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**CITY OF SARATOGA SPRINGS**  
**CITY COUNCIL SPECIAL MEETING MINUTES**

City Council Mid-Year Retreat  
Tuesday, July 12, 2016  
North Fire Station (262)  
995 W 1200 N, Saratoga Springs, Utah 84045

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8 **City Council Retreat**  
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10 **Call to Order:** 3:00 p.m. by Mayor Jim Miller

11 Present Council Members Bud Poduska, Shellie Baertsch, Stephen Willden, Michael McOmber, and  
12 Chris Porter.

13  
14 Staff City Manager Mark Christensen, City Attorney Kevin Thurman, Assistant City Manager  
15 Spencer Kyle, Planning Director Kimber Gabryszak, City Engineer Gordon Miner, Finance  
16 Manager Chelese Rawlings, Chief Building Official Mark Chesley, Library Director Melissa  
17 Grygla, Fire Chief Jess Campbell, Police Chief Andrew Burton, Recreation Director Heston  
18 Williams, Parks Manager Rick Kennington, Assistant Public Works Director of Utilities  
19 George Leatham, Capital Facilities Manager Mark Edwards, City Recorder Cindy LoPiccolo  
20

21 City Manager Christensen welcomed everyone to the meeting.  
22

23 **Water Systems.**  
24

25 City Manager Christensen, City Engineer Miner, and Steven C. Jones, M.S., P.E. (telecommunication), and  
26 Principal Tavis Timothy, P.E., Hanson Allen and Luce, Inc., presented information in regard to water source,  
27 storage, transmission and conservation for the secondary and culinary water systems in the City, water capital  
28 funding, and capital projects including:

- 29 a. Secondary Water System – 400 N. Pump Station and Pond; South Zone 2 Lake Mountain Reservoir,  
30 Crossover; Marina Pump, direct diversion to Zone 2 Pond.  
31 b. Culinary Water System – Talus at Saratoga Springs; Water line from Commerce to Harvest Hills.

32 Engineer Jones reviewed Water Modeling for pressure zones and capital projects, and reported the City's water  
33 rights and stock are in good shape. Engineer Timothy reported the Utah Lake Distributing Canal Pump Station  
34 project will be bid out mid-September and online for next season, and the Saratoga Springs Marina Pump  
35 Station project is projected for completion prior to April, 2017.  
36

37 Council Members reviewed the specific solutions that will be taken to correct the water pressure for  
38 developments, provision for emergencies, and future expectations and planning in regard to provision of water  
39 addressing future growth, connectivity and source.  
40

41 **Departmental Updates.**  
42

43 **Finance.** Finance Manager Rawlings presented Finance Department accomplishments as follows:

- 44 • Budget Document Update and Re-Format  
45 • Treasurer became a Certified Public Funds Investment Manager  
46 • Receipt of Utah Local Governments Trust (ULCT)TAP Award  
47 • Multi-Family and HOA Utility Accounts Audit, and  
48 • Development and adoption of a cash-handling procedure in new budget.

49 Manager Rawlings reported other notable advances include the pay plan philosophy changes, utility billing  
50 accounts increase by 551 accounts, and reviewed the proposed Security System and cost.

51  
52 **Building.** Chief Building Official Chesley presented Building Department information/statistics as follows:  
53     • monthly permits and trends covering 2001 – 2016  
54     • a three year comparison of building permits issued for single family dwellings  
55     • 2016 year to date monthly building permit totals  
56     • monthly inspections performed 2005-2016, and  
57     • annual inspections over the period of 2008 – 2016 with projections covering 2016 – 2020.

58 **Planning.** Planning Director Gabryszak presented the Planning goals and successes in regard to:  
59     • Code amendments, quarterly major and minor amendments  
60     • “Improving the Developer Experience” with delegation resulting with more “Category 1  
61         administratively handled applications, streamlining, tracking  
62     • Application reviews consistently turned around with a 2-week timeframe  
63     • Reached 199% of projected revenues  
64     • Long Range Planning for Bike/Ped Study, UDOT planning and General Plan Update, and  
65     • Workload management, staffing, morale, training trending upward.

66 Director Gabryszak presented a weekly application comparison and comparison of applications by complexity  
67 covering 2012 – 2016, noting an increase in Categories 1, 2 and 3 applications, with substantial staff time  
68 necessary for complex categories 4 and 5.

