

TOQUERVILLE CITY
CITY COUNCIL MEETING MINUTES
July 16th, 2025, at 6:00 pm
212 N. Toquer Blvd, Toquerville Utah

Present: Mayor Justin Sip; Councilman: Chuck Williams, Gary Chaves, Todd Sands, Wayne Olsen;
Staff: City Manager Ben Billingsley, Assistant City Manager Darrin LeFevre, Recorder/Planning and
Zoning Administrator Emily Teaters, City Attorney Kayla Gothard. Absent; Councilman Joey
Campbell.

A. CALL TO ORDER:

Mayor Sip called the meeting to order at 6:00 p.m. Councilman Chaves led the Pledge of Allegiance. Invocation was led by Councilman Sands.

B. APPROVAL OF AGENDA:

<https://www.youtube.com/live/4rifUY1asB8?si=hfcuuWyb2iX-Na3U&t=106>

1. The Council reviewed the agenda.

Mayor Sip requested to move agenda item #4 until after the closed session.

Councilman Sands made a motion to approve the agenda with business item #4 coming after the closed executive session. Councilman Olsen seconded the motion. Motion carried, 4-0. Wayne Olsen – aye, Chuck Williams – aye, Gary Chaves – aye, Todd Sands – aye.

2. Declarations of Conflicts.

There were no declarations of conflict from the Council.

C. CONSENT AGENDA:

https://www.youtube.com/live/4rifUY1asB8?si=mB9eka-h_Lv6Os0F&t=157

1. Review and possible approval of meeting minutes from June 18, 2025, City Council Meeting.

2. Review and possible approval of City Expenditures from June 2025.

Councilman Chaves made a motion to approve the meeting minutes from June 18, 2025 and the expenditures for June 2025. Councilman Williams seconded the motion. Motion carried, 4-0. Wayne Olsen – aye, Chuck Williams – aye, Gary Chaves – aye, Todd Sands – aye

D. CITY DEPARTMENT REPORTS

<https://www.youtube.com/live/4rifUY1asB8?si=0IFBsojT9WLHQM2Z&t=196>

1. Ash Creek Special Services District Representative – Mike Chandler

Mayor Sip reported on behalf of Ash Creek, providing an update on the new sewer water treatment plant in Confluence Park. The treatment plant is scheduled to be done in December.

2. Hurricane Valley Fire District Representative – John Postert

John reported there were 44 calls in Toquerville last month, 1 fire call and 29 EMS calls. The district currently has two three-person wildland crews deployed, one at the Grand Canyon and the other at the Monroe fire.

3. Assistant City Manager – Darrin LeFevre
Darrin shared photos showing progress on various projects in Toquerville and provided an update on the Toquerville Parkway. He noted that there will be some traffic changes while the tie-ins are being completed.
4. City Manager – Ben Billingsley
Ben gave a report on projects that will be continuing as we start the new fiscal year. Ben also reported that the water tank has passed all the testing.

E. PRESENTATIONS:

https://www.youtube.com/live/4rifUY1asB8?si=9Ugr3pWfVX27Z_Zv&t=902

1. Sapp Bros. Travel Center Update
Sapp Bros. representative Dan Duntson gave a presentation about the Sapp Brothers Travel Center, sharing background on the company's history and offering details about the amenities and services that will be available at the new location in Toquerville. He also provided information on employment opportunities and stated that they are hoping to open in late September or early October.
2. FY25 Q4 Budget Update – Ben Billingsley
Ben presented a update on the budget.

F. PUBLIC FORUM:

<https://www.youtube.com/live/4rifUY1asB8?si=Vt9iBa67AfDQ4Vvz&t=2288>

Mayor Sip opened the Public Forum. There were no comments from the public. Mayor Sip closed the Public Forum.

G. BUSINESS:

1. **Discussion** on Sapp Bros. Parkway Trail Deferment.
<https://www.youtube.com/live/4rifUY1asB8?si=OmT3ZfSaTI7KvsoI&t=2309>
Darrin introduced the item, providing background information on the parkway cross section. Sapp Bros. representative Dan Duntson addressed the Council and staff during this item, discussing deferment options for building the trail.
2. **Discussion and possible action** on Bureau of Land Management Right of Way Acquisition application.
<https://www.youtube.com/live/4rifUY1asB8?si=ReAt1dFHqRz2usQq&t=3480>
Mayor Sip introduced the item, providing background information on the application that will be submitted by the City. The Council discussed their concerns with the application, including the need for clarification on a secondary access, the option to withdraw the application, and issues with some of the wording. Paul Morris also spoke during this time, engaging with the Council about the application and potential changes that could be made.

Councilman Sands made a motion to authorize City Staff to coordinate with American Consulting Engineering and the Silver Cliffs Special Service Development District in the preparation and of submission of an application to the Bureau of Land Management for a road right of way acquisition. Further moving that all costs associated with application including planning, engineering, and admin expenses shall be borne by Silver Cliffs Development. The motion also authorizes the City to withdraw the application at its sole discretion without obligation or liability. Lastly, he included that the language on the application be updated to clearly state that the road will serve as

both emergency and secondary assess for residents. Councilman Williams seconded the motion. Motion carried, 4-0. Roll Call Vote: Chuck Williams – aye, Gary Chaves – aye, Todd Sands – aye, Wayne Olsen – aye.

