



## **CITY COUNCIL REGULAR MEETING**

Tuesday, March 21, 2023, at 7:00 PM  
Court Room/Council Chambers (2nd Floor) and Online  
275 W. Main Street, Santaquin, UT 84655

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### **MEETINGS HELD IN PERSON & ONLINE**

The public is invited to participate as outlined below:

- **In Person** – Meetings are held on the 2<sup>nd</sup> floor in the Court Room/Council Chambers at City Hall
  - **YouTube Live** – Public meetings will be shown live on the Santaquin City YouTube Channel, which can be found at <https://bit.ly/2P7ICfQ> or by searching for Santaquin City Channel on YouTube.
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### **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 POTENTIAL CONFLICTS OF INTEREST**

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

#### **Minutes**

- [1.](#) 02/10/2023 City Council Budget Planning Meeting
- [2.](#) 02/11/2023 City Council Budget Planning Meeting
- [3.](#) 03/07/2023 City Council Regular Meeting Minutes

#### **Bills**

- [4.](#) City Expenditures from 03/04/2023 to 03/17/2023 in the amount of \$1,230.360.43

### **PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS**

#### **Recognitions**

5. Local Featured Artist at Payson Junior High School - Brooklyn Ottley

#### **Public Forum**

### **BUILDING PERMIT & BUSINESS LICENSE REPORT**

### **NEW BUSINESS**

#### **Resolutions**

- [6.](#) Resolution 03-04-2023 - Interlocal Agreement with Utah County for 2023 Elections

7. Resolution 03-05-2023 - Award of Contract to X-Factor for Public Involvement Professional Services

**REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES**

**REPORTS BY MAYOR AND COUNCIL MEMBERS**

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

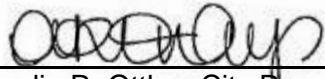
**EXECUTIVE SESSION** (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)

**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 posted on [www.santaquin.org](http://www.santaquin.org), Santaquin City Social Media sites, posted in three physical locations (Santaquin City Public Safety Building, Zions Bank, Santaquin Post Office), and posted on the State of Utah's Public Notice Website.

BY:



Amalie R. Ottley, City Recorder



## **CITY COUNCIL BUDGET PLANNING MEETING**

Tuesday, February 10, 2023 at 6:00 PM (Dinner started at 5:30 pm)

Public Safety Training Room, 275 W. Main Street

### **MINUTES**

Mayor Olson called the meeting to order at 6:00 p.m.

#### **ATTENDANCE**

Council Members present included Councilor Adcock, Councilor Hathaway, Councilor Mecham, Councilor Montoya, and Councilor Siddoway.

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, Finance Director Shannon Hoffman, Police Chief Rod Hurst, Fire Chief Ryan Lind, City Engineer Jon Lundell, Community Services Director John Bradley, and Public Works Director Jason Callaway.

No members of the public attended the meeting.

#### **DISCUSSION**

Mayor Olson welcomed all who attended the FY2023-2024 Budget Planning Meeting. City Manager Beagley addressed housekeeping items and discussed the purpose of the Annual Budget Planning Meeting. Each department representative presented a "Departmental Review" at which time current structure, needs, projects, and initiatives were all addressed. (See attached presentation materials.)

#### **ADJOURNMENT**

At the conclusion of the Departmental Reviews and questions were answered, Mayor Olson adjourned the meeting.

ATTEST:

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**Daniel M. Olson, Mayor**

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**Amalie R. Ottley, City Recorder**



# Santaquin City Budget Retreat

2023-2024







MAYOR  
DAN OLSON



# Welcome

FY2023-24  
Budget Planning Session

February 10, 2023

# Friday Night Agenda

- Housekeeping Items
- “Parking Lot”



Santaquin

# Purpose of the Budget Planning Meeting



Review Departmental Needs



Review 2023-2024 Projects & Initiatives



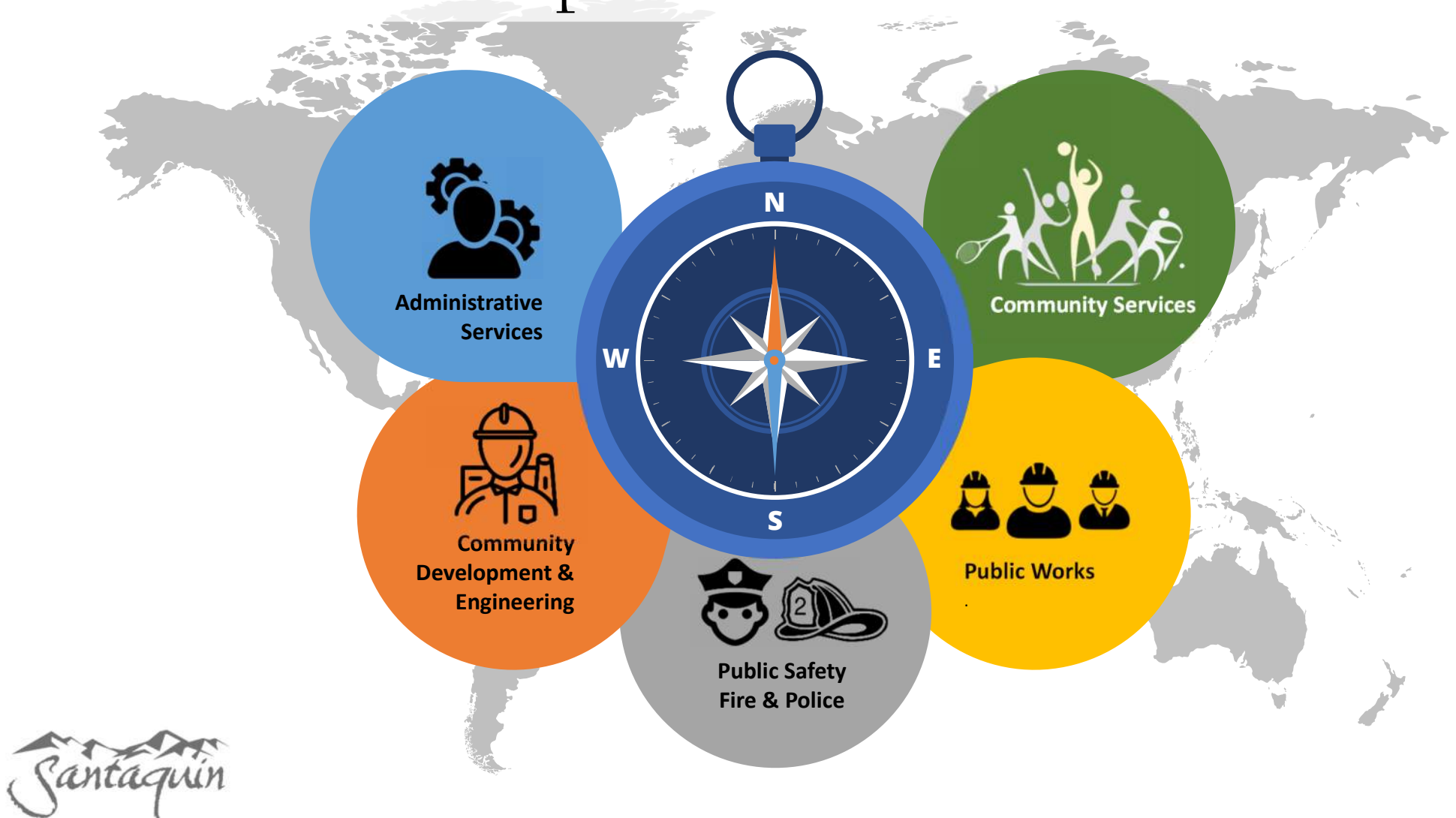
Prioritize Goals & Objectives for 2023-2024



Enhance our Organizational Effectiveness  
by Developing Unity of Purpose



# Departmental Review



# Departmental Needs

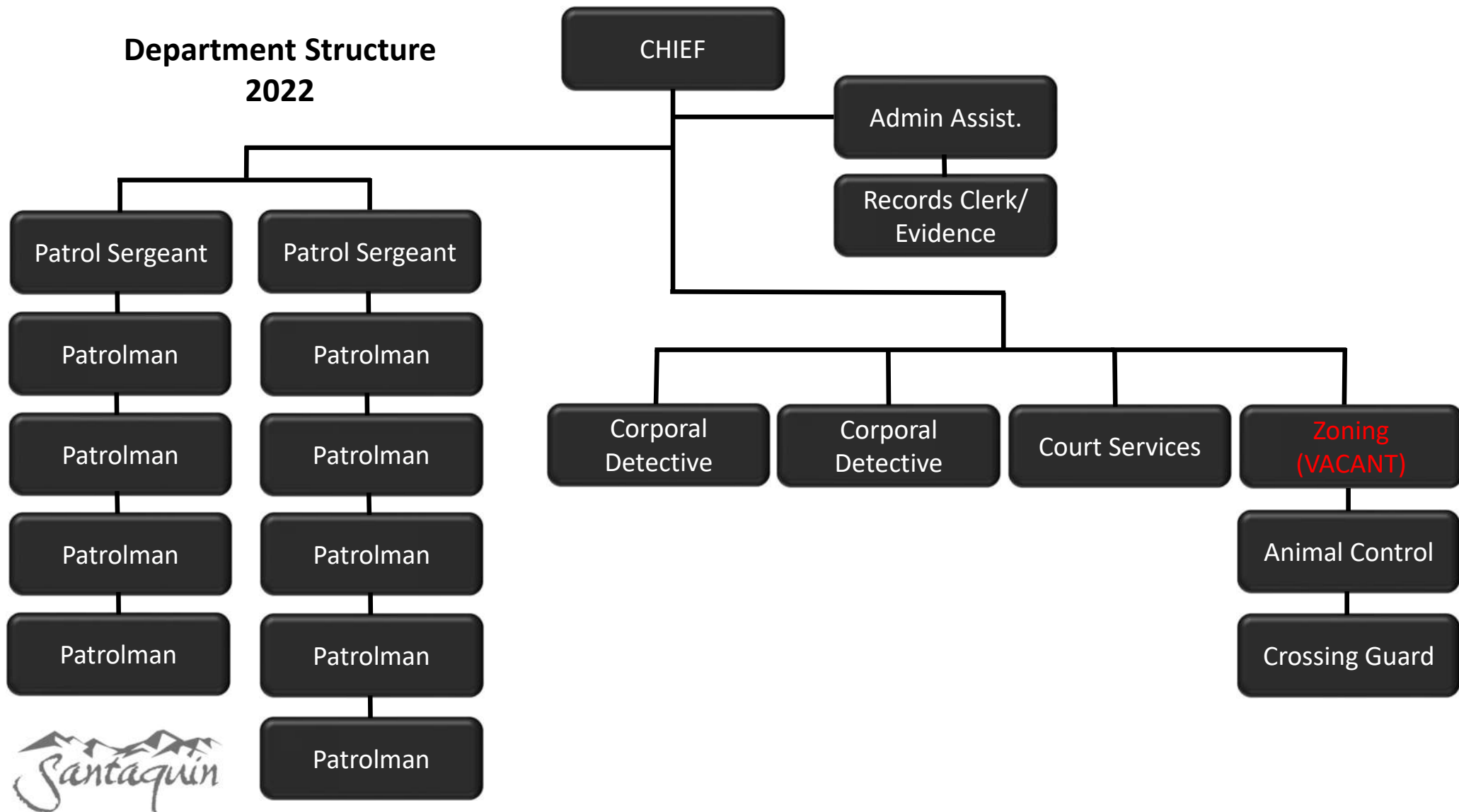


# Santaquin City Police

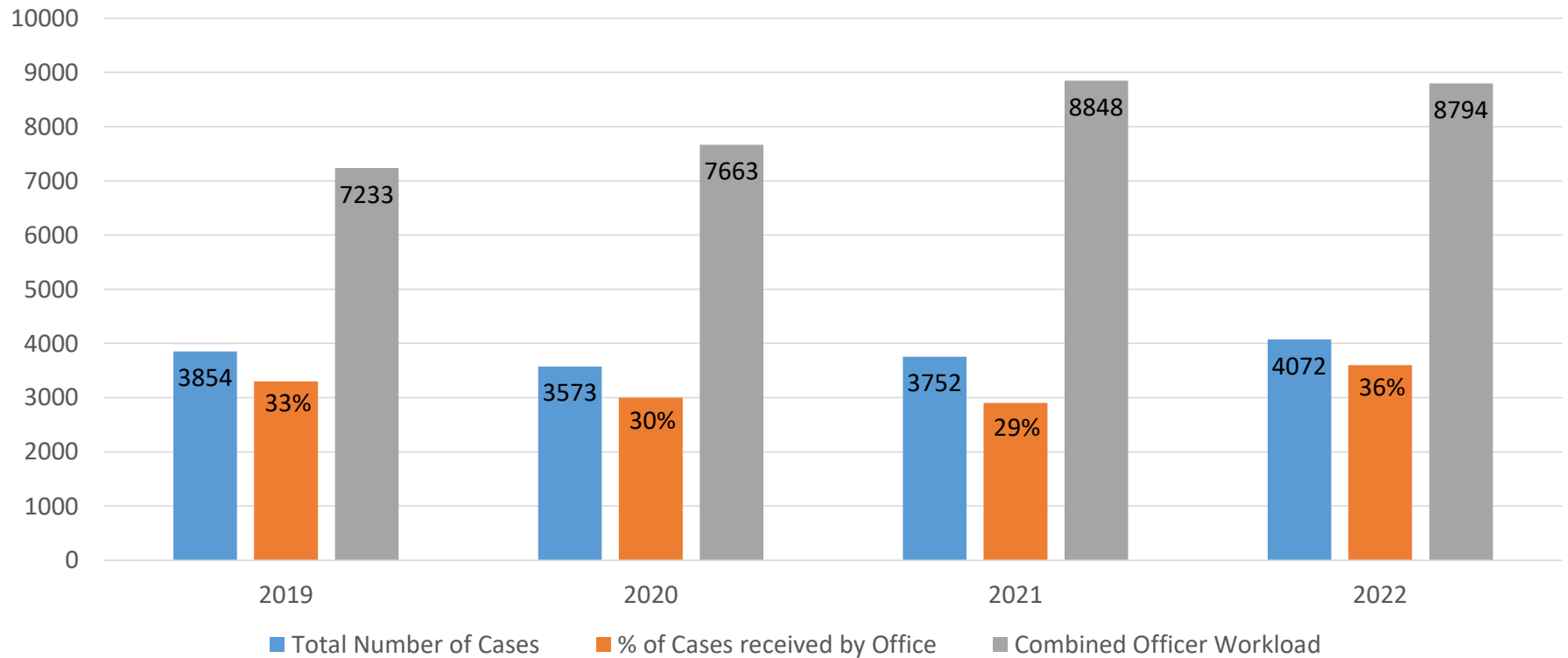
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2023-2024

## Department Structure 2022



## Number of Cases, % of Cases Received by Office, Officer Workload 2019-2022



**\*Combined Officer Workload includes arrests, offenses, citations, violations, incidents, warrants, traffic stops and accidents for all officers combined.**





# Personnel Needs

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No additional personnel requests for 2023-24 budget period.

\*According to new utility requests the overall population increased 10.1% in 2022 ( $442 \times 3.5 = 1,547$ ).

\*Police Case numbers increased 8.5% in 2022, which is about the expected increase w/density lag.



# Equipment Needs

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- (1) Vehicle/BWC -\$12,000 per year (beer tax) + each new vehicle will add an additional 2K (prorated) to the 5-year lease agreement. Based on 4 new vehicles = 8K \*The purchase of a vehicle camera is \$7,500 per vehicle.
- (2) Axon (Taser) lease expires in March 2024. 9 out of the 15 units are on the current lease agreement. New 5-year lease agreement for 15 units is \$29,851/\$5,970 yr – X26P. The X7 units are \$42,411 or \$8,000 yr.
- (3) Office Chairs: 8 @ \$200ea = \$1,600
- (4) Vests x3 @ \$1,200 ea. = \$3,600
- (5) Grammarly \$2,500 reimbursement (\$144 per user) – corporate account is \$2,900
- (6) Small arms steel targets - \$2,500



# Vehicle Needs

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(1) Vehicle Rotation/4 New Vehicles: \$46,400

Equipment/Installation: \$19,000, includes new radio (3K).

$\$65,400 / \$261,600 + 15\% = \$300,840$

Excludes: stop-sticks \$1,400, radar \$3,500, vehicle camera \$7,500 (2K lease), AED \$2,300.



# Projects/Initiatives

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- (1) **Office Space** – rehabilitation of said office space - Approx \$250,000
- (2) City asset camera system - Estimated - \$75,000
- (3) AR-15 complete lowers – 11 M16 lowers are federal property. Replacement of said federal property \$3,300.
- (4) Gun range storage container \$3,500 or enclosed 10' trailer \$5,000 for gun range supplies.

\* I anticipate up to a 15% increases in professional services: Central Valley 911, South Valley Animal Shelter, VA services, etc.



Questions or Comments

Santaquin   
**POLICE**

 Santaquin

# Santaquin City Fire/EMS

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2023-2024



# Personnel Needs

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- 1) Maintain the current wages of our members. The new pay structure has helped fill the open gaps in our coverage and the crews really appreciate the increase. Significant increase in participation – Approx \$220,000
- 2) Reclassify our Emergency Manager from part-time no benefits to part-time benefitted. Not only is he working on Emergency Management but has been a vital part of several of our larger grants that require more time, as well as the ongoing tracking. This is not only Fire Dept grants, but city-wide grants. He has helped us receive hundreds of thousands of dollars, and is now being recruited by neighboring cities - Approx \$7,000
- 3) Hire a part time administrative assistant for Fire/EMS. This position needs to be outside the department, and not an EMT or Firefighter. This position would also be able to help staff the front office upon admin leaving the building – Approx - \$29,000
- 4) Part time-seasonal fuel reduction crew. 3-4 members 29 hours week to work on fuel reduction in the Wildland Urban Interface. Crews would also be able to assist on wildland deployments – Approx \$55,000
- 5) On-Call Paramedic coverage nightly for 12 hours. This will provide the highest level of service. This could also increase revenue for these transports – Approx \$22,000



# Equipment Needs

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- 1) Continue with our PPE/Turnout Replacement Rotation of 5 sets per year. Cost have gone up about 15% over the last year.  $\$3,400 \times 5 = \$17,000$
- 2) Purchase of new Mobile Radios for all apparatus. The new radio system is scheduled to go live July 2024. This was part of the 3-year rotation that was started last year with several of the portable radios. This year's priority is the vehicle mounted radios to ensure communications are not interrupted. We need to replace 15 radios with an estimated cost of \$3,500/ea, \$52,000 total
- 3) Upgrade all AED's for City Facilities. This includes those at the Public Works(1), Water Treatment Facility.(1) Public Safety Building (1) Recreation Center (1) City Hall (1 in main area, 1 in Multi-purpose area) Library (1). Harvest View Park (1) Each Unit is \$2300. They offer a 4-year payment plan, if applicable. New units would replace outdated units, and those not currently operational. New units are also Wi-Fi for easy tracking of battery life and usage. All existing AED's were purchased used, and several we cannot purchase replacement batteries for as they are 15 yrs old, and out of production. Estimated \$13,800





# Vehicle Needs

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- 1) Place an order for a new 105' ladder truck. This is needed with the growth of our city, both residential and commercial. These trucks have a 36–48-month lead time. No upfront cost. We are able to secure the price and avoid the additional price increases that have occurred several times over the last 12 months. This is something that has been a priority for several years. Estimated costs are now \$1.4m to \$1.6 without equipment. Equipment is an additional \$300k
- 2) Obtain an old patrol vehicle that is cycled out to be used by an "On-Call" Paramedic each night. This will ensure the highest level of care and treatment on every call. Sale Value - \$10,000-20,000
- 3) Purchase a new F-250 to replace our 2011 F-150. Needed to pull trailers, haul training material and be used by the Fire Marshal and Department members for other responsibilities in the city. Currently have one on order from May 2021 with an unknown arrival time. Price Locked at \$45K with \$15 in upgrades. Total \$60,000
- 4) Purchase equipment to build another Heavy Brush. Mapleton has a complete system and are willing to split this into 2 payments of \$6000 total of \$12,000



# Projects/Initiatives

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- 1) Remodel of current Public Safety Building with new carpet and paint. This includes the offices on the main floor, patrol area, basement training room and living quarters for 24/7 staffing.

