



**APPROVED MINUTES
CITY COUNCIL WORK SESSION MEETING
November 19, 2024, at 4:30 pm
80 South Main Street
Spanish Fork, UT 84660**

Elected Officials Present: Mayor Mike Mendenhall, Councilmembers Stacy Beck, Landon Tooke, Jesse Cardon, Shane Marshall, Kevin Oyler.

Staff Present: Jack Urquhart - Public Information Officer; Jordan Hales - Finance Director; Tyler Jacobson - Assistant City Manager; Seth Perrins - City Manager; Matt Johnson - Police Chief; Shelley Hendrickson - Deputy Recorder; Dave Anderson - Community Development Director; Vaughn Pickell - City Attorney; Cory Pierce - Public Works Director; Bryan Perry, IS/SFCN Director; Gracie McKeon, Intern.

David Evans and Associates, Chris Thompson, Lars Anderson, Leah Jaramillo, Mason Bouck.

Work Session - No formal actions are taken in a work session.

Main St Reconstruction Concept Review Session #3

Lars Anderson explained the ongoing Main Street Reconstruction concept review between Spanish Fork City, UDOT and Consor Engineering. He said the focus of the presentation would be on a summary of what the vision is for the current funded phase, crash data and impacts to trees.

He explained that the bus shelter costs had been reduced to \$35,000, a case study with tree removal, what UDOT was requiring if there was a bike lane, the corridor plan for 300 S - 1000 N, wayfinding signage and public involvement.

He asked the City Council for direction on parking on mainstreet - discussion was held regarding parking on main and the type of parking to have. During the parking discussion the council determined it would not be safe to include a bike path on main.

Lars presented the Wayfinding Signage Plan which included a site analysis of pedestrian and cyclist usage patterns, existing transit routes and proposed points of interest along main street to guide people effectively. He also shared updated signage concepts with a slightly more modern design.

Stacy expressed she liked the signage created by the Community Development team.

Leah outlined plans for signage locations and public involvement, including two open houses scheduled for February 19th: one for business owners in the morning and another for the public in the evening. The timeline, set for mid-February after Presidents Day weekend, was supported by the council.

Key decisions include bus stop locations, finalizing the public involvement schedule, revisiting original wayfinding signage with a potential digital approach, and confirming the phased removal of existing trees. The discussion also addressed the health and safety concerns of the trees, particularly along this road. Stacy likes the signs that the comm dev created.

Work session adjourned at 5:57 p.m.

CITY COUNCIL MEETING

November 19, 2024, at 6:00 pm

80 South Main Street

Spanish Fork, UT 84660

Councilmembers Present:

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

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

Staff Members Present:

Seth Perrins, City Manager
Dave Anderson, Comm Development Director
Shelley Hendrickson, Deputy Recorder
Jack Urquhart, Public Information Officer
Cory Pierce, Public Works Director

Bryan Perry, SFCN/IT Director
Vaughn Pickell, City Attorney
Tyler Jacobson, Asst. City Manager
Jordan Hales, Finance Director
Matt Johnson, Police Chief

Staff Members Absent: Tara Silver, Dale Robinson

Visitors Present:

Elijah Lewis
Gracie McKeon
Emily Harryman

Staci Hymas
Bill Tooke

James Burkey
Scott Aylett

CALL TO ORDER, PLEDGE, OPENING CEREMONY

Mayor Mendenhall called the meeting to order at 6:07 p.m., expressing gratitude to everyone in attendance and those watching online.

Councilman Tooke offered a prayer after which he invited his father, Bill Tooke, to share a motivational thought.

Bill Tooke, a returned missionary for the Church of Jesus Christ of Latter-Day Saints,, shared his experience serving in South Africa, specifically in Queenstown, a remote area 12 hours

from Cape Town. He described the harsh living conditions, including extreme poverty, small homes made of metal with dirt floors, no indoor plumbing, poor sanitation, and limited access to electricity, clean water, and medical care. The community faced challenges like extreme weather, random power outages, and the threat of diseases like malaria and yellow fever.

During his mission, he worked with local missionaries, as it was considered too dangerous for sisters to serve in the area. He recounted helping a young native missionary from Swaziland by buying him a new suit, as the young man had never owned new clothes or eaten in a restaurant. The gratitude expressed by the young man deeply touched him, reminding him of the importance of being grateful.

