

AMENDED MARCH 15, 2024 AT 3:47 P.M.  
NO FORMAL ACTIONS ARE TAKEN IN A WORK SESSION

**4:00 P.M. MAYOR AND CITY COUNCIL TOUR**

The Mayor and City Council will tour the new SUVSWD Dry Creek Transfer Station at 518 West 3450 North, Spanish Fork, Utah

**5:30 P.M. - WORK MEETING - MULTI-PURPOSE ROOM**

**CALL TO ORDER**

**COUNCIL BUSINESS**

1. Calendar
  - Apr 02 - Work Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.
  - Apr 09 - Work Study Meeting 5:30 p.m.
  - Apr 16 - Work Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.
  
2. **REVIEW OF THE 7:00 P.M. REGULAR MEETING AGENDA ITEMS**
  - a) Invocation - Councilmember Jensen
  - b) Pledge of Allegiance - Councilmember Wright
  - c) Consent Agenda
    2. Approval of the minutes for the February 13, 2024 work meeting and the March 05, 2024 work meeting and regular meeting
    3. Approval of a Resolution appointing Jason Miller, Power Director as the Springville City representative to Utah Associated Municipal Power Systems (UAMPS) - Bruce Riddle, Assistant City Administrator/Finance Director
    4. Approval of the Mayor's appointments of Liz Crandall and Maria Chichia to the PAR Board. For the reappointment of Patrice Bolen, Polly Dunn, Adam Provance, and Shane Lamb to the PAR Board. For the appointment of Hunter Huffman and Eric Graves to the Planning Commission
  
3. **WORK MEETING DISCUSSIONS/PRESENTATIONS**
  - a) Presentation by Ginette Bott President/CEO of the Utah Food Bank
  - b) Public Art Update - Emily Larsen, Museum of Art Director
  - c) Legislative update presentation - Troy Fitzgerald, City Administrator

**MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

**ADJOURNMENT**

**CLOSED SESSION, IF NEEDED - TO BE ANNOUNCED IN MOTION**

The Springville City Council may temporarily recess the meeting and convene in a closed session as provided by UCA 52-4-205.



AMENDED MARCH 15, 2024 AT 3:47 P.M.

**7:00 P.M. REGULAR COUNCIL MEETING - CITY COUNCIL ROOM**

**CALL TO ORDER**

**INVOCATION**

**PLEDGE**

**APPROVAL OF THE MEETING'S AGENDA**

**MAYOR'S COMMENTS**

**CEREMONIAL**

1. Recognition of Soren Simons and his Eagle Scout project providing comfort kits for officers and/or firefighters to give to children in need - Chief Lance Haight, Public Safety Director

**PUBLIC COMMENT** - Audience members may bring any item, not on the agenda to the Mayor and Council's attention. Please complete and submit a "Request to Speak" form. Comments will be limited to two or three minutes, at the discretion of the mayor. State Law prohibits the Council from acting on items that do not appear on the agenda.

**CONSENT AGENDA** - The Consent Agenda consists of items previously discussed or that are administrative actions where no additional discussion is needed. When approved, the recommendations in the staff reports become the action of the Council. The agenda provides an opportunity for public comment. If after the public comment, the Council removes an item from the consent agenda for discussion, the item will keep its agenda number. It will be added to the regular agenda for discussion unless placed otherwise by the Council.

2. Approval of the minutes for the February 13, 2024 work meeting and the March 05, 2024 work meeting and regular meeting
3. Approval of a Resolution appointing Jason Miller, Power Director as the Springville City representative to Utah Associated Municipal Power Systems (UAMPS) - Bruce Riddle, Assistant City Administrator/Finance Director
4. Approval of the Mayor's appointments of Liz Crandall and Maria Chichia to the PAR Board. For the reappointment of Patrice Bolen, Polly Dunn, Adam Provance, and Shane Lamb to the PAR Board. For the appointment of Hunter Huffman and Eric Graves to the Planning Commission

**REGULAR AGENDA**

5. Consideration of a Resolution amending the Planning Fee Schedule - Josh Yost, Community Development Director

## MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS

### ADJOURNMENT - CLOSED SESSION, IF NEEDED - TO BE ANNOUNCED IN MOTION

The Springville City Council may temporarily recess the meeting and convene in a closed session as provided by UCA 52-4-205.

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CERTIFICATE OF POSTING - THIS AGENDA IS SUBJECT TO CHANGE WITH A MINIMUM OF 24-HOURS NOTICE - POSTED 03/15/2024

In compliance with the Americans with Disabilities Act, the city will make reasonable accommodations to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Recorder at (801) 489-2700 at least three business days before the meeting.

Meetings of the Springville City Council may be conducted by electronic means pursuant to Utah Code Annotated Section 52-4-207. In such circumstances, contact will be established and maintained by telephone or other electronic means and the meeting will be conducted pursuant to Springville City Municipal Code 2-4-102(4) regarding electronic meetings.

s/s - Kim Crane, MMC, City Recorder





MINUTES OF THE WORK/STUDY MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, FEBRUARY 13, 2024 AT 5:30 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET, SPRINGVILLE, UTAH.