69  
70 **Engineering.** City Engineer Miner presented a comparison in regard to workload and staffing covering 2012 –  
71 2015, including total applications, GIS capital projects, approved construction drawings. City Engineer Miner  
72 reviewed the Engineering Department goals in concerning application review, reports, meetings and long-range  
73 planning.  
74

75 **Public Relations and Economic Development.** City Manager Christensen reviewed new business prospects  
76 for the upcoming WPI and The Crossing developments, noted WPI has additional tenants in lease discussion  
77 and some Letters of Intent, The Crossing Phase 1 currently has Papa Murphy’s with a signed lease, eight other  
78 tenants are in negotiation with a signed or negotiating Letter of Intent, and Phase 2 has five tenants in  
79 negotiation with signed or negotiating Letters of Intent.  
80

81 City Manager Christensen reported Manager Owen Jackson is scheduled to meet with the Utah Governor’s  
82 Office of Economic Development (GOED) and the Economic Development Corporation of Utah (EDCUtah)  
83 concerning recruitment of primary job providers into the City. City Manager Christensen reported streaming of  
84 City Council meetings is being set up and suggested review of the City of Kaysville as a similar example. City  
85 Manager Christensen reported public open houses will be scheduled, September will address water, the  
86 November topic is being determined, and February will be a report of the City Council retreat.  
87

88 Recess: City Council recessed at 5:43 p.m. and reconvened at 6:02 p.m.  
89

90 **Library.** Library Director Grygla reported:  
91     • Self-Check systems went live on June 21 and they have received positive public feedback;  
92     • New Gate Counters are accurately tracking Library visitation counts, a counting discrepancy has been  
93         resolved;  
94     • Expanded Library hours begin August 1, with the schedule Monday through Friday 10 a.m. to 7 p.m.,  
95         and Saturday 10 a.m. to 5 p.m.

96 In response to Council inquiry Director Grygla affirmed the Library is meeting the State requirements for the  
97 City’s population, once the population reached 25,000 the State certification process requires that the Library  
98 have at least 52 service hours a week..

99

100 **Fire.** Chief reviewed current actions and future Fire Department plans for a five year period as follows:

- 101 • Two part-time administrative assistants approved for FY2016-17;
- 102 • Day time Deputy Fire Marshall for FY2019
- 103 • Three full-time Fire Fighters were hired on February 1, 2016 and three in July, 2016 (SAFER will be
- 104 sought);
- 105 • Promotion of three Captains (1 in each station and on each engine company) FY 2017 starting at
- 106 Lieutenant FY 2016;
- 107 • Three Fire Fighters to be hired FY 2018 and FY 2019 (SAFER will be sought);
- 108 • A new Ambulance is scheduled to be purchased end of FY 2016-2017 (AFG grant funding sought);
- 109 • Fleet replacement program;
- 110 • PPE replacement schedule;
- 111 • Ambulance billing collection 2012 \$149,000 2016 \$398,000;
- 112 • Consideration of placement of fire station(s).

113 Chief Campbell reported prior problems with ambulance billing have been resolved, they will be working with a  
114 new billing company located in South Jordan and meeting with them in regard to collections, although call  
115 volume and population have increased, the number of transports to a lesser degree which appears to be due to  
116 more people not being covered by insurance and transporting in private vehicles, and thanked Council for  
117 additional Fire Fighters which has allowed for shift coverage. Chief Campbell summarized the ISO Audit in  
118 January 2016 resulted in a 5/5X rating improvement, primarily due to the City's water distribution system and  
119 training hours.

120  
121 Council discussed purchase of a lifetime warranty ambulance box which could be transferred to a new truck  
122 chassis as necessary saving the City money; noted insurance rates should be checked in view of the improved  
123 ISO rating. In response to Council inquiry, Chief Campbell reported additional meetings concerning the  
124 proposed fire training facility will be scheduled and noticed, noted the first meeting had approximately 80% in  
125 support with naysayers wanting an island coming up Ring Road in trade.

126  
127 **Police.** Chief Burton reported there has been substantial outpouring of community support following the Dallas  
128 incident. Chief Burton reviewed a six year comparison and two year projection of Calls for Service and  
129 Incidents with First Reports and Response Times Average, reviewed 2015-2016 Trends in accidents, alarms  
130 parking problem, domestic, vandalism, theft, fraud, mental subject, weapons offense, assault, follow ups, citizen  
131 assists, agency assists, and burglary, and discussed the substantial increase in domestic and mental subject  
132 incidents.

133  
134 Chief Burton reviewed a nine year comparison of Part One Crimes including homicide, rape, robbery,  
135 aggravated assault, burglary, larceny, car theft, and arson, and a five year comparison of citations, accidents,  
136 arrests and investigations and identified current and future challenges include:

- 137 • Match Police Department growth to City growth;
- 138 • Police Building and work space;
- 139 • Recruiting and Retention of Officers;
- 140 • Training Requirements; and
- 141 • Technological Costs.