Reconstruction of Public Safety Building Parking lot. This was a project that was slated for 22-23 and not completed. \$250,000

Hire part time-seasonal fuels reduction crew, 3-4 members to help with the Wildland Urban Interface projects. This also helps up meet our grant matching obligations. \$55,000 (Already listed on Personnel)



# Questions or Comments





# Santaquin City Public Works

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2023-2024

# Personnel Needs

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- |  |          |
|--|----------|
| (1) Additional Full time Position - Utility Maintenance Operator   | \$33,000 |
| · Take one PT position and make FT                                 |          |
| · Will not replace PT hours  |          |
| <br>(2) Additional Hours - Custodian (Currently 20 hours per week) | \$18,000 |
| · Additional PT hours (20 hours per week) Total 40 hours           |          |
| <br>(3) Seasonal   |          |
| · 8 in Parks (Increase from last year \$89,000 to \$105,000)       | \$16,000 |



# Vehicle Needs

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(1) Vehicle Rotation - Trade out (2) 2020 F150's	\$11,322
(2) 10-Wheeler Dump w/Snowplow - (Approved and Ordered)	\$251,002



# Equipment Needs

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- |   |          |
|---|----------|
| (1) Versatrac Street Mower w/plow   | \$61,000 |
| (2) Ball Field Groomer - ("on hold" equipment from current FY) + \$20,500 for different model | \$37,000 |
| (3) Aerator for turf - ("on hold" equipment from current FY)                                  | \$5,000  |
| (4) Catwalk - ("on hold" equipment from current FY)   | \$7,000  |
| (5) Building Maintenance Equipment – Hard Floor/Carpet Cleaners                               | \$9,000  |



# Projects/Initiatives

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(1) SCADA upgrade – Ongoing	\$30,000
(2) Cemetery Improvements – New Phase (replace existing asphalt/lot improvements)	\$40,000
(3) MXU/Meter replacement	\$45,000
(4) Center Street Well	\$30,000
(5) Membrane Replacement	\$120,000 annually/10-year period
(6) Blower Replacement	\$18,000 for 2 blowers
(7) Compressor Replacement WRF	\$20,000
(8) Mixer Replacement WRF	\$16,000 for 2 mixers
(9) Summit Ridge Well inspection (& Possible Pump Replacement)	\$30,000-\$150,000
(10) Demolition of the Old Jr High/Seniors Bldg (Grant Application for \$375,000 submitted/City portion \$75,000)	\$450,000





# Questions or Comments





# Break Time

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# Santaquin City Community Services

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2023-2024



# Community Services: By the Numbers

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**13,784**

Recreation participation nearly doubled since 2019

**972**

Youth soccer participation, the largest youth sport each year

**82**

Number of part time staff in Department

**\$60,000+**

Largest annual Recreation revenue earning program is Cheer/Tumbling

**65**

Number of special events held each year, increased from 25 in 2019

**140**

Highest number of meals served in one day at Senior Center during 2022

**937**

Number of tracked volunteer hours developing Prospector View Park & Trailhead in 2022

**\$337,000**

Department grant dollars earned since 2019

**700**

Average participation each year at 2-day "Spooky Night at the Museum"

**\$300,000**

Dollars spent toward RAP TAX projects since funding was made available in 2019

**\$5 Million+**

Park Impact Fee dollars invested in Santaquin projects since 2019

**42,678**

Number of items checked out during 2021-22



# Personnel Needs

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(1) Part time Recreation Staffing expansion

\$31,500

Justification: Needed as we move into new City Hall spaces

Develop new enrichment classes (5 new classrooms)-*revenue generating*

Establish building rentals-building attendants-*revenue generating*

Expand office hours to public

(2) Part Time Project Coordinator-Outdoor Recreation

\$13,500

15 hour per week average (primarily Spring-Fall)

Justification: Coordinate Trail Building efforts

Assist with other outdoor recreation events and activities

Work with CS Department Director/share existing Rec truck

(3) Part time Library

Develop “Cataloger” and “Tech Services” positions/existing staff

\$10,600

Justification: Staff retention efforts and program growth



# Equipment Needs

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(1) Door Card Security System

Add door card scanning and tracking at Recreation building

\$10,000

Justification: Permanent Recreation staff moving to City Hall

Would allow for tracking of key cards with many part time instructors and staff members coming and going in facility

(2) Spinning Bikes

\$13,000

Instructor bike, multiple student bikes, floor padding

Justification: develop new fitness class offering for the community- *revenue generating*

Could fit upstairs at Recreation building/we already have certified fitness instructor on staff

(3) Connex Storage Unit (Need before old City Hall is demolished)

\$6,500

Provide additional storage behind Recreation building-south inside fence

Justification: As we contemplate tearing down old city hall. We will need

Storage space for wrestling mats, old senior tables & chairs, etc ...





# Projects/Initiatives

## Enhance City Center Block

**T Mobile “Home-Town” Grant Funds \$50,000**

### 4 Components:

A) Develop Museum “Experiential” Master Plan -\$22,000

Work with proven consultant to develop sustainable plan for facility to be regionally active and revenue raising.

B) Paint Mural/behind Museum -\$2,000

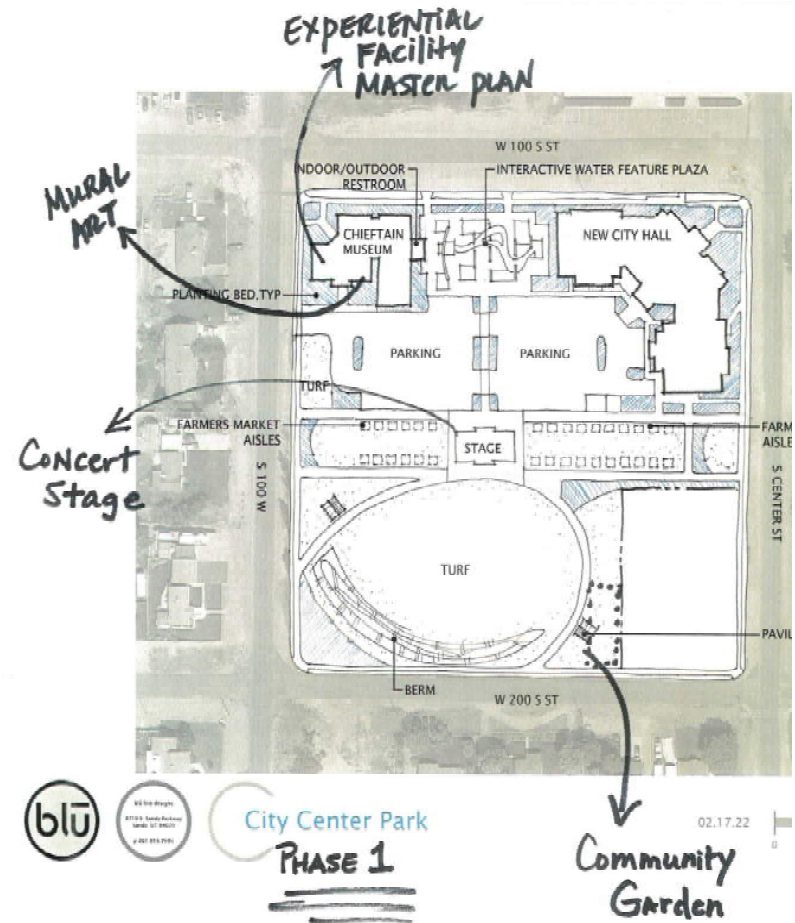
Tie cultural arts to the community gathering space.

C) Develop Community Garden -\$5,000

Provide central location for garden.

D) Build Concert Stage -20,500

**Combine with RAP TAX funds** to fund concert stage.



# Projects/Initiatives

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## Library Funding “Plan”

**\$1-2 Million**

Funding plan to move Library to New City Hall.

[Option A](#)) Top floor only, allows for construction without having to install elevator and have all funds.

[Option B](#)) Both Floors, complete at one time.

\*We can benefit with 2023 construction with existing contractor already mobilized onsite.

### Justification:

1-Patron growth: Patrons have grown from 3,000 to 5,925 in just 2 years.

2-Program attendance: Participation increased from 2795 to 9095 in last 4 years.

3-Classroom upstairs. Not ADA accessible. Classes have grown from 10 to 60 participants.

4-Summer Reading increased from 400 to 1200 participants. No room for library gatherings.

5-Checkouts increased from 9,606 to 42,678 in last 4 years. Online Libby checkouts are 60,000 per year.

[Received State of Utah “Quality Library Award in 2022”](#)

Funding sources: We have been soliciting large donors like Eccles Foundation for over a year with limited success. We’ve also applied for and will continue to apply for State of Utah grants as they are available.





# Projects/Initiatives

## Skate Park “Planning”

**\$12,000**

This would pay consultant to meet with community, develop skate park designs and make recommendations on site location. The actual construction could take place in the same or a later fiscal budget year.

Justification: Skate parks provide a great alternative to youth and adults that do not participate in traditional sport programs. It helps promote diversity in our program offerings to our community.

Funding sources: **Park Impact Fees & Tony Hawk Grant**



# Projects/Initiatives

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## Host “Bulls and Broncs” Rodeo in 2024 **\$15,000 (NET)** (Anticipated Revenue \$15K)

Add another high-level Rodeo to our Arena. Revenue from event will pay for the rest of the event

Justification: Utilize Rodeo Arena more. Give residents additional high-level events in Santaquin.

Funding sources: **General Fund**

## Rodeo Arena Improvements (On CIP Slides) **\$15,000**

Provide ongoing improvements.

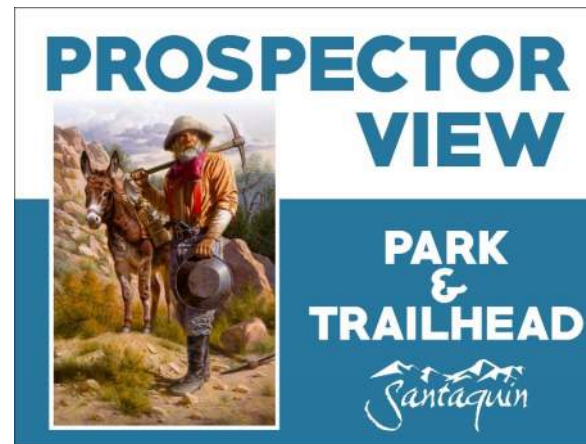
Justification: Assist in making corral and chute improvements started last year.

Funding sources: **Park Impact Fee or General Fund**

## Prospector View Park & Trailhead

Ongoing work to develop trails. Finish utilizing existing Utah Outdoor Recreation Grant(UORG) funds.

\*Consider applying for additional UORG grant funds next year in 2024/25. Could be used for Phase II.





# Questions or Comments



# Santaquin City Engineering

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2023-2024



# Personnel Needs

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No additional personnel requests for 2023-24 budget period.



# Equipment Needs

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- (1) GPS antenna (possible trade in credit) - ("on hold" project from current FY) \$30,000
- Current antenna is 9 years old & will soon be unsupported by the manufacturer & provider
- (2) 2 Traffic counters (\$3,600 per traffic counter) – ("on hold" project from current FY) \$7,200
- Allow for detailed traffic analysis of Santaquin roadways
  - The traffic counter provides vehicle counts, speed, length
  - Low profile to get unbiased traffic counts
  - (For City roads count only. Not UDOT)



# Software Needs

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(1) ESRI GIS Software upgrade - Upgrade one existing license from basic to standard

Initial upgrade cost	\$4,960
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Additional annual maintenance cost	\$1,500
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- Allow access to additional tools for data analysis and making maps that can provide information to city council and staff to help with decision making
- Maps showing the existing land use density
- Record infrastructure inspection reports that are associated with a specific item (i.e.: fire hydrants, sewer manhole, storm drain manhole, etc.)



# Vehicle Needs

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No vehicle needs at this time.



Item # 1.



# Projects/Initiatives

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- (1) Widening of Main Street from 300 E to 600 West \$ 14.1M
- (2) Cemetery Mapping – Staff Time \$ Staff Time
  - Complete mapping of existing cemetery plots & future plots to help with records management
  - GPS mapping of streetlights, trees, etc.
- (3) Installation of utilities @ CDA - Santaquin Peaks Industrial Park (Approved and In process) \$ 2.2M



# Capital Facility Projects

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## Master Plan Projects (Impact fee eligible projects)

### Water Impact Fees

#### (1) New Culinary Water Well for redundancy

- Study to determine best location \$80,000
- Preliminary Design of Well \$160,000

### Pressurized Irrigation Impact Fees

#### (1) Increase pump capacity at Winter Storage Ponds \$110,000

### Sewer Impact Fees

#### (1) WRF Solids Handling – Conveyor system & loadout Facility

- Design Work \$60,000
- Construction \$600,000

#### (2) WRF Increase Treatment Capacity Pumps (lift station, permeate, reclaimed water)

- Design Work \$200,000
- Construction \$1.9M



# Capital Facility Projects

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Master Plan Projects (Impact fee eligible projects) - CONTINUED

## Sewer Impact Fees

(3) Outfit Process Train #3 & new solids holding

- Design Work \$450,000
- Construction \$4.2M

(4) Outfit new Membrane Train

- Design Work \$250,000
- Construction \$2.5M

## Park Impact Fees

- (1) Skate Park Design \$12,000
- (2) Rodeo Arena \$15,000
- (3) City Ball Field Lighting \$350,000
- (4) Centennial Park Improvement \$
- (5) Red Barn Frontage Road Trail/Lights/Etc. \$

## Storm Drain Impact Fees

- (1) Property Acquisition (East Bench Debris Basins) \$1M



# Questions or Comments





# Santaquin City Community Development

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2023-2024

# Personnel, Equipment, and Vehicle Needs

## Only Minor Operational Adjustments

### Building Inspection:

- ❖ Jon Hepworth just passed test to receive 1 of 4 Commercial Inspection Certifications.
- ❖ New Ipad for Jon Hepworth
- ❖ Working with non-public safety departments on vehicle replacement schedule for every two years (NO BUDGET REQUEST THIS YEAR).

### Planning & Zoning

- ❖ Continued transition of Senior Planner and Full-time Administrative Assistant



# Projects/Initiatives

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No Master Plans are in need of being updated  
this fiscal year.

Next Master Update is Storm Drain (2024)



# Department Summary

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## Only Minor Operational Adjustments

### Building Inspection:

FY22-23

\$42,900

FY23-24

\$40,550

(Not Including Wages, Benefits, and Overtime)

### Planning & Zoning:

FY22-23

\$28,250

FY23-24

\$17,300

(Not Including Wages, Benefits, Overtime, and General Plan/Master Plan)





# Questions or Comments





# Santaquin City Administrative Service

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2023-2024

# Personnel Needs

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- (1) Additional Part time hours for Utility Billing (no new positions)
- Increase Accounts Payable hours from 24-40 per week
  - Add 16 additional hours to cover those 2 days in Utility Office

\$15,500



# Equipment Needs

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(1) No new one-time equipment purchases needed

(2) Increases to operational costs in the following budgets:

- Computer Technology Capital Fund

- New Copy Machine Lease

- (Current Lease up in July/new lease old lease + increase by \$100 per month) \$1,200

- New Telephones for City Hall (12-15) \$2,000

- Administration – Professional & Technical

- Additional Meter Postage Machine for New City Hall \$600

- Additional Shed Bins for New City Hall \$2000

- Increase for Insurance and Bonds from previous year \$90,000



# Vehicle Needs

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(1) New Admin Expedition if not purchased

Roll over from last year - ("on hold" equipment from current FY)

\$50,000



# Projects/Initiatives

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- (1) Salary Survey Updates – (Prior to budget approval) – Internal staff hours
- (2) Benefits Review – (Prior to budget approval) – Internal staff hours
- (3) Employee Handbook Updates/Employee Training – Internal staff hours





# Questions or Comments





## **CITY COUNCIL BUDGET PLANNING MEETING**

Tuesday, February 11, 2023 at 8:00 AM  
Public Safety Training Room, 275 W. Main Street

### **MINUTES**

Mayor Olson called the meeting to order at 8:00 a.m.

#### **ATTENDANCE**

Council Members present included Councilor Adcock, Councilor Hathaway, Councilor Mecham, Councilor Montoya, and Councilor Siddoway.

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, Finance Director Shannon Hoffman, Police Chief Rod Hurst, Fire Chief Ryan Lind, City Engineer Jon Lundell, Community Services Director John Bradley, and Public Works Director Jason Callaway.

No members of the public attended the meeting.

#### **DISCUSSION**

Mayor Olson welcomed all who attended the second session of the FY2023-2024 Budget Planning Meeting. City Manager Beagley addressed the upcoming agenda and other housekeeping items. Mayor Olson, members of the City Council, and staff all discussed the importance of establishing and prioritizing goals for the 2023-2024 Fiscal Year. Financial goals, statistics, revenue projections, taxes, and expenditures were all discussed. After taking a look at a consolidated review of departmental needs, current and future projects were reviewed. Following a lunch break, Manager Beagley spoke to the current General Fund standing and financial sustainability in Santaquin. (See attached presentation materials.)

#### **ADJOURNMENT**

At the conclusion of the presentation and questions were answered, Mayor Olson adjourned the meeting.

ATTEST:

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**Daniel M. Olson, Mayor**

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**Amalie R. Ottley, City Recorder**





# Santaquin City Budget

2023-2024



Santaquin





MAYOR  
DAN OLSON

# Welcome

FY2023-24  
Budget Planning Session

February 11, 2023





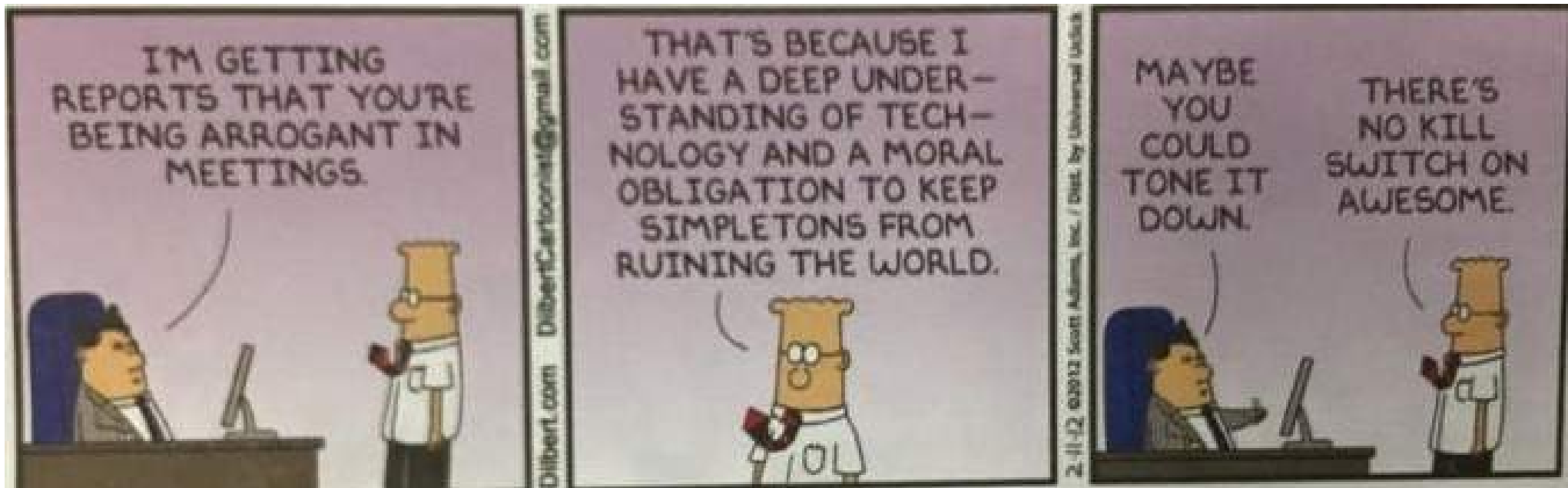
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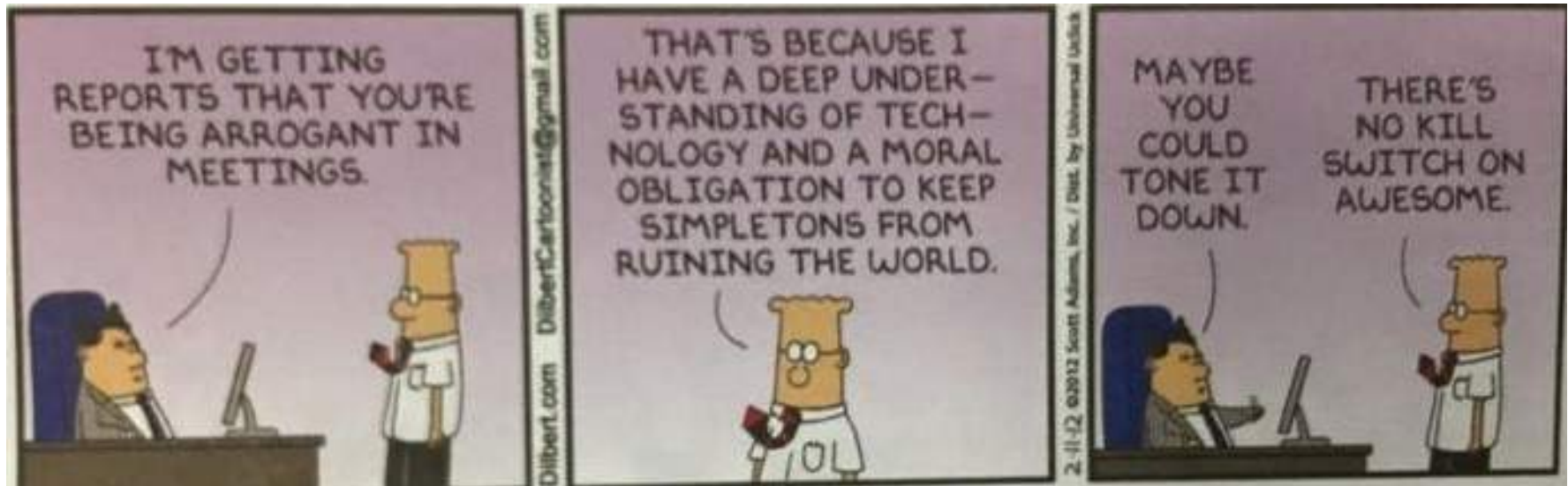
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Santaquin



Santaquin



9 Months in

Santaquin



# Saturday Agenda

- Budget Schedule
- Mission, Goals & Objectives
- Financial Goals & Projections
- Consolidated Review of Department Requests
- Review of Current Projects
- Review Future (Proposed) Projects
- Prioritization Exercise
- As Time Permits:
  - Library Fund Raiser Effort
  - Parking Lot Items
- Round Table



CITY MANAGER  
NORM BEAGLEY



# Parking Lot Reminder

- “Parking Lot”





# 2023-2024 Budget Schedule

## (Without Tax Increase)

- February 10<sup>th</sup> & 11<sup>th</sup> Council Establishes Goals & Directives (Retreat)
- February 13<sup>th</sup>-17<sup>th</sup> Prioritizing requests based on ranking in Budget Planning Meeting
- February & March Gather Input from Department Heads for Operational Budget
- April 1<sup>st</sup> – April 18<sup>th</sup> Creation of Draft Budget (Pre-Cuts)
- April 18<sup>th</sup> Possible Budget Work Meeting – Policy Decision Making
- April 20<sup>th</sup> – April 29<sup>th</sup> Finalization of Budget Draft
- May 2<sup>nd</sup> Council Meeting – Council to adopt Tentative Budget
- May 3<sup>rd</sup> – June 6<sup>th</sup> Draft and Finalize Narrative Budget
- May 16<sup>th</sup> Possible Budget Work Meeting – Policy Decision Making
- June 6<sup>th</sup> Council Meeting – Public Hearing & Possible Adoption
- June 20<sup>th</sup> Council Meeting – Adoption of final budget (*if not approved 6/6*)
- June 23<sup>rd</sup> Budget filed with State Auditor's Office
- June 30<sup>th</sup> Council Meeting – Year End Budget Amendment FY2023



# Mission Statement

The mission of Santaquin City is to provide for a strong, positive civic image and quality of life for people who live and work in Santaquin City; by providing guidelines and standards that ensure the orderly and balanced distribution of growth, sound fiscal and economic investment and preservation of the open and rural environment in a clean attractive physical setting.



