council, the community services director shall provide the board with city employees and employee management, pursuant to the pay range tables and other employee policies established for city employees. The funding for said employees shall come from the various community services departments.

2.22.080: MEETINGS; ABSENCE:

The board shall meet in regular meetings at a time designated by the board. Special meetings may be convened at any time as determined by the city council or the chairperson of the board, upon giving notice to all members of the board. Absence of a member of the board from three (3) regular meetings in any four (4) month period shall have the effect of vacating the office of the member, unless such absence is authorized or approved by board action. All meetings must comply with Utah Code Annotated title 52, chapter 4, as amended, relating to open and public meetings.

2.22.090: AGENDA; POWERS:

- A. Preparation of Agenda: The agenda for each meeting of the board shall be prepared by the chairperson or the chairperson's designee, and said agenda may cover all matters pertaining to the community services functional areas.
- B. Minutes: Written minutes shall be kept of all regular and special meetings and shall be transmitted to board members following such meetings. A permanent set of minutes shall be maintained. All records of the board shall be open to inspection during normal business hours.

- C. Authority to Recommend Polices: The board has the authority, consistent with city and state statute, to recommend policies and procedures for the various community services departments.
- D. Administrative Control Reserved To Mayor: Except as set forth in this article or by resolution, all other administrative control with respect to the various community services departments is reserved to the mayor, or designee.
- E. Advisory Board to City Council: The community services board shall act as an advisory board to the city council on all policy and budgetary matters pertaining to the community services functional area and to the mayor in respect to the administrative powers reserved to the mayor in this title.

2.22.100: BOARD COMMITTEES:

Matters of business for the board should, when suitable, go through committees and should be brought to the board by the committees. Referrals for study and recommendations should be made by the board to committees. Appropriate records should be made of all committee meetings and action, and recommendations to be made to the board shall represent clearly the committee decision and recommendation. Committees shall be established by the board as needed.

2.22.110: ANNUAL REPORTS:

The community services board shall make an annual report to the city council on the condition and operation of the various community services departments, projects and initiatives.

Repeal of Title 2, Chapter 24

MUSEUM BOARD

~~2.24.010 MUSEUM ESTABLISHED; MANAGEMENT:~~

~~The city museum, known as the Chieftain Museum, is hereby established to be kept and maintained for the purpose of enhancing the culture, heritage and general welfare of the community. The museum shall be managed and operated by the museum board pursuant to the provisions of this chapter. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

~~2.24.020 BOARD ESTABLISHED; TERMS OF OFFICE; BYLAWS~~

- ~~A. Board Of Directors: There is hereby created and established a museum board of directors of the city museum, which shall consist of seven (7) members who shall be residents of the city. It is hereby established that one member of the board shall be a member of the city council. All directors shall be appointed by the mayor, with the advice and consent of the city council, for terms as set forth below or until their respective successors are appointed. If any member is an elected official, he or she shall be deemed replaced by his or her successor in office. Subject to the above, any vacancy on the board will be filled by appointment by the mayor, with the advice and consent of the city council.~~
- ~~B. Terms Of Office: The mayor shall initially appoint a museum board member for one, two (2), or three (3) year terms, subject to confirmation by the city council. Annually thereafter the mayor shall, before July 1 of each year, or as soon thereafter as possible, appoint for three (3) year terms, subject to confirmation by the city council, directors to take the place of retiring directors.~~
- ~~C. The board shall govern itself by a set of bylaws that it shall prepare and have approved by the city council. A current copy of the bylaws shall be maintained in the office of the city recorder for public use. The bylaws may be amended by a majority vote of all members of the board, provided written notice of the proposed amendments shall have been mailed to all board members at least ten (10) days prior to the meeting at which such action proposed will be taken. The board shall appoint, under the procedures outlined in the bylaws, any board officers designated in those bylaws. The bylaws shall include provision for training of the board members as well as the museum staff. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

2.24.030 VACANCIES

~~Vacancies in the board of directors occasioned by removals, resignations or otherwise, shall be filled for the unexpired term in the same manner as original appointments. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

2.24.040 COMPENSATION

~~Directors shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from museum funds. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

2.24.050 CHAIRPERSON DUTIES

~~Following their appointment, the directors shall meet and elect a chairperson and vice chairperson, and such other officers as they deem necessary, for one year terms. The chairperson shall present the agenda, as hereinafter provided, of all~~

~~matters pertaining to the museum to be considered at each and every meeting of the board. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

~~**2.24.060 SPACE FOR BOARD MEETINGS, EQUIPMENT**~~

~~The city administration shall establish and furnish suitable space for the meetings and business of the museum board. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

~~**2.24.070 SECRETARY AND OTHER EMPLOYEES**~~

~~The museum board shall appoint a secretary to the museum board and such other employees as may be necessary to carry on the duties and functions thereof. Upon request by the board, the mayor, or designee, shall provide the board with city employees and employee management, pursuant to the pay range tables and other employee policies established for city employees. The funding for said employees shall come from the museum budget. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

~~**2.24.080 MEETINGS; ABSENCE**~~

~~The board shall meet in regular meetings at a time designated by the board. Special meetings may be convened at any time as determined by the city council or the chairperson of the board, upon giving notice to all members of the board. Absence of a member of the board from three (3) regular meetings in any four (4) month period shall have the effect of vacating the office of the member, unless such absence is authorized or approved by board action. All meetings must comply with Utah Code 52-4, as amended, relating to open and public meetings. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

