



CITY COUNCIL REGULAR MEETING

Tuesday, March 02, 2021, at 7:00 PM
Court Room/Council Chambers (2nd Floor) and Online

MEETINGS HELD ONLINE ONLY

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

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

PUBLIC COMMENT & PUBLIC HEARING PARTICIPATION

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

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

ADA NOTICE

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

AGENDA

ROLL CALL

PLEDGE OF ALLEGIANCE

INVOCATION / INSPIRATIONAL THOUGHT

DECLARATION OF ANY CONFLICT OF INTEREST

CONSENT AGENDA (MINUTES, BILLS, ITEMS)

1. Resolution 03-01-2021, "A Resolution Awarding the Design and Construction Engineering of the Summit Ridge Pressure Irrigation Tank and related facilities to Hansen, Allen & Luce, Inc."

- [2.](#) Resolution 03-02-2021, "A Resolution Approving An Employment Agreement for the Santaquin City Fire Chief"
- [3.](#) Resolution 03-03-2021, "A Resolution Approving An Employment Agreement for the Santaquin City Operations Manager"

Minutes

- [4.](#) 02-16-2021 - City Council Regular Meeting Minutes
- [5.](#) 02-16-2021 - City Council Work Session Minutes

Bills

- [6.](#) 03-02-2021 - Invoice Register - \$164,915.18

Items

PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS

Public Forum

Awards

- [7.](#) Volunteer of the Month - Jessica Tolman

BUILDING PERMIT & BUSINESS LICENSE REPORT

NEW BUSINESS

Ordinances

- [8.](#) Ordinance 03-01-2021, "An Ordinance Modifying Parking Requirements for Drive-In Restaurants"
- [9.](#) Ordinance 03-02-2021, "An Ordinance Enacting a 14-Day Submittal Requirement for Development Applications"

Resolutions

- [10.](#) Resolution 03-04-2021, " A Resolution Approving an update to the Consolidated Fee Schedule"

Discussion & Possible Action

- [11.](#) Renewal of Mass Grading CUP for The Hills
- [12.](#) Stampli Contract - Accounts Payable Automation & Workflow Software

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

City Manager Benjamin Reeves

Assistant City Manager Norm Beagley

Community Development Director Jason Bond

REPORTS BY MAYOR AND COUNCIL MEMBERS

Mayor Hunsaker

Council Member Miller

Council Member Montoya

Council Member Mecham

Council Member Hathaway

Council Member Bowman


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

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

ADJOURNMENT

CERTIFICATE OF MAILING/POSTING

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

BY: 
K. Aaron Shirley, City Recorder

RESOLUTION 03-01-2021

A RESOLUTION AWARDING THE DESIGN AND CONSTRUCTION ENGINEERING OF THE SUMMIT RIDGE PRESSURE IRRIGATION TANK AND RELATED FACILITIES TO HANSEN, ALLEN & LUCE, INC.

WHEREAS, Santaquin City is a municipality and political subdivision of the State of Utah with the responsibility of providing culinary and irrigation water systems to its residents; and

WHEREAS, the City has a contractual obligation to provide sufficient system capacity and water supply to the Summit Ridge Planned Community Development, as approved in 2000; and

WHEREAS, an irrigation tank, booster pump station, and roughly one mile of piping is needed to create an irrigation water source and system capacity for the Summit Ridge Area while relieving the demand on the culinary water system that currently provides the irrigation water supplied to that area; and

WHEREAS, Hansen, Allen & Luce recently completed the Santaquin City Water Master Plans and has proven capable of performing the aforementioned design and have provided the terms and conditions of doing so in the attached; and

WHEREAS, Santaquin City has reviewed said terms and conditions and approves of the design and construction engineering of said facilities pursuant the attached, which represents an estimated 7.15% of the total project costs, which is below industry standards; and

WHEREAS, the cost of design and construction of these new facilities will be paid for by the residents of the future phases of the Summit Ridge development through the collection of impact fees.

NOW THEREFORE, be it resolved by the City Council of Santaquin City to award the design and construction engineering services of Summit Ridge Pressure Irrigation Tank and related facilities to Hansen, Allen & Luce, Inc in an amount not to exceed \$471,887 pursuant to the terms of the attached.

ADOPTED AND PASSED by the City Council of Santaquin City, Utah, this 2nd day of March 2021.

SANTAQUIN CITY

Kirk F. Hunsaker, Mayor

Attest:

K. Aaron Shirley, City Recorder



MEMORANDUM

February 26, 2021

To: Santaquin City Mayor and City Council
From: Norm Beagley, P.E., Assistant City Manager
RE: Summit Ridge Pressure Irrigation Final Design

Mayor and Council Members,

As recently presented and discussed in council meetings, there is a need to construct an irrigation water tank and booster pump station in Summit Ridge. This new master planned enhancement to our pressurized irrigation system will be located adjacent to the existing Summit Ridge culinary water tank.

As discussed, these new facilities will increase the capacity of our water systems in the Summit Ridge area. It will create irrigation water storage and access to irrigation water sources for this master planned community while relieving the existing demand on our culinary system. Since we are contractually obligated to provide these new facilities to serve the future phases of the Summit Ridge Planned Community Development, which was approved in 2000, the costs for these new facilities will be paid by future residents of the upcoming phases of development through impact fees.

Hansen, Allen, and Luce submitted a proposal for the final design for construction services for these needed facilities. Their proposal is attached for your review. Hansen, Allen, and Luce's proposed scope and Not to Exceed fee for this final design work and for construction engineering services is \$471,887. This proposed amount is very favorable in relation to the project costs at 7.15% of the estimated cost of construction for this \$6.6 million project. A typical cost for this scope of work would normally be in the range of 10%-14% of estimated project costs.

Hansen, Allen, and Luce is very familiar with Santaquin City's water system facilities, standards, etc. and is therefore well suited to complete this work for us for this favorable design fee amount. Hansen, Allen, and Luce successfully completed projects for Santaquin City in the past year. They recently completed our culinary water and pressure irrigation master plan updates.

I am happy to answer any questions you may have on this item.

Mr. Norm Beagley
Assistant City Manager
Santaquin City
275 West Main Street
Santaquin, Utah 84655

February 26, 2021

RE: Zone 11 West Pressurized Irrigation System

Dear Mr. Beagley:

As requested, Hansen, Allen & Luce, Inc. (HAL) is providing this scope, budget, and schedule for the design of the Zone 11 West Pressurized Irrigation System. The proposed system is to include pressurized irrigation transmission pipelines, pump station, and storage tank or pond. This scope of services addresses our understanding of the services HAL will provide as well as a proposed project budget.

SCOPE OF SERVICES

Attached separately is our proposed full scope of work including project understanding and deliverables.

ENGINEERING FEES

Our proposal is based upon a "Not to Exceed" contract.

Based on the attached scope of work and assumptions, the estimated fee for completion of the project, as outlined in the work plan and attached budget spreadsheet, is **\$358,049** for design, and \$113,838 for services during construction. The cost estimate is based upon information available to us at this time.

Engineering fees for design services by task are as follows:

TASK NO.	TASK DESCRIPTION	FEE
100	Progress and Design Review Meetings	\$5,306
200	Preliminary Engineering and Siting	\$122,447
300	CM/GC Request for Proposals	\$4,300
400	Final Design	\$225,996
TOTAL		\$358,049

Engineering fees for service during construction services by task are as follows:

TASK NO.	TASK DESCRIPTION	FEE
600	Engineering Services During Construction	\$113,838
TOTAL		\$113,838

CONSTRUCTION COSTS

The City's Pressurized Irrigation Water Master Plan, prepared by HAL, lists a preliminary construction cost estimate for this project of approximately \$6,545,000. A more refined cost estimate will be prepared during later stages of design.

SCHEDULE

HAL proposes to complete the design of the storage tank or pond and pipeline from the storage site by mid-October 2021 with construction starting immediately thereafter so that the storage system can be in operation by mid-April 2022. HAL proposes to complete the design of the pump station and remaining pipeline by the end of December 2021 with construction being completed in October 2022. Please refer to the attached proposed project schedule for more detailed information.

Thank you for your consideration of our firm to complete this work. We invite you to call if you have any questions related to the scope of services outlined above.

Sincerely:

HANSEN, ALLEN & LUCE, INC.



Steven C. Jones, M.S., P.E.
Principal

SCOPE OF WORK
Santaquin City
Zone 11 West Pressurized Irrigation System

PROJECT UNDERSTANDING

Santaquin City desires to construct a pressurized irrigation system to service Zone 11 West. Growth and development in the area requires the development of the project. The project includes Projects 3 and 4 as identified in the Pressurized Irrigation Water Master Plan and Capital Facility Plan dated January 19, 2021 prepared by HAL.

The project consists of transmission pipelines, pump station, and storage tank and includes the following facilities.

1. 24-inch Transmission Pipeline: Approximately 5,520-feet of 24-inch pipeline is to connect to the existing 24-inch pipeline near the intersection of 14400 South and 600 West and extend west crossing the UPRR tracks through an existing casing and connecting to the existing 24-inch pressurized irrigation pipeline near to Summit Ridge Parkway and Flagstone Drive.
2. Zone 11 West Pump Station: The pump station will be located near the intersection of Mountain View Drive and Summit Trails where it will connect to the existing 24-inch transmission pipeline. The pump station is to have a capacity of 3,000 GPM and include Amiad type automatic self-cleaning filter for the appropriate design flows. The pump station will discharge to the 16-inch Transmission Pipeline.
3. 16-inch Transmission Pipeline: Approximately 5,235-feet of 16-inch pipeline is to connect the Zone 11 West Pump Station to the Zone 11 West Storage. Another 2,600-Feet of 16-inch transmission pipeline is to extend from the Zone 11 West Tank to connect to the existing pressurized irrigation system near the intersection of Vista Ridge Road and Sageberry Drive.
4. Zone 11 West Storage: A 10 ac-ft (3.26 Million Gallon) storage tank or pond is to be located in the area of the existing Zone 11 West drinking water storage tank.

Figure 1 below illustrates the project area and proposed improvements.

Construction of the storage tank or pond and the 16-inch transmission pipeline from the tank or pond to the existing pressurized irrigation system near the intersection of Vista Ridge Road and Sageberry Drive needs to be completed and ready for use by mid-April 2022. The construction of the pump station and other pipelines will follow.

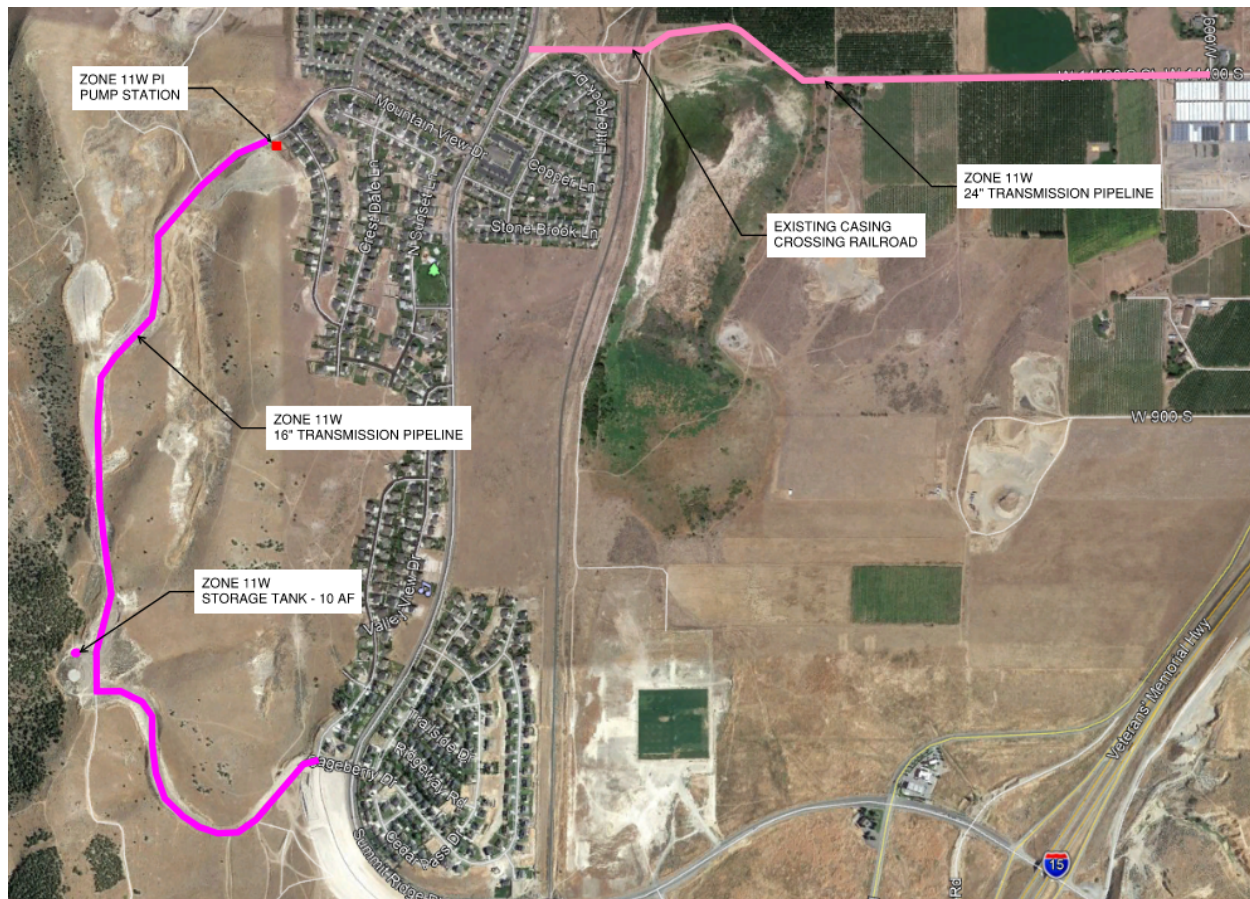


Figure 1: Zone 11 West Pressurized Irrigation System

The scope of work for the project will be to complete hydraulic modeling, preliminary design, and final design drawings and specifications for the transmission pipelines, pump station, and storage tank.

HAL proposes to develop the design of the Zone 11 West Pressurized Irrigation pump station as a site-specific system complete with electrical, controls, pumps, piping, filters, and CMU block building. As part of the design development, HAL will evaluate incorporating a drinking water pump station in same structure. The associated scope and fee assumes that a separate drinking water pump station will be constructed at some time in the future.

HAL proposes to develop the design of the Zone 11 West Storage Tank as a traditional circular cast in place reinforced concrete structure approximately 20-feet high and about 176-feet in diameter. As part of the design development HAL will evaluate a concrete lined storage pond. Depending on site conditions and configuration a concrete lined pond may be more cost effective. The associated scope and fee assumes that a cast in place reinforced concrete structure will be the preferred alternative.

HAL proposes to develop the design of the transmission pipelines utilizing PVC C900 waterline pipe. It is our understanding that a casing was installed crossing the UPRR tracks in a previous project. The exact location and size of the casing is to be provided by the City. Therefore, coordination and permitting with UPRR is not included in the scope and fee.

The scope of work for this project is outlined by task, activity, and deliverable below.

WORK PLAN

TASK 100 PROGRESS AND DESIGN REVIEW MEETINGS

Key team members will meet with City personnel at the start of the project to establish roles and responsibilities, review the scope, schedule, and deliverables, define key project elements, as well as project goals and to review progress of the project and coordinate on design efforts. HAL will also meet with City personnel at key design milestones during the development of the project to review progress and coordinate on design efforts. HAL proposes to conduct virtual meetings but can adjust this as the project progresses and based on the needs for the meeting.

Activities:

1. Project kickoff meeting.
2. Design Review/Coordination Meetings (Scope and Fee assumes five meetings, see subsequent tasks for additional information).
3. Two project progress/coordination meetings scheduled as needed.

Deliverables:

- Meeting notes with action items and follow up.

TASK 200 PRELIMINARY ENGINEERING AND SITING

HAL will collect existing data of the proposed pipeline alignments, pump station and storage tank sites including survey data and third-party utility data. We will use existing LiDAR data provided by the City and aerial photographs to prepare a base map in AutoCAD. Existing utility information and property parcels will be included in the project base maps.

It is proposed that a geotechnical investigation be completed after the conceptual locations of all facilities have been determined. Our sub-consultant, AGECE, will conduct the geotechnical investigations. We propose to take four borings at the tank site, four borings along the proposed transmission pipeline route, and one boring at the proposed pump site. The geotechnical report will provide design criteria to be used by the structural engineer. If needed, pavement thickness will also be determined to provide more accurate information for contractors during bidding.

There may be some utilities within the project corridor that will need to be potholed and located as part of the design effort. The proposed scope of work and associated fee assumes utility test holes will be conducted by the City.

Preliminary design drawings will be prepared to approximately a 30% level. Anticipated preliminary design drawings will include transmission pipeline alignments, storage tank or pond site plan, and pump station site plan.

A design review/coordination meeting will be held to receive comments on conceptual design. The outcome of the meeting will be decisions on the path forward to complete the preliminary design of the system facilities.

A review meeting to receive comments on preliminary design will be conducted at the conclusion of the preliminary design phase. The outcome of the meeting will be decisions on the path forward to complete the final design of the system facilities.

Activities:

1. Collection of existing data including existing utility data from third-party utilities.
2. Topographic mapping (survey) of project sites to locate monuments, establish survey control, and map surface features.
3. Hydraulic analysis and modeling of the pressurized irrigation system in the Zone 11 West service area to accurately determine the pumping capacity and requirements of the pumping stations.
4. Prepare hydraulic design calculations for the pump stations.
5. Analyze storage options including a traditional circular cast in place reinforced concrete structure and concrete lined pond and evaluate storage locations. Results will be summarized in a technical memorandum. The associated scope and fee assumes that a cast in place reinforced concrete structure will be the preferred alternative.
6. Evaluate pump station location and configuration for incorporating a drinking water pump station in same structure. Coordinate with the City on the proposed pump station location to determine the most viable site. The associated scope and fee assumes that a separate drinking water pump station will be constructed at some time in the future.
7. Prepare conceptual site plans illustrating the pump station and storage tank or pond configurations. Conceptual site plans will be submitted to the City for review and comment.
8. Identify the alignment of pipelines.
9. Perform a geotechnical study of the storage site, pump station site, and along pipeline alignments.
10. Development of 30% design drawings.
11. Prepare Engineer's Opinion of Probably Construction Costs.
12. Conceptual and Preliminary Design Review/Coordination meetings.

Deliverables:

- Technical Memorandum of storage alternatives and location.
- Conceptual site plans
- Geotechnical Engineering Report
- 30% Design Drawings (transmission pipeline alignment, pump station configuration and site plan, and storage configuration and site plan).
- Engineer's Opinion of Probable Construction Costs
- Design Review/Coordination meeting notes.

TASK 300 CM/GC REQUEST FOR PROPOSALS

HAL will develop a CM/GC Request for Proposals based on City provided documents that will include contractor prequalifications and assist the City with the distribution of documents and selection of the CM/GC. The CM/GC Request for Proposals will include the 30% design drawings to allow contractors to submit bids for the construction of the proposed improvements.

Activities:

1. Develop CM/GC Request for Proposals.
2. Assist the City with the distribution of CM/GC request for proposals to Contractors.
3. Evaluate proposals and make recommendations.
4. Design Review/Coordination meeting.

Deliverables:

- CM/GC Request for Proposals.
- Recommendation of CM/GC contractor.

- Design Review/Coordination meeting notes.

TASK 400 FINAL DESIGN

Based on decisions made during the preliminary design meeting, the project will move into the final design phase. Preliminary design drawings will be revised based on comments received from the City's review. Final design will also include additional details, technical specifications, and calculations.

Electrical and controls design will be sub-contracted to Heath Engineering, Inc. A full electrical design with diagrams and controls will be prepared and include coordination with City's SCADA service provider SKM.

Structural engineering will be provided by Conder Engineering using information collected during the geotechnical investigations and current City building code.

Activities:

1. Development of 60% design drawing including transmission pipeline plan and profile drawings; pump station site plan and configuration; storage tank site plan and configuration.
2. Electrical and Controls design as part of the 90% design development including coordination with SKM. Electrical design will include the following items:
 - a. Utility Coordination – we will coordinate with Rocky Mountain Power for the delivery of power to the pump station and storage tank sites.
 - b. Instrumentation Drawings – develop instrument legend, symbols, schedule, installation details and process & instrumentation diagram (P&ID).
 - c. Electrical Drawings – develop electrical legend, single line diagram, site plan, schematics, conduit development, conduit schedule, electrical calculations, lighting schedule and details. Incorporate provisions in the design for SCADA system panel and antenna.
 - d. Division 26 & 40 specifications for electrical and instrumentation.
3. Structural Engineer design as part of the 60% and 90% design development.
4. Development of 90% design drawing including transmission pipeline plan and profile drawings; pump station site plan and configuration; storage tank site plan and configuration; and associated details.
5. Development of Project Manual including bidding documents and technical specifications. To be included in the 90% design submittal.
6. Develop Engineer's Opinion of Probable Construction costs at the 60%, 90% and Final Design stages.
7. Coordination with CM/GC contractor including review of contractor cost proposals.
8. 60%, 90% and Final Design Review/Coordination meetings.

Design drawings are anticipated to include those listed in the table below. Drawings list may be adjusted based on the recommendations provided during the Preliminary Engineering task.

Anticipated Drawing List

Drawing	Description
1	Cover Sheet with Site Locator
2	Legend & Drawing Index
3	General Notes
4	Project Notes
5	Client General Notes
6	Sheet Location and Survey Control
7	Test Hole Data
8-15	Plan and Profile 24" Pipeline
16-32	Plan and Profile 16" Pipeline
33	Pump Station Site Plan
34	Pump Station Piping
35	Pump Station Structural
36	Pump Station Misc. Details
37	Tank Site Plan
38	Tank Drainage Plan
39	Tank Grading Plan
40	Tank Access Road
41	Tank Inlet & Outlet Piping
42	Tank Drain Outlet & Details
43	Tank Overflow Piping & Details
44	Valve Vault Plan
45	Valve Vault Sections
46	Valve Vault Deck & Details
47	Tank Misc. Details
48-57	Tank Structural
58	Electrical General Notes
59	Electrical Pump Station
60-61	Electrical Tank
62-63	I&C Pump Station
64-65	I&C Tank

Deliverables:

- 60% Design Drawings.
- 90% Design Drawings and Project Manual.
- Final Design Drawings and Project Manual.
- Construction Cost Estimate (Engineer's OPCC) at 60%, 90% and Final Design submittals.
- Electronic files in their native format including AutoCAD files, documents, spreadsheets, etc.
- Meeting notes.

TASK 500 ENGINEERING SERVICES DURING CONSTRUCTION

HAL will assist the City during construction of the project. HAL understands that the City will conduct weekly coordination meetings with the contractor and HAL will attend those meetings when directed by the City. Construction duration is anticipated to be 12 months.

Activities:

1. Review contractor submittals and RFIs.
2. Attend construction meetings when directed by the City and prepare meeting notes. The scope of service and associated fee assumes 25 construction meetings to be held at the City offices.
3. Review and respond to Contractor questions and issue work change directives when appropriate. Scope of services and associated fee assumes four work change directives.
4. Review change order requests from the Contractor and recommend appropriate action to the City. The scope of services and associated fee assumes four change orders.
5. Conduct periodic site visits on an as needed bases to support City provided inspection. The scope of services and associated fee assumes 10 site visits to support work change directives and RFIs. Site visits to be conducted in conjunction with the weekly construction meetings when possible.
6. Conduct final site walk through in conjunction with City personnel and develop punch list.
7. Prepare project closeout documents (substantial completion documentation).
8. Develop record drawings based on contractor redlines and construction observation.

Deliverables:

- Construction meeting notes when HAL is in attendance.
- Review of Contractor submittals and RFIs.
- Review Contractor Pay Requests.
- Work change directives and change orders.
- Punch list.
- Substantial completion documentation.
- Record Drawings.

PROPOSED PROJECT SCHEDULE

HAL proposes to complete the design of the storage tank or pond and pipeline from the storage site by mid-October 2021 with construction starting immediately thereafter so that the storage system can be in operation by mid-April 2022. HAL proposes to complete the design of the pump station and remaining pipeline by the end of December 2021 with construction being completed in October 2022.

The schedule assumes that the City will complete design reviews within 1 weeks of receiving each design submittal. The project schedule may need to be adjusted due to time required for City review or other unforeseen issues. We anticipate that construction duration will be 12 months. Please refer to the attached proposed project schedule for more detailed information.

ASSUMPTIONS

Hansen, Allen & Luce's, Inc. Engineering Scope of Services and Engineering Fees have been developed and estimated based on the following assumptions.


1. The scope and fee assumes that a cast in place reinforced concrete structure will be the preferred alternative.
2. The scope and fee assumes that a separate drinking water pump station will be constructed at some time in the future.
3. Design will be in accordance with current City approved building codes.
4. The proposed scope of work and associated fee assumes 8 utility test holes.
5. Permitting coordination with the UPPR and other agencies is not included in the scope and fee.
6. The proposed pump station and storage sites are zoned to allow these types of facilities and conditional use permits or other approvals are not needed.
7. All proposed project improvements are located within City property or Public Rights-of-Way. Property appraisals, negotiations, legal descriptions, easements, etc. are not included in the scope and fee.
8. Corrosion protection (cathodic protection) is not included in the scope and fee.
9. Scope of services and associated fee assumes two addendums.
10. The scope of service and associated fee assumes 25 construction meetings to be held at the City offices.
11. Scope of services and associated fee assumes four work change directives.
12. The scope of services and associated fee assumes four change orders.
13. The scope of services and associated fee assumes 10 site visits to support work change directives and RFIs. Site visits to be coordinated with weekly construction meetings when possible.
14. The proposed scope of work and associated fee assumes utility test holes will be conducted by the City.
15. Materials testing during construction is not included in the proposed scope of work and associated fee.
16. City to provide inspection services during construction. HAL with our structural engineer will provide special inspections for structures.
17. All submittals will be electronic (PDF format).
18. All meetings will be virtual.
19. Public Engagement is not included in the scope and fee.

