



**Tremonton City Corporation
City Council Meeting
May 21, 2024
Meeting to be held at
102 South Tremont Street
Tremonton, Utah**

RDA Meeting to be held immediately following City Council

**CITY COUNCIL WORKSHOP AGENDA
6:00 p.m.**

1. Discussion of annexation issues and onsite wastewater permitting in and around city limits – Jordan Mathis and Mark Rees, Bear River Health Department
2. Review of the agenda items identified on 7:00 p.m. City Council Agenda
3. **CLOSED SESSIONS:**
 - a. *Strategy session to discuss the purchase of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms; and/or*
 - b. *Strategy session to discuss the character, professional competence or physical or mental health of an individual; and/or*
 - c. *Strategy sessions to discuss pending or reasonably imminent litigation; and/or*
 - d. *Discussions regarding security personnel, devices or systems*

**CITY COUNCIL MEETING AGENDA
7:00 p.m.**

1. Opening Ceremony
2. Introduction of guests
3. Declaration of Conflict of Interest
4. Approval of agenda
5. Approval of minutes – April 25, 2024, May 7, 2024, and May 15, 2024
6. Presentation: Youth City Council Report – Youth Mayor David Bourgeois and Youth City Manager Beckham Saunders
7. Swearing In: 2024-2025 Youth City Council Members

8. Public comments: This is an opportunity to address the City Council regarding your concerns or ideas.
(Please keep your comments to under 3 minutes.)
9. New Council Business:
 - a. Discussion and consideration of adopting Resolution No. 24-28 approving an Industrial User Wastewater Discharge Permit Agreement between Autoliv and Tremonton City
 - b. Discussion and consideration of adopting Resolution No. 24-29 approving a Professional Services Agreement with Squire to provide Audit Services for Tremonton City for the fiscal years ending June 30, 2024 through 2028
 - c. Discussion and consideration of adopting Ordinance No. 24-07 an ordinance of Tremonton City approving amendments to the Tremonton city land use code, including Title I chapter 1.03 – Definitions
 - d. Discussion of accepting or denying the Kay Meadows Subdivision Annexation Petition
10. Calendar Items and Previous Assignment
 - a. Review of calendar
 - b. Unfinished Business/Action Items
11. Reports & Comments:
 - a. City Administration Reports and Comments
 - b. Development Review Committee Report and Comments
 - c. City Department Head Reports and Comments
 - d. Council Reports and Comments
12. ***CLOSED SESSIONS:***
 - a. *Strategy session to discuss the purchase of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms; and/or*
 - b. *Strategy session to discuss the character, professional competence or physical or mental health of an individual; and/or*
 - c. *Strategy sessions to discuss pending or reasonably imminent litigation; and/or*
 - d. *Discussions regarding security personnel, devices or systems*
13. Adjournment

Anchor location for Electronic Meeting by Telephone Device. With the adoption of Ordinance No. 13-04, the Council may participate per Electronic Meeting Rules. Please make arrangements in advance.

Persons with disabilities needing special assistance to participate in this meeting should contact Linsey Nessen no later than 48 hours prior to the meeting.

Notice was posted May 17, 2024 a date not less than 24 hours prior to the date and time of the meeting and remained so posted until after said meeting. A copy of the agenda was delivered to The Leader (Newspaper) on May 17, 2024.

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TREMONTON CITY CORPORATION TOWN HALL MEETING APRIL 25, 2024

Members Present:

Wes Estep, Councilmember
Jeff Hoedt, Councilmember—excused
Bret Rohde, Councilmember
Lyle Vance, Councilmember
Blair Westergard, Councilmember
Lyle Holmgren, Mayor
Marc Christensen, City Manager
Jeff Seedall, City Planner
Zach LeFevre, Parks and Recreation Director
Linsey Nessen, City Recorder

Mayor Holmgren called the April 25, 2024 Town Hall Meeting to order at 6:00 p.m. The meeting was held at the Bear River Valley Senior Center, located at 510 West 1000 North Tremonton, Utah. Those in attendance were Mayor Holmgren, Councilmembers Estep, Rohde, Vance, and Westergard, City Manager Christensen, City Planner Seedall, Parks and Recreation Director LeFevre, and City Recorder Nessen. Councilmember Hoedt was excused.

1. Welcome and Introductions – Lyle Holmgren, Mayor

Mayor Holmgren quoted Imitation Game, a movie based on World War II. We can only see a short distance into the future, but because we can only see a short distance, we can see there is plenty to be done. That is where we need to focus our energies here. Tonight is a special opportunity for us to lay out a plan. There will be other town hall meetings. This is just the kickoff.

Manager Christensen then played a video showing the city of Vernal and their approach to resolving some of the issues they had.

Mayor Holmgren said Vernal has been working on this for a few years and has been able to obtain quite a few grants. This is our town and our opportunity to do something about Main Street and revitalizing the downtown area.

2. Discussion of Main Street/Midland Square prioritization led by Councilmembers Bret Rohde and Lyle Vance

Councilmember Rohde said tonight we are going to focus on four areas—vacancies and underutilization on Main Street, amenities and vibrancy, buildings and facades, and parking and visibility. Back in 2018, a survey was done about downtown and these were four areas they identified. What could go into each of these areas? We would like to prioritize and figure out what to do first. We do have money available.

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They reviewed a map of the downtown area and explained how that is being funded through the Redevelopment Agency (RDA). This money has been set aside to revitalize Main Street and downtown.

Councilmember Rohde said a citizen group also identified five areas of improvement to downtown during an open house. This included building and facade revitalization, parking access and visibility, amenities, vacancies and underutilized properties, and vibrancy. Tonight, we want ideas for these areas.

Those in attendance brought up ideas of their own. Discussion included issues with parking and adding or improving striping. Bringing buildings up to code and enhancing their curb appeal. This would include signs and logos. This could be done through tax incentives or façade grants. There also needs to be affordability. Some would like to add more murals to buildings and provide promotion of those through billboards or signage. They could better utilize the Veterans' Memorial at Midland Square by drawing people into town. That could be a tour like the mural tour, as could a history tour of Tremonton. Additional things could be added along Main Street to gain more knowledge, along with more events and activities that would bring traffic downtown and build the community. There also needs to be passive leisure or attractions that keep people in the area. They also suggested removing the trees or adding others, along with benches. One citizen suggested a trolley system for transportation. There needs to be more street and parking repairs and maintenance. There was more talk of cleaning up the street and attracting more businesses into the area, including restaurants. They could also better promote the Golden Spike and a new monument that is going to be constructed at the cemetery about the Borgstrom brothers. Each could be another draw to Tremonton.

Councilmember Rohde said we still have a lot to discuss. May I suggest we take these ideas and discuss them with friends and family in the community. We will meet back next month for another Town Hall. We will then start to prioritize. We have some cool things coming to town, but I would like to see us move forward with these ideas and work together. We are going to work very hard on communicating with the community and getting them involved. We appreciate your comments.

3. Adjournment by consensus of the Board.

The meeting adjourned at 7:02 p.m.

The undersigned duly acting and appointed Recorder for Tremonton City Corporation hereby certifies that the foregoing is a true and correct copy of the minutes for the City Council Meeting held on the above referenced date. Minutes were prepared by Jessica Tanner.

Dated this _____ day of _____, 2024.

Linsey Nessen, City Recorder

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TREMONTON CITY CORPORATION CITY COUNCIL MEETING MAY 7, 2024

Members Present:

Wes Estep
Jeff Hoedt
Bret Rohde
Lyle Vance
Blair Westergard
Lyle Holmgren, Mayor
Marc Christensen, City Manager
Linsey Nessen, City Recorder

CITY COUNCIL WORKSHOP

Mayor Holmgren called the May 7, 2024 City Council Workshop to order at 5:00 p.m. The meeting was held in the City Council Meeting Room at 102 South Tremont Street, Tremonton, Utah. Those in attendance were Mayor Holmgren, Councilmembers Estep, Hoedt, Rohde, Vance, and Westergard, City Manager Christensen, and City Recorder Nessen. The following Department Heads were also present: Public Works Director Paul Fulgham, Police Chief Dustin Cordova, Fire Chief Brady Hansen (arrived at 6:07 p.m.), and Main Street Manager Sara Mohrman. Also in attendance were Lieutenant Skyler Gailey and Finance Director Curtis Roberts.

1. Presentation and discussion of the 2025 Fiscal Year Budget for all funds

Manager Christensen provided a brief overview. Within the General Fund there are many different departments where you will find the day-to-day operations. That is typically funded by taxes. Sales tax and property tax are the biggest contributors. Funds 21 through 42 are special revenue funds. The revenue that comes into those are impact fees and transfers from the General Fund. For example, Capital Projects does not have a revenue generator. The only way we can fund these projects is by transferring money from the General Fund. The funds in the 20 range, such as the food pantry, parks and recreation, fire—they all generate their own revenue through user fees or donations. We can cover shortfall by transferring money from the General Fund. We also have enterprise funds, which are funded by utility fees. The budget memo is a good resource. By law, we are supposed to adopt a tentative budget at the first meeting in May. We then adopt a final budget at the final meeting in June. Between now and then we will discuss what has been appropriated. We can make adjustments until June 18. City staff did the best we could. Budgets are always the best guess of what we think will happen.

Manager Christensen said one of our biggest revenues is sales tax. We have a model that gives us a really good estimate of what that is going to be. This year we are estimating \$3 million. Last year, we estimated \$2.883 million. Typically, we transfer about 80% of our sales tax revenue to debt services and capital projects. This year, we are making transfers of \$2.693 million, which is over 80 percent. This year we will receive new revenue to

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help pay for roads. We are transferring extra money from the General Fund into the roads fund for the future. Director Roberts then discussed Class C Road money. That money has to be used for operation, maintenance and/or construction repairs. Anything that is going on in the roads department basically qualifies. It can extend sidewalks, curbs and gutters. Anything that is involved in the road system. The State has created a new funding source for rural areas—Rural Transportation Infrastructure Fund (RTIF). This is a brand-new funding source for rural areas. As long as the population meets the State's definition of rural, we will get that for the foreseeable future. This money will be an annual appropriation in January (\$488,000). This basically doubles the amount we are given. The RTIF money carries the same restrictions as the Class C money.

Manager Christensen said our biggest source of revenue is property tax. This year we are not proposing a property tax increase and are estimating \$80,000 worth of new growth from property taxes. Director Roberts said that is designed to pay for extra services that come from adding another house or a subdivision or business. The challenge is it is not designed to capture inflation. That \$80,000 is designed to help cover extra expenses. Manager Christensen said City staff has been diligent in trying to receive grants. We have received almost \$3.8 million worth of grants in the last year and a half or so. This helps when it comes to keeping our utility rates down by paying for projects and not going out to bond. Every year we pay debts. Sales tax is helping pay for our UTOPIA indebtedness (about \$293,000 a year). This is a balanced budget. We are not planning on a property tax increase and all of these expenses are accounted for. Every year our health insurance is renewed, which came in at 4.9% (about a \$32,000 increase). We are proposing to give employees across the board a 3% cost of living adjustment (about \$179,000) with the exception of those employees classified by Utah Retirement Systems (URS) as a Tier 2 Public Employee, (hired July 2011 and beyond), who will be given a 3.9% COLA increase. This is to cover the percentage of pay those employees are now required to pay into the URS Pension program starting this July 1. Every year as we go through this personnel portion of the budget, we look at salaries and where people are in their ranges and give market-based selective salary adjustments. Most of these are \$1 per hour adjustments. The total budget impact was \$37,000 for the selective salaries. We plan to transition police department employees into a different classification plan. It is more of a step scale instead of the traditional classification plan. This is in line with what other law enforcement agencies do across the State.

Chief Cordova said we compared salaries to other police departments. In some areas we are behind and there are consequences if we fall further behind. It is less efficient financially when we lose experienced employees. That ultimately will reduce quality service and increase our liability. We are a bit behind on experience comparable with our surrounding agencies. We went through a full evaluation. We use the old school pay range, which creates inequality just by the nature. There are many officers who are newer who are making as much as some of our veteran officers. That is the problem with not having a step pay scale. The step scale will take care of that because we can see how many years and how much experience you have. That pays everyone within the confines of what they qualify for. What we are proposing today is to put us in the realm where we are competitive in the market. This is costing us people right now. This helps employees

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feel encouraged because if they stick with the City, they can get a pay raise. Officer 1 is good. It goes a little haywire from there. We need to be within a couple dollars of other departments. We offer something special in our City and officers are willing to take a couple bucks less if they love where they work. It starts to slide as you go into the officer three and sergeant range. We recently opened a few promotional opportunities. Typically, you will see nearly everyone who qualifies apply for those positions, but only three applied for a sergeant. A lot of people do not want to take on the extra responsibility and liability. We are motivating police officers to leave after two years. We do have a two-year contract that dedicates them to us. We are paying for their salary and benefits and for them to be in the police academy. It is very expensive. We can get entry level guys, but we do not want to become a starter agency where people come to get certified and then go somewhere else. It is way more efficient to pay them a little bit more to hold on to them. It is important we take care of our people and keep veterans. We have to spend more to save money. We have seen a lot of veterans leave for other agencies, losing a lot of our training. It is super important that we have experienced officers. They are also the mentors for all our new officers.

