

**Pleasant Grove City  
City Council Budget and Planning Meeting Minutes  
Friday, February 9, 2024  
8:30 AM**

Mayor: Guy L. Fugal

Council Members: Dianna Andersen  
Eric Jensen  
Cyd LeMone  
Steve Rogers  
Todd Williams

Staff Present: Scott Darrington, City Administrator  
Deon Giles, Parks Director  
Tina Petersen, City Attorney  
Wendy Thorpe, City Recorder  
Denise Roy, Finance Director  
Drew Engemann, Fire Chief  
Sheri Britsch, Library and Arts Director  
Neal Winterton, Public Works Director  
Kyler Brower, Assistant to the City Administrator  
David Packard, Human Resources Manager  
Keldon Brown, Police Chief  
Megan Zollinger, Recreation Director  
Daniel Cardenas, Community Development Director

The City Council and staff met in the Fire Station Training Room, 71 East 200 South, Pleasant Grove, Utah.

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Mayor Fugal called the meeting to order at 8:38 AM and welcomed those present. He expressed thanks to the City Administrator and staff for their excellent work. He expressed appreciation to the Directors for keeping the City Council well informed while doing the important work of the City. The City now has 130 full-time employees and, on average, 500 part-time/seasonal workers per pay period. 800 W-2s were sent out this year. He appreciated the work they do as well.

**1. Open Meeting.**

City Administrator, Scott Darrington, thanked the Mayor for his kind words and commented that this day usually starts with an ice breaker. When thinking about what to do, he noticed the Kindness Month suggestion for the day, which was to tell someone what makes them awesome. He took that suggestion and first addressed staff and then the City Council. The following comments were made:

- City Recorder, Wendy Thorpe, has been here for nearly two months and is a good fit. His respect level grew exponentially when she indicated that she attended a Beastie Boys Concert.
- Recreation Director, Megan Zollinger, has worked for the City for 11 months and has won over her department. It was great to see the happiness and fitness taking place in the department. Director Zollinger first rejected the first job offer but relented a few weeks later.
- Police Chief, Keldon Brown has been with the City for just over one year. There is a good feeling in the department as reflected at the Awards Banquet. The officers love and respect Chief Brown and work hard for him, which is great for the City. Chief Brown is also the funniest guy on the Executive Staff.
- Human Resources Manager, David Packard has been with the City for 1 ½ years and deals with all of the departments and individual employees. People like him and are comfortable around him, which benefits a Human Resource person.
- Assistant to the City Administrator, Kyler Brower has worked for the City for just under 1 ½ years. Administrator Darrington and Mr. Brower are kindred spirits as both of their fathers were city managers. Mr. Brower is built to be a city manager one day and pays attention. He was expected to be a city government leader in the next five to 10 years.
- Public Works Director, Neal Winterton has been employed by the City for nearly two years and has taken on what was built up by his predecessor and continuing on with it, which is a good thing. He has dealt with difficult City issues and revamped department policies, which has increased confidence. Director Winterton and his staff deserve a lot of credit for what is being done. He also has a great sense of humor.
- Fire Chief, Drew Engemann was born to be a firefighter. He loves people who are dedicated to their profession, performs his leadership role well, and inspires confidence in how the Fire Department operates.
- Community Development Director, Daniel Cardenas is a resilient fighter. They have bonded over discussions about work and personal issues. Director Cardenas has accomplished much and is someone who wants everyone to be happy. Although he learned a few years ago that you cannot make everyone happy, Director Cardenas still has that as a goal. That desire makes him a good Community Development Director.
- Library and Arts Director, Sheri Britsch is the epitome of someone who does more with less. She has the smallest department budget in the City yet finds ways to improve the look of the Library and its staffing and is constantly finding ways to make the facility better. Administrator Darrington commented on the talented people who work at the Library.
- Finance Director, Denise Roy brings a lot of personality to the Finance Department, which is different from her beloved predecessor who was quiet and a bit reserved. Director Roy brings life and energy to the department as a whole. It may not be known or fully appreciated that she does both the budget and the required accounting. Those two jobs belong to two different people in cities this size or larger. Pleasant Grove is lucky to have her, and since being here, the City has done very well financially. Director Roy is good at saying “no”, which is helpful when the issue is financing.
- City Attorney, Tina Petersen, has been with the City for 25 years. When they moved offices she chose to move away from the Legal Department so she could be next to Administrator Darrington to keep him in line. She is his go-to confidant when figuring

things out, bouncing ideas around, or getting wisdom. Their many conversations are helpful for him as the City Administrator.

- Council Member Steve Rogers has been on the City Council here for five or six weeks. During that time, they have had good conversations and shown each other what is on their minds. In general, those who run for office automatically have his respect. He has been in that position and assumes that it is scary. You learn what people think of you and find out whether they will vote for you. All of the elected officials are here because enough people voted for them and want them to serve. Administrator Darrington respects that Council Member Rogers wants to be part of the City Council. It also is very helpful that he is a BYU fan as that was a nice starting place for them in their relationship.
- Council Member, Todd Williams, has been on the City Council for six years. They talk about management tools and similar issues as Council Member Williams is well-read in that regard. There are times when Administrator Darrington asks Council Member Williams about the management side of running an organization and appreciates that interchange. If they get invited to a golf tournament or scramble, he makes sure to be on Council Member William's team as he is the best golfer in the group.
- Council Member, Eric Jensen, has a way about him that he appreciates. He can joke with him a bit and not feel like he is going to lose his job. Administrator Darrington appreciates Council Member Jensen in that sense and stated that he can give it back in return. The first text he receives when a BYU ball game is lost is from Council Member Jensen. Sometimes the text is sent before the game ends. It was clear to him after 8 ½ years that Council Member Jensen cares about the City. There have been times when talking about a challenging situation that Council Member Jensen is ready to tackle the issue, which he appreciated.
- Council Member, Dianna Andersen, is competitive and is all in, which is a strength. Council Member Andersen is engaged and focused on whatever needs to be accomplished. She also is the most networked person he has ever met.
- Council Member, Cyd LeMone, is one of the most passionate people he has ever met in his life. She was a huge champion of the building they are now in. There were others in the room who also helped but he recalled her level of engagement with certain individuals and groups to get support for the building. When he faced personal challenges, Council Member LeMone always showed up on his doorstep, which he appreciated. In preparation for making an editorial comment about her, he stated that in his 23-year career as a City Manager, he has assisted six Mayors and 30 City Council members. She is easily the most scrutinized and criticized City Council Member he has ever worked with. He, as noted, has never held elected office and knows it is not an easy job. He expressed his thanks.
- Administrator Darrington stated that he has worked with great mayors throughout his career and, as a City Manager, a great Mayor is someone who gives you the space to do your job. Mayor Guy Fugal is great at doing that. He checks in nearly every day, which is appreciated and is a great listener. Sometimes the Mayor gets an ear full over some frustration, which at times requires an apology. His presence was appreciated. Administrator Darrington stated that Mayor Fugal means a great deal to his family. His youngest daughter, Kate, loves him and wishes she could adopt him as a third grandpa. He was thanked for his service.

Administrator Darrington expressed his fondness for those in the room and cherishes their relationship. He loves what he does as the City Administrator because of the people here. If he felt differently he would work elsewhere. Administrator Darrington was proud of what they had accomplished. It is easy to drive around the City and see that their actions have made a difference. He thanked those present for their efforts.

## **2. Year in Review.**

### **City Administrator, Scott Darrington, presented the following for City Administration:**

This past year, Administrator Darrington reported that his thoughts focused on what can be done to make the City employees feel like they are a part of the City and recognize those who go above and beyond to make the community better. At the end of the year, he sent an email to the employees summarizing the year's events. In that email, he identified four employees whose performance went beyond what was expected. It is likely that other employees do great things that he does not know about but he wanted to share stories about the four employees in a slide presentation to demonstrate what a microcosm of employees work in the City.