Reflecting on his experiences, he emphasized how privileged life is in the U.S. and encouraged others, especially during the Thanksgiving season, to develop an attitude of gratitude, recognizing and appreciating their blessings. He expressed gratitude for the opportunity to serve and for the service of others.

Councilman Oyler led those in attendance in the Pledge of Allegiance.

RECOGNITIONS - Spanish Fork University Graduates

Mayor Mendenhall invited Jack Urquhart to introduce the graduates.

Jack Urquhart expressed gratitude for the graduates. He then explained that the graduates witnessed community focused services, innovative government operations and dedicated staff who showcased the essence of Spanish Fork. They gained insights into city operations through activities like police scenarios, equipment handling, mock city council meeting and learning both the “what” and “why” behind city functions. He congratulated the graduates and invited one of them, Wendy Osborne, to share her experience before a group photo was taken.

Wendy Osborne expressed deep gratitude for the opportunity, praising Spanish Fork’s city employees for their dedication and thoughtful presentations that provided valuable insights into their work. She highlighted the employees’ evident care for their roles and the community, describing them as the “best” and crediting their efforts for making residents’ lives comfortable and enriched. Reflecting on her experience, she emphasized pride in the city, its services, and its “boundaries,” describing Spanish Fork as a blessed and beautiful place. She concluded by encouraging all new residents to participate in the program and thanked the city for organizing it.

The graduates were invited to come forward for a photo

Fernanda Hernandez, Jacoy Baird, Kamie Hair, Bethany McAllister, Bob McAllister, Diana Tillack, Jody Osborne, James Berky, Wendy Osborne, Kyle Kelsey, Ammon Thompson, Aliy Baun, Pryor Harrell, Neil Taylor, Scott Colledge, Tanner Taguchi, Paul Dayton, Billie Jo Henretty, Rachel Levanger, Becky Ottesen.

Tyler Jacobson captured a photo of the graduates.

Mayor Mendenhall expressed gratitude to the participants for taking time out of their busy lives to participate in the university. He thanked Jack Urquhart for running it. This was the seventh class-third year.

PUBLIC COMMENTS

Mayor Mendenhall invited public comment.

James Berky expressed that he felt there was an abundance of car washes in the City and questioned their necessity given the lack of patrons. He proposes tripling property taxes on car washes and using the funds to develop a roller coaster park, arguing that such a park would be way cooler.

Mayor Mendenhall told James that the Council would be discussing the growing number of car washes in the community and noted that other cities were addressing similar concerns. Public discussions on this issue may take place in the future.

COUNCIL COMMENTS

Councilman Tooke

Reported that Paul Dayton, one of the Spanish Fork University graduates, had reached out to him praising the program. He described it as a special experience that turns participants into city ambassadors and offers valuable insight into city operations. Councilman Tooke echoes his sentiment and encourages all residents, especially newcomers, to take the class. He then provides updates from the Chamber of Commerce as follows: networking events, winter lights parade, cheapskates grand opening and November's business of the month - Mountain Mike's Pizza. The Chamber also has three new board members and plans to expand its annual summit into a larger business and education-focused conference.

Councilman Cardon

Reported that the youth city council was busy preparing for the holidays with service projects, including library events and supporting Tabitha's way. He attended the arts council meeting. Upcoming Christmas concerts are scheduled and the next play selection will be announced soon. He attended a Utah Valley Chamber event for local and state leaders, including Governor Spencer Cox and Senator Mike Lee where they discussed growth challenges, the housing crisis, elections and collaborative solutions during the Growth and Prosperity Conference. He went to a Rotary Service at Tabitha's Way where rotarians prepared bags for the Christmas basket giveaway.

Councilman Oyler

Reported that five days ago Spanish Fork City announced that the historic Thurber Building, constructed in 1910 and used as a school until 1973, had been added to the National Register of Historic Places. This recognition highlights its historical significance, especially for many local residents who attended school there. Currently serving as the city administration building, there are no immediate plans to change its function. He asked Tyler Jacobson to explain what the next steps were.

Tyler Jacobson explained that about a year ago, Spanish Fork City began the process of listing the Thurber Building on the National Register of Historic Places, completing it with the help of the city's community development staff. General conception is that once it is listed you cannot change the building. This is not true. The building's owner retains full control over its use and modifications. Being on the registry primarily provides access to grant funding opportunities.

There's also discussion about adding a plaque to recognize this achievement, given the limited number of registered historic buildings in Spanish Fork.