Chief Cordova then reviewed the scale they are proposing. This will allow us to adjust employees where they should be based on their time, training and experience. We have Officer 1, which most people will fall within that range because we have a young department. Our hope is that we can fix this and attract more certified officers with experience. With the sergeant and lieutenant scale we are aiming to go just below Brigham but be in the realm of what they are paying for these positions. We are reclassifying Tara, who does a lot for our Police Department. She manages our grants and is leading our peer support. She now supervises two employees. These changes break down to about \$51.38 per hour or around \$102,760 based on our calculations. We do have some discrepancies where officers make more than a supervisor, which is terrible for morale. He reviewed what would be required at each level. Chief Cordova said we are essentially creating a higher standard to motivate people to take on more responsibilities. We have capable people who are not motivated to do the extra. We hope to right that wrong with this proposal. This will motivate more people to step in. In a perfect world we would pay all employees the same, but that is not practical. Everybody has different jobs, different responsibilities, and different certifications and qualifications. We are in a crazy police market. Supply and demand are unprecedented. Nowadays we are not even filling police academies and people are recruiting them before they get out that door. We have to stay competitive. One of our best recruitment tools is word of mouth from our people recruiting other people, because it is a great place to work. We have a very strong culture. Here are my concerns if we do not take action. We are motivating people to leave after their contract. There is no incentive to take on extra duties or to be promoted. Right now, we are not attracting certified officers. I would hate to keep losing experienced officers. We cannot function without that. This will empower us to hold a higher standard.

Manager Christensen said everything presented tonight is within the balanced budget. This is our request for new personnel. The first three are within the General Fund. We currently have a billing clerk at the front office. The fire department was in dire need of an administrative assistant, so we gave her 10 extra hours a week. Starting in July, we are

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proposing to start paying her full-time and giving her benefits (an additional \$30,000). We also have the animal shelter technician, who has done a ton for the department. She is currently a Garland, part-time employee. We propose hiring Julie full time for Tremonton as the Animal Control Officer. Per Garland's contract they will still be required to pay for a part time animal shelter technician. This would be somebody who could work nights and weekends when our full-time employee is not there. This would also allow our code enforcement officer to go full-time with code enforcement. Our current parks superintendent could retire at any time. We would love to get someone hired underneath him to show them the ropes. In the next years we will have extra park acreage. We could put this person to work with beautification and maintenance projects and helping bring in tournaments and prepping fields. Salary for these three would come out of the General Fund, which is mainly funded by ongoing property taxes.

Manager Christensen said the next two are split between utility funds and property tax. Currently, Recorder Nessen also acts as our HR Director. She has overtime and great demand. We feel it is now feasible to split that job and create an HR director and City Recorder. She would be one or the other. Director Roberts said I am 100% behind this. Recorder Nessen is not fully recognized for how much she does on the financial side of things. She does a lot behind the scenes. She does payroll and in essence is functioning as a financial accountant. I would title this position as HR Director/City Financial Accountant. Then we would have a City Recorder to take care of all City administrative functions. Manager Christensen said next we have a public works employee. Director Fulgham will be retiring in the next fiscal year. To give us some options on how we replace him, we have put in for a new employee, who would train with him. We could then potentially promote from within. We are putting that money in there so we have options when we make that plan. Director Roberts said Director Fulgham is an incredible individual who can keep track of all the water, sewer, treatment, storm and road standards. When our building inspector retired, we tried to find a replacement and could not. We had to split his roles. We now contract out building inspection and hired a zoning person. I do not know if we are going to find another Paul-like person who is going to be able to take on all five of those areas and be an expert. This is a great move in the right direction. He has a wealth of knowledge to share.

Manager Christensen said the last one would be funded from the storm drain utility. We want to be prepared for new a requirement that could be handed down from the State. We have put this in the budget. We have three major road projects coming up. We have received a bid for 1000 North. Construction should start in June. Then we have the 1650 West road that our engineer has an estimate for. That is by Stotz Equipment. This will create another connection for more development. Then we have 1200 South (Rocket Road), which will be a widening project from the railroad tracks to the cemetery. We also want to add a parking lot at the Parks building. The lot at Jeanne Stevens Park also needs to be resurfaced. The water department has a couple big projects—the Aquifer Storage and Recovery (ASR) and the East Canal Equalization Basin. Both have been funded by grant money. Fire and EMS has the firetruck purchase and an ambulance. That has been on order for more than a year. There are also four police vehicles that are due for replacement. If we get a new park employee they will also need a truck. We need a mini

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excavator in the water department and to replace the air compressor. There is also a fence at the Senior Center that needs to be replaced with landscaping. We have the central trail construction on the Rocky Mountain Power property that will need to be constructed if we want to keep that easement. Council Member Rohde has talked to the landowner of the Marble Motel sign about maybe swapping that out for an LED sign for the City. We also have cemetery expansion. There is possible Midland Square and Main Street upgrades. We have included a facade grant program. We have public realm enhancements that have been used to pay for murals and upgrades along Main Street. We could use that money for public-private partnerships with business owners to clean up their parking lots and allow for public parking. We do have options to do smaller improvements along Main Street. In the RDA Fund we have \$1 million. We have moderate-income housing strategies we need to implement and track. This funding could help pay for those.

Manager Christensen said these are not in the budget, but I looked at our five-year capital improvement plan for things that are coming up. Doing those transfers is going to be crucial to pay for future projects. We have treatment plant upgrades and engineering costs. We have been saving for this, but it will not be until fiscal year 2026 when we can construct those. We also have three parks that are storm-drain detention basins as well for neighborhoods being developed. We have more equipment to purchase and multiple road projects and other service areas for water. The project list is never-ending. We will keep doing our due diligence and looking for grants to get projects funded.

Mayor Holmgren said thank you for taking the time to go through the budget and get it in a format we can understand. We appreciate all the time and effort from everyone involved.

2. Review of the agenda items identified on 7:00 p.m. City Council Agenda

Motion by Councilmember Rohde to move into closed session. Motion seconded by Councilmember Estep. Vote: Councilmember Estep - aye, Councilmember Hoedt - aye, Councilmember Rohde - aye, Councilmember Vance - aye, Councilmember Westergard - aye. Motion approved.

The Council moved into a closed session at 6:45 p.m.

3. **CLOSED SESSIONS:**

- a. *Strategy session to discuss the purchase of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms; and/or*
- b. *Strategy session to discuss the character, professional competence or physical or mental health of an individual; and/or*
- c. *Strategy sessions to discuss pending or reasonably imminent litigation; and/or*
- d. *Discussions regarding security personnel, devices or systems*

Motion by Councilmember Vance to return to open session. Motion seconded by

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Councilmember Rohde. Vote: Councilmember Estep - aye, Councilmember Hoedt - aye, Councilmember Rohde - aye, Councilmember Vance - aye, Councilmember Westergard - aye. Motion approved.

The Council returned to open session at 6:57 p.m.

The meeting adjourned at 6:57 p.m. by consensus of the Council.

CITY COUNCIL MEETING

Mayor Holmgren called the May 7, 2024 City Council Meeting to order at 7:03 p.m. The meeting was held in the Tremonton City Council Meeting Room at 102 South Tremont Street, Tremonton, Utah. Those in attendance were Mayor Holmgren, Councilmembers Estep, Hoedt, Rohde, Vance, and Westergard, City Manager Christensen, and City Recorder Nessen. The following Department Heads were also present: Public Works Director Paul Fulgham, Police Chief Dustin Cordova, Fire Chief Brady Hansen, and Main Street Manager Sara Mohrman. Also in attendance were Lieutenant Skyler Gailey and Finance Director Curtis Roberts.

1. Opening Ceremony:

Mayor Holmgren informed the audience that he had received no written or oral request to participate in the Opening Ceremony. He asked anyone who may be offended by listening to a prayer to step out into the lobby for this portion of the meeting. The prayer was offered by Councilmember Hoedt and the Pledge of Allegiance was led by Jenna Nielson.

2. Introduction of guests: Mayor Holmgren welcomed those in attendance, including a group of students.

3. Declaration of Conflict of Interest: None

4. Approval of Agenda:

Motion by Councilmember Estep to approve the agenda of May 7, 2024. Motion seconded by Councilmember Vance. Vote: Councilmember Estep - aye, Councilmember Hoedt - aye, Councilmember Rohde - aye, Councilmember Vance - aye, Councilmember Westergard - aye. Motion approved.

5. Approval of minutes – April 2, 2024

Councilmember Hoedt had a few grammatical amendments, including changing the title Downtown Manager to Main Street Manager. Parking long needed to be changed to parking lot.

Motion by Councilmember Hoedt to approve the minutes of April 2, 2024 with those amendments. Motion seconded by Councilmember Rohde. Vote: Councilmember Estep - aye, Councilmember Hoedt - aye, Councilmember Rohde - aye, Councilmember Vance - aye, Councilmember Westergard - aye. Motion approved.

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6. Years of Service Awards

- a. Jason Thompson, Public Works Lead – 20 years
- b. Cynthia Nelson, Accounts Payable/Deputy Recorder – 15 years

Director Fulgham gave a bio on Jason Thompson, while Recorder Nessen provided a bio on Cynthia Nelson. Mayor Holmgren said we appreciate our employees so very much. A lot of them are going above and beyond the call to make this City work.

7. Presentation:

- a. Tremonton City Citizenship Award to Elementary and Intermediate Students

Mayor Holmgren said your principals have identified you for three things: being respectful, responsible and safe. All of us in a community need to do that. He then presented the citizenship awards with the help of former Councilmember Connie Archibald. They provided gift cards and took a picture.

8. Public comments:

Ryan Merrill said when I looked over the agenda, I realized the budget was not online. We have to come in person to see it. Is that a possibility to post the tentative budget online on the City website in the future? That would make it a lot easier for me and others to review it. Manager Christensen said we could do a financial page or something online that posts our current budget and next year's tentative budget. The Council packet is also online. That is posted every Friday before the City Council meeting and included the tentative budget.

Mayor Holmgren called a Public Hearing to order at 7:24 p.m. to consider adopting the Tentative Budget. There were 31 people in attendance.

9. Public Hearing

- a. Public hearing to consider adopting the Tentative Annual Budget entitled “The Tremonton City Annual Implementation Budget 2024-2025 (General Fund, Capital Fund(s), Enterprise Fund(s), and Special Fund(s)”, for the period commencing July 1, 2024 and ending June 30, 2025

There were no public comments. Mayor Holmgren closed the Public Hearing at 7:25 p.m. Mayor Holmgren called a Public Hearing to order at 7:25 p.m. to consider compensation increases. There were 31 people in attendance.

- b. Public Hearing to consider approving compensation increases for Executive Municipal Officers as contained in the Tentative Annual Budget entitled “The Tremonton City Annual Implementation Budget 2024-2025 (General Fund, Capital Fund(s), Enterprise Fund(s), and Special Fund(s)”, for the period commencing July 1, 2024 and ending June 30, 2025

There were no public comments. Mayor Holmgren closed the Public Hearing at 7:25 p.m.

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10. New Council Business:

- a. Discussion and consideration of adopting Resolution No. 24-23 adopting the Tentative Annual Budget entitled "The Tremonton City Annual Implementation Budget 2024-2025 (General Fund, Capital Fund(s), Enterprise Fund(s), and Special Fund(s)", for the period commencing July 1, 2024 and ending June 30, 2025

Councilmember Hoedt said in the Tremonton City classification and compensation plan, it changes the pay ranges for three of the leadership positions. Can you give us background on that? Manager Christensen said as we looked at the classification ranges and the duties and responsibilities of those compared to the three department leads, we felt it was more in their range to be with the level C-2. That was based off their job responsibilities, as opposed to when you compare with the job responsibilities in C-1. We also did a salary comparison with other communities. A year ago, the City went from a Class 5 City to a Class 4 City. Our comparisons now are with those cities that are a population of 10,000 to 30,000 people instead of up to 10,000 people. We are trying to make the adjustments to catch up to that classification.

Motion by Councilmember Rohde to adopt the resolution. Motion seconded by Councilmembers Vance and Westergard. Roll Call Vote: Councilmember Estep - aye, Councilmember Hoedt - aye, Councilmember Rohde - aye, Councilmember Vance - aye, Councilmember Westergard - aye. Motion approved.

