



CITY COUNCIL REGULAR MEETING

Tuesday, March 02, 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

ABSENT

Council Member Jennifer Bowman

PLEDGE OF ALLEGIANCE

Led by Jason Bond.

INVOCATION / INSPIRATIONAL THOUGHT

Offered by Benjamin Reeves.

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

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

PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS

Public Forum

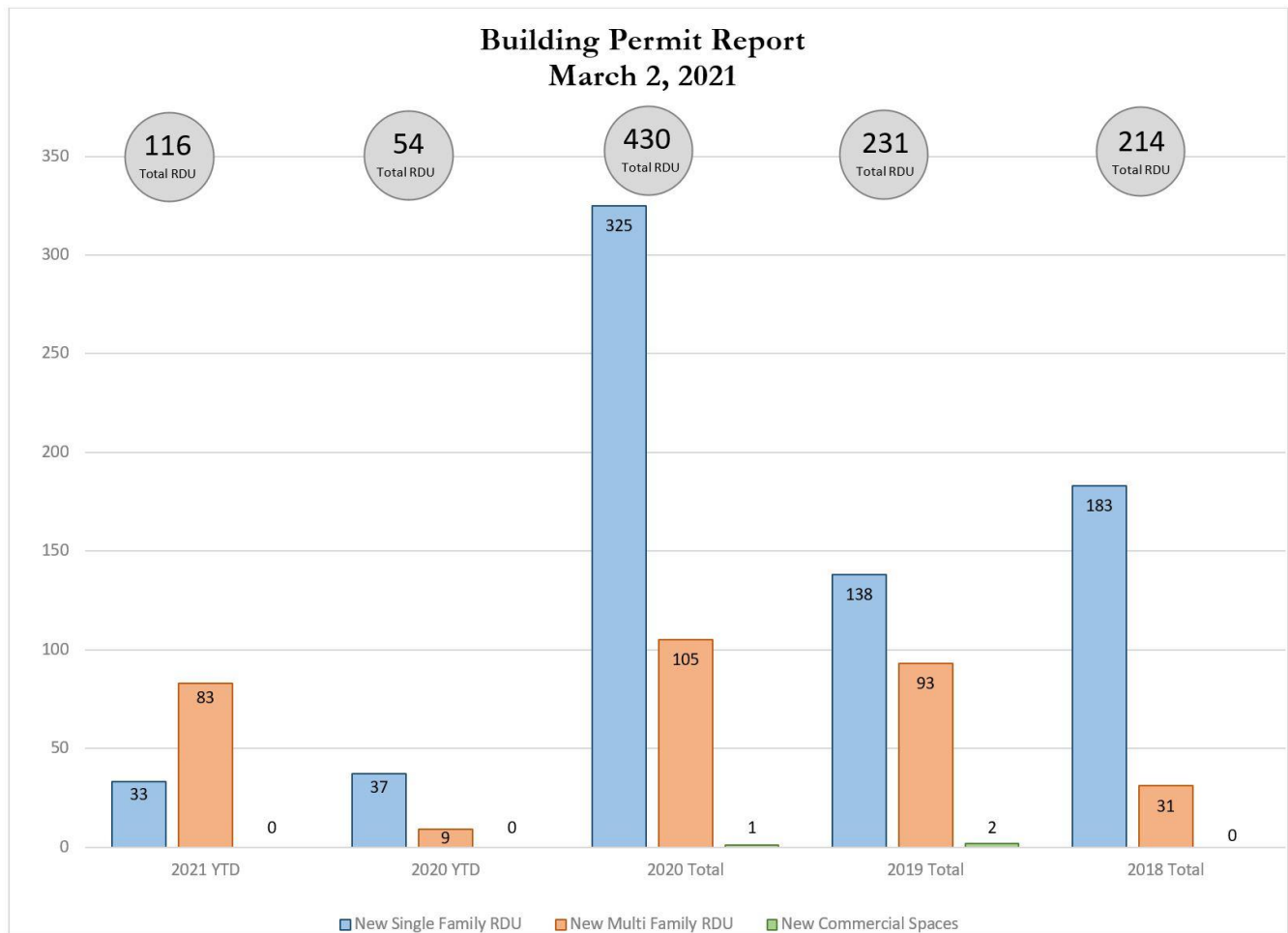
No Public Comments.

Awards

7. 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.

BUILDING PERMIT & BUSINESS LICENSE REPORT



NEW BUSINESS

Ordinances

8. **Ordinance 03-01-2021, "An Ordinance Modifying Parking Requirements for Drive-In Restaurants"**

Community Development Director Jason Bond explained that this clarifies some parking requirements for businesses that come into town which reduces the amount of parking spaces which the city felt was onerous and takes out some language to be consistent with code definitions like "Family Restaurants" being changed to "Restaurants" since there is no definition of a family restaurant in code.

Motion made by Council Member Mecham to approve Ordinance 03-01-2021, "An Ordinance Modifying Parking Requirements for Drive-In Restaurants"

Seconded by Council Member Miller.

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

9. **Ordinance 03-02-2021, "An Ordinance Enacting a 14-Day Submittal Requirement for Development Applications"**

Community Development Director Jason Bond said this requires development application timelines to be more consistent with other cities in extending the timeline so that staff has more time to get the work done before it's presented to the Council.