Presiding and Conducting: Mayor Matt Packard

Elected Officials in Attendance: Craig Jensen Excused
Logan Millsap
Jake Smith Arrived at 5:37 p.m.
Mike Snelson
Mindi Wright

City Staff in Attendance: City Administrator Troy Fitzgerald, Assistant City Administrator/City Attorney John Penrod, Assistant City Administrator/Finance Director Bruce Riddle, City Recorder Kim Crane, Community Development Director Josh Yost, Director of Administrative Services Patrick Monney, Library Director Dan Mickelson, Museum of Art Director Emily Larsen, Parks and Recreation Director Stacey Child, Public Works Director Brad Stapley, Public Safety Director Lance Haight, Fire Chief Clinton, Springville Library Representatives Kim Christensen and Brittanie Turner, City Treasurer Heather Penni, Economic Development/Planner II Carla Wiese, and Director of Engineering and Internal Services Scott Sensanbaugher

CALL TO ORDER - Mayor Packard welcomed everyone and called the Work/Study meeting to order at 5:32 p.m.

COUNCIL BUSINESS

1. Calendar

- Feb 19 - Presidents' Day Observed (Civic Center Closed - Monday)
Feb 20 - Work Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.
Mar 05 - Work Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.

2. Proclamation by the Mayor and City Council - Week of the Young Child, April 6-12, 2024

Mayor Packard read the proclamation.

Administrator Fitzgerald introduced the new Director of Engineering and Internal Services Scott Sensanbaugher. Scott said he was excited to be in Springville, moving here from New Mexico.

3. MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS

a) Community Board Update - Mayor Packard/Cl. Smith

Mayor Packard began by addressing the discussions held in the previous two meetings regarding the area spanning from 400 North to 1400 North, known as the Main Street North Gateway. These

42 discussions revolved around determining the types of businesses suitable for each zone within this area.  
43 He asked Director Yost to review the applications to update the General Plan. Director Yost commented  
44 on the contractors that are bidding. Mayor Packard mentioned that recommendations were being  
45 developed for the Planning Commission's consideration before being brought to the City Council.  
46 Additionally, Mayor Packard requested that the Planning Commission review the area south of the city  
47 and specifically mentioned 1300 East as part of their review. Director Monney explained the Community  
48 Board has spent almost two years educating itself and the last two meetings have been very inciteful.  
49 Councilmember Millsap asked about the rotation of board members.

50 Director Yost explained the Community Board comprises citizens from different parts of the city  
51 and stated that some board member terms expire in March. These members have been invited to reapply  
52 for their positions. Councilmember Snelson asked how many are on the board. Mayor Packard answered  
53 that 9 or 10 attend each month.

#### 54 b) Library

55 Director Mickelson reported library services are guided by five focus areas. Collection,  
56 service/programs, facility, community engagement, and staff development. He said the Springville Library  
57 works on a bookstore model of service with some books facing out, rotating displays, and a different style  
58 of classification. There are over 80,000 physical items and 300,000 digital items in the collection.  
59 Circulation is about 650,000 items per year and according to the Utah State Library, that is in the 90<sup>th</sup>  
60 percentile in Utah. Councilmember Snelson clarified that the statistic is per capita.

61 Director Mickelson continued by reporting that 80% of Springville households use the library and  
62 the average user checks out over 20 items per year. Councilmember Millsap asked if circulation includes  
63 discovery kits and digital items. Director Mickelson confirmed those are included in circulation. He  
64 conducted an exercise demonstrating how the library can connect residents with an expert. The library  
65 has over 1200 programs per year with attendance in the 95<sup>th</sup> percentile in the state—leading to over 1000  
66 daily visitors. He stated the facility is a beautiful landmark in Springville currently in its 12<sup>th</sup> year. He invited  
67 the council to visit the library and experience the wind tunnel.

68 Director Mickelson explained that the library conducts activities inside and outside the walls of the  
69 library. Some of the library's contributions to support health and safety include passing out 14,000 plus  
70 COVID tests, hosting drug take-back events, participating with the county in the car seat safety initiative,  
71 and suicide prevention training. He quoted a study showing that illiteracy and crime are intertwined. He  
72 concluded by saying he is fortunate to work with a great staff serving this community. As director, he  
73 works with human resources and the administration to consider staff organizational needs, maintain staff  
74 levels, and work to prevent employee burnout. Councilmember Snelson asked about burnout. Director  
75 Mickelson said he tries to balance responsibilities among staff members and prevent overachievers from  
76 taking on too many tasks. Mayor Packard complimented the library on the participation of residents and  
77 said he appreciates the library much more. Councilmember Smith asked about the hours. Director  
78 Mickelson answered 10:00 a.m. through 9:00 p.m. Monday through Thursday, 10:00 a.m. to 6:00 p.m.  
79 Friday, and 10:00 a.m. to 4:00 p.m. on Saturday. Mayor Packard reminisced about the Carnegie Library.

80

#### 81 c) Public Safety

82 Chief Haight said the Public Safety Department appreciates the support from the mayor, council,  
83 and administrative staff. He introduced Officer Carter who reported on his assignments as a DTO (drug  
84 traffic officer) with the Utah County Major Crimes Task Force. Officer Carter said the main goal of this  
85 task force is to disrupt or dismantle drug trafficking organizations. Councilmember Snelson asked about  
86 the involvement of other Utah County cities. Officer Carter said each city that can afford to send an officer

88 or more to serve participates in the task force. Councilmember Wright asked if Springville had drug  
customers or major drug organizations. Officer Carter answered there might be some mid-level dealers,  
90 but the large organizations are in Salt Lake County. Chief Height said the Utah County Major Crimes Task  
Force is why there are no major drug organizations in Utah County. Officer Carter agreed stating they  
don't like us and we work hard to keep them out of our community.