CLIENT:

Santaquin

PROJECT:

Zone 11 West Pressurized Irrigation System - Design

Pha	Task #	Task Activity	Hours								Total Hours	Total HAL Cost	Outside Expense	COMMENT	
			Sr. Man Prof MEA	Manging Prof. MMC	Sr Prof III GST	Sr Prof II TGA	Prof I GGE	PEI SWM	GPS Survey BDD	CAD					
I TASK 100 PROGRESS AND DESIGN REVIEW MEETINGS															
	100	Kickoff Meeting		1.0	1.0			2.0				4	\$579.66		2 Additional meeting for design review and coordination.
	101	Conceptual Design Review/Coordination Meeting			1.0			2.0				3	\$398.82		
	102	30% Design Review/Coordination Meeting			1.0			2.0				3	\$398.82		
	103	60% Design Review/Coordination Meeting			1.0			2.0				3	\$398.82		
	104	Contractor Prequalification Review/Coordination Meeting			1.0			2.0				3	\$398.82		
	105	90% Design Review/Coordination Meeting		1.0	1.0			2.0				4	\$579.66		
	106	Final Design Review/Coordination Meeting		1.0	1.0			2.0				4	\$579.66		
	107	Review/Coordination Meeting (2)		2.0	2.0			4.0				8	\$1,159.32		
	199	Quality Control (QC) / Quality Assurance (QA)	4.0									4	\$812.40		
	SUBTOTAL HOURS/UNITS:		4	5	9	0	0	18	0	0	0	36			
	SUBTOTAL:		\$788.40	\$874.20	\$1,518.84	\$0.00	\$0.00	\$1,908.54	\$0.00	\$0.00	\$0.00		\$5,305.98	\$0.00	Outside / Subconsultant Costs
II TASK 200 PRELIMINARY ENGINEERING AND SITING															
	200	Data Collection			2.0			40.0				42	\$4,830.72		AGEC Geotechnical Investigations
	201	Topographic Mapping			2.0				32.0	20.0		54	\$7,382.12		
	202	Hydraulic Analysis			2.0		20.0					30	\$4,147.76		
	203	Pump Station and Storage Tank Alternative Analysis		1.0	4.0	4.0	12.0	20.0		12.0		53	\$6,432.96		
	204	Pump Station Concept Plans		1.0	4.0		12.0			20.0		37	\$4,304.08		
	205	Storage Tank Concept Plans				24.0				20.0		44	\$5,941.32		
	206	30% Pipeline Alignment Drawings		2.0	20.0			120.0		20.0		162	\$19,245.08		
	207	30% Pump Station Drawings		1.0	20.0		12.0	40.0		60.0		133	\$15,470.64		
	208	30% Tank Drawings				40.0	12.0	40.0		80.0		172	\$20,400.40		
	209	Geotechnical Engineering		1.0	2.0							3	\$530.36	\$29,700.00	
	299	Quality Control (QC) / Quality Assurance (QA)	20.0									20	\$4,062.00		
	SUBTOTAL HOURS/UNITS:		20	6	56	76	68	260	32	232	0	750			
	SUBTOTAL:		\$3,942.00	\$1,049.04	\$9,450.56	\$12,200.28	\$7,976.40	\$27,567.80	\$4,896.00	\$21,165.36	\$0.00		\$92,747.44	\$29,700.00	Outside / Subconsultant Costs
III TASK 300 CM/GC REQUEST FOR PROPOSALS															
	300	Develop CM/GC Request for Proposals			2.0	2.0	8.0					12	\$1,668.98		
	301	Distribute CM/GC Request for Proposals to Contractors			4.0							4	\$699.04		
	302	Evaluate proposals and make recommendation to City			4.0	2.0	4.0					10	\$1,525.30		
	399	Quality Control (QC) / Quality Assurance (QA)	2.0									2	\$406.20		
	SUBTOTAL HOURS/UNITS:		2	0	10	4	12	0	0	0	0	28			
	SUBTOTAL:		\$394.20	\$0.00	\$1,687.60	\$642.12	\$1,407.60	\$0.00	\$0.00	\$0.00	\$0.00		\$4,299.52	\$0.00	Outside / Subconsultant Costs
IV TASK 400 FINAL DESIGN															
	400	60% Pump Station Plans		1.0	20.0		12.0	40.0		60.0		133	\$15,470.64		Conder Structural Engineering, Heath Engineering (Electrical and Controls)
	401	60% Storage Tank Plans				80.0	12.0	60.0		100.0		252	\$31,246.80		
	402	60% Pipeline Plans		1.0	12.0		12.0	100.0		8.0		133	\$15,738.40		
	403	90% Pump Station Plans		1.0	20.0		12.0	40.0		60.0		133	\$15,470.64		
	404	90% Storage Tank Plans				60.0	12.0	20.0		80.0		172	\$21,490.40		
	405	90% Pipeline Plans		1.0	8.0		8.0	60.0		12.0		89	\$10,453.88		
	406	Final Pump Station Plans		1.0	12.0		12.0	20.0		40.0		85	\$10,381.73		
	407	Final Storage Tank Plans				40.0	12.0	20.0		40.0		112	\$14,984.13		
	408	Final Pipeline Plans		1.0	20.0		4.0	40.0		8.0		73	\$9,899.69		
	409	Specifications		2.0	12.0	8.0	60.0				12.0	94	\$12,667.66		
	410	Coordination with CM/GC Contractor		2.0	20.0	20.0						42	\$7,546.85		
	499	Quality Control (QC) / Quality Assurance (QA)	60.0									60	\$12,795.30		
	SUBTOTAL HOURS/UNITS:		60	10	124	208	156	400	0	408	12	1378			
	SUBTOTAL:		\$11,826.00	\$1,748.40	\$20,926.24	\$33,390.24	\$18,298.80	\$42,412.00	\$0.00	\$37,221.84	\$803.40		\$178,146.13	\$47,850.00	Outside / Subconsultant Costs

TOTAL HOURS BY EMPLOYEE:

86211992882366783264012


PHASE	TASK	Labor	Direct Exp	Subtotal	Subconsultant	SubTotal
		Costs	Cost		Costs	
I	TASK 100 PROGRESS AND DESIGN REVIEW MEETIN	\$5,089.98	\$216.00	\$5,305.98	\$0.00	\$5,305.98
II	TASK 200 PRELIMINARY ENGINEERING AND SITING	\$88,247.44	\$4,500.00	\$92,747.44	\$29,700.00	\$122,447.44
III	TASK 300 CM/GC REQUEST FOR PROPOSALS	\$4,131.52	\$168.00	\$4,299.52	\$0.00	\$4,299.52
IV	TASK 400 FINAL DESIGN	\$169,738.33	\$8,407.80	\$178,146.13	\$47,850.00	\$225,996.13
	TOTAL:	\$267,207.27	\$13,291.80	\$280,499.07	\$77,550.00	\$358,049.07

CLIENT:

Santaquin

PROJECT:

Zone 11 West Pressurized Irrigation System - SDC

Pha	Task #	Task Activity	Hours							Total Hours	Total HAL Cost	Outside Expense	COMMENT	
			Sr. Man Prof MEA	Manging Prof. MMC	Sr Prof III GST	Sr Prof II TGA	Prof I GGE	PEI SWM	GPS Survey BDD					

VI

TASK 600 ENGINEERING SERVICES DURING CONSTRUCTION

601	Respond to RFIs and Submittals			22.0	22.0	44.0	13.2			101.2	\$15,132.99	\$12,980.00	Conder Structural Engineering, Heath Engineering (Electrical and Controls)
602	Construction Meetings			44.0	44.0	66.0				154	\$26,457.29		25 Construction Meetings
603	Contractor Pay Requests			22.0	4.4	44.0				70.4	\$10,502.78		
604	Work Directive Change	2.2	2.2	4.4	4.4					26.4	\$3,811.27		
605	Change Orders	2.2	2.2	8.8	8.8					44	\$6,286.43		
606	Part Time Construction Observation			11.0	11.0	66.0				88	\$13,344.59	\$3,740.00	10 Site Visits + Conder Structural Engineering
607	Final Walk Through			4.4	4.4	13.2	4.4			26.4	\$3,803.28		
608	Project Close Out Documents			4.4	2.2	13.2	8.8			28.6	\$3,936.17		
609	Record Drawings		1.1	4.4	2.2	13.2	22.0			108.9	\$12,435.82		
699	Quality Control (QC) / Quality Assurance (QA)	6.6								6.6	\$1,407.48		
	SUBTOTAL HOURS/UNITS:	11	5.5	125.4	103.4	259.6	48.4	0	101.2	654.5			
	SUBTOTAL:	\$2,168.10	\$961.62	\$21,162.50	\$16,598.80	\$30,451.08	\$5,131.85	\$0.00	\$9,232.48		\$97,118.11	\$16,720.00	Outside / Subconsultant Costs
	TOTAL HOURS BY EMPLOYEE:	11	5.5	125.4	103.4	259.6	48.4	0	101.2				

PHASE	TASK	Labor	Direct Exp	Subtotal	Subconsultant	SubTotal
		Costs	Cost		Costs	
VI	TASK 600 ENGINEERING SERVICES DURING CONST	\$89,991.76	\$7,126.35	\$97,118.11	\$16,720.00	\$113,838.11
	TOTAL:	\$89,991.76	\$7,126.35	\$97,118.11	\$16,720.00	\$113,838.11



Santaquin City
Zone 11 West Pressurized Irrigation System

[illegible]

★ = Key Meetings

 = Documents Ready for Bidding

RESOLUTION 03-02-2021

A RESOLUTION APPROVING AN EMPLOYMENT AGREEMENT FOR THE SANTAQUIN CITY FIRE CHIEF

WHEREAS, Santaquin City is a municipality and political subdivision of the State of Utah with the power and authority to create employment positions to serve the needs of the community and hire professional city staff members; and

WHEREAS, the City desires create the position of Full Time Fire Chief and enter into an employment agreement to fill said position

NOW THEREFORE, be it resolved by the City Council of Santaquin City to authorize the Mayor to execute the attached Employment Agreement for the Santaquin City Operations Manager.

ADOPTED AND PASSED by the City Council of Santaquin City, Utah, this 2nd day of March 2021.

SANTAQUIN CITY

Kirk F. Hunsaker, Mayor

Attest

K. Aaron Shirley, City Recorder

SANTAQUIN CITY FIRE CHIEF EMPLOYMENT AGREEMENT

This Agreement, made and entered into this _____ day of March, 2021, by and between **Santaquin City**, a fourth-class city and political subdivision of the State of Utah (hereinafter called "City") and **Ryan M. Lind**, (hereinafter called "Lind").

WITNESSETH:

WHEREAS, the City is authorized by Utah law to employ a Fire Chief to perform such duties on behalf of the City as may be established by law or ordinance; and

WHEREAS, the City previously adopted an ordinance authorizing the employment of a Fire Chief and establishing certain duties and responsibilities of the same; and

WHEREAS, Lind began his service to Santaquin City as a volunteer fire fighter nearly twenty-two years ago, was hired as a part-time fire fighter with responsibilities over EMS and as part-time law enforcement officer more than twelve years ago, and began his service as a part-time Santaquin City Fire Chief on July 1, 2019; and

WHEREAS, the City is pleased with the service Lind has rendered on behalf of the citizens of Santaquin City and its elected leaders and now desires to transition the responsibility of the Santaquin City Fire Chief into a full time position and enter into an employment contract with Lind and to update the terms and conditions of his employment; and

WHEREAS, Lind is likewise pleased with his employment with Santaquin City and desires to accept the transition of his responsibilities as the Santaquin City Fire Chief into a full time capacity and continue to fulfill the responsibilities of that appointment in accordance with the terms of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is hereby agreed by and between the City and Lind as follows:

1. **EMPLOYMENT.** The City agrees to continue to employ Lind and Lind agrees to continue to be employed by the City, in the capacity of Fire Chief. In his capacity as Fire Chief, Lind shall report directly to the Mayor or his designee concerning those duties for which the Mayor has authority pursuant to state law and/or local ordinance. Lind shall report directly to the City Council when requested to do so concerning those duties for which the City Council has exclusive authority pursuant to state law and/or local ordinance.
2. **TERM.**
 - a. The Fire Chief shall serve at the pleasure of the Mayor and nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the governing body to terminate the services of the Fire Chief at any time, subject to the provisions set forth

elsewhere in this agreement. This agreement continues for an indefinite term, until termination with notice as provided herein.

- b. Nothing in the Agreement shall prevent, limit or otherwise interfere with the right of the Fire Chief to resign at any time from his position with the City subject to the provisions set forth elsewhere in this agreement.
3. **DUTIES.** During the term of this Agreement, Lind, as Fire Chief, or his designee for the City, shall perform those duties designated in section 4.04 of the Santaquin City Code, those duties outlined in the Fire Chief Job Description (Exhibit A), and such additional duties as may be assigned to him from time to time by the Mayor and/or City Council. Lind shall at all times faithfully, diligently and conscientiously perform all of the duties that may be required of and from him pursuant to the express and implied terms of this Agreement in a professional, competent and ethical manner.
4. **TIME AND EFFORT.** Lind shall devote whatever time is necessary to satisfactorily perform the duties of Fire Chief, but it is agreed that Lind shall work, on average, a minimum of forty (40) hours per week. Lind is an exempt non-merit employee and, therefore, does not qualify and is not entitled to receive overtime compensation or compensatory time off.
5. **SALARY.** Beginning on the effective date of this Agreement, Lind's starting salary shall be established at a Grade 27, with credit for 12.7 years of previous service plus cost of living increases as the same may be from time to time approved by the City Council and generally applied to other City employees, less applicable federal and state tax withholdings and other deductions required by law or authorized by Lind, payable in substantially equal installments bi-weekly in accordance with the City's regular payroll schedule. The City may, upon the favorable performance review of Lind by the City, increase the salary of Lind from time to time. The City agrees to conduct at least one annual evaluation of Lind.
6. **BENEFITS.** Lind shall be eligible to participate in the benefit programs of the City that are available to all other regular, full-time employees.
 - a. **Health, Disability and Life Insurance Benefits.** The City agrees to provide life, hospitalization, surgical, comprehensive medical insurance for Lind and his dependents equal to that which is provided to all other full time employees of Santaquin City and to pay the insurance premiums for said insurance.
 - b. **Vacation.** Lind shall receive vacation benefits pursuant to the terms of the Santaquin City employee's policy and procedures. Lind will be credited with 2 weeks of vacation at the execution of this agreement.
 - c. **Sick Leave.** Lind shall accrue sick leave equal to the highest annual accrual provided to other employees pursuant to the City's personnel policies and procedures manual.
 - d. **Holidays.** Lind shall receive paid time off for state and federal holidays the same as provided to all other full-time employees pursuant to the City's personnel policies and procedures manual.

- e. **Retirement.** The City agrees to make contributions to Lind's retirement account at the rate set by Utah Retirement Systems.

7. **REIMBURSEMENT OF EXPENSES.** The City shall reimburse Lind for preauthorized expenses necessarily incurred by him in connection with the work performed by Lind for or on behalf of the City upon presentment of an expense reimbursement request containing a detailed itemization of the expenses for which reimbursement is sought, together with receipts or other appropriate documentation relating to those expenses. Preauthorization of expenses shall be in accordance with City policy as established from time-to-time by the City Council.

- a. City, subject to the approval and discretion of the City Council, agrees to budget for and to pay for professional dues and subscriptions that are necessary for Lind's continuation and full participation in national, regional, state, or local associations and organizations necessary and desirable for Lind's continued professional participation, growth, and advancement, and for the good of the City.
- b. City, subject to the approval and discretion of the City Council, agrees to budget for and to pay for travel and subsistence expenses of Lind for professional and official travel, meetings, and occasions to adequately continue the professional development of Lind and to pursue necessary official functions for City.
- c. City, subject to the approval and discretion of the City Council, agrees to budget for and to pay for travel and subsistence expenses of Lind for short courses, institutes, and seminars that are necessary for Lind's professional development and for the good of the City.
- d. City shall provide Lind with a vehicle for his use in connection with his employment and normal travel to and from employment, which use shall be administered in accordance with the Santaquin City Employee Policy and Procedure Handbook.

8. **COVENANT NOT TO DISCLOSE CONFIDENTIAL OR PROPRIETARY INFORMATION.** Lind acknowledges that, as Fire Chief, he has received and will continue to receive confidential or proprietary information of the City, including such information that may be originated by or imparted to him from time in the course of his employment. Lind agrees that he shall not at any time, whether during the time that he is employed by the City or at any time thereafter, disclose to any person or entity, or use any confidential or proprietary information in any manner whatsoever unless revelation is necessary in the performance of his duties as Santaquin Fire Chief. Upon the request of the City while Lind is employed by the City, or upon the termination of Lind's employment with the City, Lind will turn over to the City all documents, papers or other materials in his possession, custody or control which may contain or be derived from confidential or proprietary information of the City. The term "confidential or proprietary information" shall include, without limitation, all trade secrets, financial information, customer information, litigation strategy, case files, personnel files and all other information involving or reasonably related to the business of the City, and any tangible article which embodies such confidential or proprietary information.

9. **REMEDIES FOR BREACH OF THE COVENANT NOT TO DISCLOSE CONFIDENTIAL OR PROPRIETARY INFORMATION.** In the event of a breach or threatened breach by Lind of the provisions of the covenant not to disclose confidential or proprietary information, a court of competent jurisdiction may issue a restraining order or an injunction against Lind, restraining or enjoining him from taking, copying, using, disclosing, giving, selling, or transferring to any other person or entity any of the City's confidential or proprietary information. In addition, the City shall be entitled to any and all other remedies available to the City at law or in equity, and no action by the City in pursuing a given remedy shall constitute an election to forego other remedies.
10. **ADHERENCE TO CITY POLICIES.** Lind agrees to comply with the City's personnel policies and procedures, to the extent that such policies and procedures are not contrary to or inconsistent with the terms of this Agreement. To the extent that any provisions in the City's personnel policies and procedures are contrary to or inconsistent with the terms of the Agreement, the terms of this Agreement shall apply.
11. **TERMINATION.** For the purpose of this Agreement, termination shall occur upon:
- a. Voluntary Termination by Lind, including but not limited to;
 - 1. Written resignation;
 - 2. Oral communication of resignation to a superior; or
 - 3. Failure to appear for duties in violation of the Policies & Procedure Handbook;
 - b. Termination for Cause. Termination for Cause occurs when the City terminates Lind's employment for any of the following reasons:
 - 1. Lind is unable to perform the duties of Fire Chief as described in paragraph 3 hereto;
 - 2. Lind is terminated for cause pursuant to the provisions of the Employee Policies & Procedures Handbook; or
 - 3. Lind is terminated for a material breach of this Agreement.
 - c. Involuntary Termination occurs when:
 - 1. a majority of the governing body votes to terminate Lind at a duly authorized public meeting without cause;
 - 2. Lind resigns within two (2) working days of an action by the City, citizens, or the state legislature to amend any provision of Santaquin City Code or Utah Code pertaining to the role, powers, duties, authority, responsibilities of the position of Fire Chief that substantially alters the position of Fire Chief;
 - 3. Lind resigns within two (2) working days of an action by the City Council that reduces the base salary, compensation or any other financial benefit of Lind, unless it is applied in no greater percentage than the average reduction of all department heads; or

4. Lind resigns within two (2) working days of an offer to accept resignation, whether formal or informal, by a vote of the majority of all members of the governing body without cause.
12. **SEVERANCE PAY.** Upon Involuntary Termination, the City shall cause Lind to be paid any unpaid balance of his salary, vacation, and sick time in accordance with the Santaquin City Employee Policy and Procedure Handbook, accrued through the date of his removal together with his salary at the same rate for the next six (6) calendar months following the date of his removal. Severance shall be paid in a lump sum unless otherwise agreed to by the City and by Lind. Apart from payment of six (6) months of salary there are no other payments, benefits or entitlements pertaining to severance. Lind shall not be entitled to such severance pay in the event of termination; including Voluntary Termination or Termination for Cause.
13. **OTHER AGREEMENTS.** Lind warrants that, to the best of his knowledge, the execution and delivery of this Agreement and the performance of his duties hereunder will not violate the term of any other agreement to which he is a party or by which he is bound.
14. **NOTICES.** Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:
 - a. **CITY:** Santaquin City, 275 West Main Street, Santaquin, Utah 84655
 - b. **LIND:** Ryan M. Lind, 756 North 100 West, Santaquin, Utah 84655

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

15. **MISCELLANEOUS.**
 - a. **Attorney's Fees and Costs.** In the event that either party commences an action to enforce the terms of this Agreement, or to recover for its breach, the prevailing party shall be entitled to recover from the non-prevailing party his or its attorney's fees and costs incurred therein.
 - b. **Headings.** The headings used herein are inserted for convenience only and shall not be construed as having any substantial significance or meaning whatsoever.
 - c. **Assignability.** The rights and duties under this Agreement are not assignable by Lind.
 - d. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties hereto, their agents, successors and assigns.
 - e. **Entire Agreement.** This Agreement sets forth the entire agreement between and among the parties regarding the specific subject matter of this Agreement, and this Agreement supersedes and terminates all prior agreements, representations and

understandings, written or oral, pertaining thereto. All obligations shall commence upon the effective date of this Agreement. Any modifications, amendments, or changes to this Agreement will be binding upon the parties only if agreed upon in writing by the parties.

- f. **Effect of Waiver.** No waiver by any party of any breach of any term or provision of this Agreement shall be construed to be, nor be, a waiver of any preceding, concurrent or succeeding breach of the same, or of any other term or provision hereof.
- g. **Unenforceable Provisions.** In the event that any part of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining parts herein shall nevertheless continue to be valid and enforceable as though the invalid or unenforceable parts had not been included herein.
- h. **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of Utah.

(Signature Page Follows)

DATED this _____ day of March, 2021.

SANTAQUIN CITY

Kirk F. Hunsaker, Mayor

ATTEST:

K. Aaron Shirley, Recorder

Ryan M. Lind, Fire Chief

Exhibit A: Santaquin City Fire Chief Job Description



Job Description

Title:	Fire Chief	Code:	650
Division:	Public Safety	Effective Date:	03/13
Department:	Fire	Last Revised:	12/20

GENERAL PURPOSE

Performs general administrative, technical duties and emergency services duties related to planning, organizing, directing, staffing, and coordinating fire prevention and suppression activities as well as directing and coordinating Emergency Medical Services (EMS) on behalf of the city.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction from the Mayor, or designee

SUPERVISION EXERCISED

Provides general supervision to Fire Fighters, Emergency Medical Technicians (EMTs) and Paramedics directly or through assigned supervisors.

Implements incident response protocols and training as outlined by the National Incident Management System (NIMS).

ESSENTIAL FUNCTIONS

Plans, directs and administers fire prevention and suppression programs and EMS operational procedures of the city; develops city policy into action plans and strategies; Recommends changes in fire ordinances and codes; directs fire code enforcement programs and practices; Performs as Fire Marshal and Inspector; determines essential resources needed to achieve program objectives and recommends equipment and material acquisitions.

Coordinates and manages contacts with outside agencies, including, but not limited to, Utah State Fire Marshal, Utah State Department of Health, Bureau of Emergency Medical Services, Utah Fire & Rescue Academy, etc.; assures quality of departmental operations as needed to maintain highest possible departmental rankings and certifications. Attends Fire/EMS meetings, Local Emergency Planning Committee (LEPC) meetings, County Fire Chief's Meetings, County EMS Meetings, South County EMS Meetings and other meetings pertinent to the administration and coordination efforts of Santaquin City Fire/EMS operations.

Prepares and administers department budget; monitors expenditures to assure conformity to established fiscal constraints; prepares and writes reports on department activity; Seeks and applies for alternative funding through grants and other financial programs targeting Fire/EMS operations and safety. Submits all required reports for Fire/EMS to State agencies; processes billings for all Fire/EMS calls for service.

Exhibit A: Santaquin City Fire Chief Job Description

Ensures vehicles and equipment are in working order and are fully inspected and certified; Schedules repairs when necessary; maintains adequate inventory of supplies as required for State certification; conducts periodic inspection of vehicles, equipment and inventory of supplies.

Reviews site plans, subdivision plans, building specifications and prints to assess compliance with fire safety codes and standards; participates as member of State and local committees (e.g. safety committee, development review committee, risk management committee, etc.)

Exercises supervision over department personnel; establishes policies, rules and regulations as deemed necessary and expedient for suppression operations and prevention programs; assigns and evaluates work; disciplines personnel when necessary; supervises departmental training related to fire prevention, suppression, investigation, emergency medical response, equipment maintenance and hazardous materials handling; coordinates and schedules "on-call" schedules.

Coordinates and participates in interviewing, screening and hiring of new fire department personnel in coordination with Human Resources and in compliance with the Santaquin City Employee Policies and Procedures Handbook; participates in the planning and implementation of Fire/EMS drills; conducts department meetings; updates and informs personnel of new policy changes or procedures implements yearly evaluations.

Directs departmental emergency response and emergency medical program; participates in and/or delegates investigation of fires (24 hours a day); determines the magnitude and needs of the fire and/or hazardous material incident to expedite suppression or containment and minimize property loss.

Responds to fires, accidents, medical calls and other required incidents and performs leadership responsibilities following NIMS protocols (e.g. directs Firefighters/EMTs in the performance of their duties; makes decisions concerning effective Fire/EMS strategy, water source usage, overhaul, removal of property, and blockading streets or other entrances while a fire or incident is in progress for the protection of life and property, etc.)

Conducts public meetings or issues public notices to inform citizens of fire hazards in the community and activities of the Fire Department; enforces rules and regulations established for protection of life and property; makes presentations to schools and civic groups; develops and maintains good public relations with the community.

Develops and oversees station house maintenance and general upkeep; assures upkeep and functional operation of all equipment and firefighting apparatus; Assures department readiness to deliver efficient and effective response to Fire/EMS incidents.

Coordinates with Public Works and Engineering departments in the planning of water lines, reservoir systems, installation of hydrants and repair or replacement of hydrants. Obtains from the Public Works and Engineering department current location maps of hydrant system showing flows, valves, etc.

Oversees the implementation of inspection programs on local establishments, schools, pre-schools and other high priority safety environments; Coordinates Fire/EMS drill exercises; directs the preparation of regular reports and submits to school administrators, State and/or Federal agencies.

Oversees and issues burning permits; Conducts site reviews to confirm compliance with burn regulations and ordinances; advises citizens regarding safety methods and precautions related to open burning.

Performs related duties as required.

Exhibit A: Santaquin City Fire Chief Job Description

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from a college or university with a bachelor's degree in a related field; plus, sufficient education and training to demonstrate ability to perform duties set forth above and related duties;

AND

- B. Eight (8) years progressively responsible experience in fire, emergency management operation and other related public safety services, plus four (4) years of progressively responsible, related supervisory or leadership/management experience;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of laws, ordinances, codes, and regulations effecting goals, objectives, and department operation; principles and practices of fire prevention and suppression; maintenance requirements and practices of Firefighting & EMS equipment and apparatus; departmental rules, policies and regulations; City geography; emergency medical practices and procedures.

Working knowledge of principles of supervision and management practices and procedures; budget development and preparation; common fire and chemical hazards and related safety precautions; public speaking and interpersonal communication skills; modern practices related to personnel training, management and motivation; Firefighting/EMS techniques and equipment; fire/arson investigation procedures.

Skill in the evaluation of tactical and operational requirements of conflagration situations.

Ability to plan, organize and direct the implementation of overall Fire/EMS Department programs and objectives; direct and supervise various levels of professional Firefighters and EMTs; evaluate performance without partiality; communicate effectively, verbally and in writing; make quick and accurate decisions in emergency situations; develop effective working relationships with local elected officials, city merchants, subordinates, surrounding Fire Departments and the public.