142 Chief Burton reported the Department received \$20,000 worth of pistols for \$3,000, approximately \$24,000  
143 worth of free rifle sites to replace possible defects, a new electronic finger print machine is working out well, the  
144 canine program received a grant for a replacement dog and a new second dog allowing for two teams, and in  
145 regard to staffing thanked Council for additional officers to cover services, noted a school research officer has  
146 been assigned, and reported a grant has allowed hiring of one additional part time victim services staff. Chief

147 Burton reported officers are appreciative of the updated pay plan and ability to be competitive of other agencies;  
148 Chief Cambell noted his staff are also very appreciative of the new pay plan and view it as a modernization.  
149

150 Chief Burton reported the Law Enforcement facility committee is working with the architectural firm on a  
151 fifteen and thirty year needs assessment for the facility, is also involved with review of floor plans and size  
152 modifications, and then will begin work on the exterior design. City Manager Christensen reported the initial  
153 design came in large in square footage and substantially over budget, however, the review will cut back with the  
154 opportunity to add on in the future. Council Member McOmber noted the City should address provision of  
155 adequate services for future growth, the new facility should be constructed correctly because the City would  
156 save money in the future, however, do not get extravagant; Assistant City Manager Kyle noted the size review is  
157 for service to a population of 60,000. City Manager Christensen noted in addition to the new Law Enforcement  
158 facility staff and Council are reviewing other capital projects for consideration of the extra general funds, and  
159 with Council direction resources have been allocated which has resulted in being successful with keeping up  
160 with the changes.  
161

162 **Recreation.**

163 Recreation Director Williams reviewed Recreation Goals and Accomplishments as follows:

- 164 • Increase Quality of Existing Programs – 93% satisfied customer rating;
- 165 • Add Quality Programing – successfully added 11 new programs to date 2016, two additional are  
166 planned for this fall;
- 167 • Build Relationships to Better Serve the Community – added 4 summer camps run by Westlake  
168 Teachers/Coaches, and Lakeview Academy is now willing to rent space for future City Recreation use;
- 169 • Cover all Expenses with Revenue – came close this year, however, due to start up costs for new progrms  
170 and existing programs fees not being set properly to cover expenses/overhead, revenue did not quite  
171 cover expenses with 2015-16 Net [\$19,511.72].

172 Director Williams reviewed new and existing Recreation Programs as follows:

- 173 • Existing Programs include Jr. Jazz Boy’s and Girl’s Basketball, Spring Soccer, Fall Soccer, Flag  
174 Football, Youth Baseball Coach Pitch and T-Ball;
- 175 • New Programs include Boy’s and Girl’s Basketball Camp, Dance Camp, Machine Pitch Baseball,  
176 Soccer Camp, Soccer 7<sup>th</sup> – 9<sup>th</sup> Grade Team, Splash Days Volleyball, Tennis Lessons, Track and Field,  
177 Urban Fishing, Volleyball Camp, Youth Volleyball;
- 178 • New Programs beginning this fall include Adult Coed Volleyball, Adult Men’s Basketball, Instructional  
179 League Jr. Jazz Kindergarten Division; and
- 180 • Program Enrollment number comparison of 2015 and 2016, noting the increase in participation and  
181 further growth and involvement to come, discussed program satisfaction, and development of  
182 relationship with schools with camps being run through City Recreation.

183 **Public Works.**

184 **Parks.** Parks Manager Kennington reviewed the Parks Department 2016 accomplishments and highlights to  
185 date, as follows:

- 186 • Three staff achieved their Water II certification;
- 187 • Two staff achieved their QWEL (Qualified Water Efficient Landscaper) Certification;
- 188 • One full time employee was hired;
- 189 • Two new parks were completed and incorporated into the maintenance schedule;
- 190 • Backstop installation was completed. Council Member Baerscht requested staff investigate soccer being  
191 played at the backstops; and
- 192 • Arbor Day was a success and the City received the Tree City USA award.

193 Manager Kennington identified upcoming projects to include:

- 194 • Parks Capital Projects: Parkside drainage system; Sunrise Park vandalism mitigation; Sunrise Park
- 195 installation of 2-wire irrigation control system.
- 196 • Marina – installation of self-pay machine.
- 197 • WeatherTrak irrigation software system training.
- 198 • Certified Playground Safety Inspector (CPSI) certification renewal.
- 199 • Tree replacement – September.
- 200 • Neptune Park – seed damaged areas on soccer fields.