92 Mayor Packard asked Officer Carter what his motivation is and he answered he knows drug use  
is a problem in our community, it is a disease and it is sad no matter who it affects. He wants to get the  
94 people off the streets who make a profit harming those people. Administrator Fitzgerald asked Officer  
Carter to explain how he dresses and he answered most detectives are plain clothed, growing out their  
96 hair and beards. Currently, he is acting as an undercover officer who performs controlled buys to get  
those dealers off the streets. They also use informants to perform buys. Councilmember Snelson asked  
98 how long he has served undercover. Officer Carter answered three years and he grew his hair out that  
whole time.

100 Councilmember Wright asked how long an officer serves as a DTO. Officer Carter answered it  
depends on the city, usually three to five years. Councilmember Smith clarified an officer applies to be a  
102 DTO for the task force within the local department. Officer Carter said Springville has had some major  
crimes in the last few years including homicides. The task force works with any city with a major crime.  
104 Chief Height said Officer Carter writes all the major search warrants for Springville City and is a  
tremendous resource for Springville City; when he returns to a supervisory role, he will share his  
106 knowledge with the other Springville officers.

108 Officer Carter shared statistics for his team of four officers on the task force including 18,395  
pounds of heroin, 8.1 pounds of meth, 5.6 pounds of cocaine, and 50,530 M30 Fentanyl pills that have  
been seized since January of 2024, or just a month and a half. Councilmember Smith asked about the  
110 cost of those illegal drugs and Officer Carter gave estimates stating that there is a lot of money taken  
from drug traffickers and a lot of lives saved. He said Fentanyl is popular but 1 in 7 pills has a lethal dose  
112 of Fentanyl. He concluded by stating this is an important and never-ending job, he is glad to do it and  
thankful for the support of the mayor and City Council. Councilmember Wright asked for advice to keep  
114 drugs out of Springville. Officer Carter answered have faith in the officers doing the street-level contacts  
and let them do their jobs to work up the ladder to the larger organizations.

116 Chief Height provided last year's statistics for the Utah County Major Crimes Task Force and  
defined the different illegal drugs currently on the rise. He explained that fentanyl is a synthetic opioid  
118 manufactured for less than a penny and sold for \$5 or \$10. Heroin is still used; meth use is down and  
cocaine use is rising. Chief Haight continued by stating THC cartridges (vape THC -delta-9  
120 tetrahydrocannabinol) are a gateway drug and stop the brain from developing in anyone under 25 years  
old. The Utah County Major Crimes Task Force also confiscates guns and cash. Councilmember Smith  
122 clarified THC cartridges cannot be sold legally in smoke shops. Councilmember Wright asked Officer  
Carter to define dab who answered it is marijuana that has been cooked into a yellowish-brown paste so  
124 it is concentrated. Chief Height said modern hybrid strains of marijuana cause psychotic drug-induced  
breakdowns because of increased THC concentrations. Officer Carter said marijuana has thousands of  
126 properties and THC levels in the 1970s were 30% max. Today the levels in marijuana bud is 90% and  
dab is 98% THC. Councilmember Millsap asked about the increase in gun seizures. Officer Carter  
128 explained drug criminals use guns, but that is not their focus. Mayor Packard and the City Council thanked  
Officer Carter for his presentation.

130 In the last City Council meeting, a resident complained Springville has higher crime rates and  
police officers are not proactive, Chief Haight reported that Springville officers emphasize DUI  
132 enforcement three to four times more than surrounding communities; not that Springville residents drive

134 while drinking more. Councilmember Snelson asked about the process after a DUI arrest. Attorney  
136 Penrod said after the first arrest the driver will lose their driver's license for 60 days, pay a hefty fine, and  
138 spend two days in the Utah County Jail. After the second arrest, the offender will spend 10 days in jail,  
140 pay a fine, and lose their driver's license again. The third arrest is a felony at a higher court.  
142 Councilmember Smith asked if the drunk driving accident statistics correlate. Chief Haight said he would  
144 get that data. Attorney Penrod said DUI offenders drive drunk 25 times before they are caught.  
146 Councilmember Millsap asked how many of the 286 DUI arrests were Springville residents. Chief Haight  
148 said the state liquor store and a new bar contributed to the arrests. Councilmember Millsap said arresting  
drunk drivers in Springville also prevents crashes in other communities. Councilmember Wright asked  
about the fine and where that money goes. Attorney Penrod said the fine goes to the state. Chief Haight  
said the state funds extra shifts for DUI enforcement and some officers like the overtime and  
complimented Sergeant Teuscher. Attorney Penrod said reasonable suspicion is required before an  
officer pulls over a driver and our officers are better trained at spotting violations.

146 Administrator Fitzgerald mentioned the legislature is discussing justice courts, as profit centers  
and explained the revenue just barely covers the cost of operating a justice court, not prosecution, and  
enforcement The Springville Justice Court is not a profit center.

148 Chief Haight reported a recently remodeled apartment complex has had a major drop in calls for  
150 service since renovation. He said the Fire Department is continually training and turned the time over to  
Chief Clinton who reported on ice rescue training at Wayne Bartholomew Family Park.

152

#### d) Finance

154 Director Riddle introduced Greg Balls with Meeder Public Funds (attending virtually) who gave an  
investment risk management update for the city. Mayor Packard will meet virtually with Greg at a later  
156 time to further discuss the city's \$90 million in long-term investments.