3. Special Qualifications:

- A. Must possess a valid Utah Driver's license without any suspensions or revocations from any state.
- B. Must possess and maintain the following certifications: Firefighter I and II, Fire Officer I, HAZMAT First Responder Awareness, HAZMAT First Responder Operation, Wildland Red Card, Apparatus Driver Operator (ADO), Advanced EMT, National Incident Management Systems (NIMS) I, II and VII.
- C. Must complete the following certifications within one year of hire: Fire Inspector I and National Incident Management Systems (NIMS) III, IV and VIII.
- D. Must live within a 20-minute response time to the Fire Station.

4. Physical Demands and Work Environment:

Exhibit A: Santaquin City Fire Chief Job Description

Functions of the position are generally performed in a controlled environment, but subject to all seasonal and weather extremes. Emergency response travel, exposure to hazardous material, chemicals and high noise levels expected in normal course of performing duties. Often works in and around vehicular traffic. Tasks require a variety of physical activities, which may involve muscular strain, such as walking, standing, stooping, sitting, reaching and lifting medium to heavy weights up to 75 lbs or more on a regular basis. Many functions of the work pose a high degree of hazard uncertainty. Various levels of mental application required (e.g. memory for details, emotional stability, discriminating thinking, creative problem solving); and continuous use of motor skills.

NOTE: All Santaquin City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.



Disclaimer: The above statements are intended to describe the general nature, level, and type of work performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, demands, and skills required of personnel so classified. The Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes any earlier versions. **SANTAQUIN CITY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER.**

I _____ have reviewed the above job description. Date: _____

(Employee)

RESOLUTION 03-03-2021

A RESOLUTION APPROVING AN EMPLOYMENT AGREEMENT FOR THE SANTAQUIN CITY OPERATIONS MANAGER

WHEREAS, Santaquin City is a municipality and political subdivision of the State of Utah with the power and authority to create employment positions to serve the needs of the community and hire professional city staff members; and

WHEREAS, the City desires create the position of Operations Manager and enter into an employment agreement to fill said position.

NOW THEREFORE, be it resolved by the City Council of Santaquin City to authorize the Mayor to execute the attached Employment Agreement for the Santaquin City Operations Manager.

ADOPTED AND PASSED by the City Council of Santaquin City, Utah, this 2nd day of March 2021.

SANTAQUIN CITY

Kirk F. Hunsaker, Mayor

Attest

K. Aaron Shirley, City Recorder

SANTAQUIN OPERATIONS MANAGER EMPLOYMENT AGREEMENT

This Agreement, made and entered into this _____ day of March, 2021, by and between **Santaquin City**, a fourth-class city and political subdivision of the State of Utah (hereinafter called “City”) and **Dennis L. Marker**, (hereinafter called “Marker”).

WITNESSETH:

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

WHEREAS, Marker has education, training and experience in local government management, including but not limited to community development, leisure services, public safety, personnel, finance and working with legal services; and

WHEREAS, Marker previously worked for the City for over 11 years and has experience and knowledge which is beneficial for the City; and

WHEREAS, the City desires to rehire Marker in the position of Operations Manager and to encourage his employment with the City and provide a measure of security in his employment; and

WHEREAS, Marker desires to continue his employment with the City under certain terms and conditions; and

WHEREAS, the parties now desire to enter into this Agreement in order to establish the terms and conditions of Marker’s employment with the City.

NOW, THEREFORE, in consideration of mutual covenants, agreements and other valuable consideration, the parties agree as follows:

1. **EMPLOYMENT.** The City agrees to employ Marker and Marker agrees to be employed by the City, in the capacity of Operations Manager. In his capacity as Operations Manager, Marker shall report directly to the City Manager concerning those duties for which the City Manager has authority pursuant to state law and/or local ordinance.
2. **TERM.**
 - a. The Operations Manager shall serve at the pleasure of the City Council and nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the governing body to terminate the services of the Operations Manager at any time, subject to the provisions set forth elsewhere in this agreement. This agreement continues for an indefinite term, until termination with notice as provided herein.
 - b. Nothing in the Agreement shall prevent, limit or otherwise interfere with the right of the Operations Manager to resign at any time from his position with the City subject to the provisions set forth elsewhere in this agreement.

3. **DUTIES.** During the term of this Agreement, Marker, as Operations Manager for the City, shall assist in the performance of those duties outlined in Section 1.24.080 of the Santaquin City Code as well as those duties designated in the Santaquin City Operations Manager Job Description (Exhibit A) and such additional duties as may be assigned to him from time to time by the City Manager or Mayor. Marker shall at all times faithfully, diligently and conscientiously perform all of the duties that may be required of and from him pursuant to the express and implied terms of this Agreement in a professional, competent and ethical manner.
4. **TIME AND EFFORT.** Marker shall devote whatever time is necessary to satisfactorily perform the duties of Operations Manager, but it is agreed that Marker shall work, on average, a minimum of forty (40) hours per week. Marker is an exempt non-merit employee and, therefore, does not qualify and is not entitled to receive overtime compensation or compensatory time off.
5. **SALARY.** As Operations Manager under the term of this Agreement, Marker's salary shall be established at a Grade 30, with credit for 11.6 years of previous service, plus cost of living increases as the same may be from time to time approved by the City Council and generally applied to other City employees, less applicable federal and state tax withholdings and other deductions required by law or authorized by Marker, payable in substantially equal installments bi-weekly in accordance with the City's regular payroll schedule. City agrees to provide a 2% increase upon Marker's completion of all requirements to be a Certified Manager through ICMA. Notwithstanding, the City may in its sole discretion, upon the favorable performance review of Marker by the City, increase the salary of Marker from time to time. The City agrees to conduct at least one annual evaluation of Marker.
6. **BENEFITS.** Marker shall be eligible to participate in the benefit programs of the City that are available to all other regular, full-time employees.
 - a. **Health, Disability and Life Insurance Benefits.** The City agrees to provide health, hospitalization, surgical, dental, and comprehensive medical insurance for Marker and his dependents and to pay the premiums for said insurance on the same terms and conditions that such insurance benefits are provided to all other full time employees of Santaquin City.
 - b. **Vacation.** shall be credited annually with Twenty (20) days annual vacation. Employee agrees to plan his vacations around the needs of the City in consultation with the City Manager or Mayor. City agrees to provide 2 weeks of said vacation to Marker upon his employment start date under this contract.
 - c. **Sick Leave.** Marker shall accrue sick leave in accordance with the Santaquin City Employee Policies and Procedures Handbook.
 - d. **Holidays.** Except as otherwise provided in this Agreement, Marker shall receive paid time off for all state and Federal holidays in the same manner as provided to all other

full-time employees pursuant to the Santaquin City Employee Policies and Procedures Handbook.

- e. **Retirement.** The City agrees to ensure that all contributions are made on Marker's behalf in the same manner as provided to all other full-time employees pursuant to the Santaquin City Employee Policies and Procedures Handbook.
 - f. **Tuition Assistance.** The City agrees to contribute full tuition assistance reimbursements to Marker as he earns his doctorate degree and ensure that all contributions are made on Marker's behalf in the same manner as provided generally to other full time employees pursuant to the Santaquin City Employee Policies and Procedures Handbook; so long as the educational program, as determined by the Mayor, will reasonably benefit the City and not unreasonably interfere with the performance of Marker's duties under this agreement.
7. **REIMBURSEMENT OF EXPENSES.** The City shall reimburse Marker for preauthorized expenses necessarily incurred by him in connection with the work performed by Marker for or on behalf of the City upon presentment of an expense reimbursement request containing a detailed itemization of the expenses for which reimbursement is sought, together with receipts or other appropriate documentation relating to those expenses. Preauthorization of expenses shall be in accordance with City policy as established from time-to-time by the City Council.
- a. City recognizes Marker will be moving across country to begin his employment under this contract and agrees to reimburse Marker for reasonable relocation costs upon presentment of appropriate documentation, as administered by the Mayor. Such costs shall be reimbursed by Marker on a prorated basis if he voluntarily resigns within two years of the starting date of his employment.
 - b. City agrees to budget for and to pay for professional licensing, dues and subscriptions of Marker necessary for continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for Marker's continued professional participation, growth, and advancement, and for the good of the City. The City anticipates this will include Marker's association with the ICMA and APA.
 - c. City, subject to the prior approval and discretion of the City Council, agrees to provide Marker a six hundred dollar (\$600.00) monthly automobile mileage stipend to cover all costs incurred while traveling to and from official City business, excluding travel in excess of one hundred (100) miles in distance (one way) for any single business item. This stipend is not intended to cover normal commute mileage, which is the sole responsibility of Marker. Marker shall maintain vehicle liability insurance with limits not less than \$100,000 per person and \$300,000 per occurrence.
 - d. City, subject to the prior approval and discretion of the City Council, agrees to budget for and to pay for travel and subsistence expenses of Marker for professional and official travel, meetings, and occasions to adequately continue the professional development of

Marker and to pursue necessary official functions for the City, which exceeds one hundred (100) miles in distance. Mileage reimbursement shall be administered in accordance with the Santaquin City Employee Policies and Procedures Handbook.

8. **TECHNOLOGY.** The City shall provide Marker with a computer, software, fax/modem and cell phone required for Marker to perform the job and to maintain communication. Use of such equipment shall be in accordance with the Santaquin City Employee Policies and Procedures Handbook.
9. **COVENANT NOT TO DISCLOSE CONFIDENTIAL OR PROPRIETARY INFORMATION.** Marker acknowledges that, as Operations Manager, he has received and will continue to receive confidential or proprietary information of the City, including such information that may be originated by or imparted to him from time in the course of Marker's employment. Marker agrees that he shall not at any time, whether during the time that he is employed by the City or at any time thereafter, disclose to any person or entity or use any confidential or proprietary information in any manner whatsoever without the prior written consent of the Mayor or City Council. Upon the request of the City while Marker is employed by the City, or upon the termination of Marker's employment with the City, Marker will turn over to the City Manager all documents, papers or other materials in Marker's possession, custody or control which may contain or be derived from confidential or proprietary information of the City. The term "confidential or proprietary information" shall include, without limitation, all trade secrets, financial information, customer information, litigation strategy, and all other information involving or reasonably related to the business of the City, and any tangible article which embodies such confidential or proprietary information. This covenant shall survive termination of this Agreement.
10. **REMEDIES FOR BREACH OF THE COVENANT NOT TO DISCLOSE CONFIDENTIAL OR PROPRIETARY INFORMATION.** In the event of a breach or threatened breach by Marker of the provisions of the covenant not to disclose confidential or proprietary information, a court of competent jurisdiction may issue a restraining order or an injunction against Marker, restraining or enjoining him from taking, copying, using, disclosing, giving, selling, or transferring to any other person or entity any of the City's confidential or proprietary information. In addition, the City shall be entitled to any and all other remedies available to the City at law or in equity, and no action by the City in pursuing a given remedy shall constitute an election to forego other remedies.
11. **OUTSIDE ACTIVITIES.** The employment provided for by this Agreement shall be the Employee's primary employment. However, the City recognizes that Marker is a member of the American Institute of Certified Planners and may engage in teaching or consulting work from time to time. Marker understands that his teaching and consulting activities must neither constitute interference with nor a conflict of interest with his responsibilities under this Agreement. Furthermore, the City recognizes that certain outside consulting or teaching opportunities provide indirect benefits to the City and the community. As such, Marker may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangement must neither interfere with nor cause a conflict of interest with his responsibilities under this Agreement. Prior to any such acceptance of any

additional outside employment activity, Marker shall obtain the written consent of the City Manager for each such activity, which consent shall not be unreasonably withheld.

12. ADHERENCE TO CITY POLICIES. Marker agrees to comply with the provisions of the Santaquin City Employee Policies and Procedures Handbook, to the extent that such policies and procedures are not contrary to or inconsistent with the terms of this Agreement. To the extent that any provisions in the City's personnel policies and procedures are contrary to or inconsistent with the terms of the Agreement, the terms of this Agreement shall apply.

13. TERMINATION. For the purpose of this Agreement, termination shall occur upon:

- a. Voluntary Termination by Marker, including but not limited to;
 - 1. Written resignation;
 - 2. Oral communication of resignation to a superior; or
 - 3. Failure to appear for duties in violation of the Policies & Procedure Handbook;
- b. Termination for Cause. Termination for Cause occurs when the City terminates Marker's employment for any of the following reasons:
 - 1. Marker is unable to perform the duties of Operations Manager as described in paragraph 3 hereto;
 - 2. Marker is terminated for cause pursuant to the provisions of the Employee Policies & Procedures Handbook; or
 - 3. Marker is terminated for a material breach of this Agreement.
- c. Involuntary Termination occurs when:
 - 1. A majority of the governing body votes to terminate Marker at a duly authorized public meeting without cause;
 - 2. Marker resigns within two (2) working days of an action by the City, citizens, or the state legislature to amend any provision of Santaquin City Code or Utah Code pertaining to the role, powers, duties, authority, responsibilities of the position of Operations Manager that substantially alters the position of Operations Manager;
 - 3. Marker resigns within two (2) working days of an action by the City Council that reduces the base salary, compensation or any other financial benefit of Marker, unless it is applied in no greater percentage than the average reduction of all department heads; or
 - 4. Marker resigns within two (2) working days of an offer to accept resignation, whether formal or informal, by a vote of the majority of all members of the governing body without cause.

14. SEVERANCE PAY. Upon voluntary termination, the City shall cause Marker, upon his removal, to be paid any unpaid balance of his salary, vacation, and sick time in accordance with the Santaquin City Employee Policy and Procedures Handbook, due through the date of his removal together with his salary at the same rate for the next six (6) calendar months following the date of his removal. Severance shall be paid in a lump sum, within thirty (30)

days of termination unless otherwise agreed to by the City and by Marker. Apart from payment of six (6) months of salary there are no other payments, benefits or entitlements pertaining to severance. Marker shall not be entitled to such severance pay in the event of: Voluntary Termination or Termination for Cause.

15. **OTHER AGREEMENTS.** Marker warrants that, to the best of his knowledge, the execution and delivery of this Agreement and the performance of his duties hereunder will not violate the term of any other agreement to which he is a party or by which he is bound.
16. **BONDING.** The City shall bear the full cost of any fidelity or other bonds required of Marker under any law or ordinance including errors and omissions insurance premiums.
17. **NOTICES.** Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:
 - a. **CITY:** Santaquin City, 275 West Main Street, Santaquin, Utah 84655
 - b. **MARKER:** _____

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

18. **MISCELLANEOUS.**

- a. **Attorney's Fees and Costs.** In the event that either party commences an action to enforce the terms of this Agreement, or to recover for its breach, the prevailing party shall be entitled to recover from the non-prevailing party his or its attorney's fees and costs incurred therein.
- b. **Headings.** The headings used herein are inserted for convenience only, and shall not be construed as having any substantial significance or meaning whatsoever.
- c. **Assignability.** The rights and duties under this Agreement are not assignable by either party.
- d. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties hereto, their agents, successors and assigns.
- e. **Entire Agreement.** This Agreement sets forth the entire agreement between and among the parties regarding the specific subject matter of this Agreement, and this Agreement supersedes and terminates all prior agreements, representations and understandings, written or oral, pertaining thereto. All obligations shall commence upon the effective date of this Agreement. Any modifications, amendments, or changes to this Agreement will be binding upon the parties only if agreed upon in writing by the parties.

- f. **Effect of Waiver.** No waiver by any party of any breach of any term or provision of this Agreement shall be construed to be, nor be, a waiver of any preceding, concurrent or succeeding breach of the same, or of any other term or provision hereof.
- g. **Unenforceable Provisions.** In the event that any part of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining parts herein shall nevertheless continue to be valid and enforceable as though the invalid or unenforceable part(s) had not been included herein.
- h. **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of Utah.

(Signature Page Follows)

DATED this _____ day of March, 2021.

SANTAQUIN CITY

Kirk F. Hunsaker, Mayor

ATTEST:

K. Aaron Shirley, City Recorder

**Dennis L. Marker,
Operations Manager**

Exhibit A: Santaquin City Operations Manager Job Description



Job Description

Title:	Operations Manager	Code:	200
Division:	Administration	Effective Date:	03/21
Department:	Administration/Public Safety	Last Revised:	03/21

GENERAL PURPOSE

Under the direction of the City Manager, and in coordination with the Assistant City Manager, performs a variety of **professional administrative and managerial** duties related to planning, directing, organizing, and controlling the administrative processes necessary to carry out the efficient and economic operation of the city. The Operations Manager assists in the management of the following city departments through its department directors: Administration (i.e., Human Resources, Risk Management, Treasurer, Recorder, Utility Billing, Court and Legal Departments) and Public Safety (i.e., Police, Fire, Emergency Management Departments), etc. He/She assists in the management of city budgets for all city departments and directs project monitoring to ensure compliance with adopted standards and ordinances.

SUPERVISION RECEIVED

The Operations Manager works under the supervision of the City Manager. Together, the City Manager and his/her Assistant Manager and Operations Manager work under the broad policy guidance and direction of the governing body of Santaquin City, as directed by the Mayor.

SUPERVISION EXERCISED

The Operations Manager assists the City Manager in providing broad policy guidance and direction to department directors. When delegated, the Operations Manager act as City Manager in the absence of the City Manager and Assistant City Manager.

ESSENTIAL FUNCTIONS

Assists in the management of the day-to-day operations and internal affairs of the City; recommends policies, procedures and processes to further the policies of the Mayor and City Council; through the City Manager, advises and appries the governing body as needed; makes recommendations for executive, administrative, legislative actions (with prior notice to the City Manager and Mayor); when called upon, assists the City Manager to conduct internal investigations, examine books, records and official papers of any office, department, agency, board or commission of the City as needed to assure integrity of operations and prevent impropriety.

Assists the City Manager as he/she assumes responsibility for full and effective utilization of City personnel by establishing overall departmental objectives, priorities and standards. Assists the City Manager as he/she provides managerial and operational oversight to the Administration (i.e. Human Resources, Risk Management, Treasurer, Recorder, Utility Billing, Court and Legal Departments) and Public Safety (i.e. Police, Fire, Emergency Management Departments), according to city code; assists the City Manager in the recommendation of hiring of all non-exempt and most exempt City positions; and assists the City Manager to make recommendations for department head appointments to the appropriate authority.

Assists in the preparation and administration of the City's budget; assists in the submission of budget and capital improvement programs to the Mayor, department heads and council; assists in overseeing the fiscal activity of the City to assure compliance with established budgets; assists in the development of fiscal management strategies to optimize available revenue sources; competes for and secures supplemental funding through grants; promotes economic development to increase city revenue.

Exhibit A: Santaquin City Operations Manager Job Description

Assists in the direction of city operations through department directors; monitors program success to recommend continuance or discontinuance; assists the City Manager as he/she coordinates with department heads to implement change in City policy and processes; assists the City Manager as he/she apprises Mayor and City Council members of emergencies.

Attends meetings of the City Council and takes part in the discussions of these meetings as appropriate, but without the right to vote; requests legal responses and positions from the City Attorney. Represents the City as directed by the City Manager or at the direction of the Mayor or governing body; serves as a Public Information Officer in the absence of the City Manager and Assistant City Manager; assists the City Manager in developing the state-of-the-city reports and presents them to the governing body.

Assists in the general supervision over public property under the jurisdiction of the city.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from an accredited college with a master's degree in public administration; business or a closely related field;

AND

B. Four (4) years of progressively responsible experience in municipal management;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of management theory, methods, and practices; municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operations including applicable laws and regulations; generally accepted accounting principles (GAAP), the Uniform Municipal Fiscal Procedures Act; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; local investment options and opportunities; laws governing records retention, archiving, management and access (GRAMA).

Skill in interpersonal relations and cooperative problem solving.

Ability to analyze a variety of financial problems and make decisions; coordinate a variety of intra-governmental policy matters between governing body and department heads; plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively verbally and in writing; resolve disputes and complaints from the public in a professional manner; maintain strict confidentiality related to sensitive administrative information; operate personal computer (WINDOWS) in utilizing various programs to produce or compose formal documents, reports and records; establish and maintain comprehensive records and files; establish and maintain effective working relationships with the Mayor, City Council, department directors, department heads, intergovernmental agencies, employees and the public.

3. Special Qualifications:

A. Must possess a valid Utah Driver's license.

B. Must be bondable.

4. Physical Demands and Work Environment:

Incumbent of the position performs in a typical office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions.

Exhibit A: Santaquin City Operations Manager Job Description

Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

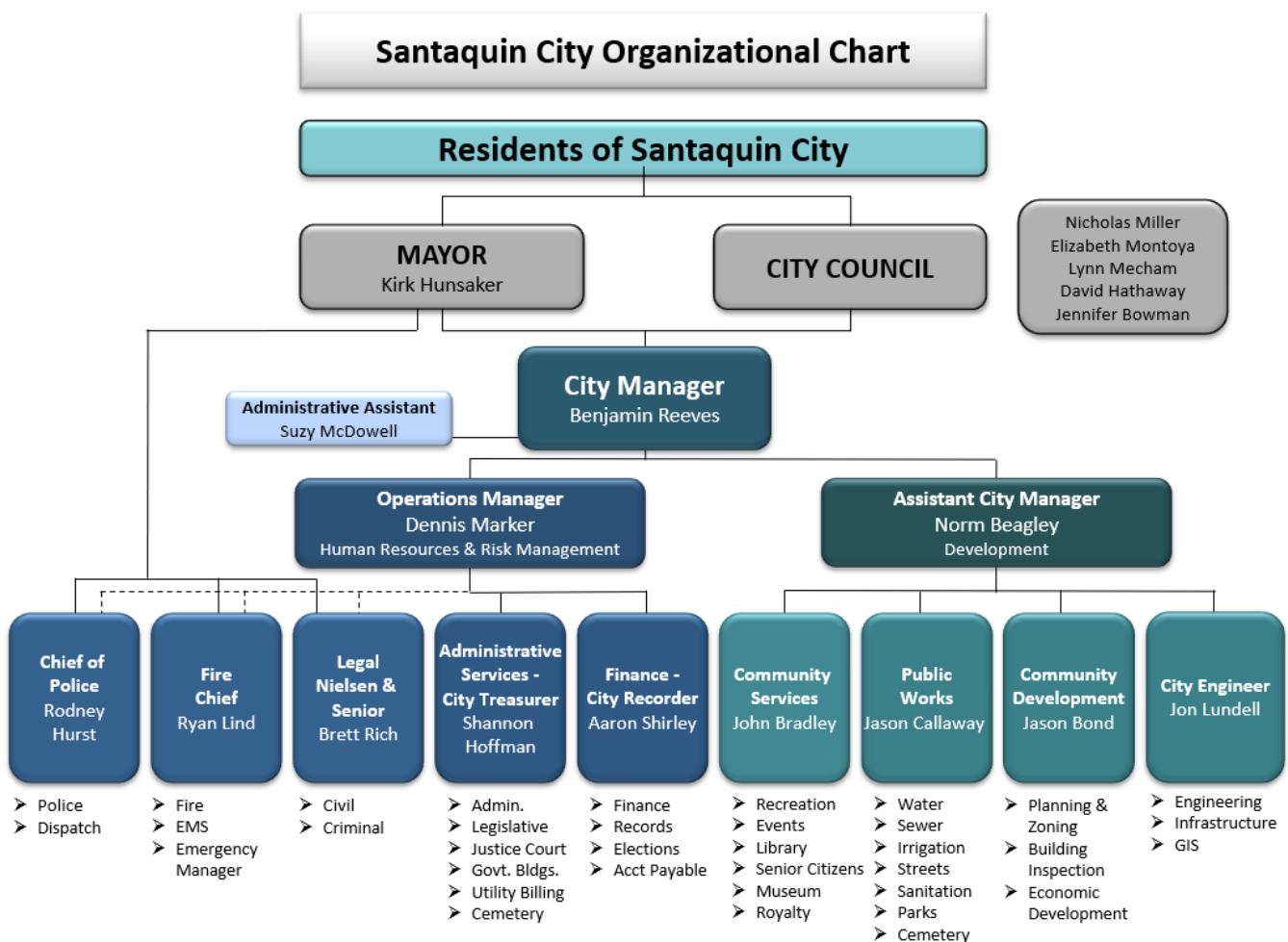
NOTE: All Santaquin City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.



Disclaimer: The above statements are intended to describe the general nature, level, and type of work performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, demands, and skills required of personnel so classified. The Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes any earlier versions. **SANTAQUIN CITY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER.**

I _____ have reviewed the above job description. Date: _____





CITY COUNCIL REGULAR MEETING

Tuesday, February 16, 2021, at 7:00 PM
Court Room/Council Chambers (2nd Floor) and Online

Minutes

ROLL CALL

PRESENT

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

PLEDGE OF ALLEGIANCE

INVOCATION / INSPIRATIONAL THOUGHT

DECLARATION OF ANY CONFLICT OF INTEREST

CONSENT AGENDA (MINUTES, BILLS, ITEMS)

Minutes

1. **January 19th, 2021 - Council Regular Meeting Minutes**

Bills

2. **02-16-2021 - Invoice Register - \$715,301.08**

Items

3. **Resolution 02-01-2021 - Rocky Mountain Power Undergrounding Contract**
4. **Resolution 02-02-2021 - NRCS Funding Increase for East Side Debris Basin Final Design**

Motion made by Council Member Miller to approve the consent agenda.

Seconded by Council Member Hathaway.

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

PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS

Public Forum

Name: Shannon Beck

Comment: Dear Planning Commission,

This new Pederson Subdivision development is going to cause a lot of traffic problems getting on and off the highway with the increase in housing in that area. The increased traffic will also make it very difficult for emergency crews to get to the rest home or the homes of the families in

case of an emergency in a timely manner. This could cause deaths that could have been prevented. The rest home residents will also lose their view of the valley and mountains. We don't want the elderly spending their last years looking at a fence and the walls of homes. Rather build a nice park so they can enjoy watching the kids or provide an open view of the valley and mountains for them.

Their plans do NOT include wide enough roads, enough additional parking spaces for visitors, long enough drive ways for longer vehicles and moving trucks, or any plans for parks and recreational use for these new families and for the families in the surrounding homes.

The people that will be living in these smaller homes will probably have smaller children that will need room to play. They need bigger fenced in yard space to run around safely. The traffic and close proximity to a major highway will also be a danger for families with little children running around, especially with transients passing through fairly often. Trafficking of children could be a big concern.

The older children will want to go to Maverick, Iceberg, Dairy Queen, and the new Pizza place often; that much traffic with kids crossing the streets is not a good combination. The city and residents really need to be thinking about all the problems this is going to cause and how they would handle that problem.

I don't agree that the proposed developer should be building in that area with the current plans. This is a disaster and a bad idea. The city needs to plan better for this area. Homes with families need to be further away from busy streets and highways.

People will also be moving in and out a lot which means they will need room for moving trucks. The developers want to reduce cost by purchasing less land and cramming as many people into the smallest spaces they can to make more money. We need to be thinking more long term instead of short term and not let money get in the way of that decision.

We need to have more residents pulling together to work with the city on a better plan for that area. The owners higher density does not accommodate the code and zoning.