~~**2.24.090 AGENDA; POWERS**~~

- ~~A. Preparation Of Agenda: The agenda for each meeting of the board shall be prepared by the chairperson or the chairperson's designee, and said agenda may cover all matters pertaining to the operation of the museum.~~
- ~~B. Minutes: Written minutes shall be kept of all regular and special meetings and shall be transmitted to board members following such meetings. A permanent set of minutes shall be maintained. All records of the board shall be open to inspection during normal business hours.~~
- ~~C. Maintenance, Operation Of Museum: The museum board shall:
 - ~~1. Maintain and care for the museum; and~~
 - ~~2. Establish policies for its operation.~~~~
- ~~D. Authority To Adopt Policies: The board has the authority, consistent with city and state statute, to adopt policies and procedures for the city museum.~~
- ~~E. Powers: Upon the approval of the city council, the board may:~~

- ~~1. Have control of the expenditures of the museum fund, in coordination with the mayor, or designee, and within the purchasing policies and budgets established by the city council;~~
- ~~2. Have control of the construction, lease or sale of museum buildings and land; and the operation and care of the museum;~~
- ~~3. Purchase, lease or sell land and purchase, lease, erect or sell buildings for the benefit of the museum; and~~
- ~~4. Solicit gifts or bequests from any person or source, on behalf of the city, for the development or improvement of the museum or for the acquisition of artifacts, equipment or materials for the museum. Such gifts or bequests shall be received by the city treasurer and shall be put in a special fund for the purpose for which the money was received.~~

~~F. Administrative Control Reserved To Mayor: Except as set forth in this chapter or by resolution, all other administrative control with respect to the museum is reserved to the mayor, or designee.~~

~~G. Advisory Board To City Council: The museum board shall act as an advisory board to the city council on all policy and budgetary matters pertaining to the museum and to the mayor in respect to the administrative powers reserved to the mayor in this title. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

~~2.24.100 APPOINTMENT OF MUSEUM DIRECTOR AND OTHER PERSONNEL~~

~~The museum board of directors shall recommend a competent person as museum director to have immediate charge of the museum with such duties and compensation for his/her services as it shall fix and determine. The mayor and city council will appoint the museum director upon the recommendation of the board. The museum director shall act as the executive officer for the museum board. The board shall appoint, upon the recommendation of the museum director, other personnel as needed. Upon request by the board, the mayor, or designee, shall provide the museum with city employees and employee management for museum purposes, pursuant to the pay range tables and other employee policies established for city employees. Upon request by the board, the museum director shall also be deemed a city employee. The funding for said employees shall come from the museum budget. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

~~2.24.110 BOARD COMMITTEES~~

~~Matters of business for the board should, when suitable, go through committees and should be brought to the board by the committees. Referrals for study and recommendations should be made by the board to committees. Appropriate records should be made of all committee meetings and action, and recommendations to be made to the board shall represent clearly the committee~~

~~decision and recommendation. Committees shall be established by the board as needed. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

~~2.24.120 ANNUAL REPORTS~~

~~The museum board of directors shall make an annual report to the city council on the condition and operation of the museum, including a financial statement. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

~~2.24.130 ADOPT RULES FOR MUSEUM USE; FREE USE OF MUSEUM~~

- ~~A. Required: The museum board of directors shall make and adopt rules and regulations, not inconsistent with law, for the governing of the museum. Subject to such rules and regulations, the museum shall be free to the use of the citizens of the city.~~
- ~~B. Violators Excluded: The board may exclude from the use of the museum any and all persons who shall wilfully violate such rules.~~
- ~~C. Use By Residents Outside City: The board may extend the privileges and use of the museum to persons residing outside of the city on such terms and conditions as it may prescribe by its regulations. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

~~2.24.140 UNLAWFUL ACTS~~

- ~~A. Destruction: It shall be unlawful for any person to mark, tear or in any manner injure, deface, mutilate or destroy any artifact or other property of the museum.~~
- ~~B. Penalty: Any person violating any provision of this section shall be guilty of a class C misdemeanor and upon conviction, subject to penalty as provided in SCC 1.16.010. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

~~2.24.150 FUNDING~~

- ~~A. Budget: Beginning in February of each year, a preliminary budget shall be prepared by the museum director and staff for the following fiscal year, which runs from July 1 to June 30. After review and approval of the board, the draft shall be presented to the city manager, or designee, along with other city budgets, by the month of April, for the public hearing and final approval of the city council.~~
- ~~B. Credit To Museum Fund: All tax monies received for the museum, as well as donated monies, shall be deposited in the city treasury to the credit of the museum fund and shall not be used for any other purpose except that of the city museum. Said fund shall be drawn upon by the authorized officers of the city upon presentation of the properly authenticated vouchers. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

~~2.24.160 HOURS OF OPERATION~~

~~The museum board of directors shall establish the hours of operation. The museum board may allow for the closure of the museum for limited periods of time for cleaning, maintenance, technological upgrades, or other temporary purposes deemed appropriate by the board. (Ord. 04-02-2013, 4-3-2013, eff. 4-4-2013)~~