Councilman Olyer asks Jack Urquhart to pull up the city's webpage. He then explains how to navigate to the historic preservation commission page, what it looks like, and events.

There is discussion about adding a donation option to donate money to support veterans who may need financial assistance to purchase a banner.

Mayor Mendenhall explained the Thurber bldg being on the registry

Councilwoman Beck

Reported that next spring the airport board plans to propose new landing and operational fees to cover costs like security, utilities and regulatory compliance. The airport has seen significant growth with close to 100,000 landings in 2024. There was a recent town hall meeting where they discussed a "fly friendly" initiative, with local pilots providing feedback on safe practices. She then highlights that she attended a performance of Phantom of the Opera by the local drama dons praising the talent of over 100 students. She recommended that everyone attend.

Councilman Marshall

Expresses gratitude to the Spanish Fork University graduates acknowledging the value of behind the scenes experience of decision-making in the community. He gives a shoutout to the Dons football team for their state playoff game and notes that he will be watching it from Alaska. He had no committee meetings to report on.

Mayor Mendenhall

Reports that he has no meetings to report, aside from the Dons' game. The Dons are playing at 6:30 p.m. Thursday at Rice-Eccles Stadium for the state 4A football championship.

There's discussion about how to watch the game, with a possibility of streaming through Channel 17 or KSL's feed, depending on rights and coordination.

STAFF REPORTS

Seth Perrins, City Manager, explained that the legislature had passed a law aiming to reduce the number of call transfers between dispatch centers, as transfers can delay response times. The goal is for dispatch centers to handle calls directly and use computer-aided dispatch to connect with other jurisdictions. The local dispatch center, covering nearly 100 miles of I-15, currently transfers calls for highway patrol, making it difficult to meet the law's goal of reducing transfers to just 2%. With 11% of calls being transferred, the dispatch center is working with legislators to amend the law, as they cannot dispatch for highway patrol. The proposed change will be pursued in the upcoming legislative session.

SPANISH FORK 101 - Festival of Lights & Library road to 500,000 Checkouts

Festival of Lights

Mayor Mendenhall invited Emily Harryman to address the council.

Emily Harryman begins by saying that it is beginning to look a lot like Christmas as the city of Spanish Fork is preparing for the holidays with decorations already being set up in the city park and on Main Street. Setup for the Festival of Lights began in early September, and with good weather, the preparations are ahead of schedule. There is a new focus this year on advance ticket sales to improve the customer experience and reduce wait times. Tickets can be purchased on the city's website in advance or at the ticket booth for a slightly higher price. So far, 1,300 tickets have been sold, with many people buying tickets for popular dates like Christmas Eve and Thanksgiving. New displays are being added, including large and smaller structures, while older ones are refurbished. The goal is to offer an enjoyable experience for attendees while continuing to build on the event's success.

Councilman Marshall asks - If it's opening night and I haven't purchased a ticket in advance, I may have to wait in line for a while. Could I potentially be turned away if there are no available openings because it's sold out? Is that how it works?

Emily explained the goal was to avoid turning people away.

There was discussion regarding a way to check availability online on SF City Tickets for each half-hour time slot. If a slot is full, you can choose a different time. Visitors are encouraged to arrive a few minutes early, but if you're worried about availability, there will be signs along the route directing you to buy tickets online. While there are 1,000 spots available each night, it's rare for all spots to fill up, though it may happen on peak nights like Christmas Eve. If you're planning to visit on busy nights, it's advised to buy tickets in advance.

Library - Road to 500,000 Checkouts

Mayor Mendenhall invited Scott Aylett to speak on the library - road to 500,000 checkouts.

Scott Aylett, Library Director, explained that the Spanish Fork Library is collaborating with the Youth City Council on a special project on December 9th. They will assist in writing letters back to children who have written to Santa. The library has a mailbox for letters, and it has

already received 150 letters in just a few days. Santa's helpers, along with the City Council, will write personalized responses to each child.

Additionally, the library is launching a campaign called "The Road to 500,000 Checkouts" to break its record of book checkouts. They are encouraging patrons to check out one more book to help reach the goal. There will be prizes for patrons, and once the goal is reached, there will be a celebration. This challenge includes physical checkouts, such as books, DVDs, and board games, but does not count digital materials.

Councilman Oyler shared his experience at the library when his son was unable to find the fifth book in the "Janitor" series. He and his son asked staff about the book and within three days, they ordered it and placed a hold for his son to pick it up. Councilman Oyler thanked the library staff for their excellent service. Scott emphasized that the library works hard to meet community needs and fulfill patron requests.