- Firefighter Paul Eddington is a hometown hero who has been recognized by and reported on by a local news station. On a couple of emergency runs where the victims ultimately required hospitalization, his actions went above and beyond what was called for. After the calls were finished but while the people were still hospitalized, Officer Eddington took time to visit them in the hospital to see how they were doing, which is not required of firefighters. Those actions show that he cares about the community and the job.
- Police Officer, Chris Ruiz, was recognized by another news station, in a "Behind the Badge" segment. He was also recognized nationally by the National Association of School Resource Officers for his work in Pleasant Grove at an award ceremony in Indianapolis, Indiana this past summer. Officer Ruiz was commended for receiving a national award for the work he does in Pleasant Grove every day.
- Fitness Instructor, Andi Dinker, from the Recreation Center suggested that they hold a 15<sup>th</sup> Year Birthday Celebration for the Recreation Center which was built in 2008. She and staff put together a one-week party full of festivities for the public to enjoy. Ms. Dinker had an idea and followed through and brought it to life.
- Parks Director, Deon Giles, may be tired of being recognized for the work done on the G Mountain Project, but he could not say enough about his involvement in this amazing project. The "G" on that mountain means a lot to Pleasant Grove residents who have been here for generations. It was originally placed about 100 years ago. The work done in the area will keep the "G" in place for decades. Director Giles spent a lot of time on the mountain taking care of business. His crew was also there but he was there more than anyone.
- Linda Butler who runs the Literacy Center at the Library was just recognized at the Chamber Gala. The Literacy Center is available for children who need help with reading to receive additional free tutorial support mainly by high school students who volunteer their time. Ms. Butler is a part-time employee and does not have full-time benefits and this is a labor of love. This activity is the epitome of what the City does in building the community and making it better.

Administrator Darrington addressed employee service opportunities over the past year and reported that some things that are done in the City require only manpower. He cited Discovery Park and showed slides of service projects where employees helped clean up. The following projects were discussed:

- 50 employees came to Discovery Park for a few hours to clean up some areas.
- Employees were also involved in helping clean the Recreation Center. It was noted that the Rec Center is usually cleaned by the Recreation staff in August.
- Another service project involved a crew of 25 City employees who went up to the G Project, which required a 45-minute hike to work for a couple of hours.

In addition, the City offers fun activities for employees, including the Employee Pickleball Tournament, Football Fix, and the Summer-Step Program. About 80 employees tracked their steps between June 1 and August 31 with a goal of walking 75 million steps. The City averaged about 77 million steps. Individual awards were given to those with very high step numbers. The same event will take place again this year. The service and fun activities not only help build teamwork but also serve the community.

**Parks Director, Deon Giles, presented the following for the Parks Department:**

His presentation began with showing the G Mountain Project, which was the Department's largest. Director Giles addressed the activity for each of his areas of responsibility in 2023 as follows:

*Cemetery Accomplishments*

- The number of burials was 10 less than last year.
- Lot sales were up slightly at 136.
- There is more use of cremains, which will be better housed in the new addition.
- At the end of December, 548 lots were remaining to be sold.
- The City Council approved the Headstone Inspection Fee a few ago and they have had 107 new headstones come in during the year.
- 730 hours were spent in the Cemetery trimming.
- The irrigation systems were completed in Sections A through D.
- Hazardous trees were removed.

A new full-time employee, Will Westrup, was doing very well. Director Giles noted that water conservation has improved and the manpower savings are tremendous. Administrator Darrington commented that the change to the automatic irrigation system was the result of the City Council approving the funding to update the antiquated system. He hoped its significance would be recognized.

*Custodial accomplishments*

- Deep cleaning was done at the Recreation Center.
- 350 pavilion rentals were individually cleaned.

- 176 hours were spent on event cleaning and 82 hours on project cleaning.
- 84 cases of paper towels were used.

*Facilities Accomplishments* (Bill's area consists of 139 facilities)

- 26 hours were spent on events and 474 hours on major projects.
- The Trailhead Restroom at Battle Creek was installed, which has received many compliments.
- Other projects included the Discovery Score Tower improvement, Rodeo Grounds concessions at the south end of the restrooms, and changing tile in the family changing areas at the Recreation Center.

Director Giles reported that he spent a lot of time on the G Mountain Project, which meant that his staff did a lot without him being there. It was rewarding to see his staff's work and he was proud of them for their efforts.

*Parks/Trails Accomplishments:*

- 698 hours were spent on tree maintenance, 1,318 hours on special events, 1,557 hours on projects, 350 hours on the trail, 1,326 hours on the Christmas lights, and nearly 100 hours on inspections.
- Park and Trail Projects included the 2600 North historical sign, improving the property in front of the Library; and working on the mudhole basin (which was done in response to a complaint received by the City Council).
- Last year there were 19 landslides, which wreaked havoc on the trails and resulted in the need for repair. During Strawberry Days, they worked to keep the trails open because of new springs that required the use of temporary bridges. Photos of the vandalism were shown.
- A grand opening was planned for the new Pickleball courts.
- The Utah County Recreation Grant funded new tables for the Old Veterans Pavilion. They purchased a new events trailer last year. With the addition of the tables and chairs, they can now more easily set up and take down events.
- Multiple photographs depicting the work done and progress made on the G Mountain Project were shown.

*Other Accomplishments:*

- Events the Park Department was involved in in 2023 included 11 volunteer projects, 21 scouting flag events, 23 City scheduled events, and 56 non-scheduled events. Overall, 676 volunteers completed 1,318 volunteer hours. The volunteer hours used to be in the 7,000 to 8,000-hour range, which shows a drop-in volunteer service.
- The Utah County Recreational Grant in the amount of \$18,219 was used to purchase park benches and trash receptacles.
- Donations were received for the Senior Center where 13,000 meals are served annually.

- Work has begun on the ITTY-BITTY trail, which will be a small course for children to learn how to ride. One of Director Giles’ goals was to get the trail done this year.
- They may try to re-do the G Trail and discuss concepts.

**Community Development Director, Daniel Cardenas presented the following review for the Community Development Department:**

Director Cardenas, using a power point presentation, identified this past year’s trends as follows:

- Pleasant Grove has less developable area, which affects planning and zoning in the City.
- Residential development is down by half with single-family development being the lowest in six years. The number of multi-family dwellings has increased.
- Commercial site plans have increased from 22 to 26, which will result in increased business. The City expects more requests for Conditional Use Permits (“CUP”), variance requests, and Code text amendments.
- Large projects this past year included the Sign Code Text Amendment and working on the large St. John Properties (“SJP”) projects. He noted that the changes that were adopted are becoming visible.
- The Community Development Department has a Building Official who conducts plan reviews and a Building Inspector and they work well together. Most of their work is done in the field.
- Currently, Code Enforcement has 11 open cases and 460 closed cases. The City’s Code Enforcement Officer began work in 2020. The number of cases spiked in 2022 but is now decreasing. The hope was that that trend would continue.
- Director Cardenas showed before and after photographs of Code Enforcement work that took place at 140 West Center Street, 371 East 100 South, 610 East 500 North, and 1080 North 600 West. The Code Enforcement Officer is doing a good job approaching people and maintaining a balance between customer service and correcting outstanding issues. It was acknowledged that it is a difficult job.

Summary of Data:

<b>Category</b>	<b>2022</b>	<b>2023</b>
Residential Building permits	548	472
Inspections	2,740	2,372
Commercial Building permits	13	63
a. Increase in value	\$12 million	\$42 million
Business licenses	1,379	1,442
New Business Licenses	177	204
Code Enforcement – new cases	533	471

**Fire Chief, Drew Engemann, presented the following review for the Fire Department:**

Chief Engemann gave a slide presentation and reviewed the Department’s past year.