- b. Discussion and Consideration of adopting Resolution No. 24-24 adopting the revised Compensation and Classification Plan

Councilmember Rohde said I would like to thank Manager Christensen for doing all this without raising taxes.

Motion by Councilmember Rohde to adopt the resolution. Motion seconded by Councilmember Hoedt. Roll Call Vote: Councilmember Estep - aye, Councilmember Hoedt - aye, Councilmember Rohde - aye, Councilmember Vance - aye, Councilmember Westergard - aye. Motion approved.

- c. Discussion and consideration of adopting Resolution No. 24-25 awarding the 2024 1000 north road construction widening – phase 2 project to Staker Parsons

Director Fulgham said this has been a long time coming and the Council has wisely phased it. This is the second phase of a bigger project that started back in 2014. We had six bidders. Our engineer's estimate was \$1.94 million. Our low bidder came in at \$1.64 million from Staker Parsons. They have done multiple jobs for the City in the past. I would recommend we award the bid to them. There will be a little change in cost as we are in the middle of reworking our standard for asphalt mix. That will add another \$20,000 to \$25,000. We have discussed shutting that road down as they work to widen that. It should start around June 1.

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Motion by Councilmember Vance to adopt the resolution. Motion seconded by Councilmember Estep. Roll Call Vote: Councilmember Estep - aye, Councilmember Hoedt - aye, Councilmember Rohde - aye, Councilmember Vance - aye, Councilmember Westergard - aye. Motion approved.

- d. Discussion and Consideration of adopting Resolution No. 24-26 appointing Dustin Cordova as police chief and approving the terms and conditions of a police chief agreement between Tremonton City and Dustin Cordova

Manager Christensen said by signing this agreement, Chief Cordova gives two years to the City. It would be indefinite after that. He has not had a contract in the past and this is being done to retain him and to provide security for Chief Cordova as well.

Motion by Councilmember Westergard to adopt the resolution. Motion seconded by Councilmember Hoedt. Roll Call Vote: Councilmember Estep - aye, Councilmember Hoedt - aye, Councilmember Rohde - aye, Councilmember Vance - aye, Councilmember Westergard - aye. Motion approved.

Councilmember Vance said thanks to chief. We are glad you are here. Mayor Holmgren said we appreciate everything you all do and what the whole department has accomplished.

- e. Discussion and consideration of adopting Ordinance No. 24-06 amending zoning district regulations relating to the Rivers Edge Overlay Zone (REOZ) and the Rivers Edge Master Development Agreement to accommodate the recordation of amendments to map 1.12 along with front-yard setback schedule

Councilmember Rohde said the overlay allows for a combination of apartments and townhouses. They wanted to pull them into the same zone with the apartments in the middle and the townhouses on the outside. This is not adding any more to the overlay. It just allows them to put those townhouses in front of the apartments. All the parking will be behind, so there will not be parking on the street. This passed unanimously with the Planning Commission. Manager Christensen said they are trying to intermingle the apartments and townhomes to break the socioeconomical barriers. The frontage will be similar between the townhomes and apartments to blend together.

Motion by Councilmember Estep to adopt the ordinance amending the overlay. Motion seconded by Councilmember Vance. Roll Call Vote: Councilmember Estep - aye, Councilmember Hoedt - aye, Councilmember Rohde - aye, Councilmember Vance - aye, Councilmember Westergard - aye. Motion approved.

- 11. Consent Agenda
 - a. Discussion and consideration of adopting Resolution No. 24-27 ratifying the Bear River Manor Site Plan Development Agreement
 - b. Adoption of March Warrant Register

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- c. Adoption of March Financial Statements

Motion by Councilmember Estep to approve the Consent Agenda. Motion seconded by Councilmember Rohde. Roll Call Vote: Councilmember Estep - aye, Councilmember Hoedt - aye, Councilmember Rohde - aye, Councilmember Vance - aye, Councilmember Westergard - aye. Motion approved.

12. Calendar Items and Previous Assignment

- a. Review of calendar

Manager Christensen said we are doing a screening of applicants for the City Manager position on May 15 at 4 p.m. We would like the Council to be involved in the final round of those interviews. On May 16, we have the Town Hall meeting at 6 p.m. at the Senior Center. City Council is on May 21, and we will have the final budget on June 18. Mayor Holmgren said Mugs and Bananas is on June 22. The Farmer's Market started on May 1, which was a grand success. Hay Days will be July 19-20.

b. Unfinished Business/Action Items

Manager Christensen said we have discussed changing the definition of a public park and a community gathering area. That was supposed to be on this Council meeting, but changing a land use ordinance requires a public hearing. That will be done at Planning Commission next Tuesday and then City Council in two weeks.

13. Reports & Comments:

- a. City Administration Reports and Comments

Manager Christensen said the City received the Best in State in Public Art again this year.

- b. Development Review Committee Report and Comments: None.
- c. City Department Head Reports and Comments

Chief Cordova said I want to update the Council on the school security requirement. The good news is most of this is going to fall on the school. We will assist with the training and coordinate with all the schools to make sure we meet the standard. We want to act accordingly if an emergency happens. We have made a few changes for the fair parade. We met with the County and our biggest concern is safety. If possible, we want to rope off the area so we do not have kids running into the road. Brigham has agreed to send their bike units so we have more cops. We have also received three grants this year.

Chief Hansen said I wanted to publicly thank you for the direction of supporting the proposed budget. I know there are still details being worked through, but we feel very supported. The fire department is not asking for any new full-time positions this year. We are working hard to retain and utilize our part-time

Draft Minutes

personnel to carry as much of that load as we can. The addition of getting a couple hours a day from our administrative assistant has been huge. This has allowed me to focus on other things. We are working on a plan for the parade and working on a written incident action plan. We have some liability protection by having that. He added that he has officially moved to the valley.

Director Fulgham said secondary Service Area 4, is about 90% complete, which is ahead of schedule. They are patching the asphalt and the only services left to put in are around the school. Our Equalization Basin on the Central Canal is almost complete. We are waiting on the canal company to install the slip meters, which are the big gates that control the water coming in and out. Our guys are running the wheels off the sweeper as they have time.

Main Street Manager Mohrman said we have our chalk festival on June 22, at Midland Square.

d. Council Reports and Comments

Councilmember Hoedt said the library board met on April 10, and had a good meeting. Security checks are one of the key things as they are modifying requirements.

Councilmember Westergard said I stopped by the Farmer's Market and was pleasantly surprised. I visited with some veterans as we looked at the names on the plaques. I have seen several families doing that. I think people come in for two different things and this did not distract from it. They did a great job.

Councilmember Vance said I want to report on economic development. We have met with the Kem Gardner Institute. We were hoping they would help us with numbers. Franchises will not consider looking at giving out a franchise unless there is at least 25,000 people in the area. Tremonton has about 12,000 people, but we are trying to prove that we have more people coming in from all over the valley to do their commerce. Through some work they defined that we have 20,000 people in our market area. However, when you look at the unincorporated areas there was another 10,000 people. A company, Placer AI, can use cell phones to look at our area through hot spots. They can tell who comes into our area and where they go. With these numbers we might be able to document to the banks and help get people who want to invest here through restaurants and retail.

Councilmember Rohde said I was thankful for our town hall meeting. I thought we had good representation from a lot of people. I think it was a good discussion and I am excited to see where we go in the future. I appreciate the community supporting us on this.

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Councilmember Estep said we had a setback with the dumpsters that were out for spring clean-up. I think we need to put a little more control on those. The Farmer's market was great and so was the Town Hall meeting.

Mayor Holmgren said we invite everybody to our Memorial Day celebration on May 27. We are adding something for the Borgstrom brothers and Governor Cox will be there. We are excited about that and want to make sure everybody attends. Much thanks to the Public Works Department for all they are doing to make this possible. They are going above and beyond.

14. **CLOSED SESSIONS: No closed session held at this time.**

- a. Strategy session to discuss the purchase of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms; and/or*
- b. Strategy session to discuss the character, professional competence or physical or mental health of an individual; and/or*
- c. Strategy sessions to discuss pending or reasonably imminent litigation; and/or*
- d. Discussions regarding security personnel, devices or systems*

15. Adjournment.

Motion by Councilmember Estep to adjourn the meeting. Motion seconded by Councilmember Rohde. Vote: Councilmember Estep - aye, Councilmember Hoedt - aye, Councilmember Rohde - aye, Councilmember Vance - aye, Councilmember Westergard - aye. Motion approved.

The meeting adjourned at 8:08 p.m.

The undersigned duly acting and appointed Recorder for Tremonton City Corporation hereby certifies that the foregoing is a true and correct copy of the minutes for the City Council Meeting held on the above referenced date. Minutes were prepared by Jessica Tanner.

Dated this _____ day of _____, 2024.

Linsey Nessen, City Recorder

DRAFT MINUTES

TREMONTON CITY CORPORATION CITY COUNCIL MEETING May 15, 2024

Members Present:

Wes Estep
Jeff Hoedt
Bret Rohde – excused
Lyle Vance
Blair Westergard
Lyle Holmgren, Mayor
Marc Christensen, City Manager - excused
Linsey Nessen, City Recorder

CITY COUNCIL MEETING

Mayor Holmgren called the May 15, 2024 City Manager interviews to order at 4:04 p.m. The interviews were held in the City Council Meeting Room at 102 South Tremont Street, Tremonton, Utah. Those in attendance were Mayor Holmgren, Councilmembers Estep, Hoedt, Vance, and Westergard and Recorder Nessen. Councilmember Rohde and City Manager Christensen were excused.

1. Opening

Mayor Holmgren welcomed those in attendance.

Motion by Councilmember Vance to move into closed session. Motion seconded by Councilmember Hoedt. Vote: Councilmember Estep - aye, Councilmember Hoedt - aye, Councilmember Rohde - absent, Councilmember Vance - aye, Councilmember Westergard - aye. Motion approved.

The Council moved into a closed session at 4:04 p.m.

2. **CLOSED SESSIONS:**

a. Interviews for position of City Manager

Motion by Councilmember Estep to return to open session. Motion seconded by Councilmember Hoedt. Vote: Councilmember Estep - aye, Councilmember Hoedt - aye, Councilmember Rohde - absent, Councilmember Vance - aye, Councilmember Westergard - aye. Motion approved.

The Council returned to open session at 5:27 p.m.

3. Adjournment.

Motion by Councilmember Estep to adjourn the meeting. Motion seconded by Councilmember Hoedt. Vote: Councilmember Estep - aye, Councilmember Hoedt - aye, Councilmember Rohde - absent, Councilmember Vance - aye, Councilmember Westergard - aye. Motion approved.

DRAFT MINUTES

The meeting adjourned at 5:27 p.m.

The undersigned duly acting and appointed Recorder for Tremonton City Corporation hereby certifies that the foregoing is a true and correct copy of the minutes for the City Council Meeting held on the above referenced date. Minutes were prepared by Linsey Nessen.

Dated this _____ day of _____, 2024.

Linsey Nessen, City Recorder

**TREMONTON CITY
CITY COUNCIL MEETING
MAY 21, 2024**

TITLE:	Discussion and consideration for the Renewal of the Autoliv Wastewater Pre-Treatment Agreement
FISCAL IMPACT:	None
PRESENTER:	Paul Fulgham, Tremonton City Public Works Director

Prepared By:

Paul Fulgham
Public Works Director

RECOMMENDATION:

I move that the City Council adopt the said resolution regarding the Renewal of the Autoliv Wastewater Pre-Treatment Agreement.

BACKGROUND:

Autoliv has had a Wastewater Pre-Treatment Agreement with Tremonton City since January 2012, per Tremonton City Ordinance these agreements are to be renewed every three-years are as process changes. Since the three-years is up It is time renew the Wastewater Pre-Treatment Agreement. The context of the agreement has not changed just the new renewal time frame.

The Autoliv daily flow and wastewater strengths have stayed the same as with the previous agreement:

Flow - 200 gallons per day
TSS - 178 mg/L or 0.29 lbs/day
BOD - 33,953 mg/L or 57 lbs/day

Which, for industry this is not a heavy impact on our Treatment Facility. Autoliv will continue to haul the waste from their wastewater treatment equipment, but we will receive the liquid effluent.