CONSENT ITEMS

- a. Minutes Spanish Fork City Council Meeting 11-05-2024
- b. Hydro Electric Hook-up and Impact Fees Agreement - Ratify
- c. DNR Water Grant Contract \$2MM - Ratify

Councilwoman Beck ▾ made a **Motion** to **approve** Consent Items A-C.

Councilman Tooke ▾ **Seconded** and the motion **Passed** all in favor at 7:11 p.m. with a roll call vote.

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

PUBLIC HEARING - Ordinance for the Goodwin Acres Zone Change

Mayor Mendenhall invited Dave Anderson to explain the project.

Dave Anderson used an overhead image to show the subject property. He explained that the subject property, currently with one home, is situated on a large lot. If the proposed project is approved, the lot will remain. The area is bordered by a power corridor, and the general plan dictates that lots in this zone should be at least 15,000 square feet. The zoning of the property was originally assigned as R-1-15 when it was annexed. The proposal includes applying the master plan development overlay but does not seek to change the underlying R-1-15 zoning.

The development plan has been reviewed and recommended for approval by the Development Review Committee and the Planning Commission. The layout meets the city's

requirements for master plan developments in the R-1-15 zone, with average lot sizes exceeding 15,000 square feet. The development would resemble the nearby area to the east, where homes on larger lots are being built quickly. The project, including the preliminary plat and zone change, has received favorable recommendations for approval.

Councilman Cardon asked if the master plan development overlay was because of setbacks or was it because of lot sizes? Dave Anderson responded that it was both. Councilman Cardon asked how far off from the 15,000 lot size were they? Dave responded that they were not too far. Nothing surprising.

Mayor Mendenhall called for a motion to go into a public hearing.

Councilman Cardon ▾ **Moved** to go **into** a Public Hearing . Councilman Marshall ▾ **Seconded** and the motion **Passed** all in favor at 7:14 p.m.

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

There was no public comment. Mayor Mendenhall called for a motion to go out of the public hearing.

Councilman Marshall ▾ **Moved** to go **out** of Public Hearing. Councilman Oyler ▾ **Seconded** and the motion **Passed** all in favor at 7:14 p.m.

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

Councilman Marshall asked for clarification on the lot sizes. Dave Anderson said that the average lot size was above 15,000 square feet.

Patrick Obrien, representing the development, explained that the smallest lot in the proposed project was just over 12,000 square feet, with many others exceeding 15,000 to 16,000 square feet, particularly in the bottom right hand corner and the first two lots near the main road, which are smaller due to depth issues. This issue is the reason for requesting the overlay. Councilman Cardon asked how many? Patrick said four with other lots that are larger than 15,000.

Discussion addressed potential development challenges for parcels near power line corridors owned by Rocky Mountain Power. Key points included lot adjustments considering splitting lots into smaller parcels to optimize land use while maintaining viable building envelopes, connectivity to the west not being included due to access issues with Rocky Mountain Power which owns adjacent parcels, future access via connections to public streets to the north and south as surrounding developments progress.

Dave Anderson looked up the lot sizes and said that the smallest lot size was 11,000 square feet. Seven lots are less than 15,000 so the other lots are larger than 15,000. That is where you get the balance of the average.

Mayor Mendenhall called for a motion.

Councilmember Marshall **moved** to **approve** the proposed zone change based on the findings found in the staff report. Councilman Cardon **seconded** and the motion **passed** all in favor by roll call at 7:25 p.m.

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

The staff report was as follows:

Proposed Zone Change be approved based on the following findings:

Findings

1. That the proposal is consistent with the General Plan's Estate Density Residential Land Use Map Designation.
2. That the proposal follows the pattern set for previous Zone Change approvals east of Spanish Fork Parkway and South of 100 South.
3. That the accompanying proposed Goodwin Acres Plat A Master Planned Development conforms to the City's provisions for Master Planned Developments.
4. That Spanish Fork City is prepared to provide services that the proposed Zone Change and accompanying Goodwin Acres Plat A Master Planned Development would require.

NEW BUSINESS

- a. This proposal involves approving a Preliminary Plat A with 14 lots in the R-1-15 Zone. The subject property is located at 2976 East 100 South and contains approximately nine acres
- b. Mayor Re-Appointment of Brad Mellor to the Airport Board

- c. Sixth Amendment to Land Exchange Agreement
- d. Resolution Approving the 2025 Annual Meeting Schedule

Preliminary Plat A with 14 lots in the R-1-15 Zone. Located at 2976 East 100 South

Mayor Mendenhall called for a motion explaining this item had been discussed with the previous agenda item.

