



**ADOPTED MINUTES  
CITY COUNCIL MEETING  
April 2, 2024, at 6:00 PM  
40 South Main Street  
Spanish Fork, UT 84660**

**Councilmembers Present:**

Mike Mendenhall, Mayor  
Stacy Beck, Councilmember  
Jesse Cardon, Councilmember

Shane Marshall, Councilmember  
Kevin Oyler, Councilmember  
Landon Tooke, Councilmember

**Staff Members Present:**

Seth Perrins, City Manager  
Mary Martin, Associate Planner  
Dale Robinson, Parks & Recreation Director  
Jordan Hales, Finance Director  
Matt Johnson, Police Chief  
Shelley Hendrickson, Deputy Recorder

Bryan Perry, SFCN/IT Director  
Eddie Hales, Fire & EMS Chief  
Nick Porter, Public Information Officer  
Vaughn Pickell, City Attorney  
Tyler Jacobson, Assistant City Manager  
Jered Johnson, Eng. Div. Manager

**Staff Members Absent:**

Tara Silver, Recorder  
Dave Anderson, Community Development Director

Chris Thompson, Public Works Director

**Visitors Present:**

Kathleen Leavitt	Clay Hooley
Sawyer Hamilton	Edes Hill
Kandace Hamilton	Joey Stanley

**6:00 pm CALL TO ORDER, PLEDGE, OPENING CEREMONY:**

Mayor Mendenhall called the meeting to order at 6:00 p.m.

Councilmember Tooke invited Sawyer Hamilton to offer a motivational thought.

Sawyer Hamilton offered a motivational thought in the form of a prayer. He thanked the City Council for the opportunity to share a thought and said that the month of April is Autism

Awareness month. He reflected on his personal journey of overcoming the challenges of autism with the support of his parents and community members.

Councilman Oyler led those in attendance in the pledge of allegiance.

## **RECOGNITIONS:**

Employee of the 4th Quarter - Clay Hooley

Chief Matt Johnson invited Sargeant Clay Hooley to the podium. He expressed gratitude and admiration for Clay's contributions and leadership.

Clay Hooley expressed his gratitude to the city and elected officials for recognizing employees. He recounted a personal journey about considering leaving law enforcement before joining the Spanish Fork Police Department. He expressed deep appreciation for the community's support over the past 12 years.

Pete Hansen captured a photo.

## **PUBLIC COMMENTS:**

Mayor Mendenhall invited public comment. There was none.

## **COUNCIL COMMENTS:**

### **Councilman Marshall**

Reported on the Easter Egg hunt.

### **Councilwoman Beck**

Reported on the need to show greater mutual respect on social media.

### **Councilman Olyer**

Reported on the status of the city's water supply discussed at the water conference he attended, the above-average snowpack in higher elevations, updates on the Historic Commission lecture series, the demolition of the old Spanish Fork High School and the ribbon-cutting ceremony for the new Spanish Fork High School.

### **Councilman Cardon**

Reported on the UMPA conference, the Easter Egg Hunt, registration for the Youth Arts Festival as well as audition and performance dates for the Spanish Fork Community Theater.

### **Councilman Tooke**

Invited Kathleen Leavitt, Spanish Fork and Salem Area Chamber of Commerce

President to say a few words.

Kathleen Leavitt expressed gratitude to the council and staff for their unwavering support. She then outlined the upcoming chamber activities.

Councilman Tooke provided updates from the Library Board Meeting, discussed donations for the annual summer reading program, highlighted his presentation at the Diamond Fork Middle School, mentioned the Easter Egg Hunt and the Miss Spanish Fork pageant and extended gratitude to members of the scholarship committee.

## **Mayor Mendenhall**

Reported on the Miss Spanish Fork pageant, the Fiesta Rodeo reading challenge, attendance at the UMPA conference, participation in the Utah State Junior Livestock Show and the Easter Egg Hunt.

Mayor Mendenhall shared insights from a tour of the new south utah valley transfer station, expressing gratitude to Chris Thompson, Seth Perrins, Commissioner Gordon and former Spanish Fork City Mayor Leifson for their contributions to the facility during their tenure.

## **SPANISH FORK 101**

### **A. Spring Cleanup & Transfer Station Ribbon Cutting**

Nick Porter used an overhead presentation to present on the new South Utah Valley Solid Waste District Dry Creek Transfer Station. He provided context about the new location of the transfer station in relation to the old one. He described the layout and efficiency features, including separate entrances for different types of waste and improved traffic flow. The grand opening and ribbon-cutting ceremony are scheduled for Thursday, April 25th. He then explained the next upcoming event, the annual spring cleanup. He highlighted the new procedure for spring cleanup, where residents will only drop off waste at the transfer station using vouchers obtained through their utility accounts. He emphasized the importance of following the new procedure and avoiding dumping waste at the parks, noting dumpsters would not be available there this year.