Attachments:

1. Final Autoliv Pre-treatment Agreement

RESOLUTION NO. 24-28

A RESOLUTION APPROVING AN INDUSTRIAL USER WASTEWATER DISCHARGE PERMIT AGREEMENT BETWEEN AUTOLIV AND TREMONTON CITY CORPORATION FOR THREE (3) YEARS BEGINNING MAY 31, 2024 AND EXPIRING MAY 31, 2027, UNLESS TERMINATED EARLIER AS ALLOWED BY LAW

WHEREAS, years ago, Tremonton City Corporation was advised by State Officials that there was a need to amend the City Code to include more stringent regulations, specifically relating to the pretreatment of wastewater collected from primarily significant industrial sewer users, which is commonly referred to as Tremonton City's Pretreatment Ordinance; and

WHEREAS, at that time, the Wastewater Discharge Permit application was implemented for use when requested by the Public Works Director requiring all industrial users to submit information on the nature and characteristics of their wastewater by completing a questionnaire and a baseline monitoring report before commencing discharge; and

WHEREAS, based upon the Wastewater Discharge Permit application process, Tremonton City has previously entered into a Wastewater Pretreatment Agreement/Industrial User Wastewater Discharge Permit (hereafter referred to as Agreement/Discharge Permit) between Autoliv and Tremonton City; and

WHEREAS, the Agreement/Discharge Permit sets forth the wastewater quality limits required of Autoliv before Tremonton City will receive their sewer effluent, and

WHEREAS, if Autoliv does not meet the wastewater quality limits, the company will receive wastewater high strength surcharge fees in the form of additional user fees; and

WHEREAS, the Agreement/Discharge Permit needs to be renewed every three (3) years or as processes in the Autoliv Plant change or as the need arises; and

WHEREAS, the current Agreement/Discharge Permit is set to expire.

NOW, THEREFORE, BE IT RESOLVED THAT the Tremonton City Council hereby adopts Resolution No. 24-28 approving an industrial user wastewater discharge permit agreement between Autoliv and Tremonton City Corporation for three (3) years beginning May 31, 2024 and ending May 31, 2027, as contained in Exhibit "A" unless terminated earlier as allowed by law.

ADOPTED AND PASSED by the governing body of Tremonton City Corporation this 21st day of May 2024.

TREMONTON CITY, a Utah Municipal Corporation

Lyle Holmgren, Mayor

ATTEST:

Linsey Nessen, City Recorder

EXHIBIT “A”



INDUSTRIAL USER WASTEWATER DISCHARGE PERMIT

Permit Number: 24-001

Company Name: Autoliv

Division Name: Tremonton Plant

Mailing Address: 1360 North 1000 West

Address of Premises: 1360 North 1000 West

Telephone Number: 435-257-1005

Contact Person: Craig Olsen

AUTHORIZATION TO DISCHARGE TO THE TREMONTON CITY POTW

Autoliv is authorized hereby to discharge from the premises stated above to the Tremonton City's POTW in accordance with all terms and conditions of the Tremonton City Wastewater/Pretreatment Ordinance, the Significant Industrial User Requirements and Regulations, Exhibit 1 to this Permit, and the General Permit Conditions, Exhibit 2 to this Permit.

Effective the 31st day of May, 2024.

Expires on the 31st day of May, 2027, three (3) years later, unless terminated earlier as allowed by law.

The Deadline to apply for reissuance is the 31st day of December, 2026. (6 months prior to expiration)

EXHIBIT 1
SIGNIFICANT INDUSTRIAL USER

I. APPLICATION

This permit is issued in accordance with the application filed on January 2, 2024, in the office of the Tremonton City Public Works Director.

II. DISCHARGE REQUIREMENTS

A. Point of Discharge

During the term of this permit, the permittee is authorized to discharge process wastewater to the POTW from the out falls listed below.

Description of out falls:

Outfall	Description
001	Autoliv Plant Process
002	Tremonton City Sanitary Sewer

B. Discharge Limits

Wastewater discharged into the POTW system shall not have a Daily Peak or a Monthly Average concentration greater than that listed for the following substances:

(2). Local Limits:

Wastewater discharged into the POTW shall not have a Daily Peak or a Monthly Average with a loading greater than that listed for the following substance in the following table, the loading is based on an average daily flow of 200 gallons per day, through the Autoliv Pretreatment Equipment:

Pollutant Concentration

Parameter	Daily Maximum Limit	Monthly Average Limit
pH	5 to 11	N/A
BOD	34,000 mg/L	34,000 mg/L
COD	54,000 mg/L	54,000 mg/L
TSS	300 mg/L	300 mg/L

All pretreatment local limits established in Section 2.4 of the Wastewater/Pretreatment Ordinance shall

apply even if not specifically identified in this section of this permit.

III. MONITORING REQUIREMENTS

A. From the period beginning on the effective date of this permit, the permittee shall monitor Outfall for the following parameters at the indicated frequency:

SELF-MONITORING REQUIREMENTS

Parameter	Frequency	Type
Flow	Continuous	Recorder
pH	No more than <u>Monthly</u> and only when <u>City Warrants the Need</u>	Grab
BOD	No more than <u>Monthly</u> and only when <u>City Warrants the Need</u>	Grab
COD	No more than <u>Monthly</u> and only when <u>City Warrants the Need</u>	Grab
TSS	No more than <u>Monthly</u> and only when <u>City Warrants the Need</u>	Grab

Reporting Period Quarterly

B. All handling and preservation of collected samples and laboratory analyses of samples shall be performed in accordance with 40 C.F.R. Part 136 and amendments thereto.

C. Upon mutual agreement between Autoliv and the City, the self-monitoring requirements for pH, BOD, COD, and TSS may be satisfied by samples collected and analyzed by the City.

IV. REPORTING REQUIREMENTS

A. Monitoring Reports. Monitoring results obtained shall be summarized and reported periodically. The reports shall be filed with the City within thirty (30) days of the end of the reporting period. The report shall indicate the nature and concentration of any pollutants in the effluent for which sampling and analyses were performed during the time period preceding the submission of each report, including measured maximum and average daily flows. Where pH, BOD, COD, and TSS sampling and analysis is conducted by the City, Autoliv will only be required to submit wastewater flow information in the Monitoring Report. Should any reports be received later than 30 days after the due date, the IU shall be in significant non-compliance.

B. Additional Monitoring. If the permittee monitors any pollutant more frequently than required by this permit, using test procedures prescribed in 40 C.F.R. Part 136 or amendments thereto, or otherwise approved by the United States Environmental Protection Agency (EPA) or as specified in this permit, the results of such monitoring shall be included in any calculations of actual daily maximum or average pollutant discharge and the results reported in the periodic report submitted to Tremonton City. Such increased monitoring frequency shall also be indicated in the periodic

report.

- C. Automatic Resampling Reports. If the results of the permittees wastewater analysis indicates that a violation of this permit has occurred, the permittee must:
 - 1. Inform Tremonton City of the violation within twenty-four (24) hours; and
 - 2. Repeat the sampling and pollutant analysis and submit, in writing, the results of this second analysis within thirty (30) days of the first violation.
 - 1. Where the City performs sampling and analysis of Autoliv's wastewater, the City will inform Autoliv of any violation of limits the Wastewater Discharge Permit within 24 hours of obtaining the results. The City will then arrange for resampling and analysis of the Autoliv wastewater discharge within 30 days.
- D. All reports required by this Permit shall be submitted to the City at the following address:

Public Works Director
102 South Tremont Street
P.O. Box 100
Tremonton, UT 84337

Exhibit 2
General Permit Conditions

INDUSTRIAL USER DISCHARGE PERMIT

The following conditions apply to all wastewater discharge permits issued by Tremonton City.

1. Violation from Discharge

All discharges authorized herein shall be consistent with the terms and conditions of this permit. The discharge of any pollutant more frequently than, or at a level in excess of that identified and authorized by this permit shall constitute a violation of the terms and conditions of this permit. Such a violation may result in the imposition of civil and/or criminal penalties as provided for by Tremonton City. Wastewater/Pretreatment Ordinance, Federal Water Pollution Control Act, and/or General Pretreatment Regulations of the State of Utah.

2. Prohibited Discharges

No permittee shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass through or interference. These general prohibitions apply to all users of the POTW whether or not the source is subject to categorical pretreatment standards or any other National, State or local pretreatment standards or requirement. Furthermore, no permittee may contribute the following substances to the POTW:

- A. Pollutants which create a fire or explosive hazard in the POTW system, including, but not limited to waste streams with a closed-cup flashpoint of less than 140°F(60°C) using the test methods specified in 40 CFR 261.21.
- B. Any pollutants which will cause, but in no case discharges with a pH of less than 5.0 or more than 11, corrosive structural damage to the POTW or equipment, or endangering Governing Agency personnel unless the POTW is specifically designed to accommodate such discharges.
- C. Solid or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in interference, but in no case solids that will not break down in water and are greater than ½ inch or 1.27 centimeter(s) in any dimension.
- D. Any pollutant, including oxygen demanding pollutants (BOD, COD, etc.), released in a discharge at a flow rate and/or pollutant concentration which will cause interference with the POTW.
- E. Any wastewater having a temperature greater than 150°F, or which will inhibit biological activity in the treatment plant resulting in interference, but in no case

heat in such quantity that it causes the temperature at the treatment plant to exceed 104°F (40°C).

- F. Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through.
- G. Pollutants which result in the presence of toxic gases, vapors or fumes within the POTW in a quantity that may cause acute or chronic worker health and safety problems.
- H. Any trucked or hauled pollutants, except at discharge points designated by Tremonton City and as approved by the Public Works Director (hereafter PWD). A current IU permit must be obtained, also.
- I. Any noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance, a hazard to life, or to prevent entry into the sewers for maintenance and repair.
- J. Any wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent thereby violation Tremonton City's UPDES permit. Color (in combination with turbidity) shall not cause the treatment plant effluent to reduce the depth of the compensation point for photosynthetic activity by more than 10 percent from the seasonably established norm for aquatic life.
- K. Any wastewater containing any radioactive wastes or isotopes except as specifically approved by PWD in compliance with applicable State or Federal regulations.
- L. Storm water, surface water, ground water, artisan well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted industrial wastewater, unless specifically authorized by PWD.
- M. Any sludges, screening, or other residues from the pretreatment of industrial wastes.
- N. Any medical wastes, except as specifically authorized by PWD in a wastewater discharge permit.
- O. Any wastewater causing the treatment plant effluent to fail a toxicity test.
- P. Any wastes containing detergents, surface active agents, or other substances

which cause excessive foaming in the POTW.

Q. Any discharge of fats, oils, or greases of animal or vegetable origin is limited to 100 mg/l.

Pollutants prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW. All floor drains located in process or materials storage areas must discharge to the industrial user's pretreatment facility before connecting with the POTW. If the industrial user storing the specified pollutant does not have a pretreatment facility, the floor drains shall be either plugged or valved in such a way as to contain the pollutant and prevent its accidental discharge to the POTW.

3. Permit Modification, Suspension, Revocation

This permit may be modified, suspended, or revoked in whole or in part during its term for causes including the following:

- A. Violation of any term or condition of this permit;
- B. Obtaining a permit by misrepresentation or failure to disclose fully all relevant facts in either the permit or any required report;
- C. Promulgation of a more stringent pretreatment standard by State or Federal agencies having jurisdiction over receiving waters;
- D. Changes in the processes used by the permittee or changes in the discharge volume or character;
- E. Changes in design or capability of receiving sewage treatment plant.

4. Permit Appeals

The permittee may petition Tremonton City for changes to the terms of this permit within ten (10) days of permit issuance.

Such petition must be in writing. Failure to submit said petition for review shall be deemed to be a waiver of any objections to the permit. In its petition, the permittee must indicate the permit provisions objected to, the reasons for such objection and the alternative conditions, if any; it seeks to be placed in the permit.

The effectiveness of this permit shall not be stayed pending a reconsideration.

5. Limitations on Permit Transfer

Permits may be reassigned or transferred to a new owner or operator only with prior written Resolution No. 24-28

May 21, 2024

approval of the PWD, subject to the following conditions:

- A. The permittee must give at least thirty (30) days advance notice to the PWD.
- B. The notice must include a written certification by the new owner which:
 - (1) States that the new owner has no immediate intent to change the facility's operations and processes.
 - (2) Identifies the specific date on which the transfer is to occur.
 - (3) Acknowledges that the new owner has read the Permit and the City's Wastewater/Pretreatment Ordinance, understands the terms and conditions thereof, and will fully comply with the existing permit.

6. Property Rights

The issuance of this permit does not convey any property rights in either real or personal property, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any infringement of Federal, State or Local laws or regulations.

7. Severability

The provisions of this permit are severable, and if any provision of this permit, or in the application of any provision of this permit to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected thereby.

8. Reapplication

If the permittee desires to continue to discharge after the expiration of this permit, it shall reapply on the application forms then in use at least sixty (60) days before this permit expires. Under no circumstances shall the permittee continue to discharge after the expiration of this permit.

9. Continuation of Expired Permit

An expired permit will continue to be effective and enforceable until the permit is reissued only if:

- A. The permittee has submitted a complete written request for renewal of the permit at least sixty (60) days prior to the expiration date of the user's existing permit.
- B. The failure to reissue the permit, prior to expiration of the previous permit, is not due to any act or failure to act on the part of the permittee.