Repeal of Title 2, Chapter 28

RECREATION BOARD

~~2.28.010 RECREATION ESTABLISHED; MANAGEMENT~~

~~The Santaquin City recreation board is hereby established to be kept and maintained for the purpose of promoting community health and well being through fun and memorable recreation experiences and activities for everyone. The recreation department shall be managed and operated by the recreation coordinator under the direction of the mayor, or designee, and under the broad policy guidance established by the recreation board. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

~~2.28.020 BOARD ESTABLISHED; TERMS OF OFFICE; BYLAWS~~

- ~~A. Recreation Board Members: There is hereby created and established the Santaquin City recreation board, which shall consist of seven (7) members who shall be residents of the city. It is hereby established that one member of the board shall be a member of the city council. All members shall be appointed by the mayor, with the advice and consent of the city council, for terms as set forth below or until their respective successors are appointed. If any member is an elected official, he or she shall be deemed replaced by his or her successor in office. Subject to the above, any vacancy on the board will be filled by appointment by the mayor, with the advice and consent of the city council.~~
- ~~B. Terms Of Office: The mayor shall initially appoint a recreation board member for one, two (2), or three (3) year terms, subject to confirmation by the city council. Annually thereafter the mayor shall, before July 1 of each year, or as soon thereafter as possible, appoint for three (3) year terms, subject to confirmation by the city council, board members to take the place of retiring board members.~~
- ~~C. Bylaws: The board shall govern itself by a set of bylaws that it shall prepare and have approved by the city council. A current copy of the bylaws shall be maintained in the office of the city recorder for public use. The bylaws may be amended by a majority vote of all members of the~~

~~board, provided written notice of the proposed amendments shall have been mailed to all board members at least ten (10) days prior to the meeting at which such action proposed will be taken. The board shall appoint, under the procedures outlined in the bylaws, any board officers designated in those bylaws. The bylaws shall include provision for training of the board members as well as the recreation staff. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

~~2.28.030 VACANCIES~~

~~Vacancies in the board occasioned by removals, resignations or otherwise, shall be filled for the unexpired term in the same manner as original appointments. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

~~2.28.040 COMPENSATION~~

~~Board members shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from recreation funds. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

~~2.28.050 CHAIRPERSON DUTIES~~

~~Following their appointment, the board members shall meet and elect a chairperson and vice chairperson, and such other officers as they deem necessary, for one year terms. The chairperson shall present the agenda, as hereinafter provided, of all matters pertaining to the recreation department to be considered at each and every meeting of the board. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

~~2.28.060 SPACE FOR BOARD MEETINGS, EQUIPMENT~~

~~The city administration shall establish and furnish suitable space for the meetings and business of the recreation board. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

~~2.28.070 SECRETARY AND OTHER OFFICERS~~

~~The recreation board shall appoint a secretary of the recreation board and such other officers as may be necessary to carry on the duties and functions thereof. Upon request by the board, the mayor, or designee, may provide the board with city employees and employee management, pursuant to the pay range tables and other employee policies established for city employees. The funding for said employees shall come from the recreation budget. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

2.28.080 MEETINGS; ABSENCE

~~The board shall meet in regular meetings at a time designated by the board. Special meetings may be convened at any time as determined by the city council or the chairperson of the board, upon giving notice to all members of the board. Absence of a member of the board from three (3) regular meetings in any four (4) month period shall have the effect of vacating the office of the member, unless such absence is authorized or approved by board action. All meetings must comply with Utah Code 52-4, as amended, relating to open and public meetings. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

2.28.090 AGENDA; POWERS

- ~~A. Preparation Of Agenda: The agenda for each meeting of the board shall be prepared by the chairperson, or the chairperson's designee, and said agenda may cover all matters pertaining to the operating policies of the recreation department.~~
- ~~B. Minutes: Written minutes shall be kept of all regular and special meetings and shall be transmitted to board members following such meetings. A permanent set of minutes shall be maintained. All records of the board shall be open to inspection during normal business hours.~~
- ~~C. Maintenance, Operation Of Recreation Facilities And Fields: The recreation board shall:~~
- ~~1. Oversee the maintenance and care of the recreation facilities and fields; and~~
 - ~~2. Establish policies for its operation.~~
- ~~D. Authority To Adopt Policies: The board has the authority, consistent with city and state statute, to adopt policies and procedures for the city's recreation facilities, fields, operations, programs and events.~~
- ~~E. Powers: Upon the approval of the city council, the board may have the following powers:~~
- ~~1. Recommendation of expenditures of the recreation fund, in coordination with the mayor, or designee, and within the purchasing policies and budgets established by the city council;~~
 - ~~2. The construction, lease or sale of recreation buildings and land; and the operation and care of the recreation facilities and fields;~~
 - ~~3. Purchase, lease or sell land and purchase, lease, erect or sell buildings for the benefit of the recreation department; and~~
 - ~~4. Solicit gifts or bequests from any person or source, on behalf of the city, for the development or improvement of the recreation department. Such gifts or bequests shall be received by the city treasurer and shall be put in a special fund for the purpose for which the money was received.~~
- ~~F. Administrative Control Reserved To Mayor: Except as set forth in this chapter or by resolution, all other administrative control with respect to the recreation board is reserved to the mayor, or designee.~~

~~G. Advisory Board To City Council: The recreation board shall act as an advisory board to the city council on all policy and budgetary matters pertaining to the recreation department and to the mayor in respect to the administrative powers reserved to the mayor in this title. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

