

Santaquin City Council Assignments

2022

Mayor Dan Olson:

- Regional Planning Committee – (MAG)
- Council of Governments (COG)
- South County Mayors
- Summit Creek Irrigation Board
- City Administration
- CUP with Engineering
- Flood Control and Debris Basins
- Water:
 - SUVMWA
 - Mt Nebo Water Agency
- Bicycle Parks

Council Member Lynn Mecham:

- Community Services Department
- RAP tax board member
- Events Liaison
- (Alternate) Liaison to City Administration (e.g. hiring panels, etc.)
- Payson-Santaquin Area Chamber of Commerce

Council Member Betsy Montoya:

- Historic Preservation Board
- Imagine Santaquin (Master Plan)
- Youth City Council Representative
- Library Board
- Museum Liaison
- Seniors Liaison

Council Member Dave Hathaway:

- Water – Co-Board Member (SUVMWA & Mt. Nebo)
- Liaison to Police Department
- Community Services Board Member
- Liaison with the Rodeo

Council Member Art Adcock:

- Liaison to Fire Department
- Emergency Preparedness Committee
- Liaison to Public Works & Engineering Departments
- Liaison with CUP
- Liaison with the American Legion

Council Member Jeff Siddoway

- Planning Commission Representative
- Liaison for City Communications (PIO)
- ULCT Legislative Policy Committee
- Flood Control and Debris Basins Liaison
- Sports Liaison
- Liaison with Low income, weather securing and updating older homes

Description of Responsibilities

Regional Boards & Decision-Making Bodies:

Regional Planning Committee (MAG) – 1st Thursday Evening of the Month – Provo – 5:30pm

The Mountainland Metropolitan Planning Organization (MPO) serves the transportation stakeholders in urban Utah County. The MPO works with the municipalities, the county, the Utah Department of Transportation, the Utah Transit Authority, Federal Highway and Transit Administrations, and the other MPOs of the state to create a dialogue, collaboration, and consensus about the important land use and transportation decisions before us. Our boards and committees are made up of elected officials, technical staff, and community members.

As the Mayor, and/or City Councilmember assigned to represent Santaquin City on MAG's MPO, it is expected that you will study the regional transportation issues facing Utah County (as presented in your board meeting packet) and attend the meeting prepared to represent the best interests of Santaquin City, south Utah County cities, and Utah County in general.

Council of Governments (COG) – 1st Thursday Evening of the Month – Provo – 6:30PM

Utah County Council of Governments (COG) has, as its members, the three Utah County Commissioners, plus the Mayors of each of the cities and towns in Utah County. COG is a regional governing and coordinating body.

COG meetings consist of agenda items that include, but are not limited to city and county announcements, updates, concerns, and/or issues. Examples include Book Mobile, Animal Control, Emergency 911 Communications, Wildfire Suppression and Prevention, At-Risk Youth Programs, etc.

As the Mayor, and/or City Councilmember assigned to represent Santaquin City on COG, it is expected that you will study the issues facing Utah County (as presented in your board meeting packet) and attend the meeting prepared to represent the best interests of Santaquin City, south Utah County cities, and Utah County in general.

South County Mayors – Meeting time and location varies

Over the years, much of the funding allocated to Utah County has benefited the northern most cities in Utah County. To strengthen the allocations such that they are beneficial throughout the entire county, the South County Mayors formed an informal group to discuss issues facing south county and rally support for those issues. Each mayor takes a turn to host these meetings for a full year before handing the reins over to another mayor. The host mayor works to find meeting dates and locations that work best for the entire group. Typically, they meet on a monthly basis (sometimes quarterly) on the 2nd Thursday evening of the month.

Summit Creek Irrigation Board – Ad hoc/As-Needed basis (Annual Meeting in January)

Santaquin City owns approximately one-third of the shares of Summit Creek Irrigation Company (SCIC). As such, a board position has been created for the Mayor of Santaquin City to participate as a voting member on all board issues. In the event of the absence of the Mayor, the

Mayor Pro-Temp is authorized to vote on behalf of Santaquin City and Santaquin Water District shares.