C. Permittee receives written communication extending the permit from the Tremonton City Council.

10. Right of Entry

The permittee shall allow the Public Works Director or his duly authorized representative bearing proper credentials and identification:

- A. To enter all properties, without notice and without a warrant, for the purpose of inspection, observation, measurement, sampling and testing to determine compliance with the provisions of this permit;
- B. To examine and copy any and all records, without notice and without a warrant, to copy any and all records required to be maintained by permittee for the purpose of determining compliance with Pretreatment Standards and Regulations.

11. Dilution

The permittee shall not increase the use of potable or process water or, in any way; attempt to dilute an effluent as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in this permit.

12. Compliance with Applicable Pretreatment Standards and Requirements

Compliance with this permit does not relieve the permittee from its obligations regarding compliance with any and all applicable local, state and federal pretreatment standards and requirements, including any such standards or requirements that may become effective during the term of this permit.

13. Violation Penalties:

In the event that the permittee discharges in violation of the limits or terms and conditions contained in this permit, the permittee shall be subject to appropriate enforcement action as stipulated in the Wastewater/Pretreatment Ordinance of Tremonton City. Specifically, the Ordinance provides, among other penalties, for the imposition, an assessment not to exceed, \$1,000.00 per violation per day civil penalty. Tremonton City may add the cost of preparing administrative enforcement actions such as notices and orders to the fine or any additional fines or penalties imposed by the State or Federal Government for violations to the Federal Clean Water Act due to permittee's failure to conform to the terms and conditions of the permit.

14. Hazardous Notification

The permittee, in accordance with section 6.9 of the Tremonton City Wastewater/Pretreatment Ordinance shall notify the Tremonton City Council, the State Division of Water Quality and the EPA Regional Waste Management Division Director in writing of any discharge into Tremonton Resolution No. 24-28

May 21, 2024

City's POTW system which, if otherwise disposed of, would be a hazardous waste under 40 CFR part 261. The Notification must include the following items:

- A. Identification of the hazardous constituents contained in the waste stream.
- B. Estimate of the mass discharged and the discharge concentration.
- C. Estimate of potential discharges for the next twelve months.

The above written notification must be submitted within 30 days of the last day of the month the discharge took place.

15. Notification of Slug Load or Accidental Spill

In case of an accidental or slug discharge, it is the responsibility of the permittee to immediately telephone and notifies Tremonton City/the PWD of the incident. The notification shall include the location of discharge, type of waste, concentration and volume, and corrective actions. Within ten (10) days following an accidental or slug discharge, the permittee shall submit to the PWD a detailed written report describing the cause of the discharge or slug and the measures to be taken by the permittee to prevent similar future occurrences. Such notification shall not relieve the permittee of any expense, loss, damage, or other liability which may be incurred as a result of damage to Tremonton City fish and wildlife kills, or any other damage to person or property; nor shall such notification relieve the permittee of any fines, civil penalties, or other liability which may be imposed by this article or other applicable law.

16. Notification of Significant Changes in Industrial Effluent Flow or Production

In the event that the permittee makes significant changes in its effluent flow volume or in the production from its facility, the permittee must notify Tremonton City/the PWD 30 days prior to the planned change becoming effective. This is in accordance with section 6.5 of the Tremonton City Wastewater/Pretreatment Ordinance. This report should include information on any previously unreported pollutants being discharged.

17. Requirements for Records Retention

In accordance with Tremonton City's requirements, the permittee is required to maintain all pretreatment records for a period of three years. Failure to conform with this requirement will be treated as a significant violation.

18. Duty to Mitigate

The permittee shall take all reasonable steps to minimize or correct impacts to the POTW or the environment resulting from noncompliance with this permit, including such accelerated monitoring necessary to determine the nature and impact of the noncomplying discharge.

IN WITNESS WHEREOF, the said parties have hereunto set their hands as of the date stated at the beginning of this Industrial User Wastewater Discharge Permit.

THE CITY:
TREMONTON CITY, a Utah Municipal
Corporation

By: _____
Lyle Holmgren
Tremonton City Mayor

ATTEST:

By: _____
Linsey Nessen
Tremonton City Recorder

DEVELOPER
Autoliv

By: _____
Craig Olsen
Autoliv Environmental Technician

RESOLUTION NO. 24-29

A RESOLUTION OF TREMONTON CITY CORPORATION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SQUIRE TO PROVIDE AUDIT SERVICES FOR TREMONTON CITY FOR THE FISCAL YEARS ENDING JUNE 30 2024 THROUGH 2028

WHEREAS, Tremonton City requires professional financial audit services to ensure compliance with applicable accounting and auditing standards; and

WHEREAS, Tremonton City sent out a Request For Proposals on March 22, 2024 requesting bids from qualified firms of certified public accountants to audit its annual financial statements for fiscal years 2024 - 2028; and

WHEREAS, Squire & Company, PC ("Squire") has submitted a proposal dated April 16, 2024, to provide financial audit services for Tremonton City for the fiscal year ending June 30, 2024; and

WHEREAS, Squire is a certified public accounting firm with substantial experience in governmental auditing, as demonstrated by their active memberships in the AICPA Center for Audit Quality and the AICPA Governmental Audit Quality Center; and

WHEREAS, Squire has proposed to deliver comprehensive audit services including but not limited to planning, testing of transactions and accounts, and the timely delivery of audit reports in December; and

WHEREAS the proposal from Squire outlines a fee structure of \$31,000 for the audit for the fiscal year ending June 30, 2024, with detailed projections for moderate increases over the next five years; and

WHEREAS, the Financial Director, HR Director, and the City Manager reviewed and scored the two Accounting Firms that submitted proposals. The highest-scoring Audit firm was Squire as contained in Exhibit "A"; and

NOW THEREFORE BE IT RESOLVED by the Tremonton City Council approves a professional services agreement with Squire to provide audit services for Tremonton City for the fiscal years ending June 30, 2024 through 2028 as contained in Exhibit "B."

PASSED AND ADOPTED by the Tremonton City Council on the 21st day of May 2024. To become effective upon passage.

**TREMONTON CITY CORPORATION
A Utah Municipal Corporation**

By _____
Lyle Holmgren, Mayor

ATTEST:

Linsey Nessen, City Recorder

EXHIBIT “A”

	Squire	Jones Simkins
Auditor Requirements (30 points)		
a)Affirm that the auditor is independent of the City as defined by generally accepted auditing standards and government auditing standards.		
b)Provide your firms license number as proof to be able to practice in Utah.	30	30
c)Provide the City with a copy of the most recent external quality control review report.		
d)Affirm that the auditor and the firm comply with all requirements to perform audits of government entities, including, but not limited to, continuing education requirements, independence requirements, AICPA requirements, Government Auditing Standards requirements and the laws of the State of Utah.		
Technical Qualifications (50pts)		
a)Identify the engagement partner who will be assigned to this engagement		
b)Identify other key personnel that will be assigned to the engagement (managers, supervisors, specialists).		
c)Provide information regarding the experience of each person identified above (2a and 2b) as it relates to auditing government entities.	50	35
d)Provide a list of engagements performed in the last three years that provide the City with evidence that the auditor has experience auditing government entities. The list should also indicate where the audited financial statements are publicly available for inspection by the City.		
e)Submit a basic timeline of when the firm anticipates performing key parts of the audit to meet the time deadlines outlined in the scope of work.		
Price (20pts)		
a)Submit your fee to accomplish all the tasks listed in the Scope of Work		
i.The City anticipates that most bidders will submit an “all-inclusive” fee that includes all travel, report preparation, or other fees. If the auditor wishes to bill for any other costs separately, the auditor must indicate how those costs will be calculated and billed.	15	20
ii.The proposal must include a fee for each of the five years covered by this proposal.		
TOTAL	95	85

EXHIBIT “B”



PROPOSAL TO PROVIDE AUDIT SERVICES

TREMONTON CITY

Prepared by:
Matthew A. Geddes, CPA



www.squire.com | 801.225.6900 | Orem: 1329 S 800 E | Salt Lake: 215 South State Street, Suite 850

TREMONTON CITY
Financial Audit Services Proposal
Table of Contents

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Attachments:

Schedule A – Peer Quality Review Report, dated July 6, 2021



April 16, 2024

Tremonton City
Tremonton, Utah

We are pleased that Tremonton City (the City) is considering Squire & Company, PC (Squire) to provide financial audit services to the City for the year ending June 30, 2024. Our proposal is provided with this letter.

Listed below are highlights of items of interest about Squire:

- Squire is a member of the AICPA Center for Audit Quality and a member of the AICPA Governmental Audit Quality Center.
- We provide financial audit services for many local governments throughout Utah. We provide accounting and audit services to counties, municipalities, school districts, municipal golf courses, special service districts, local districts, metropolitan water districts, commissions, and other local governments.
- We are actively involved in training and supporting local governments in implementing new accounting and reporting standards.
- We assist several governments in ensuring their Annual Comprehensive Financial Reports qualify for GFOA's certificate of excellence award program.
- Our governmental audit teams are well trained, attend annual governmental training and updates, and have the capacity to audit the City in a timely manner.
- Supplemental consultation is available to the City throughout the year at no additional fee.

An important question one might ask is whether Squire has the capacity and energy to provide exceptional services for each client served by the firm on a consistent and ongoing basis. The answer is in the affirmative. Our firm has enjoyed steady growth through its 50-year existence. Most of our team members are licensed certified public accountants, have earned master degrees in accounting, and obtain over 80 hours of continuing professional education each year.

We have been successful in planning, scheduling, supervising, and completing each audit engagement undertaken in the past. Our commitment will continue for each of our clients. We make that same commitment to the City.

Our experience with similar governmental entities (in addition to the availability of our staff) allows us to give the City the professional service needed to comply with accounting, auditing, and reporting standards. We desire to be a valued resource to the City.

Squire & Company, PC

Squire & Company

squire.com

Salt Lake City Office
801.533.0409
215 S State Street #850
Salt Lake City, UT 84111

Orem Office
801.225.6900
1329 South 800 East
Orem, UT 84097

Squire is a dba registered to
Squire & Company, PC, a certified
public accounting firm

PROPOSAL TO PROVIDE AUDIT SERVICES

1. Auditor Requirements

Since 1973, Squire, a firm of certified public accountants with locations in Orem and Salt Lake City, Utah, has provided a full range of professional services in auditing, accounting, and taxes, as well as information technology and management advisory services for a variety of industries and entities throughout the United States of America and internationally. We perform over 200 audits annually, including over 100 audits performed in accordance with *Government Auditing Standards*.

Personnel consist of 78 certified public accountants. Our current professional and support staff is summarized as follows:

	Total Personnel
Partners	27
Directors and managers	30
Professional accountants	94
Interns and seasonal	19
Secretaries and administrators	30
Total personnel	200

All of the certified public accountants at Squire are currently licensed to practice in the State of Utah (License #108019-2603). We certify that neither our firm nor its principals are presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this engagement by any governmental department or agency.

In relation to the City, our firm meets the independence requirements of the American Institute of Certified Public Accountants and *Government Auditing Standards*, as revised.

Our auditors responsible for planning, directing, conducting, or reporting on government engagements have completed annually over 40 hours of continuing education and training with at least 12 of those hours in subjects directly related to the government environment and to government accounting and auditing.

Squire has an appropriate internal control system in place and participates in an external quality control review program. Our established internal quality control system provides reasonable assurance that we have established, and are following, adequate audit policies and procedures and have adopted, and are following, applicable audit standards. Also, every three years, we undergo an external quality control review followed in our audit engagements. Certain government audits are included in the selection of engagements that were reviewed during these inspections.

We are freely accessible to City personnel throughout the year and will be able to respond quickly to requests.

Address:
1329 South 800 East
Orem, UT 84097

Telephone:
(801) 225-6900

Facsimile:
(801) 228-2118

Your contacts:
Matthew A. Geddes, CPA
mattg@squire.com
(801) 494-6003

Kyle A. Greene, CPA
kyleg@squire.com
(801) 494-6065

Kirsten LaKose
(Administrative Assistant)
kirstenl@squire.com



PROPOSAL TO PROVIDE AUDIT SERVICES

Our most recent quality control letter received at the conclusion of our most recent peer review (conducted July 2021) is included as Schedule A. The results of our most recent peer review is also located in the public file at www.aicpa.org.

Squire is a member of the Governmental Audit Quality Center (GAQC) of the American Institute of Certified Public Accountants. The audit quality center provides training, alerts, and keeps us informed of government audit, accounting, and reporting developments. Squire has established policies and procedures specific to the firm's governmental audit practice to comply with GAQC membership requirements.

Squire has been subject to certain routine reviews of its audit practice or specific government audits performed by our firm. These reviews included a visit by the Utah State Auditor's Office in July 2021 and the U.S. Department of Education in November 2020. We certify that the firm has had no disciplinary action or pending against it during the past five years.