~~2.28.100 RECREATION COORDINATOR AND OTHER PERSONNEL~~

~~The recreation board shall recommend a competent person as recreation department coordinator to have immediate charge of the recreation department with such duties and compensation for his/her services as it shall fix and determine. The recreation coordinator shall act as the executive officer for the recreation board. Upon request by the board, the mayor, or designee, shall provide the recreation board with city employees and employee management for recreation purposes, pursuant to the pay range tables and other employee policies established for city employees. The funding for said employees, including the recreation coordinator, shall come from the recreation budget. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

~~2.28.110 BOARD COMMITTEES~~

~~Matters of business for the board should, when suitable, go through committees and should be brought to the board by the committees. Referrals for study and recommendations should be made by the board to committees. Appropriate records should be made of all committee meetings and action, and recommendations to be made to the board shall represent clearly the committee decision and recommendation. Committees shall be established by the board as needed. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

~~2.28.120 ANNUAL REPORTS~~

~~The recreation board shall make an annual report to the city council on the condition and operation of the recreation department, its fields, facilities, programs, events and operations, including a financial statement. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

~~2.28.130 ADOPT RULES FOR RECREATION FACILITY USE~~

- ~~A. Required: The recreation board shall make and adopt rules and regulations, not inconsistent with law, for the governing of the recreation department.~~
- ~~B. Violators Excluded: The board may exclude from the use of the recreation facilities, fields, programs and events any and all persons who shall wilfully violate such rules established by the board.~~
- ~~C. Use By Residents Outside City: The board may extend the privileges and use of the recreation facilities, fields, programs and events to persons~~

~~residing outside of the city on such terms and conditions as it may prescribe by its regulations. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

~~2.28.140 UNLAWFUL ACTS~~

- ~~A. Destruction: It shall be unlawful for any person to mark, tear or in any manner injure, deface, mutilate or destroy any property of the recreation department.~~
- ~~B. Penalty: Any person violating any provision of this section shall be guilty of a class C misdemeanor and upon conviction, subject to penalty as provided in SCC 1.16.010. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

~~2.28.150 FUNDING~~

- ~~A. Budget: Beginning in February of each year, a preliminary budget shall be prepared by the recreation coordinator and staff for the following fiscal year, which runs from July 1 to June 30. After review and approval of the board, the draft shall be presented to city manager, or designee, along with other city budgets, by the month of April, for the public hearing and final approval of the city council.~~
- ~~B. Credit To Recreation Fund: All tax monies received for recreation, as well as donated monies, shall be deposited in the city treasury to the credit of the recreation fund and shall not be used for any other purpose except that of the city recreation. Said fund shall be drawn upon by the authorized officers of the city upon presentation of the properly authenticated vouchers. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

~~2.28.160 ESTABLISHMENT OF PROGRAMS AND EVENTS~~

~~The recreation board shall establish, at the advice of the recreation coordinator, all recreational programs and events. The recreation board may allow for the closure of the recreation facilities and/or fields for limited periods of time for cleaning, maintenance, technological upgrades, or other temporary purposes deemed appropriate by the board. (Ord. 09-01-2014, 9-3-2014, eff. retroactive to 3-21-2013)~~

Modification of Title 3, Chapter 36, Section 030 (D) –

RAP TAX

3.36.030 RAP TAX

- D.** The Mayor, with the advice and consent of the Council, shall appoint a Citizens Committee consisting of **seven (7)** ~~nine (9)~~ members. The members shall be made up of an elected official, the **Community**

~~Services Parks and Recreation~~ Director, the Chair of the **Community Services Board Recreation Committee**, and **four (4) six (6)** at large members who are residents of Santaquin City. The elected official and the ~~Community Services Parks and Recreation~~ Director shall have no vote. (Ord. 12-01-2018, 12-18-2018, eff. 12-19-2018)

SECTION II. Codification, Inclusion in the Code, and Scrivener's Errors

It is the intent of the City Council that the provisions of this ordinance be made part of the City Code as adopted, that sections of this ordinance may be re-numbered or re-lettered, that the word *ordinance* may be changed to *section*, *chapter*, or other such appropriate word or phrase in order to accomplish such intent regardless of whether such inclusion in a code is accomplished, sections of the ordinance may be re-numbered or re-lettered. Typographical errors which do not affect the intent of this ordinance may be authorized by the City without need of public hearing by its filing a corrected or re-codified copy of the same with the City Recorder.

SECTION III. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

SECTION IV. Effective Date

The City Recorder shall deposit a copy of this ordinance in the official records of the City on December 1st, 2020, and before 5:00 p.m. on that same day, shall place a copy of this ordinance in three places within the City. This ordinance shall become effective at 5:00 p.m. on December 2nd, 2020.

Passed and duly adopted this 1st day of December, 2020.

KIRK F. HUNSAKER, Mayor

ATTEST:

K. AARON SHIRLEY
Santaquin City Recorder

Council Member Nick Miller _____
Council Member Betsy Montoya _____
Council Member Lynn Mecham _____
Council Member Dave Hathaway _____
Council Member Jenn Bowman _____

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, K. AARON SHIRLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the City Council of Santaquin City, Utah, on the 1st day of December, 2020, entitled

“AN ORDINANCE ESTABLISHING A COMMUNITY SERVICES BOARD AND REPEALING THE RECREATION BOARD, MUSEUM BOARD AND MODIFYING THE RAP TAX COMMITTEE IN AN EFFORT TO CONSOLIDATE AND STREAMLINE THE ACTIVITIES AND EFFORTS OF SAID BOARDS”

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Santaquin City Utah this 1st day of December, 2020.