*Santaquin*





# Preserving our agricultural heritage while developing a clean, safe, fun, family-oriented community through well-planned growth and fiscal responsibility

---

## Provide Quality City Services

- Build a well planned and reliable infrastructure
- Maintain our valuable facilities
- Provide affordable quality leisure services

## Promote and Support Economic Development

- Strategically plan for growth
- Retain and expand existing businesses
- Maintain fair and competitive development fees and incentives
- Foster job creation

## Ensure Proactive Regional Collaboration

- Encourage membership and leadership in decision making bodies
- Be a voice of involvement in local, State and Federal government affairs

## Maintain a Sustainable Budget

- Ensure the responsible use of resources
- Encourage a highly motivated and well-trained municipal workforce
- Encourage varied revenue streams
- Enhance capital facility and replacement planning
- Ensure the highest level of safety of our employees

## Promote Community Involvement

- Inspire pride and ownership in neighborhoods, businesses, and gathering places
- Focus on communication and transparency
- Promote and encourage diverse public events
- Provide meaningful service opportunities and celebrate volunteer efforts

## Ensure Public Health and Safety

- Enhance safety, manage hazards, and increase community-wide emergency preparedness
- Provide effective communication and education regarding natural and man-made threats



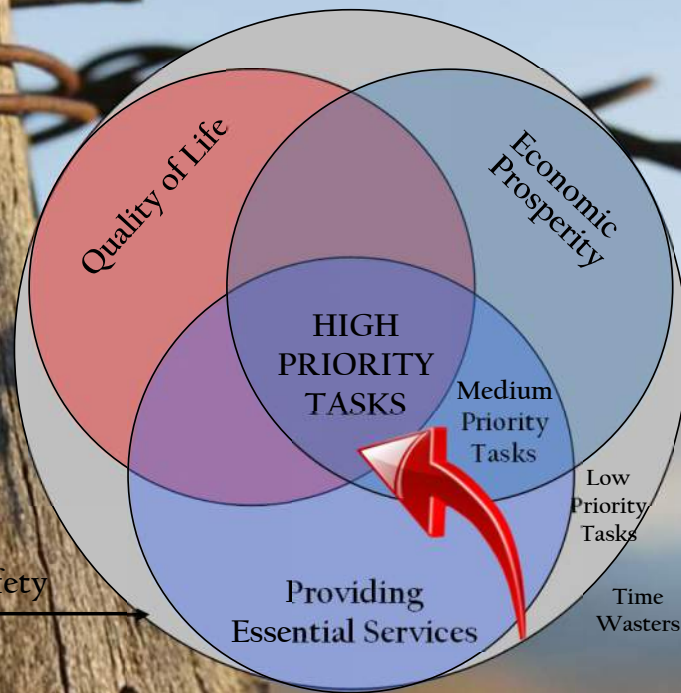
# Introduction

# Establishing & Prioritizing Goals

Goals of the City should be based on a balanced approach of providing safety and security, essential services, economic prosperity and a high quality of life as outlined in the General Plan

Tasks should be prioritized based on the number of overlapping goals they support.

Public Safety







<https://www.youtube.com/watch?v=7XFLTDQ4JMk>

Perspective



February 10, 2023

Housing units built within Santaquin City (over 4 Calendar Years)

	Multi Family	Single Family
2019:	93	138
2020:	105	325
2021:	277	294
2022:	118	146
Total:	593	903

For a total of 1,496 housing units added since the end of 2018 (CY)

That represents a 47% increase in homes compared to the then existing homes in 2018  
(from 3,168 housing units at the end of 2018 to 4,664 housing units in 2022)

Santaquin Statistics





February 10, 2023

Santaquin currently has available:

650 Building permits that could start building within 2 weeks

Another 1,397 housing units are currently approved

An additional 740 lots have some form of entitlement/vesting (Via DA, Annexation, etc.)

For a total of 2,787 housing units available

That represents a 59.8% increase in the number of housing from what is currently existing today (February 1, 2023))

(from 4,664 housing units at the end of 2022 to 7,451 housing units when built)

As an alternative comparison:

(235% increase from the number of housing at the end of 2018)

(from 3,168 housing units at the end of 2018 to a potential of 7,451 housing units once built)

Santaquin Statistics





# Financial Goals

- Emergency Reserve Funding – Full 35% Funding
- General Fund Independence from Enterprise Fund Transfers
- Maintain Operational Growth Funding Less than Revenue Growth
- Capital Replacement Reserve Funding
- Lowering Debt

*Santaquin*



# Financial Goals

- Emergency Reserve Funding – Full 35% Funding
- General Fund Independence from Enterprise Fund Transfers
- Maintain Operational Growth Funding Less than Revenue Growth
- Capital Replacement Reserve Funding
- Lowering Debt

*Santaquin*





### Property Taxes

\$842K (Dec 21)  
\$966K (Dec 22)  
14.2%+ Last Year

### Sales Taxes

\$1.212M (Dec 21)  
\$1.461M (Dec 22)  
20.5%+ Last Year

### Utility Fees

\$2.64M (Dec 21)  
\$3.04M (Dec 22)  
15.1%+ Last Year

### Impact Fees

\$3.74M (Dec 21)  
\$631K (Dec 22)  
-83.1%+ Last Year

## Revenue Projections

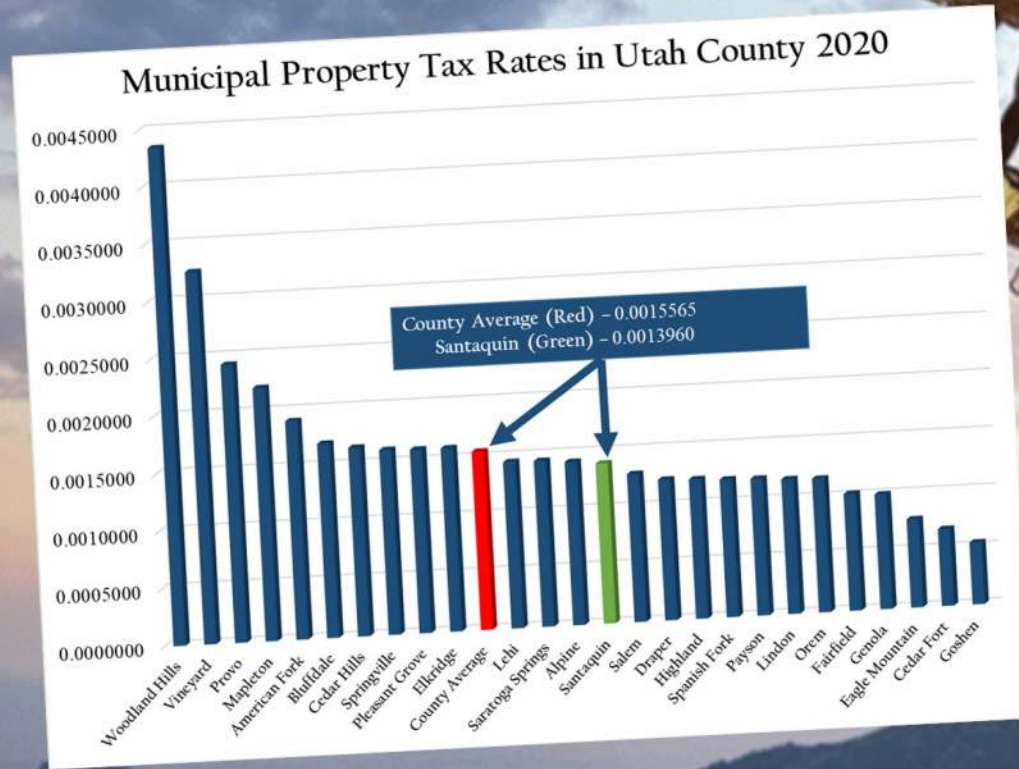






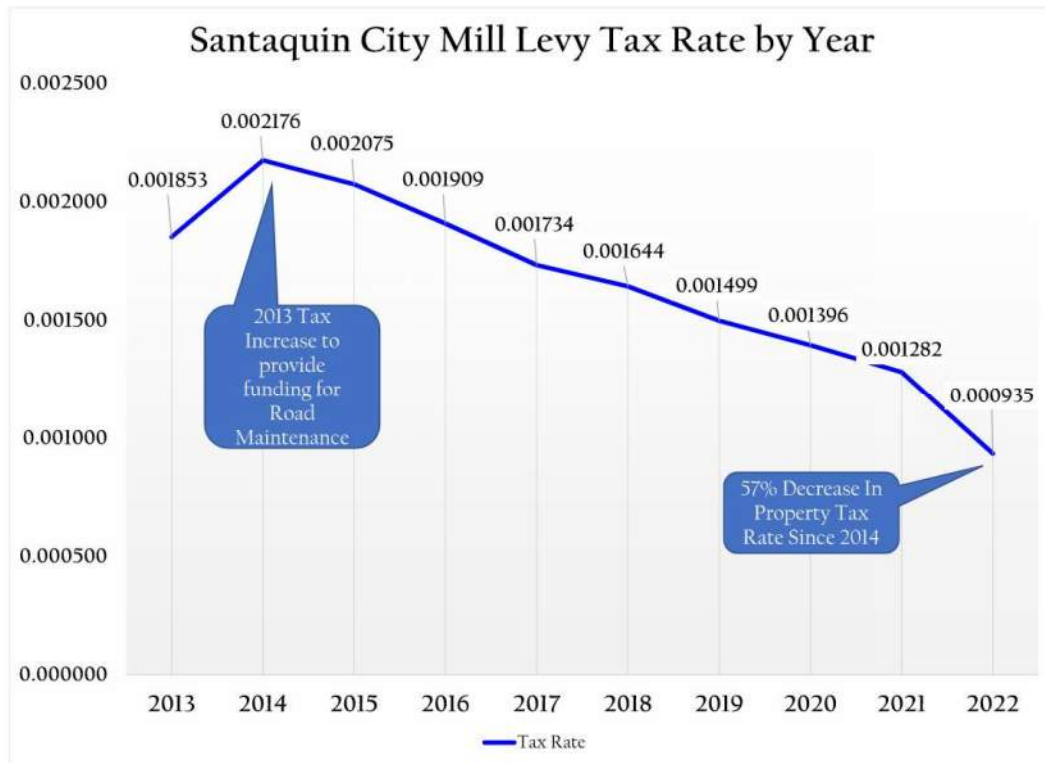
TAXES  
FEES

Tax Rate %



Taxes vs. Fees





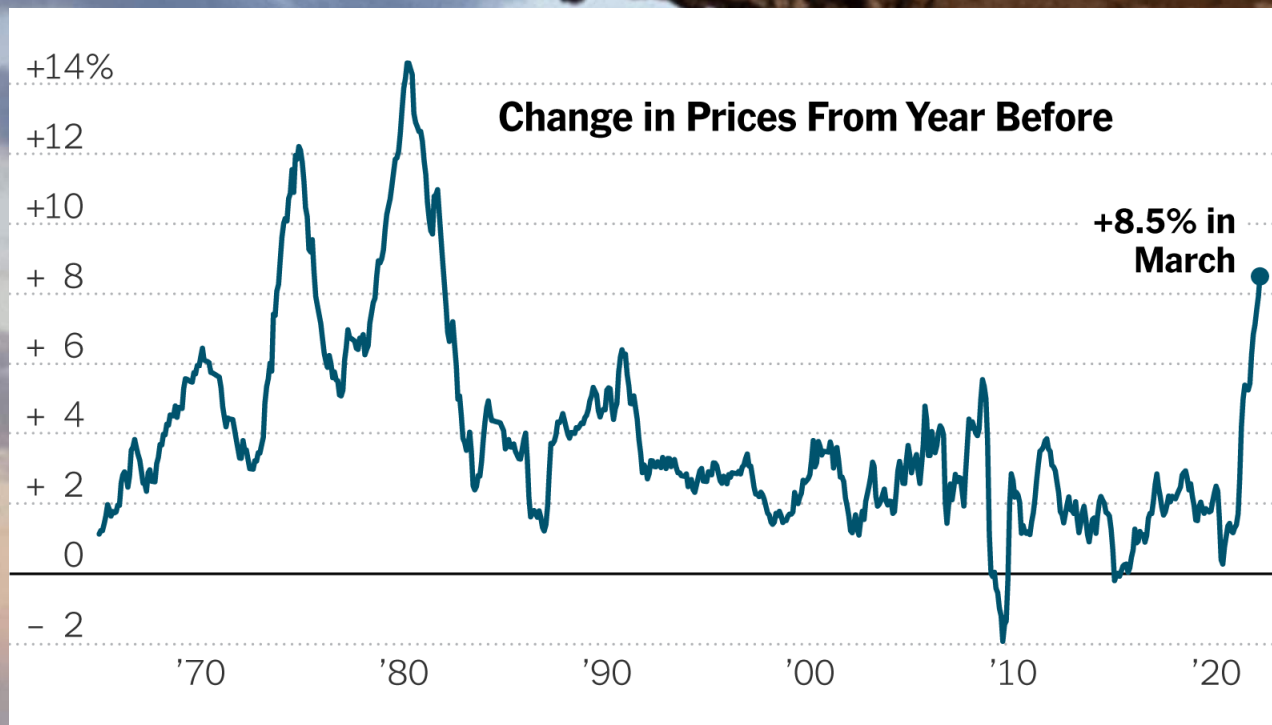
**TAXES**



Tax Rate %



Taxes vs. Fees



Costs



Revenue

Inflation, Costs, & Revenues





Taxes

(Property  
Sales)



Fees

(Water, PI,  
Sewer)



Reserves

(Rainy Day)



Services

(PS, PW,  
Roads,  
Equipment,  
Staff)



## Revenue Vs Expenditures





# Break Time

A person is rappelling down a dark, overhanging rock face. The scene is set against a dramatic sky at sunset or sunrise, with clouds illuminated in shades of orange, pink, and blue. The person is silhouetted against the bright sky, holding a rope and a long vertical pole.

# Consolidated Review of all Departmental Requests

The logo for the San Joaquin Hills, featuring a stylized mountain range above the word "San Joaquin" in a cursive font.

*San Joaquin*

FY2023-2024

# Personnel

## Full Time (2):

- PW - 1 Seasonal → FT - \$33K
- PD - Wage Increase - \$260K

## Additional Hours:

- Library - Additional Hours - \$16K
- Admin - Utility Billing & AP - \$16K

## Part Time (2):

- FD - Wage Increase - \$220K
- FD - Changes - \$7K
- FD - Admin Assistant - \$29K
- On - Call Paramedic - \$22K
- FD - Fuel Mitigation - 55K
- CS - Rec/Sports - \$45K
- PW - Custodial - \$18K

## Seasonal:

- PW - One Additional Seasonal - \$16K



# Vehicles

- Patrol Vehicles (4) – Trucks (\$300K)
- Ladder Truck (\$1.8M) (No Up Front Cost)
- Snowplow (\$220K)
- PW F-150 (2) (\$12K)
- FD (1) (\$60K)
- FD Heavy Brush Truck Rebuild (\$12K)
- AD Expedition (\$50)

Possible Transfer of Used Police Cars:

- Fire Department (1)

*Santaquin*



# Equipment

## Police

- Standard Rotational items with incremental increases (COLA)
- Taser Lease (\$6K)

## Fire

- 5 Sets PPE Turnouts (\$17K)
- Mobile Radios (\$52K)
- Gov Bldgs AED's (\$14K)

## Engineering

- GPS Antenna – (\$30K)
- Traffic Counter (\$7.2K)

## Public Works

- Street Mower (\$61K)
- Ballfield Groomer (\$37K)
- Aerator for Turf (\$5K)
- Catwalk (\$7K)
- Forklift (Shop) (\$12K)
- Gov Bldgs Floor Cleaner (\$9K)

## Community Services

- Door Card Security (\$10K)
- Spin Bikes (\$13K)
- Connex Storage (\$6K)

A woman is rock climbing on a dark, overhanging rock face. She is wearing a yellow tank top, dark shorts, and a climbing harness. The background shows a sunset sky with orange and blue clouds, and a large, dark mountain peak in the distance. A body of water is visible in the lower left corner.

# Quick Review of Current Projects and Follow-Up Projects

FY2023-2024

# Current Projects:

Rank	Description	Area	Estimated Cost
Approved	New City Hall – Construction	Facilities	\$10.6M
Approved	New City Hall – Library Fund Raising	Facilities	Time
Approved	Summit Ridge Irrigation Tank & Booster	Irrigation	\$7.5M
Approved	Harvest View – Phase II	Parks	\$2.8M





# Current Projects:

Rank	Description	Area	Estimated Cost
Approved	Parks & Trails Master Plan	Planning	\$74K + Time
Approved	Sewer Master Plan	Planning	\$80K + Time
Approved	NRCS – County Debris Basin Design	Engineering	Time Only
Approved	NRCS – City Debris Basin(s) Design	Engineering	Time (Pass Through Dollars)
Approved	Main Street Widening Design	Engineering	\$849K (93% Pass Through)





# Current Projects:

Rank	Description	Area	Estimated Cost
Approved	Employee – Wellness Program	Human Resources	Time
Approved	Employee – Safety Program	Human Resources	Time
Approved	Cemetery Mapping	Engineering	Time
Approved	Prospector View Park	Engineering	\$120K
Approved	New City Hall Block Properties (First Right)	Admin	\$10K
Pending	SR 198, 400 E Study	Admin	\$50K





# Future Projects:

Rank	Description	Area	Estimated Cost
Approved	New City Hall – Furniture, Fixture & Equipment (FFE)	Facilities	\$700-900K
Approved	New City Hall – Relocation of Admin. & Comm. Dev.	Facilities	Time - \$5K
Approved	New City Hall – Relocation of Senior Citizens	Facilities	Time - \$5K
Approved	Old City Hall – Remodel & Parking Lot	Facilities	\$200-250K
Approved	Main Street – Phase IV & V - Widening	Roads	\$1M (Split across FYs)
Approved	NRCS – County Debris Basin	Storm Drainage	Time in FY2022-23
Approved	NRCS – City Debris Basins	Storm Drainage	\$2M Property Acquisition (Split across FYs)



# Potential Projects/Initiative Review



FY2023-2024

NORM & JON

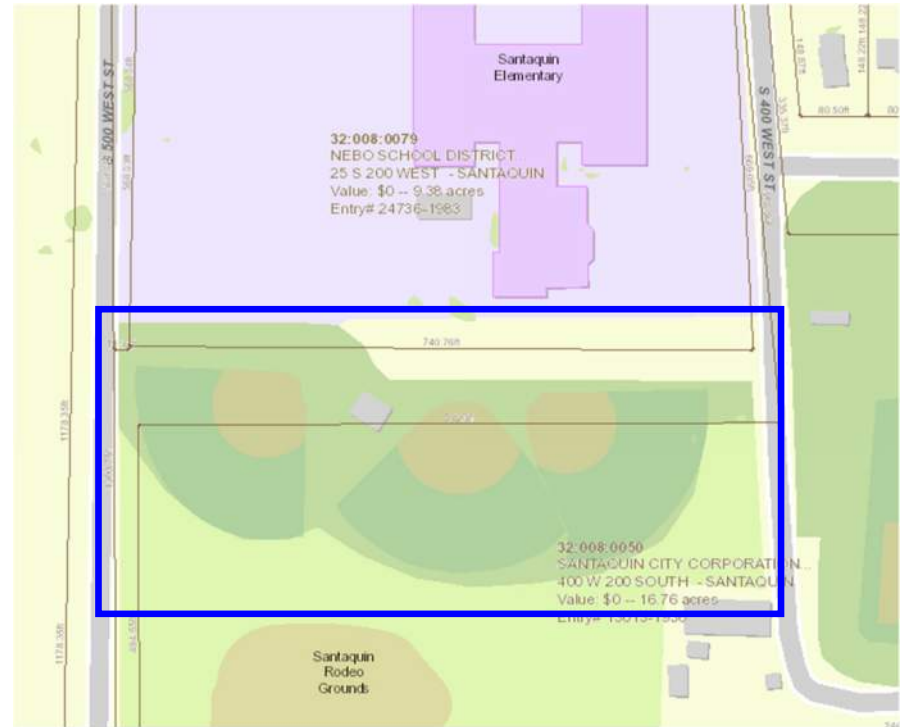


# Skate Park-Planning

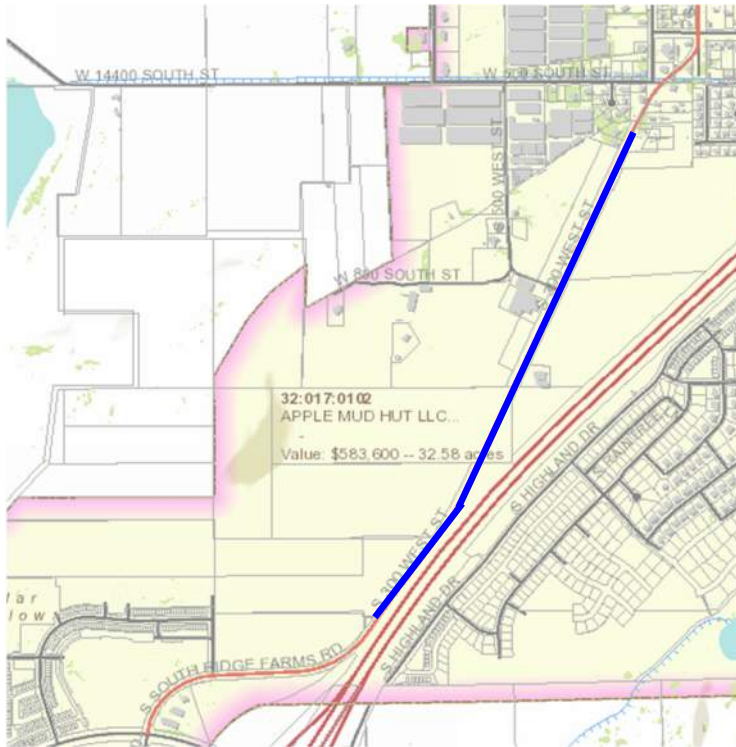


*Santaquin*

\$12K



# Red Barn Road Trail & Lighting



\$50K-\$100K





# Demo Jr. High & Seniors



*Santaquin*

\$500K

Item #2.

