



MINUTES
Springville City Council Regular Meeting - June 18, 2024

MINUTES OF THE REGULAR MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, JUNE 18, 2024, AT 7:00 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET, SPRINGVILLE, UTAH.

Presiding and Conducting: Mayor Matt Packard

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

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

CALL TO ORDER

Mayor Packard called the meeting to order at 7:00 p.m.

INVOCATION AND PLEDGE

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

APPROVAL OF THE MEETING'S AGENDA

Motion: Councilmember Snelson moved to approve this evening's agenda as written. **Councilmember Millsap seconded** the motion. **Voting Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously; 4-0 with 1 absent.**

MAYORS COMMENTS

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

CEREMONIAL

1. **Recognition of outgoing PAR Board Members; Jeremy Barker, Sydney Condie, Kate Henderson, Kimberly Stinson, and Lee Taylor - Emily Larsen, Museum Director**

Emily and Stacey recognized and thanked the outgoing PAR Board members for their service and contributions. Councilmember Snelson commented that the PAR Board was created two years ago under Mayor Packard's direction, consisting of seventeen board members. Snelson praised the members for

their exceptional contributions to the establishment and operation of the board, as well as their diligent vetting of funds used from the PAR Tax. Snelson expressed pride in the board and appreciated the outgoing members' time and efforts.

2. Recognition of Kim Christensen, Library as one of the top eight librarians across the country to be recognized by the Wimpy Kid Group and ABRAMS Publishers - Dan Mickelson, Library Director

Dan recognized Kim Christensen for being selected as one of eight librarians nationwide for her outstanding work with teens and youth in the community. Kim was chosen to meet Jeff Kinney, the famous author of the "Diary of a Wimpy Kid" books. She was awarded an all-expense-paid trip to Boston to meet the author and received books and resources for the Springville Library.

CERT Rehab Team Recognition - Chief Haight, Public Safety Director

Chief Haight, Chief Clinton, and Emergency Coordinator Joanna Larsen recognized the CERT Rehab Team for their valuable assistance to firefighters during incidents. Chief Haight introduced the team and explained their role in providing water, food, and necessary supplies to incident sites using their trailer. Recently, the team utilized their training to assist with an incident. The following members were recognized for their efforts: Denise Thompson, Dimitri Okhrimenko, Donna Ferguson, Gavin Grow, Jim (Eugene) Bollinder, Karen Ellingson, Karrie Beardall, Kurt Beardall, Katherine Hereth, Kelly Johnson, Kent Gibson, Kristina (Marie) Mendenhall, Mike Sawyer, Richard Cook, Steven Boyd, Trevor Sperry, Ammon Thompson, Angie Hendrickson, Dale Harrison, and David Witte. Additionally, Mike Sawyer received a "Dedicated Service Award" for his significant contributions to the team.

PUBLIC COMMENT

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

Greg Mertin from American Fork, who was unable to attend the meeting, provided a written comment that the mayor read aloud. Greg mentioned that his children have used the Senior Center rifle range and found it to be a great resource. He expressed interest in having more children use the range again, highlighting its safe environment for learning firearm use. He suggested that with proper upgrades, improvements, and volunteer hours, the range would be perfect for youth to learn valuable lessons. He clarified that the range is not intended to address larger issues.

Mayor Packard then asked John Penrod for an update on the range. John reported that the Facilities Department has investigated the costs of bringing the range up to date and considered other options. He stated that more information would be provided at a future work session. Mayor Packard suggested that the meeting be advertised so people interested in the topic could attend. John confirmed that they have been working with those who run the range and will ensure their presence at the meeting.

CONSENT AGENDA

3. Approval of minutes for the May 14, 2024 work meeting and the June 04, 2024 work and regular meetings.
4. Approval of a Resolution and Audit Services Agreement with HBME, LLC - Bruce Riddle, Assistant City Administrator/Finance Director

Motion: Councilmember Jensen moved to approve the consent agenda as written. Councilmember Millsap seconded the motion. Voting Yes: Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously; 4-0 with 1 absent. Resolution #2024-11 adopted**



REGULAR AGENDA

5. Consideration of a Resolution to approve a deferral agreement with JD Evans - John Penrod, Assistant City Administrator/City Attorney

John reported that JDE Spanish Fork owns real property located at 2135 South State Street in Springville, Utah is working on compliance as a construction storage yard. There is not a building on the property and they are not looking to build for years. The proposed agreement would require JDE to install or pay for the required public improvements (which include, sewer, pressurized irrigation, and an upsized water line) when one of the following occurs: 1. The City gives notice to install the improvements; 2. abutting properties install the improvements; 3. a special improvement district is set up to install the improvements; or 4. JDE develops more of its property.