In addition, I agree with Pamela who stated on her post with the families on the East Bench side, no amount of shaming and bullying in public or private conversations is acceptable in city business negotiations. We need to have more respectful meetings every time the city meets. The city needs to be working together with the people not against them.

Please pay attention to the details and make sure that the requests of those that live here are being met. You don't want a place being built that is not safe for the people living here.

I would love to hear your peaceable comments on this.

Warm regards,

Shannon from the East Bench neighborhood

Awards

5. 'What Do You Love About Santaquin' Annual Photo Contest Winner - Clay Craig
6. Employee of the Month - Randy Spadafora
7. Community Police Academy - Graduation Recognition

BUILDING PERMIT & BUSINESS LICENSE REPORT

NEW BUSINESS

8. Ordinance 02-01-2021 - Rezone of City Property in Core Area

City Manager explained that this rezone is to facilitate the building of the new city hall. Consolidating the parcels and rezoning from residential to Public Facilities zones.

Motion made by Council Member Bowman to approve Ordinance 02-01-2021 amending the zoning map of Santaquin City, more specifically, approving the rezoning of approximately 6.60 acres of property from R-8 Residential zone and Central Business District to Public Facilities Zone, providing severability and an effective date for the ordinance.

Seconded by Council Member Miller.

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

9. Resolution 02-03-2021 - GM/GC Change Order Setting GMP for City Hall Construction

Assistant City Manager Beagley explained that the designs for city hall were far enough along to allow for the setting of a guaranteed maximum price (GMP) for city hall construction.

Motion made by Council Member Montoya to approve Resolution 02-03-2021 setting a guaranteed maximum price for general manager/general contractor services for city hall construction.

Seconded by Council Member Miller.

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

10. Resolution 02-04-2021 - Change Order for Additional City Hall Architectural Services

City Manager Reeves explained that due to favorable cost estimates, the city is in a position to build the western portion of the building that was previously considered an additive alternate. The following document represents a Change Order to provide funding for architectural designs for the western portion of the building.

Motion made by Council Member Montoya to approve Resolution 02-04-2021 - Change Order for Additional City Hall Architectural Services.

Seconded by Council Member Bowman.

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

11. Ordinance 02-02-2021 - Zone Change for City Property between Highland Drive & I-15

City Manager Reeves shared portions of a presentation given in the last Planning Commission meeting which is available on the Santaquin City YouTube page. This would facilitate full connectivity along highland drive and relocate existing impact of a billboard from a residential area to a future residential area.

Motion made by Council Member Bowman to approve Ordinance 02-02-2021 amending the zoning map of Santaquin City, more specifically, approving the rezoning of approximately 9.95 acres of property from R-10 Residential PUD Zone and R-15 Residential PUD Zone to PF Public Facilities zone, providing severability and an effective date for the ordinance.

Seconded by Council Member Hathaway.

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

12. Resolution 02-05-2021 - Jamie Evans Property Purchase Agreement

City Manager Reeves explained that this follows the previous zoning ordinance just passed and is a win for the residents and for the property owner as it will help alleviate traffic around the Foothill Village area of Highland Drive.

Motion made by Council Member Miller to approve Resolution 02-05-2021 - Jamie Evans Property Purchase Agreement.

Seconded by Council Member Montoya.

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

13. Resolution 02-06-2021 - Summit Creek Irrigation Water Wielding Agreement

City Manager Reeves explained that this is a win-win for the city and the irrigation company and allows owners to access more easily their water shares.

Motion made by Council Member Miller to approve Resolution 02-06-2021 - Summit Creek Irrigation Water Wielding Agreement.

Seconded by Council Member Hathaway.

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

14. Resolution 02-07-2021 - Update to Employee Policy & Procedures Handbook

City Manager Reeves explained that staff has been working on this after direction from the Council Budget Meeting from last year and has gone through a third party, our directors, and our legal counsel.

Motion made by Council Member Montoya to approve Resolution 02-07-2021 an update to the employee policy & procedures handbook.

Seconded by Council Member Bowman.

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

15. Discussion & Possible Action - Designs for Harvest View Park Phase II - Blu Line

Assistant City Manager Norm Beagley explained that this is Phase II of the project that began with the construction of the Harvest View soccer fields and would include pavement of a southern parking lot, pickle ball courts, as well as restroom facilities.

Motion made by Council Member Miller to award a contract to Blu Line Designs for final design of the pickleball courts, a restroom, landscaping, and the south parking lot for the next phase of Harvest View Park in an amount not to exceed \$73,470.

Seconded by Council Member Bowman.

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

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

City Manager Benjamin Reeves

- Will work on getting the Utah State University student presentation video public which presented a lot of new ideas to consider.
- Getting the General Plan Committee rolling and will try to get more responses this week for participation in that committee.

Assistant City Manager Norm Beagley

- Nothing to report.

Community Development Director Jason Bond

- Nothing to report.

REPORTS BY MAYOR AND COUNCIL MEMBERS

Mayor Hunsaker

- Talked with Forest Service Representative Decker who made it sound optimistic that the Santaquin Canyon access would be cleared in the near future.

Council Member Miller

- Winter sports are wrapping up and spring sports will begin soon. Soccer is getting new jerseys. Parkour and tumbling have had the most participation they've had in years. Reminder that Community Services meeting is Thursday February 18th at 7:00 p.m. on the Santaquin City YouTube channel.

Council Member Montoya

- The first citizen's committee for the General Plan is this Thursday and Council Member Montoya and Mecham will be participating with the citizens.
- Met the new events coordinator in Community Services Shauna Jo Evans and she has expressed interest in having the Youth City Council assist in the city Easter Egg Hunt event.
- Citizens are concerned with the recent Public Notice about changes to the developmental review process and would like to have those concerns addressed. Assistant City Manager Norm Beagley said this slows down the development process as City staff is so busy that they can't turn around a building permit within a week anymore and this extends the time-frame to two weeks or 14 days that is still in line with State Code and most other communities for staff to take a look at the proposals and get them on the Developmental Review Committee agendas.

Council Member Mecham

- Not available due to internet connectivity issues.

Council Member Hathaway

- Wanted to give a shout-out to City Manager Ben Reeves and Assistant City Manager Norm Beagley for spending time with him and answering questions. City staff is doing amazing.

Council Member Bowman

- Need more people for the Beautification Committee but has plans to have an ad posted on the Santaquin City Website.

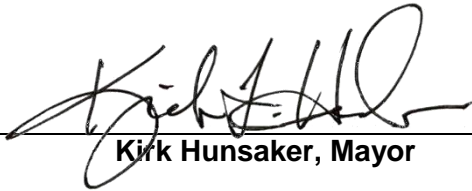
ADJOURNMENT

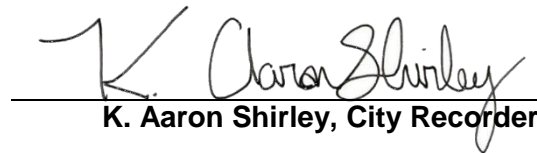
Motion made by Council Member Miller at 7:59 p.m. to adjourn the meeting.

Seconded by Council Member Bowman.

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

ATTEST:



Kirk Hunsaker, Mayor

K. Aaron Shirley, City Recorder



CITY COUNCIL WORK SESSION MEETING

Tuesday, February 16, 2021, at 5:30 PM
Court Room/Council Chambers (2nd Floor) and Online

Minutes

ROLL CALL

PRESENT

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

PLEDGE OF ALLEGIANCE

Led by Jason Bond.

INVOCATION/INSPIRATIONAL THOUGHT

Offered by Norm Beagley.

DISCUSSION ITEMS

1. Budget Discussion - Review Project Rankings & Prioritized Consolidation

Finance Director Aaron Shirley gave insights into the ranking consolidation of the in-process projects and the recently proposed projects by the directors. Director's started with the in-process ranked projects, then factored in the in-process non-ranked projects, then the proposed projects from both the General Fund and Impact Fee categories. Shirley went over the final rankings and asked the Council if they had any comments or thoughts. It was requested to send out the spreadsheet to the Council for consideration and Shirley said he would send it out. Shirley then went over the rankings for personnel, equipment, and vehicles.

2. Rodeo Discussion

Community Services Director John Bradley asked if the Council was comfortable moving forward with the Orchard Days rodeo. The Council unanimously expressed they were comfortable going forward.

Bradley then asked if the Council was open to the idea of a "retro" rodeo to use the saddles and buckles that were purchased last year. If the city sold all of its tickets it would still be a shortfall of a couple thousand dollars, not including staff time and police time, and if only half the tickets were sold for the rodeo then there's potential of a \$20,000 shortfall. City Manager Reeves stated this was a policy decision if the Council wanted to invest money to try and offset the \$11,500 loss in equipment for the cancelled rodeo from last year.

Mayor Hunsaker expressed his opinion that he's for an additional rodeo only if there's potential for a profit but if there's any potential for a shortfall then he would say no. Council Member Montoya echoed the Mayor's statements and said perhaps there was potential for use of last

year's saddles and other rodeo equipment purchased in this year's orchard days. Council Member Hathaway said that he's been to four rodeos in the last few months and saw each of them sell out, and while he agrees that he doesn't want to see the city loose money he wonders if there is any way for the city to break even. City Manager Reeves stated that he agrees there is demand for a rodeo but the question is whether the Utah County Health Department will issue a permit.

Bradley said that he will get more solid figures and get back to the Council.

3. Review Upcoming Agenda Items

City Manager Reeves went over each agenda item that was on the Council's regular meeting agenda tonight to see if there were any questions from the Council.

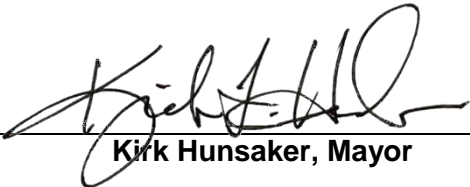
Reeves then went over some items including the website which was down for a substantial period of time. He then presented some initial renderings of the new website design and explained that the functionality of the new site will be increased dramatically.

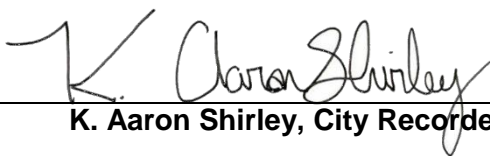
Reeves then asked about the Utah State University video that was done on Santaquin General Plan and 242 initiative and if Community Development Director Jason Bond had insight on if the video could be shared with the public. Bond said that there was no problem making the video public but to put it in the context of these are ideas of USU students in partnership with Santaquin but not necessarily coming from the city or its staff. Council member Montoya echoed Bond's statements and asked to avoid using the word endorse as words get picked a part these days on social media so share the video with the context that these are students ideas and any inaccuracies should be viewed in that light.

ADJOURNMENT

Meeting adjourned at 6:37 p.m.

ATTEST:


Kirk Hunsaker, Mayor


K. Aaron Shirley, City Recorder

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SEPI-21-000609	AERZSEN USA CORPORATION	82859	2/16/2021	2/16/2021	\$2,804.79	5240250	EQUIPMENT MAINTENANCE	WRF AIR FILTER CARTRIDGE
					2,804.79			
SEPI-21-000747	AERZSEN USA CORPORATION	82935	2/25/2021	2/25/2021	\$156.08	5240250	EQUIPMENT MAINTENANCE	V-BELT PULLEY
					156.08			
	Vendor Total:				\$2,960.87			
REIMBURSE-02	ALGER, RUSTY	82914	2/19/2021	2/19/2021	\$30.00	7657235	EMS - EDUCATION, TRAINING	LICENSING FEE
					30.00			
6016	BARNES ELECTRICAL SERVICE TEC	82861	2/16/2021	2/16/2021	\$481.82	5240250	EQUIPMENT MAINTENANCE	BLOWER SERVICE CALL
					481.82			
10013671-00	BEST DEAL SPRINGS	82862	2/16/2021	2/16/2021	\$602.31	5240250	EQUIPMENT MAINTENANCE	A-FRAME JACK - ELECTRIC 400L
					602.31			
10015064-00	BEST DEAL SPRINGS	82936	2/25/2021	2/25/2021	\$104.37	1060250	EQUIPMENT MAINTENANCE	3030 LONG W/ WELDED CLE2.25
					104.37			
10015072-00	BEST DEAL SPRINGS	82936	2/25/2021	2/25/2021	\$23.22	1060250	EQUIPMENT MAINTENANCE	TEC683666
					23.22			
	Vendor Total:				\$729.90			
TRAVEL-021921	BOND, RAYMOND	82915	2/19/2021	2/19/2021	\$259.20	5140230	EDUCATION, TRAINING & TRA	WATER CONFERENCE - PER DIEMS
					259.20			
74313	BUFFO'S TERMITE & PEST CONTROL	82863	2/16/2021	2/16/2021	\$170.00	1070300	BUILDINGS & GROUNDS MAI	RODENT SERVICE
					170.00			
TRAVEL-021921	CALLAWAY, JASON	82916	2/19/2021	2/19/2021	\$222.20	5140230	EDUCATION, TRAINING & TRA	WATER CONFERENCE - PER DIEMS
					222.20			
Refund: 808805	CARLA BOREN & JEFFERY FULLER	82917	2/17/2021	2/17/2021	\$5.87	5113110	ACCOUNTS RECEIVABLE	Refund: 808805 - CARLA BOREN & JEFFERY FULLER
					5.87			
1544-384164	CARQUEST AUTO PARTS (ADVANCE	82864	2/16/2021	2/16/2021	\$66.01	1060250	EQUIPMENT MAINTENANCE	BRAKE PADS/SWAY BAR - VIN: 39256
					66.01			
021921A	CENTURYLINK	82918	2/19/2021	2/19/2021	\$3.74	1051280	TELEPHONE	801-754-5293
					3.74			
021921B	CENTURYLINK	82918	2/19/2021	2/19/2021	\$11.22	1051280	TELEPHONE	801-754-5165
					11.22			
	Vendor Total:				\$14.96			
401026658	CH SPENCER	82865	2/16/2021	2/16/2021	\$581.95	5140250	EQUIPMENT MAINTENANCE	PUMP
					581.95			
21A1281	CHEMTECH-FORD, INC	82866	2/16/2021	2/16/2021	\$123.00	5240310	PROFESSIONAL & TECHNICA	WRF
					123.00			
21B0186	CHEMTECH-FORD, INC	82866	2/16/2021	2/16/2021	\$80.00	5240310	PROFESSIONAL & TECHNICA	WRF
					80.00			
21B0190	CHEMTECH-FORD, INC	82866	2/16/2021	2/16/2021	\$100.00	5140310	PROFESSIONAL & TECHNICA	WATER
					100.00			
21B0586	CHEMTECH-FORD, INC	82866	2/16/2021	2/16/2021	\$100.00	5140310	PROFESSIONAL & TECHNICA	WATER
					100.00			

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21B0685	CHEMTECH-FORD, INC	82919	2/19/2021	2/19/2021	\$20.00			
					20.00	5140310	PROFESSIONAL & TECHNICA	WATER
21B0893	CHEMTECH-FORD, INC	82937	2/25/2021	2/25/2021	\$100.00			
					100.00	5140310	PROFESSIONAL & TECHNICA	WATER
	Vendor Total:				\$523.00			
PR021321-7171	CHILD SUPPORT SERVICES/ORS	82910	2/19/2021	2/19/2021	\$140.31			
					140.31	1022420	GARNISHMENTS	Garnishment - Child Support
0239878	CHRISTENSEN OIL	82938	2/25/2021	2/25/2021	\$3,591.96			
					1,197.32	1060260	FUEL	LIQUID DIESEL
					1,197.32	5140260	FUEL	LIQUID DIESEL
					1,197.32	5240260	FUEL	LIQUID DIESEL
60-30658	CUMMINS ROCKY MOUNTAIN. LLC	82939	2/25/2021	2/25/2021	\$1,078.50			
					1,078.50	5240240	SUPPLIES	FULL SERVICE W/O OIL
17-221	DAHLQUIST, DAVID	82867	2/16/2021	2/16/2021	\$552.50			
					552.50	1042310	PROFESSIONAL & TECHNICA	JUDGE FEE
6931	DAILY HERALD, THE	82920	2/19/2021	2/19/2021	\$69.30			
					69.30	1078220	NOTICE, ORDINANCES & PUB	PUBLIC HEARING NOTICE PUBLICATION
022321	Davis, Cougar	9999	2/23/2021	2/23/2021	(\$13.85)			
					-13.85	1015800	SUSPENSE	Replace lost check #78873 from 10-17-19
022321A	Davis, Cougar	82933	2/23/2021	2/23/2021	\$13.85			
					13.85	1015800	SUSPENSE	Replace lost check #78873 from 10-17-19
	Vendor Total:				\$0.00			
PR021321-383	EFTPS	9999	2/19/2021	2/19/2021	\$36,348.06			
					19,593.12	1022210	FICA PAYABLE	Social Security Tax
					4,582.30	1022210	FICA PAYABLE	Medicare Tax
					12,172.64	1022220	FEDERAL WITHHOLDING PAY	Federal Income Tax
XC02252021-154	FLORES, JOAQUIN ALEXIS	82959	2/25/2021	2/25/2021	\$21.44			
					21.44	1022430	COURT FINES AND FORFEITU	TRUST OVERPAYMENT
21-041	FORENSIC NURSING SERVICES, INC	82870	2/16/2021	2/16/2021	\$130.00			
					130.00	1054311	PROFESSIONAL & TECHNICA	CASE NO. 21SQ00370
RI104774203	FP MAILING SOLUTIONS	82940	2/25/2021	2/25/2021	\$86.85			
					86.85	1043310	PROFESSIONAL & TECHNICA	POSTBASE METER
315587	GUNTHERS HEATING, COOLING, PLU	82921	2/19/2021	2/19/2021	\$19,180.00			
					19,180.00	7657247	COVID-19 RELATED EXPENDI	FIRE BAY EXHAUST SYSTEMS UPGRADE
TRAVEL-021921	HATFIELD, PAT	82922	2/19/2021	2/19/2021	\$222.20			
					222.20	5140230	EDUCATION, TRAINING & TRA	WATER CONFERENCE - PER DIEMS
XC02162021-153	HAZEL, ASHLEY	82856	2/16/2021	2/16/2021	\$400.00			
					400.00	1042610	STATE RESTITUTION	BAIL REFUND
TRAVEL-021921	HIATT, GREGG	82923	2/19/2021	2/19/2021	\$222.20			
					222.20	5140230	EDUCATION, TRAINING & TRA	WATER CONFERENCE - PER DIEMS
0551946172	HONEY BUCKET	82873	2/16/2021	2/16/2021	\$80.00			
					80.00	1070300	BUILDINGS & GROUNDS MAI	R0094124

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0551946173	HONEY BUCKET	82873	2/16/2021	2/16/2021	\$80.00 80.00	1070300	BUILDINGS & GROUNDS MAI	R0021364
	Vendor Total:				\$160.00			
022321	Hurst, Christopher	9999	2/23/2021	2/23/2021	(\$36.01) -36.01	1015800	SUSPENSE	Replace lost check #76089 from 11/01/2018
022321A	Hurst, Christopher	82934	2/23/2021	2/23/2021	\$36.01 36.01	1015800	SUSPENSE	Replace lost check #76089 from 11/01/2018
	Vendor Total:				\$0.00			
50845788	INGRAM BOOK GROUP	82924	2/19/2021	2/19/2021	\$15.58 15.58	7240210	BOOKS, SUBSCRIPTIONS & M	BOOKS
50848560	INGRAM BOOK GROUP	82924	2/19/2021	2/19/2021	\$186.38 186.38	7240210	BOOKS, SUBSCRIPTIONS & M	BOOKS
50897272	INGRAM BOOK GROUP	82924	2/19/2021	2/19/2021	\$61.81 61.81	7240210	BOOKS, SUBSCRIPTIONS & M	BOOKS
51022887	INGRAM BOOK GROUP	82924	2/19/2021	2/19/2021	\$12.79 12.79	7240210	BOOKS, SUBSCRIPTIONS & M	BOOKS
51106104	INGRAM BOOK GROUP	82924	2/19/2021	2/19/2021	\$290.48 290.48	7240210	BOOKS, SUBSCRIPTIONS & M	BOOKS
51132557	INGRAM BOOK GROUP	82924	2/19/2021	2/19/2021	\$6.53 6.53	7240210	BOOKS, SUBSCRIPTIONS & M	BOOKS
51192664	INGRAM BOOK GROUP	82924	2/19/2021	2/19/2021	\$39.76 39.76	7240210	BOOKS, SUBSCRIPTIONS & M	BOOKS
	Vendor Total:				\$613.33			
133469	INTERWEST INTERPRETING	82941	2/25/2021	2/25/2021	\$120.00 120.00	1042310	PROFESSIONAL & TECHNICA	CASE #201600224
75944	JMART PRINTING	82925	2/19/2021	2/19/2021	\$60.00 60.00	6740210	BOOKS, SUBSCRIPTIONS, &	BUSINESS CARDS - JOHN BRADLEY & SHAUNA JO EVES
PPI0202966	JONES PAINT & GLASS	82942	2/25/2021	2/25/2021	\$513.55 513.55	1070300	BUILDINGS & GROUNDS MAI	WINDOWS
17-154	LARA, PEGGIE	82943	2/25/2021	2/25/2021	\$25.00 25.00	1042310	PROFESSIONAL & TECHNICA	INTERPRETER
17-223	LERWILL, AUSTIN & TALYR	82944	2/25/2021	2/25/2021	\$18.50 18.50	1042310	PROFESSIONAL & TECHNICA	CASE NO. 205500632
EA997571	LES OLSON COMPANY	82945	2/25/2021	2/25/2021	\$502.37 502.37	4340300	COPIER CONTRACT	MPS SERVICE & SUPPLY BILLING
2513	MIKE SCHLAPPI COMMUNICATIONS	82926	2/19/2021	2/19/2021	\$1,350.00 1,350.00	1043610	OTHER SERVICES	MIKE SCHLAPPI BOOKS
S103944724.001	MOUNTAINLAND SUPPLY	82927	2/19/2021	2/19/2021	\$4,765.92 4,765.92	5440240	SUPPLIES	WATER METERS
S103952317.001	MOUNTAINLAND SUPPLY	82927	2/19/2021	2/19/2021	\$4,526.93 4,526.93	5440240	SUPPLIES	WATER
S103952317.002	MOUNTAINLAND SUPPLY	82927	2/19/2021	2/19/2021	\$53.40 53.40	5440240	SUPPLIES	WATER

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S103952317.003	MOUNTAINLAND SUPPLY	82927	2/19/2021	2/19/2021	\$362.68			
					362.68	5440240	SUPPLIES	WATER
S103963704.001	MOUNTAINLAND SUPPLY	82946	2/25/2021	2/25/2021	\$4,713.27			
					1,571.09	5140240	SUPPLIES	WATER METERS
					1,571.09	5240240	SUPPLIES	WATER METERS
					1,571.09	5440240	SUPPLIES	WATER METERS
	Vendor Total:				\$14,422.20			
PR021321-13093	NEBO LODGE #45	82911	2/19/2021	2/19/2021	\$18.00			
					18.00	1022425	FOP DUES	FOP Dues (Nebo Lodge #45)
375456	PAYSON AUTO SUPPLY - NAPA	82877	2/16/2021	2/16/2021	\$59.62			
					59.62	1060250	EQUIPMENT MAINTENANCE	AIR FILTERS
1519193	POLYDYNE INC.	82928	2/19/2021	2/19/2021	\$3,213.79			
					3,213.79	5240510	WRF - CHEMICAL SUPPLIES	CLARIFLOC WE-1950
021721	PRO-TITLE AND ESCROW, INC	82895	2/17/2021	2/17/2021	\$5,000.00			
					5,000.00	4540304	HIGHLAND DR CANYON ROA	JAMIE EVANS PROPERTY LAND ACQUISITION - EARNEST MONEY
312039	REDMOND MINERALS, INC	82947	2/25/2021	2/25/2021	\$1,012.00			
					1,012.00	1060240	SUPPLIES	SALT
592094_	REVCO	82878	2/16/2021	2/16/2021	\$155.05			
					155.05	4340300	COPIER CONTRACT	COPIERS
3205	ROCK MOUNTAIN TECHNOLOGY	82879	2/16/2021	2/16/2021	\$6,775.50			
					2,850.00	4340100	COMPUTER SUPPORT CONT	SERVICE AGREEMENT
					-669.56	4340200	DESKTOP ROTATION EXPENS	UNUSED M-75 LENOVO DESKTOP - CREDIT
					273.83	4340210	LAPTOP ROTATION EXPENSE	LENOVO PRO-DOCKING STATION FOR LAPTOPS
					665.68	4340500	SOFTWARE EXPENSE	RENEWAL OF BARRACUDA ARCHIVING LICENSE
					250.00	4340500	SOFTWARE EXPENSE	RACK SPACE
					1,933.20	4340500	SOFTWARE EXPENSE	\$0.18 PER GB OF CLOUD BACKUP
					442.75	4340500	SOFTWARE EXPENSE	MS-EXCHANGE-ONLINE-PLAN 1
					1,029.60	4340507	MICROSOFT OFFICE 365 LICE	MS OFFICE 365
RMP-021621A	ROCKY MOUNTAIN POWER	82880	2/16/2021	2/16/2021	\$28.05			
					28.05	1060270	UTILITIES - STREET LIGHTS	509 FIRESTONE DR. STRONG BOX
RMP-021921A	ROCKY MOUNTAIN POWER	82929	2/19/2021	2/19/2021	\$14.31			
					14.31	5440273	UTILITIES	1250 S CANYON ROAD
	Vendor Total:				\$42.36			
555-1002281	ROYAL WHOLESALE ELECTRIC	82881	2/16/2021	2/16/2021	\$24.50			
					24.50	5240250	EQUIPMENT MAINTENANCE	WRF
2192020A	SANTAQUIN CITY	EFT9999	2/19/2021	2/19/2021	(\$101.16)			
					-101.16	1043501	BANK AND SERVICE CHARGE	Correction to Returned Check June 2019
2192021	SANTAQUIN CITY	0	2/19/2021	2/19/2021	(\$101.08)			
					-101.08	1043501	BANK AND SERVICE CHARGE	Correction to Returned Check May 2020

