



**MINUTES**  
**Springville City Council Work/Study Meeting - September 03, 2024**

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MINUTES OF THE WORK/STUDY MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, SEPTEMBER 03, 2024 AT 5:30 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET, SPRINGVILLE, UTAH.

**Presiding and Conducting:** Mayor Matt Packard

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

**City Staff in Attendance:** 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 Sensanbaugher, Information Services Stephen Boone, Library Director Dan Mickelson, Museum of Art Director Emily Larsen, Parks and Recreation Director Stacey Child, Public Safety Director Lance Haight, Fire Chief Hank Clinton, Emergency Management Coordinator JoAnna Larsen, Public Works Director Brad Stapley, and Jake Nostrom, Assistant Public Works Director,

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

**COUNCIL BUSINESS**

1. Calendar

- Sep 04-05 - ULCT Annual Conference
- Sep 10 - Work Study Meeting at 5:30 p.m.
- Sep 17 - Work Study Meeting at 5:30 p.m., Regular Meeting at 7:00 p.m.

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

- a) Invocation - Councilmember Snelson
- b) Pledge of Allegiance - Councilmember Millsap
- c) Consent Agenda
  1. Approval of minutes for the August 20, 2024 work meeting, special meeting, and regular meeting
  2. Mayor Packard's appointment of Alma Loveland and Malakai Hopoate to the PAR Board

Mayor Packard asked if there was any discussion on the consent agenda. Emily gave an introduction of the PAR Board members up for appointment this evening.

### **3. WORK MEETING DISCUSSIONS/PRESENTATIONS**

#### **a) Discussion regarding the update to the City Emergency Operations Plan - Lance Haight, Public Safety Director**

Chief Haight and Emergency Management Coordinator Joanna Larsen presented information on the draft of the city's emergency operations plan and discussed the role of the council in its implementation. Chief Haight reviewed concepts from the National Incident Management System (NIMS), which the city had adopted several years prior. He noted that there are training courses available to ensure the council remains NIMS compliant and would provide the information in an email to the council with links to these courses.

Councilmember Smith inquired about the parameters for handling civil unrest, and John responded that the guidelines might need to be reviewed and updated. Mayor Packard emphasized the importance of having a plan in place before it becomes necessary.

Attorney Penrod proposed scheduling a work session to present relevant laws and allow the council to discuss them. He also mentioned that emergency succession planning should be reviewed in a future work session. The draft plan would be shared with the mayor and council for their review before finalization.

#### **b) Water Utility Billing - Brad Stapley, Public Works Director**

Brad provided an update on the July utility billings, noting that revenues had increased following a review of water usage. He explained that a formula error in the Casselle software had been identified, leading the Finance Department to conduct an audit. As a result, credits would be issued to commercial and residential customers impacted by the error.

Councilmember Smith asked if the issue would be publicized as a news item. Brad responded that they were considering directly crediting the affected accounts. Councilmember Snelson expressed discomfort with not notifying the impacted customers. Bruce clarified that around 1,500 residential and a few commercial customers were affected, and the staff believed informing them might cause confusion.

Mayor Packard asked each council member for their recommendations regarding the issue. Councilmember Jensen expressed agreement with the staff's recommendation. Councilmember Snelson also agreed but noted his discomfort with the approach. Councilmember Smith stated that the issue would likely become public regardless and had the potential to escalate. Councilmember Wright suggested that, in the future, there should be a system in place to identify affected customers and notify them more easily. Councilmember Millsap said the issue was minor enough to proceed with issuing credits.

#### **c) Presentation from Internal Services - Scott Sensanbaugher, Internal Services Director**

Director Sensanbaugher invited the IT Department to present their work and introduced Stephen Boone as the new IT Superintendent. Stephen mentioned that the department was planning to reorganize to dedicate more time to web development. He also provided an overview of the department's efforts in maintaining critical infrastructure and implementing protective measures.

Councilmember Snelson inquired about the backup storage process, to which Stephen explained the current backup and retrieval methods. Councilmember Wright asked about redundancy in the backup system, and Stephen responded that the backup storage could be utilized if necessary.

Stephen provided an update on data privacy efforts, explaining that the IT Department was working with Security Metrics and Utah State on penetration testing and implementing industry-standard data encryption. He also noted that the department was developing training content to encourage users to create strong passwords. Stephen expressed gratitude to the council for budgeting funds for hardware replacements and continuing education for IT employees, which helps them stay informed about new threats and industry changes.

### **MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**



Mayor Packard asked if there was further discussion.

Parks and Recreation Director Child congratulated the Springville Hobbie Creek Golf Course for being recognized in Links Magazine as one of the top ten golf courses in Utah.

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

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

**ADJOURN**

**Motion: Councilmember Jensen moved** to adjourn the work meeting at 6:50 p.m. **Councilmember Smith seconded** the motion. **Voting Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously; 5-0.**

*This document constitutes the official minutes for the Springville City Council Work/Study Meeting held on Tuesday, September 03, 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, September 03, 2024.*

DATE APPROVED: October 01, 2024

  
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Kim Crane  
City Recorder