- There have been numerous employee changes. In June or July, the Department lost four employees. Promotions included Captain Eric Nish and Lieutenants Jack Pixler and Curtis Hutchinson who both have three to four years of service. The Department is young, as the more experienced officers were lost. Half of the force has less than five years of experience. They are short one position, which was expected to be filled within a few weeks.
- Statistics on the Department's call volume is monitored by an outside company. The average number of calls is slightly above five per day, which is just under what was received last year. Medical calls were down slightly this year and include falls, illness, gunshot wounds, and cardiac arrests.
- In 2022, the estimated fire loss was nearly \$2.5 million while this past year's loss was approximately \$500,000. The reason for the decrease was unknown but possibly due to few calls or the ability to get to sites more quickly. The busiest day of the week switched from Wednesdays to Mondays, between noon and 4:00 p.m. Average response times were discussed and identified as 90% to alarms and calls, which was close to the national averages. Response data is used to help the department develop ways to respond faster. They also reviewed the census tract information for various areas of the City to evaluate response times including when calls come in and the impact of local traffic or other conditions on how long the call took to resolve. The evaluation will be repeated next year with goals set.
- It was reported that Chief Jacob Larsen does most of the heater inspections. A company, LIVE, does sprinkler systems and other inspections for businesses in the City. Inspections and any required reinspections are done yearly by state-licensed professionals. The Business Report is sent to the Fire Department on the status and compliance. Efficiency is 40%, which is fairly good. Using the company has improved inspection compliance.
- In terms of staffing, there are five full-time and two part-time people on duty every day, which brings staffing to seven. During the year, they averaged 25 to 55 open shifts. Last year they had 418 open shifts, which means they were short one person every day.
- Mutual aid from other cities in 2022 was needed 13 to 14 percent of the time. Their goal was to get that number to 10%, which was nearly accomplished despite being short-staffed for two months. He was proud of what they were able to do.
- The Community Contact increased from the previous year. A Fire Prevention Day took place at the station last October and Captain Kyle Hardy put on a Bike Safety event. Both events were to take place again next year.
- Cardiopulmonary Resuscitation ("CPR") Training was ongoing with 125 to 130 part and full-time employees and 45 citizens being trained. As the call for the class has lessened, they plan to offer them quarterly. There is no charge but there is a charge for the certification.
- With regard to equipment maintenance, the department has been fortunate to have fairly new equipment consisting of a couple of ambulances, an engine, and a brush-truck. This means that maintenance costs are down. Staff took the brush-truck to Texas for 16 days of work and after overtime, came back with just under \$25,000. They have a goal to be able to lease equipment more in the future.
- Photos were shown of the work the Department is doing.



**Chief of Police, Keldon Brown, presented the following review for the Police Department:**

Chief Brown presented a slide presentation and provided a review of the Department's past year:

- Last year, a Police Department goal was to get fully staffed, which was accomplished. They now have 30 officers, office staff, and a new dog, Freyja. Administrator Darrington commented that last year at this time, they discussed police salaries and made needed adjustments, which has resulted in no staff being lost to other agencies. The prior year the Department lost six officers. Retirements are coming up, but the salary modification makes a major difference.
- The Department's focus for 2023 was three-pronged and was to focus on the responsibility they have to calls for service; involvement in the community and City employees; and officer development and leadership training. Like the Fire Department, they have a lot of young officers. The importance of training and mentoring was stressed.
- Notable incidents that took place this past year included:
  - A carjacking and kidnapping (resolved);
  - Assault (with arrest);
  - Attempted murder (with arrest);
  - Five investigations involving a knife as a weapon;
  - Three stabbings within three weeks (with training modified to address the altercations with knives);
  - A vehicle-theft-ring operating in Utah County, which involved their detective (Detective Knopp) and task force member, (Officer Petersen) traveling to Colorado and interrupting the theft ring (hundreds of thousands of dollars in property recovered);
  - Involvement with the high school which always involves significant use of department resources including becoming proficient in locking down the high school, which can be done in five minutes; and
  - A SWAT incident on Christmas night that involved a false claim of domestic violence. The matter took 45 minutes to resolve.
- Crime reporting shows an increase in numbers. Aggravated assaults and thefts are much higher and come with growth; burglaries, vandalism, and drug cases have also increased. The increase in crime increases the burden on officers.
- County Major Crimes Task Force data shows that Utah County seizures are down. As the drug flow comes into and through the County, the officers and their canines are more involved. Fentanyl seizures have increased from 57,000 pills to 780,000 pills this past year. He reminded the group that this number is only what is found and not what is coming across the border. There is a drug problem in Utah County, which will not just go away. The fight is ongoing. It was noted that Pleasant Grove has one officer on the Task Force.
- The Department is trying to be more active in terms of community involvement both in attending and supporting functions and doing things for the community such as identifying multiple community and private activities, and their own sponsored events. Administrator Darrington stated that the involvement with the City has been very noticeable and appreciated.

- They are involved with social media, which helps publicize the events and projects they participate in and allows for additional interaction with citizens.
- The Cadet Program was introduced this year and has been a positive experience. The cadets were outstanding, looked sharp, and have been helpful. They plan to add five more as some are leaving. The youth involved enjoyed the program.
- Officer development and training are key. Officers participated in the following:
  - Active shooter training;
  - A Leadership Book Club that focused on incorporating leadership principles with 21 participants;
  - The Crisis Intervention Team (“CIT”) Training that was not done for the last five years, is being reinstated as mandatory training for any officer who is not trained;
  - Regular four-hour classes on defensive tactics and dealing with knives;
  - Firearms Training which is limited by ammunition constraints; and
  - The first Night Shooting took place this past year.
- Police officers are required to have a yearly mental health evaluation. A mental health specialist meets with the officers to talk about what is going on and stressors to prevent issues. It was noted that officer suicides are a growing national statistic.
- New resources include their new dog, Freyja who is a warrior. They have added six cameras and vehicle plate readers strategically placed throughout the City that can track suspects. Once all of the cities have these resources, crime will decrease. Funding efforts by the department include selling the transport van and obtaining grants to be used by the department.

**Library and Arts Director, Sheri Britsch presented the following review for the Library:**

Director Britsch gave a slide presentation and distributed a handout showing Library numbers and national statistics. Director Britsch, reviewed the past year as follows:

- In relation to innovative programs, she identified the popular Dungeons and Dragons Group; a Divergent Storytimes program in the summer; Storytime for Adults; and English as a Second Language (“ESL”) classes. Computer skills classes were being taught with the help of the United Way and a Seed Library was started. Director Britsch noted that other information can be found on the handout. She wanted to make sure to recognize the large number of programs listed on the handout.
- In her department, they are looking toward what should be happening next in terms of services.

There were technical difficulties and the presentation was paused. The additional content provided once the technical difficulties were resolved included showing visual presentations/videos of examples that show the next step of service in action by Library staff in helping customers. Most of the presentations were unnarrated but there were a few examples described that showed how relationships with Library patrons are fostered. Last, Director Britsch showed a video entitled “Reasons to Love the Library”.

**Recreation Director, Megan Zollinger presented the following review for the Recreation Department:**

A PowerPoint presentation and videotapes were given. Director Zollinger reviewed the following from the past year:

- Photographs were shown from a day event where they asked people to tell why they love the Recreation Center. They love the patrons and their passion for the Recreation and Fitness Center.
- A brief video was shown regarding available recreational opportunities.
- Attendance in 2023 was up 15% from 2022, which was significant.
- Childcare is offered at the Recreation Center. It is an important service, as it allows parents to concentrate on their exercise knowing their child is safe and being attended to.
- The Birthday Celebration Week was a huge highlight.
- A mutual relationship has been established between the high school and the Recreation Department. It no longer has to pay rent for the recreation programs offered at the high schools. In return, the high school uses the Pleasant Grove pool for its team practices and the Recreation Center for tennis and soccer classes. A few school dances are also being held rent-free at the Recreation Center.
- When asked if the department tracks residents versus non-residents, Director Zollinger stated that they do track and that use is over 90% by residents.
- Photographs were shown of various locations around the facility of improvements made during the year and various activity areas and programs.
- A Recreation Training Retreat took place in August where they discussed customer service, their roles, and community involvement. The Retreat will be an annual event going forward.
- The department's staffing includes four full-time and nine to 10 part-time employees in addition to hundreds of seasonal part-time workers. It is challenging to keep staff engaged and motivated.
- Another highlight for the department took place during the Christmas season when they were able to be part of the Angel Tree where six families were helped through donations.
- The Birthday Week video was shown followed by a slide presentation highlighting the people who work in the City.

**Public Works Director, Neal Winterton presented the following review for the Public Works Department:**

Director Winterton gave a PowerPoint presentation and provided photographs showing a comparison between what was shown last year and this year as well as a photo introduction to the Public Works Department. Discussion on 2023 cannot go forward without addressing the amount of water they experienced, which has been well managed. Flooding can occur any year, but it is more likely based on the amount of water versus the effectiveness of the infrastructure. The amount of water remains a concern as shown by the photograph of the Battle Creek runoff. It was noted that storm runoff can contribute to clogged water filters.

*Review of the work and projects done this past year.*

- Photographs were shown and the following projects, and their issues, were described:

- 2600 North

residents who had demanded retaining walls objected to the approved type of rock brought on-site for the wall and asked that another type of rock be used. Photographs of both types of rocks were shown for comparison. Also, placing infrastructure such as a gas line was difficult as it is in an area that is close to UTOPIA Fiber lines and required UTOPIA to come on-site and give permission to move the line to put the gas line in place.