#### 158 e) Community Development

160 Director Yost reported on year-end information for building permit valuation. There was a large  
spike in requests for building permits in 2021 that has now tapered down and translated into less calendar  
162 year-end revenue. Projects that are delayed are piling up and the hope is that when mortgage rates  
decrease the demand will increase. Residential permits are down. Administrator Fitzgerald said there are  
164 more commercial permits than 10 years ago even with the drop. Director Yost reported 1913 residential  
inspections were completed last year and 1902 were completed by the next day while no work was farmed  
out to a third party. Administrator Fitzgerald said there is proposed legislation to get private inspections  
166 approved and the data collected says 98% of inspections are complete within two days. Councilmember  
Millsap confirmed response time increases when permits spike. Administrator Fitzgerald said cities are  
168 mandated to issue permits within a short time frame, and demand is very difficult to forecast. Director  
Yost agreed demand is hard to forecast and inspectors are keeping busy while waiting for delayed and  
170 unpredictable developments to start. Administrator Fitzgerald said cities are under a mandatory  
responsibility even with a statewide shortage of inspectors.

172 Councilmember Wright asked about the ULCT April conference she and Councilmember Smith  
are interested in attending.

174

### **ADJOURNMENT CLOSED SESSION IF NEEDED - TO BE ANNOUNCED IN MOTION**

176 *The Springville City Council may temporarily recess the meeting and convene in a closed session as  
provided by UCA 52-4-205.*

178 There was none.

180 **ADJOURN**

182 **Motion: Councilmember Snelson moved** to adjourn the work meeting at 7:03 p.m. **Councilmember Smith**  
184 **seconded** the motion. **Voting Yes:** Councilmember Jensen EXCUSED, Councilmember Millsap,  
Councilmember Smith, Councilmember Snelson, and Councilmember Wright. The motion **Passed 4-0**  
186 **with 1 absent.**

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194 *This document constitutes the official minutes for the Springville City Council Work/Study Meeting held on Tuesday,*  
*February 13, 2024.*

196 *I, Jennifer Grigg, do hereby certify that I am the duly appointed, qualified, and acting Deputy Recorder for Springville*  
198 *City, of Utah County, State of Utah. I do hereby certify that the foregoing minutes represent a true, accurate, and complete record*  
*of this meeting held on Tuesday, February 13, 2024.*

200

202 *DATE APPROVED:* \_\_\_\_\_

*Jennifer Grigg*  
*Deputy Recorder*

204





**MINUTES**  
**Springville City Council Work/Study Meeting - March 05, 2024**

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MINUTES OF THE WORK/STUDY MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, MARCH 05, 2024 AT 5:30 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET, SPRINGVILLE, UTAH.

**Presiding and Conducting:** Mayor Matt Packard

**Elected Officials in Attendance:** Craig Jensen  
Logan Millsap  
Jake Smith  
Mike Snelson  
Mindi Wright

**City Staff in Attendance:** City Administrator Troy Fitzgerald, Assistant City Administrator/City Attorney John Penrod, Assistant City Administrator/Finance Director Bruce Riddle, City Recorder Kim Crane, Community Development Director Josh Yost, Director of Administrative Services Patrick Monney, Internal Services Director Scott Sensenbaugher, Library Director Dan Mickelson, Museum of Art Director Emily Larsen, Parks and Recreation Director Stacey Child, Public Works Director Brad Stapley, and Fire Chief Hank Clinton.

**CALL TO ORDER** - Mayor Packard welcomed everyone and called the Work/Study meeting to order at 5:30 p.m.

**COUNCIL BUSINESS**

1. Calendar

- Mar 10 - Daylight Savings (Spring Ahead One-Hour)
- Mar 12 - Work Study Meeting 5:30 p.m.
- Mar 19 - Work Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.

2. **DISCUSSION ON THIS EVENING'S REGULAR MEETING AGENDA ITEMS**

- a) Invocation - Councilmember Smith
- b) Pledge of Allegiance - Councilmember Snelson
- c) Consent Agenda

1. Approval of the minutes for the February 06, 2024 work meeting and regular meeting and the February 20, 2024 work meeting and regular meeting.

Mayor Packard asked if there was any discussion on the consent agenda. Mayor Packard asked for a council member to attend in his stead the Literacy Fundraiser on April 18, 2024, at Meadow Brook Elementary. Councilmember Snelson agreed to attend.

### 3. DISCUSSIONS/PRESENTATIONS

#### a) Discussion regarding a boundary line adjustment with Spanish Fork at approximately 1150 West 2600 South, Springville - Josh Yost, Community Development Director

Mayor Packard introduced Aki Miyagi, who sought a boundary adjustment for their family's property near 1150 West 2600 South, Springville. Director Yost presented the request, explaining it involved transferring 26.21 acres to Spanish Fork City through legislative action initiated by Springville. Reasons for boundary adjustments included property splits, awkward boundaries, or road alignments. Benefits for Springville included a smaller service area and potential sales tax from the increased population. However, risks included awkward boundaries and potential utility challenges. Notably, the 1500 West lift station could face compromise with further development.

Councilmember Snelson inquired about the proposed development's alignment with planning. Josh clarified that the Dry Creek Community Plan encompasses the area. He further explained that alternatives to the boundary adjustment included disconnecting the property from the city into the county, where it's zoned for agriculture. However, the property didn't meet the disconnection standards. Consequently, staff recommended taking no action on the requested boundary adjustment.

Josh outlined the process if the council chose to proceed. Councilmember Jensen noted the applicant's desire for utilities and density, emphasizing it wasn't solely the city's decision. Troy had discussed utility sharing with Spanish Fork, but Spanish Fork was not in agreement, particularly regarding a land swap. Mayor Packard then solicited each council member's opinion.