Seth Perrins clarified that the new procedure was not just a tactic to draw people to the transfer station. He reported that the City spent \$45,000 in setting up dumpsters, yet the demand consistently increased necessitating additional dumpsters annually. He noted that numerous other cities were also utilizing this. He urged residents to drive their waste to the transfer station to ensure cleanliness in parks and to avoid bearing the cost of neighboring cities' cleanup efforts.

Councilman Cardon reported on the next addition of the City's road show.

Mayor Mendenhall acknowledges that he was aware it is a frustrating time for some residents who are wondering why certain infrastructure projects have not been completed and asked Councilman Marshall to address it.

Councilman Marshall used the analogy of building a home to explain the process of infrastructure development. He acknowledged the frustration with delayed infrastructure projects but emphasized the need for prioritization and fiscal responsibility.

**CONSENT ITEMS:**

- A. Minutes of Spanish Fork Work Session Meeting 03-05-2024**
- B. Minutes of Spanish Fork City Council Meeting 03-19-2024**
- C. Rocky Mountain Power Joint Use Agreement**
- D. Rocky Mountain Power Construction Agreement**
- E. Amendment to Memorandum of Understanding between the Utah Department of Workforce Services and Spanish Fork City - Electricity**

Jake Theurer, Power & Light Superintendent, addressed the City Council and explained the joint use agreement and construction agreement were part of the process for building a new 138 transmission line to the north and west areas of town, around the airport for future redundancy. He said that Michael Lang with Rocky Mountain Power was also present. The agreements involve utilizing an existing transmission line owned by Rocky Mountain Power to avoid the need for additional easements. Rocky Mountain consented to Spanish Fork’s construction of the line. This presents an advantage for Spanish Fork as it potentially accelerates our project timelines and may lead to cost savings.

Michael Lang expressed gratitude for the partnership with the City.

Councilman Cardon - made a **Motion** to approve consent items A through E.

Councilman Tooke - **Seconded** and the motion **Passed** all in favor at 7:15 pm with a roll call vote.

Stacy Beck	Yes
Jesse Cardon	Yes
Shane Marshall	Yes
Kevin Oyler	Yes
Landon Tooke	Yes

**NEW BUSINESS:**

**A. Personnel Policy Updates**

Tyler Jacobson, Assistant City Manager, offered to explain the changes outlined in the agenda and address any specific questions. He then explained the retirement contribution adjustments for fiscal year 2025, highlighting changes beneficial to the city’s bottom line and

the impact on tier two employees, detailing the requirement for tier two employees to pay a percentage towards their retirement and the city's decision to match this contribution with a contribution to the employee's retirement accounts. This ensures that employee's retirement contributions are offset. He then addressed the topic of remote work, noting that the city has not previously had a policy regarding this. He emphasized the importance of in-person work within the city acknowledging that there may be situations where employees need to work from home temporarily, the general rule is to prioritize in-person work. The proposed policy would establish a process for approving remote work but it should be infrequent and not a consistent practice.

Councilman Marshall acknowledged that it was not a straight forward trade-off but recognized the long-term benefits. It is long term financial security for the employee but it does not address immediate financial needs.

Seth Perrins explained that a longstanding law mandates employees pay a portion of their retirement contributions. The US Government enacted this requirement, recently, for public employees. State law limits the city's contribution for public employees at 10% but if the required rate exceeds this limit, employees must cover the difference.

Councilman Oyler ▾ **Moved to Approve** the Personnel Policy Updates.

Councilman Marshall ▾ **Seconded** and the motion **Passed** all in favor at 7:23 pm with a roll call vote.

Stacy Beck	Yes
Jesse Cardon	Yes
Shane Marshall	Yes
Kevin Oyler	Yes
Landon Tooke	Yes

## **B. Ordinance Amending Section 14.04.010 of the Spanish Fork Municipal Code adopting Appendix L of the International Fire Code**

Eddie Hales, Fire & EMS Director explained this was an amendment to the current fire code involving the adoption of Appendix L into City Ordinance. This amendment mandates the installation of firefighter air replenishment systems in larger buildings, specifically those five stories or taller and exceeding 250,000 square feet. These systems allow firefighters to replenish their air bottles during firefighter operations in large buildings. He said that Fire Marshall Jason Turner was present to provide further insights into the proposed appendix and its benefits for firefighter safety.