- 600 West

Staff made a temporary storm drain box cover in the sidewalk because of supply chain issues. Staff used an old park table to make a temporary cover until the metal cover could arrive

- 1300 East

Director Winterton reported that for every impact made on private property, they need the owner's permission to be there. This is the most challenging part of his job.

- 1300 West

A photo of 1300 West showed the new road alignment.

- Wade Springs area

Photos of the Wade Springs area confirmed that roots and vegetation were the enemy. Images showing the maintenance improvements were displayed. Easy-to-do development projects in Pleasant Grove were done as the property remaining to be developed contains a variety of issues associated with it such as storm drain crossings and difficult corners, etc.) Several other projects were also shown.

- In December 2023, a Work Order system was put in place that can track Work Orders and identify who ordered the work. Each employee has access to the application and can create a Work Order. A map function will be added along with other elements as they proceed. To date, they have 286 Work Orders. The system will make searches easy.
- Next week, on February 13, 2024, they will hold the first annual meeting between the Public Works Department and the contractors, developers, and engineers, to discuss the City's expectations and receive feedback. About 10 staffers have signed up and 50 people.
- Pleasant Grove was determined to have 380 deficiency points in its drinking water system. The points are now down to 60 because of diligent teamwork and significant effort. The goal is zero, which will occur once the four chlorinators are fully installed. Pleasant Grove City has never been to zero.
- Other projects either being worked on or finished include secondary meters (\$15 million project), 100 East (finished); installed four Pressure Reducing Valve ("PRV") zones, which

is a \$500,000 project; \$350,000 worth of sewer-liners; installation of a turbidity monitor at the bottom of Battle Creek to alert them to issues with turbidity and the need for isolation from the culinary system; \$500,000 worth of generators purchased; Petersen Well casing changed for \$100,000; and the Anderson motor swapped out for \$50,000. Much of the data was not accompanied by slides. With regard to supervisory control and data acquisition, they have UTOPIA at all water sites. They will implement additional data measures that can be monitored and manipulated by employees. They are working on customer service and held their first mission and values training session.

### *Future Projects*

- The \$4.5 million Road Project includes road rehabilitation. The tree trimming is almost done and patch work will begin in April. Scratch seal work will start at the end of the month and micro-surfacing will begin a few weeks after that.
- The Channel to the Lake Project has an associated cost of \$8.5 million. Advertising was going out next week and bids will open in March.
- The Boulevard Well Equipment Project is underway and will cost several million dollars. The supply chain will impact the work.
- The four chlorinator buildings and equipment are in progress. The chlorinators were to be housed in a small building nearby.
- Road work from Nathaniel Drive and Murdock Drive to 1500 East. The road is in poor condition but the water line needs to be corrected before the road is completed. This will involve a complete redo, which is estimated to cost \$1.5 million for the road. It is not yet ready to go out to bid.
- Director Winterton reported that when he first began working for the City there was a 600 West Sewer Project in the budget. He has since determined that 600 West was up for repair and during the evaluations, a reverse-grade sewer was discovered that has existed for many years. All required repairs. The project now covers 1160 North from 600 West to 780 West with an associated cost of \$2.2 million with funding available from Sewer, Water, Pressurized Irrigation, and Road Fees.
- The Orchard Drive and Locust Avenue Intersection have no sidewalks on either side of the road. Three of the four right-of-way documents have been secured and the plans are 80% complete. The \$500,000 cost will come from Class C Road Funds and \$60,000 from School Sidewalk Funds.
- 400 East 100 South involves the area where the school was closed and the children were sent to Central. A few different options are available. If done correctly, the cost will be \$500,000.
- The 200 West Project involves a terrible road from Center Street to 400 North that needs a new Pressurized Irrigation (“PI”) line. When prior work was done, the PI was placed 12 to 18 inches below the road with lateral lines coming off it. If they dig into the road base, they will run into the lateral lines. The plans are about 50% complete. Some sidewalk areas may need to be fixed, which is always a challenge.
- 1000 South to State Street and Locust Avenue is at the stage where they are trying to figure out the correct treatment. They may do an edge mill and overlay.
- Grove Creek Drive will require \$5 million to rebuild. Staff is determining what is to be done and will decide soon.

- Every year over \$5 million is allocated to sidewalks, trip hazards, stripping cracks, and road sealers, which is up from an allocation of \$20,000.
- Pleasant Grove Irrigation Company (“PGIC”) is a separate entity with a separate budget, has a grant, and is sponsored by the City for work with Natural Resources Conservation Services (“NRCS”). The City will administer the project.
- The design of 4000 North Harvey Boulevard is about 20% complete. Cedar Hills is the lead on the project but of the residents who will be affected approximately 75% are from Pleasant Grove and 25% are from Cedar Hills. It will be the City’s responsibility to talk with Pleasant Grove residents about rights-of-way as soon as the alignment is finalized. A letter on this issue was being sent so that the first contact for the project will come from the City and not a surveyor.
- It was anticipated that \$11 million will be needed for roads and \$16 million for water, sewer, and storm drainage. That figure does not include the \$15 million in PI or money pertaining to the Cook Family Park. Staff is managing a significant amount of construction money in 2024.
- Public Works staff is also working on future additional road work and work that does not pertain to roads every day. A visual presentation of the daily activities was shown.

*Information about the Road Plan:*

Director Winterton reported that Staff Engineer, Britton Tveten, works with capital projects and management, is a hard worker, takes on the role of three people, and should be given a lot of credit. He made the interactive map that was to be discussed that contains different layers of information.

When asked about engineering support, Director Winterton reported that they have a City Engineer, a Private Development Engineer, a Capital Engineer, and himself. He could use a few more engineers because of the amount of money they are currently spending but would be reluctant to hire another because in a few years, the workload will not be the same. All of the projects are not engineered by the City but are reviewed and coordinated by the City. Engineering Consultants are hired to do that work, which is why he brings Service Agreements to the City Council. That work is spread out. They also hire Inspectors who are part of the team. It would be ideal to have all of the staff in-house but the concern is with times when the work load is lighter.

Director Winterton made a presentation using a Computer Aided Manufacturing (“CAM”) file:

- A map of the City was displayed that documents the projects completed in 2019 and adds the road work done each year through 2023. The work to be done in 2024 can be added further into the future. The projects to be completed in 2024 also include utility and maintenance projects. Director Winterton used yellow to denote work that has already been bid out identified as change orders and pavement preservation. He reported that not every road is identified on the map as some do not need work.
- In identifying road work to be done it is necessary to determine if utility work is needed as well. If there is an area where utilities need work, they will consider doing a full road reconstruction. If they can extend the life of the road, they consider a surface treatment rather than a total rebuild. He would address the cost of various treatments later.

- All City roads were evaluated and ranked in 2013. The same will be done again this Fall after the year's projects are completed. 64% of the City's roads were identified as failing. The company recommends that the process be repeated every five to six years. Director Winterton expects to repeat the process in five years.
- The heart of the Road Plan is underway. He identified roadway funding alone as costing \$18.5 million. The reason some of the publications show \$11 million is that the 2600 North Project which is \$7.5 million, is included in the \$18.5 million figure. The amount they are using is \$11.5 million as the 2600 North Project is considered a 2023 project. It is identified here because the final check will be written in 2024. 2600 North, of all the projects listed, is the only one that is currently underway.
- The table shown contains the essential data that comes from several different spreadsheets with different analyses and recommendations.
- The Road Plan spells out the individual projects to be completed in 2024. The near horizon covers two to three years and includes the 2024 work of micro-surfacing roads, replacing pavement sections, mill and overlay, and sidewalks. It also includes Orchard Drive and Locust Avenue. The far horizon covers three to five years. Dates certain cannot be provided for projects in 2025 as they still have to do the design work among other things to get the project ready for bid. For roads identified in the far horizon, it is not known how much will be allocated by the City Council or what the cost will be.
- What can be committed to is the design work for roads that require work now or in the near future. The infrastructure under the road can be evaluated and the City can work with property owners who may be impacted.
- It was reported that PCI testing only looks at surface issues and not infrastructure. A camera is taken on site and uses calipers to measure thickness to evaluate the condition. Public Works uses coring tools to evaluate sub-grade, base, and pavement and acoustical devices detect water leaks. Cameras look at storm drains and sewers.
- The PCI is done for all roads and not just arterials by a company that requires two months' notice to be put on a schedule. The cost of the survey is \$50,000 to \$100,000. That money then is not put into roads so it is important to be timely in terms of when it is done.
- Director Winterton asked for feedback on the projects planned for 2024. Once the matter is decided, the document will be published. Administrator Darrington stated that staff wants the City Council to see these figures before they are published. Communication with residents will take place once the best method is determined. He expected to send out a press release next week with regard to how much money will be spent on road work. Staff will then follow up with maps and photographs, which will more likely be social media driven.