# Restore Museum



Santaquin

\$500K – Phase I

Item #2.

# WRF Upgrades

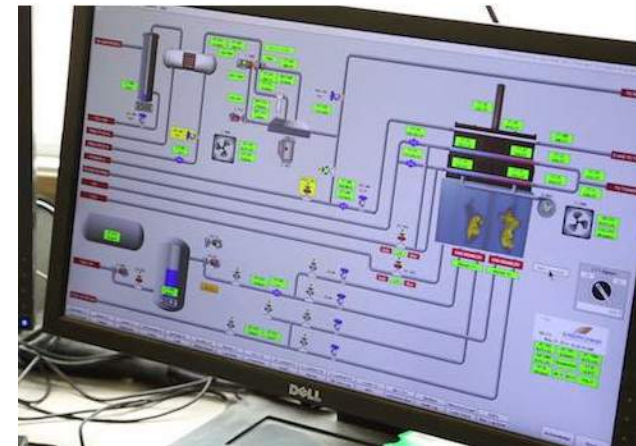
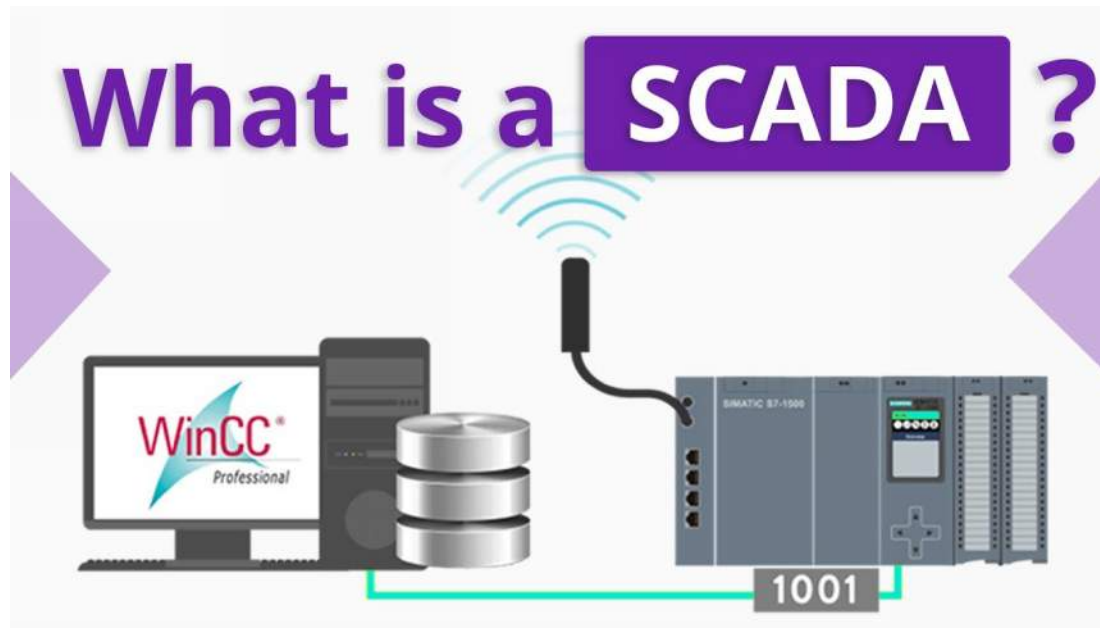


\$7M





# SCADA Upgrade



\$30K

*Santaquin*

# SMART Clocks



Santaquin

\$10K

Item # 2.



# Cemetery Improvements



- Cemetery Improvements
- (\$40K)
  - (Asphalt, Pipe Ditch, Materials Storage, Possible Cremation Garden Design)

*Santaquin*

\$40K

# East Bench Debris Basins



- Property Acquisition
- (\$\$2M)
  - (Up to 5 Basins/Properties)



\$2M

# Rodeo Grounds Improvements



- Arena Improvements (\$15K)
  - (Gates, Alley-ways, & Pens)

\$40K

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# Upgrade Locks at all Facilities



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\$10K

Item # 2.

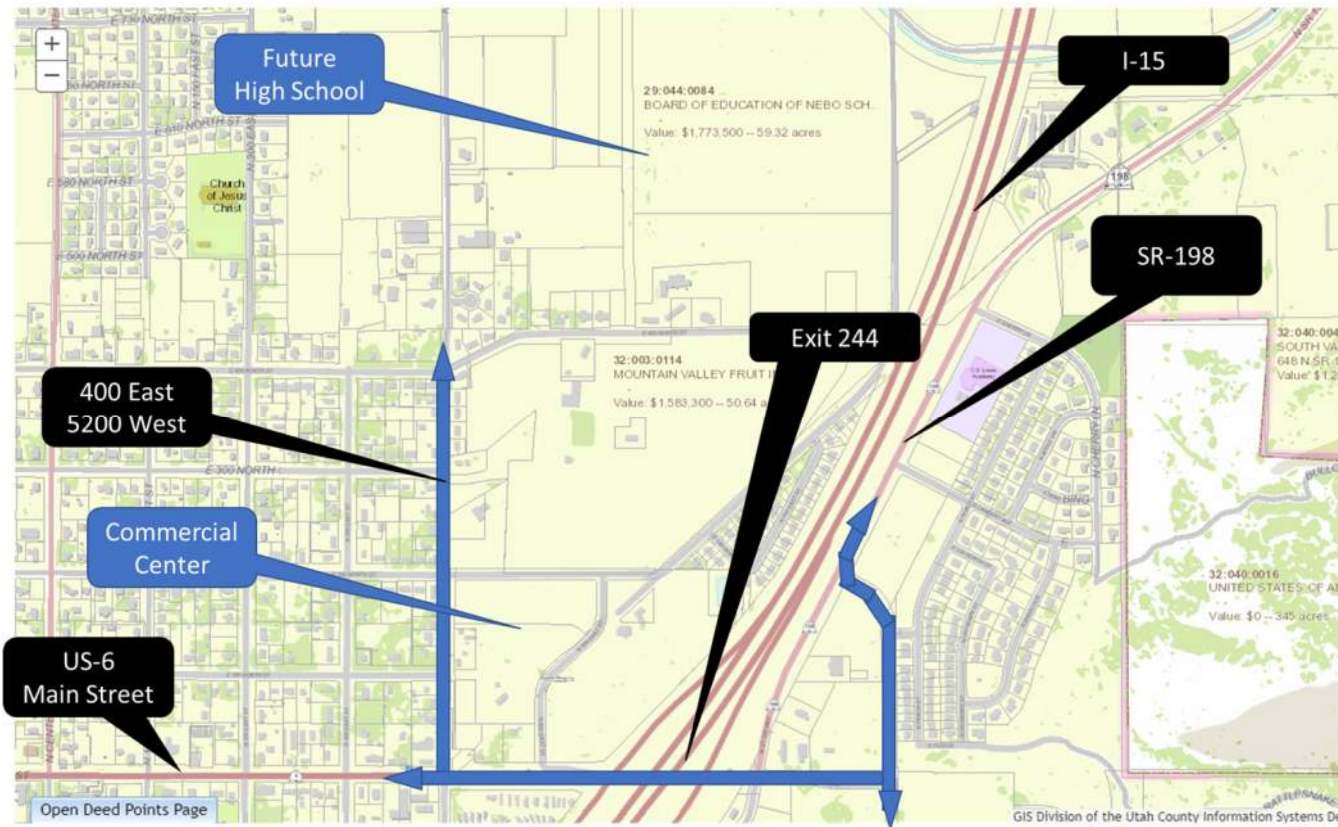


# Re-Route SR-198 Frontage Road



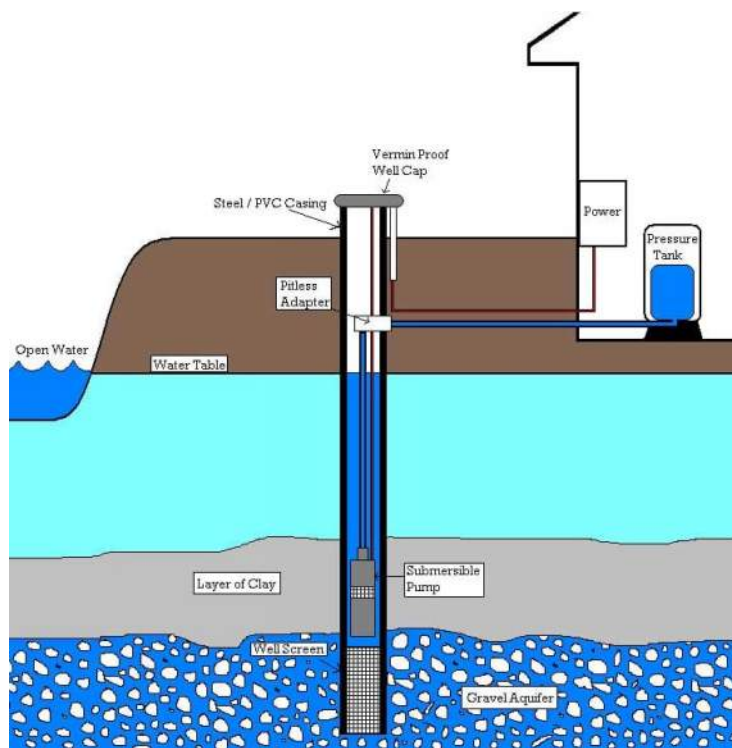
\$5K - Match

# SR-198 & 400 E. Local Road Study



\$50K

# New CW Well –Study & Design



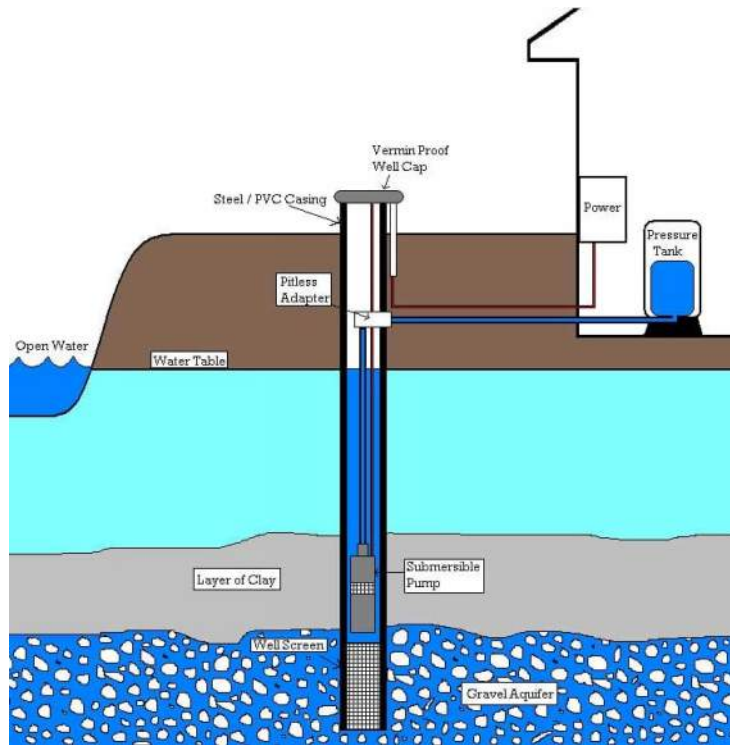
New Well Pump to Well #2

\$240K

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# Increase Winter Storage Pumping

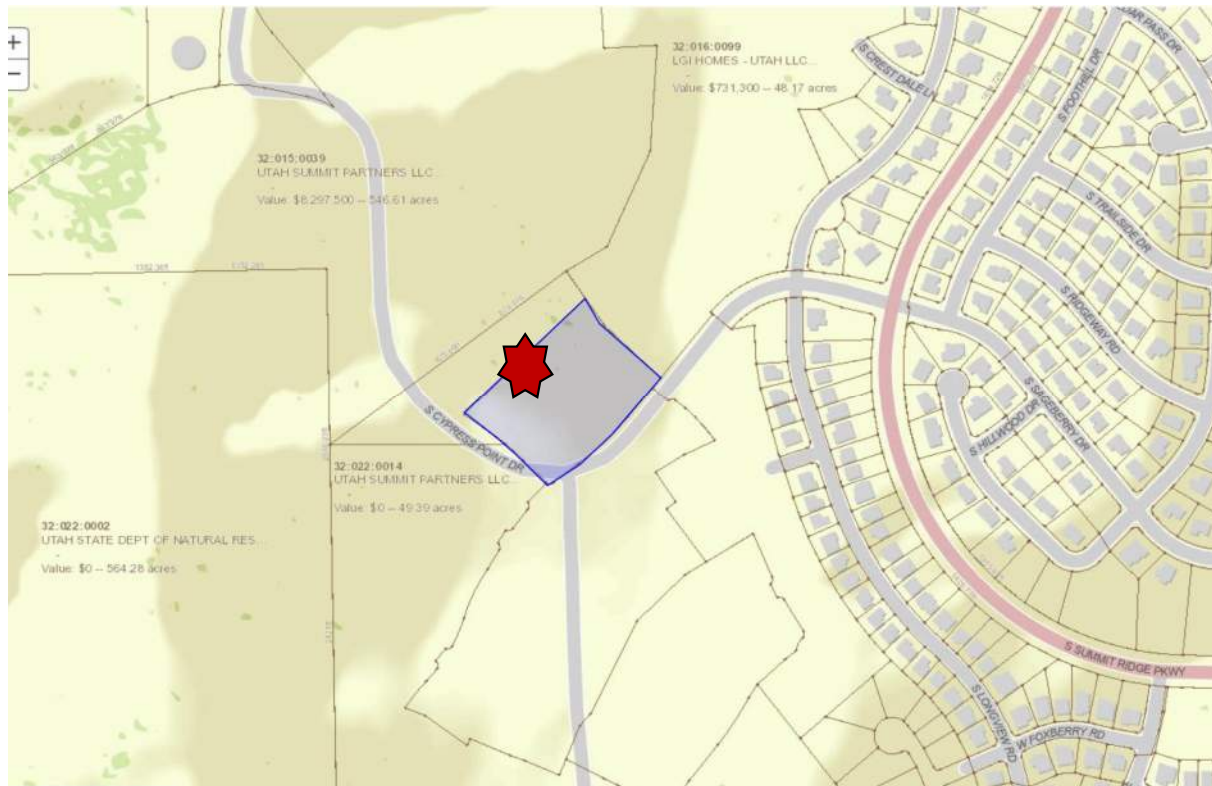


\$110K

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# FD Second Station (142) Site Plan

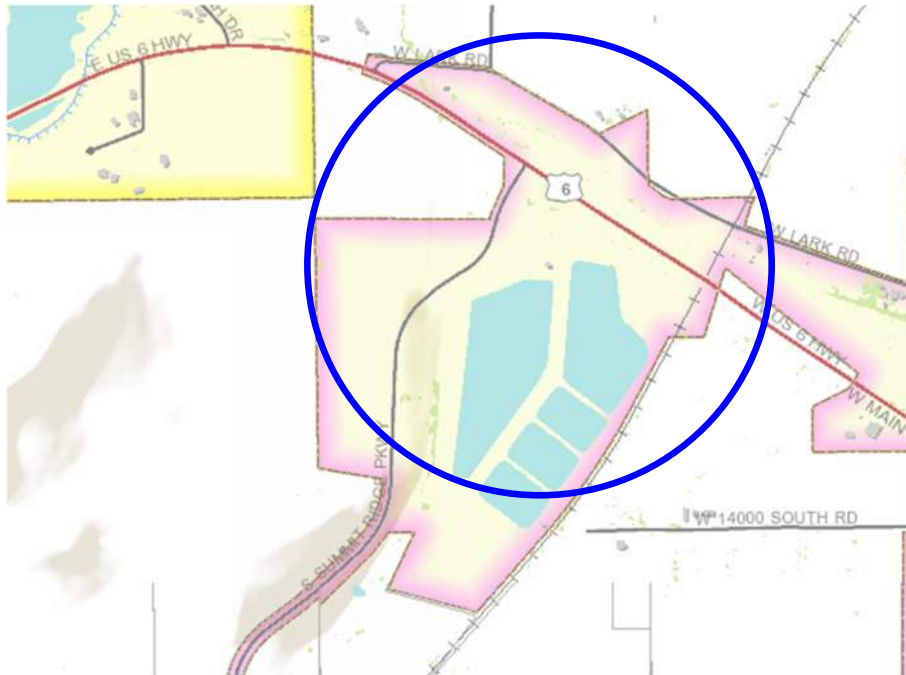


\$38K (Phase I)





# Developing Business Park



All Self-Funded  
(Using Property Sale Proceeds)



\$2.2M

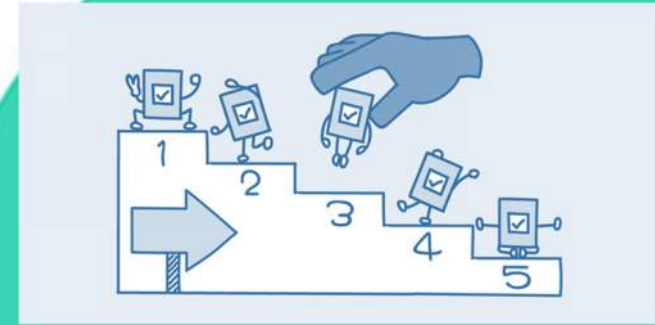




# Break Time

# Current GF Standing

## Where are we today???



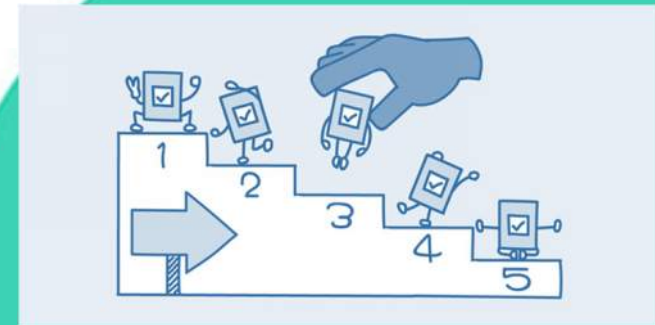
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# Directors/Council Prioritization Exercise

## Projects

- General Fund Projects
- Impact Fee Projects



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# Financial Sustainability (Zions Bank Data)

## “No Growth” Scenarios (Based off of 2021-2022 FY Actual Expenditures)

### No Growth Scenarios

TABLE 1: NET GENERAL FUND REVENUES PER YEAR – NO GROWTH; HIGHER (4%) INFLATION RATES

	2024	2025	2026	2027	2028
General Fund Net Revenues per Year	(\$1,404,354)	(\$2,101,253)	(\$2,202,574)	(\$2,906,984)	(\$3,134,747)

If inflation could be contained to 2 percent per year for all expenditure categories, net revenues would improve fairly significantly for the [City](#).