Squire Awards

Squire has been Utah's trusted accounting partner for 50 years. We work hard to develop relationships with our clients – and that trust leads to success. We're consistently named one of the top companies to work for in Utah, as well as an outstanding provider of tax, audit, and advisory services.



PROPOSAL TO PROVIDE AUDIT SERVICES

Additional Information

Non-discrimination Clause

We affirm that Squire & Company, PC does not discriminate against any individual because of race, religion, sex, color, sexual orientation, gender identity, age, disability, or national origin, and that these shall not be a factor in consideration for employment, selection for training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

Conflict of Interest

We affirm that none of our officers, employees, or immediate family members of officers and employees is or has been an elected official, employee, board member, or commission member of the City or its affiliates. We have not provided any compensation in any form, whether directly or indirectly, to an elected official, board member, or commission member of the City or its affiliates.

Professional Liability and Workers Compensation Insurance Coverage

We certify that we have, and will continue to obtain, adequate professional liability and workers compensation insurance coverage.

Record Retention

We will retain copies of all audit working papers, audit programs, time control records, and reports for a period of at least six years after completion of related services and such records are available for inspection by the City and oversight agencies, as requested.

Debarment

We certify that neither our firm nor its principals are presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency.

Other Services

The City will have access to all the professionals and the resource library at Squire. In addition, we stand ready to assist the City in implementing new accounting and regulatory standards as they become effective.

Our Commitment

Our goal is to do a little more than our clients expect. We trust this proposal meets your expectations. We know we can provide a quality product while giving the City the personal and professional attention it seeks.

PROPOSAL TO PROVIDE AUDIT SERVICES

2. Technical Qualifications

Project Team

The professionals directly assigned to work on this engagement include the following:



Matthew A. Geddes, CPA – Engagement Audit Partner

Matt joined the firm in 2008 shortly after receiving a master of accountancy degree from Utah State University. He is involved in managing audits of for profit entities, local governments, and employee benefit plans. Matt's primary area of emphasis is providing audit and related services to local government entities. Matt volunteered to serve as a lead adopter to the AICPA's Single Audit Certificate and was among the first in the nation to be awarded a certificate which demonstrates his technical expertise in performing single audits in accordance with *Uniform Guidance*. He is a member of the Government Finance Officers Association (GFOA) and evaluates government's annual comprehensive financial reports submitted to the GFOS's award programs. Matt is also a member of the American Institute of Certified Public Accountants and the Utah Association of Certified Public Accountants. Matt has trained on government accounting and reporting, state compliance requirements, and Uniform Guidance at events sponsored by the Utah Association of Certified Public Accountants, Utah Association of School Business Officials, Utah Government Auditor's Association, and Salt Lake County's Mayor Finance Office.



Kyle A. Greene, CPA – Engagement Quality Control Audit Partner

Kyle joined the firm in 2010 after receiving his master of accountancy degree from Brigham Young University. Kyle has been involved with the audits of government, nonprofits, and for-profits entities. Kyle's primary area of emphasis is providing audit and related services for government entities, including school districts and special service districts.

Kyle is a certified public accountant and a member of the American Institute of Certified Public Accountants, Government Finance Officers Association (GFOA), and the Utah Association of Certified Public Accountants.

Other Professional and Support Staff

Staff members (who have governmental accounting and auditing experience) will be assigned to perform certain tasks according to the degree of responsibility involved and the experience level necessary, as follows:

Trae Johanssen, CPA – Supervising Accountant
Angel Paredes, CPA – Senior Accountant
Tanner Robertson – Accountant
Kirsten LaKose – Administrative Assistant

Other staff members will be available as needed to assist with technology issues or provide consultation.

PROPOSAL TO PROVIDE AUDIT SERVICES

We have enjoyed a relatively low turnover rate over the past several years. Where possible, we commit to assign the same individuals (partners and managers and other supervisory personnel) to the City audit engagements over the next five years. We will also honor any City requests for changes in personnel.

Relevant Experience

A significant portion of Squire's audit practice is concentrated in the government industry. Squire currently has four partners managing an additional 14 accountants working year-round on government audits and related services.

The number of audits performed by Squire continues to increase annually as more government entities select Squire to serve in this important role. Squire continues to be selected as the auditor through the bid process because these entities recognize the value we provide to them.

SQUIRE AT A GLANCE - 2023

Government Clients		Government Engagements	
22	School Districts	5	Counties/ Municipalities
33	Charter Schools	38	Other Government Entities
Financial Statements			
Audits: 90			
Single Audits: 37			
State Compliance: 90			
Other Engagements: 13			
Total # of Reports: 230			

We have assisted our governmental audit clients in the implementation of new accounting and reporting standards. We have also provided training and resources for many other governments throughout the state to implement standards as they become effective.

Squire serves close to 100 government entities annually whose financial statements must be audited in accordance with *Government Auditing Standards*. A partial list of these clients is as follows:

Client	Location	Contact	Phone	Years of Engagement
Box Elder School District	Brigham City, Utah	Dave Roberts	435-734-4800	4
Central Utah Water Conservancy District	Orem, Utah	Shawn Lambert	801-226-7138	1
City of South Salt Lake	Salt Lake City, Utah	Crystal Makin	801-483-6000	5
Greater Salt Lake Municipal Services District	Salt Lake City, Utah	Marla Howard	385-468-6677	2
Jordanelle Special Service District	Heber City, Utah	Kierstan Smith	435-654-9233	8
Salt Lake County	Salt Lake City, Utah	Shanell Beecher	385-468-7102	15
South Davis Sewer District	West Bountiful, Utah	Mark Katter	801-295-3469	2
Southern Utah Valley Power Systems	Springville, Utah	Blake Anderson	801-465-9273	17
Summit County	Coalville, Utah	Matt Leavitt	435-336-3254	5
Timpanogos Special Service District	American Fork, Utah	Richard Mickelsen	801-756-5231	16

We would encourage you to contact any of the entities listed to learn about their experience with Squire. These individuals can provide you with a unique perspective about the experience, knowledge, professionalism, and service Squire's governmental audit team provides.

PROPOSAL TO PROVIDE AUDIT SERVICES

What Squire Clients Are Saying



"Squire has conducted financial audits for the Utah Local Governments Trust and many Trust members for years. We value Squire's expertise, transparency, and professionalism."

— Steven A. Hansen
Utah Local Governments Trust



"Squire & Company has been our auditor for over 20 years. We have found their service to be timely, accurate and extremely helpful in keeping us current with GASB standards. Most importantly however, their professionalism in their interactions with us and our employees has been exceptional. They have truly added value to our organization far beyond an audit opinion."

— Tim Leffel
Davis School District



"Because governmental accounting is so specialized, it is critical that an auditor not only understands, but is fluent in the technical accounting concepts and issues surrounding governments. Squire has that expertise and the amount of partner time and attention they provide is unrivaled. Our accounting has improved tremendously from their recommendations over the years and we have benefited greatly from their experience and expertise. Squire's knowledge of governmental accounting and auditing is unmatched in the local audit community."

— Shanell Beecher
Salt Lake County

PROPOSAL TO PROVIDE AUDIT SERVICES

Audit Approach

We will work closely with City accounting personnel in planning and conducting the audit. We will also work with City management to identify specific areas to emphasize in order to obtain the desired level of audit coverage in those areas.

We will audit the financial statements of Tremonton City for the year ending June 30, 2024. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the provisions contained in the *State Compliance Audit Guide*.

We use practice aids developed to provide an efficient, technically sound audit approach for local governments. We will tailor our audit to address the risks associated with your individual audit; a risk assessment approach provides a method to identify higher-risk areas so that audit effort can be focused on those areas.

Our audit approach can be divided into the following broad steps:

Perform procedures regarding acceptance/continuance of the client relationship, evaluate compliance with ethical requirements (including independence), and establish an understanding with the client in an engagement letter.

Establish planning materiality for each opinion unit and perform risk assessment procedures to gather information about the government and its environment that may be relevant in identifying risks of material misstatement of the financial statements. In accordance with the AICPA Audit and Accounting Guide for State and Local Governments, multiple measures of materiality for an individual opinion unit will be used and a lower materiality level will be established for particular items.

Gather the information to understand and evaluate the design and implementation of the government's internal control system.

Synthesize the information gathered, identify risks (both overall and specific) that could result in material misstatement of the financial statements, and develop an overall audit strategy for each audit area (for example, substantive procedures or a combined approach of substantive procedures and tests of controls).

Assess the risks of material misstatement of the government's financial statements.

Develop and perform appropriate responses (further audit procedures) to the assessed risks of material misstatement of the financial statements considering the overall audit strategy and planning materiality. These audit procedures will include tests of transactions (revenues, receipts, disbursements, purchasing, payroll, adjustments, and inventories), summaries, estimates, and disclosures.

Evaluate audit findings and evidence.

Prepare required reports and communications.

PROPOSAL TO PROVIDE AUDIT SERVICES

We work as a team on our audit engagements and involve you in the process to ensure you are satisfied with our approach and the results of the audit. We communicate with management continually throughout the process to ensure the audit progresses efficiently and questions are resolved quickly. We do not plan to use the services of specialists in our audit.

It is customary for a firm partner or manager to be on site with our audit teams for most audit procedures. This practice facilitates our supervision of the engagement and also allows decisions to be made readily during the audit process.

Reporting standards require the City to include management's discussion and analysis (MD&A) with the financial statements. This and other required supplementary information (RSI) will be subject to certain procedures, consisting primarily of inquiry and comparisons. Our report will include our consideration of the RSI. We are also available to advise the City in the preparation of the MD&A.

We will communicate to management matters and issues as outlined in AICPA Professional Standard AU-C, Section 260, *The Auditor's Communication with Those Charged with Governance*. This will be in the form of a letter and will be delivered at the completion of our audit.

In addition to the reports required by *Government Auditing Standards*, and the *State Compliance Audit Guide*, we may prepare a letter to management that will include deficiencies, findings, and recommendations relative to internal controls, compliance with laws and regulations, as applicable, and adherence to generally accepted accounting principles that are not required to be communicated elsewhere. The letter will include the status of prior-year comments and the written responses from the City for each recommendation.

Time Requirements

Upon your approval, we plan to perform our audit as follows:

Activity	Timing
Planning	August
Testing of transactions and accounts	October
Review of financial and other reports	November
Report delivery	December

PROPOSAL TO PROVIDE AUDIT SERVICES

3. Fees

Based upon our knowledge of the City, our review of City financial information and reports and our experience with similar engagements, we anticipate approximately 140 hours will be required to complete the audit for the year ended June 30, 2024.

Our fee for the audit and related services will be \$31,000 for the year ended June 30, 2024. A breakdown of hours by staff level and our standard fee is as follows:

Staff Level	Rate	Hours	Amount
Partner	\$ 400	20	\$ 8,000
Professional	200	110	22,000
Secretarial	100	10	1,000
		<hr/> <u>140</u>	<hr/> <u>\$ 31,000</u>

We anticipate that we will provide audit services for the following five years. For those years, our fees will be as follows:

Year Ending June 30,	Fee
2024	\$ 31,000
2025	32,500
2026	34,000
2027	35,500
2028	37,000

Our proposal anticipates moderate growth and no substantial changes in the City, audit and accounting and reporting standards, or major federal and state awards. Our fee includes travel and other audit-related costs. Any increase in the audit fee will be immediately disclosed to the City Administrator.

Other accounting services and consultation are available upon your written approval at our standard rates or at a negotiated fee.



9250 EAST COSTILLA AVENUE, SUITE 450
GREENWOOD VILLAGE, COLORADO 80112
303-792-3020 (o) | 303-792-5153 (f)
WWW.WCRCPA.COM

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

July 6, 2021

To the Shareholders of
Squire & Company, P.C.
and the Peer Review Committee of the Nevada Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Squire & Company, P.C. (the firm) in effect for the year ended December 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

RANDY WATSON | JEREMY RYAN | TROY COON | KELLY WATSON | JOHNNIE DOWNING

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, and an examination of a service organization SOC 2 engagement.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Squire & Company, P.C. in effect for the year ended December 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Squire & Company, P.C. has received a peer review rating of *pass*.