Councilmember Snelson confirmed that sewer services were not currently being used and inquired about future use. John responded that sewer services would need to be brought to the property when they decided to utilize them. Councilmember Snelson then asked about the provision of secondary water. John explained that they would need to connect some water for landscaping purposes. The city can give them 90 days' notice to install necessary or special improvements.

Councilmember Millsap asked how the city ensures improvements are made if funding is unavailable. John explained that if a property in the area initiated improvements triggering the agreement, establishing a special improvement district could be an option, allowing payments over time. He noted that any property improvements would need to consider these costs.

Mayor Packard confirmed this was not a zone change. John confirmed it was not a zone change.

Motion: Councilmember Jensen moved to approve Resolution #2024-12 and an agreement with JDE Spanish Fork, LLC that will require improvements to be installed at a later date with revisions to the agreement as discussed in this meeting and approved by the City Attorney Councilmember Wright seconded the motion. Roll Call Vote; Voting Yes: Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously; 4-0 with 1 absent. Resolution #2024-12 Adopted**

6. Consideration of a Resolution adopting a preliminary and final development checklist for subdivisions and commence a pending Ordinance regarding the same - Carla Wiese, Planner

Carla reported residential preliminary and final application requirements were included in the text of the Title 14 Subdivision Regulations. To simplify the code Community Development staff chose to keep the application requirements lists as separate documents and to refer to them within the code and provide links to adopted standards and specifications for each department for ease of access.

As part of the changes required by the state, it was determined that rather than listing the required application items in the code, a reference would be made in the code to the checklist and application which would detail the information required from the developer for an application to be considered complete and for a thorough review by the various city departments. This change in the code provided an opportunity to review and update the list of items that each department required or should require. The pending legislation resolution will provide city departments time to finalize application requirements and update standards and specifications while still providing developers with information on what will be needed for the application process.

Motion: Councilmember Millsap moved to approve Resolution #2024-13 to formally initiate proceedings to review and amend Springville City's residential and commercial subdivision regulations and application process to include preliminary and final plan application checklist. Councilmember Snelson seconded the motion. Roll Call Vote; Voting Yes: Councilmember Jensen, Councilmember Millsap, Councilmember

Smith ABSENT, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously; 4-0 with 1 absent. Resolution #2024-13 Adopted**

7. **Consideration of a Resolution and Agreement with UDOT for a no-cost Utility Relocation - Brad Stapley**

Chris reported Springville City is working with UDOT to widen the City's existing 1600 South roadway from Interstate 15 to State Route 51. This Project will require the relocation, adjustment, or protection of existing City above ground and underground facilities, defined as "Third-Party Work." UDOT will be responsible to design and construct the "Third-Party Work" at UDOT's cost.

Motion: Councilmember Wright moved to approve Resolution #2024-14 entering into a Third-Party Relocation Agreement with the Utah Department of Transportation (UDOT) for the relocating, adjusting, or protecting of existing utilities along the 1600 South corridor as part of the UDOT 1600 South Phase 2 Widening Project. **Councilmember Millsap** the motion. **Roll Call Vote; Voting Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously; 4-0 with 1 absent. Resolution #2024-14 Adopted**

PUBLIC HEARING AGENDA

8. **Public Hearing for consideration of a Resolution and Budget Amendment to the Fiscal Year 2023/2024 Springville City Budget - Bruce Riddle, Assistant City Administrator/Finance Director**

Troy reported unexpected revenues and expenses have emerged since the beginning of the budget year and to address the variations from the original budget, the Council will need to act by amending the budget. The budget amendment would appropriate funds from grants and operating revenues for activities not budgeted in the original FY 2024 budget. These amendments will affect the General Fund and Special Revenue Fund.

Mayor Packard opened the public hearing. No comment was received.

Motion: Councilmember Snelson moved to close the public hearing. Councilmember Wright seconded the motion. Voting Yes: Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. The motion **Passed unanimously, 4-0 with 1 absent.**

Motion: Councilmember Snelson moved to approve Resolution #2024-15 to open and amend the General Fund and Special Revenue Fund budgets for operating and capital expenses applying to the Fiscal Year ending June 30, 2024, as outlined in Exhibit A **Councilmember Millsap seconded the motion. Roll Call Vote; Voting Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously; 4-0 with 1 absent. Resolution #2024-15 Approved**

9. **Public Hearing for consideration of an Ordinance and approval of setting compensation for Springville City Officers and Employees for Fiscal Year 2024-2025 - Patrick Monney, Administrative Services Director**

Patrick reported the ordinance sets compensation for elected officials and employees of the City as required by State law and City ordinance. The specific amounts are contemplated in the budget that

has been balanced, adopted as tentative, and considered for final adoption in a public hearing at the same time as consideration of this ordinance.