Jason Turner used an overhead presentation to present Appendix L. He emphasized the importance of firefighter and public safety, particularly in light of the forthcoming construction of large buildings in the northwest part of town. These buildings range from 250,000 square feet to over 1,000,000 square feet and necessitate proactive measures to ensure safety during fire incidents. These systems not only benefit firefighters but also property, employees and citizens in the event of a fire. He provided insights into the function and benefits of these systems emphasizing the importance of adopting this as buildings

continue to grow in size. The cost of implementation will be borne by property developers, similar to fire sprinkler and alarm systems. Several other Cities in Utah have adopted this.

Discussion was held by the council revolving around the installation of firefighter air replenishment systems in large buildings. Fire Marshall Turner addressed questions regarding the comparison of building costs, state versus local code adoption and the functionality and maintenance of the systems. Concerns were raised about potential impacts on attracting businesses due to increased regulations but it was emphasized that safety measures outweigh the drawbacks. The size and safety of the systems were also discussed.

Councilman Tooke ▾ **Moved to Approve** Ordinance Amending Section 14.04.010 of the Spanish Fork Municipal Code adopting Appendix L of the International Fire Code.

Councilwoman Beck ▾ **Seconded** and the motion **Passed** all in favor at 7:55 pm with a roll call vote.

Stacy Beck	Yes
Jesse Cardon	Yes
Shane Marshall	Yes
Kevin Oyler	Yes
Landon Tooke	Yes

### C. Assignment of Real Estate Purchase Contracts

Vaughn Pickell, City Attorney, displayed a map of roads that need to be built in the Verk Industrial Area. He explained that the Ritchie group had taken the lead in acquiring several properties, with agreements. These agreements involve assigning contracts to the City and using tax differentials from the industrial park project for financing. The total cost of the right-of-way and easements is approximately \$3.2 million, which includes land for streets and utilities, as well as a power easement for a shared facility mentioned by Jake Theurer.

Discussion was held by the council involving the \$3 million plus payment for the property acquisition being repaid once tax differentials start flowing in, negotiations between developers and landowners being mutual with no condemnation or eminent domain involved, landowners recognizing the increased value of their properties due to road and utility access, the contracts including provisions for maintaining farming operations and compensating for land severance, eminent domain not being used for these property purchases but was discussed in past projects to ensure fair compensation for property owners and remnant parcels from land acquisitions typically being sold when development is ready.

Councilwoman Beck ▾ **Moved to Approve** Assignment of Real Estate Purchase Contracts

Councilman Marshall ▾ **Seconded** and the motion **Passed** all in favor at 8:10 pm with a roll call vote.

Stacy Beck	Yes
Jesse Cardon	Yes
Shane Marshall	Yes
Kevin Oyler	Yes
Landon Tooke	Yes

Councilman Cardon ▾ made a **Motion** to move to **Closed Session** to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares.

Councilman Oyler ▾ **Seconded** the motion and it **Passed** all in favor at 8:11 p.m. with a roll call vote.

Stacy Beck	Yes
Jesse Cardon	Yes
Shane Marshall	Yes
Kevin Oyler	Yes
Landon Tooke	Yes

*I, Shelley Hendrickson, Deputy Recorder of Spanish Fork City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on January 16, 2024. This document constitutes the official minutes of the City Council meeting.*

*Shelley Hendrickson* Shelley Hendrickson, Deputy Recorder

**DRAFT MINUTES**  
**CITY COUNCIL WORK SESSION**  
**January 16, 2024, at 8:30 PM**  
**40 South Main Street**  
**Spanish Fork, UT 84660**

**Councilmembers Present:**

Mike Mendenhall, Mayor  
 Stacy Beck, Councilmember  
 Landon Tooke, Councilmember

Shane Marshall, Councilmember  
 Kevin Oyler, Councilmember  
 Jesse Cardon, Councilmember

**Staff Members Present:**

Seth Perrins, City Manager  
Mary Martin, Associate Planner  
Dale Robinson, Parks & Recreation Director  
Jordan Hales, Finance Director  
Matt Johnson, Police Chief  
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Bryan Perry, SFCN/IT Director  
Eddie Hales, Fire & EMS Chief  
Nick Porter, Public Information Officer  
Vaughn Pickell, City Attorney  
Tyler Jacobson, Assistant City Manager  
Jered Johnson, Eng. Div. Manager

**Staff Members Absent:**

Tara Silver, Recorder

**WORK SESSION -No formal actions are taken in a work session.**

**A. Discussion on the Council Rules of Order**

Vaughn Pickell used a presentation to present Rules of Order. Discussion was held regarding the rules.

Councilwoman Beck ▾ made a **Motion to Adjourn**.

Councilman Cardon ▾ **Seconded** the motion and it **Passed** all in favor at 9:12 pm all in favor.

*I, Shelley Hendrickson, Deputy Recorder of Spanish Fork City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on January 16, 2024. This document constitutes the official minutes of the City Council meeting.*

*Shelley Hendrickson* Shelley Hendrickson, Deputy Recorder