Motion made by Council Member Montoya to approve Ordinance 03-02-2021, "An Ordinance Enacting a 14-Day Submittal Requirement for Development Applications".

Seconded by Council Member Mecham.

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

Resolutions

10. **Resolution 03-04-2021, " A Resolution Approving an update to the Consolidated Fee Schedule"**

Assistant City Manager Norm Beagley said this fee schedule updates water meter fees for new development to help the city recover their costs.

Motion made by Council Member Miller to approve Resolution 03-04-2021, " A Resolution Approving an update to the Consolidated Fee Schedule".

Seconded by Council Member Montoya.

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

Discussion & Possible Action

11. **Renewal of Mass Grading CUP for The Hills**

Assistant City Manager Norm Beagley said this renews the Mass Grading CUP for the Hills development and they have the state permits required. There were some concerns addressed from the Planning Commission meeting but there were some additional language attached to the renewal added that extend additional requirements to do a cleaner job on their construction.

Council Member Montoya asked about who has the power to regulate the mass grading project and Beagley responded that it was mostly the state who makes visits to any project larger than an acre and sends a courtesy report to the affected city.

Council Member Hathaway said there is indication that they can use public roads but asked if there was any coverage for if there is damage city roads from the developer. Assistant City Manager Norm Beagley responded that this was a concern in the public comment from the Planning Commission meeting

12. Stampli Contract - Accounts Payable Automation & Workflow Software

Finance Director Aaron Shirley gave a short presentation on the need for accounts payable automation software. This expands the capacity of our accounts payable process from a manual single-entry process from paper into the city accounting system to an auto-extracted data process that allows for batch uploads into the accounting system. Additionally, instead of having a paper coding process from directors, this software provides a workflow for directors to get notified when they need to code invoices and takes them to an online portal they can access from anywhere to code and approve invoices as well as ask questions and forward to another director if need be. This online portal for coding and invoice processing allows for a superior audit tracking trail. Instead of having to go through the accounts payable clerk to ask about circumstances and a copy of the invoice they have all of that available to them on the portal as they can see all invoices assigned to them in the past and, if need be, a higher level access that allows them to search all invoices processed through the Stampli system. Because of a good working relationship with the vendor Shirley was able to get the system at 50% off rate and the contract is month to month not locking the city into any annual contracts.

Shirley then described how he went to Spanish Fork City and met with their accounts payable clerk and watched her process a batch of invoices and talked with her about the pros and cons of the system. Shirley said Spanish Fork had a hard time giving him any cons and the only one they could think of is that directors miss going in person to visit with the accounts payable clerk as they coded invoices manually on paper like they used to do.

Council Member Mecham thanked Shirley for all of his research and said he liked that the contract was month to month.

Motion made by Council Member Mecham to approve a month to month contract with Stampli for accounts payable workflow and automation software.

Seconded by Council Member Montoya.

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

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

City Manager Benjamin Reeves

- The process for replacing the Justice Court judge is ongoing.
- The relocation of the county line is continuing and is anticipated to start moving forward this coming April.
- The Jamie Evans property agreement is still in progress.
- Discussion is happening of when Council Meetings can come back in-person either completely or partially dependent on whether or not the Governor relaxes restrictions. A partial in-person meeting would be Council in person with public still participating virtually. The Council agreed that they would like to try the partial in-person meetings if everyone is comfortable and completely in-person if the Governor's restrictions allow by the second Council meeting in May.

Assistant City Manager Norm Beagley

- Had a great meeting with Community Services managers and they are moving with a lot of momentum with the library projects as well as other improvements and enhancements to get the City ready for the warmer weather seasons.

Community Development Director Jason Bond

- Reported on the latest Utah State University meeting with the City. Students were able to continue to develop ideas for the City and Bond is excited for their final presentations in April.
- Interviews will be taking place this Thursday for a third Community Development assistant for all of the things that are happening in the category of Community Development and the growth.

REPORTS BY MAYOR AND COUNCIL MEMBERS

Mayor Hunsaker

- In the last Mountainland Association of Governments (MAG) meeting there was a presentation on fraud and that's it's more often than not found by accident than by audit. Good things to think about and remember, it was a good fraud training.

Council Member Miller

- Nothing to report. Thank you to staff.

Council Member Montoya

- Nothing to report.

Council Member Mecham

- Checked in with Public Works Director Jason Callaway.
- It's fun to support local businesses and to see them thriving. Encouraged everyone to support local businesses.

Council Member Hathaway

- Wanted to say congratulations to Ryan Lind on becoming the new full-time Fire Chief.

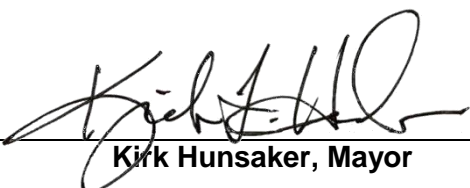
ADJOURNMENT

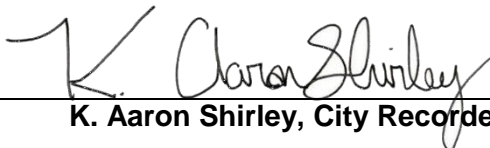
Motion made by Council Member Miller to adjourn at 7:54 p.m.

Seconded by Council Member Mecham.

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

ATTEST:


Kirk Hunsaker, Mayor


K. Aaron Shirley, City Recorder