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	Vendor Total:							
PR021321-266	SANTAQUIN CITY UTILITIES	82912	2/19/2021	2/19/2021	\$721.00			
					665.00	1022350	UTILITIES PAYABLE	Utilities
					56.00	1022350	UTILITIES PAYABLE	Cemetery
XC02162021-153	SHAUNA JO EVES	82857	2/16/2021	2/16/2021	\$381.79			
					381.79	6740210	BOOKS, SUBSCRIPTIONS, &	REIMBURSEMENT - MOVING EXPENSES
REIMBURSE-02	SHEPHERD, HEBER	82948	2/25/2021	2/25/2021	\$197.25			
					197.25	1054240	SUPPLIES	ACADEMY ITEMS
450_A_53274_1	SKAGGS PUBLIC SAFETY UNIFORM	82883	2/16/2021	2/16/2021	\$106.85			
					106.85	1054240	SUPPLIES	GLENN RICH - UNIFORM
450_A_53529_1	SKAGGS PUBLIC SAFETY UNIFORM	82883	2/16/2021	2/16/2021	\$122.85			
					122.85	1054240	SUPPLIES	TERRY J.
450_A_53529_2	SKAGGS PUBLIC SAFETY UNIFORM	82949	2/25/2021	2/25/2021	\$234.85			
					234.85	1054240	SUPPLIES	WALL/TERRY J.
	Vendor Total:				\$464.55			
20597	SKM INC	82930	2/19/2021	2/19/2021	\$1,611.28			
					881.28	5140250	EQUIPMENT MAINTENANCE	SUMMIT RIDGE WELL PLC REPLACEMENT
					730.00	5240250	EQUIPMENT MAINTENANCE	SUMMIT RIDGE WELL PLC REPLACEMENT
15419	SMASH ATHLETICS, INC	82950	2/25/2021	2/25/2021	\$140.00			
					140.00	1054240	SUPPLIES	HATS W/ EMBROIDERY
U69604	SPRINKLER SUPPLY - SPANISH FOR	82951	2/25/2021	2/25/2021	\$118.56			
					118.56	5440240	SUPPLIES	PAINT
3468887208	STAPLES	82952	2/25/2021	2/25/2021	\$18.90			
					18.90	1043240	SUPPLIES	OFFICE SUPPLIES
3469453844	STAPLES	82952	2/25/2021	2/25/2021	\$104.12			
					104.12	1043240	SUPPLIES	OFFICE SUPPLIES
	Vendor Total:				\$123.02			
0019859-IN	STOP STICK	82953	2/25/2021	2/25/2021	\$568.00			
					568.00	1054250	EQUIPMENT MAINTENANCE	12' STOP STICK KIT W/ STORAGE BAG BLACK
3296948M	STRYKER MEDICAL - STRYKER SALE	82954	2/25/2021	2/25/2021	\$110.57			
					110.57	7657247	COVID-19 RELATED EXPENDI	DISINFECTANT WIPES
REIMBURSE-02	SUSAN FARNSWORTH	82955	2/25/2021	2/25/2021	\$60.00			
					60.00	1043210	BOOKS,SUBSCRIPTIONS,ME	COSTCO BUSINESS - MEMBERSHIP RENEWAL
022521	The Classic Car Wash of Santaquin	82956	2/25/2021	2/25/2021	\$150.00			
					150.00	1054250	EQUIPMENT MAINTENANCE	CAR WASHES - JANUARY 2021
051867947654	THE HARTFORD	9999	2/15/2021	2/3/2021	\$2,943.77			
					2,943.77	1022504	LIFE/ADD	Life, ADD, LTD, Sup Life Insurance - Feb 2021
843807794	THOMSON REUTERS - WEST	82885	2/16/2021	2/16/2021	\$214.00			
					214.00	1054311	PROFESSIONAL & TECHNICA	WEST INFORMATION CHARGES

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2/26/2021

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39633	TISCHNER FORD SALES, INC	82886	2/16/2021	2/16/2021	\$70.65 70.65	1054250	EQUIPMENT MAINTENANCE	OIL CHANGE/AIR FITER - VIN: 12178
PR021321-7076	UTAH COUNTY LODGE #31	82913	2/19/2021	2/19/2021	\$162.00 162.00	1022425	FOP DUES	FOP Dues (Ut County Lodge #31)
1588994	UTAH LOCAL GOVERNMENT TRUST	82888	2/16/2021	2/16/2021	\$1,685.00 1,685.00	1043510	INSURANCE AND BONDS	STATE OF UTAH - WATER QUALITY BOARD PENALTY PREMIUM
1588995	UTAH LOCAL GOVERNMENT TRUST	82888	2/16/2021	2/16/2021	\$2,592.11 2,592.11	1022250	WORKMENS COMPENSATION	WORKERS COMPENSATION
	Vendor Total:				\$4,277.11			
97 - 2011A-2 Se	UTAH STATE DIVISION OF FINANCE	02152128	2/15/2021	2/15/2021	\$10,571.00 4,172.00 6,399.00	562540.2 5640860	2011A-2 Sewer Revenue Bond r DEBT SERVICE - INTEREST	Principal - 2011A-2 Sewer Revenue Interest - 2011A-2 Sewer Revenue
PR021321-382	UTAH STATE RETIREMENT	9999	2/19/2021	2/19/2021	\$27,291.57 606.50 684.31 20,785.53 3,554.55 678.87 981.81	1022300 1022300 1022300 1022300 1022300 1022325	RETIREMENT PAYABLE RETIREMENT PAYABLE RETIREMENT PAYABLE RETIREMENT PAYABLE RETIREMENT PAYABLE RETIREMENT LOAN PAYMEN	Roth IRA 457 Retirement 401K 401K - Tier 1 Parity Retirement Loan Payment
PR021321-361	UTAH STATE TAX COMMISSION	9999	2/19/2021	2/19/2021	\$6,585.71 6,585.71	1022230	STATE WITHHOLDING PAYAB	State Income Tax
9871899230	VERIZON WIRELESS	82889	2/16/2021	2/16/2021	\$1,399.58 596.89 663.63 40.01 56.55 42.50	1054280 1054340 1068280 5140240 7657280	TELEPHONE CENTRAL DISPATCH FEES TELEPHONE SUPPLIES TELEPHONE	JANUARY JANUARY JANUARY JANUARY JANUARY
Refund: 954259	WALLACE, JARON *	82957	2/24/2021	2/24/2021	\$104.71 104.71	5113110	ACCOUNTS RECEIVABLE	Refund: 954259 - WALLACE, JARON *
WALMART-JAN2	WALMART BRC - GE CAPITAL RETAIL	82931	2/19/2021	2/19/2021	\$728.43 92.24 48.89 40.00 100.00 55.41 43.10 215.84 7.25 33.76 62.94 29.00	1054240 6840300 6840800 6840803 7540480 7540480 7540480 7540480 7540480 7540480 7540480 7540480	SUPPLIES MISC SUPPLIES AEROBICS ARTS & CRAFTS FOOD FOOD FOOD FOOD FOOD FOOD FOOD	POLICE SUPPLIES - CLEANING SUPPLIES AEROBICS ARTS SUPPLIES SENIOR CENTER FOOD SENIOR CENTER FOOD SENIOR CENTER FOOD SENIOR CENTER FOOD SENIOR CENTER FOOD SENIOR CENTER FOOD SENIOR CENTER FOOD

SANTAQUIN CITY CORPORATION
Invoice Register - 2/13/2021 to 2/26/2021 - All Invoices

2/26/2021

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Ledger Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name.</u>	<u>Description</u>
RS0000176158	WHEELER CAT - WHEELER MACHINE	82890	2/16/2021	2/16/2021	\$3,248.00 3,248.00	4140704-001	NEW CITY HALL - LAND ACQU	CATERPILLAR RENTAL - LOT CLEARING
11-FEB-2021	WISE, AARON P	82958	2/25/2021	2/25/2021	\$700.00 700.00	1042331	LEGAL	CASE NO. 191500003/205200279/2055006 57/201500122/201500051/2013 00611

Total: \$164,915.18

GL Account Summary

0.00	1015800	SUSPENSE
24,175.42	1022210	FICA PAYABLE
12,172.64	1022220	FEDERAL WITHHOLDING PAY
6,585.71	1022230	STATE WITHHOLDING PAYAB
2,592.11	1022250	WORKMENS COMPENSATION
26,309.76	1022300	RETIREMENT PAYABLE
981.81	1022325	RETIREMENT LOAN PAYMEN
721.00	1022350	UTILITIES PAYABLE
140.31	1022420	GARNISHMENTS
180.00	1022425	FOP DUES
21.44	1022430	COURT FINES AND FORFEITU
2,943.77	1022504	LIFE/ADD
716.00	1042310	PROFESSIONAL & TECHNICA
700.00	1042331	LEGAL
400.00	1042610	STATE RESTITUTION
60.00	1043210	BOOKS,SUBSCRIPTIONS,ME
123.02	1043240	SUPPLIES
86.85	1043310	PROFESSIONAL & TECHNICA
-202.24	1043501	BANK AND SERVICE CHARGE
1,685.00	1043510	INSURANCE AND BONDS
1,350.00	1043610	OTHER SERVICES
14.96	1051280	TELEPHONE
894.04	1054240	SUPPLIES
788.65	1054250	EQUIPMENT MAINTENANCE
596.89	1054280	TELEPHONE
344.00	1054311	PROFESSIONAL & TECHNICA
663.63	1054340	CENTRAL DISPATCH FEES
1,012.00	1060240	SUPPLIES
253.22	1060250	EQUIPMENT MAINTENANCE
1,197.32	1060260	FUEL
28.05	1060270	UTILITIES - STREET LIGHTS
40.01	1068280	TELEPHONE
843.55	1070300	BUILDINGS & GROUNDS MAI
69.30	1078220	NOTICE, ORDINANCES & PUB
88,488.22		Total

3,248.00	4140704-001	NEW CITY HALL - LAND ACQU
2,850.00	4340100	COMPUTER SUPPORT CONT
-669.56	4340200	DESKTOP ROTATION EXPENS
273.83	4340210	LAPTOP ROTATION EXPENSE
657.42	4340300	COPIER CONTRACT
3,291.63	4340500	SOFTWARE EXPENSE
1,029.60	4340507	MICROSOFT OFFICE 365 LICE
7,432.92		Total

SANTAQUIN CITY CORPORATION
Invoice Register - 2/13/2021 to 2/26/2021 - All Invoices

2/26/2021

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Ledger Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name.</u>	<u>Description</u>
					110.58	5113110	ACCOUNTS RECEIVABLE	
					925.80	5140230	EDUCATION, TRAINING & TRA	
					1,627.64	5140240	SUPPLIES	
					1,463.23	5140250	EQUIPMENT MAINTENANCE	
					1,197.32	5140260	FUEL	
					320.00	5140310	PROFESSIONAL & TECHNICA	
					5,644.57		Total	
					2,649.59	5240240	SUPPLIES	
					4,799.50	5240250	EQUIPMENT MAINTENANCE	
					1,197.32	5240260	FUEL	
					203.00	5240310	PROFESSIONAL & TECHNICA	
					3,213.79	5240510	WRF - CHEMICAL SUPPLIES	
					12,063.20		Total	
					11,398.58	5440240	SUPPLIES	
					14.31	5440273	UTILITIES	
					11,412.89		Total	
					4,172.00	562540.2	2011A-2 Sewer Revenue Bond r	
					6,399.00	5640860	DEBT SERVICE - INTEREST	
					10,571.00		Total	
					441.79	6740210	BOOKS, SUBSCRIPTIONS, &	
					48.89	6840300	MISC SUPPLIES	
					40.00	6840800	AEROBICS	
					100.00	6840803	ARTS & CRAFTS	
					188.89		Total	
					613.33	7240210	BOOKS, SUBSCRIPTIONS & M	
					447.30	7540480	FOOD	
					30.00	7657235	EMS - EDUCATION, TRAINING	
					19,290.57	7657247	COVID-19 RELATED EXPENDI	
					42.50	7657280	TELEPHONE	
					19,363.07		Total	
					\$164,915.18		GL Account Summary Total	

Santaquin

Volunteer

of the month

March 2021

~Jessica Tolman~



Item # 7.

Thank You For Your Service!

March 2021 Volunteer of the Month – Jessica Tolman

Jessica Tolman is our March 2021 Volunteer of the Month. Jessica has served on several boards for the city such as the Planning Commission, the Recreation Board, the RAP Tax Board and now the Community Services Board. She has also volunteered to coach soccer and softball for the past six years for our recreation department. She is a true advocate for athletics and is passionate about helping others enjoy physical activity. She has served the youth in her church group for several years and has taught online ESL for the past two years, working with students in China. She is currently employed as a physical education teacher at Barnett Elementary.

Jessica and her husband, Skyler, have three children. They have lived in Santaquin for the past six years. She holds a Health Sciences Bachelor's degree from Utah State University.

Jessica is a great example of what selfless volunteering is all about. A big thank you to Jessica for the countless hours spent serving our community.

MEMO



To: Mayor Hunsaker and City Council

From: Jason Bond, Community Development Director

Date: February 26, 2021

Re: **Amendment to Parking Code Related to Drive-in Restaurant Requirements**

It is proposed that the City Council consider amending the code related to the parking requirement for drive-in restaurants (SCC 10.48.040). The proposed amendment is as follows:

Restaurants:	
Drive-in restaurants	12 off street parking spaces or sufficient off street parking spaces to accommodate all patrons or customers based on design capacity <u>1 space per 4 seats including outdoor seating or 1 space per 125 sq. ft. of gross floor area</u> , whichever is greater
Family Restaurants	1 space per 4 seats <u>including outdoor seating</u>
Restaurants (dinner only)	1 space per 2 seats

Staff feels that the minimum number of required parking spaces required may be too high for drive-in restaurants especially when they do not even have a dine-in option for customers. As economic development continues to happen in Santaquin, staff feels that this requirement could be onerous for future drive-in restaurants that may be interested in locating their business in Santaquin. It is felt that this amendment is worth consideration.

Planning Commission Motion: Commissioner Nixon motioned to recommend approval to the City Council of a code amendment which will reduce the minimum number of required parking stalls for a drive-in restaurant. Commissioner Adcock seconded.

Roll Call: Commissioner Wood, Aye; Commissioner Adcock, Aye; Commissioner Hoffman, Aye; Commissioner Lance, Aye; Commissioner Nixon, Aye.

Staff Recommendation: It is recommended that the City Council adopt Ordinance No. 03-03-2021 which would reduce the parking requirement for drive-in restaurants.

Recommended motion: “Motion to adopt Ordinance No. 03-01-2021 which reduces the minimum number of required parking stalls for a drive-in restaurant.”

ORDINANCE NO. 03-01-2021

AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO MODIFY THE PARKING REQUIREMENTS FOR DRIVE-IN RESTAURANTS, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER'S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.

WHEREAS, the City of Santaquin is a fourth class city of the state of Utah; and

WHEREAS, the City Council has specific authority pursuant to Title 10, Chapter 9a Utah Code Ann. (1953 as amended) to adopt a zoning plan including an ordinance and map which divide the municipality into districts or zones and within such districts to regulate the erection, construction, reconstruction, alteration, repair and uses of buildings and structures and the uses of land; and

WHEREAS, the state legislature has granted general welfare power to the City Council, independent, apart from, and in addition to, its specific grants of legislative authority, which enables the city to pass ordinances which are reasonably and appropriately related to the objectives of that power, i.e. providing for the public safety, health, morals, and welfare; and

WHEREAS, the City Council desires to amend Santaquin City Code Title 10 Chapter 48 Section 040 to reduce the parking requirement for drive-in restaurants; and

WHEREAS, the Santaquin City Planning Commission held a public hearing on January 26, 2021, which hearing was preceded by the posting of public notice in at least three public places within the City limits of Santaquin City, and which notice of public hearing was published in a newspaper in accordance with Section 10-9a-205 of the Utah State Code; and

WHEREAS, after the noted public hearing, the Santaquin City Planning Commission forwarded a recommendation to the City Council;

NOW, THEREFORE, BE IT ORDAINED by the City Council of Santaquin City, State of Utah, as follows:

Section I. Amendments

Title 10 Chapter 48 Section 040 is amended as follows: (underlined text is added, stricken text is deleted)

Restaurants:		
	Drive-in restaurants	12 off street parking spaces or sufficient off street parking spaces to accommodate all patrons or customers based on design capacity <u>1 space per 4 seats including outdoor seating or 1 space per 125 sq. ft. of gross floor area</u> , whichever is greater

Family Restaurants	1 space per 4 seats including outdoor seating
Restaurants (dinner only)	1 space per 2 seats

Section II. Severability

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

Section III. Contrary Provisions Repealed

Any and all other provisions of the Santaquin City Code that are contrary to the provisions of this Ordinance are hereby repealed.

Section IV. Codification, Inclusion in the Code, and Scrivener's Errors

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

Section V. Posting and Effective Date

This ordinance shall become effective at 5:00 p.m. on Wednesday, March 3rd, 2021. Prior to that time, the City Recorder shall deposit a copy of this ordinance in the official records of the City and place a copy of this ordinance in three places within the City.

PASSED AND ADOPTED this 2nd day of March 2021.

Kirk Hunsaker, Mayor

Councilmember Nick Miller	Voted ____
Councilmember Elizabeth Montoya	Voted ____
Councilmember Lynn Mecham	Voted ____
Councilmember Jennifer Bowman	Voted ____
Councilmember David Hathaway	Voted ____

ATTEST:

K. Aaron Shirley, City Recorder

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, K. AARON SHIRLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the City Council of Santaquin City, Utah, on the 2nd day of March, 2021, entitled

“AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO MODIFY THE PARKING REQUIREMENTS FOR DRIVE-IN RESTAURANTS, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER’S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.”

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Santaquin City Utah this 2nd day of March, 2021.

K. AARON SHIRLEY
Santaquin City Recorder

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, K. AARON SHIRLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that I posted in three (3) public places the ordinance, which is attached hereto on the 2nd day of March, 2021.

The three places are as follows:

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

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

K. AARON SHIRLEY
Santaquin City Recorder

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

Notary Public

MEMO



To: Mayor Hunsaker and City Council
From: Jason Bond, Community Development Director
Date: February 26, 2021
Re: **Amendment to Development Application Requirements**

It is proposed that the Planning Commission and City Council consider amending the code related to development application requirements (SCC 10.68.120). The proposed amendment is as follows:

10.68.120 DEVELOPMENT APPLICATION REQUIREMENTS

All development proposals shall include the appropriate city approved application forms; required information listed on such forms, and required fees prior to city review of the proposal. These forms include the following:

Site development review application - concept.

Site development review application.

Subdivision or condominium review application - concept.

Subdivision or condominium review application - preliminary.

Subdivision or condominium review application - final.

Complete applications or resubmittals for development proposals shall be submitted at least fourteen (14) days prior to the applicable public meeting. The Community Development Director and City Engineer may recommend that an application or resubmittal be on an agenda earlier than fourteen (14) days if they find that the submitted materials are ready for review by a public body. Applicants are encouraged to meet with city staff prior to submittal to discuss development concerns, required materials, review time frames and development options. (Ord. 03-02-2007, 3-7-2007)

Staff has been requiring applicants to submit a complete application seven days prior to a meeting in order for staff to have sufficient time to review the submittal in preparation for the public meeting. However, this requirement has not been codified and seven days is proving to be difficult for staff to accommodate especially with the amount of work that is being created with significant growth. A 14-day requirement for development applications is fairly common in other cities and it would give staff more time to manage workloads.

Planning Commission Motion: Commissioner Lance motioned to forward a positive recommendation to the City Council for the extension of the submittal requirements to 14 days for development applications prior to a public meeting. Commissioner Hoffman Seconded.

Roll Call: Commissioner Wood, Aye; Commissioner Adcock, Aye; Commissioner Hoffman, Aye; Commissioner Nixon, Aye; Commissioner Lance, Aye.

Staff Recommendation: It is recommended that the City Council adopt Ordinance No. 03-02-2021 which would establish a 14-day submission requirement for development applications and resubmittals.

Recommended motion: “Motion to adopt Ordinance No. 03-02-2021 which would establish a 14-day submission requirement for development applications and resubmittals.”

ORDINANCE NO. 03-02-2021

AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO ESTABLISH A FOURTEEN (14) DAY SUBMISSION REQUIREMENT FOR DEVELOPMENT APPLICATIONS AND RESUBMITTALS, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER'S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.

WHEREAS, the City of Santaquin is a fourth class city of the state of Utah; and

WHEREAS, the City Council has specific authority pursuant to Title 10, Chapter 9a Utah Code Ann. (1953 as amended) to adopt a zoning plan including an ordinance and map which divide the municipality into districts or zones and within such districts to regulate the erection, construction, reconstruction, alteration, repair and uses of buildings and structures and the uses of land; and

WHEREAS, the state legislature has granted general welfare power to the City Council, independent, apart from, and in addition to, its specific grants of legislative authority, which enables the city to pass ordinances which are reasonably and appropriately related to the objectives of that power, i.e. providing for the public safety, health, morals, and welfare; and

WHEREAS, the City Council desires to amend Santaquin City Code Title 10 Chapter 68 Section 120 to establish a fourteen (14) day submission requirement for development applications and resubmittals; and

WHEREAS, the Santaquin City Planning Commission held a public hearing on February 23, 2021, which hearing was preceded by the posting of public notice in at least three public places within the City limits of Santaquin City, and which notice of public hearing was published in a newspaper in accordance with Section 10-9a-205 of the Utah State Code; and

WHEREAS, after the noted public hearing, the Santaquin City Planning Commission forwarded a recommendation to the City Council;

NOW, THEREFORE, BE IT ORDAINED by the City Council of Santaquin City, State of Utah, as follows:

Section I. Amendments

Title 10 Chapter 48 Section 040 is amended as follows: (underlined text is added, stricken text is deleted)

10.68.120 DEVELOPMENT APPLICATION REQUIREMENTS

All development proposals shall include the appropriate city approved application forms; required information listed on such forms, and required fees prior to city review of the proposal. These forms include the following:

Site development review application - concept.

Site development review application.

Subdivision or condominium review application - concept.

Subdivision or condominium review application - preliminary.

Subdivision or condominium review application - final.

Complete applications or resubmittals for development proposals shall be submitted at least fourteen (14) days prior to the applicable public meeting. The Community Development Director and City Engineer may recommend that an application or resubmittal be on an agenda earlier than fourteen (14) days if they find that the submitted materials are ready for review by a public body. Applicants are encouraged to meet with city staff prior to submittal to discuss development concerns, required materials, review time frames and development options. (Ord. 03-02-2007, 3-7-2007)

Section II. Severability

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

Section III. Contrary Provisions Repealed

Any and all other provisions of the Santaquin City Code that are contrary to the provisions of this Ordinance are hereby repealed.

Section IV. Codification, Inclusion in the Code, and Scrivener's Errors

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

Section V. Posting and Effective Date

This ordinance shall become effective at 5:00 p.m. on Wednesday, March 3rd, 2021. Prior to that time, the City Recorder shall deposit a copy of this ordinance in the official records of the City and place a copy of this ordinance in three places within the City.

PASSED AND ADOPTED this 2nd day of March 2021.

Kirk Hunsaker, Mayor

Councilmember Nick Miller	Voted	___
Councilmember Elizabeth Montoya	Voted	___
Councilmember Lynn Mecham	Voted	___
Councilmember Jennifer Bowman	Voted	___
Councilmember David Hathaway	Voted	___

ATTEST:

K. Aaron Shirley, City Recorder

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, K. AARON SHIRLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the City Council of Santaquin City, Utah, on the 2nd day of March, 2021, entitled

“AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO ESTABLISH A FOURTEEN (14) DAY SUBMISSION REQUIREMENT FOR DEVELOPMENT APPLICATIONS AND RESUBMITTALS, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER’S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.”

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Santaquin City Utah this 2nd day of March, 2021.

K. AARON SHIRLEY
Santaquin City Recorder

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, K. AARON SHIRLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that I posted in three (3) public places the ordinance, which is attached hereto on the 2nd day of March, 2021.

The three places are as follows:

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

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

K. AARON SHIRLEY
Santaquin City Recorder

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

Notary Public

RESOLUTION No. 03-04-2021

A RESOLUTION ESTABLISHING THE FEE SCHEDULE FOR SANTAQUIN CITY

WHEREAS, the governing body of the City of Santaquin, Utah, acknowledges that the fees required of various developers, subdividers, property owners, and citizenry of the city necessitate period review; and

WHEREAS, review of these fees has been found to be warranted in certain areas as they have gone without update or alteration for an extended period of time; and

WHEREAS, the City Council of Santaquin desires to make adjustments where necessary to the Santaquin City Fee Schedule in order to ensure proper and adequate service to the citizens of Santaquin;

NOW THEREFORE, BE IT RESOLVED by the City Council of Santaquin, Utah, that the following fees shall be established for various development projects and services rendered by employees and volunteers of the City, and shall be collected by the City Recorder at the submittal of an application or request for action for which the fee has been designated herein:



FEE SCHEDULE

March 3, 2021

A. The fees charged by the City for services rendered to the community shall be as follows:

Development

Annexation Application¹⁰

- 4.99 acres or less - \$525.00 (\$125.00 Utah County Review)
- 5.00 acres or more - \$525.00 (\$125.00 Utah County Fee) + \$65 per acre over 5.00

Concept Review - \$400.00

Subdivisions

Preliminary (up to 2 reviews)

- Core Area Infill (1-10 Lots) - \$1000 x (# of lots)^{0.500}
- 1-10 lot Subdivision - \$1,600 x (# of lots)^{0.385}
- 11-100 lot Subdivision - \$2,075 x (# of lots)^{0.273}
- 100+ lot Subdivision - \$4,025 x (# of lots)^{0.130}

Final (up to 2 reviews)

- Core Area Infill (1-10 Lots) - \$1000 x (# of lots)^{0.400}
- 1-10 lot Subdivision - \$1,500 x (# of lots)^{0.327}
- 11-100 lot Subdivision - \$2,300 x (# of lots)^{0.148}
- 100+ lot Subdivision - \$3,325 x (# of lots)^{0.068}

Additional DRC / Modified Final Plat Review – Varies (based on staff time spent & current hourly rates)

Lot Line Adjustment Review - \$150.00

Recording Fees - According to Utah County fee schedule. (Checks made out to Utah County Recorder's Office)

Plat approval extension request - \$200.00

Condominium Plat Review - \$1,000

Site Plan Review (two reviews)

Commercial & Industrial Development Applications

Site Plan Review - \$600.00

Multi Family Residential Site Plan Review - \$600.00

Additional Site Plan Reviews Fee - Varies (based on staff time spent & current hourly rates)

Modified Site Plan Review Fee - Varies (based on staff time spent & current hourly rates) Modified plans include built

developments making alterations to site features requiring

review by staff. Appeals Authority Application - \$200.00

Street Vacation⁸ - \$800.00

Gravel, Sand, Earth Extraction, and Mass Grading Permit Request - \$350.00

Prepayment of Inspection Costs Fee¹⁷ – 4% of City Engineer's Cost Estimate of Development Bond

Street Lights

General Fees

Wire installation - \$100.00 per light (assumes 100 feet of wire to be installed. Differences based on actual installation will be refunded or billed to the developer.