Councilmember Snelson asked about council compensation and how it is calculated. Patrick, we look at the average with other cities. Troy said the resolution said the salary would be increased upon other city employees' salaries. Mayor Packard asked if the mayor or council does not want a salary and how does that work. Troy explained the options.

Mayor Packard opened the public hearing.

Marsha Harris, a Springville resident; had questions about truth and taxation and the utility increase. Concerned about the rise in utilities. Across the board is a smaller raise this year and over the next three years will go up 30%, she said the power rate went up 11% last year and is not increasing this year. Residential, secondary, and commercial water went up 9.75% last year, and 10% the year before this year going up 3.5%. She has secondary and culinary water and the increases are a lot. Would like to hear the council's opinions on the increases. Doesn't want to hear inflation because we are all dealing with it. Truth and taxation is very confusing.

Motion: Councilmember Millsap moved to close the public hearing. Councilmember Wright seconded the motion. Voting Yes: Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. The motion **Passed unanimously, 4-0 with 1 absent.**

Motion: Councilmember Snelson moved to approve Ordinance #07-2024 that sets compensation for Springville City officers and employees for the fiscal year ending June 30, 2025 Councilmember Jensen seconded the motion. Roll Call Vote; Voting Yes: Councilmember Jensen, Councilmember Millsap Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. **The motion Passed Unanimously; 4-0 with 1 absent. Ordinance #07-2024 Approved**

10. Public Hearing for consideration of a Resolution approving a compensation increase for Springville City executive municipal officers for FY 2024-2025 - Patrick Monney, Administrative Services Director

Patrick reported during the 2024 Utah State legislative session, Utah Code 10-3-818, was amended to include a separate public hearing to publish the executive municipal officers' compensation increase for each annual budget (10-3-818 (2)). This process provides the transparency state law requires while allowing the process to be as efficient as possible. He explained 0% not to exceed 7% for executive officers, is contemplated in the budget.

Mayor Packard opened the public hearing. No comment was received.

Motion: Councilmember Jensen moved to close the public hearing. Councilmember Millsap seconded the motion. Voting Yes Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. **The motion Passed Unanimously; 4-0 with 1 absent.**

Motion: Councilmember Jensen moved to approve Resolution #2024-16 that outlines executive municipal officers' compensation increases for Springville City officers and employees for the fiscal year ending June 30, 2025. Councilmember Snelson seconded the motion. Roll Call Vote; Voting Yes:

Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. **The motion Passed Unanimously; 4-0 with 1 absent. Resolution #2024-16 Approved**

11. Public Hearing for consideration of adopting the Enterprise Fund Transfers for Fiscal Year 2024/2025 - Bruce Riddle, Assistant City Administrator/Finance Director

Troy reported approximately \$7.8 million of the General Fund's \$40,000,000 in revenues comes from transfers from the City's enterprise funds (utilities and golf). Approximately 46% of those transfers are administrative fees allocated to the enterprise funds for services they receive from the General Fund (e.g. legal, H.R., utility billing, etc.). These allocations are calculated by the Finance Department and are deemed to be a reasonable cost of providing the services. The remainder of the transfers is effectively dividend payments to the citizen-owners of the utilities that would otherwise go to investors if the utilities were privately held. These transfers are used for general governmental purposes and help keep property tax rates low. State law requires transparency in reporting the transfers and also requires a public hearing.

Mayor Packard opened the public hearing. No comment was received.

Motion: Councilmember Millsap moved to close the public hearing. Councilmember Jensen seconded the motion. Voting Yes Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. **The motion Passed Unanimously; 4-0 with 1 absent.** The motion **Passed unanimously, 5-0**

No further action was required.

12. Public Hearing to consider a Resolution and adoption of the Springville City Tentative FY 2024-2025 Budget, until such date and time that the City holds a Truth in Taxation public hearing and adopts the Final FY 2024-2025 Budget - Bruce Riddle, Assistant City Administrator/Finance Director

Troy reported that consistent with state law, the Council is required to adopt a final budget by June 22 of each year for the upcoming fiscal year unless the city plans to hold a Truth in Taxation hearing due to plans to increase property tax revenue beyond the certified rate established by the County. This year, such a hearing is necessary as the budget includes a proposed property tax increase of 4.0%. Additionally, there are inflationary fee increases for each of the utility funds except for power, along with modest wage increases.