Watson Coon Ryan, LLC

Watson Coon Ryan, LLC

ORDINANCE NO. 24-07

AN ORDINANCE OF TREMONTON CITY APPROVING AMENDMENTS TO THE TREMONTON CITY LAND USE CODE, INCLUDING TITLE I CHAPTER 1.03 DEFINITIONS

WHEREAS, the Tremonton City Council has the authority under Title 10 Chapter 9a Utah Municipal Code to adopt land use ordinances; and

WHEREAS, the Tremonton City Council has adopted the Tremonton City Land Use Code, which includes regulations and requirements for subdividing land within Tremonton City; and

WHEREAS, the Tremonton City Council is desirous to redefine the meaning of a Public Park; and

WHEREAS, the Tremonton City Council is desirous to add a definition of a Community Gathering Area; and

WHEREAS, consistent with the noticing requirements, the Tremonton City Planning Commission caused a public hearing notice to be published, giving notice of the proposed amendments to the Land Use Code; and

WHEREAS, the Tremonton City Planning Commission held a public hearing on May 14, 2024, to listen to public comment regarding the proposed amendments to the Tremonton City Land Use Code; and

WHEREAS, after holding a public hearing, the Planning Commission recommends that the City Council approve amendments to the following Chapters within the City Land Use Code, including Title I Chapter 1.03 Definitions.

NOW THEREFORE BE IT ORDAINED that the Tremonton City Council of Tremonton, Utah hereby adopts, passes, and publishes Ordinance No. 24-## amending the Tremonton City Land Use Code, including Title I Chapter 1.03 Definitions as contained in Exhibit "A."

Should any portion of this Ordinance be deemed invalid or unenforceable by the rule of law or otherwise, all other aspects of this Ordinance shall remain enforceable and in full effect.

This Ordinance is hereby adopted this 21st day of May 2024 and shall be effective upon its adoption.

TREMONTON CITY CORPORATION

By _____
Lyle Holmgren, Mayor

ATTEST:

Linsey Nessen, City Recorder

EXHIBIT “A”

CHAPTER 1.03

DEFINITIONS

Section:

1.03.005 Definitions.

1.03.005 DEFINITIONS. Unless the context requires otherwise, the following definitions shall be used in the interpretation and construction of this Title, Title II and Title III. Words used in the present tense shall include the future; the singular number shall include the plural, and the plural the singular; the word "building" shall include the word "structure;" the words "used" or "occupied" shall include arranged, designed, constructed, altered, converted, rented, leased, or intended to be used or occupied; the word "shall" is mandatory and not directory, and the word "may" is permissive; the word "person" includes a firm, association, organization, group, partnership, trust, company, or corporation, as well as an individual; the word "lot" includes the words plot or parcel. Words used in Titles I, II, and III but not defined herein shall have the meaning as defined in any other Ordinances adopted by Tremonton City. Words not included herein but which are defined in any adopted Building Codes, shall be as defined therein.

COMMUNITY GATHERING AREA. A parcel of land for leisure or other public gatherings which is under the control, operation or management of the state, a state agency, a county agency, or a municipality. A community gathering area does not include a public park or a public playground.

PUBLIC PARK. A parcel of land for either active or passive recreation or leisure, inclusive of one or more of the following: a playground, swimming pool, golf course, tennis or pickleball court, basketball court, skate park or athletic field which is under the control, operation or management of the state, a state agency, a county agency, or a municipality. A public park does not include a community gathering area.

ORD 21-06

REV 01/24.1

REV 05/24

STATE OF UTAH)

: ss.

County of Box Elder)

I, Linsey Nessen, the City Recorder of Tremonton, Utah, do hereby certify that the above and foregoing is a full and correct copy of Ordinance No. 24-07, entitled "**AN ORDINANCE OF TREMONTON CITY AMENDING THE TREMONTON CITY LAND USE CODE, INCLUDING TITLE I CHAPTER -1.03 DEFINITIONS**" adopted and passed by the City Council of Tremonton, Utah, at a regular meeting thereof on May 21, 2024, which appears of record in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City this 21st day of May 2024.

Linsey Nessen, City Recorder

(city seal)

**TREMONTON CITY
CITY COUNCIL MEETING
21 MAY 2024**

TITLE:	Discussion of accepting or denying the Kay Meadows Subdivision Annexation Petition
FISCAL IMPACT:	None
PRESENTER:	Marc Christensen – City Manager

Prepared By:

Marc Christensen
City Manager

RECOMMENDATION:

After review and consideration by city staff, it is recommended that the Tremonton City Council reject this annexation petition and allow this area to remain within the county until it is more accessible to public services offered by Tremonton City.

This is the recommendation of the property owner as well.

BACKGROUND:

The property owner is forced to petition for annexation due to the new ordinance that the County has. This ordinance sends anyone applying for land use changes that are within Tremonton City's future annexation boundary, or adjacent to the city's current boundary to file a petition to annex. This ordinance helps the city to be aware of any developments that are happening within those areas.

Tremonton City recognizes the potential for growth within this area, and it is hopeful that this portion will stay open to annexation in the future as more public utilities are made available. At this time, the staff recognizes the applicant's ability to connect to the city water system. This connection should be made to city standards and specifications.

Please feel assured that this decision was made with the best interests of both Kay Meadows and the community in mind.

Attachments:



PETITION FOR ANNEXATION

Recorder's Office – 102 South Tremont Street, Tremonton, UT 84337
Phone: 435-257-9506 – Fax: 435-257-9513 – www.tremontoncity.org

FEES:	Annexation Filing Fee	\$300	Receipt #:	_____
	Annexation Deposit	\$800	Date:	_____

Please submit the following with your application and applicable fees:

- Notice of Intent Certification from the Box Elder County Clerk
- Property legal description(s)
- An accurate and recordable plat map and one (1) regular-size (8 1/2" x 11") copy of each sheet of the annexation plat

*****Prior to submitting the petition and information to the City Recorder, the annexation plat should be reviewed by the Box Elder County Recorder's Office and County Surveyor and any changes should be made prior to the Annexation Plat being submitted. The review information from the County Recorder and Surveyor should accompany this petition*****

Name of Petitioner: Darrin Scoffield

(Please Print)

Address: 868 N 100 W Tremonton Utah 84337
Street City State Zip

Phone: 435-279-0694

Fax: _____ Email: diamondinterest@frontiernet.net

Parcel Identification Number(s): 05-164-0044

We the undersigned owners of certain real property, lying contiguous to the present municipal limits of Tremonton City, hereby submit this Petition for Annexation and respectfully represent the following:

1. That this petition is made pursuant to the requirements of Section 10-2-403, Utah Code Annotated, 1953, as amended (U.C.A.);
2. That the property subject to this petition is in an unincorporated area contiguous to the boundaries of Tremonton City and the annexation thereof will not leave or create an unincorporated island or peninsula;
3. That the signatures affixed hereto are those of the owners of private real property that:
 - a. is located within the area proposed for annexation; and
 - b. covers a majority of the private land area within the area proposed for annexation; and
 - c. Covers 100% of the private land area within the area proposed for annexation, if the area is within:
 - i. an agriculture protection area created under Title 17, Chapter 41, Agriculture and Industrial Protection Area; or
 - ii. a migratory bird production area created under Title 23, Chapter 28, Migratory Bird Production Area (after July 1, 2010); or
 - iii. is equal in value to at least 1/3 of the value of all private real property within the area proposed for annexation;
 - iv. If all the real property within the area proposed for annexation is owned by a public entity, other than the federal government, the owner of all the publicly owned real property.
4. That the signers of this petition have been designated as sponsors, one of whom is designated as the "Contact Sponsor", with the mailing address of each sponsor being indicated. (Note: If the property is owned by an LLC or Corporation and only one person is signing the petition, submit a copy of the LLC/Corporation for review to ensure that the signer has authorization to represent the group.);
5. That this petition does not propose annexation of all or a part of an area proposed for annexation in a previously filed petition that has been denied, rejected, or granted;
6. That this petition does not propose annexation of an area that includes some or all of an area proposed to be incorporated in a request for a feasibility study under Section 10-2a-202-103 U.C.A. or a petition under Section 10-2a-302 U.C.A. if:
 - a. the request for petition was filed before the filing of the annexation petition; and
 - b. the request, a petition under Section 10-2a-208 based on that request, or a petition under Section 10-2a-302 is still pending on the date the annexation petition is filed;
7. The boundaries of an area proposed for annexation shall be drawn:
 - a. if practicable and feasible, along the boundaries of existing local districts and special service districts for sewer, water and other services, along the

boundaries of school districts whose boundaries follow city boundaries or school districts adjacent to school districts whose boundaries follow city boundaries, and along the boundaries of other taxing entities;

- b. to eliminate islands and peninsulas of territory that is not receiving municipal-type services;
- c. to facilitate the consolidation of overlapping functions of local government;
- d. if practicable and feasible, to promote the efficient delivery of services; and
- e. if practicable and feasible, to encourage the equitable distribution of community resources and obligations.

8. That the property does not (does or does not) have any improvements on it; and

9. That the property (is or is not) in an Agriculture Protection Area is _____.

10. For tax purposes, address of property owners within the annexation will be given to the various utilities.

WHEREFORE, the Petitioners hereby request that this petition be considered by the governing body at its next regular meeting, or as soon thereafter as possible; that a resolution be adopted, as required by law, accepting this Petition for Annexation for further consideration; and that the governing body takes such steps as required by law to complete the annexation herein petitioned.

DATED this 24th Day of April, 2024.

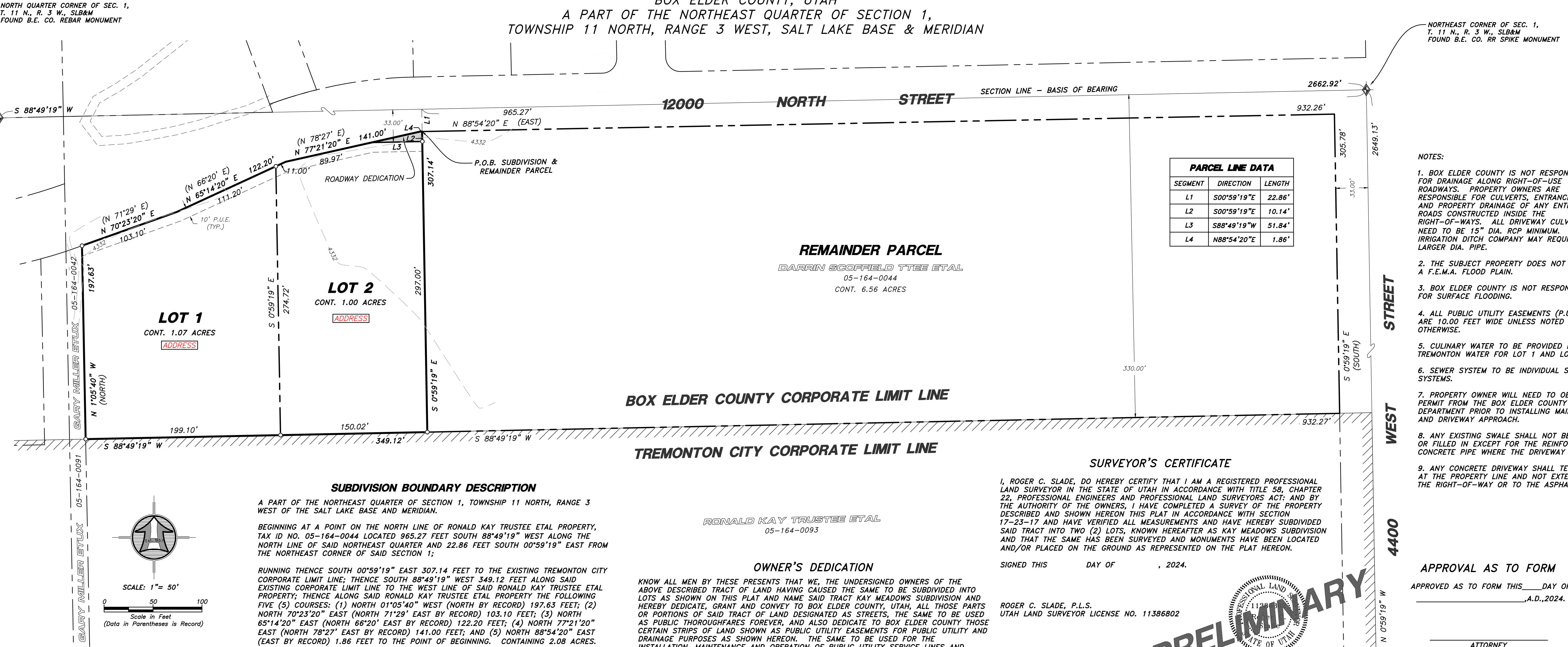
Petitioner(s) Name(s)	Address
Signature as it/they appear(s) on County tax roles	Telephone Number
*CS - Contact Sponsor	*S - Sponsor
*CS: <u>Darrin Scoffield</u>	<u>868 N 100 W Tremonton, UT 84337 / 435-279-0694</u>
<hr/> <hr/>	
*S: <u> </u>	<u> </u>
<hr/> <hr/>	
*S: <u> </u>	<u> </u>
<hr/> <hr/>	
*S: <u> </u>	<u> </u>
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<u>RECORD OWNER</u>	<u>NO. OF ACRES</u>	<u>ASSESSED VALUE</u>	<u>TAX ID NO.</u>