K. AARON SHIRLEY
Santaquin City Recorder

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, K. AARON SHIRLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that I posted in three (3) public places the ordinance, which is attached hereto on the 1st day of December, 2020.

The three places are as follows:

- 1. Zions Bank
- 2. Post Office
- 3. City Office

I further certify that copies of the ordinance so posted were true and correct copies of said ordinance.

K. AARON SHIRLEY
Santaquin City Recorder

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by K. AARON SHIRLEY.

My Commission Expires:

Notary Public

Residing at: Utah County

RESOLUTION NO. 12-01-2020

**A RESOLUTION APPROVING AN AGREEMENT
REGARING THE EXPIRATION OF THE SUMMIT RIDGE
ANNEXATION AND DEVELOPMENT AGREEMENT**

WHEREAS, that certain Annexation and Development Agreement for the Summit Ridge Project Area (the “Original Development Agreement”) was entered into December 6, 2000 to establish the rights and obligations of the City and the original developer of the real property referred to as the Summit Ridge Development; and

WHEREAS, the First Amendment to Annexation and Development Agreement dated October 25, 2006 (“First Amendment”), which covered a portion of the Summit Ridge Project Area, modified various rights and responsibilities of the parties to that First Amendment, including the establishment of a Connectors Agreement, providing for reimbursement for certain improvements constructed by the developer; and

WHEREAS, after the effective date of the First Amendment, the owners of the property covered by the First Amendment sold that property to HG-Utah 1, LLC, which subsequently sold certain portions to Utah Summit Partners, LLC; and

WHEREAS, the Second Amendment to Annexation and Development Agreement approved by the City Council on April 7, 2020, and ratified on April 21, 2020 (the “Second Amendment”), modified and confirmed the accomplishment of certain portions of the First Amendment and further modified certain provisions of the Original Development Agreement and the First Amendment; and

WHEREAS, on August 14, 2018, the City entered into an agreement with HG-Utah 1, LLC and Utah Summit Partners, LLC titled “Funding and Reimbursement Agreement” to provide a mechanism for reimbursement to HG-Utah 1, LLC and Utah Summit Partners, LLC for participating in the funding of the Initial Phase of the construction of a roadway extending Summit Ridge Parkway to Utah State Highway 6; and

WHEREAS, the Development Agreement will expire by its terms on December 5, 2020 unless extended by the City on or before that date; and the City, HG-Utah 1, LLC, and Utah Summit Partners, LLC, collectively desire to clarify their relative rights and obligations upon such expiration;

NOW, THEREFORE, BE IT RESOLVED by the Santaquin City Council as follows:

Section 1. The City Council finds that the terms and conditions of the agreement titled “Agreement of Expiration of the Annexation and Development Agreement for Summit Ridge” (“the Agreement”) between the City of Santaquin, HG-Utah 1, LLC, and Utah Summit Partners, LLC, a copy of which is attached hereto as Exhibit A, are in the best interests of the City of Santaquin and its residents.

Section 2. The Mayor and City Recorder are hereby authorized to execute the Agreement and all documents reasonably necessary to accomplish the purposes thereof.

Section 3. In the event the Agreement is fully executed by the parties thereto on or before 5:00 p.m. on December 3, 2020, the Development Agreement will expire by its terms; otherwise the City Council will schedule a Special City Council Meeting to be held at 7:00 p.m. on December 4, 2020, the agenda for which will include discussion and possible action regarding the extension of the Summit Ridge Development Agreement.

Section 4. This Resolution shall take effect upon adoption by the City Council.

Adopted and approved this 1st day of December, 2020.

Kirk F. Hunsaker, Mayor

ATTEST:

K. Aaron Shirley, City Recorder

EXHIBIT A

(AGREEMENT OF EXPIRATION OF ANNEXATION AND
DEVELOPMENT AGREEMENT FOR SUMMIT RIDGE)

After Recording Mail To:
HG Utah 1, LLC
Attn: Robb Horlacher
1 Summit Ridge Parkway
Santaquin, UT 84655

AGREEMENT OF EXPIRATION OF
ANNEXATION AND DEVELOPMENT AGREEMENT
FOR SUMMIT RIDGE

This Agreement of Expiration of Annexation and Development Agreement (“**Agreement**”) is entered into as of the _____ day of December, 2020 by and between, on the one hand, HG-Utah 1, LLC, a Utah limited liability company (“**Developer**”) and Utah Summit Partners, LLC, a Utah limited liability company (“**USP**”), and on the other hand, Santaquin City, a Utah municipality (“**City**”). The Developer, USP and the City are sometimes referred to individually as a “**Party**” or collectively, as the “**Parties**.”

RECITALS

A. WHEREAS, that certain Annexation and Development Agreement for the Summit Ridge Project Area was entered into December 6, 2000 and recorded in the official records of the Utah County Recorder, December 28, 2000 as Entry No. 102458:2000 and the official records of the Juab County Recorder, December 28, 2000 as Entry No. 00222421 (the “**Original Development Agreement**”) to establish the rights and obligations of the City and the original developer thereunder.