TABLE 2: NET GENERAL FUND REVENUES PER YEAR – NO GROWTH; LOWER (2%) INFLATION RATES

	2024	2025	2026	2027	2028
General Fund Net Revenues per Year	(\$988,330)	(\$1,468,627)	(\$1,445,168)	(\$2,017,573)	(\$2,033,544)

Santaquin

# Financial Sustainability (Zions Bank Data)

## “Low Growth” Scenario (Based off of 2021-2022 FY Actual Expenditures)

TABLE 3: NET GENERAL FUND REVENUES PER YEAR – LOW RESIDENTIAL GROWTH SCENARIO; HIGHER INFLATION RATES

	2024	2025	2026	2027	2028
<b>New Impacts per Year</b>					
Single-Family Residential Units	50	50	50	50	50
Multi-Family Residential Units	50	50	50	50	50
Non-Residential SF	252,648	304,920	339,768	304,920	339,768
Retail SF	43,560	43,560	43,560	43,560	43,560
Office SF	34,848	-	34,848	-	34,848
Business Park SF	174,240	261,360	261,360	261,360	261,360
Hotel SF	-	-	-	-	-
<b>Net New Revenues – New Growth by Year</b>	<b>\$643,537</b>	<b>\$729,360</b>	<b>\$663,272</b>	<b>\$741,703</b>	<b>\$662,371</b>
<b>General Fund Net Revenues with New Growth Combined</b>	<b>(\$836,571)</b>	<b>(\$1,434,116)</b>	<b>(\$1,555,577)</b>	<b>(\$2,407,689)</b>	<b>(\$2,674,891)</b>

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# Financial Sustainability (Zions Bank Data)

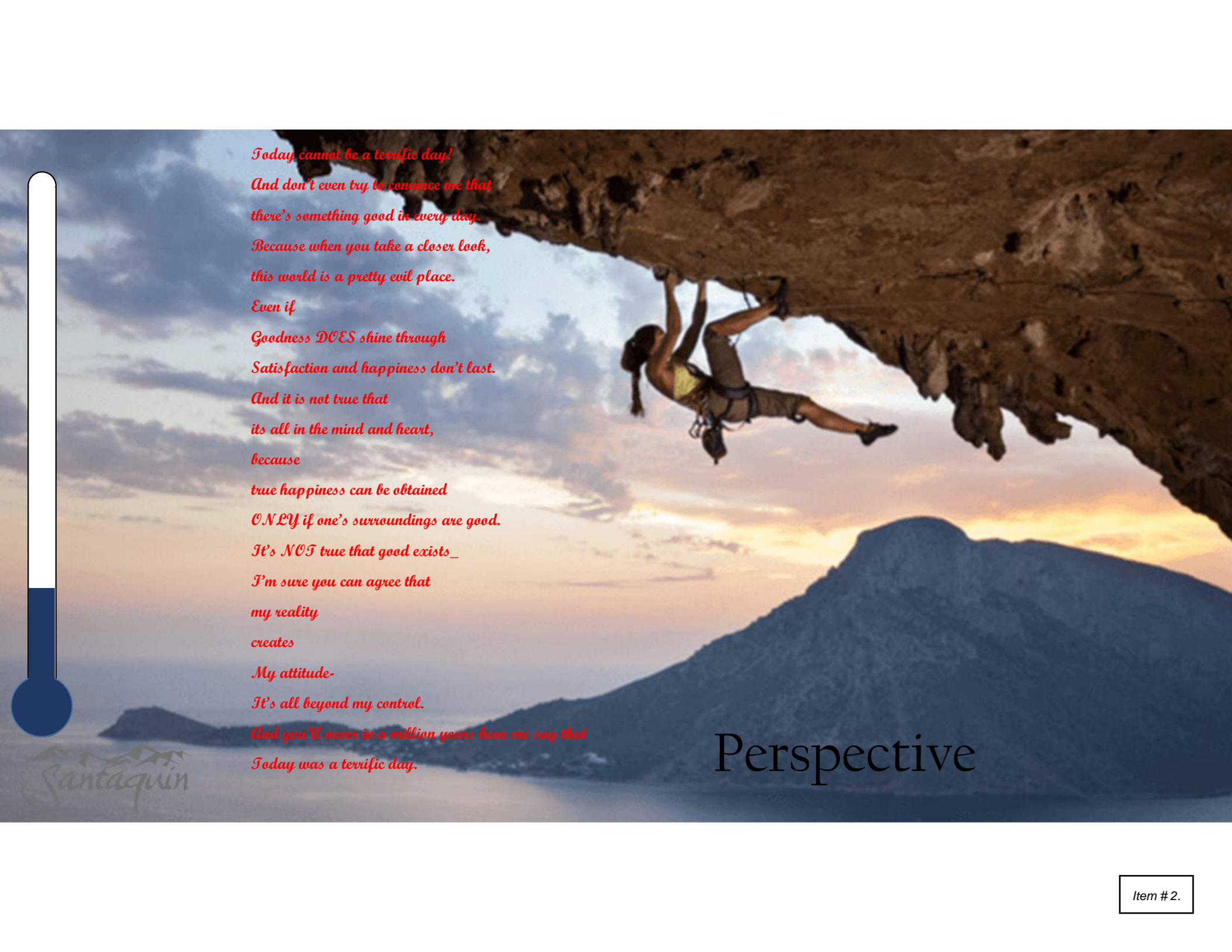
## “High Growth” Scenario (Based off of 2021-2022 FY Actual Expenditures)

TABLE 4: NET GENERAL FUND REVENUES PER YEAR – MEDIUM RESIDENTIAL GROWTH SCENARIO; HIGHER INFLATION RATES

	2024	2025	2026	2027	2028
<b>New Impacts per Year</b>					
Single-Family Residential Units	150	150	150	150	150
Multi-Family Residential Units	100	100	100	100	100
Non-Residential SF	252,648	304,920	339,768	304,920	339,768
Retail SF	43,560	43,560	43,560	43,560	43,560
Office SF	34,848	-	34,848	-	34,848
Business Park SF	174,240	261,360	261,360	261,360	261,360
Hotel SF	-	-	-	-	-
<b>Net New Revenues – New Growth by Year</b>	<b>\$999,647</b>	<b>\$1,080,685</b>	<b>\$1,020,552</b>	<b>\$1,096,836</b>	<b>\$1,015,252</b>
<b>General Fund Net Revenues with New Growth Combined</b>	<b>(\$481,640)</b>	<b>(\$1,106,001)</b>	<b>(\$1,350,764)</b>	<b>(\$2,327,763)</b>	<b>(\$2,736,264)</b>

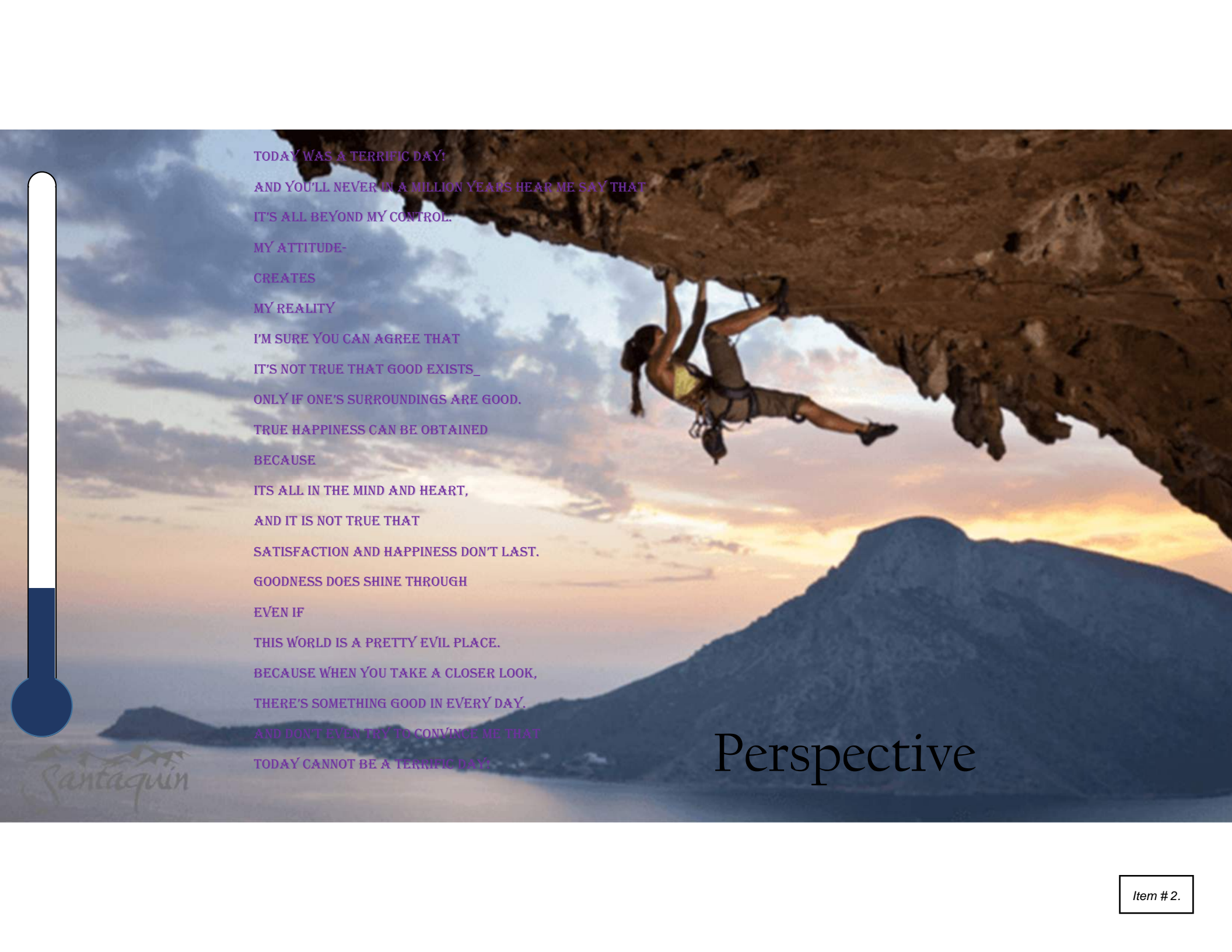
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A person is rappelling down a dark, craggy rock face. The scene is set at sunset or sunrise, with a warm, orange and yellow glow in the sky. In the background, a large, dark mountain peak rises above a body of water. The overall mood is adventurous and contemplative.

*Today cannot be a terrific day!  
And don't even try to convince me that  
there's something good in every day.  
Because when you take a closer look,  
this world is a pretty evil place.  
Even if  
Goodness DOES shine through  
Satisfaction and happiness don't last.  
And it is not true that  
it's all in the mind and heart,  
because  
true happiness can be obtained  
ONLY if one's surroundings are good.  
It's NOT true that good exists\_  
I'm sure you can agree that  
my reality  
creates  
My attitude-  
It's all beyond my control.  
And you'll never in a million years hear me say that  
Today was a terrific day.*

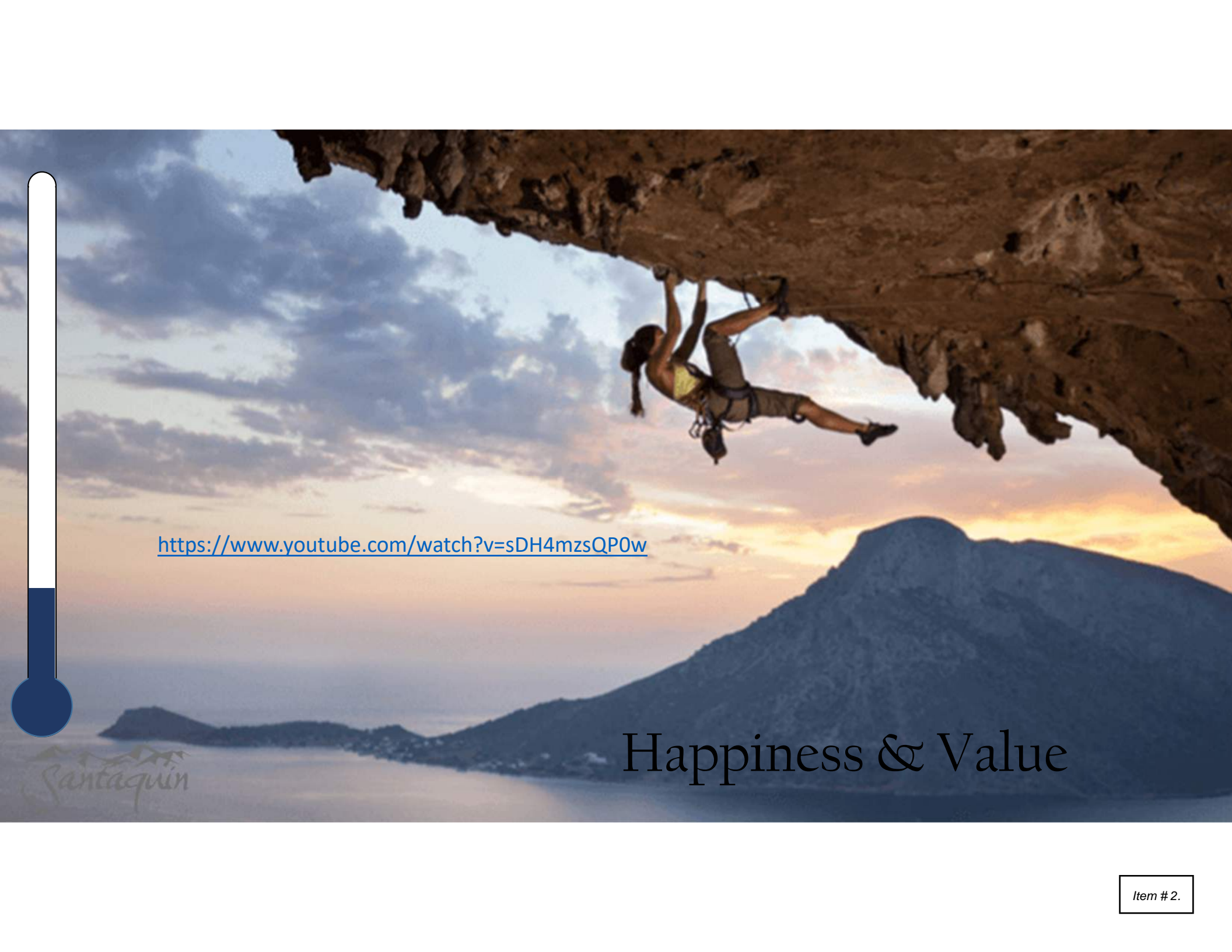
# Perspective

A person is rappelling down a dark, craggy rock face. The scene is set at sunset or sunrise, with a warm, orange and yellow glow in the sky. In the background, a large, dark mountain peak rises above a body of water. The overall mood is adventurous and contemplative.

TODAY WAS A TERRIFIC DAY!  
AND YOU'LL NEVER IN A MILLION YEARS HEAR ME SAY THAT  
IT'S ALL BEYOND MY CONTROL.  
MY ATTITUDE-  
CREATES  
MY REALITY  
I'M SURE YOU CAN AGREE THAT  
IT'S NOT TRUE THAT GOOD EXISTS\_  
ONLY IF ONE'S SURROUNDINGS ARE GOOD.  
TRUE HAPPINESS CAN BE OBTAINED  
BECAUSE  
ITS ALL IN THE MIND AND HEART,  
AND IT IS NOT TRUE THAT  
SATISFACTION AND HAPPINESS DON'T LAST.  
GOODNESS DOES SHINE THROUGH  
EVEN IF  
THIS WORLD IS A PRETTY EVIL PLACE.  
BECAUSE WHEN YOU TAKE A CLOSER LOOK,  
THERE'S SOMETHING GOOD IN EVERY DAY.  
AND DON'T EVEN TRY TO CONVINCE ME THAT  
TODAY CANNOT BE A TERRIFIC DAY!

# Perspective





<https://www.youtube.com/watch?v=sDH4mzsQP0w>

# Happiness & Value





Questions or Comments



# Parking Lot Items:

- ???
- ???
- ???
- ???
- ???
- ???
- ???

Santaquin

# Round Table Closing Comments



Santaquín





Thank You!

Santaquin



## **CITY COUNCIL REGULAR MEETING**

Tuesday, March 7 at 7:00 PM

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

### **MINUTES**

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

#### **ROLL CALL**

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

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, Finance Director Shannon Hoffman, Recorder Amalie Ottley, Legal Counsel Brett Rich, Community Services Director John Bradley.

No members of the public attended the meeting.

#### **PLEDGE OF ALLEGIANCE**

Councilor Mecham led the Pledge of Allegiance.

#### **INVOCATION/INSPIRATIONAL THOUGHT**

Director Bradley offered an invocation.

#### **DECLARATION OF POTENTIAL CONFLICTS OF INTEREST**

No council members declared any conflicts of interest.

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

1. 02-21-2023 City Council Work Session Minutes
2. 02-21-2023 City Council Regular Meeting Minutes
3. City Expenditures from 02-18-2023 to 03-03-2023 in the amount of \$905,942.06

Councilor Mecham motioned to approve the Consent Agenda items 1 through 3. Councilor Hathaway seconded the motion.

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

The vote was unanimously approved.



## RECOGNITIONS

Volunteer of the Month Brook Huntington was unable to attend the meeting. Community Services Director John Bradley recognized Ms. Huntington by reading the following statement.

*"Brook Huntington is our March 2023 Volunteer of the Month. She has been coaching our recreation cross-country team for several years. According to John Bradley, our Community Services Director, "Brook Huntington is a fabulous volunteer for Santaquin Recreation. She jumped in right away when we started the youth cross-country running program and has coached for three years. Not only did she want to help coach three of her children, but she also wanted to help all the youth participants be healthier. Cross-country is for boys and girls ages 7-14. They train and run different length running events. Her goal is to help everyone be a little better than they were at the previous running event. Unlike other sports, Brook is the only coach for a team of between 25-30 runners each year. When she is not coaching, she is working with her husband at their business Huntington Dental in Santaquin. They are proud supporters of Payson High School Cross-Country running program. They have had three children compete on the Payson High School team with one taking all-region in some events. Thank you, Brook, for your commitment to helping develop the youth of Santaquin."*

*Brook's interest in cross-country started when one of her daughters started running in high school. When Santaquin city started their program, Brook's children participated, and she would attend as a bystander. Eventually she started helping where needed and her efforts grew to become the coach.*

*When asked why Brook volunteers for this program, she said, "I love the kids and the excitement they have for it. The kids are so fun, and I love seeing them progress and grow...I love it. It is just so fun."*

*Brook and her sweetheart have five children ranging in ages from 11-21. She grew up in Castledale, Utah, and graduated from Emery High School. She received her associates degree from College of Eastern Utah in Price. They have lived in our area for the past 14 plus years.*

*Some of her interests and hobbies, beyond cross-country, are spending time with her husband, cheering on her children, reading, camping, biking and learning new things such as drawing, painting, and photography.*

*Thank you, Brook, for being willing to influence for good the lives of so many children in our community."*

## PUBLIC FORUM

No members of the public wished to address the council in the public forum.

## BUILDING PERMIT & BUSINESS LICENSE REPORT

Assistant Manager Bond presented the Building Permit Report. Five single-family residential units have been issued building permits in the current calendar year. No multi-family residential units have been issued permits. One new commercial space has been issued a permit. In comparison, 55 single and multi-family residential units have been built in the current fiscal year. (July 2022 – June 2023) Two new home business licenses were issued in the last two weeks.

Councilor Mecham inquired about the number of current homes under construction but are not yet finished. Assistant Manager Bond and the council discussed the current market and building processes

in the city. Manager Beagley estimated that 50 or more homes are under construction with current permits.

### **FORMAL PUBLIC HEARING**

#### **5. COMBINED PUBLIC HEARING: FY2022-2023 Budget Amendment #1 and Planned City Interfund Loan.**

Councilor Mecham made a motion to enter into a Combined Public Hearing to address the FY2022-2023 Budget Amendment #1 and the Planned City Interfund Loan. Councilor Siddoway seconded the motion.

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

The vote was unanimously approved.

The Formal Public Hearing began at 7:14 p.m.

No members of the public wished to address the council in the Public Hearing.

Councilor Mecham made a motion to close the Public Hearing. Councilor Montoya seconded the motion.

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

The vote was unanimously approved.

The Formal Public Hearing ended at 7:15 p.m.

### **NEW BUSINESS**

#### **6. Resolution 03-01-2023 – Interfund Loan from Pressurized Irrigation Bond Funds to General Fund and Repayment Schedule.**

Mayor Olson and Manager Beagley presented Resolution 03-01-2023 an Interfund Loan and Resolution 03-02-2023 FY2022-2023 Budget Amendment #1 that the formalization of \$4 million in ARPA funds allowed for the use of low interest bond funds in other areas of the budget and the budget to be amended accordingly.

Councilor Montoya made a motion to approve Resolution 03-01-2023 Interfund Loan from Pressurized Irrigation Bond Funds to General Fund and Repayment Schedule. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes

Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The vote was unanimously approved.

#### **7. Resolution 03-02-2023 - FY2022-2023 Budget Amendment #1**

Councilor Montoya made a motion to approve Resolution 03-02-2023 – FY2022-2023 Budget Amendment #1. Councilor Mecham seconded the motion.

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

The vote was unanimously approved.

#### **8. Resolution 03-03-2023 – Agreement with Wall Consulting Group (WCG) for a Regional Arterial Grid Connection Study.**

Mayor Olson presented Resolution 03-03-2023 an agreement with Wall Consulting Group introduced by MAG to help work on a study on city streets in conjunction with UDOT's Transportation Plan to ensure appropriate tie-ins to the new interchange.