Director Winterton described the processes used to determine road work treatments. On an aerial map of 400 East and 100 South, he showed where a sidewalk needs to be placed so that children can walk safely to and from school.

- Landmarks are identified.
- After examining the area sidewalk, curb, and gutter will need to be constructed where they do not currently exist.

- A storm drain that comes across the road needs to be modified, power poles need to be moved, and right-of-way issues need to be resolved. It was noted that procurement of rights-of-way will cost.
- Although the area is small and the needs simple, a lot of work is involved. The estimated cost will be \$500,000.

Director Winterton used 500 East as an example of what needs to be done in terms of construction. It is a \$9 million project if done as a full road reconstruct.

There was discussion regarding the cost of roadway construction per mile. When a road is rebuilt with three inches and road base, the approximate cost is \$1.3 to \$1.4 million per mile. 500 East, however, is not just a road rebuild and requires sidewalk, curb, gutter, rights-of-way, and utilities. That is the challenge they will face if every road is rebuilt. It was noted that there is not enough money to do that. Council Member Andersen stated that the City has 120 miles of road. Director Winterton reported that they are doing a good job of identifying the work in the near horizon shown in blue, however, currently, the list is incomplete as maintenance needs to be included. The issue is not simple and cannot be solved by assuming that every road needs to be rebuilt. What they have planned is effective.

**City Attorney, Tina Petersen, presented the following review for the Legal Department and the Justice Court:**

Attorney Petersen first discussed the Legal Department.

- The most important event for the civil side of the Legal Department occurred in March 2023 when the Utah Supreme Court upheld the City's Road Fee, which freed up \$2 million in funding that was held during the appeal process. That money can now be used to pay for Public Works road projects. The ruling opened the way to receive \$1.2 million per year in ongoing revenue for road maintenance and repair.
- On the criminal side, the goals set last year for the Prosecutor and Legal Assistant to increase department efficiency and training were all met. All of the criminal files, which have been stored in the basement for the past 20 years have been scanned. Scanning also has been done on half of the civil files, which represent 14 to 15 years of work. The Legal Assistant recently completed 20 to 30 hours of training, which far exceeds the typical eight hours.
- In regard to the Justice Court system, the Court Clerks learned during COVID-19 about the benefits of remote hearings and instituted that for most appearances. Exceptions to remote hearings are trials and evidentiary hearings. That policy change reduced the use of Bailiffs, who are only required to be present in open court sessions, and saved that cost for contracted service. Documents have also been streamlined so that they can be processed online which is more convenient for citizens.
- The Justice Court has been certified through the Association of Courts through 2028, which is a great accomplishment.
- Attorney Petersen added to Chief Brown's discussion regarding criminal cases and stated that the overall statistics he provided include cases that are heard in District Court. The



City is responsible for prosecuting those cases but they are not necessarily reported in the Justice Court statistics. Some of the cases are felonies, which the City does not handle.

- The following statistics were provided:
  - 614 criminal misdemeanor cases were filed with the Prosecutors Office and including traffic cases, the number increased to 1,128 cases that need to be processed by the Court.
  - The Pleasant Grove Police Department filed nearly 9,000 Incident Reports in 2023. Criminal charges arise from those reports.
  - One of the Prosecutor’s goals this past year was to resolve cases more quickly and reduce any backlog, which he was able to do successfully.
  - Local crime statistics included:
    - 33 assaults;
    - 42 drug charges;
    - 39 Driving Under the Influence (“DUI”) cases;
    - 46 domestic violence cases; and
    - 15 harassment cases.
  - The number of court cases has risen from 550 cases last year. The higher number of cases involve drug charges or DUIs and take more time.
- Attorney Petersen appreciated that the Police Department is using better cameras as the old camera system was very unreliable. A few years ago, the State legislature passed a law giving defendants a negative presumption if the prosecution is unable to provide a video of the event. Many times, the City was faced with that situation because the camera system was unreliable. Having a reliable camera/video system makes the prosecution’s job easier.

**Human Resources Manager, David Packard, presented the following review for Human Resources:**

Manager Packard described the following activities from the past year:

- His time is spent mainly on recruitment. All agreed that some great hires have occurred over the past year including the hiring of Keldon Brown, Wendy Thorpe, and Megan Zollinger, as well as various department employees.
- There has been a focus on supervisor training. Two supervisor training groups have finished the course and are halfway through the third group. All of the Directors and Assistant Directors are finished and are working on middle management. In all, 39 full-time employees (30%) are going through the 10 classes that cover multiple issues such as mission vision values and, the Fair Labor Standards Act (“FLSA”). payroll, workers compensation, mental health, payroll, harassment, budget, safety, and accountability.
- They did not have any increases in benefits last year because of their safety record.
- Manager Packard also does worker compensation, annual performance evaluations, payroll, compensation analysis, employee recognition committees, and safety committees.

**Assistant To the City Administrator, Kyler Brower presented the following:**

Assistant Brower identified what they have been working on as follows:

- His team has been working on policies to improve what the City does and identify ways to become more efficient through technology.
- They are also looking at contracts.

LUNCH BREAK (Thanks was expressed to City Recorder, Wendy Thorpe for arranging lunch.)

Administrator Darrington reported that Finance Director, Denise Roy, will make her presentation during lunch. Following the presentation, the City Council Members will have an opportunity to speak. He will then review last year's goals, what was accomplished, and identify budget considerations.

**Finance Director, Denise Roy presented the following review for the Finance Department:**

Director Roy first described the timeline for creating the budget as follows:

- Budget activity begins once the Audit is completed, usually in December. Forecasting materials for revenue sources and expenses are reviewed to make sure the numbers are accurate.
- In January, the supplemental form for one-time capital requests over \$5,000 and new operational requests are distributed to the department heads. Companies that negotiate employee health benefits and insurance are contacted regarding cost changes, if any.
- In February, the budget discussions begin. Department spreadsheets, along with a narrative, are prepared based on the supplemental form information and meetings are held with the department heads to confirm what is being requested. They also are asked to prioritize their requests. Insurance proposals are received by the end of the month.
- On March 5, a capital budget discussion is held during a Work Session, and by March 19 the Operating Budget becomes fairly established. Utility increase discussions are also raised and forecasting review continues.
- The City Council was reminded that sales tax funds are not received until 60 days after the tax is calculated. Those figures are reviewed monthly. The largest portion of property tax payments come in November, with the final payments coming in March.
- April is the busiest month as they try to make sure that the information related to the March discussions is available for review. On April 9, the Utility budget discussion (including is completed and includes any other proposed fee increase. The April 23 meeting will be available to address budget issues that still require discussion.
- On May 7 the Tentative Budget is to be adopted per State law and presented at the City Council Meeting without a public hearing.
- On June 4, the public hearing is held on the budget and, if acceptable, adopted that night. The deadline for adopting the budget is June 30. If needed, the June 25 City Council Meeting is also available for that purpose. Administrator Darrington reported that normally, City Council Meetings take place the first and third Tuesday of the month but because Strawberry Days falls on the 18th, their second meeting for the month is moved to the 25<sup>th</sup>.
- In July, a Truth in Taxation Hearing is held, if necessary. The adopted budget is also required to be submitted to the State Auditor's Office within 30 days of adoption.

- In August, if a Truth in Taxation Hearing was held the budget can be adopted. The budget is also to be submitted to the Government Finance Officers Association (“GFOA”) if they want the budget to be certified.

The Tentative Budget is presented in May as required by State Code and does not need to be in a formal format. By that time, the budget is usually 80% done and as budget decisions are made by the City Council, they are put into a budget form. The Tentative Budget, which is usually 50 pages long, will include the information on which it is based, which is a GFOA requirement for certification. The certified budget is 170 pages long and contains much more information. The budget to be certified is submitted to the GFOA within 90 days of adoption.