B. WHEREAS, that certain First Amendment to Annexation and Development Agreement dated October 25, 2006 was recorded in the official records of the Utah County Recorder on October 31, 2006 as Entry No. 144933:2006, and the official records of the Juab County Recorder, as Entry No. 00245622:2006 (the “**First Amendment**”). The First Amendment covered a portion of the property under the Original Development Agreement, described in the First Amendment as the “**Land**” and, among other matters:

- a. modified certain design guidelines,
- b. authorized certain impact fee reimbursements to developer,
- c. required the payment of \$850.00 per “lot platted after the first 400 lots and up to the 2000th lot” at the time of recordation of the applicable plat,
- d. established an agreement to enter into a Connection Agreement,
- e. required the original developer to dedicate three acre feet of water for each platted acre in exchange for water credits,
- f. obligated the developer to dedicate a public facility site to the City, and
- g. established certain requirements for the improvement and dedication of parks, open space and trails.

C. WHEREAS, on even date with the First Amendment, that certain Connection Agreement was recorded in the official records of the Juab County Recorder, as Entry No. 00245622:2006 (the “**Connection Agreement**”) pursuant to which Developer is entitled to pro rata reimbursement for the construction and installation of bridges and arterial roadways and collector roads from benefitted landowners as a condition for the City to approve any such landowner’s final plat or to issue a building permit.

D. WHEREAS, after the effective date of the First Amendment, Developer purchased the Land and then conveyed certain portions of the Land to USP.

E. WHEREAS, that certain Second Amendment to Annexation and Development Agreement was recorded in the official records of the Utah County Recorder on April 21, 2020 as Entry No. 52340:2020 (the “**Second Amendment**” and together with the Original Development Agreement and the First Amendment, the “**Development Agreement**”). The Second Amendment covered the Land and, among other matters:

- a. confirmed the dedication of the public facility site to the City, and
- b. established a new method and guidelines for the improvement and dedication of parks, open space and trails.

F. WHEREAS, Developer, USP and the City entered into that certain Funding and Reimbursement Agreement dated August 14, 2018 to provide a mechanism for reimbursement to Developer and USP for participating in the funding of the Initial Phase of the construction of a roadway connecting Summit Ridge Parkway to Utah State Highway 6 (the “**Funding and Reimbursement Agreement**”).

G. WHEREAS, the Development Agreement will expire by its terms on December 5, 2020 and the Parties desire to clarify their relative rights and obligations upon such expiration.

H. WHEREAS, the Parties find that the terms and conditions set forth in this Agreement are in the best interests of HG Utah, USP, the City and the residents of the City, including those of Summit Ridge.

NOW, THEREFORE, for good and valuable consideration, the Parties agree as follows:

1. Expiration of the Development Agreement. Developer and the City acknowledge and agree that the Development Agreement, which is comprised of the Original Development Agreement, the First Amendment and the Second Amendment, shall expire by the Development Agreement’s terms on December 5, 2020 (the “**Expiration Date**”) unless extended by resolution of the City Council on or before that date.

2. Connector's Agreement and Funding and Reimbursement Agreement. Developer and the City acknowledge and agree that the Connector's Agreement and Funding and Reimbursement Agreement shall continue on their own terms after the expiration of the Development Agreement. The Connector's Agreement will expire on October 24, 2026.

3. Zoning. In accordance with Ord. 10-7H-23, upon the Expiration Date, unless a subsequent development agreement or zone change is approved by the City Council, the zoning of the portion of the Land intended for residential development and not then platted shall become subject to the land use regulations contained within the Residential R-10 zone. The commercial portion of the Land shall default to the land use regulations contained within the Interchange Commercial (C-1) zone.

4. Impact Fee Credits. Any impact fee credits earned as of the Expiration Date shall continue to be available to Developer or Developer's designee after such Expiration Date.

5. Platted Lot Pre-Payment. Under the First Amendment, Developer was obligated to pay the City \$850.00 at such time as the plat for each of the 401st through 2000th lot was recorded ("**Platted Lot Payment**"). Prior to the date of this Agreement, Developer made a portion of the Platted Lot Payment in connection with the recordation of certain plats, but, as less than 2,000 lots have been platted, a balance of the Platted Lot Payment remains to be paid to the City. Developer and USP each agree to deposit the following sums into an escrow account for the balance of \$991,950.00 as set forth below, to be dispersed to the City upon the execution of this Agreement:

- a. Developer will deposit \$465,650.00 in cash.
- b. USP will deposit \$365,650.00 in cash and issue a promissory note secured by such assets as may be reasonably acceptable to the City in the amount of \$160,650.00 payable no later than 18 months from the date of this Agreement.

6. Water Credits. As of the date of this Agreement, Developer has approximately 484 acre feet of water credits held with the City (the "**Water Credits**") that may be allocated to the following parcels of the Land: Parcel Nos. 32:016:0088, 32:021:0064, 32:021:0063, 32:021:0061, 32:021:0050, 32:021:0059, 32:021:0060, 32:016:0087 and 32:017:0221 (each a "**Parcel**", or together, the "**Parcels**"). The City shall allocate the Water Credits to any such Parcel upon the City's approval of the final plat for such Parcel in the amount required by the City in the order that such Parcels are platted until the 484 acre feet of Water Credits has been fully expended.