201 Manager Kennington reported the City’s healthiest tree was recently cut down at the marina in the north turf  
 202 area along the shoreline, this was discovered yesterday morning and staff believes it was cut last week. City  
 203 Manager Christensen requested Police review the marina camera footage.

204  
 205 Council discussed status of Shay Park track and recommended possible marketing for volunteers to complete  
 206 that project. Council further discussed the problem and difficulties of hiring an adequate number of seasonal  
 207 Parks staffing to cover the beginning of April through the end of October; Council and staff reviewed  
 208 contracting options, possible sharing of staff from other seasonal work (snowplowing, streets), outsourcing,  
 209 check adjacent HOA bids and service contracts to determine who they are using as they are already mobilized,  
 210 raising wages, bringing on a couple of more full time employees. City Manager Christensen noted staff will  
 211 address this and bring back potential solution(s).

212  
 213 **Water, Sewer, Electrical.** Assistant Public Works Director of Utilities Leatham reported on the following  
 214 Water accomplishments and plans as follows:

215 Accomplishments

- 216 • Culinary Well 3, major repair;
- 217 • Culinary Well 1 lowered 40 feet;
- 218 • Secondary Well 2 (Sunrise Meadows), new stainless steel pump installed.

219 Plans

- 220 • Install new electrical drives for Culinary Well 4 and Secondary Well 4.
- 221 • We plan on installing 4 new programmable logic controllers (PLC) on culinary well sites and 4 on
- 222 secondary wells.
- 223 • We are working on another water table drop study.
- 224 • We are going to pull the Jacobs Ranch well and the Sunrise Meadows well to check wear on the pumps
- 225 and motors.

226 Director Leatham identified Sewer accomplishments and plans as follows:

227 Accomplishments

- 228 • Installed bigger pumps at lift station #4.
- 229 • Received and are in the process of installing bigger pumps at lift station #5.
- 230 • Upgraded the muffin monster at lift station #6.

231 Plans

- 232 • We are going to install a new electrical drive on lift station #3.
- 233 • We are also going to install 4 new PLC’s on lift stations this year.
- 234 • We are going to install a new muffin monster on lift station #2.

235 Council Member McOmber noted Council’s support of staying ahead in regard to service.

236  
 237 Director Leatham identified Electrical accomplishments and plans as follows:

238 Accomplishments

- 239 • 10 street light upgrade on Redwood Road.
- 240 • Pump electrical upgrades on lift station #4.

- 241 • Installed new flow meters on lift station #4.
- 242 Plans
- 243 • Finish the upgrade on Redwood Road street lighting.
- 244 • Work with the other departments on upgrades to wells and lift stations.

245 Council Member McOmber requested staff investigate the Legacy Farms street lights that are tilted up and glare  
246 in face, the light should be directed down.

247  
248 **Capital Facilities.** Capital Facilities Manager Edwards passed around a sample of material found in the soil of  
249 the 100 acres proposed sports complex site, reporting that after an extensive bore was drilled throughout the site  
250 a 2' foot layer of a collapsible, water soluble material was found approximately 3 feet down throughout the  
251 entire park. Manager Edwards reported this layer is a very porous rock formation called Tufa which is  
252 comprised of ancient organisms that formed at the bottom of Lake Bonneville, these were compressed by the  
253 clays coming off the mountain and with the aid of hot springs a large amount of calcium carbonate was injected  
254 and solidified the material. Manager Edwards advised soils engineers and geologists are studying this, it has  
255 never been seen before in Utah, and noted the problem is determining if this must be excavating and removed or  
256 left under roadways and parking lots which is being studied - if it is found not structural for roads and parking  
257 lots the City may not afford to accept this donation; Council concurred cost should be negotiated as appropriate.

258  
259 Manager Edwards moved forward with presenting four playing field design options, reviewed proposed features  
260 of the playfield designs noting differences in regard to acreage, number, placement, size and design of the fields,  
261 some allowing for batting cages adjacent the fields and open promenade public area; identified possible park  
262 features, and reviewed parking and access for the proposed Sports Complex. Manager Edwards pointed out the  
263 location of an existing pivot advising the church desires any undeveloped property continue to be watered,  
264 relocation of it would cost approximately \$30,000, however, this is not necessary to be moved for the first phase  
265 and noted the church is not willing to sell this portion of the property for five years. Manager Edwards reported  
266 staff and the consultants have not started the 100 acre master plan, there is debate on the park appearance and  
267 believes there is a good argument for some soccer fields, noted the Sports Park is easy to expand, and the Dale  
268 Murphy Group is conceptually interested in building an indoor softball field and training facility near the park.