Director Roy then discussed key points from last year’s budget and commented on 2024 as follows:

- This past budget year ended in June 2023. Property taxes came in as planned and sales tax revenue was \$9.3 million.
- Director Roy and Administrator Darrington provide monthly reports and for the past few months, Pleasant Grove has done well. Administrator Darrington reported that of the 60 cities that are ranked by percentage, Pleasant Grove has been ranked in the top five for the past few months. That shows that the economy is strong. That ranking can be attributed to what is happening at The Grove.
- When estimating sales tax the City’s approach has been to be conservative. They would rather underestimate than overestimate. Conditions that make estimates difficult include not knowing the size or type of business that is coming in; the possibility of health issues (like COVID) recessions; or unexpected world events.
- After reviewing the current Supplemental Form responses, they hope to have one-time money available for General Fund capital loss. Administrator Darrington stated that the estimate is for \$2 million or more; and whenever there is revenue beyond expenditures, it is rolled into capital for the next year. This possibility is a credit to Director Roy as she budgets and because of her conservative nature. The numbers will be clearer in March and they will have recommendations.
- 2024 was looking good and Director Roy stated that there could be \$600,000 in revenue over expenditures. She noted that some departments do not spend all of their budgets.
- Director Roy was advised that citizens who paid the higher property tax rate before the referendum will get a credit next year. Residents who want that money back earlier can apply for it with the County. If the resident’s property value was lowered and the tax reduced, the County will determine what difference the increased tax rate made and credit the account the following year. Citizens will be advised accordingly, with input from and involvement by the County.

The contents of the one-page document, which is a summary of revenue and expenses for fiscal year 2024-2025, were reviewed by Director Roy, who made the following comments:

- For fiscal year 2024-2025, the sales tax is strong. The current budget is projected to be \$9.6 million. The current budgeted amount coming in is \$10 million, of which \$480,000 is shown to be new sales tax money. She had no information on property taxes for new growth but would work on that. She also needs to get an accurate evaluation of what the credit issue means and growth, which will take a couple of months.

- Service charges for some of the franchise taxes have been raised such as natural gas and power. It was noted that Cable and Franchise taxes are flat.
- There was a decrease in Building Permits and Contract Fees in 2023, which Director Cardenas addressed earlier.
- The previous day, Director Roy looked at the 2024 revenue. The year seemed to be on track but she would continue to be conservative. It was recognized that there is a lot of activity at The Grove no new details were available.
- Wages were next addressed. After reviewing full and part-time wages, they consider the western Consumer Price Index (“CPI”), other city offerings (such as Public Safety Officers), and information from other city managers for comparison purposes. Currently, they have not provided a percentage as it is too early.
- There were three current recommendations as follows:
  - The Roof (Hale Center Theater). When they came to Pleasant Grove they asked the City to partner for \$300,000. \$100,000 of that total will come from the General Fund and \$200,000 from the CARE Tax.
  - Once the Cook Family Park opens, they will need a minimum of two part-time workers/operators.
  - Last year police salaries were adjusted, which helped with retention. The same should be done this year with the firefighters. Chief Engemann talked about how many people they have lost.

Director Roy explained that as they work through the supplementals, there will be operational increases. There was no recommendation to increase property taxes. A number was also still needed for property tax growth.

With regard to the budgeting that has been done, Director Roy reported that Pleasant Grove is known as the triple crown winner by the GFOA, which means that they have achieved excellence in their financial reporting, their Annual Financial Report, and their Distinguished Budget Award. Administrator Darrington stated that this is important and Director Roy put in a lot of time and effort to make it happen. In addition, the following budgetary filings or reports are required:

- A Yearly Disclosure is required by the US Securities and Exchange Commission (“SEC”) for Governments, which is more on the debt side;
- Bond compliance requirements for all bonds;
- Work on monthly draws and reconciliation for nearly every account;
- A bi-annual Money Management Report by the State; and
- Quarterly transparency reporting on the State Auditor’s website.

Pleasant Grove City complies with all requirements. For the 2024 budget, they have implemented performance measures based on the new mission/vision/values statement. The budget document will contain the goals of every department and identify what they have agreed to as recommended by GFOA. In 2024, an internal audit will be conducted for fuel use and credit cards by a part-time Accountant.

### **3. Elected Official Input for Upcoming Year.**

Administrator Darrington reported that last year the City Council asked for several things. The requests that were addressed were identified as follows:

- The City website was revamped. Assistant Brower has kept them updated on the progress. To date, all of the content has been migrated to the new website. Testing will be done as well as a site review by the different departments. Each department will have someone trained to manage the site.
- The Transportation Utility Fee was reinstated.
- The City Council wanted to make sure that road projects were being done. This issue was addressed previously by Director Winterton.
- Code Enforcement was to take care of the dirt pile, which was done.
- Funding to develop the Pipe Plant including the storm drain basin, the Cook Family Park, and the Cemetery expansion have all been approved.

It was Administrator Darrington's opinion that the City Council should have a theme to finish what they started. They have spent a lot of time on the following:

- The Pipe Plant development, which includes the Basin, the Park, and the Cemetery expansion;
- The Hale Center Theater is called the Roof even though it is not a City project and is not managed by the City. Staff is involved in weekly meetings;
- The repair of the swimming pool due to settling issues. Administrator Darrington noted that funds are recommended to level the decking, handle the settling issue, and redo the mechanical room. It is a huge project that is expected to begin in September.

The timeline means that they will need to return to the County to get an exemption for this year. They received one last year to run the pool. The contractor is unable to complete the job this summer. The material was sent to the County the previous day with a proposal from staff setting out what is needed and why. If the County denies the request, Plan B is to approach the Health Department Director. If that approach is unsuccessful they will involve the elected officials.

Council Member Andersen identified two points and asked if the number of inspectors in the City is adequate for all of the scheduled projects. She also asked about the status of specific properties involving Juan Valdez and Valley View.

With regard to Inspectors, Administrator Darrington stated that the Inspector jobs differ for the various departments. As residential development slows down in the Community Development Department, the need for additional Inspectors is unlikely. Director Winterton reported that his department does not have enough in-house Inspectors but the issue is resolved by hiring outside Inspectors to do various projects. Director Cardenas stated that although they will be seeing more multi-family housing, the City's Building Official and Inspector are qualified to perform inspections. One Inspector has been assigned to The Roof, which is working well. If there is a need, an Inspector can be contracted.

In relation to the specific properties, Administrator Darrington stated that currently the high school is using the Valley View property and the Police Department has been training there. He was not aware of their long-term plans; however, Mayor Fugal stated that District staff informed him that the owner will sit on the property and use it when needed. On the Valdez property, Administrator Darrington stated that the City contacted the Army Reserve three years ago expressing interest in that property and was informed that after environmental cleanup, a public entity will be given the first option to purchase it. The property makes sense for the City to obtain in conjunction with the school. It has been months since they have contacted them.

Council Member LeMone wanted to know more about the grant writing contemplated by the City and the protocol for responding to inquiries made during open sessions.

In relation to grant writing, Administrator Darrington reported that Laurel Cunningham will be a Contract Grant Writer for the City and will be researching grants. She was successful in obtaining two grants for the Old Town Hall Restoration and will keep the City informed of available grants. Ms. Cunningham will not write any grants that are not approved by the City. The City wants grants that apply to their vision and City projects. Grants already in process by the Police or Fire Departments are not something she would work on. Council Member Williams asked if there was a way Ms. Cunningham could assist Victim Advocate, Kim Schroepfel, in writing grants so that she could do her victim advocate work. Because the content for Victim Advocate grants is complicated and requires special knowledge, it is more likely that Ms. Schroepfel would be the person to write the grant. Ms. Cunningham could assist in the process. The intent is to take advantage of her skills.

The City Council's practice during open sessions is to not engage in discussion with citizens who are speaking. Council Member LeMone raised a concern that because there is no response by the City Council, the speaker may not know what should be done next or feel that the comment was not heard. She did not want a citizen to feel unheard. It was acknowledged that for some it is difficult to get up and speak in a public setting. Administrator Darrington stated that at times staff steps out of the room with a person who has spoken for additional conversation. The suggestion made was that depending on the issue raised, the Mayor directs specific members of staff to reach out to that person at the hearing. That way, the person is provided with contact information and any next steps. Director Winterton reported that often people he speaks to do not like what is being said and interpret that as not being heard. He, for example, explains why speed bumps are not being installed and gets the response that he is not listening.