7. Miscellaneous.

- a. Recitals and Introductory Paragraphs. The Recitals and the introductory paragraphs preceding the Recitals contained in this Agreement are for convenience and reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

- b. Severability. If any provision of this Agreement or the application of any provision of this Agreement to a particular situation is held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions of this Agreement shall continue in full force and effect.
- c. Further Assurances, Documents and Acts. Each Party hereto agrees to cooperate in good faith with the others, and to execute and deliver such further documents and to take all further acts reasonably necessary in order to carry out the intent and purposes of this Agreement and the actions contemplated hereby. All provisions and requirements of this Agreement shall be carried out by each Party as allowed by law.
- d. Assignment. Developer shall have the right to assign all of its rights and responsibilities, including its payment obligations, under this Agreement to a third party without the approval of the City. Developer shall notify the City of any such assignment. The rights and obligations of the City under this Agreement shall not be assigned.
- e. Agreement to Run with the Land. A Memorandum of this Agreement shall be recorded against the Land and shall be deemed to run with the Land.
- f. Governing Law and Dispute Resolution. This Agreement shall be governed by and construed in accordance with the laws of the State of Utah. Any and all disputes arising out of or related to this Agreement or the Parties' performance hereunder shall be submitted to mediation before a mutually-acceptable mediator prior to initiation of litigation or any other binding or adjudicative dispute resolution process. The Parties shall: (i) mediate in good faith; (ii) exchange all documents which each believes to be relevant and material to the issue(s) in dispute; (iii) exchange written position papers stating their position on the dispute(s) and outlining the subject matter and substance of the anticipated testimony of persons having personal knowledge of the facts underlying the dispute(s), and; (iv) engage and cooperate in such further discovery as the Parties agree or mediator suggests may be necessary to facilitate effective mediation. Mediator, venue, and related costs shall be shared equally by the Parties to the dispute. Venue of the mediation shall be the State of Utah. This provision shall be specifically enforceable according to its terms, including but not limited to an action to compel mediation. In the event the Parties are unable to agree upon a mediator, the mediator shall be appointed by a court of competent jurisdiction in Utah's Fourth Judicial District. The prevailing party in any action to enforce in whole or in part this mediation clause or in any subsequently agreed-upon arbitration proceeding or mediation shall be entitled to reimbursement of attorneys' fees and costs incurred in said action. In the event any dispute arising hereunder is not resolved through mediation, the parties to that dispute may pursue any other remedy allowed by law. Any agreement by the Parties to arbitrate shall be governed by the agreement of the Parties.
- g. Notices. Any notice or communication required hereunder between the Parties must be in writing and may be given either personally or by registered or certified

mail, return receipt requested. If given by registered or certified mail, the same shall be deemed to have been given and received on the first to occur of (i) actual receipt by any of the addressees designated below as the Party to whom notices are to be sent, or (ii) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If personally delivered, a notice is given when delivered to the Party to whom it is addressed. Any Party hereto may at any time, by giving ten (10) days written notice to other Parties hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at the addresses set forth below:

If to HG-Utah-1, LLC to:

With a copy to:

HG-Utah-1, LLC	York, Howell, and Guymon
1 Summit Ridge Parkway	10610 South Jordan Gateway, Ste. 200
Santaquin, Utah 84655	South Jordan, UT 84095
Attention: Robb Horlacher	Attention.: Dawn Soper

If to Utah Summit Partners, LLC to:

With a copy to:

Utah Summit Partners	Stoel Rives LLP
978 E. Woodoak Lane	201 South Main Street, Ste. 1100
Salt Lake City, Utah 84117	Salt Lake City, Utah 84111
Attention: Rick Lifferth	Attention: Meg Krivanec

And

Salisbury Land Development	
494 West 1300 North	
Springville, Utah 84663	
Attention: Rick Salisbury	Attention:

If to City:

With a copy to:

K. Aaron Shirley	Nielsen & Senior
Santaquin City Recorder	P.O. Box 970663
275 West Main Street	Orem, Utah 84097
Santaquin, Utah 84655	Attention: Brett B. Rich

- h. Relationship. It is not intended by this Agreement to, and nothing contained in this Agreement shall, create any partnership, joint venture, agency, or other like agreement or relationship between the Parties.
- i. No Third Party Beneficiary. This Agreement is made and entered into for the sole protection and benefit of the Parties and their assigns. No other party shall have any right of action based upon any provision of this Agreement whether as third party beneficiary or otherwise.
- j. Counterparts. This Agreement may be executed in duplicate counterparts, each of which is deemed to be an original.
- k. Duration. This Agreement shall continue in force and effect until all obligations contained herein have been satisfied.
- l. Acknowledgment. By its signature below each of the Parties acknowledges its obligations under this Agreement; affirms that it is authorized to perform each of those obligations; and shall be subject to all of the terms and conditions of this Agreement upon execution by both Parties.

[Signatures on following pages]

SANTAQUIN CITY

Kirk F. Hunsaker, Mayor

ATTEST:

K. Aaron Shirley, City Recorder

APPROVED AS TO FORM:

Brett B. Rich, City Attorney

**HG-UTAH-1, LLC,
A Utah Limited Liability Company**

Robb Horlacher, Manager

STATE OF UTAH

ss:

COUNTY OF UTAH

On this ____ day of _____, 2020, personally appeared before me Robb Horlacher, who is personally known to me and after being duly sworn stated that he is the Manager of HG-UTAH-1, LLC; that he is authorized to execute this Agreement on behalf of HG-UTAH-1, LLC; and that he executed the same.