Councilmember Millsap expressed uncertainty regarding the benefit to Springville, suggesting that development in the long term was inevitable. Councilmember Snelson agreed, cautioning against allowing the situation to escalate as it could lead to development challenges. Councilmember Jensen expressed being on the fence, acknowledging the applicant's concerns, and highlighting the risk of losing more land once development starts. He emphasized the need for a win-win solution. Councilmember Smith advocated for increasing land rather than losing more of it. Councilmember Wright voiced concerns about impeding property owners from developing, noting the high expense of utilities. Stressing that these individuals are citizens of Springville, they emphasized the need for a plan and advocated for moving the resolution forward unless the city took action within a reasonable timeframe.

Mayor Packard raised questions about where to draw the line for other property owners and whether the city was willing to let the land go to Spanish Fork. They suggested that there would be further discussion regarding assistance with development. Councilmember Jensen said as a representative of Springville, they had concerns that pursuing the boundary adjustment would open a door that wasn't in the city's best interest. Instead, they advocated for committing to solving the problem. Ultimately, the consensus among the council was four to one against pursuing the boundary adjustment.

#### b) Discussion regarding crosswalks near the Springville Junior High - Brad Stapley, Public Works Director

Director Stapley provided a report on traffic and pedestrian flow around Springville Jr. High, reviewing various traffic patterns and crosswalk locations. During the construction of the junior high, traffic flow, parking lots, and crosswalk locations were carefully considered. Despite efforts, issues arose with students crossing in the middle of the road, compromising pedestrian safety. Requests for additional crosswalks were made, but introducing more pedestrian crossings raised concerns about vehicle safety. Director Stapley outlined options including educating parents and students on proper crossings, installing signs, and possibly implementing fencing to discourage jaywalking.

Troy reported that the city regularly meets with the school district quarterly, suggesting that further discussions could be had regarding pedestrian crossings. He noted that Public Works had implemented a thoughtful design, resulting in improved functionality in the area.

88 Councilmember Millsap expressed appreciation for the efforts invested in addressing the issue.  
90 They remarked that often, planning prioritizes vehicle movement over pedestrian traffic. Troy noted that  
92 the school was intended to be situated on a corner but was not, highlighting the need for the school district  
94 to consider traffic concerns. Councilmember Wright concurred with the importance of educating students  
96 and parents about proper pedestrian crossings. They also suggested that funding for fencing should be  
provided by the school district.

c) **Legislative Update -Troy Fitzgerald, City Administrator**  
Item postponed

**MAYOR PACKARD, COUNCIL, AND ADMINISTRATIVE REPORTS**

Mayor Packard asked if there was any further discussion. There was none.

**ADJOURNMENT CLOSED SESSION IF NEEDED - TO BE ANNOUNCED IN MOTION**

*The Springville City Council may temporarily recess the meeting and convene in a closed session as provided by UCA 52-4-205.*

**ADJOURN**

**Motion: Councilmember Snelson moved to adjourn the work meeting at 6:29 p.m. Councilmember Smith seconded the motion. Voting Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously; 5-0**

*This document constitutes the official minutes for the Springville City Council Work/Study Meeting held on Tuesday, March 05, 2024. I, Kim Crane, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Springville City, of Utah County, State of Utah. I do hereby certify that the foregoing minutes represent a true, accurate, and complete record of this meeting held on Tuesday, March 05, 2024.*

DATE APPROVED: \_\_\_\_\_  
*Kim Crane*  
*City Recorder*



MINUTES OF THE REGULAR MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, MARCH 05, 2024, AT 6:30 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET, SPRINGVILLE, UTAH.

**Presiding and Conducting:** Mayor Matt Packard

**Elected Officials in Attendance:** Craig Jensen  
Logan Millsap  
Jake Smith  
Mike Snelson  
Mindi Wright

**City Staff in Attendance:** City Administrator Troy Fitzgerald, Assistant City Administrator/City Attorney John Penrod, Assistant City Administrator/Finance Director Bruce Riddle, City Recorder Kim Crane, Community Development Director Josh Yost, Director of Administrative Services Patrick Monney, Internal Services Director Scott Sensenbaugher, Library Director Dan Mickelson, Museum of Art Director Emily Larsen, Parks and Recreation Director Stacey Child, Public Works Director Brad Stapley, and Fire Chief Hank Clinton.

**CALL TO ORDER**

Mayor Packard called the meeting to order at 6:30 p.m.

**INVOCATION AND PLEDGE**

Councilmember Smith offered the invocation, and Councilmember Snelson led the Pledge of Allegiance.

**APPROVAL OF THE MEETING'S AGENDA**

**Motion:** Councilmember Snelson moved to approve this evening's agenda as written. **Councilmember Smith seconded** the motion. **Voting Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously; 5-0.**

**MAYORS COMMENTS**

Mayor Packard welcomed the Council, staff, and those in attendance.

**PUBLIC COMMENT**

Mayor Packard introduced the Public Comment section of the agenda and inquired if there were any written requests to speak.

Lillian Kump with Tabitha's Way a local food pantry reported that in the past year, they have helped over 16,700 local households, and 62,055 individuals served with an increase of over 60% in the last two

42 years. Next Saturday they are having a food drive and are encouraging volunteers. Information can be  
found on the Just Serve website.