Council Member Jensen commented that as City Council Members they are asked a lot of questions. Staff is always willing to help provide answers but the public expectation is that the City Council Members are aware of everything going on in the City. There was discussion on how information regarding things taking place in the City can be accessed more easily.

Administer Darrington stated that he and staff are available to assist them with issues raised. Council Member Andersen stated that for her, the Community Development Department Rap Sheet is helpful. An interactive map identifying new business locations was suggested. Director Cardenas described difficulties in determining when businesses are coming, as the notice ranges from one week before opening to two years before they open for business.

Council Member Williams stated that if they know when new businesses are coming they can help advertise and celebrate with a ribbon cutting. Businesses might be more open with their plans if they knew of the support that could be offered. Director Cardenas stated that he will keep them informed. He will also provide an interactive map to identify businesses and a list that documents new businesses that are opening.

Administrator Darrington reported that most of the development is by SJP in The Grove. Although the issue has been raised before, perhaps they could assign someone to share information as it becomes available. It was noted that if only a sign is posted, information will not be provided on the Rap Sheet.

The Public Works Department is sometimes told that a business wants to open in one week in a location where no inspection has been done. Such an opening cannot be approved.

Council Member Jensen looked forward to focusing on the Mayor's assignments for the year, listening to the department heads, and learning from them. He thanked Director Winterton for his presentation. He was aware of the narrative in the community that roads are not being addressed, which is not true. He looked forward to publishing that information to show that things were getting done. He congratulated the Library and the Recreation Department for doing great things.

Council Member Rogers suggested that Safe Routes to Schools be put on the radar. He was told that the route for two elementary schools is difficult for children to get to safely. He asked about enforcement as multiple cars are parked on the road in violation of the Code by being parked longer than 48 hours and impacting the safety of children walking to school. The following points were made during the discussion:

- Council Member Rogers suggested the enforcement of parking issues to increase walkability and cyclability. It was noted that Code Enforcement is responsive to issues that arise. He wondered if part-time help will be needed.
- Administrator Darrington reported that what is being asked for is a more comprehensive view of the sidewalks in relation to Safe Routes to School. The safe routes that schools are to provide have been discussed and can be cross-checked to determine if the sidewalks are adequate.
- There was discussion regarding parking issues, the adequacy of sidewalks, and Code violations.
- Code Enforcement can be contacted directly with a copy of the request to be provided to Administrator Darrington or Director Cardenas. They can also be contacted directly instead of contacting the Enforcement officer directly.
- Administrator Darrington provided a reminder about contacting Department Heads or City staff. If the issue is simple, the City Council does not need to work through him. If, however, the issue has substance he should be kept in the loop or approached directly. When the City Council sees a problem or is informed of a problem that needs to be resolved, how the message is communicated is key. The system has been working well.
- Council Member Andersen asked who from the School District is in charge as she feels that the City is last to be notified about school changes. There was discussion about the

school closure and whether people knew how the students were going to be moved. Council Member LeMone stated that it would have been helpful to know about the move before they spent hundreds of thousands of dollars on a route that was not going to be used by students. Administrator Darrington recommended that they invite the School District to attend City Council Meetings regularly to keep up with any changes.

- Director Winterton advised the City Council of the expenses involved in sidewalk installment and the cost to residents. Safe Routes to School grant money does not fully cover the cost of installing sidewalks. Class C Road funding or General Fund money is required. If the sidewalk installation is at the request of a citizen, the citizen bears the cost. Sidewalks are extremely expensive and not all property owners welcome the addition. Even when it does not cost the property owner, they still may not be in favor of putting one in. Administrator Darrington added that sometimes they have Safe Route grant money but cannot get the necessary rights-of-way. Moreover, if safe route grant money is used, the project is federalized and the cost is double.
- Administrator Darrington agreed to study the map to determine the focus and where the money should be spent. He considered it to be a good first step.

Council Member Rogers likes to review the materials provided in the City Council Packet before each meeting. It is impossible, however, for him to review large volumes of material 24 hours before the meeting. He knows the material has to be posted 24 hours before the meeting but requested that staff get the materials out earlier. Administrator Darrington stated that currently, the packet documents are provided to the City Council by noon the Friday before the Tuesday meeting. If something is delayed, the material is provided on Monday. Council Member Rogers suggested that if a document like the Road Plan is to be submitted, a summary page identifying what was changed or the changes redlined would be helpful.

Council Member Rogers acknowledged that he was not part of discussion on the park but it included maximizing the bond and not using all of the money. He and others want to know what a \$10 million park would look like versus a \$15 million park and whether some elements could be phased in later. His concern was that property taxes might be impacted next year because money is being refunded and the City will not have the amount on which they were relying. Administrator Darrington stated that there will be no impact as the City will not receive the money. Council Member Rogers stated that the increased amount has already been accounted for. Director Roy reported that she has spoken with the County and the City has not received any of the money that is to be credited. Property tax money paid in November is not received by the City until February with a final payment in March. Even if property tax money to be credited was sent it would be shown as a prepayment and would be restricted and not used.

Council Member Rogers had heard from people who are concerned about the cost of the Park. He asked if \$5 million could be held back from the Park and reallocated for another purpose. Another option was to hold it until the road assessment is done to see if it would be better spent elsewhere. Administrator Darrington stated that redesigning the Park would be a cost to the City and to use the money elsewhere and phase the Park construction would also increase the total cost to the City. He stated that the park should be completed as agreed. Mayor Fugal reported that many people spoke to him about the Park. The remarks were positive and people through it was great that someone stepped up and offered \$5 million toward a Park for the City.



Council Member Rogers reported that he and the Mayor run in different circles and the people he hears from are not as excited about that Park as the Mayor described. Administrator Darrington stated that it is important to have this discussion and for the City Council to have direction.

Council Member Jensen stated that this discussion is about certain narratives being pushed that the City Council is not doing enough with roads. He has heard from citizens who appreciate the City Council for what is being done and say that the community is more than just roads. Director Winterton has made it clear that the roads are being addressed. He stressed the need to go with the majority. A comment was made that the road issue is a major discussion among the minority of citizens.

Council Member Rogers agreed that feedback comes from different people. Once a decision is made he will help get it done. He suggested that they hold the \$5 million of City money and see what the Park will look like if they limit the City's contribution.

Administrator Darrington confirmed that the cost of the Cook Family Park is \$15 million with \$5 million from a donation and \$10 million from the City. His understanding was that the City Council Member's suggestion was for the City to pay \$5 million toward the park and the other \$5 million for roads. Council Member Rogers was interested in seeing the results of the road assessment before moving forward.

Council Member Williams asked Council Member Rogers if he thinks the City is spending a responsible amount of money on the roads this year. Council Member Rogers agreed with the amount being spent but stated that they do not know what is on the horizon or the cost of the roads moving forward. The Roads Assessment might give them the anticipated cost of roads moving forward and they may need the \$5 million. Administrator Darrington stated that PCI testing will provide new information in the Fall and the testing number will likely be higher. Council Member Rogers stated that perhaps \$2.2 million per year would be the right amount.

Administrator Darrington stated there are two options to consider. One is the PCI testing to determine the level of service on the roads and their condition. The other study would identify a 70 PCI or higher level on every road. The second option was done in 2013 along with the PCI analysis. The cost at that time was \$76 million, which when divided by 20, resulted in the \$3.8 million per year figure. That analysis had not been redone since that time. All that is being considered now is PCI testing and comparing it to the 2013 data to determine what improvements are needed. It is a first step.

Director Winterton asked Council Member Rogers if it would help to look at what is in the park since taking \$5 million out of the funding will result in certain amenities being lost such as bathrooms and parking. Director Winterton explained that the infrastructure structure cost is \$9 million so considering a reduction would require some project costs to be cut. Administrator Darrington recommended going forward with the project as funded.