Notary Public

**As to the provisions pertaining to USP:
UTAH SUMMIT PARTNERS, LLC,
A Utah Limited Liability Company**

Clark Ivory

STATE OF UTAH

ss:

COUNTY OF UTAH

On this ____ day of _____, 2020, personally appeared before me Clark Ivory, who is personally known to me and after being duly sworn stated that he is the Manager of Utah Summit Partners, LLC; that he is authorized to execute this Agreement on behalf of Utah Summit Partners, LLC; and that he executed the same.

Notary Public

And

Rick Salisbury

STATE OF UTAH

ss:

COUNTY OF UTAH

On this ____ day of _____, 2020, personally appeared before me Rick Salisbury, who is personally known to me and after being duly sworn stated that he is the Manager of Utah Summit Partners, LLC; that he is authorized to execute this Agreement on behalf of Utah Summit Partners; and that he executed the same.

Notary Public



RESOLUTION 12-02-2020

A RESOLUTION APPROVING THE REQUIRED ANNUAL FRAUD RISK ASSESSMENT

WHEREAS, on April 3, 2020, the Office of the State Auditor (OSA) issued Audit Alert 2020-01 requiring that each local governmental entity completes an annual Fraud Risk Assessment before the end of each fiscal year starting with the current fiscal year; and

WHEREAS, the Santaquin City Manager, Santaquin City Recorder/Finance Director and Santaquin City Treasurer/Administrative Services Director completed said audit (See attached) which is now available for review, consideration and possible approval by the Santaquin City Council; and

WHEREAS, many of the best practices outlined by the OSA were already in place while others recommendations are in the process of being implemented;

NOW THEREFORE, be it resolved by the Santaquin City Council to accept and approve the attached annual Fraud Risk Assessment for Santaquin City for FY2020.

ADOPTED AND PASSED by the City Council of the City of Santaquin, Utah this 1st day of December, 2020.

CITY OF SANTAQUIN

Kirk F. Hunsaker, Mayor

Attest:

K. Aaron Shirley, City Recorder



Fraud Risk Assessment

Refer to the Implementation Guide for more detailed explanations of concepts and criteria. See resources.auditor.utah.gov/s/article/Fraud-Risk-Assessment-Implementation-Guide

To complete the assessment, identify or obtain the following:

- ✓1. Name of the Board/Council Chair Kirk F. Hunsaker, Mayor
- ✓2. Name of the Clerk/Finance Officer K. Aaron Shirley, City Recorder / Finance Director
- ✓3. Name of the Treasurer Shannon Hoffman
- ✓4. Copies of credit/purchasing card statements, payments and supporting documentation. (E)
- ✓5. Copies of bank reconciliations for all bank accounts and related bank statements.
- ✓6. Copies of the following policies if they existed during the assessment period:
 - a. Conflict of Interest
 - b. Procurement
 - c. Ethical Behavior
 - d. Reporting fraud and abuse
 - e. Travel
 - f. Credit/Purchasing Cards
 - g. Personal use of entity assets
 - h. IT and computer security
 - i. Cash receipting and deposits
- N/A 7. Copy of the CPA's license, if there is a CPA who is a member of the staff; provide the contact for a contract accountant who is a CPA.
- ✓ 8. Copy of the diploma if a member of the staff has a bachelor's degree in accounting (not required if documentation was provided for number 8 above).
- ✓ 9. Copies of the commitment to ethical behavior by the officials/officers of the entity. ~~Added~~ one For officials in Process
- ✓10. Copies of the training certificate for the Office of the State Auditor board member training completed during the last 4 years. Completed as Council in Council Meeting. (Minutes)
- ✓ 11. Documentation (certificates, agendas, etc.) demonstrating that a member of the management team had at least 40 hours of financial training during the last year.
- N/A 12. Copy of the internal audit plan for the assessment period.
- ✓ 13. Name of the internal auditor and a list of duties. If contractually performed, provide a copy of the contract. K. Aaron Shirley
- 14. Copies of any internal audit reports issued during the assessment period or last year, whichever is longer.
- 15. Copy of the audit committee charter.
- 16. A list of audit committee members during the assessment period.
- 17. Minutes or agendas for audit committee meetings, if meetings are confidential, a list of action items from those meetings would suffice.

In process of establishing Audit Committee



Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking "Yes" on each of the questions below.
- Total the points of the questions marked "Yes" and put on the "Total Points Earned" line below.
- Using the points earned, circle the risk level on the "Risk Level" line below.

Total Points Earned: 325 Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified expert as part of its management team? (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO)	0	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	10	20
5. Have all of the board members completed the State Auditor online training at least once in the last four years?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	0	20
8. Does the entity have a formal internal audit function?	20	20
9. Does the entity have a formal audit committee? (Informal)	0	20

Certified By: K. Anna Blinley Certified By: Shanna Hagan

* MC = Mitigating Control

Basic Separation of Duties

See page 2 of this questionnaire for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✓			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?		✓	✓	
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".		✓	✓	
4. Are all the people who have access to blank checks different from those who are authorized signers?		✓	✓	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	✓			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✓			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	✓			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	✓			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	✓			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	✓			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".		✓	✓	



Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of governments.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.