Trenching (where none provided) - \$4.00 per ft

Local / Collector Streets

Lights - \$1,934.00 each

Installation - \$850.00 each

6/3 TC Wire – current market price

1½" Conduit– \$2.00 per ft

Arterial Streets

Lights - \$4,108.00 each

Basic installation - \$1,150.00

Installation (UDOT Right-a-way) - \$1,250.00

6/3 TC wire – current market price

1½" Conduit– \$2.00 per ft

Sweeps - \$250.00 each

Banner Arms - \$53.00

120-volt receptacle - \$35.00

Plant Hanger Rod - \$40.00

Flag Holder - \$52.00

Breakaway Hardware (UDOT Street) – \$450.00

Tunneling for any street light service - \$15.00 per ft

Strong Box & installation - \$3,100.00

3" pvc Strong Box conduit installation - \$4.00 per ft

Street Signage

Residential Combo (street/stop sign) - \$650.00 each

Oversized Combo (street/stop sign) - \$675.00 each

Street or Stop Sign only - \$450.00 each

Oversized Street or Stop sign only - \$550.00 each

Specialty Sign (Spd Limit, Child @ Play, etc.) - \$200.00 each

Zoning

Rezoning Request - \$400.00

Agriculture Protection Request - \$300.00

Conditional Use Permit Request - \$175.00

Ordinance Text Change Request - \$400.00

Special Event Permit Request - \$25.00

Permanent Sign Permit – as per Building fees

Temporary Sign Permit - \$30.00

Business Licenses

Initial Commercial License - \$75.00

Initial Home Occupation License - \$50.00

Temporary Business License - \$50.00

Annual Liquor License - \$100.00

Annual License Renewal Fee - \$35.00

Renewal Late Fee Penalty¹² – \$20.00

Annual Hobby Kennel Fee - \$50.00

Annual Residential Kennel Fee - \$100.00

Annual Commercial Kennel Fee - \$250.00

Solicitor Licenses - \$15.00 per Solicitor (must have a Santaquin City Business License)

Building

Permit Tracking Fee - \$70.00

Building Permit & Inspection Fees – Determined by Structure

Plan review deposit – \$500.00 (new construction only -paid up front & applied to 65% plan check fee)

Plan Check Fee – 65% of building permit fee

State Building Fee - Equal to 1% of Building Permit Fee

Water Impact Fee¹⁹

Units of Measure	Equivalency	Impact Fee
Residential		
¾" Meter	1.00	\$656.00
Non-Residential		
¾ Meter	2.00	\$1,312.00

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1"	3.34	\$2,190.00
1 1/2"	6.66	\$4,366.00
2"	10.66	\$6,988.00
3"	21.34	\$13,990.00
4"	33.34	\$21,856.00
6"	66.66	\$43,699.00
8"	106.66	\$69,922.00

Money In Lieu of Water Dedication Fee - \$4,750.00/AF

Pressurized Irrigation Impact Fee¹⁸ - \$3388.00

Storm Drain Impact Fee - \$770.00²³

Sewer Impact Fee:

Standard User Fee – \$4,416.00 per residential dwelling or unit

Non-Standard User Fee – (Average Gallons per Day/200) x \$4,416.00

Multi-Family/Non-Residential Fee - \$4,416.00 per 16 Fixture Units based on the 2015 International Residential Code.

Park/Recreation Impact Fee - Single-Family Dwelling or Connection \$3,817.00

Multi-Family Dwelling Unit or Connection - \$3,095.00

Transportation Impact Fee²⁴ – Single-Family Detached

Housing = \$768.60/Unit

Public Safety Impact Fees

EMS/Fire

Residential Impact Fee = \$495.43/Unit

Non-Residential Impact Fee =

\$0.59/s.f.

Police

Residential Impact Fee = \$35.72/Unit

Non-Residential Impact Fee = \$0.05/s.f.

Meter Fee (PI or Culinary Water)

3/4" service - ~~\$300.00~~ 176.00 (not available for PI)

1" service - ~~\$400.00~~ 255.00

1 1/2" service - ~~\$670.00~~ 1,145.00

2" service - ~~\$770.00~~ 1,355.00

4" service - ~~\$3,305.00~~

Single Meter Radio (MXU) Fee (PI & CW) \$205.00

Dual Meter Radio (MXU) Fee (PI & CW) \$275.00

Pressurized Irrigation Meter Install

3/4" & 1" - \$250.00 per-connection

1-1/2" & 2" - \$350.00

Culinary Water Meter Install —

3/4" & 1" - ~~\$200.00~~ 250.00 per-connection

1-1/2" & Larger - \$350.00

Temporary Construction Water - \$50.00

Lot Identification Sign for new Construction - \$10.00

Installing or Removing Grade Ring - \$50.00

Demolition Permit Fee - \$35.00

Reinspection fee - \$65.00 (for each building inspection over 2 for required items)

Landscaping Bonds

10,000 SF Lot or Less - \$5,000.00

10,001-15,000 SF Lot - \$8,000.00

15,001 SF Lot or Greater - \$10,000.00

Water for Construction

Project within City boundaries - \$2.50 per 1,000 gallons

Project outside City boundaries - \$5.00 per 1,000 gallons

Water Hydrant Meter Deposit - \$1,000.00¹⁶

Construction in City Right-of-Way⁴

0-2 Years since Resurfacing

Summer Permit Fee - \$2,000.00, plus \$20

Per Square Foot

Winter Permit - Summer Permit Fee + \$500.00

2-5 Years since Resurfacing

Summer Permit Fee - \$1,500.00, plus \$15

Per Square Foot

Winter Permit - Summer Permit Fee + \$500.00

5+ Years since Resurfacing

Summer Permit Fee - \$1,000.00, plus \$10

Per Square Foot

Winter Permit - Summer Permit Fee + \$500.00

Water Rates with or without PI Available²¹

Base Rate¹³ - \$22.47 per month

0 – 4,000 gallons¹³ - \$0.58 per thousand gallons

4,001 – 8,000 gallons¹³ - \$0.88 per thousand gallons

8,001 – 12,000 gallons¹³ - \$1.16 per thousand gallons

12,001 + gallons¹³ - \$2.15 per thousand gallons

Pressurized Irrigation Rates²¹

Base Rate¹³ per month \$16.37 (1")

\$23.40 (1.5" or larger)

Usage Rate per 1,000 gallons¹³ - \$.74 per thousand gallons

1 1/2" meter - \$650.00

2" meter - \$750.00

Separate MXU - \$170.00

Sewer Rates²¹

Base Rate¹³ - \$40.03 per month

Per 1000 gallons¹³ - \$0.83 (based on actual usage)

Utilities

Account Setup - \$25.00.

Customer Deposit¹⁴ - \$200.00

Past Due Tag - \$25.00

Disconnection/Lockout Service - \$150.00

Reconnection Fee - \$75.00

Addressing Services - \$0.70

Unpaid Utility Account Balances will be assessed 10% per month

Utility Service Order (service disconnected & reconnected for repairs, move meter, etc) - \$75.00

Storm Drainage Monthly Rates¹³ \$1.08

Waste Removal

Monthly Rates¹³ \$14.09 per container

Recycling Rates \$6.77 per container²²

Non-Resident – Services provided by private contractor

Commercial – Services provided by private contractor

Landfill Rates

Contractors Disposing of Construction Site Materials

6-wheeled vehicle - \$60.00 per load for materials

originating within the City Limits

6-wheeler vehicle - \$150.00 per load for materials

originating outside the City Limits

10-wheeled vehicle - \$80.00 per load for materials

originating within the City Limits

10-wheeled vehicle - \$400.00 per load for materials

originating outside the City Limits

Larger than 10-wheeled vehicle - \$160.00 p

materials originating within the City Limits

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Larger than 10-wheeled vehicle - \$600.00 per load for materials originating outside the City Limits

Cemetery²⁰

Plot Sales

Resident - \$600.00 per plot¹
Non-Resident - \$1,200.00 per plot¹

Flush Mount Designated Plots:

Resident - \$500.00 per plot¹
Non-Resident - \$1,000.00 per plot¹

½ – Size or Infant Locations³

Resident - \$250.00
Non-Resident - \$500.00

¼ – Size or Cremation Locations

Resident - \$200.00
Non-Resident - \$400.00

Opening and Closing Fees

Resident

Single Depth - \$350.00
Double Depth 1st Burial - \$700.00
2nd Burial - \$350.00

Non-Resident

Single Depth - \$700.00
Double Depth - 1st Burial - \$1,400.00
2nd Burial - \$700.00

Infant³

Resident - \$200.00
Non-Resident - \$400.00

Cremation³

Resident - \$150.00
Non-Resident - \$300.00

Weekend, Holiday or After Hours in addition to the Opening and Closing Fees

Full Size - \$200.00
Infant - \$100.00
Cremation - \$100.00

Disinterment²

Resident - \$1,200.00 minimum
Infant - \$800.00 minimum
Cremation - \$400.00 minimum
Non-Resident - \$1,200.00 minimum
Infant - \$800.00 minimum
Cremation - \$400.00 minimum

Less than 8-hour notice - \$50.00 additional

Burial Right Transfers for residents - \$25.00

Burial Right Transfers for non-resident - \$500.00 (if less than 10 years)

Duplicate Copy of Deed - \$25.00

Removal & Resetting of a Headstone to Accommodate an Opening or Closing - \$100.00

If Cemetery is not vacated by 4:00 pm an additional charge of \$50.00 will be charged

Animal Licensing

Licensing Fees shall follow the current South Utah Valley Animal Shelter Fee Schedule

Miscellaneous Fees

Return Check Fee - Maximum allowed by law

Notary Fees

First Document - \$5.00
Each Additional Document - \$1.00

Checks for services must be made for the amount of purchase/fee only. No change will be given.
Cashier will not accept more than the \$10.00 in change per transaction.

Facility Rental⁵

East Side Park Pavilion

Squash Head Park Pavilion

Residents - \$25.00 per day time slot

Non-Resident - \$50.00 per day time slot

(Time slots are 7a.m. to 2 p.m. and 3 p.m. to 10 p.m. are day time slots)

Sunset Trails Park Large Pavilion

Residents - \$30.00 per day time slot

Non-Resident - \$60.00 per day time slot

(Time slots are 7a.m. to 2 p.m. and 3 p.m. to 10 p.m. are day time slots)

Centennial Park⁶

Residents - \$50.00 per day time slot

Non-Resident - \$75.00 per day time slot

(Time slots are 7a.m. to 2 p.m. and 3 p.m. to 10 p.m. are day time slots)

Orchard Cove Park

Residents - \$50.00 per day time slot

Non-Resident - \$75.00 per day time slot

(Time slots are 7a.m. to 2 p.m. and 3 p.m. to 10 p.m. are day time slots)

Residents - Overnight time slot (10 p.m. to 7 a.m.)

\$100.00 per night includes up to 10 tents and/or trailer spaces

Non-Residents - Overnight time slot (10 p.m. to 7 a.m.)

\$150.00 per night includes up to 10 tents and/or trailer spaces

Arena⁹

Single Use

Commercial Use

All Day (7am to dark) - \$200.00

Refundable Security Deposit - \$200.00

Non Resident

All Day (7am to dark) - \$100.00

Refundable Security Deposit - \$100.00

Resident

Half Day (7am to 2pm or 3pm to dark) - \$25.00

All Day (7am to dark) - \$50.00

Refundable Security Deposit - \$100.00

Annual Use – includes 1 day per week during season

Half Day (7am to 2pm or 3pm to dark) - \$500.00

All Day (7am to dark) - \$750.00

Land Lease for cows - \$100 per season

Announcer Stand with sound - \$25.00

Grooming - \$25.00 per "work"

Lighting - \$25.00

Baseball/Softball Fields¹⁵

Field #1, #2, & #3 Baseball Fields

\$15.00 per hour, \$75.00 per day

Callaway Baseball Field

\$20.00 per hour, \$75.00 per day

\$20.00 additional per hour for lighting

Orchard Hills Softball Field

\$15.00 per hour, \$75.00 per day

City Center Soccer Field

\$10.00 per hour (min 2-hour rental)

\$50.00 per day

\$35.00 additional for field paint/prep
Refundable Security Deposit

Police Department GRAMA Requests

Research Fee - \$15.00/hour, minimum 1 hour
Copy of Report - \$5.00 initial report up to 5 pages
 \$0.75 per page more than 5
 Supplemental Report - \$5.00 additional charge
Accident Form⁷ - \$10.00
Photographs - \$5.00 each photo
Tape Duplication - \$25.00/hour, minimum 1 hour
 \$10.00 per VHS tape or DVD, client may provide own tape
 \$5.00 per cassette tape, client provides own tape
 \$10.00 per tape postage & handling
Fingerprints
 Santaquin – No Charge
 Non-Residents - \$10.00 up to 2 cards
Utah Criminal History Reports - \$25.00 (Santaquin/Genola Residents only)
Junk Permits
 Santaquin – No Charge
 Non-Residents - Service no longer available
Contract Services - \$70.00 per Officer/per hour
Driving Privilege Verification - \$25.00

Copies

Land Use & Development Management Code - \$35.00
Subdivision Code - \$25.00
General Plan - \$2.00 (CD) \$75.00 (Hard Copy)
City Construction Standards & Drawings - \$40.00
Zoning Map (11X17) - \$3.00
Custom Maps - To Be Determined
Official City Maps (up to 36" x 48") - \$15.00
Miscellaneous Copies - \$0.50 per page

Fire/EMS Department

Personnel:
EMT Stand-by \$30.00
Paramedic Stand-by \$37.50
Firefighter Stand-by \$30.00
Fire/EMS Officer Stand-by \$50.00
Chief Officer Stand-by \$75.00
Resources:
Ambulance, EMT \$130.00
Ambulance, Medic \$160.00
Fire/Rescue - UTV \$70.00
Bicycle - EMS \$40.00
Motorcycle/ATV \$50.00
Ladder Truck – Stand-by \$150.00 Response \$257.00
Engine – Stand-by \$125.00 Response \$257.00
Rescue/Squad – Stand-by 50.00 Response \$100.00
Tender – Stand-by \$90.00 Response \$148.00
Brush Truck (Type 6) – Stand-by \$93.00 Response \$152.00
Extrication Unit (min) – Stand-by 75.00 Response \$200.00
Smoke Removal - \$50.00
Haz Mat Mitigation – Stand-by \$150.00 Response \$200.00
Confined Space Entry – Stand-by \$150.00 Response \$200.00
Foam, Class A or B – Current Market Value

Absorbent – Current Market Value
Permit Fees:
Fireworks Sales/Display - \$60.00
Fuel Storage Installation – Per Tank
 Above Ground \$50.00
 Below Ground \$250.00
Fuel Storage Tank Removal – Per Tank
 Above Ground \$50.00
 Below Ground \$250.00
LPG Installation Per Tank- \$60.00
Tents/Canopies (>400 sqft) –
 Residential \$25.00
 Commercial \$60.00
Fire Flow Test (per hydrant) - \$25.00
Fire Report Copying - \$6.00 Per Sheet
Medical Gas Storage Installation/removal, fixed - \$50.00
Others Fees as adopted by IFC - \$50.00
Inspections/Plan Review Fees:
Special/Follow-up Inspections - \$50.00
Fire Sprinkler Systems Installation, New/Renovated –
 10-100 Heads - \$100.00
 101-200 Heads - \$150.00
 201-300 Heads - \$200.00
 >301 Heads \$250.00 plus .50 per sprinkler head
Commercial Cooking Fire Suppression System - \$100.00
Fire Alarm System Installation –
 \$100 < 6,000 Sq Ft
 \$150 > 6,000 Sq Ft
Paint Booth - \$100.00
Care Facilities Annual Inspections –
 Exempt Child Care \$20.00
 Daycare/Preschool - \$20.00
 Care Center/Assisted living - \$50.00
 Final Inspections, Commercial \$50.00

GRAMA Requests

Research/compilation Fee - \$40.00 per hour after the first 15 minutes
Copies - \$0.25 per black/white page
 \$0.75 per color page
 \$5.00 per Certified Copy

Special Events¹¹

Special Events License - \$50.00

Library

Library Cards – Free for Residents
 \$40.00 non-residents
All Replacement Cards - \$2.00
Special Inter Library Loans per item - \$1.00
Fines - \$0.10 per day for over due books
 \$1.00 per day for overdue DVD's or Kindle Devices
Fees for damage to media placed in the Drop Box \$5.00
Fees for damage to books and other materials will be assessed by Library Staff up to the replacement cost
Interlibrary Loan - \$3.00 + extra postage
Copies - \$0.10 per black/white page
 \$0.20 per pre-printed page
 \$0.50 per color page

- ¹ Cemetery plots which are purchased on an extended pay contract are subject to an additional interest charge of 1.5% monthly or 18% annually. Flush Mount headstones are only permitted in designated areas.
- ² Additional disinterment fees could be assessed depending on the location of the grave and will be reviewed on a case by case bases.
- ³ A baby is determined to be a child before their 3rd birthday. Children 3 years of age or older shall be considered adults. All Infant and cremations must have a flush headstone unless using a full size grave.
- ⁴ All fees for construction in a City right-of-way shall double for work done without a permit or for work commencing prior to a permit being issued.
- ⁵ Verification of residency is required at the time of reservation/payment.
- ⁶ Reservations will not be taken for the following year until January 1st. In case of inclement weather, reservation may be rescheduled and deposits may be refunded, however, rental fees are not subject to refunds. Reservations must be canceled at least 2 weeks prior to the reservation date in order to receive a full refund, reservation fees will not be refunded if cancelled less than 2 weeks prior to the reservation date.
- ⁷ Only state forms will be copied with requests for accident reports.
- ⁸ This amount is an estimated amount of actual City costs associated with uncontested proposals. Additional fees may be negotiated and assessed based on applications requiring City staff time beyond that reasonably anticipated for such an application. The City may credit this fee toward an applicant's purchase of vacated street area.
- ⁹ All scheduling for the arena will be done through the City Recreation Department. The season runs from the first day in April to the last day in September. Annual fees are based on one day per week. If person/organization/group wants to reserve facilities for two day a week, fees would be double, three days; fees would be triple, and so on. Lessee may lease area, not to exceed five-hundred (500) square feet; maximum 15 cattle per pen and no more than two (2) pens may be leased at the facilities. **No other** livestock is permitted. Livestock owners must receive approval for use and location from the city prior to setting up temporary fencing. Livestock owners must provide their own temporary fencing and feed.
- ¹⁰ Acreage of properties owned by a government entity are excluded from fee calculations. Existing public roads adjacent to annexation boundaries should be included with such petitions in accordance with City policies and planning purposes. Where non-petitioning properties are more than 30% of the annexing area, those fees which would be required for non-petitioning properties may be deferred for up to one year of the annexation becoming effective under the following requirements:
 1. A bond in a form acceptable to the City is posted for the remainder fees. Such bond shall be forfeited to the City if the remaining fees are not paid within the allowed 12-month time frame.
 2. Petitioners can not receive final approval on a plat until all required annexation fees, including non-petitioned property fees, are paid.
- ¹¹ Any additional Public Safety costs necessary for the event will be assessed to the applicant. If events are held in a public park, appropriate park fees apply.
- ¹² Annual renewal fees are due February 1st. If payment is not received by March 1st of the same renewal year, the license shall be considered null and void and a new license must be applied for with all associated new licensing fees. Persons operating a business without a renewed and/or current business license shall be subject to all penalties applicable under City and State law.
- ¹³ Base and Usage rates will be adjusted each July 1st to reflect the Consumer Price Index change from the preceding calendar year.
- ¹⁴ Deposits may be applied to customer's billings or may be returned when all billings are current.
- ¹⁵ City Sponsored activities/sports will have first priority when scheduling of the fields.
- ¹⁶ Deposit for Water Hydrant Meter Deposit will be refunded when meter is returned.
- ¹⁷ Pre-paid fees will be placed into an escrow account and drawn upon as inspection costs are incurred by the City. If costs for inspections and testing exceed the amount in the escrow account, they will be the responsibility of the developer and paid for prior to receiving final approvals at the end of the development warranty period. At the conclusion of a final walk through and city acceptance of the improvements, the developer may be reimbursed any amount remaining in the escrow account in accordance with reimbursement procedures found in city ordinances.
- ¹⁸ One ERU is equivalent to .25 acres of single family development. For all other types of development, the following formula will be utilized Step 1: Divide 10,890 (total sf in .25 acres) by impact fee per ERU (\$3,388) = \$0.31 per sf. Step 2: Multiply irrigable area (sf lot size minus sf of hardscape on lot) by Impact Fee per sf (\$0.31) to arrive at impact fee.

- ¹⁹ Per Equivalent Residential Unit: Impact Fee is \$656
- ²⁰ Fees for Cemetery Service not listed on the Consolidated Fee Schedule will be reviewed and charged on a case by case basis.
- ²¹ Culinary Water, Pressurized Irrigation, and Sewer base and usage rates are double the current rates for unincorporated areas.
- ²² An opt-out period established during the February/March billing cycle each year. Opt-out fees are only applied to existing recycling customers. It is required to schedule the pickup/return of the customers recycling can. Missing recycling cans will be assessed a fee equivalent to the cost of a replacement recycling can.
- ²³ The base impact fee is \$468.00, Regional Pond fee is \$270.00 and the East side Debris Basins fee is \$32.00.
- ²⁴ Fees for all other uses (e.g. Residential, Commercial, etc.), please refer to the Transportation Impact Fee Analysis (Exhibit B) Table 14 of pages 11 and 12.

B. Furthermore:

1. In addition to the fees listed above, every development within the City boundaries of Santaquin, Utah, shall pay an infrastructure inspection fee according to the following:

a. Subdivision Infrastructure. Prior to the construction of any infrastructure which is approved as a part of a subdivision and is located within the boundaries of the same subdivision, the developer shall provide the City with funds, in an amount equal to 4% of the approved construction estimate for the necessary infrastructure improvements, as a means to defray the costs of inspection of said improvements. All such funds shall be non-refundable and paid in addition to any other bonding or surety requirements. Any shortcomings in the amount of the funds shall be paid in full by the developer prior to final approval of the infrastructure.

b. Off-Site and Other Infrastructure. Prior to the construction of any infrastructure which is: 1) approved as a part of a subdivision but which is not located within the boundaries of the subdivision; or 2) unrelated to an approved subdivision, the developer shall provide the City with funds, in an amount equal to 2% of the approved construction estimate for the necessary infrastructure improvements, as a means to defray the costs of inspection of said improvements. All such funds shall be non-refundable and paid in addition to any other bonding or surety requirements. Any shortcomings in the amount of the funds shall be paid in full by the developer prior to final approval of the infrastructure.

2. Bond or Escrow. The sub divider shall furnish a bond or escrow in the amount of one hundred twenty-five percent (125%) of improvement costs with the city recorder, prior to the beginning of any subdivision construction, to assure the proper installation and construction of all required improvements within two (2) years immediately following the approval of the subdivision plat by the city council. Release of such bond or escrow shall be made as per city code (11-11-3).

3. Payment of fees in full shall be the responsibility of the applicant. Payment of fees in full shall be required as a part of all application submittals, as stipulated herein. It shall be the responsibility of the applicant to submit the necessary materials in order to be eligible for review on an agenda of any City reviewing body. Placement on an agenda is not necessarily automatic and verification of the review of the application by the City is **strongly** encouraged.

C. In addition and notwithstanding the above schedule of fees, should the review and processing fees exceed those identified herein, the applicant shall pay **actual costs** as determined and documented by the City Recorder.

This resolution shall be come effective upon passage and shall repeal and supersede any and all resolutions dealing with the same subject.

Approved this 3rd day of March 2021.

Kirk F. Hunsaker, Mayor

ATTEST:

K. Aaron Shirley, City Recorder



MEMORANDUM

TO: Santaquin City Council
FROM: Jon Lundell P.E., City Engineer
RE: **Salisbury Development – Renewal of Conditional Use Permit for Mass Grading**

City Council Action needed

Review a renewal request for the mass grading conditional use permit for The Hills @ Summit Ridge and Vistas West Developments

Background

Mr. Shawn Herring of Region Engineering, representing Salisbury Development, is requesting a renewal of the Conditional Use Permit for the mass grading associated with The Hills @ Summit Ridge and the Vistas West Residential Development located within Summit Ridge. The mass grading is being completed to facilitate the development of the property. The proposed area is located south of Summit Ridge Parkway and west of the Union Pacific Railroad and contains approximately 163 acres.

Analysis

Santaquin City Code §10-6-28: *Gravel, Sand, Earth Extraction, and Mass Grading* requires that a plan be provided indicating how potential impacts may be reduced with the proposed mass grading project.

Below is a table indicating the requirement and the proposed action:

City Code Section Title 10 Ch. 6 sec 28	Requirement	Proposal
5: Bonding	Must provide a bond for the reclamation of the site	Appropriate bonding is in place
7: Marketing of Materials	Maintain a sales office on site Current Santaquin City Business license	No initial exterior sales is contemplated or has occurred Prior to any outside sale of material a Santaquin City Business license must be obtained
10: Minimum lot size	10 acre minimum	The overall property that is proposed to be included within the mass grading is 163 acres.
11: Building Setbacks	Front – 300 Feet Rear – 50 Feet Side – 50 Feet	None indicated on the site plan.
12: Parking	One parking stall per site employee	None indicated on the site plan

13: Fencing and Screening	Fenced according to current mine safety requirements Site must be visually screened	Plans indicate that a silt fence will be placed along the downhill side of the property. Topsoil will be stockpiled in a berm along the project boundaries to provide screening of the site indicated. A 2 foot berm will be placed along all downhill slopes of the project
14: Hours of operation	7:00 am to 7:00 pm	7:00 am to 7:00 pm
15: Road Access	Must have Direct access to a public road	Accessing via Sageberry Dr. and Summit Ridge Parkway
16: Road Maintenance	Must maintain roads to minimize dust 40' pave road prior to the entrance/exit	No pavement indicated on the site plan
18: Noise standards	Maintain safe decibel levels	Use of berms and stock piles may be used to shield and deflect sounds
19: Blasting	No Blasting permitted	
20: Transportation vehicle standards	Load transport vehicles in a manner to prevent material from being discharged in to the roadway	
21: Lighting	Direct all lighting way from neighboring properties	Minimal lighting due to hours of operation
22: Drainage	May not allow any storm water to flow onto adjacent properties and may not create stagnant ponds	Application indicates silt fencing and the nature of the soil will minimize the amount of drainage on the site
23: Excavation and Backfill	Mass grading to the finished elevation If backfill is necessary must be clean suitable material	Any over excavation will be backfilled using approved onsite materials
24: Vegetation	Site must be reclaimed with sufficient top soil and seeding	Replace top soil and seed with approved material

Santaquin City Engineering and Planning Site visit report:

Santaquin City Engineering and Planning visited the site to review the current status of the mass grading permit. During the visit the following observations were made:

1. The proposed grading directly west of The Hills @ Summit Ridge Plat A is within 30 feet from the rear property line of the newly constructed homes. This raises concerns with noise, dust, and vibrations that could impact the new residents of these homes.
 - a. The Applicant has indicated that they will be focusing on the grading behind the existing homes first and anticipate that the mass grading in this area will be completed in 4 to 6 weeks of starting. The applicant plans on using an excavator and haul trucks to move the material adjacent to existing homes, thus allowing for easier control of noise and dust levels. Other areas will utilize dozers and scrapers to perform the mass grading.