Council members and staff discussed what the study will include. Councilor Siddoway inquired about how WCG was chosen for the study on behalf of a citizen inquiry. Mayor Olson and Manager Beagley stated that MAG and UDOT have approved professional pools in which companies are prequalified and can be used for these types of projects. Councilor Adcock inquired about the UDOT Environmental Analysis being affected by the Arterial Grid Connection Study. Manager Beagley stated that this study will coincide with the other studies performed by UDOT and the State.

Councilor Siddoway made a motion to approve Resolution 03-03-2023 an Agreement with Wall Consulting Group (WCG) for a Regional Arterial Grid Connection Study. Councilor Hathaway seconded the motion.

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

The vote was unanimously approved.

## **REPORT BY MAYOR OLSON**

Mayor Olson took some time in the meeting to read a report outlining the culmination of many funds received from many sources and having been applied to past and ongoing projects in the city in the last year. The report reflected the hard work performed by the mayor, council, and city staff.

## **REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES**

Assistant Manager Bond reminded council members of an upcoming “Your Land, Your Plan” workshop in Provo. Assistant Manager Bond also went over upcoming items on DRC and Planning Commission meetings.

Manager Beagley spoke about the current water year and precautions that the city is taking to address potential flooding concerns. Manager Beagley stated that the city will notify residents via Everbridge, the city website, etc. accordingly as water comes out of Santaquin Canyon. Manager Beagley presented a graph showing what the water levels are currently as compared to past years. Councilor Adcock asked staff to prepare a report at future council meetings so that council members and members of the public may stay abreast of the water levels. Manager Beagley also reported on pipelines being laid along Summit Ridge Parkway to the Santaquin Peaks Industrial Park. Lastly, Manager Beagley brought up donations to the library to add to the mayor’s report on funds obtained by the City over the last year.

## **REPORTS BY MAYOR AND COUNCIL MEMBERS**

Councilor Hathaway expressed his appreciation for the ability to attend the Rural Water Conference in St. George, Utah. Councilor Hathaway spoke about information presented at the conference representing the cycles of high versus low water years in Utah over many years. He also expressed his admiration for Mayor Olson and Public Works Director Callaway being able to collaborate with vendors at the conference on behalf of the city.

Councilor Mecham expressed his appreciation to fellow council members as well as Mayor Olson and city staff for the funds being brought into the city to support projects and needs.

Councilor Siddoway had no updates but echoed Councilor Mecham’s and Councilor Hathaway’s appreciation for the mayor and staff.

Councilor Adcock expressed his appreciation to the mayor and staff as well. Councilor Adcock inquired about the possibility of changing the dates of the City Cleanup event in the case of inclement weather and unfavorable conditions. Councilor Adcock expressed concerns on behalf of citizens about the cattle grate on Main Street east of the freeway. He inquired if the cattle grate could be removed when the interchange is redesigned. Councilor Adcock spoke about a recent meeting with Community Services Director John Bradley and Annette Bott about a possible grant to fund a study for the Chieftain Museum.

Councilor Montoya also spoke about the meeting with Councilor Adcock and city staff regarding the museum so that plans can be established on how to keep and preserve the building. Councilor Montoya expressed her appreciation for the Senior’s luncheons and activities. Councilor Montoya commended Library Director Jen Wagner for her efforts in the Valentine’s Days fundraiser. Councilor Montoya addressed upcoming Youth City Council activities.



Mayor Olson addressed the Rural Water Conference that he attended with Councilor Hathaway and Director Callaway. He stated that he continues to meet with individuals interested in being a part of the new industrial subdivision along Summit Ridge Parkway. Mayor Olson spoke about his continuing efforts to meet with business owners interested in coming to Santaquin.

#### **ADJOURNMENT**

Councilor Mecham motioned to adjourn the meeting. Councilor Siddoway seconded the motion.

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

The vote was unanimously approved.

The City Council Meeting was adjourned at 8:05 p.m.

ATTEST:

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**Daniel M. Olson, Mayor**

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**Amalie R. Ottley, City Recorder**

SANTAQUIN CITY CORPORATION  
Check Register  
All Bank Accounts - 03/04/2023 to 03/17/2023

Payee Name	Payment Date	Amount	Description	Ledger Account
APPARATUS EQUIPMENT & SERVICE, INC (HAIX)	3/9/2023	\$156.00	PPE Replacement Gloves	7657741 - FIRE - PPE ROTATION
APPLICANTPRO	3/9/2023	\$230.00	Hiring Software - April 2023	4340500 - SOFTWARE EXPENSE
AT&T MOBILITY	3/9/2023	\$230.49	Cellphone and Ipad service	7657280 - TELEPHONE
BERNARDS, SCOTT	3/16/2023	\$55.00	EMS Recertification Fees	7657235 - EMS - EDUCATION, TRAINING & TRAVEL
BLOMQUIST HALE CONSULTING	3/9/2023	\$496.40	Employee Assistance - March 2023	1022506 - EAP
BLUE STAKES OF UTAH 811	3/9/2023	\$60.90	Blue Stakes	5140210 - BOOKS, SUBSCRIPTIONS & MEMBERS
BLUE STAKES OF UTAH 811	3/9/2023	\$60.90	Blue Stakes	5240210 - BOOKS, SUBSCRIPT, MEMBERSHIPS
BLUE STAKES OF UTAH 811	3/9/2023	\$60.90	Blue Stakes	5440210 - BOOKS, SUBSCRIPTIONS & MEMBERS
		\$182.70		
BLUELINE BACKGROUND SCREEN	3/9/2023	\$45.00	Pre-employment drug testing	1043310 - PROFESSIONAL & TECHNICAL
BRAILSFORD CASTSTONE, INC	3/9/2023	\$1,035.20	Harvest view sign	5740514 - HARVEST VIEW PARK - PHASE II
BRS PERMITTING	3/9/2023	\$4.63	Solar Permit Refund - SQ-22-463	1032210 - BUILDING PERMITS
BRS PERMITTING	3/9/2023	\$70.00	Solar Permit Refund - SQ-22-463	1032210 - BUILDING PERMITS
BRS PERMITTING	3/9/2023	\$301.16	Solar Permit Refund - SQ-22-463	1032210 - BUILDING PERMITS
BRS PERMITTING	3/9/2023	\$463.32	Solar Permit Refund - SQ-22-463	1032210 - BUILDING PERMITS
		\$839.11		
CARQUEST AUTO PARTS STORES	3/9/2023	\$29.04	Lube for 10 wheeler	1060250 - EQUIPMENT MAINTENANCE
CARQUEST AUTO PARTS STORES	3/16/2023	\$113.91	Recreation explorer	6740250 - EQUIPMENT MAINTENANCE
CARQUEST AUTO PARTS STORES	3/16/2023	\$44.80	2015 explorer	1043250 - EQUIPMENT MAINTENANCE
		\$187.75		
Carter, Bradyn	3/9/2023	\$113.00	URPA Conference	1070230 - EDUCATION, TRAINING & TRAVEL
CHEMTECH-FORD, INC	3/9/2023	\$150.00	Water testing	5140310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	3/9/2023	\$105.00	Effluent testing	5240310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	3/16/2023	\$105.00	Effluent testing	5240310 - PROFESSIONAL & TECHNICAL SVCS
		\$360.00		
CHILD SUPPORT SERVICES/ORS	3/17/2023	\$255.46	Garnishment - Child Support	1022420 - GARNISHMENTS
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	-\$383.00	State Fuel Credit	1054260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	-\$82.07	State Fuel Credit	7657260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	-\$25.41	State Fuel Credit	1077260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	-\$25.41	State Fuel Credit	1060260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	-\$25.41	State Fuel Credit	1062260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	-\$25.41	State Fuel Credit	1070260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	-\$25.41	State Fuel Credit	5240260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	-\$25.41	State Fuel Credit	5440260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	-\$25.40	State Fuel Credit	5140260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	-\$20.52	State Fuel Credit	1068260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	-\$6.84	State Fuel Credit	1043260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	-\$6.84	State Fuel Credit	6740260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	-\$6.84	State Fuel Credit	7540260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	\$103.18	Seniors Fuel - Feb 2023	7540260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	\$126.35	Engineering Fuel - Feb 2023	1048260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	\$170.81	Admin Fuel - Feb 2023	1043260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	\$183.88	Fire Fuel - Feb 2023	7657260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	\$197.03	CS Fuel - Feb 2023	6740260 - FUEL

DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	\$347.52	PW Fuel - Feb 2023	1060260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	\$347.52	PW Fuel - Feb 2023	1062260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	\$347.52	PW Fuel - Feb 2023	1070260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	\$347.52	PW Fuel - Feb 2023	1077260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	\$347.52	PW Fuel - Feb 2023	5140260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	\$347.52	PW Fuel - Feb 2023	5240260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	\$347.52	PW Fuel - Feb 2023	5440260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	\$402.13	Building Inspection Fuel - Feb 2023	1068260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	\$1,079.43	Fire Fuel - Feb 2023	7657260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/16/2023	\$5,498.71	Police Fuel	1054260 - FUEL
		\$9,510.19		
DOMINION ENERGY INC.	3/9/2023	\$49.30	1215 N CENTER STREET	5240500 - WRF - UTILITIES
DOMINION ENERGY INC.	3/9/2023	\$305.71	98 S CENTER STREET	1051270 - UTILITIES
DOMINION ENERGY INC.	3/9/2023	\$407.41	200 S 400 W	1051270 - UTILITIES
DOMINION ENERGY INC.	3/9/2023	\$699.44	55 W 100 S	1051270 - UTILITIES
DOMINION ENERGY INC.	3/9/2023	\$1,183.02	275 W MAIN STREET	1051270 - UTILITIES
DOMINION ENERGY INC.	3/9/2023	\$1,624.17	45 W 100 S	1051270 - UTILITIES
DOMINION ENERGY INC.	3/9/2023	\$1,669.98	1205 N CENTER STREET	1051270 - UTILITIES
		\$5,939.03		
EDUCATORS HEALTH PLANS LIFE, ACCIDENT, AND HEALTH (EMI)	3/6/2023	\$588.40	Vision Insurance - March 2023	1022508 - VISION
EDUCATORS HEALTH PLANS LIFE, ACCIDENT, AND HEALTH (EMI)	3/6/2023	\$5,788.80	Dental Insurance - March 2023	1022501 - DENTAL
		\$6,377.20		
EFTPS	3/7/2023	\$5,357.72	Medicare Tax	1022210 - FICA PAYABLE
EFTPS	3/7/2023	\$12,549.23	Federal Income Tax	1022220 - FEDERAL WITHHOLDING PAYABLE
EFTPS	3/7/2023	\$22,908.58	Social Security Tax	1022210 - FICA PAYABLE
		\$40,815.53		
ELLSWORTH PAULSEN CONSTRUCTION COMPANY	3/9/2023	\$491,631.73	Ellsworth Paulsen progress payment for Construction of new City Hall	4140704 - NEW CITY HALL
EPIC ENGINEERING	3/9/2023	\$233.00	Epic Engineering testing for road cut	1022450-544 - (INSP) Heelis Farms Townhomes
EPIC ENGINEERING	3/9/2023	\$1,112.00	Epic Engineering testing for The Hills Plat E	1022450-736 - (INSP)[Phase E] The Hills
EPIC ENGINEERING	3/9/2023	\$69.00	Epic Engineering testing for Orchards Hills Phase 2	1022450-531 - (INSP)[Phase 2]ORCHARDS HILLS TOWNHOMES
EPIC ENGINEERING	3/9/2023	\$69.00	Epic Engineering testing for new city hall	4140704 - NEW CITY HALL
EPIC ENGINEERING	3/9/2023	\$3,545.00	Epic Engineering testing for Summit Ridge PI tank and booster pump station	4140705-002 - SR TANK & BOOSTER - Construction
EPIC ENGINEERING	3/9/2023	\$801.00	Epic Engineering testing for Santaquin Estates	1022450-633 - (INSP)santaquin Estates
EPIC ENGINEERING	3/9/2023	\$940.00	Epic Engineering testing for Foothill Village	1022450-569 - (INSP)[Plat M]FOOTHILL VILLAGE
EPIC ENGINEERING	3/9/2023	\$309.00	Epic Engineering testing for Foothill Village Plat Q	1022450-573 - (INSP)[Plat Q]FOOTHILL VILLAGE
EPIC ENGINEERING	3/9/2023	\$3,656.00	Epic Engineering testing for Foothill Village Plat S	1022450-575 - (INSP)[Plat S]FOOTHILL VILLAGE
EPIC ENGINEERING	3/9/2023	\$159.00	Epic Engineering testing for Vista's West Phase 2	1022450-709 - (INSP)Vistas West 2
EPIC ENGINEERING	3/9/2023	\$69.00	Epic Engineering testing for Vista's West Phase 3	1022450-717 - (INSP)Vistas West Phase 3
EPIC ENGINEERING	3/9/2023	\$99.00	Epic Engineering testing for Vista's West Phase 4	1022450-719 - (INSP)Vistas West Phase 4
EPIC ENGINEERING	3/9/2023	\$189.00	Epic Engineering Testing for Harvest View Phase 5	1022450-721 - (INSP)Vistas West Phase 5
EPIC ENGINEERING	3/9/2023	\$1,121.50	Epic Engineering testing for Vista's West Phase 1	1022450-715 - (INSP)Vistas West Phase 1
EPIC ENGINEERING	3/9/2023	\$408.00	2022 Street Maintenance reports	4540200 - ROAD MAINTENANCE
EPIC ENGINEERING	3/16/2023	\$103.50	Epic engineering testing for Johnson's grove apartments	1022450-302 - (INSP) JOHNSON'S GROVE APTS
EPIC ENGINEERING	3/16/2023	\$1,853.00	Epic engineering testing for The Hills Plat E	1022450-736 - (INSP)[Phase E] The Hills
EPIC ENGINEERING	3/16/2023	\$138.00	Epic engineering testing for Summit Ridge Towns Plat D	1022450-546 - (INSP)[Plat D] Summit Ridge Towns
EPIC ENGINEERING	3/16/2023	\$138.00	Epic engineering testing for Falcon Ridge	1022450-535 - (INSP)FALCON RIDGE
EPIC ENGINEERING	3/16/2023	\$341.00	Epic engineering testing for New city hall	4140704 - NEW CITY HALL
EPIC ENGINEERING	3/16/2023	\$417.00	Epic engineering testing for Summit Ridge PI tank and booster pump	5440749 - SR TANK & BOOSTER CAPITAL PROJECT
EPIC ENGINEERING	3/16/2023	\$1,884.00	Epic engineering testing for Foothill Village Plat M	1022450-569 - (INSP)[Plat M]FOOTHILL VILLAGE
EPIC ENGINEERING	3/16/2023	\$1,157.50	Epic engineering testing for Foothill Village Plat Q	1022450-573 - (INSP)[Plat Q]FOOTHILL VILLAGE
EPIC ENGINEERING	3/16/2023	\$228.00	Epic engineering testing for Orchards F-6	1022450-680 - (INSP) Orchards F-6
EPIC ENGINEERING	3/16/2023	\$3,285.50	Epic engineering testing for Vista's West Phase 2	1022450-709 - (INSP)Vistas West 2
EPIC ENGINEERING	3/16/2023	\$1,464.00	Epic engineering testing for Vista's West Phase 4	1022450-719 - (INSP)Vistas West Phase 4
EPIC ENGINEERING	3/16/2023	\$8,007.00	Epic engineering testing for Vista's West Phase 1	1022450-715 - (INSP)Vistas West Phase 1
EPIC ENGINEERING	3/16/2023	\$317.00	Epic engineering testing for Road overlay project	4540200 - ROAD MAINTENANCE
EPIC ENGINEERING	3/16/2023	\$53.00	Epic inspections for 500 North 100 west emergency road cut	1048310 - PROFESSIONAL & TECHNICAL SVCS
EPIC ENGINEERING	3/16/2023	\$53.00	Inspection fees for Heelis Farms road cut	1022450-544 - (INSP) Heelis Farms Townhomes

EPIC ENGINEERING	3/16/2023	\$309.00 \$32,528.00	Emergency Road Cut for 190 West 500 South	1048310 - PROFESSIONAL & TECHNICAL SVCS
ERCANBRACK, AUSTIN	3/16/2023	\$585.00	Release of Warranty Bond for Ercanbrack 2 lot subdivision	1022450-499 - (BOND) [2 lots]ERCANCRACK
ERCANBRACK, AUSTIN	3/16/2023	\$4,634.98 \$5,219.98	Release of Inspection fees for Ercanbrack 2 lot subdivision	1022450-500 - (INSP) [2 lots]ERCANCRACK
FLEETPRIDE	3/9/2023	\$50.16	Parts for 10 Wheeler	1060250 - EQUIPMENT MAINTENANCE
HANKS SIGNS	3/9/2023	\$100.00	Change hours on front door	1043240 - SUPPLIES
HANSEN, ALLEN & LUCE, INC	3/16/2023	\$387.00	Hansen, Allen and Luce progress payment for construction engineering	4140705-001 - SR TANK & BOOSTER - Engineering
HANSEN, ALLEN & LUCE, INC	3/16/2023	\$1,428.00 \$1,815.00	HAL Evaluation of City use of SCIC Well on 400 South for City PI System	5540720 - IMPACT FEE
HEALTH EQUITY INC,	3/8/2023	\$503.06	Replenish For HCRA - Feb 2023	1022502 - FSA
HEALTH EQUITY INC,	3/6/2023	\$13.75	FSA/DCRA Admin Fees - Feb 2023	1043310 - PROFESSIONAL & TECHNICAL
HEALTH EQUITY INC,	3/6/2023	\$9,826.64 \$10,343.45	Employer & Employee HSA Contributions - Feb 2023	1022503 - HSA
HOME DEPOT	3/9/2023	\$152.59	Shelves for library	7240240 - SUPPLIES
HONEY BUCKET	3/9/2023	\$80.00	Portable toilet	1077300 - CEMETERY GROUNDS MAINTENANCE
HUMPHRIES INC	3/16/2023	\$196.28	Medical Oxygen	7657242 - EMS - SUPPLIES
INGRAM BOOK GROUP	3/9/2023	\$202.25	Books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
INTERMOUNTAIN FARMERS, INC.	3/16/2023	\$677.00	Pre emergent for park strips	1060240 - SUPPLIES
INTERMOUNTAIN FARMERS, INC.	3/16/2023	\$677.00 \$1,354.00	Pre emergent for park strips	1070300 - PARKS GROUNDS SUPPLIES
J-U-B ENGINEERING	3/9/2023	\$3,687.90	J-U-B modeling for Grey Cliffs Development	1022450-552 - (INSP)[PHASE I]GREY CLIFFS MASS GRADING
J-U-B ENGINEERING	3/9/2023	\$18,544.54	J-U-B progress payment for Sewer Master Plan update	5640735 - CAPITAL FACILITY PLAN UPDATE
J-U-B ENGINEERING	3/9/2023	\$8,016.21 \$30,248.65	J-U-B progress payment for Main Street Widening design	4140740 - MAIN STREET PROJECT
JOHNSON TIRE SERVICE	3/16/2023	\$25.00	Tire Balancing on Ambulance	7657252 - EMS - EQUIPMENT MAINTENANCE
KEITH JUDDS PRO-SERVICE, INC	3/9/2023	\$254.98	Oil Change and Service 2016 Ambulance	7657252 - EMS - EQUIPMENT MAINTENANCE
LINDQUIST, CHRIS	3/9/2023	\$28.00 \$28.00	EOC Training Per Diem	7657246 - EMERGENCY MANAGEMENT
MACEYS - SANTAQUIN	3/16/2023	\$39.88	Drinks for Break Room	1043240 - SUPPLIES
MACEYS - SANTAQUIN	3/16/2023	\$40.00	Birthday Gift Cards	1043480 - EMPLOYEE RECOGNITIONS
MACEYS - SANTAQUIN	3/16/2023	\$61.92	Senior Food	7540480 - FOOD
MACEYS - SANTAQUIN	3/16/2023	\$62.12	Senior Food	7540480 - FOOD
MACEYS - SANTAQUIN	3/16/2023	\$27.96 \$231.88	Officials Drinks	6140665 - YOUTH SPORTS
MECHAM, BRYAN	3/9/2023	\$113.00	URPA Conference	1070230 - EDUCATION, TRAINING & TRAVEL
MOUNTAIN ALARM	3/16/2023	\$53.40	Alarm for public safety	1051300 - BUILDINGS & GROUND MAINTENANCE
MOUNTAINLAND ASSOCIATIONS OF GOVERNMENTS	3/9/2023	\$5,365.00	Local Contributions approved by the Executive Council for 2022-2023	1043210 - BOOKS,SUBSCRIPTIONS,MEMBERSHIP
MOUNTAINLAND SUPPLY	3/9/2023	\$94.80	Parts for pi meters	5440242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	3/9/2023	\$658.67	1.5 meters"	5240242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	3/9/2023	\$658.68	1.5 meters"	5140242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	3/9/2023	\$658.68	1.5 meters"	5440242 - METERS & MXU'S