This board has an annual meeting in January of each year. In addition, periodic meetings are held throughout the year as noticed by the SCIC President, Phil Rowley, and/or SCIC Secretary, Tod Rowley. Having a good understanding of water, water law, and local water issues is required to meet the expectations of this position.

Furthermore, both Santaquin City and SCIC are voting members of the Summit Creek Water Management Association, which also includes Utah County and Strawberry Highline Canal Company. The purpose of this secondary association is to deal with high water flows from canyon runoff.

SUVMWA – Meets Quarterly (Jan, Apr, Jul, Oct) – 2nd Wednesday of the month – 6pm – Spanish Fork City Hall

Santaquin City has a historic allocation of Utah Lake Drainage Basin Water Delivery System (ULS) Water contracted under the South Utah Valley Municipal Water Association (SUVMWA) as administered by a Central Utah Water Conservancy District (CUWCD) Contract. The purpose of this board and these meetings is to discuss and deal with water allocated by said contracts. The expectation for board membership and participation is to study the water issues facing this region and to come prepared to SUVMWA meetings. Those representing Santaquin City as voting members need to be approved by Resolution of the City.

Although the city council representative is a voting member of this board, any budget allocations for this agency from Santaquin City, must be approved by the Santaquin City Council.

Mt Nebo Water Agency – Meets Quarterly (Jan, Apr, Jul, Oct) – 2nd Monday of the month – 7:30am – Salem City Hall

The purposes of the Agency are to:

1. plan, design, develop, construct, own and/or sponsor Projects and related Facilities;
2. operate, administer, manage, repair and replace the same, as necessary;
3. facilitate the transfer and distribution of Agricultural Water and Municipal Water to its Members and to Non-Member Contracting Entities for delivery to their respective customers, shareholders, and contracting parties;
4. enjoy economies of scale and other benefits made possible through the joint and cooperative action of the Members; and
5. prepare, update, and implement an Agricultural Water preservation plan for agricultural areas in the Agency Service Area.
6. plan for future water supplies within the Agency Service Area, or any additional area served by the Agency through agreements entered under the Act;
7. provide a forum in which water use, management, and conservation affecting Member Agencies can be coordinated within the Utah Lake-Jordan River Basin; and,
8. prepare, update, and implement an Agricultural Water preservation plan for agricultural areas in the Agency Service Area.

The expectation for board membership and participation is to study the water issues facing this region and to come prepared to Mt. Nebo Water Agency meetings. Those representing Santaquin City as voting members need to be approved by Resolution of the City.

Although the city council representative is a voting member of this board, any budget allocations for this agency from Santaquin City, must be approved the the Santaquin City Council.

Payson-Santaquin Area Chamber of Commerce – 3rd Tuesday of each month – Chamber Office (Main Street Payson) – 8am

The Mission of the Payson & Santaquin Area Chamber of Commerce is to raise business awareness, strengthen business relationships, and help drive the local economy by offering effective opportunities and events to local businesses. Jason Bond, Community Development Director, is a voting member on the Chamber Board representing Santaquin City. However, additional support and participation on the board by the Councilmember assigned to the Payson-Santaquin Area Chamber of Commerce is highly desired. In addition to board meetings, the council representative will also participate in Chamber Events (e.g. Ground breakings, ribbon cuttings, farmers markets, shop-local initiative and civic events.).

ULCT Legislative Policy Committee – Meets Mondays at Noon at the Capitol (Senate Building) through the Legislative Session (Also on Zoom/YouTube) – Meets monthly on Mondays at noon throughout the remainder of the year (locations vary but often meets at the ULGT Offices).

The Legislative Policy Committee (LPC) provides the general legislative policy guidance to Utah League of Cities and Towns (ULCT-League) staff. Every city and town can elect three voting members from their mayor, council members, or senior staff (or four, if that city is also represented on the ULCT board). The LPC meets weekly during the legislative session on Capitol Hill to evaluate bills and work with the League's Board of Directors and staff to determine official ULCT positions on legislation. The LPC takes positions on legislation by a 60% consensus vote.

In addition to legislative advocacy and being a conduit of information from the ULCT to and from the Mayor and City Council, an additional responsibility will be to develop positive working relationships with our state legislators throughout the year, so that when called upon during urgent legislative considerations, a well-developed relationship/friendship already exists.