44

#### CONSENT AGENDA

46 1. **Approval of the minutes for the February 06, 2024 work meeting and regular meeting and the  
February 20, 2024 work meeting and regular meeting.**

48 Mayor Packard noted a correction on the February 20, 2024 work study minutes. He was excused  
during this meeting and on line 126 it should show Mayor Pro Tem Snelson.

50

52 **Motion: Councilmember Snelson moved to approve the consent agenda with corrections on the February  
20, 2024 work meeting minutes line 126. Councilmember Smith seconded the motion. Voting Yes:**  
54 Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and  
Councilmember Wright. The motion **Passed Unanimously; 5-0**

#### REGULAR AGENDA

56 2. **Consideration of a Resolution for property acquisition of approximately 5.84 acres by Springville  
58 City for Parcel #23:033:0053 and Parcel #23:022:0018 located in the area of 700 North and 425  
West, Springville, Utah - Brad Stapley, Public Works Director**

60 Director Stapley reported Springville City has been working with Edward C. Johnson to purchase  
two contiguous separate parcels totaling 5.84 acres to be combined with 13.23 acres of adjacent City-  
62 owned property for a future Public Works facility complex to be located west of and adjacent to 425 West,  
just south of the City's Whitehead Power Plant, the appraised value was \$1.336 million.

64

66 **Motion: Councilmember Snelson moved to approve Resolution #2024-04 for the purchase of Utah County  
Parcels 23:033:0053 and 23:022:0018 for a total of 5.84 acres from Edward C. Johnson, to be combined  
with adjacent City-owned property for siting a future City Public Works facility complex. Councilmember  
68 Smith seconded the motion. Roll Call Vote; Voting Yes: Councilmember Jensen, Councilmember Millsap,  
Councilmember Smith, Councilmember Snelson, and Councilmember Wright. The motion **Passed  
70 Unanimously; 5-0. Resolution #2024-04 Approved****

72 3. **Consideration of an Ordinance amending the Westfields Central New Neighborhood Plan to  
clarify setback requirements and architectural standards - Josh Yost, Community Development  
74 Director**

76 Director Yost reported the amendments to the Westfields Central New Neighborhood Plan are to  
clarify setbacks and enhance architectural standards to maintain the plan's original objectives. Concerns  
regarding design clarity and inconsistencies between architectural plans and existing regulations  
78 prompted the proposed changes, which focus on addressing encroachments, setbacks for attached units,  
and refining architectural standards. Staff supports the amendments, citing their alignment with the  
neighborhood plan's goals of fostering diverse housing options and superior design. Therefore, the staff  
80 recommends approving the amendments to ensure coherence and quality in the Westfields Central New  
82 Neighborhood. Josh went on to review the amendments.

84 **Motion: Councilmember Millsap moved to approve Ordinance #03-2024 adopting the amendments to the  
Westfields Central New Neighborhood Plan. Councilmember Jensen seconded the motion. Roll Call  
86 Vote; Voting Yes: Councilmember Jensen, Councilmember Millsap, Councilmember Smith,**

88 Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously; 5-0. Ordinance #03-2024 Approved**

90 4. **Consideration of an Ordinance amending the Official Zone Map to apply the Neighborhood Commercial (NC) Zone to the entirety of parcel 23:031:0089, consisting of 2.04 acres and located at approximately 301 South 950 West, Springville - Josh Yost, Community Development Director**

92  
94 Carla reported the proposed zone map amendment is to apply the Neighborhood Commercial (NC) zoning to the entirety of parcel 23:031:0089. The parcel is currently zoned NC and R2 with the zoning split along the canal that runs through the property. Dual zoning is problematic for the current owner, and the extension of the residential zoning is inconsistent with the adjacent parcels. The alternatives would be to deny the proposed zone map amendment and maintain the dual zoning or to continue the discussion. The amendment was heard before the Planning Commission and the motion to recommend approval of the rezone to NC passed unanimously.

100 Councilmember Millsap inquired if the parcel was the only one in the area with this type of zoning. Carla replied a large portion of the parcel was owned by one person and then it was subdivided, they were not aware of any others.

104 **Motion: Councilmember Wright moved to approve Ordinance #04-2024** amending the Official Springville Zone Map to apply the Neighborhood Commercial (NC) Zone to the entirety of parcel 23:031:0089.  
106 **Councilmember Snelson seconded the motion. Roll Call Vote; Voting Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright.  
108 **The motion Passed Unanimously; 5-0. Ordinance #04-2024 Approved**

110 **CLOSED SESSION, AND ADJOURNMENT IF NEEDED - TO BE ANNOUNCED IN MOTION**  
112 *The Springville City Council may adjourn the regular meeting and convene into a closed session as provided by UCA 52-4-205.*

114 **ADJOURNMENT**  
116 **Motion: Councilmember Snelson moved to adjourn the regular meeting at 6:53 p.m. and go into a closed session to discuss possible litigation and property** **Councilmember Smith seconded the motion. Voting Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright. **The motion Passed Unanimously; 5-0.**

122 *This document constitutes the official minutes for the Springville City Council Regular Meeting held on Tuesday, March 05, 2024.*

124 *I, Kim Crane, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Springville City, of Utah County, State of Utah. I do hereby certify that the foregoing minutes represent a true, accurate, and complete record of this meeting held on Tuesday, March 05, 2024.*

128  
130 DATE APPROVED: \_\_\_\_\_  
Kim Crane  
City Recorder



## STAFF REPORT

**DATE:** March 12, 2024  
**TO:** Honorable Mayor and City Council  
**FROM:** Bruce Riddle, Finance Director  
**SUBJECT:** APPOINTMENT OF UAMPS MEMBER REPRESENTATIVE

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### **RECOMMENDED MOTION**

Staff recommends that the City Council pass a motion to approve Resolution No. \_\_\_\_\_ that appoints Jason Miller, Power Director, to be Springville City's representative to the Utah Associated Municipal Power Systems (UAMPS) and Bruce Riddle as the City's alternate.