Troy explained that large projects, whether planned or completed, can cause fluctuations in the general fund budget. Core services, particularly with the Police, are fully funded, and city personnel have increased by 2.8 FTE (full-time equivalent). The budget includes a 5.24% property tax increase, which translates to approximately \$9.65 per year for the average Springville home. As property values rise, property taxes decrease, while utility rates increase, ranging from 0% to 3.5%.

Troy noted that in a regular budget adoption, the certified tax rate is included. However, last year, during the Truth in Taxation hearing, the certified tax rate was adopted later. He mentioned that the county encouraged the city to include the anticipated certified tax rate in the budget adoption process.

Councilmember Snelson stated there are budget meetings prior to the budget approval that are public meetings and he would encourage public attendance and comment.

Mayor Packard opened the public hearing.

Cooper Clark, a Springville resident, expressed concerns about the budget not including new fire apparatus. He noted that on Art City Days, engine 43 broke down. According to NFPA (National Fire Protection Association) standards, fire apparatus needs replacement every fifteen years for front-line apparatus and every twenty-five years for reserve apparatus. Clark highlighted that engine 41 is due for replacement in three years, with the current price of a fire engine being \$1.2 million. He mentioned that engines 42 and 43 are out of date, with engine 43 having been ordered in 1999. Additionally, ambulance 41 experienced a breakdown while transporting a patient. Truck 41, bought in 1990, is out of service and outdated, with no replacement planned. Clark stated that all engines would be outdated within three years, and brush trucks 41 and 42 are outdated for front-line service. He added that the heavy rescue unit and two utility trucks do not meet NFPA standards. Clark inquired if there is a budget plan to update the fire apparatus equipment, noting that staffing and pay issues are separate discussions.

Troy explained that funds are transferred into a vehicle and equipment replacement fund, and the fire department has equipment scheduled for replacement. He noted that the fire department is fully responsible for managing this process and receives the necessary funding. Fire Chief Clinton added that all apparatus currently meets NFPA standards. Troy mentioned that for the past twelve years, the city has maintained equipment effectively, with the city council fully supporting the allocation of funds needed to replace critical equipment. He acknowledged a significant slowdown in equipment delivery, sometimes taking up to two years.

Mayor Packard requested that staff meet with Mr. Cooper to address his questions.

Amy Brockbank, a Springville resident, commented on the transparency of the city budget, emphasizing the need for more public comment opportunities. She mentioned that the budget is very confusing and difficult for citizens to understand, describing it as "smoke and mirrors." Brockbank noted that Spanish Fork's budget document is much easier to comprehend. She also shared that her home insurance rates increased because Springville does not have a ladder truck.

Mayor Packard responded by acknowledging her comments and expressing a desire to improve transparency. He suggested the city do more podcasts as a way to disseminate information and engage the public.

Marsha Conover, a Springville resident, commented on the utility rate increases in recent years, expressing difficulty in understanding the justification for these increases, particularly attributing them to inflation. She highlighted the additional costs burdening residents and urged the city to find ways to avoid raising taxes.

Councilmember Wright asked if the increase was noted on the utility bill. Troy, expressed it was not on the bill, it is difficult to include everything on the utility bill.

Motion: Councilmember Snelson moved to close the public hearing. Councilmember Millsap seconded the motion. Voting Yes Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. **The motion Passed unanimously, 4-0 with 1 absent.**

Motion: Councilmember Jensen moved to approve Resolution #2024-17 for Springville City Corporation to operate under a tentative budget in the amount of \$117,413,845 for expenditures and transfers in the fiscal year beginning July 1, 2024, until a final budget can be adopted following a Truth in Taxation hearing on August 20, 2024. Councilmember Snelson seconded the motion. Roll Call Vote; Voting Yes: Councilmember Jensen, Councilmember Millsap Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. **The motion Passed unanimously, 4-0 with 1 absent Resolution #2024-17 Approved**

MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS

Mayor Packard asked for any further comment. There were none.

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

The Springville City Council may adjourn the regular meeting and convene into a closed session as provided by UCA 52-4-205.

ADJOURNMENT

Motion: Councilmember Snelson moved to adjourn the regular meeting at 8:53 p.m. Councilmember Jensen seconded the motion. Voting Yes: Councilmember Jensen, Councilmember Millsap, Councilmember Smith **ABSENT**, Councilmember Snelson, and Councilmember Wright. **The motion Passed unanimously, 4-0 with 1 absent**

This document constitutes the official minutes for the Springville City Council Regular Meeting held on Tuesday, June 18, 2024.

I, Kim Crane, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Springville City, of Utah County, State of Utah. I do hereby certify that the foregoing minutes represent a true, accurate, and complete record of this meeting held on Tuesday, June 18, 2024.

DATE APPROVED: July 02, 2024



Kim Crane
City Recorder