3. **Discussion and possible action** authorizing the Mayor to execute an MOU increasing approved building permits in Firelight Phase 1 and 2 from 10 to 22.
<https://www.youtube.com/live/4rifUY1asB8?si=MakmVTFFbQKoe9ug&t=4917>
Attorney Gothard provided some background on this item summarizing the MOU. Firelight representative Scott McCall got up and discussed this item with Council.

Councilman Chaves made a motion to amend the MOU to increase the number of permits available from 10 to 22 including that the public cannot access the development until the road is permanently open. Councilman Williams seconded the motion. Motion carried, 4-0. Roll Call Vote: Wayne Olsen – aye, Todd Sans – aye, Gary Chaves – aye, Chuck Williams – aye.

The council moved on to item #5.

4. **Discussion** on City Council's Policy to Reconsider Decisions.
Attorney Gothard summarized the current policy for reconsidering decisions. The Council discussed the timeframe allowed to initiate reconsideration and considered whether they wanted to modify it. Direction was given to staff to draft an amendment.
5. **Discussion and possible action** on Ordinance 2025.XX – An ordinance amending Title 10, Chapter 17 of the Toquerville City Code to establish standards and permitting requirements for temporary land uses.
<https://www.youtube.com/live/4rifUY1asB8?si=u5tuFmNlOmGtuwMk&t=5303>
Emily introduced the item by reviewing the proposed ordinance, noting that the Planning Commission had it on the agenda at their previous meeting, held a public hearing, and recommended approval. She then, along with Attorney Gothard, summarized the revisions made and discussed them with the Council.

Councilman Sands made a motion to approve an ordinance amending Title 10, Chapter 17 of the Toquerville City Code to establish standards and permitting requirements for temporary land uses, with the following changes: adding “subject to annual review” under Section B, numbers 1 and 2; and replacing number 5 with language clarifying that temporary uses qualifying as Special Events under Section 3-5-1 of the Toquerville City Code, which are not exempt under Section 3-5-2, require a special event permit and are not subject to the temporary use permit process. Councilman Chaves seconded the motion. Motion carried, 4-0. Roll Call Vote: Chuck Williams – aye, Gary Chaves – aye, Todd Sands – aye, Wayne Olsen – aye.

6. **Discussion and possible action** on Resolution 2025.XX – A resolution modifying Toquerville City's Consolidated Uniform Fee Schedule to add a fee for temporary land use permits and clarify fees for application and termination of utility services.
<https://www.youtube.com/live/4rifUY1asB8?si=tlLVQFpQCPZvjyIx&t=6054>
Emily summarized the added and revised fees and answered questions from the Council.

Councilman Chaves made a motion to approved Resolution 2025.XX, a resolution modifying Toquerville City's Consolidated Uniform Fee Schedule to add a fee only for temporary land use permits and clarify fees for application termination of utility

services. Councilman Williams seconded the motion. Motion carried, 4-0. Roll Call Vote: Chuck Williams – aye, Gary Chaves – aye, Todd Sands – aye, Wayne Olsen – aye.

7. **Discussion and possible action** on joining the Utah Local Government IT Leaders Group and participating in the Local Government IT Mutual Aid Agreement.

<https://www.youtube.com/live/4rifUY1asB8?si=v9b5zxRZHUy3lj0t&t=6284>

Ben introduced the item, provided background on the agreement, and answered Council questions regarding incident response plans and the roles outlined in the agreement.

Councilman Sands made a motion to approve participation in the Utah Local Government IT Leaders Group and executing the agreement to participate in the Local Government IT Mutual Aid Agreement. Councilman Williams seconded the motion. Motion carried, 4-0. Wayne Olsen – aye, Chuck Williams – aye, Gary Chaves – aye, Todd Sands – aye.

H. CALENDAR OF EVENTS:

<https://www.youtube.com/live/4rifUY1asB8?si=Q7HWNb7adz9EONeK&t=6733>

Mayor Sip reviewed the calendar of events.

I. CLOSED SESSION:

Councilman Sands motioned to move into a closed session to discuss litigation, security, property acquisition or sale, or the character and professional competence or physical or mental health of an individual. Councilman Olsen seconded the motion. Motion carried, 4-0. Wayne Olsen – aye, Chuck Williams – aye, Gary Chaves – aye, Todd Sands – aye.

Minutes of the Closed Session were recorded and are now on file as a Protected Record.

Councilman Williams motioned to move out of a closed session. Councilman Olsen seconded the motion. Motion carried, 4-0. Wayne Olsen – aye, Chuck Williams – aye, Gary Chaves – aye, Todd Sands – aye.

The Council moved back into an open meeting at 9:46 and discussed Business Item #4.

J. ADJOURN:

Councilman Williams motioned to adjourn the meeting. Councilman Chaves seconded the motion. Motion carried, 4-0. Wayne Olsen – aye, Chuck Williams – aye, Gary Chaves – aye, Todd Sands – aye.

Mayor Sip adjourned the meeting at 9:51 pm

Mayor – Justin Sip

Date

Attest: City Recorder – Emily Teaters