2. There is a 16 inch culinary water main line that supplies water from the Summit Ridge Water Tank to the city. This water line runs along the gravel road that extends west from Sageberry drive and is located within a proposed area that will be lowered along the northern side of the proposed grading area. This water line must be protected to ensure that there no disruption in providing water to the system.
 - a. The Applicant has stated that they will pot hole this existing water line to determine the exact location and depth, then place an additional 2 to 3 feet of fill over the top of the water pipe and cross it only at that location to protect the line during the work.
3. The applicant will need to provide a 2 inch meter to adequately measure water usage for the project.
4. To date, the applicant has been responsive to any concerns or issues (clean up roads, dust, etc.) that have been reported.
5. There is an existing permit from the Utah Department of Environmental Quality (DEQ) the regulates potential environmental impacts and there are no known actions taken by the DEQ.

Planning Commision Review and Recommendation

The Planning Commission reviewed the renewal application on February 23, 2021. During the review the planning commission expressed concerns about keeping the roads and storm drain facilities clean.

To address these concerns the Applicant has committed to follow the State of Utah's Storm Water Pollution Protection Plan (SWPPP) regulations. These include weekly inspections as well as inspections after every storm greater than 0.5 inches of rain/snow, 6 inch deep construction access pad constructed of large gravel to knock off any mud, street sweeping and watering as needed. These inspections will be completed by certified SWPPP inspectors.

The Planning Commission made the following recommendation:

Commissioner Lance motioned to forward a positive recommendation to the City Council for the Salisbury Mass Grading Permit with the following conditions as recommended by staff:

1. Indicate the location of the proposed structures and parking on site in accordance with the required setbacks.
2. Provide a drainage plan for the site
3. That all activities comply with Santaquin City regulations pertaining to mass grading operations as found in Title 10-6-28 of the Santaquin City Code.
4. Provide appropriate bonding for the site.
5. Provide a modified haul route as per engineering recommendation.
6. Address the buildability of lots located in the north west corner of the development at proposed final grading.

With the addition that a sweeping mechanism, be used daily to ensure that debris is kept off public streets. Commissioner Nixon seconded.

Possible City Council actions:

Possible City Council actions included:

1. Approve the mass grading permit with appropriate conditions.
2. Table the proposed Conditional use permit request with findings.

Staff Recommendation

City staff recommends the Conditional Use Permit for the Salisbury Mass Grading Operation at Summit Ridge be approved with the following conditions:

Conditions:

1. Follow all SWPPP regulations.
2. That all activities comply with Santaquin City regulations pertaining to mass grading operations as found in Title 10-6-28 of the Santaquin City Code.

CONDITIONAL USE PERMIT

For

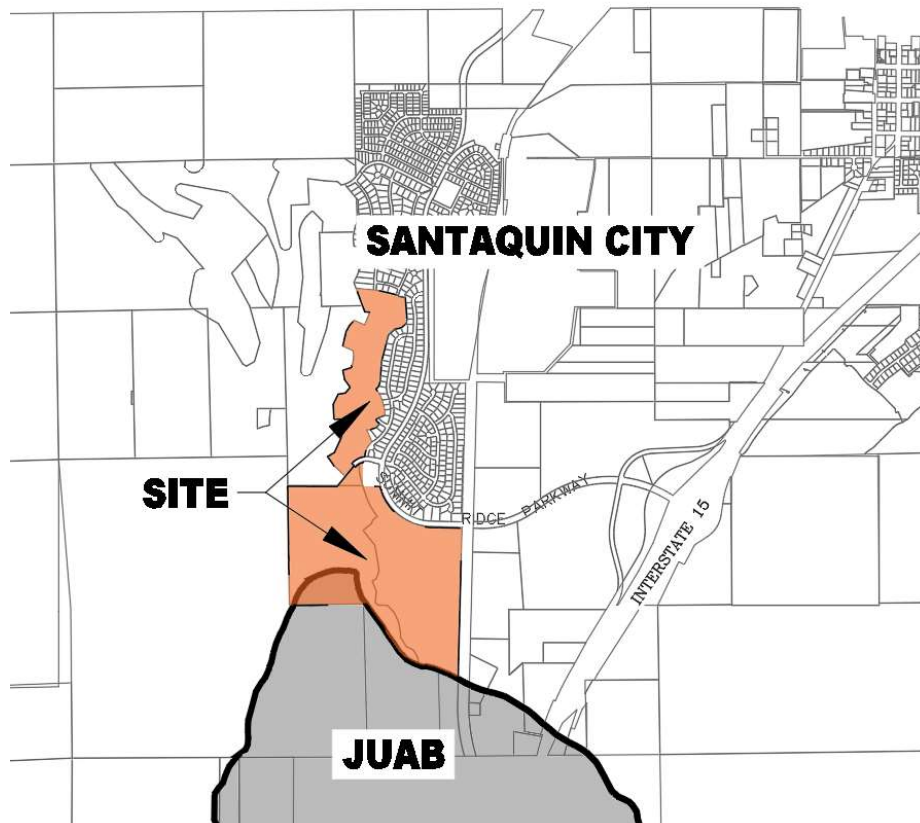
THE HILLS @ SUMMIT RIDGE & VISTAS WEST

MASS GRADING

Located in

SANTAQUIN, UTAH

VICINITY MAP



Prepared by:

Shawn Herring

Region Engineering & Surveying

1776 North State Street #110

Orem, Utah 84057

(801) 376-2245

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Project Summary

Salisbury Development wishes to continue with grading and development efforts of The Hills @ Summit Ridge and the Vistas West single family developments. Grading has been ongoing for the past 18 months and 7 phases have been fully developed and approved. The items within this document outline the remaining areas to be graded and developed.

The remaining area breakdown is as follow:

- The Hills @ Summit Ridge – 113+/- Acres
- Vistas West – 48+/- Acres

The remaining areas of The Hills will all be brought to subgrade, while grading efforts within Vistas West will begin. Additional phases in The Hills (H, I, J and K) will be fully developed by the end of 2021, as well as Phase 1, 2 and 3 of Vistas West.

Project Owner:

Salisbury Development

Address: 494 W 1300 N, Springville, UT 84663

Phone: +1 801 491 9091

Earthwork Contractor:

Brown Brothers Construction Co., Inc.

90 North 200 East

P.O. Box 249

Loa, UT 84747

Phone: (435) 836-2685

Nuisance Mitigation:

Dust

Contractors for Salisbury Development will operate under a state-issued air quality permit and strictly adhere to approved opacity, fugitive dust and emissions standards set forth in the permit. All processing equipment is equipped with a dust suppression system and the site may also have a stand-up water tank on site from which it pulls water to keep dust to a minimum on roads and stockpiles. When winds are excessive, the Contractor may also elect to shut down its operations until the winds calm to a tolerable level. Access crossing from Summit Ridge 160 to Vistas West will also be maintained and cleaned in order to keep dust down.

Noise

The effects of noise are kept to a minimum by placing berms, stockpiles and possible fencing in strategic locations to help deflect and muffle the noise, and operations are not conducted before 7:00am or after 7:00pm. Any haul trucks will exit the site to the Northeast (access point 1), away from nearby homes. This is also the shortest route to I-15.

Lighting

Because operations are only conducted from 7:00am to 7:00pm, only a minimum amount of lighting will be necessary. During the winter months, when days are short, lighting will be used in the mornings and evenings but will be positioned to eliminate negative stray effects. Security cameras on site use infrared light for monitoring and therefore no overnight lighting will be necessary.

Odors

The developer is not aware of any odors that will be released by its operations.

Site Reclamation Plan

During the reclamation phase the site will be contoured to match the elevations and slopes established by the grading plan, topsoil will be redistributed and a city approved seed mixture will be applied.

- Preliminary grading plan completed by LEI for Vistas West are attached.
- Preliminary Grading Exhibit and Cut/Fill exhibit completed by Region is attached.

Backfilling:

Near the conclusion of the grading process, the site will be evaluated to establish a balance between areas that need to be cut and areas to be filled. Areas that need to be filled will be raised with suitable material from the site. All fill materials will be tested so moisture-density relationships can be established. Compaction levels will be established, and tests will be conducted, by an independent geotechnical firm.

Topsoil Redistribution and Seeding:

Topsoil from the site will be collected and stored as a berm on the perimeter of the property and will be draped over slopes and spread over the floor of the disturbed area during the final reclamation phase of the project. If need be, the topsoil will be scarified. A seed mix, approved by Santaquin City, will be distributed along the slopes and floor area. Typically, the seeding will take place in the late fall.

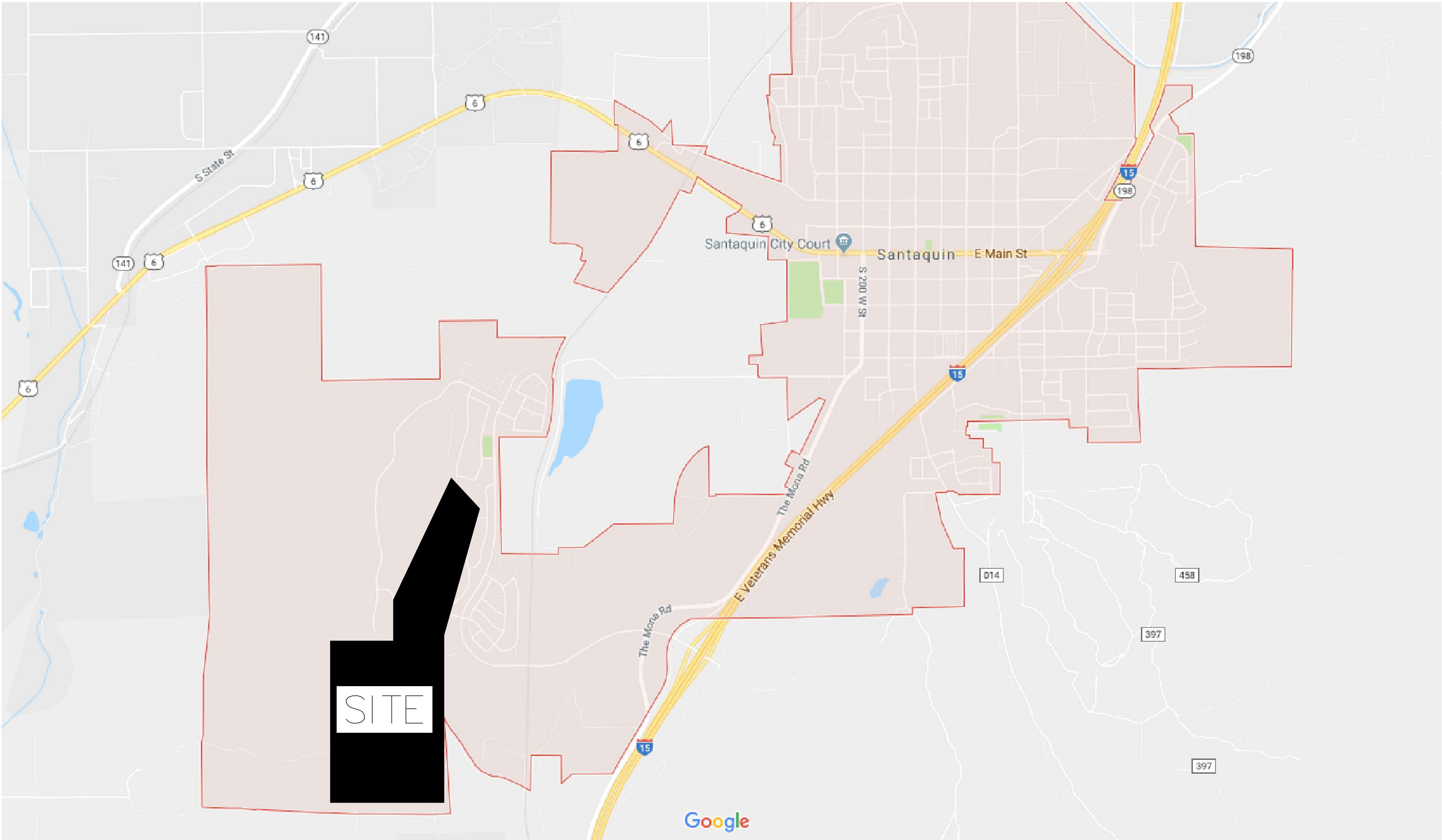
Surface Water and Erosion:

Due to the porous nature of the soil in the area and the slopes established by the grading plan, we don't believe surface water runoff will be an issue. If areas do show signs of erosion, we will mitigate the erosion with established industry practices.

<u>Estimated Production Schedule</u>	
Time Period	Activity
Feb-2021	Clear and grub main areas of Vistas West and remaining phases of The Hills
	Install erosion control measures per SWPPP
	Begin grading efforts on Western portion of The Hills
Summer 2021	Begin Detailed grading/utility work for Phases H, I, J and K of The Hills, and Phases 1-3 of Vistas West
Summer 2021 - Spring 2022	Continue processing and stockpiling, while concurrently selling stockpiled materials.
	Continue working on Phase one and additional developed phases as we gain approvals
Spring 2022 - Aug. 2023	Processing complete
	Finish selling stockpiled material
Sept. 2023 - Jan. 2024	Finish grade and distribute topsoil over disturbed area.
	Distribute seed

Appendices:

- Geotechnical Report
- Project Exhibits
 - Location Map
 - Location Map 2
 - Conditional Use Site Plan
 - Conditional Use Site Plan - Overall
 - Grading Plan
 - Drainage Plan
 - Cut/Fill (The Hills & Vistas West)
- The Hills Phase Plan
- Vistas West Phase Plan
- The Hills Preliminary Approved Plan Set
- Vistas west Preliminary Approved Plan set





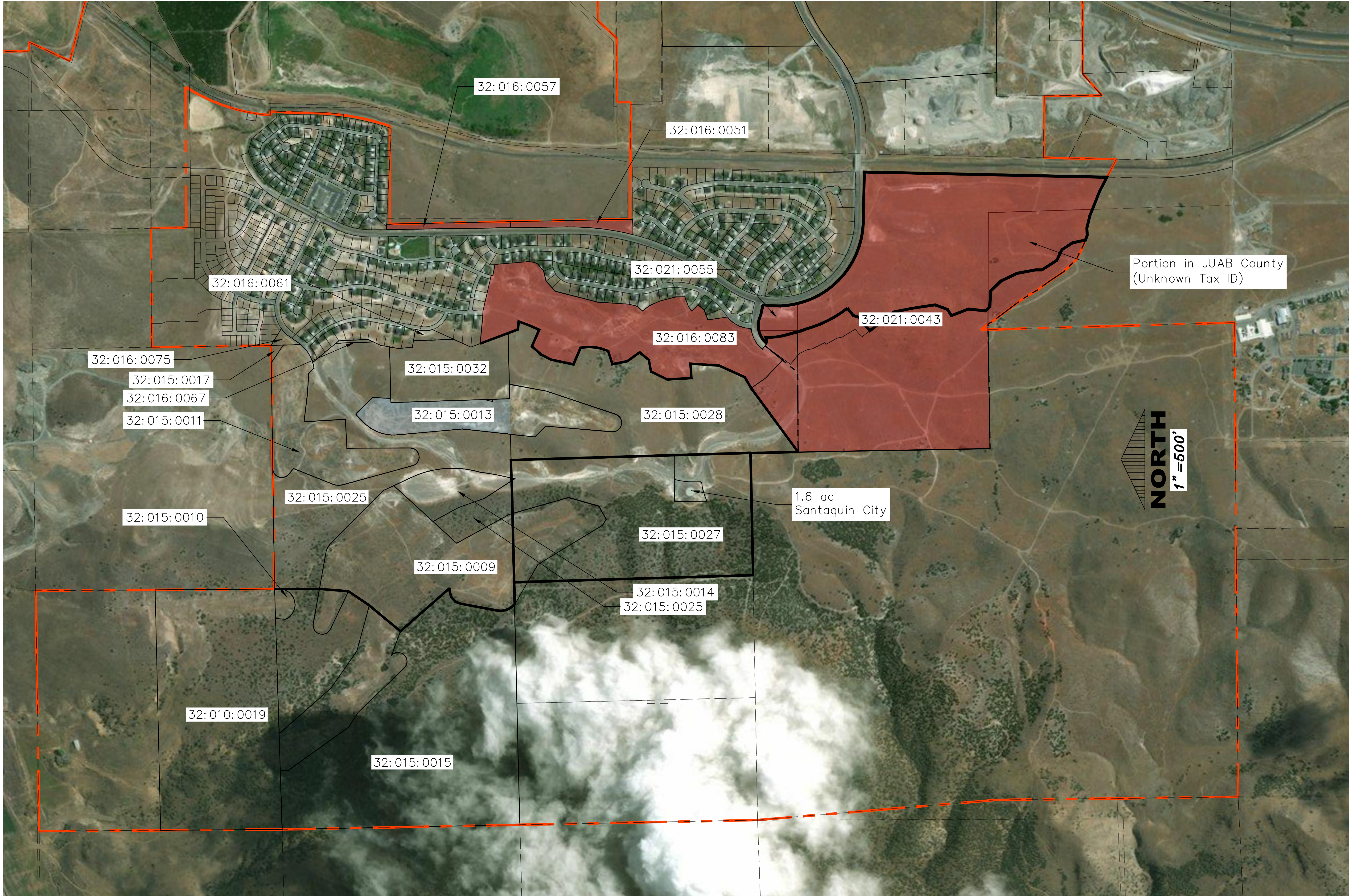
region
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& Surveying
1776 N. State St. #110
Orem, UT 84057
P: 801.376.2245
regiondesignllc.com

**SUMMIT RIDGE
CONDITIONAL USE PERMIT
LOCATION MAP**

DATE:2.7.2021	
PROJECT #	
REVISIONS:	
1	
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3	

SHEET NAME:

SHEET:



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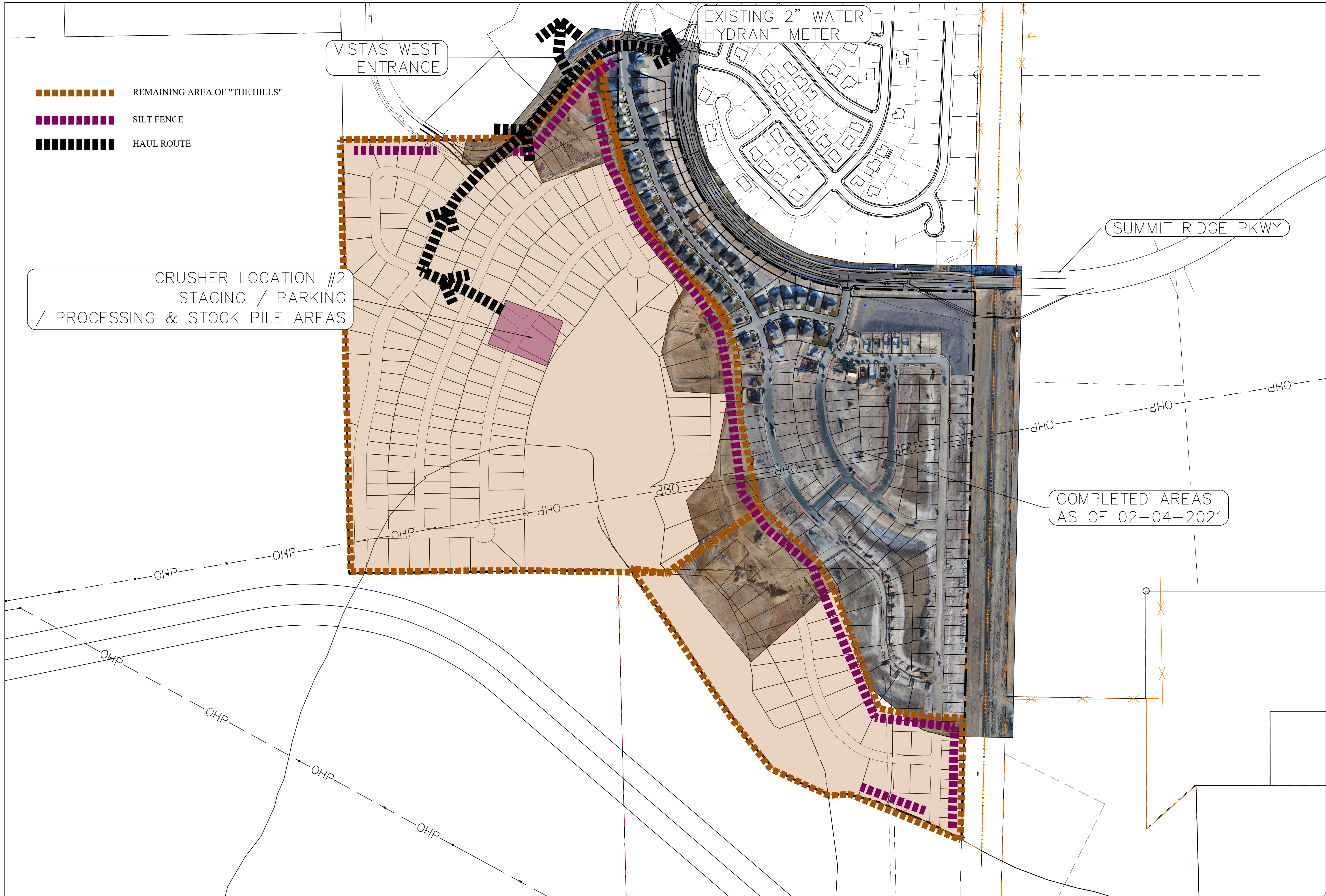
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SUMMIT RIDGE
CONDITIONAL USE PERMIT
LOCATION MAP

DATE:2.7.2021	
PROJECT #	
REVISIONS:	
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SHEET NAME:

SHEET:

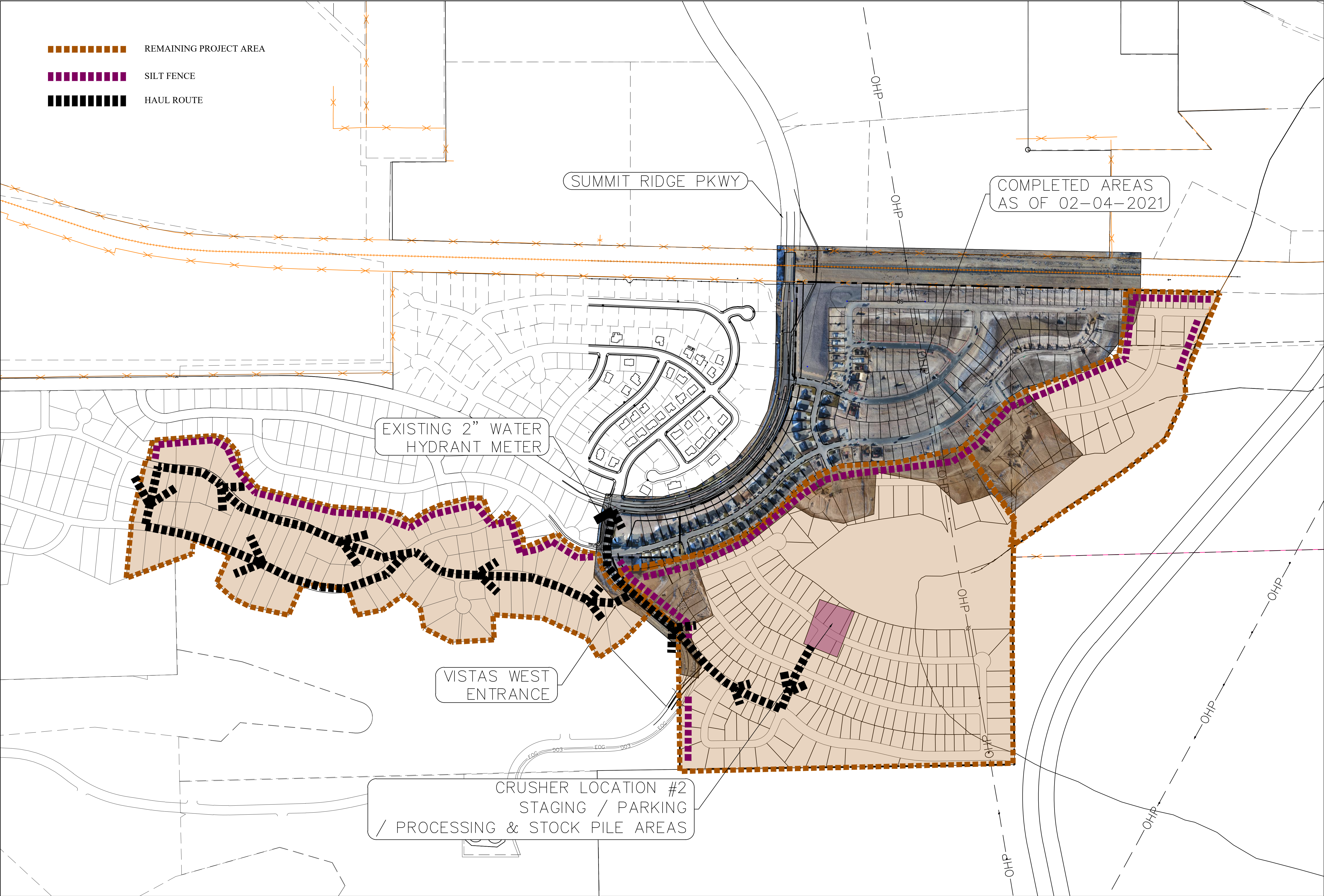


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regionsignille.com

DATE:2.7.2021	
PROJECT #	
REVISIONS:	
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SHEET NAME:	
SHEET:	