### **EXECUTIVE SUMMARY**

Springville City is a member of UAMPS, which is a full-service interlocal agency that provides comprehensive wholesale electric energy services on a non-profit basis to community-owned power systems throughout the Intermountain West. The City's Power Director has traditionally been the City's representative to UAMPS with the responsibility of representing the City on power-related decisions and actions taken by UAMPS. The Power Director position has been vacant since November 2023, but Jason Miller was recently appointed as the Power Director. As such, a resolution of the Council is required to appoint Director Miller as the City's UAMPS representative.

### **SUMMARY OF ISSUES/FOCUS OF ACTION**

UAMPS requires member representatives to be appointed by resolution of the City Council of member cities. This resolution will repeal the previous appointment of Shawn Black and appoint Jason Miler, Power Director, as the City's representative along with Bruce Riddle as the City's alternate.

### **BACKGROUND**

Shawn Black resigned as the Power Director in November 2023. With the appointment of Jason Miller as the new Power Director, UAMPS requires that the City Council of member cities to appoint, by resolution, a representative to UAMPS.

## **DISCUSSION**

The Power Director has traditionally served as the City's representative to UAMPS given the fact that the Power Director is directly responsible for electric energy resource acquisition and management. This resolution continues that tradition by appointing Jason Miller, as the new Power Director, to serve as the UAMPS representative.

## **ALTERNATIVES**

The Council could consider any number of other individuals to serve as the UAMPS member representative.

## **FISCAL IMPACT**

No easily identifiable direct fiscal impact; although, the UAMPS representative will be involved with decisions at UAMPS that could ultimately have fiscal impacts on the City.





**RESOLUTION #2024-\_\_\_\_\_**

**A RESOLUTION APPOINTING JASON MILLER, POWER DIRECTOR, TO BE SPRINGVILLE CITY'S REPRESENTATIVE TO THE UTAH ASSOCIATED MUNICIPAL POWER SYSTEMS (UAMPS).**

**WHEREAS**, UAMPS is a full-service interlocal agency that provides comprehensive wholesale electric energy services on a non-profit basis to community-owned power systems throughout the Intermountain West; and

**WHEREAS**, Springville City is a member of the UAMPS interlocal agency; and

**WHEREAS**, The Springville City Power Director is responsible for securing and managing power resources for distribution within Springville City; and

**WHEREAS**, The Springville City Power Director has traditionally been appointed as the City's representative to UAMPS; and

**WHEREAS**, Springville City's Power Director position has been vacant since November 2023; and

**WHEREAS**, Jason Miller has been appointed as the new Springville City Power Director.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Springville, Utah:

**SECTION 1:** That Jason Miller, Springville City Power Director, is hereby appointed as the City's Representative to Utah Associated Municipal Power Systems (UAMPS) effective March 19, 2024, together with such alternate or alternates as the Mayor shall appoint.

**SECTION 2:** That any previous appointments of representatives or alternates are hereby rescinded.

**SECTION 3:** That the Mayor hereby appoints Bruce Riddle as the City's alternate.

**SECTION 4:** This resolution shall remain in effect until repealed by another resolution appointing a different Representative to UAMPS.

APPROVED AND ADOPTED by the City Council of Springville, Utah, this 19<sup>th</sup> day of March, 2024.

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Matt Packard, Mayor

ATTEST:

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Kim Crane, City Recorder



## STAFF REPORT

**DATE:** January 9, 2024  
**TO:** Honorable Mayor and City Council  
**FROM:** Josh Yost  
**SUBJECT:** Fee Schedule Revisions

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### **RECOMMENDED MOTION**

Motion to adopt revisions to the Building Fee Schedules

### **SUMMARY OF ISSUES/FOCUS OF ACTION**

This action focuses on revising the fee schedule to accurately reflect the cost of providing the Design Review required by the Westfields Central New Neighborhood Plan.

### **BACKGROUND**

The Westfields Central New Neighborhood Plan and Development Agreement requires that all building plans be approved for architectural and site design before being submitted for a building permit. Community Development has contracted with a third-party design reviewer to assist in this process.

The proposed fee to cover the cost of this third-party design review and staff time to administer the process is \$1,228 per plan. 16 plans have been reviewed so far, and staff projects a maximum of 25 plans will be submitted to complete the build-out of the neighborhood. There are 193 to 195 units possible in the neighborhood, resulting in a per-unit cost of \$159.06 - \$157.42 per dwelling unit. The recommended fee is \$160.

### **DISCUSSION**

The fee will be assessed when a building permit is issued and will be assessed for each dwelling unit. For a single-family detached house, the fee will be \$160. For attached units, the fee will be \$160 per attached unit, and for multi-family buildings, the fee will be \$160 multiplied by the number of units in the building.

The design review process ensures the high quality of design and construction intended by the Westfields Central New Neighborhood Plan and distributes this cost equally to each dwelling unit.