Councilman Marshall ▾ made a **Motion** to **approve** the proposed Preliminary Plat based on the findings included in the staff report. Councilman Cardon ▾ **Seconded** and the motion **Passed** all in favor at 7:26 pm with a roll call vote.

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

The staff report was as follows::

Finding

1. That the proposal is consistent with the City's General Plan Land Use Map Designation.

Conditions

1. That the applicant meets the City's Development & Construction standards, zoning requirements, and other applicable City ordinances.
2. That the City Council approves a Zone Change from R-1-15 to R-1-15 with Master Planned Development Overlay.
3. That the applicant addresses any red-lines.
4. That the proposed rear setback reduction to 20 feet be approved and the required set back to garages remain at 25 feet.the Resolution ratifying Lens Lock contract.

Mayor Re-Appointment of Brad Mellor to the Airport Board

Cory Pierce, Public Works Director, said that Brad Mellor had been serving on the airport board for the last three years, with his term ending soon. He had expressed interest in continuing, which is supported by the airport manager and recommended by staff.

Mayor Mendenhall called for a motion.

Councilman Cardon ▾ made a **Motion** to **accept** the reappointment of Brad Mellor to the Airport Board. Councilman Marshall ▾ **Seconded** and the motion **Passed** all in favor at 7:27 pm with a roll call vote.

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

Sixth Amendment to Land Exchange Agreement

Cory Pierce explained this request was an extension for a land exchange involving Springville City, which could improve the airport's layout. The San Miguel owners are highly interested and this is expected to be the final extension, with a closing deadline set for the end of February. If the exchange isn't complete by then it will be off the table.

Seth Perrins said that the city was going to meet with Springville one more time along with representatives from San Miguel as a last ditch effort to resolve some differences.

Cory Pierce explained that the airport could develop as it sits today. This exchange would make it more uniform and give a little better development along the runway.

Councilwoman Beck ▾ made a **Motion** to **approve** the sixth amendment to the San Miguel Valley Corporation Land Exchange Agreement. Councilman Marshall ▾ **Seconded** and the motion **Passed** all in favor at 7:29 pm with a roll call vote.

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

Resolution Approving the 2025 Annual Meeting Schedule

Vaughn Pickell explained the resolution sets the dates for the next year's city council and planning commission meetings, as required by state and city codes. It includes adjustments to July and December to accommodate holidays and events. RDA and LBA meetings will occur during regular city council meetings as needed.

There was discussion regarding the date of the city council meeting in December.

Councilman Tooke ▾ made a **Motion** to **approve** the resolution approving the 2025 annual meeting schedule changing the December meeting from the 2nd to the 9th.

Councilman Cardon ▾ **Seconded** and the motion **Passed** all in favor at 7:33 pm with a roll call vote.

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

Shane Marshall asked the mayor if a resident in the audience could share comments about the festival of lights. She missed the earlier discussion.

Mayor Mendenhall allowed her three minutes to express her concerns.

Stacy Hymus said that she lived in the Canyon Crest neighborhood. She raised concerns about the Festival of Lights traffic being rerouted through their residential neighborhood area instead of Highway 6. She noted dissatisfaction among her neighbors and highlighted safety concerns; icy conditions on the steep road during winter.

Discussion addressed the resident's concerns about Festival of Lights rerouting through the Canyon Crest neighborhood, it was explained that the change was made for safety reasons. Previously, long lines backed up onto Highway 6, creating a hazard for vehicles traveling at high speeds. The move to neighborhood streets was considered a safer alternative for both festival-goers and highway users.

Efforts have been made to improve congestion each year, and the new ticketing system aims to further alleviate issues. Officials acknowledged frustrations and highlighted the benefits of the new road connecting Canyon Crest to 2300 East, which provides additional neighborhood access and emergency routes.

ADJOURN

Councilman Cardon ▾ **moved to adjourn.** Councilman Marshall ▾ **Seconded** and the motion **Passed** all in favor at 7:41 p.m. with a roll call vote.

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

I, Shelley Hendrickson, Deputy Recorder of Spanish Fork City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on November 19, 2024. This document constitutes the official minutes of the City Council meeting.
Shelley Hendrickson, Deputy Recorder