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DATE:2.7.2021	
PROJECT #	
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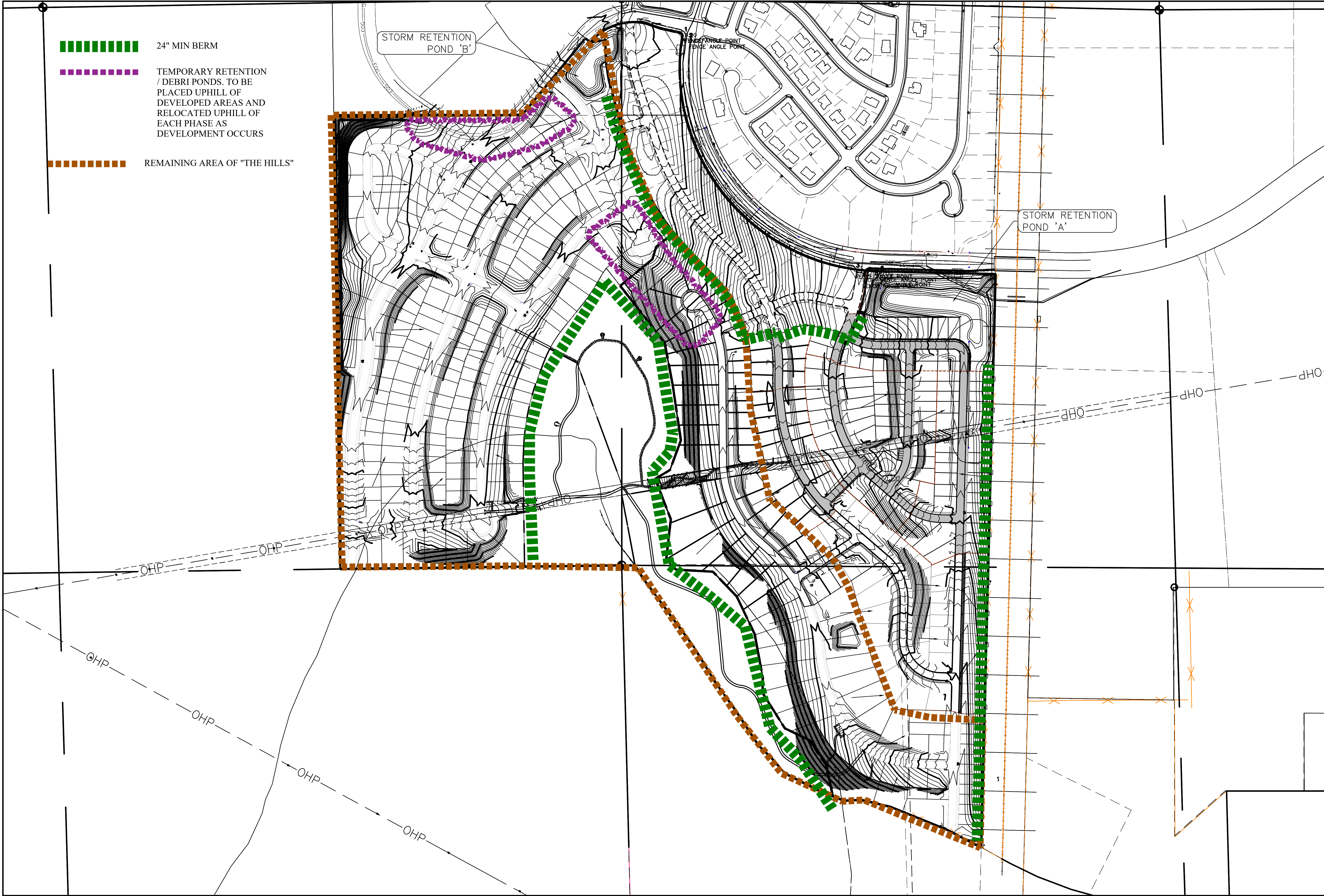
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DATE:2.7.2021	
PROJECT #	
REVISIONS:	
1	
2	
3	

SHEET NAME:

GRADING PLAN

SHEET:



24" MIN BERM



TEMPORARY RETENTION / DEBRI PONDS. TO BE PLACED UPHILL OF DEVELOPED AREAS AND RELOCATED UPHILL OF EACH PHASE AS DEVELOPMENT OCCURS



REMAINING AREA OF "THE HILLS"



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DATE:2.7.2021	
PROJECT #	
REVISIONS:	
1	
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SHEET NAME:
DRAINAGE PLAN

SHEET:



Elevations Table			
Number	Minimum Elevation	Maximum Elevation	Color
1	-59.19	-40.00	
2	-40.00	-20.00	
3	-20.00	-10.00	
4	-10.00	0.00	
5	0.00	5.00	
6	5.00	10.00	
7	10.00	15.00	
8	15.00	24.34	

Volume
Cut volume (unadjusted) 1488114.88 Cu. Yd.
Fill volume (unadjusted) 629682.13 Cu. Yd.
Net volume (unadjusted) 858432.75 Cu. Yd.<Cut>

REMAINING AREA OF "THE HILLS"



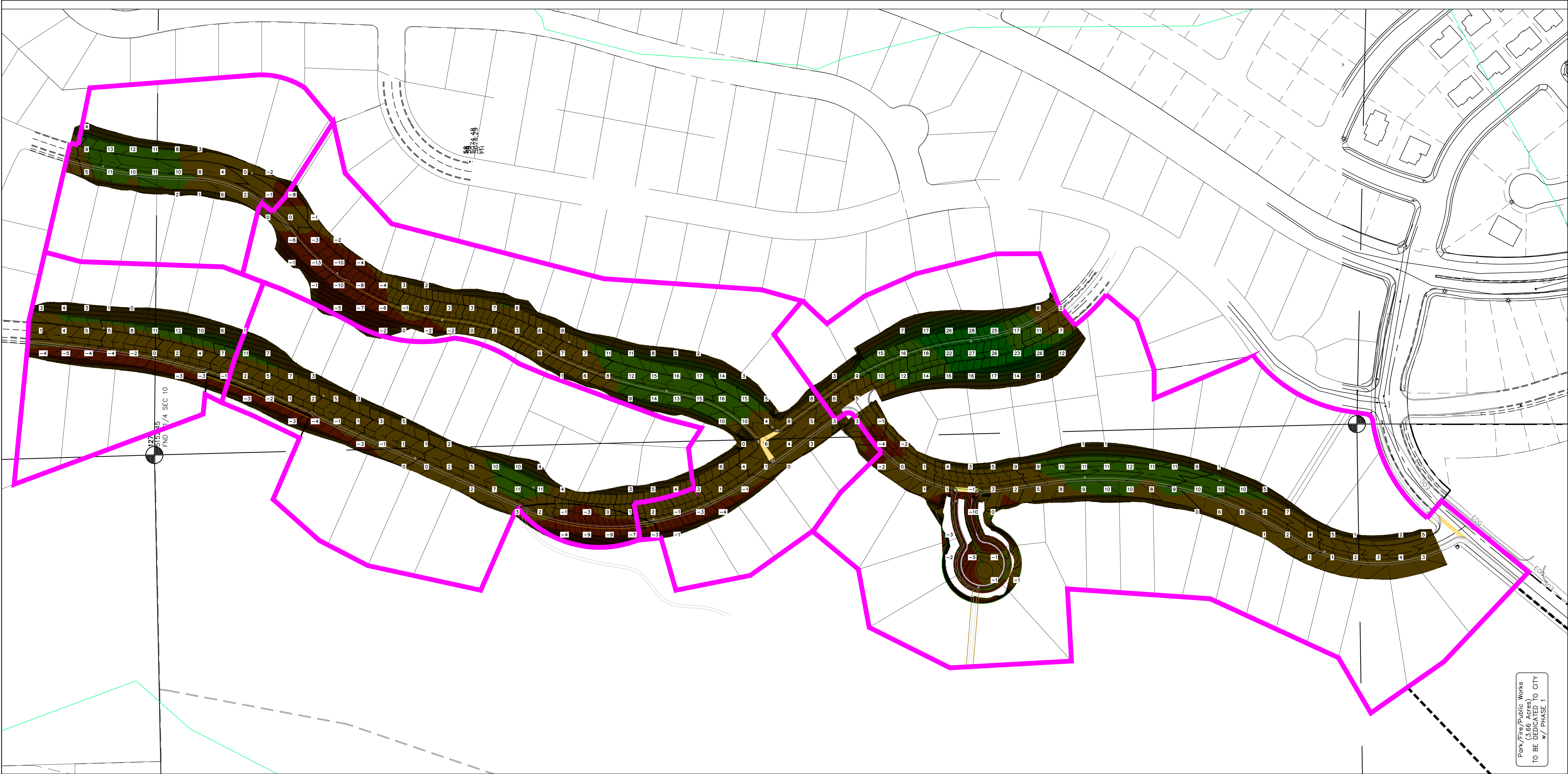
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DATE:2.7.2021	
PROJECT #	
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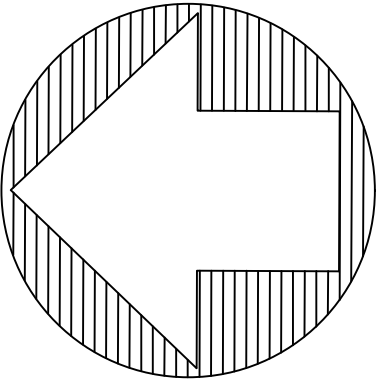
SHEET NAME:
CUT/FILL EXHIBIT

SHEET:



Park/Fire/Public Works
Site Area
TO BE DEDICATED TO CITY
w/ PHASE 1

Volume
Cut volume (unadjusted) 21452.04 Cu. Yd.
Fill volume (unadjusted) 122973.32 Cu. Yd.
Net volume (unadjusted) 101521.28 Cu. Yd.<Fill>





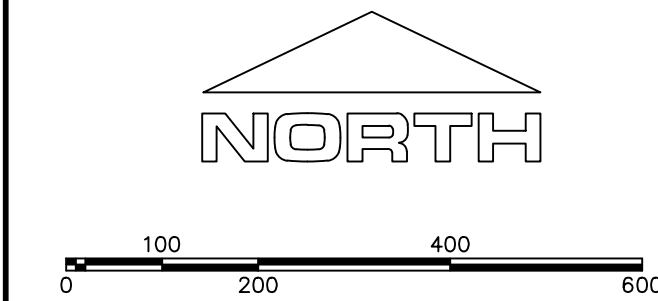
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DATE:2.7.2021	
PROJECT #	
REVISIONS:	
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SHEET NAME:
VISTAS WEST

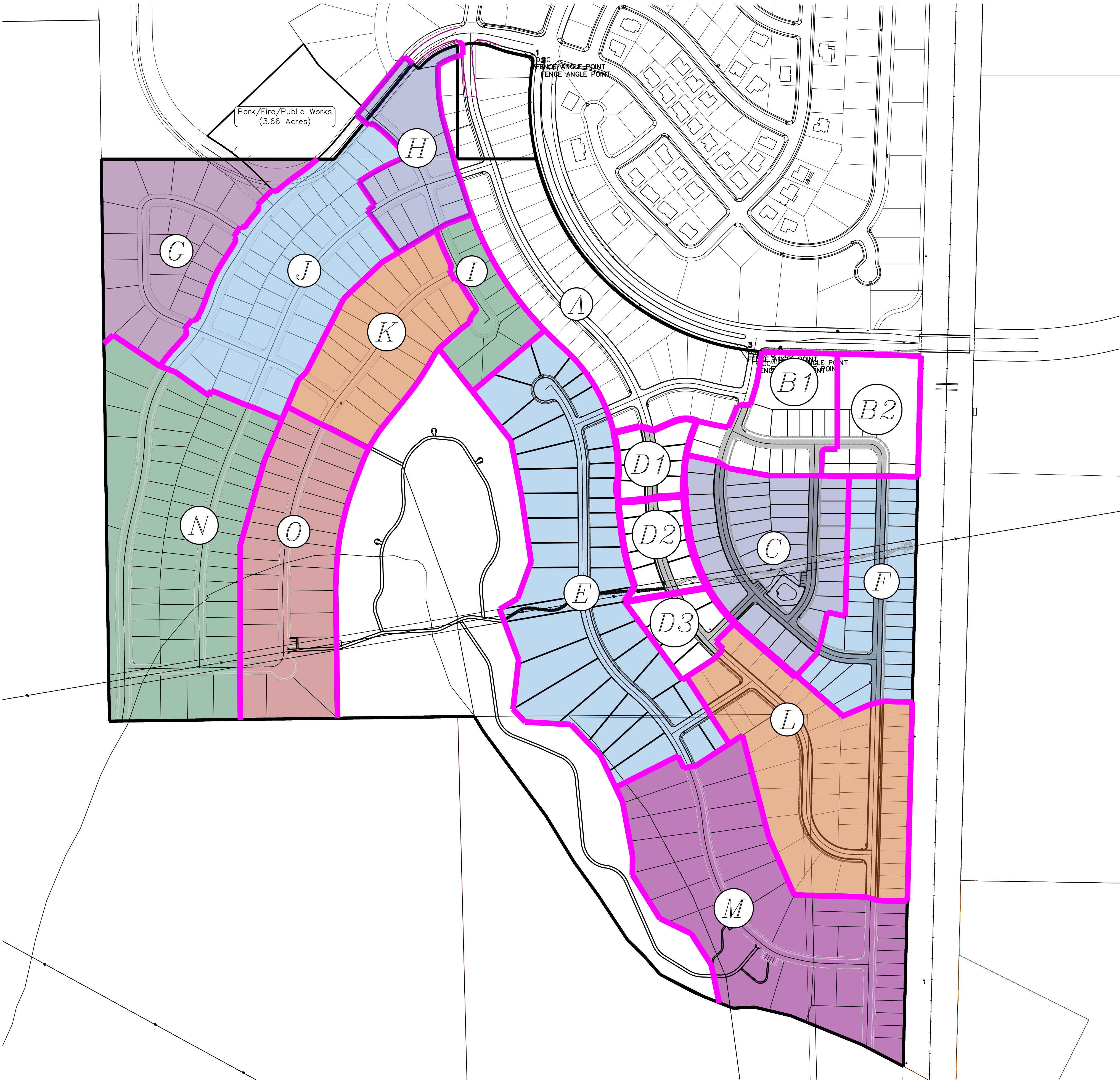
SHEET:
CUT-FILL



(24"x36")
SCALE 1" = 200'
(11"x17")
SCALE 1" = 400'

1. THE DEVELOPER AND THE GENERAL CONTRACTOR UNDERSTAND THAT IT IS HIS/HER RESPONSIBILITY TO ENSURE THAT ALL IMPROVEMENTS INSTALLED WITHIN THIS DEVELOPMENT ARE CONSTRUCTED IN FULL COMPLIANCE WITH ALL STATE AND SANTAQUIN CITY CODES, ORDINANCES AND STANDARDS. THESE PLANS ARE NOT ALL INCLUSIVE OF ALL MINIMUM CODES, ORDINANCES AND STANDARDS. THIS FACT DOES NOT RELIEVE THE DEVELOPER OR GENERAL CONTRACTOR FROM FULL COMPLIANCE WITH ALL MINIMUM STATE AND SANTAQUIN CITY CODES, ORDINANCES AND STANDARDS.
2. ALL SPEED & TRAFFIC REGULATION SIGNS TO BE DETERMINED AND INSTALLED BY SANTAQUIN CITY. DEVELOPER TO PAY SIGN EXPENSES WITH DEVELOPMENT BOND.
3. ALL SERVICE LATERALS SHALL BE INSTALLED PER SANTAQUIN STANDARDS AND DETAIL ON SHEET DT-02 UNLESS OTHERWISE NOTED.
4. 18" MIN. VERTICAL SEPARATION BETWEEN CULINARY WATER AND P. STORM DRAIN, OR SANITARY SEWER AT ALL CROSSINGS. CULINARY WATER TO HAVE 4" MIN. COVER AS PER CITY STANDARD.
5. ALL BUILDING PERMITS ARE REQUIRED TO HAVE A GRADING PLAN SUBMITTED FOR REVIEW AT THE TIME THAT THE BUILDING PERMIT IS APPLIED FOR.
6. ALL RECOMMENDATIONS MADE IN A PERTINENT GEOTECHNICAL REPORT/STUDY SHALL BE FOLLOWED EXPLICITLY DURING CONSTRUCTION OF BUILDING AND SITE IMPROVEMENTS

PHASE BREAKDOWN		
	Units	
PHASE A		50
PHASE B1		13
PHASE B2		8
PHASE C		35
PHASE D1		8
PHASE D2		10
PHASE D3		6
PHASE E		38
PHASE F		32
PHASE G		22
PHASE H		10
PHASE I		9
PHASE J		41
PHASE K		21
PHASE L		41
PHASE M		34
PHASE N		55
PHASE O		28
TOTAL		461



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10/8/2020

THE HILLS @ SUMMIT RIDGE

LOCATED IN PORTIONS OF SECTION 12 AND 13,
TOWNSHIP 6 SOUTH
RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN

DATE:10.8.2020

PROJECT #

REVISIONS:

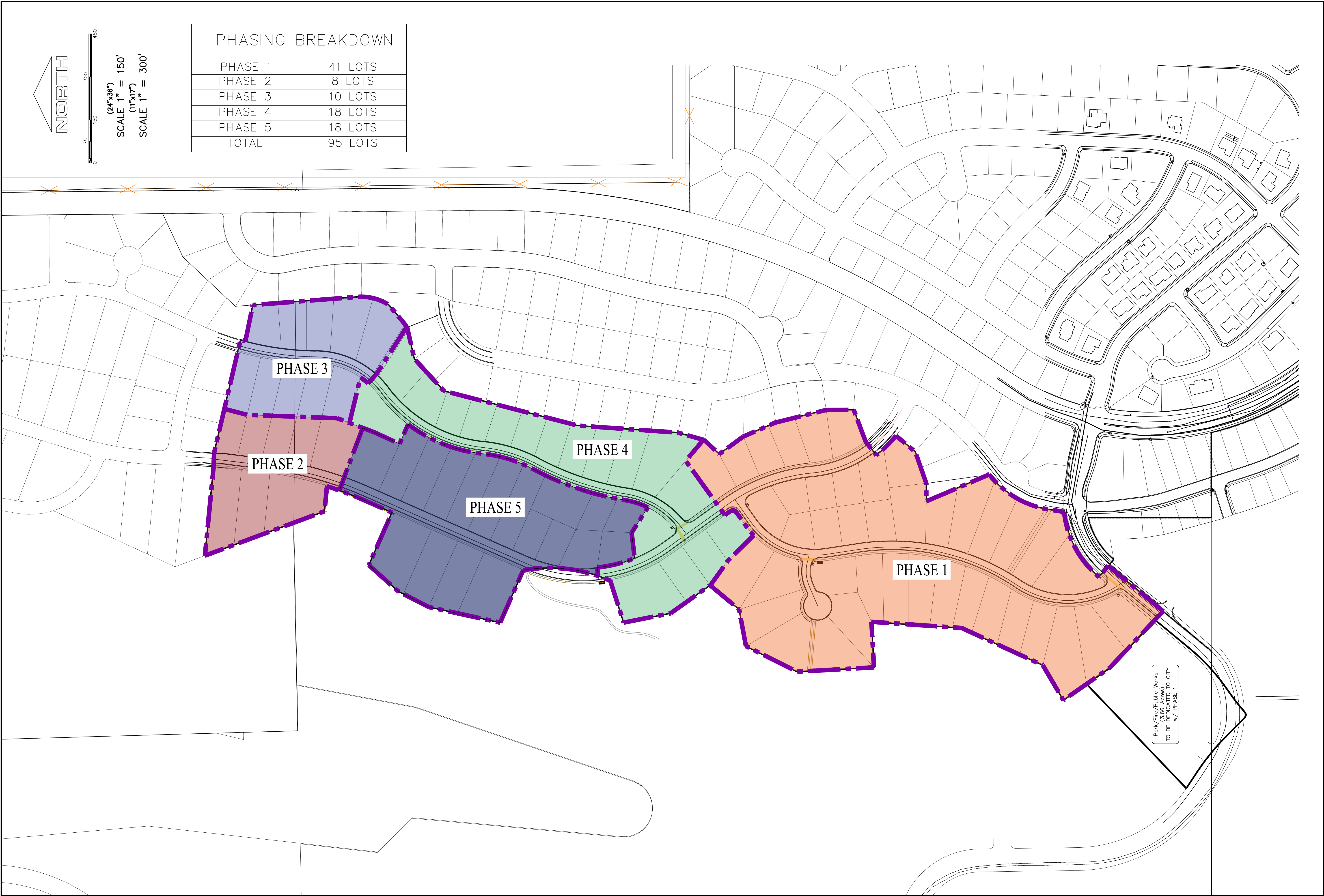
1

2


3

SHEET NAME:
PHASE PLAN


SHEET:
PHASING



PHASING BREAKDOWN	
PHASE 1	41 LOTS
PHASE 2	8 LOTS
PHASE 3	10 LOTS
PHASE 4	18 LOTS
PHASE 5	18 LOTS
TOTAL	95 LOTS



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1870283
Tyndler
DONALD L.
REGISTERED PROFESSIONAL ENGINEER
STATE OF UTAH
EXPIRES 12/31/2020

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VISTAS WEST @ SUMMIT RIDGE
PHASE 'A'

LOCATED IN PORTIONS OF SECTION 12 AND 13,
TOWNSHIP 6 SOUTH
RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN

DATE:10.8.2020
PROJECT #

REVISIONS:

1	
2	
3	

SHEET NAME:
PHASE PLAN

SHEET:
PHASE



Spanish Fork City Transforms Invoice Processing

*2X faster invoice lifecycle with automated expense allocations
and easily customized invoice export files*



ABOUT

Spanish Fork is situated in central Utah, and lies in the south central portion of Utah County. It's named after a river adjacent to the city's original location, which was dubbed by the 1776 Dominguez-Escalante expedition. Spanish Fork is a community that strives to maintain a high quality of life, and provides an outstanding environment for working, recreating, and enjoying life.

12X

FASTER TO GET
AUTHORIZED
INVOICES INTO THE
ACCOUNTING SYSTEM

2X

REDUCTION IN
THE INVOICE
LIFECYCLE

FAST FACTS

- **1855** » Incorporated as a city
- **2017** » Rebranded its motto to "Pride and Progress"
- **45,000** » Population, which has doubled in the last decade
- **1st** » Icelandic settlement outside of Europe

Challenge

Spanish Fork City has worked for years to make sure it has the ability to accommodate growth. Under the auspices of the City's Finance Director, Kent Clark, a four-person accounting team is responsible for managing the accounts payable (AP) process, but only one person was charged with sending 1,200+ invoices per month to the right approvers.

The City received about 75% of its invoices via postal mail and Christy Johnson on the AP team spent two days every week manually routing the paper invoices for approval signatures. They didn't have an AP process to accommodate growth, so when the COVID-19 pandemic hit, the City's finance director began looking for technology to automate the process.

Amidst COVID-19, the AP team began using electronic signatures on invoices so the staff didn't have to come into the office. But they still printed all approved invoices, manually entered the data into their government accounting software platform, Caselle, and stored the physical files.

They tried using document management software to automate AP and store approved invoices. But it fell far short of their needs. Spanish Fork needed a true AP automation platform to take control over invoice processing with smart, intuitive, and actionable AP automation.

Solution

Stampli connects with Caselle via file integration, which enables it to facilitate a fully automated AP process. **Now 100% of invoices are available in Stampli on the day of receipt and its artificial intelligence (AI) technology — Billy the Bot — helps automate invoice processing and learns the organization's unique patterns to streamline processes.**

After Christy reviews the invoice and adds any header details needed, Stampli makes it easy for her to assign one or more approvers and send for approval. Invoices over certain threshold amounts are assigned to the appropriate finance manager, and Stampli ensures that approvals are completed following the sequence of the assigned approval order.

If needed, approvers can re-route the invoice or ask questions to AP or other departments on top of the invoice, taking much of these time-consuming tasks out of the AP clerk's day.

The approvers code the invoice with the correct GL and approve - all with the convenience of seeing the invoice image. Approved invoices are then reviewed by AP and authorized for payment.

After checks are issued, the payment status and reference of paid invoices are updated in Stampli based on a file that Christy drags-and-drops from Caselle to the virtual drive folder on her computer. This folder then automatically updates Stampli with the payment information.

Business Outcomes



2X reduction in the invoice lifecycle

"Before Stampli, Christy would put invoices into approvers' in-boxes at the beginning of the week, but usually didn't have approval until the end of the following week. Now invoices are easily scanned and sent to Stampli on the day of receipt.

"We send invoices to the approvers across all departments the same day the invoices come in, which is at least four times faster than before. And, we've reduced our invoice lifecycle by 2X because now we're processing and paying invoices the same week we receive them," said Christy.



12X reduction in the time to get authorized invoices into Caselle

After invoices are coded and approved in Stampli, Spanish Fork creates invoices in Caselle using their customized invoice export file. Similar to other file integration customers, Stampli customized the invoice export file to enable all fields and data types required to create an invoice to be available in the invoice export file.

"All we have to do is click "Create export file" and Stampli automatically creates the CSV file with all invoices awaiting payment. I then upload the file into Caselle, which eliminates manual data entry. What used to take up to 12 hours can now be done in about one hour," said Christy.

Stampli also customized a file so that when invoices are paid in Caselle, the posting period in which the payment was made is available in Stampli. This makes it easy for each department to use Stampli to easily run reports to find exactly when each transaction affected its budget.



Automated expense allocation across departments

The team is saving significant time with Stampli's table template feature for 15-20 recurring invoices from vendors with expenses allocated in the same GL across departments, such as cleaning services and utilities. Since table templates pre-populate GL information in invoices, approvers spend less time adding GL codes, leading to faster reviews and approvals. The City is recouping 50+ hours per month across all approvers and departments to use on more valuable and strategic projects.



Enhanced visibility facilitates cash flow management

Stampli's advanced search capability enables AP and all approvers to search invoices based on a variety of filters, such as GL codes, vendors, statuses, departments, dates, approvers, and even custom fields. Users can easily track prepaid expense accounts for projects and track invoices for grant funding requests.

"Before, we had to search Caselle by GL code, find the vendor information, and then hunt for the related data in a filing cabinet. Now, all users can find what they're looking for without needing AP's help," she added.



SPANISH FORK
PRIDE & PROGRESS

What's Next?

The AP team describes Stampli as "convenient", "simple", and "user-friendly". It has provided the AP automation the team needed, and now, leveraging their success with Stampli, they are exploring options to expand automation to check runs.

Want results like Spanish Fork?

Take the first step towards better Accounts Payable. Meet with one of our AP experts.

LET'S TALK



MEMORANDUM

To: Mayor & Council
From: K. Aaron Shirley, Finance Director
Date: March 2, 2021
Subject: Accounts Payable Automation & Workflow Software

Mayor & Council,

Background

Accounts payable is a critical system to the City's day to day operations but from its handling of paper invoices for coding to its single-item invoice entry into our accounting system it's a process that leaves a lot to be desired. While our accounts payable process has functioned fine for a smaller city for years' staff and elected leaders have recently observed the City's growth wave affecting department after department in terms of workload and I would like to be proactive in implementing a solution that would streamline the workflow as well as reduce both time and errors in our accounts payable system.

Research & Findings

Finding the right software vendors for each of the needed moving pieces that worked well in a government context was a challenge, but I recently became aware of Spanish Fork City automating their accounts payable system and visited with them. Their accounts payable team and the directors, who approve and code the invoices, had nothing but praise for this software solution which provides the moving pieces I mentioned previously which include:

1. OCR technology with machine learning capabilities that can read and extract data from invoice PDF's while constantly improving itself in its data extraction capabilities.
2. Workflow solution for invoices to be coded by directors in an online portal with improved audit trail for questions on invoices months or years down the road.
3. Batch exports for uploading into our accounting system saving time from manual individual invoice entry.

Stampli is a month-to-month contract so if it's not a good fit we can cancel at any time at a relatively low cost. Also, we were able to get them to give us a quote at a 50% discount as shown in the chart below.

Stampli	1 st Quote	2 nd Quote	Final Quote
Invoices per Year	2,400	4,800	4,800
Monthly Cost	\$735	\$1,036	\$735
Annual Cost	\$8,832	12,432	\$8,832



Recommendation

I recommend that the City contract Stampli on a month to month basis to improve the workflow and reduce the time spend on the accounts payable process. In addition, this software pushes the need for a part-time accounts payable clerk even further down the road than our initial two to four-year timeframe estimates.

Recommended Motion:

Motion to approve a month to month contract with Stampli for accounts payable workflow and automation software.