Santaquin City Boards & Committees:

Planning Commission Representative – Meets on the 2nd and 4th Tuesdays – 7pm

As the Planning Commission Representative, your responsibility is to be a liaison to the Santaquin City Planning Commission. Your efforts will help to create a clear communication channel between the Mayor & Council with the Chair of the Planning Commission & its members, while recognizing and respecting that the Planning Commission is an independent body.

Most of the items considered by the Planning Commission will result in a recommendation to the City Council. However, there are items for which the Planning Commission is the city's designated land use authority with the ability to cast final approval. For those items, the appeal authority is the Santaquin City Council. As such, in order to preserve the due process rights of applicants, it is essential that the Planning Commission Representative respect the independence of the Planning Commission.

Furthermore, it is important to understand that the Planning Commission is not a political body with constituents like the City Council. Rather the Planning Commission is an appointed body which evaluates the merits of each application as it relates to the laws and ordinances of the State of Utah and of Santaquin City.

It is recommended that Planning Commission Representative attend or watch all Planning Commission Meeting, but refrains from making any comments, which could be interpreted as influencing the outcome of the Planning Commission decision-making. (See Santaquin City Code 2.04.010)

Imagine Santaquin Committee (Master Plan) – Schedule varies – Mostly on Thursdays

The Imagine Santaquin initiative to update the Santaquin City General Plan is an outsourced endeavor (People Plus Place) loosely guided by an Executive Committee and larger community steering committee called the "Imagine Santaquin Committee". As the City Council liaison to the Imagine Santaquin initiative, you are a contributing member to both the Executive Committee and the larger "Imagine Santaquin Committee".

It is your role to help with the decision-making that will lead towards the development of a community-wide vision for the future of our community. This individual will also work to champion the effort to obtain final approval of the General Plan Update by the Planning Commission and City Council. Lastly, this individual will work to champion changes to Santaquin City Code that would support the new plan.

Community Services Board Member – Meets Quarterly (Jan, Apr, Jul, Oct) – 3rd Thursday 7pm

As a voting member of the Community Services Board, you are working to enhance the effectiveness of the Community Services Functional Area by supporting its volunteers and city staff members, to enhance the sports, recreation, culture, heritage, and general welfare of the community. (See Santaquin City Code 2.22)

As the council member assigned to the Community Services Board, you are also a non-voting member of RAP Tax Committee (See <https://www.santaquin.org/comservices/page/rap-tax-program>)

RAP Tax Board Member – Meets twice a year – (June & July) – Dates TBD

As the City Councilmember assigned to the Community Services Board, you are also assigned as a non-voting member of the Recreation, Arts and Parks (RAP) Tax Committee with the expectation that you will be an active participant in the deliberation and prioritization of the use of sales tax dollars collected under the RAP Tax Program. Once the RAP Tax Committee establishes its recommended use of RAP Tax Funds, the City Council liaison will work to champion the final approval of said recommendations by the full body of the City Council. Please see Santaquin City Code 3.36.030 and <https://www.santaquin.org/comservices/page/rap-tax-program> or more information.

Library Board – Meets Quarterly (Jan, Apr, Jul, Oct) – 2nd Wednesday of the month – 6pm

In general, the library board has a role in determining the mission of the library, recommending policy that governs the library, and making recommendations to the City Council regarding the budgetary needs of the library. The City Councilmember assigned to the Library Board is a voting member of that board with all of the participating rights of other board members. While the Library Board is a recommending body, the City Councilmember assigned to the Library Board is entrusted with the responsibility of advocating policy considerations and budgetary allocation in support of the Library with their fellow City Councilmembers. The responsibility of the Library Board can be found in Santaquin City Code 2.20.

Historic Preservation Board – Meets Quarterly (Jan, Apr, Jul, Oct) – 2nd Thursday of the month – 7pm

Santaquin City recognizes that the historical heritage of the community is among its most valued and important assets. It is therefore the intent of Santaquin City to identify, preserve, protect and enhance historic buildings, structures, sites, objects, and districts lying within the city limits of Santaquin City. The City Councilmember assigned to the Historic Preservation Board is a voting member of that board with all of the participating rights of other board members. While the Historic Preservation Board is a recommending body, the City Councilmember assigned to the Historic Preservation Board is entrusted with the responsibility of advocating policy considerations and budgetary allocation in support of the City's history with their fellow City Councilmembers. The responsibility of the Historic Preservation Board can be found in Santaquin City Code 2.36.