(Attach additional sheets if necessary)

KAY MEADOWS SUBDIVISION

BOX ELDER COUNTY, UTAH
A PART OF THE NORTHEAST QUARTER OF SECTION 1,
TOWNSHIP 11 NORTH, RANGE 3 WEST, SALT LAKE BASE & MERIDIAN



DEVELOPER:
DARRIN SCOFFIELD
868 NORTH 100 WEST
TREMONTON, UTAH 84337
435-279-0694

LEGEND

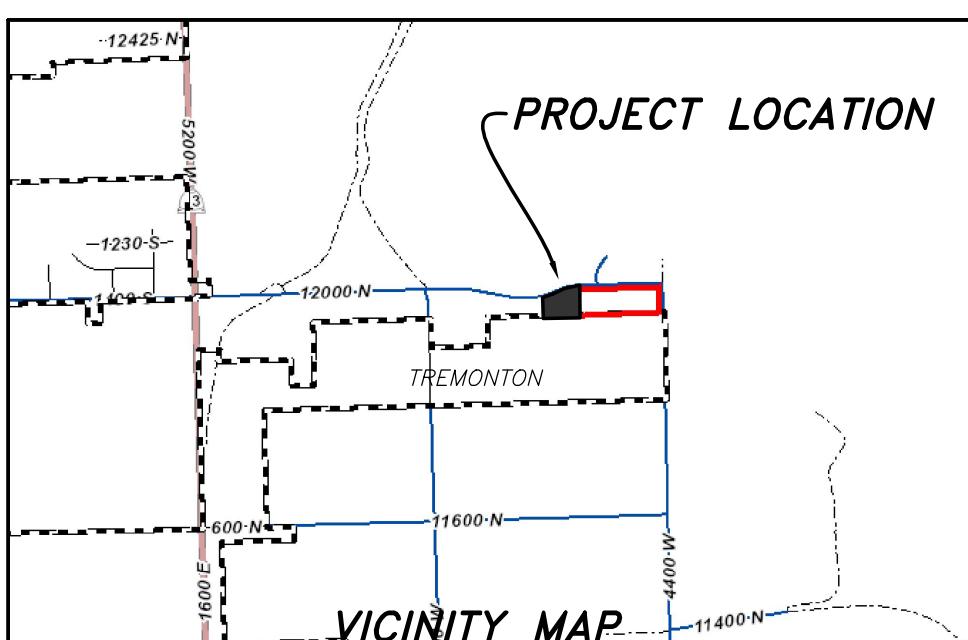
- SUBJECT PROPERTY LINE
- REMAINDER PARCEL
- ADJOINING PROPERTY LINE
- PUBLIC UTILITY EASEMENT (P.U.E.)
- FENCE LINE
- EXISTING EDGE OF GRAVEL
- EXISTING DITCH FLOWLINE
- EXISTING TOP BANK
- EXISTING 5.0' CONTOUR
- EXISTING 1.0' CONTOUR
- FOUND REBAR SET BY OTHERS
- SET 5/8"X24" REBAR WITH CAP SECTION CORNER

NARRATIVE

THE PURPOSE OF THIS SURVEY WAS TO ESTABLISH AND SET THE PROPERTY CORNERS OF THE TWO (2) LOT SUBDIVISION AS SHOWN AND DESCRIBED HEREON. THE SURVEY WAS ORDERED BY DARRIN SCOFFIELD, THE CONTROL USED TO ESTABLISH THE PROPERTY CORNERS WAS THE EXISTING BOX ELDER COUNTY SURVEY MONUMENTATION SURROUNDING SECTION 1, T11N, R3W, SLB&M.

THE BASIS OF BEARING IS THE NORTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 1 WHICH BEARS SOUTH 88°49'19" WEST, UTAH NORTH, STATE PLANE, CALCULATED N.A.D.83 BEARING.

HANSEN & ASSOCIATES, INC.
Consulting Engineers and Land Surveyors
538 North Main Street, Brigham, Utah 84302
Visit us at www.haius.net
Brigham City Ogden Logan
(435) 723-3491 (801) 399-4905 (435) 752-8272
Celebrating over 65 Years of Business



BOX ELDER COUNTY CORPORATE LIMIT LINE

TREMONTON CITY CORPORATE LIMIT LINE

REMAINDER PARCEL

DARRIN SCOFFIELD TRUSTEE ETAL
05-164-0044
CONT. 6.56 ACRES

BOX ELDER COUNTY CORPORATE LIMIT LINE

TREMONTON CITY CORPORATE LIMIT LINE

SURVEYOR'S CERTIFICATE

I, ROGER C. SLADE, DO HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF UTAH IN ACCORDANCE WITH TITLE 58, CHAPTER 22, PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS ACT; AND BY THE AUTHORITY OF THE OWNERS, I HAVE COMPLETED A SURVEY OF THE PROPERTY DESCRIBED AND SHOWN HEREON THIS PLAT IN ACCORDANCE WITH SECTION 17-23-17 AND HAVE VERIFIED ALL MEASUREMENTS AND HAVE HEREBY SUBDIVIDED SAID TRACT INTO TWO (2) LOTS, KNOWN HEREAFTER AS KAY MEADOWS SUBDIVISION AND THAT THE SAME HAS BEEN SURVEYED AND MONUMENTS HAVE BEEN LOCATED AND/OR PLACED ON THE GROUND AS REPRESENTED ON THE PLAT HEREON.

SIGNED THIS DAY OF , 2024.

ROGER C. SLADE, P.L.S.
UTAH LAND SURVEYOR LICENSE NO. 11386802



APPROVAL AS TO FORM

APPROVED AS TO FORM THIS DAY OF A.D. 2024.

ATTORNEY _____

BEAR RIVER DISTRICT HEALTH DEPT. APPROVAL

WASTE DISPOSAL SYSTEM & CULINARY WATER SYSTEM
APPROVAL THIS DAY OF 2024.

DISTRICT SANITARIAN _____

APPROVAL AND ACCEPTANCE

PRESSENTED TO THE BOX ELDER COUNTY COMMISSION THIS DAY OF A.D. 2024, AT WHICH TIME THIS SUBDIVISION WAS APPROVED AND ACCEPTED.

ATTEST: CLERK CHAIRMAN

EAST QUARTER CORNER OF SEC. 1,
T. 11 N., R. 3 W., SLB&M
FOUND COTTON SPINDLE MONUMENT

AGRICULTURE PROTECTION ZONE

THIS PROPERTY IS LOCATED IN THE VICINITY OF AN ESTABLISHED AGRICULTURE PROTECTION AREA IN WHICH NORMAL AGRICULTURAL USES AND ACTIVITIES HAVE BEEN AFFORDED THE HIGHEST PRIORITY USE STATUS. IT CAN BE ANTICIPATED THAT SUCH AGRICULTURAL USES AND ACTIVITIES MAY NOW OR IN THE FUTURE BE CONDUCTED ON PROPERTY INCLUDED IN THE AGRICULTURE PROTECTION AREA. THE USE AND ENJOYMENT OF THIS PROPERTY IS EXPRESSLY CONDITIONED ON ACCEPTANCE OF ANY ANNOYANCE OR INCONVENIENCE WHICH ARE RELATED TO THE SIGHTS, SOUNDS AND SMELLS OF NORMAL AGRICULTURAL USES AND ACTIVITIES.

COUNTY SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOX ELDER COUNTY SURVEYOR'S OFFICE HAS REVIEWED THIS PLAT FOR MATHEMATICAL CORRECTNESS, SECTION CORNER DATA, AND FOR HARMONY WITH LINES AND MONUMENTS ON RECORD IN COUNTY OFFICES. THE APPROVAL OF THIS PLAT BY THE BOX ELDER COUNTY SURVEYOR DOES NOT RELIEVE THE LICENSED LAND SURVEYOR WHO EXECUTED THIS PLAT FROM THE RESPONSIBILITIES AND/OR LIABILITIES ASSOCIATED THEREWITH.

COUNTY SURVEYOR _____ DATE _____

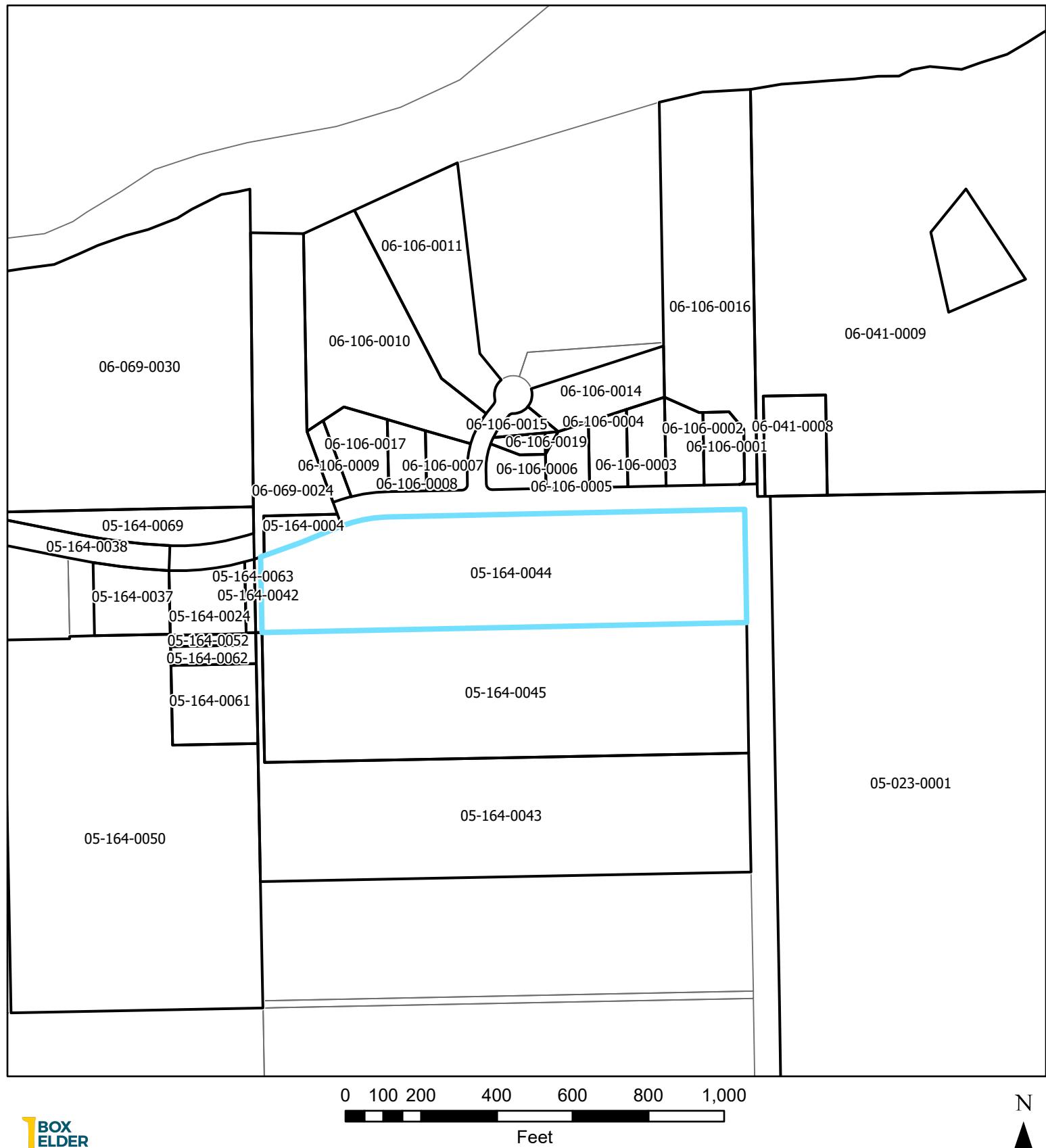
COUNTY RECORDER'S NO. _____

STATE OF UTAH, COUNTY OF BOX ELDER, RECORDED AND FILED AT THE REQUEST OF _____ DATE _____ TIME _____ FEE _____ ABSTRACTED _____

INDEX _____ FILED IN: FILE OF PLATS _____

COUNTY RECORDER _____

Darren Scoffield Annex



**TREMONTON CITY
CITY COUNCIL MEETING**
May 21, 2024

TITLE:	Review of Calendar and Review of Past Assignments
FISCAL IMPACT:	Not applicable
PRESENTER:	Marc Christensen

May 31	Library Summer Kickoff Party - 4-6 pm - Shuman Park
June 1	Farmer's Market
June 4	City Council
June 18	City Council - Final Budget Adoption
June 22	Chalk Festival at Midland Square - All Day
June 22	Mugs and Bananas Classic Car Night on Main Street
July 19-20	Tremonton City Hay Days