### Attachments

Proposed Fees  
Proposed Fees Analysis Spreadsheet

**Building Fees**

	Approved Fee	Proposed Fee	Additional Conditions	Reference	Cost Recovery Code
Temporary Connection Fee - Residential	215.00			Resolution 2020-38	F
Temporary Connection Fee - Commercial	1,200.00			Resolution 2020-38	F
Electrical Extension Fee			Assessed by Electrical Department after review		F
<b>Water Meter Fee:</b>					
1" Positive Displacement	381.56			Resolution 2020-38	F
1 1/2" Positive Displacement	653.72			Resolution 2020-38	F
2" Positive Displacement	900.76			Resolution 2020-38	F
1" Diameter Pressurized Irrigation Meter	306.60		Effective April 1, 2016	Resolution 2020-38	F
1.5" Diameter Pressurized Irrigation Meter	745.72			Resolution 2020-38	F
2" Diameter Pressurized Irrigation Meter	967.92			Resolution 2020-38	F
Fire Hydrant Meter Deposit	1,760.00		Water usage charged at commercial rate		F
Fire Hydrant Meter Rental Charge	200.00		Water usage charged at commercial rate		
Plan Check Fee			Assessed by Plans Examiner	Resolution No. 97-13	F
Building Permit Fee			Assessed by Plans Examiner	Resolution No. 2007-06	F
Completion Bond			Assessed by Plans Examiner	Resolution No. 00-17	
Performance Bond			Assessed by Plans Examiner	Resolution No. 00-17	
Plan Review Deposit			Assessed by Plans Examiner		
New Development Tree Planting Fee	325.00		Per Each Street Tree Identified in Approved Landscaping Plan	Resolution No. 2010-35	F
<b>Impact Fees</b>					
Parks & Trails Single Family	6,062.70			Ordinance No. 05-2022	F
Parks & Trails Multi-Family	4,627.70			Ordinance No. 05-2022	
Parks & Trails Mobile Home	4,627.70			Ordinance No. 05-2022	
Public Safety	160.00				F
Transportation/Roads	849.00				F
Electric (100 Amp Service)	1,277.00		Fee will vary based on service size measured in number of amps		F
1" Culinary Water Impact fee ( Detached Single Family Dwelling in PI service boundries)	1,068.00			Ordinance 14-2020	F
1" Culinary Water Impact fee( Detached Single Family Dwellings Outside PI service boundries)	2,511.00		Fee includes indoor use component of \$1,068 and an outdoor use component of \$1,443	Ordinance 14-2020	F
1" Culinary Water indoor impact fee	1,068.00		Outdoor use will be added as shown below	Ordinance 14-2020	F
1.5" Culinary Water indoor impact fee	3,557.00		Outdoor use will be added as shown below	Ordinance 14-2020	F
2" Culinary Water indoor impact fee	5,692.00		Outdoor use will be added as shown below	Ordinance 14-2020	F
Users requiring larger Culinary Meters will be Individually assessed based on projected water use				Ordinance 14-2020	F
Culinary Outdoor Impact fee for all uses other than detached single family dwellings not inside Pressurized Irrigation Service Area	18,838.00		Per Irrigated Acre	Ordinance 14-2020	F
Secondary Water Non-Single Family in PI Service Boundaries	9,624.00		Per Irrigated Acre	Ordinance #15-2020	F
Secondary Water 1" (Detached Single Family Delling in PI Service Boundaries)	1,443.00			Ordinance #15-2020	F
Sewer (1" Connection)	1,716.00		Fee will vary based on connection size		F
Storm Water	0.162		per square foot of impervious area		F
Westfields Central Design Review		160.00	Per dwelling unit		F

# Fee Analysis

Line #	Process	Current Base Fee	Add. Fees	Unit	Staff Time (Hrs)	Staff Cost	10% Ovhd	Total Cost	Current Recovery Rate	Cost Recovery Range	Adopted Recovey Rate	Lower Fee Bound	Upper Fee Bound	Difference Current to 100%	Proposed Fee	\$ Increase
323	Westfields Central Design Review	\$ -	\$ 900	Plan	3.5	\$ 298	\$ 30	\$ 1,228	0%	Full	85-100%	\$ 1,044	\$ 1,228	\$ 1,228	\$ 1,228	\$ 1,228

**RESOLUTION #2024-**

**A RESOLUTION AMENDING THE COMPREHENSIVE FEE SCHEDULE FOR THE CITY OF SPRINGVILLE, UTAH TO ADJUST FEES FOR CERTAIN CITY SERVICES AS OUTLINED IN EXHIBIT A.**

WHEREAS, City staff has analyzed the cost of service for a new application type; and,

WHEREAS, the City Council has received a recommendation from the Community Development Department that the City should adopt the new fee into the Springville City Comprehensive Fee Schedule attached hereto as Exhibit A; and,

WHEREAS, on March 19, 2024, the City Council convened its regularly scheduled meeting to ascertain the facts regarding this matter, which facts and comments are found in the hearing record; and,

WHEREAS, after considering the Community Development Department's recommendation and facts and comments presented to the City Council, the Council finds the proposed fees reasonably further the health, safety, and general welfare of the citizens of Springville City.

NOW, THEREFORE, be it resolved by the City Council of Springville, Utah as follows:

PART I:

The Finance Director is hereby authorized and directed to amend the Comprehensive Fee Schedule for the City of Springville, Utah as outlined in Exhibit A.

PART II:

This resolution shall take effect immediately.

END OF RESOLUTION.

PASSED AND APPROVED this 19<sup>th</sup> of March 2024.

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Matt Packard, Mayor

ATTEST:

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Kim Crane, City Recorder

EXHIBIT A

COMPREHENSIVE FEE SCHEDULE  
RESOLUTION #2024-

**Building Fees**

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