269  
270 Council and staff discussed the proposed design for Pony Express Parkway curving to allow a second access  
271 connection to the park with concern expressed by Council Member Baertsch that it would not remain straight  
272 thoroughfare; Manager Edwards clarified this is being shown for Council consideration as a possibility that  
273 would allow use of road impact funds for construction of that portion instead of park funds, this could be done if  
274 the City is building infrastructure on the Master Transportation Plan. Council discussed parking and  
275 landscaping requirements, size of fields with possible temporary conversion to youth fields, importance of costs,  
276 the possible effect of including Murphy training facility. Following review and discussion Council Members  
277 concurred to move forward with the six-plex concept for the first phase of the Sports Complex to be the design  
278 for six fields on 30 acres which will require the purchase of an additional five acres. Manager Edwards noted  
279 this design has four ballfields with 300 foot fences and two smaller fields, allows for inclusion of batting cages,  
280 475 parking spaces, and includes a nice center gathering area for public use.

281  
282 City Manager Christensen reported he and the Mayor will be meeting with the church to discuss this  
283 information, there will be further review and decisions concerning how the City wants to fundamentally do this  
284 project.

285  
286 **Capital Projects Continued:** City Manager Christensen noted Manager Edwards has provided a written report  
287 concerning status and completion of other public improvements and capital projects including Shay Park, Regal  
288 Park, Crossroads Waterline and Booster Station, Riverside and Market Streets, and placement of 397 storm  
289 drain markers.

290  
291 City Manager Christensen reported the North Lakeshore Trail purchase is being held up by a landowner, and in  
292 regard to transportation DR Horton was given stamped plans today for 400 S who will be doing roadwork with  
293 the objective to complete High Point out to 400 S and 400 S back to Old Saratoga. In response to Council

294 Member McOmber, City Manager Christensen affirmed they will be filling in the canal, along with putting the  
295 road and water lines in.

296  
297 **City Attorney's Office.** City Attorney Thurman submitted a written report outlining the office's  
298 accomplishments, goals and workload in regard to civil and criminal case work and departmental support.  
299

300 **Other Priority Items, Direction and Goals.**

301  
302 **Water.** Council concurred water is the priority at this time.

303  
304 **Aquatic and Recreation Center Feasibility Study.** Council Member Poduska noted the City of Springville's  
305 success in obtaining voter approval of an eighteen million dollar obligation bond for a new aquatic and  
306 recreation center, and requested consideration of a feasibility study to determine if a similar facility could be  
307 included at the sports complex area in the future. Council Member Baertsch noted she has mixed feelings for  
308 this proposal. She does not believe the City is financially close to being able to afford a rec center and isn't sure  
309 the sports complex is the proper location. However, if the rest of the council is okay with conducting a  
310 feasibility study, then one should be done. Council concurred a study could be done later in the year keeping  
311 primary focus on water.

312  
313 **City Cemetery.** Council Member Poduska addressed the matter of a City or private cemetery and location.  
314 Council concurred staff to discuss donation of land by Edge Homes, Jim Jacobs or other development interested  
315 in elevated open space credit.

316  
317 **Business.** Council Member McOmber requested the Mayor and City Manager when meeting with Church  
318 representatives additionally discuss the matter of losing Business Park business commitments due to the slow  
319 review and approval process by SLR; would like to see a contract provision that establishes an agreed upon  
320 expedited process for approval if the City brings in an interested business to SLR. Noting, the City has invested  
321 three million dollars on Riverside Drive and has not received any real proactive movement.

322  
323 **CLOSED SESSION:**

324  
325 Motion by Council Member McOmber to enter into closed session for the purchase, exchange, or lease of  
326 property, pending or reasonably imminent litigation, the character, professional competence, or physical or  
327 mental health of an individual, was seconded by Council Member Willden  
328 Motion carried unanimously.

329  
330 The meeting moved to closed session at 7:56 pm.

331  
332 Present: Mayor Miller, Council Members Porter, Willden, McOmber, Baertsch, City Manager Mark  
333 Christensen, City Attorney Kevin Thurman, Assistant City Manager Spencer Kyle, Planning Director Kimber  
334 Gabryszak, and City Recorder Cindy LoPiccolo.

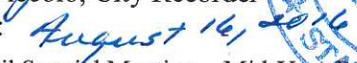
335  
336 Closed Session Adjourned at 8:19 p.m.

337  
338 **ADJOURNMENT:**

339  
340 There being no further business, Mayor Miller adjourned the ~~Special Meeting~~ at 8:19 p.m.

341  
342  
343 Attest:   
344 Jim Miller, Mayor

345   
346 Cindy LoPiccolo, City Recorder

347 Approved:   
City Council Special Meeting – Mid-Year Retreat July 12, 2016