MOUNTAINLAND SUPPLY	3/9/2023	\$963.47	Meter Parts	5140242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	3/9/2023	\$963.47	Meter Parts	5440242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	3/9/2023	\$963.48	Meter Parts	5240242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	3/16/2023	\$488.29	Sewer pipe to make sand bag fillers	5440240 - SUPPLIES
		\$5,449.54		
MURDOCK FORD	3/16/2023	\$85.03	Officer Jefferson oil change	1054250 - EQUIPMENT MAINTENANCE
MURDOCK FORD	3/16/2023	\$532.36	Heater Repair in Building Inspections 2013 Ford F150	1068250 - EQUIPMENT MAINT
		\$617.39		
NEBO LODGE #45	3/17/2023	\$18.00	FOP Dues (Nebo Lodge #45)	1022425 - FOP DUES
PAYSON AUTO SUPPLY - NAPA	3/9/2023	\$31.78	Hex key set for truck	5440240 - SUPPLIES
PAYSON CITY SOLID WASTE	3/9/2023	\$6,686.50	Bio Solids	5240530 - WRF - SOLID WASTE DISPOSAL
PEREZ, STEPHANIE YVONNE	3/9/2023	\$160.00	BAIL REFUND - CASE #215500757	1022430 - COURT FINES AND FORFEITURES
REDMOND MINERALS, INC	3/9/2023	\$628.50	road salt	1060240 - SUPPLIES
REDMOND MINERALS, INC	3/9/2023	\$1,382.75	Road Salt	1060240 - SUPPLIES
		\$2,011.25		
REPUBLIC SERVICES LLC #864	3/9/2023	\$130.67	Dumpster Services - City Facilities	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	3/9/2023	\$739.05	Dumpster Services for City Facilities	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	3/9/2023	\$1,318.59	Fuel Recovery Fee	1062312 - RECYCLING PICKUP CHARGES
REPUBLIC SERVICES LLC #864	3/9/2023	\$2,778.93	Fuel Recovery Fee	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	3/9/2023	\$3,042.63	Disposal of Waste - Backbill	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	3/9/2023	\$12,348.70	Recycle Pickup Services (2093 Cans)	1062312 - RECYCLING PICKUP CHARGES
REPUBLIC SERVICES LLC #864	3/9/2023	\$17,561.95	Disposal of Waste (516.68 tons)	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	3/9/2023	\$29,181.74	Garbage Pickup Services (4411 1st Cans & 1121 2nd Cans)	1062311 - WASTE PICKUP CHARGES
		\$67,102.26		
REVCO	3/9/2023	\$170.05	CD Copy Machine Lease	4340300 - COPIER CONTRACT
REVCO	3/9/2023	\$515.38	Admin Copy Machine Lease	4340300 - COPIER CONTRACT
		\$685.43		
ROCK MOUNTAIN TECHNOLOGY	3/9/2023	-\$1,813.15	Customer Deposit - Prepayment	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	3/9/2023	\$5.85	Microsoft Azure Directory	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	3/9/2023	\$11.50	Adaptor (Displayport to VGA M	4340230 - MISC EQUIPMENT EXPENSE
ROCK MOUNTAIN TECHNOLOGY	3/9/2023	\$19.80	Customer Deposit - 1 new license	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	3/9/2023	\$150.00	Splashtop Premium (15 users)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	3/9/2023	\$223.30	Microsoft Exchange Online (58)	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	3/9/2023	\$321.75	Splashtop Remote (117 users)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	3/9/2023	\$1,603.80	Microsoft Business Premium (81 users)	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	3/9/2023	\$2,678.40	Cloud backup (14,880GB)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	3/9/2023	\$2,850.00	Monthly Service Agreement	4340100 - COMPUTER SUPPORT CONTRACT - RMT
		\$6,051.25		
ROCKY MOUNTAIN POWER	3/16/2023	\$28.15	509 FIRESTONE DRIVE	1060270 - UTILITIES - STREET LIGHTS
SAM'S CLUB	3/16/2023	\$86.18	EMPLOYEE BIRTHDAY LUNCHEON-FEBRUARY	1043480 - EMPLOYEE RECOGNITIONS
SAM'S CLUB	3/16/2023	\$93.06	SUPPLIES & DRINKS	1043240 - SUPPLIES
SAM'S CLUB	3/16/2023	\$339.59	FOOD FOR SENIORS	7540480 - FOOD
		\$518.83		
SANTAQUIN CITY UTILITIES	3/17/2023	-\$200.00	Cemetery	1022350 - UTILITIES PAYABLE
SANTAQUIN CITY UTILITIES	3/17/2023	\$200.00	Cemetery	1022350 - UTILITIES PAYABLE
SANTAQUIN CITY UTILITIES	3/17/2023	\$745.00	Utilities	1022350 - UTILITIES PAYABLE
SANTAQUIN CITY UTILITIES	3/16/2023	\$120.00	Utility Assistance Program - March 2023	5221600 - SEWER FUND DONATIONS
		\$865.00		
SANTAQUIN MARKET ACE	3/16/2023	\$22.94	Blades and tape measure for water truck	5140240 - SUPPLIES

SANTAQUIN MARKET ACE	3/16/2023	\$22.94	Blades and tape measure for water truck	5440240 - SUPPLIES
SANTAQUIN MARKET ACE	3/16/2023	\$29.84	Ball Buckets	6140335 - MISC SUPPLIES
SANTAQUIN MARKET ACE	3/16/2023	\$13.49	Fasteners for snow plows	1060250 - EQUIPMENT MAINTENANCE
SANTAQUIN MARKET ACE	3/16/2023	\$8.63	Thread lock for bolts	5140240 - SUPPLIES
		\$97.84		
SANTAQUIN SPECIAL SERVICE DISTRICT (WATER)	3/9/2023	\$41,220.00	Transfer to SSD - Payment to Summit Creek from 343.5 shares of water	5440254 - TRANSFER TO WATER SSD (ASSESSMENTS)
SHEPHERD, TROOPER SHAUN	3/16/2023	\$18.50	Witness Fee	1042310 - PROFESSIONAL & TECHNICAL
SKAGGS PUBLIC SAFETY UNIFORM	3/16/2023	\$936.39	Jefferson Vest	1054740 - CAPITAL-VEHICLES & EQUIPMENT
SO UT VALLEY ANIMAL SHELTER	3/9/2023	\$370.00	Dog Licenses x 11	1054350 - UTAH COUNTY ANIMAL SHELTER
SOUTH UTAH VALLEY SOLID WASTE DISTRICT	3/9/2023	\$2,620.95	Recycle pick up	1062312 - RECYCLING PICKUP CHARGES
SPRINT SOLUTIONS, INC	3/16/2023	\$59.40	Jareds Phone	1068280 - TELEPHONE
SPRINT SOLUTIONS, INC	3/16/2023	\$74.40	Greggs phone	5440280 - TELEPHONE
		\$133.80		
STAPLES	3/9/2023	\$4.50	Ream of Pastel Paper	6140335 - MISC SUPPLIES
STAPLES	3/9/2023	\$65.96	Case of Paper / Pastel Reams of Paper	1043240 - SUPPLIES
STAPLES	3/16/2023	\$10.54	Ream of Colored Paper	1043240 - SUPPLIES
STAPLES	3/16/2023	\$29.60	Epson Printer Cartridge	7540240 - SUPPLIES
		\$110.60		
STEVENS & GAILEY	3/9/2023	\$48.00	Public Defender Services	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	3/9/2023	\$48.00	Public Defender Services - Beeson	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	3/9/2023	\$48.00	Public Defender Services - Biggs	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	3/9/2023	\$30.00	Public Defender Services - Davis	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	3/9/2023	\$30.00	Public Defender Services - Johnson	1042332 - LEGAL - PUBLIC DEFENDER
		\$204.00		
STRYKER MEDICAL - STRYKER SALES CORPORATION	3/16/2023	\$1,336.34	LP 15 Supplies	7657242 - EMS - SUPPLIES
SUMMIT CREEK IRRIGATION C/O TOD ROWLEY	3/9/2023	\$41,220.00	Annual Water Assessment - 343.5 shares of water @ \$120.00	834410.450 - EXPENDITURES
SUMMIT CREEK IRRIGATION C/O TOD ROWLEY	3/9/2023	\$38,880.00	324.0 Shares of water @ \$120.00 Assessments	5440253 - WATER ASSESSMENTS
		\$80,100.00		
THATCHER COMPANY	3/9/2023	\$1,775.50	T-Chlor	5240510 - WRF - CHEMICAL SUPPLIES
THATCHER COMPANY	3/9/2023	-\$250.00	Tote return	5240510 - WRF - CHEMICAL SUPPLIES
THATCHER COMPANY	3/9/2023	-\$250.00	Tote return	5240510 - WRF - CHEMICAL SUPPLIES
		\$1,275.50		
THOMSON REUTERS - WEST	3/9/2023	\$227.03	CLEAR, February 2023	1054311 - PROFESSIONAL & TECHNICAL
TOWN OF GENOLA	3/9/2023	\$1,815.42	Genola Court Fines - February 2023	1022430 - COURT FINES AND FORFEITURES
TOWN OF GOSHEN	3/9/2023	\$207.21	Goshen Court Fines - February 2023	1022430 - COURT FINES AND FORFEITURES
UPPER CASE PRINTING	3/9/2023	\$141.57	News letter	5140241 - UTILITY BILLING PROCESSING FEES
UPPER CASE PRINTING	3/9/2023	\$141.57	News letter	5240241 - UTILITY BILLING PROCESSING FEES
UPPER CASE PRINTING	3/9/2023	\$141.57	News letter	5440241 - UTILITY BILLING PROCESSING FEES
UPPER CASE PRINTING	3/9/2023	\$300.30	News letter Community Services	6740610 - OTHER SERVICES
		\$725.01		
UTAH COUNTY LODGE #31	3/17/2023	\$198.00	FOP Dues (Ut County Lodge #31)	1022425 - FOP DUES
UTAH STATE DIVISION OF FINANCE	3/15/2023	\$4,440.72	Principal - 2011A-2 Sewer Revenue	562540.2 - 2011A-2 Sewer Revenue Bond repaid
UTAH STATE DIVISION OF FINANCE	3/15/2023	\$6,130.28	Interest - 2011A-2 Sewer Revenue	5640860 - DEBT SERVICE - INTEREST
		\$10,571.00		

UTAH STATE RETIREMENT	3/6/2023	\$2,038.80	Correction for Jake Terry - URS Contributions 10-23-22 to 1-28-23	1054130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	3/17/2023	\$50.00	Traditional IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	3/17/2023	\$359.04	Retirement Loan Payment	1022325 - RETIREMENT LOAN PAYMENT
UTAH STATE RETIREMENT	3/17/2023	\$885.00	Roth IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	3/17/2023	\$1,190.11	457	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	3/17/2023	\$2,280.49	401K - Tier 1 Parity	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	3/17/2023	\$4,894.13	401K	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	3/17/2023	\$27,080.69	Retirement	1022300 - RETIREMENT PAYABLE
		\$38,778.26		
UTAH STATE TREASURER	3/9/2023	\$6,277.12	State portion of court fines - Santaquin Justice Court	1042610 - STATE RESTITUTION
UTAH VETERINARY DIAGNOSTIC LAB	3/16/2023	\$120.00	Evidence Incineration	1054311 - PROFESSIONAL & TECHNICAL
VANCON, INC	3/9/2023	\$161,658.85	Vancon Progress Payment for Summit Ridge Booster Pump station	5440749 - SR TANK & BOOSTER CAPITAL PROJECT
VANCON, INC	3/16/2023	\$135,205.14	Vancon Progress payment for Summit Ridge Booster station	5440749 - SR TANK & BOOSTER CAPITAL PROJECT
		\$296,863.99		
WPA ARCHITECTURE, PC	3/16/2023	\$2,397.60	Architectural Services During Construction	4140704-002 - NEW CITY HALL - ARCHITECTURAL SERVICES
WPA ARCHITECTURE, PC	3/16/2023	\$750.00	Fire Station 142 Design Services	5840725 - STATION 142 PROJECT
		\$3,147.60		
XPRESS BILL PAY	3/6/2023	\$602.24	Credit Card Transaction Fees - Feb 2023	5140241 - UTILITY BILLING PROCESSING FEES
XPRESS BILL PAY	3/6/2023	\$602.24	Credit Card Transaction Fees - Feb 2023	5240241 - UTILITY BILLING PROCESSING FEES
XPRESS BILL PAY	3/6/2023	\$602.24	Credit Card Transaction Fees - Feb 2023	5440241 - UTILITY BILLING PROCESSING FEES
		\$1,806.72		
ZIONS BANK	3/9/2023	\$35.00	Safety Deposit Box Rental	1043210 - BOOKS,SUBSCRIPTIONS,MEMBERSHIP
ZIONS BANK PUBLIC FINANCE	3/16/2023	\$687.50	Zions Bank Financial Sustainability Modeling and Report	1043310 - PROFESSIONAL & TECHNICAL
ZIONS BANK-SANTAQUIN-CC	3/13/2023	\$3,429.86	Adjustment to Account SLC (11-03-2022) Control Acct #1929	1015800 - SUSPENSE
TOTAL:		\$1,230,360.43		



## MEMORANDUM

To: Mayor & Council  
From: Norm Beagley, MPA, P.E., City Manager  
Date: March 17, 2023  
Subject: Utah County Administration of the 2021 Municipal Election

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Mayor & Council,

The attached Interlocal Agreement with Utah County perpetuates our existing agreement which allows Utah County to administer our municipal elections for 2023. All provisions of our previous elections will be perpetuated including their administration of vote by mail.

For any questions, please feel free to contact Amalie Ottley, Santaquin City Recorder.





**RESOLUTION 03-04-2023**  
**A RESOLUTION AUTHORIZING AN INTERLOCAL**  
**AGREEMENT WITH UTAH COUNTY FOR**  
**ADMINISTRATION OF THE 2023 MUNICIPAL**  
**ELECTIONS**

**WHEREAS**, Santaquin City is a fourth-class municipality and political subdivision of the state of Utah; and

**WHEREAS**, pursuant to the provisions of the Interlocal Cooperation Act ("Act"), Title 11, Chapter 13, Utah Code, public agencies, including political subdivisions of the state of Utah are authorized to enter into written agreements for joint or cooperative action; and

**WHEREAS**, Pursuant to the Act, Santaquin City and Utah County (the "Parties") desire to work together through joint and cooperative action that will benefit the residents of both parties; and

**WHEREAS**, the Parties desire to successfully conduct the 2023 Santaquin City Municipal Primary and General Elections (the "2023 Santaquin Municipal Elections"); and

**WHEREAS**, the Parties desire now to enter into an Interlocal Agreement to jointly cooperate in the administration of the 2023 Santaquin Municipal Elections.

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

1. The City Council finds that the terms and conditions of the Interlocal Agreement between Santaquin City and Utah County, a copy of which is attached hereto as Exhibit A, are in the best interests of Santaquin City and its residents.
2. The Mayor and Recorder are authorized and directed to execute said Agreement and all documents necessary to accomplish the purposes thereof.
3. This Resolution shall take effect upon adoption by the City Council.

Approved and adopted by the Santaquin City Council this 21<sup>st</sup> day of March, 2023.

SANTAQUIN CITY

\_\_\_\_\_  
Daniel M. Olson, Mayor

Attest:

\_\_\_\_\_  
Amalie R. Ottley, City Recorder

Councilmember Art Adcock	Voted ____
Councilmember Elizabeth Montoya	Voted ____
Councilmember Lynn Mecham	Voted ____
Councilmember Jeff Siddoway	Voted ____
Councilmember David Hathaway	Voted ____

**INTERLOCAL COOPERATION AGREEMENT BETWEEN UTAH COUNTY  
AND SANTAQUIN CITY  
FOR THE ADMINISTRATION OF THE 2023 MUNICIPAL ELECTIONS**

THIS IS AN INTERLOCAL COOPERATION AGREEMENT (Agreement), made and entered into by and between Utah County, a political subdivision of the State of Utah, and SANTAQUIN City a Utah municipality and political subdivision of the State of Utah, hereinafter referred to as CITY.

**WITNESSETH:**

**WHEREAS**, pursuant to the provisions of the Interlocal Cooperation Act (“Act”), Title 11, Chapter 13, Utah Code, public agencies, including political subdivisions of the State of Utah as therein defined, are authorized to enter into written agreements with one another for joint or cooperative action; and

**WHEREAS**, pursuant to the Act, the parties desire to work together through joint and cooperative action that will benefit the residents of both Utah County and CITY; and

**WHEREAS**, the parties to this Agreement are public agencies as defined in the Act; and

**WHEREAS**, Utah County and CITY desire to successfully conduct the 2023 CITY Municipal Primary (August 15) and General (November 7) Elections (collectively “2023 CITY Municipal Elections”); and

**WHEREAS**, it is to the mutual benefit of both Utah County and CITY to enter into an agreement providing for the parties’ joint efforts to administer the 2023 CITY Municipal Elections.

**NOW, THEREFORE**, the parties do mutually agree, pursuant to the terms and provisions of the Act, as follows:

### **Section 1. EFFECTIVE DATE; DURATION**

This Agreement shall become effective and shall enter into force, within the meaning of the Act, upon the submission of this Agreement to, and the approval and execution thereof by Resolution of the governing bodies of each of the parties to this Agreement. The term of this Agreement shall be from the effective date hereof until the completion of the parties' responsibilities associated with the 2023 CITY Municipal Elections or until terminated but is no longer than 1 year from the date of this Agreement. This Agreement shall not become effective until it has been reviewed and approved as to form and compatibility with the laws of the State of Utah by the Utah County Attorney and the attorney for CITY. Prior to becoming effective, this Agreement shall be filed with the person who keeps the records of each of the parties hereto.

### **Section 2. ADMINISTRATION OF AGREEMENT**

The parties to this Agreement do not contemplate nor intend to establish a separate legal entity under the terms of this Agreement. The parties hereto agree that, pursuant to Section 11-13-207, Utah Code, Utah County, by and through the Utah County Clerk Elections Office, shall act as the administrator responsible for the administration of this Agreement. The parties further agree that this Agreement does not anticipate nor provide for any organizational changes in the parties. The administrator agrees to keep all books and records in such form and manner as Utah County shall specify and further agrees that said books shall be open for examination by the parties hereto at all reasonable times. The parties agree that they will not acquire, hold nor dispose of real or personal property pursuant to this Agreement during this joint undertaking.

### **Section 3. PURPOSES**

This Agreement has been established and entered into between the parties for the purpose of administering the 2023 CITY Municipal Elections. This Agreement contemplates basic,



traditional primary and general elections (including ranked-choice voting, if applicable) for the 2023 CITY Municipal Elections. All other election-related services, including but not limited to services for special elections or elections for subsequent years, will need to be agreed to in a separate writing signed by both parties.

#### **Section 4. RESPONSIBILITIES**

The parties agree to fulfill the responsibilities and duties as contained in Exhibit A which is attached hereto and by this reference is incorporated herein for the 2023 CITY Municipal Elections.

CITY agrees to pay to Utah County the actual cost of County's administration of the 2023 CITY Municipal Elections which cost shall not exceed the estimated costs as contained in Exhibit B which is attached hereto and by this reference is incorporated herein. CITY agrees to pay to County the cost as contemplated herein within 30 days of receiving an invoice from County.

#### **Section 5. METHOD OF TERMINATION**

This Agreement will automatically terminate at the end of its term herein, pursuant to the provisions of paragraph one (1) of this Agreement. Prior to the automatic termination at the end of the term of this Agreement, any party to this Agreement may terminate the Agreement sixty days after providing written notice of termination to the other parties. Should the Agreement be terminated prior to the end of the stated term, CITY will be responsible for any costs incurred, including costs not then incurred but which are contemplated herein and irreversible at the time of termination such as return mailing costs, through the time of termination. The Parties to this Agreement agree to bring current, prior to termination, any financial obligation contained herein.

#### **Section 6. INDEMNIFICATION**

The parties to this Agreement are political subdivisions of the State of Utah. The parties

agree to indemnify and hold harmless the other for damages, claims, suits, and actions arising out of a negligent error or omission of its own officials or employees in connection with this Agreement. It is expressly agreed between the parties that the obligation to indemnify is limited to the dollar amounts set forth in the Governmental Immunity Act, Section 63G-7-604.

#### **Section 7. FILING OF INTERLOCAL COOPERATION AGREEMENT**

Executed copies of this Agreement shall be placed on file in the office of the County Clerk of Utah County and with the official keeper of records of CITY, and shall remain on file for public inspection during the term of this Agreement.

#### **Section 8. ADOPTION REQUIREMENTS**

This Agreement shall be (a) approved by Resolution of the governing body of each of the parties, (b) executed by a duly authorized official of each of the parties (c) submitted to and approved by an Authorized Attorney of each of the parties, as required by Section 11-13-202.5, Utah Code, and (d) filed in the official records of each party.

#### **Section 9. AMENDMENTS**

This Agreement may not be amended, changed, modified or altered except by an instrument in writing which shall be (a) approved by Resolution of the governing body of each of the parties, (b) executed by a duly authorized official of each of the parties, (c) submitted to and approved by an Authorized Attorney of each of the parties, as required by Section 11-13-205.5, Utah Code, and (d) filed in the official records of each party.

#### **Section 10. SEVERABILITY**

If any term or provision of the Agreement or the application thereof shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to circumstances other than those with respect to which it is invalid or unenforceable,

shall not be affected thereby, and shall be enforced to the extent permitted by law. To the extent permitted by applicable law, the parties hereby waive any provision of law which would render any of the terms of this Agreement unenforceable.

**Section 11. NO PRESUMPTION**

Should any provision of this Agreement require judicial interpretation, the Court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against the party, by reason of the rule of construction that a document is to be construed more strictly against the person who himself or through his agents prepared the same, it being acknowledged that each of the parties have participated in the preparation hereof.