Youth City Council Representative – 2nd Monday of each month – 6pm – Service Activities vary

The Santaquin Local Youth City Council (YCC) is designed to involve youth in solving community problems. Young people learn to identify their needs, to organize activities and service for themselves, and to participate with their adult counterparts in city programs. As the City Councilmember assigned to oversee the YCC, your goals are to help the youth become more aware of community leaders and their concerns, identify community opportunities and problems that involve youth, set priorities for action, examine alternatives for best solutions, assist the City Council in action programs and service activities, and become more involved in the democratic process. In addition to community/civic service the City Councilmember assigned to the YCC will attend the Local Officials Day at the Utah State Legislature with the YCC and provide a tremendous educational opportunity for the YCC Members. Lastly, the City Councilmember assigned will work with city staff to administer the Santaquin YCC Scholarship Program.

Emergency Preparedness Committee – Meeting Times TBD

The purpose of the Emergency Preparedness Committee is to enhance community preparedness and to establish plans, communications channels, and roll out training programs well in advance of any catastrophic event. The City Councilmember assigned to the Emergency Preparedness Committee works with the City's professionals (e.g. City's Emergency Manager, Chris Lindquist, Fire Chief, Ryan Lind, and Police Chief, Rodney Hurst) to better understand the preparedness needs of the community and works to champion policy changes and budgetary prioritization to meet those needs. Lastly, it is highly recommended that the City Councilmember assigned complete the National Incident Management System (NIMS) Online Training Courses ICS-100, ICS-200, ICS-700, ICS-800 and In-person Training Courses ICS-300 & ICS-400, and encourages the same from his/her fellow council members.

It is important to note that during an actual emergency, the role of the city council liaison will not involve operational directives which is the responsibility of the City's first responders along with partnering agencies. However, the city council liaison will work to champion the city council's approval of policy declarations or budget allocations in support of the city's emergency response.

Department Liaisons:

All city departments function under the direction of the Mayor, or designee (e.g. City Manager, Functional Area Directors, Department Supervisors, etc.). However, City Council liaisons work to better understand the needs and issues facing each department, work to better understand the budgetary constraints of each department, and work to become advocates for those departments when it comes to City Council responsibilities (e.g. Policy and Budget). City Council liaisons offer guidance and support to the Mayor, or designees, as needed. For operational directives, city staff should look to their chain of command thru their supervisors, directors, managers and eventually to the Mayor, for their day-to-day efforts.

Administration Functional Area:

- Utility Billing Liaison
- Treasurer's Office Liaison
- Recorder's Office Liaison
- Cemetery Records Liaison
- Justice Court Liaison
- Legislative Department
- Legal – (Outsourced)
- Auditor – (Outsourced)
- Information Technology – (Outsourced)
- (Communications Liaison (PIO) – NEW)

Community Services Functional Area:

- Sports Department Liaison
- Events Department Liaison
- Museum Department Liaison
- Seniors Department Liaison
- Library Department Liaison

Public Safety Functional Area:

- Police Department Liaison
- Fire Department Liaison
- Emergency Management Liaison

Community Development Functional Area:

- Planning & Zoning Department Liaison
- Building Inspection Liaison
- Engineering & GIS Department Liaison

Public Works Functional Area:

- Culinary Water Department Liaison
- Irrigation Water Department Liaison
- Sewer Department Liaison
- Storm Drainage Department Liaison
- Streets Department Liaison
- Parks Department Liaison
- Government Buildings (Facilities) Department Liaison
- Cemetery Department Liaison
- Solid Waste Department Liaison

Project Oversight/Liaisons:

- Bicycle Parks – See Mayor Olson
- Flood Control and Debris Basin Project Liaison – See Norm Beagley, ACM – Ad hoc meetings
- CUP Project Liaison – See Norm Beagley, ACM – Ad hoc, As-Needed Meetings