Council Member LeMone recalled that phasing was done with the Recreation Center. The public was told that an indoor pool would be built with Phase 2. The cost was originally estimated to be

\$14 million. It was never built and is now estimated to cost \$20 million. The park needs to be done right the first time. More money would clearly be required if construction is delayed with phasing. Doing the work now saves construction costs and gets the community what it wants at a much lower price than if they wait. She did not want to leave the land vacant and wanted it to be done so people could enjoy it. The soccer fields are needed and residents have been asking for a splash pad and more game fields for years. Roads will always be an issue for some and it is likely that whatever funding is offered for road work will always be deemed insufficient. The City Council cannot neglect other City needs by focusing only on roads.

Council Member Rogers did not know what the difference would be between a \$10 million park and a \$15 million park.

Council Member Andersen commented that roads will always be an issue. The problem is with a group of people who want to discredit the City Council. Council Member Rogers appreciated other points of view but did not expect the discussion to be so lively. He supported the Roads Plan. Council Member LeMone was interested in hearing Council Member Rogers' comments and appreciated his opinions.

Council Member Andersen reported that Pleasant Grove has a population of 40,000 and each Council Member has constituents who come to them to share their thoughts. When a problem is on the table, everyone brings a different perspective. Many conversations have been ongoing for a long time. The City Council's role is to make Pleasant Grove better and make good decisions. Each City Council Member takes their job very seriously.

Mayor Fugal commented that the City Council does not always agree but ultimately they do what is best for the entire City and move forward, which is how government works. Council Member Andersen stated that the information provided by Director Winterton about the Road Plan needs to be shared with the citizens. It is a positive for the City and should be shared.

Council Member LeMone is frustrated when people say the City does not have good roads because of the Park. She stated that the City Council is serious about fixing roads but there needs to be a balance.

**4. Budget FY24.**

**5. Working Lunch – Open and Public Meetings Training.**

Open and Public Meeting Training continued.

**6. Current Projects/Issues and Updates.**

Administrator Darrington addressed the current Mission/Vision/Values Statement and stated that they will be discussed going forward. "Growing together" is the internal slogan for the Pleasant Grove City employee organization. A very specific mission this year is to make the employees understand that they are a part of the organization and that their work means something to the City. Activities are directed to team building and foster those goals. Pleasant Grove is a service-oriented

City and it is easy to see the fruits of the employees' labor. He wanted the City Council to know that the City is doing well.

The Hale Center Theater is on target to open in January 2025. The contractors have committed to provide a firm opening date by May 2024. The plan is to offer season tickets in July 2024 for shows starting in January 2025. He reminded the City Council of the upcoming ceremony to sign and place the beam, which all are invited to attend.

The Pipe Plan Development/Cook Family Park was expected to open in October or November. Once the bid information is received and other information has been confirmed, it can be more precise. Not having a firm opening date is disappointing but they would rather report the worst-case scenario.

The following information was provided about the sequencing of work:

- The weather has made construction difficult but most of the mass earthwork has been done and the interior where the splash pad will be located. Brand new dirt was used there so there would be no risk of existing dirt challenges.
- The next step is to put all the large underground utilities in which are on order.
- The Pavilion is out to bid and they will break ground in the next few weeks.
- Administrator Darrington stated that the traditional part of the Park is the initial focus and will be completed as soon as possible. The aim is to open the playground in October. Because the splash pad will be seasonal, it will likely not open in 2024.
- Director Giles stated that the concrete will need surface protection for possible graffiti and surveillance equipment will be in place. The City's commitment is to have two park employees assigned to the park to mow and empty trash during the summer when the splash pad is open. Water quality testing will also be done.
- Scheduling considerations were being developed regarding maintenance work prior to opening and for rotating sports activities. The playing fields will be hydro-seeded this year but not used until the following year.
- Currently, the project is on budget and plans are being developed for the opening.

In addition to earlier information provided about the swimming pool, the leveling part of the bid is done as is the mechanical room. The concrete flatwork has yet to be bid. The hope was that the project will be funded as they work through the budget. The intent was to have all work done this fall. A completed pool would be nice and the mechanical room upgrade is warranted as the equipment is old and wearing out or in need of repair.

Chief Brown described their plan to address anticipated enforcement concerns on the Murdock Canal Trail. They have funding and are establishing a four-man bicycle team using e-bikes. They also plan to promote trail safety. Trail enforcement has been discussed with other entities with similar issues. The team will be proactive and reactive. City staff met with the County this past week about developing a comprehensive plan for trail users, which would include bike classifications and enforcement measures. Council Member Williams identified a problem with bicyclists and runners lunging in front of cars on 500 South and 200 South and asked about liability. It was noted that the trail is not owned by the City and stop signs are present. There are

gates but a decision was made by the owner, Barona Water Users Association, not to use them. The County maintains the trail. Attorney Petersen stated that because stop signs are in place, liability rests with the user.

Administrator Darrington reported that prior to leaving Council Member Bullock suggested that the City consider a conference table for the Old Town Hall possibly built out of lumber from one of the three old trees. There was discussion about that possibility. The suggestion remains under consideration.

## **7. Economic Development Update.**

Director Cardenas provided an overview of the status of commercial development projects and new business locations. On a map, he identified multiple specific locations while discussing the project or new business locations, answered intermittent Council questions, and responded to comments. The map identifies projects or new businesses that have site plan approval and a building permit and shows those who are still in the approval process. The discussion included the following topics:

- Difficulties with the application process;
- Problems with the site or needs for modifications;
- Issues identified;
- Whether a Business License has been applied for;
- Whether a project complies with the Sales Tax Revenue Agreements; and
- Identifies the amount of sales retail tax space that may or will become available.

Director Cardenas noted that McKay Christenson has received five concept plans for commercial plans but none have been approved. Work continued to get the commercial side of that project built. He stated that The Roof is three to four months behind schedule. He also reported that several buildings that were permitted for office use have remained vacant for two years. He noted that development is how the City sustains itself.

Administrator Darrington invited discussion on the Downtown area owned by Noel Vallejo on the west side between Center Street and 100 South. It was reported that a few months ago, a large project concept was presented to the City Council regarding the property. Soon after he and Director Cardenas met with Mr. Vallejo's Economic Development Representative who stated that the project as originally envisioned and presented was off the table. Other options are being considered including remodeling or something similar to what Drew Armstrong is doing on the east side. There was no further information other than they were seen two days ago walking the property.

As the area has been the topic of discussion among staff and the City Council, Administrator Darrington thought it valuable to open discussion on what the City could do to help the area develop, recognizing that it does not own the property. The following options were offered:

- Support business owners in forming a private alliance in the area who could meet with the City to discuss the problems they face. It was agreed that the City should be involved with

the businesses to keep communication lines open and establish relationships that support both the business and the City.

- Institute a requirement to develop or occupy a set percentage of the property within that already specially designated zone. Non-compliance could result in penalties that would be spelled out. Currently, there is no reason to come to that area, and the businesses, already there, have a hard time staying open.
- Extend events to include the downtown area to bring people into the area.

Attorney Petersen was asked if there was anything the City could do to encourage the owner to develop the property more fully. She stated that Code Enforcement could intervene and enforce conditions that do not comply with the Code. Otherwise, she knew of no way for a government to force someone to sell, develop, or occupy their own property.

The property owner is doing things but what is being done takes a long time and the current condition of the property is harming the downtown and other businesses. Half of the street looks vacant, which detracts from the beauty of the rest of the downtown area. The area's history was reviewed as it pertains to business development. It was noted that business owners remain committed to the downtown area. Significant development in the area may still be contemplated by the owner but nothing specific has been said and no timeline discussed. Based on the discussion, the following need to be explored:

- Support the development of a private downtown business alliance, with City support;
- Look at occupancy (legal issue);
- Increase Code Enforcement involvement;
- Look at grants for downtown; and
- Look into the Grove Theater as a historical monument, to preserve it.

Attorney Petersen stated that they will explore some of those issues. She noted that a State or Local Historical Building is not protected from development. The best protection is to acquire the property.

## **8. Final Thoughts.**

There were no further comments.

## **9. Adjourn.**

**MOTION:** At 3:09 p.m. Council Member Williams moved to ADJOURN the Budget and Planning Meeting. Council Member Rogers seconded the motion. The motion carried unanimously with Council Members Andersen, Jensen, LeMone, Rogers, and Williams voting "Yes".

The City Council Budget and Planning Meeting minutes of February 9, 2024, were approved by the City Council on April 9, 2024.

Wendy Thorpe

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Wendy Thorpe, CMC  
City Recorder

*(Exhibits are in the Recorder's Office)*