**Section 12. HEADINGS**

Headings herein are for convenience of reference only and shall not be considered any interpretation of the Agreement.

**Section 13. BINDING AGREEMENT**

This Agreement shall be binding upon the heirs, successors, administrators, and assigns of each of the parties hereto.

**Section 14. NOTICES**

All notices, demands and other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been properly given if delivered by hand or by certified mail, return receipt requested, postage paid, to the parties at the addresses of the City Mayor or County Commission, or at such other addresses as may be designated by notice given hereunder.

**Section 15. ASSIGNMENT**

The parties to this Agreement shall not assign this Agreement, or any part hereof, without

the prior written consent of all other parties to this Agreement. No assignment shall relieve the original parties from any liability hereunder.

**Section 16. GOVERNING LAW**

All questions with respect to the construction of this Agreement, and the rights and liability of the parties hereto, shall be governed by the laws of the State of Utah.

IN WITNESS WHEREOF, the parties have signed and executed this Agreement, after resolutions duly and lawfully passed, on the dates listed below:

**UTAH COUNTY**

Authorized by Resolution No. 2023 - \_\_\_\_, authorized and passed on the \_\_\_\_ day of \_\_\_\_\_ 2023.

BOARD OF COUNTY COMMISSIONERS  
UTAH COUNTY, UTAH

By: \_\_\_\_\_  
AMELIA POWERS GARDNER, Chair

ATTEST: AARON R. DAVIDSON  
Utah County Clerk

By: \_\_\_\_\_  
Deputy

APPROVED AS TO FORM AND COMPATIBILITY  
WITH THE LAWS OF THE STATE OF UTAH:  
JEFFREY S. GRAY, Utah County Attorney

By: \_\_\_\_\_  
Deputy County Attorney



**CITY**

Authorized by Resolution No. \_\_\_\_\_, authorized and passed on the \_\_\_\_\_ day of  
\_\_\_\_\_ 2023.

\_\_\_\_\_  
Mayor, CITY

ATTEST:

\_\_\_\_\_  
NAME  
CITY Recorder

APPROVED AS TO FORM AND COMPATIBILITY  
WITH THE LAWS OF THE STATE OF UTAH  
CITY Attorney

By: \_\_\_\_\_

**Exhibit A**  
**2023 Municipal Elections**  
**Scope of Work for Election Services**  
**Revised 27 February 2023**

Services the City will provide, include, but are not limited to:

- All administrative functions related to candidate filing.
- All administrative functions related to financial disclosure requirements by state code and/or city code.
- Publish Public Notices as required by law. The City may work with the County to publish notices jointly with other jurisdictions.
- Accept responsibility to keep candidates and the public up-to-date and informed on all legal requirements governing candidates, campaigns, deadlines, and recounts.
- Thoroughly examine and proof all election ballots and provide final approval.
- Host on the City website a link to or copy of the unofficial reported results as hosted on the County Elections webpage prior to certification, the official reported results as hosted on the County Elections webpage after certification, the location of the county-owned ballot drop boxes, and a link to the website for voters to opt-in to receive ballot alert texts.
- City will not change the format or otherwise alter the unofficial or official reported results, only displaying them in the form and format as provided by the County.
- City will canvass the final election results 7 days after Election Day, or a date prescribed by the County Clerk.

Annexations or other boundary changes impacting the administration of the municipal elections need to be submitted to the County prior to June 1, 2023. Annexation changes submitted on or after June 1, 2023, will not be incorporated into this election.

The City acknowledges that this Interlocal Agreement relates to a municipal ballot and election and as required by state statute, the City Clerk/Recorder is the Election Officer.

The City will provide the County Clerk with information, decisions, and resolutions and will take appropriate actions required for the conduct of the election in a timely manner. The City agrees to consolidate all elections administration functions and decisions in the office of the County Clerk to ensure the successful conduct of multiple, simultaneous municipal elections.

In a consolidated election, decisions made by the County regarding resources, procedures, and policies are based upon providing the same scope and level of service to all the participating jurisdictions and the City recognizes that such decisions, made for the benefit of the whole, may not be subject to review by the City.

Services the County will perform for the City include, but are not limited to:

- Ballot layout and design
- Ballot printing
- Ballot mailings
- Ballot retention and storage
- Outgoing / Return postage
- Ballot processing
- Printing optical scan ballots
- Program and test voting equipment
- Program electronic voter register
- Poll Worker recruitment, training, and supervision
- Compensate vote center poll workers
- Delivery of supplies and equipment
- Tabulate and report election results on county website
- Provisional ballot verification
- Update voter history database
- Conduct audits as required by state statute and/or administrative rule
- Conduct recounts as required by state statute and/or administrative rule
- Election Day administrative support
- Operation of countywide vote centers
- Provide final canvass report of Official Election Results. The City is responsible to canvass their municipal election on the date designated by the County Clerk. Such results will constitute the final Official Results of the Election.
- Ballot drop box services – maintain, unlock and lock boxes, collect ballots, and maintain security camera footage.

The County will provide a good faith estimate for budgeting purposes. Election costs are calculated upon the offices scheduled for election, the volume of voters, and the number of jurisdictions participating. The City will be invoiced for its share of the actual costs of the election(s) which will not exceed the estimated rate in Exhibit B.

In the event of a state or county special election being held in conjunction with a municipal election, the scope of services and associated costs, and the method of calculating those costs, may be changed.

The City acknowledges that this Interlocal Agreement relates to a municipal ballot and election as required by state statute, the City Clerk/Recorder is the Election Officer.

**Exhibit B**

**2023 Municipal Elections**

Active voters for billing purposes will be calculated 11 days before each Election Day.

**Santaquin**

<b>Election</b>	<b>1/4/2023</b>	<b>Not to exceed \$2.25 per voter per election</b>
Primary	7,812	\$17,577.00
General	7,812	\$17,577.00
Estimated Cost as of 3/6/2023		\$35,154.00





## MEMORANDUM

To: Mayor Olson & City Council Members

From: Norm Beagley, M.P.A., P.E., City Manager

Date: March 17, 2023

Re: Public Involvement Services | Possible Property Tax Increase | X-Factor Contract

Dear Mayor and Council Members,

Santaquin City has grown by an unprecedented rate in the past ten years. As responsible stewards of taxpayer funds, we have proactively planned for this growth through staffing, infrastructure investments, bolstering our “rainy day” fund, and more, in order to ensure that we can continue to provide city services that support an excellent quality of life for our residents.

As you know, our property tax rate has not been increased since 2013. During that time, our property tax *rate* has actually decreased by 57%. During that same timeframe, our operational revenues have not kept pace with our operational expenditures, however, these deficiencies have been offset by the low interest rates and high growth in the local housing market. Unfortunately, economic conditions have changed with high inflation and high interest rates and with a resulting dramatic drop in new home construction. In fact, revenues generated from new growth have slowed by 84% from our initial 2022-2023 Fiscal Year projections from last June. Further compounding the negative financial impacts from inflation, the City needed to increase compensation for our first responders to remain competitive, and to attract and retain a qualified workforce. Unfortunately, these market dynamics are beyond our control.

As a result of these changing economic conditions, the financial sustainability of the city has deteriorated as short-term cash reserves are being depleted at a rapid rate. As such, the time has come wherein the Santaquin City Council needs to consider a potential property tax increase to fund critical services for our residents. To ensure that we communicate as accurately and transparently as possible, Mayor Olson recommends using a professional firm that specializes in public involvement in order to help engage our residents on this important topic.

We have a demonstrated history in being fully transparent and accountable with our use of property tax revenues. For example, the City has kept its commitment to use the revenues received from the last (2013) property tax increase specifically for road maintenance, improving 71.2% of all city-owned roads with these funds added to our State gasoline tax revenue (termed class B & Class C road funds).

[X-Factor Strategic Communications](#) (X-Factor) is a premier communications firm that specializes in public relations and public involvement for local government. They are known for data-driven, innovative thinking that produces results. They possess a strong grasp of local issues, understand the nuances of city government, and can hit the ground running on day one. Most recently, X-Factor successfully helped Pleasant Grove City to engage their residents in an effort to increase property taxes to fund additional police and fire personnel, and road maintenance needs.

The X-Factor team of experts collectively possess decades of experience. X-Factor's qualifications include years of supporting communications and public involvement efforts for a wide variety of state and local government clients. This includes Draper City, The Point, Sandy City, Salt Lake City, Taylorsville City, Salt Lake County, the Utah Department of Transportation, the Utah League of Cities and Towns, and many others.

The X-Factor team can help the City engage and inform residents regarding funding the city's essential services and how this taxpayer investment will benefit the community. X-Factor would develop a public involvement plan, manage media relations, oversee a public open house, and

create digital and print collateral such as informational mailers, fliers, posters, social media posts, website content, e-newsletter and newsletter articles.

The Mayor and I have reviewed the X-Factor proposed scope, fee, and schedule for their public involvement services and the Mayor and I are comfortable with their proposal. X-Factor's costs are in line with industry standards for public involvement services of this nature. As a municipality, Santaquin City is authorized to utilize the Utah Department of Transportation (UDOT)'s qualified consultant pool. X-Factor is currently on UDOT's pool of approved public involvement firms qualified for this work. Therefore, they are fully pre-qualified to perform this work for Santaquin City.

***Possible Motion: Motion to authorize Mayor Olson to execute a contract with X-Factor Strategic Communications to provide public involvement services.***

# Resolution 03-05-2023

## A RESOLUTION AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH X-FACTOR FOR PUBLIC INVOLVEMENT

**WHEREAS**, Santaquin City is a municipality and political subdivision of the State of Utah; and

**WHEREAS**, the Santaquin City Council finds using a professional firm that specializes in public involvement in order to help engage Santaquin residents on the topic of a possible property tax increase is in the best interest of the residents; and

**WHEREAS**, X-Factor, is a Utah company engaged in providing professional services and is qualified to provide the strategic communications for the purpose of public information and desires now to enter into contract with Santaquin City to complete the aforementioned request; and

**WHEREAS**, the Parties now desire to enter into this Agreement in order to establish the terms and conditions of such Agreement.

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

1. Santaquin City Council finds that the Scope of Work for Professional Services and the associated Agreement between Santaquin City and X-Factor, a copy of which is attached hereto as Exhibit A, are in the best interests of Santaquin City and its residents.
2. The Mayor and Recorder are authorized and directed to execute said Agreement and all documents necessary to accomplish the purposes thereof.
3. This Resolution shall take effect upon adoption by the City Council.

Approved and adopted by the Santaquin City Council this 21st day of March, 2023.

**SANTAQUIN CITY**

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Daniel M. Olson, Mayor

ATTEST:

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Amalie R. Ottley, Santaquin City Recorder

Councilmember Art Adcock	Voted ____
Councilmember Elizabeth Montoya	Voted ____
Councilmember Lynn Mecham	Voted ____
Councilmember Jeff Siddoway	Voted ____
Councilmember David Hathaway	Voted ____



## X-FACTOR STRATEGIC COMMUNICATIONS SERVICE AGREEMENT

This Professional Services Agreement (“**Agreement**”) is entered into by and between X-Factor Strategic Communications. (“**X-Factor**”), a Utah corporation, and Pleasant Grove City (“**Client**”). This Agreement sets forth the terms under which X-Factor will provide Client with professional services.

**X-Factor Agrees:**

To use all reasonable efforts to represent Client including, but not exclusive, to the following on-call services:

- Public Relations/Media Relations
- Crisis Communications
- Public Engagement
- Digital Communications
- Strategic Communications

**Client Agrees:**

- To provide X-Factor with all necessary materials, direction and information reasonably necessary to provide services
- To provide any and all feedback as needed to successfully complete assigned tasks
- To respond to all X-Factor requests for information and approvals within a reasonable amount of time for X-Factor to appropriately plan and execute work
- To provide X-Factor with approval that all information is honest, factual, and legally accurate. Failure to do so, knowingly or unknowingly, will result in the client bearing any and all liability, and subsequent legal fees
- Not to engage X-Factor in any activity that could be deemed illegal, unethical or that could in anyway jeopardize X-Factor’s reputation, and/or its relationships with media or other groups, organizations or publics

**Financial Terms:**

Client acknowledges the following X-Factor's billing rates (by the .25 hour):

\$135 per hour for all professional staff.

The \$135 per hour includes all overhead and business-related expenses.

It does not include direct expenses requested by the client such as printing of mailers and flyers, digital ads, etc.

X-Factor agrees to provide a Scope of Work for each phase of the project (as addendum to this agreement) that outlines specific activities and budget.

If additional budget is required, both X-Factor and Client will agree, in advance of any additional work being executed, with a written or email addendum approved by both parties.

Progress invoices will be billed monthly. Invoices not paid within 30 days will be subject to a 1.5% monthly late fee. X-Factor reserves the right to stop work if invoices become past due.

**Initial Term: Renewal Term:**

This Agreement will commence on the Effective Date set forth above the parties' signatures and will continue in full force and effect for a period of one (1) year ("Initial Term"), unless otherwise terminated as provided herein. This Agreement will automatically renew for consecutive one-year terms thereafter ("Renewal Terms") unless either party notifies the other party of its election not to renew the terms of this Agreement at least thirty days prior to the expiration of the Initial Term or any Renewal Term.

**Termination:**

Either party may terminate this Agreement in the following circumstances:

- a. Upon breach by the other if such breach is not cured within fourteen (14) days written notice; or
- b. Without cause upon thirty (30) days prior written notice.
- c. At least thirty days prior to the expiration of the Initial Term or any Renewal Term.

### **Confidentiality**

In the course of providing services, X-Factor may receive or have access to Confidential Information related to Client. Without prior consent, X-Factor will not directly use (except as necessary to perform services or to provide deliverables under this Agreement) or disclose Confidential Information unless and to the extent that the Confidential Information becomes generally known to and available for use by the public. X-Factor will take the same level of care and precaution as X-Factor uses to protect its own sensitive or Confidential Information to prevent disclosure of Client's Confidential Information; and shall promptly notify Client in the event of any unauthorized access or disclosure. X-Factor will also take reasonable precautions requested by Client to help ensure that all X-Factor employees, contractors and representatives involved with Client's business receive appropriate instruction regarding the confidential nature and required handling of the Confidential Information. If X-Factor is required to disclose Confidential Information pursuant to law or legal process, *before* making any disclosure, X-Factor will give Client prompt notice sufficient to enable Client to seek a protective order or other defense to disclosure, and X-Factor will cooperate reasonably with Client in such efforts. In the event X-Factor is deposed or otherwise required to be involved in legal process surrounding or related to work for Client, Client agrees to compensate X-Factor for time and hard costs at the rate cited in the preceding "Financial Terms." In the course of working with X-Factor, Client may receive or have access to Confidential Information, including but not limited to plans, procedures, templates, training materials, trade secrets, pricing strategies and vendor and supplier information. Except as required by applicable law, without prior written consent, Client agrees not to disclose Confidential Information to any third parties.

### **Indemnification**

Client and X-Factor shall have mutual indemnification from any and all loss, claim, expense (including but not limited to reasonable attorney's fees and litigation expenses), liability or damage arising out of deliverables, services and/or performance of this Agreement, except to the extent that such loss, claim or damage is caused by the intentional or negligent acts of Client or X-Factor or by Client's or X-Factor's breach of any term of this Agreement, or by any infringement or claim of infringement of any patent, copyright, trademark, trade secret or other intellectual property right by the services, or the deliverables, including, if necessary, actions to enforce this indemnity. The terms of this Section will survive any termination of this Agreement.

### **Force Majeure**

Neither party will be liable for any delay in performance due to force majeure, including strikes, accidents, acts of God, or other delays beyond their control. X-Factor shall promptly notify Client of any force majeure. If timely completion of the services is prevented by any cause of force majeure, or any act of Client, then such failure or delay will not constitute default.

**Notices**

Any notice required by this Agreement must be in writing and given to the other party at the address stated by their signature below or at such other address as such party may later designate by notice. Notice will be deemed effective upon: (a) confirmation of electronic transmission if given by fax; (b) actual receipt if given by personal delivery, including next day courier service; or, (c) five business days after deposit in the United States mail, registered or certified mail, postage prepaid, return receipt requested and properly addressed.

**Arbitration:**

Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration in Salt Lake City, Utah before a single arbitrator in accordance with the rules of laws of the American Arbitration Association, based upon the procedural and substantive laws of the State of Utah. However, the AAA need not administer the arbitration. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

CLIENT ACKNOWLEDGES THEY HAVE READ THIS AGREEMENT CAREFULLY, UNDERSTANDS IT AND ACCEPTS THE OBLIGATIONS THAT IT IMPOSES WITHOUT RESERVATION. CLIENT IS AUTHORIZED TO SIGN ON BEHALF OF COMPANY AND SIGNS THIS AGREEMENT VOLUNTARILY AND FREELY, IN DUPLICATE, WITH THE UNDERSTANDING THAT X-FACTOR WILL RETAIN ONE COUNTERPART AND CLIENT WILL RETAIN THE OTHER COUNTERPART.

X-Factor and Client hereby execute this Agreement to be effective as of March 21, 2023 (the "Effective Date").

<b>X-Factor Strategic Communications</b>	<b>Santaquin City</b>
 _____ Signature	_____ Signature
Name: Muriel Xochimil	Name: Daniel M. Olson
Title: President	Title: Mayor
X-Factor Strategic Communications 1557 W. Innovation Way, 5 <sup>th</sup> Floor Lehi, UT 84043  <a href="mailto:muriel@xfactorutah.com">muriel@xfactorutah.com</a>	Attest: Amalie R. Ottley  _____ Signature  Title: City Recorder





Dan Olson  
Santaquin City Mayor  
275 West Main Street  
Santaquin, Utah 84655

March 13, 2023

Dear Mayor Olson,

Thank you for the opportunity to provide an estimate for public involvement services on the potential property tax increase being considered by Santaquin City. X-Factor Strategic Communications is Utah's premier communications firm that specializes in public relations and public involvement for local government. We are known for data-driven, innovative thinking that produces results. We possess a strong grasp of local issues, understand the nuances of city government, and can hit the ground running on day one.

X-Factor's qualifications include years of supporting public relations and engagement efforts for a wide variety of state and local government clients. This includes Draper City, The Point, Sandy City, Salt Lake City, Taylorsville City, Salt Lake County, and the Utah League of Cities and Towns.

**Let's just say we have that "X-Factor."**

Our team will help the City engage and inform residents regarding the proposed rate change and how this taxpayer investment will benefit the community. X-Factor will develop a public involvement plan, manage media relations, oversee a public open house, and create digital and print collateral such as informational mailers, fliers, posters, social media posts, website content, e-newsletter and newsletter articles.

Our team of experts collectively possess decades of experience. We are confident we can meet your needs and welcome the opportunity to support Santaquin City in this important endeavor. We look forward to hearing from you soon.

Kind regards,

A handwritten signature in black ink that reads 'Minel Xochimel'.

President & CEO  
X-Factor Strategic Communications  
1557 W. Innovation Way  
Lehi, UT 84043

## Santaquin City Proposed Property Tax Increase | Public Relations Scope of Work

<b>TASK 1 - Project Management</b>	<b>HOURS</b>
Administration ( <i>assumes 6 invoices and time tracking</i> )	6
Internal X-Factor team coordination meetings ( <i>assumes 1-hr weekly coordination mtgs with 2 staff</i> )	25
<b>Subtotal</b>	<b>\$4,185</b>
<b>TASK 2 - Client Coordination</b>	
Participate in client coordination meetings ( <i>assumes bi-weekly mtgs for 1 staff, 1-hour in-person mtgs, travel</i> )	21
Email, phone, text correspondence with client ( <i>assumes 1 hr per week</i> )	14
<b>Subtotal</b>	<b>\$4,725</b>
<b>TASK 3- Develop Public Relations Strategy</b>	
Develop public relations strategy ( <i>assumes 2 updates</i> )	5
<b>Subtotal</b>	<b>\$675</b>
<b>TASK 4- Execute Public Relations Strategy</b>	
Manage media relations ( <i>write Mayor's Message op-ed, messaging and interview coordination</i> )	30
Utilize Reverse 911 ( <i>write texts and coordinate with city to send message</i> )	10
Create content and graphics for PR collateral ( <i>assumes web content, fact sheet, direct mailers, flyer insert, posters, social media posts, e-newsletter content, videos and Spanish translation</i> )	50
Research, create and post property tax calculator on city website	5
Respond to comments from the website, email and social media and track analytics	10
<b>Subtotal</b>	<b>\$14,175</b>
<b>TASK 5 - Public Open House</b>	
Oversee all aspects of public open house management ( <i>assumes development of up to 10 open house boards, 3 staff attend, travel</i> )	50
<b>Subtotal</b>	<b>\$6,750</b>
<b>Total Labor Hours</b>	
<b>TOTAL COST</b>	<b>\$30,510</b>

\*Assumes 14 weeks of work (April - September 2023)

<b>Other Direct Costs**</b>	<b>COST</b>
Paid advertising ( <i>assumes Facebook and Instagram ads</i> )	\$1,000
Mileage ( <i>assumes mileage for 10 coordination mtgs for 1 staff, one in-person open house for 3 staff; billed at \$0.655/mile</i> )	\$681.20
Postcard mailer printing and postage	\$6,000
24x30 display posters printing ( <i>assumes 2 posters</i> )	\$200
<b>TOTAL COST</b>	<b>\$7,881.20</b>

\*\*subject to change based on client preference and third-party vendors costs