



MINUTES
Springville City Council Regular Meeting - June 17, 2025

MINUTES OF THE REGULAR MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, JUNE 17, 2025, 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, Director of Administration 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 Millsap moved to approve this evening's agenda as written. **Councilmember Snelson 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 AGENDA

1. Presentation by Miss Springville/Mapleton

Roxy Packard, Miss Springville/Mapleton, reported that Art City Days had been a fun and positive experience. She introduced her platform, which focuses on encouraging residents to shop local and support local businesses. She emphasized the importance of recognizing and uplifting small businesses in the community.

She asked the City and Council to notify her when new small businesses are opening, as she would like to attend their ribbon-cutting ceremonies and show her support.

PUBLIC COMMENT

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

Lee Taylor resident, expressed his appreciation for the Art City Days Planning Committee and the city council, along with Parks and Recreation Director Stacey Child. Lee said he attended as many Art City Days events as he could and appreciates all the city has done.

CONSENT AGENDA

2. Approval of the minutes for the June 03, 2025, city council regular meeting
3. Approval of the 2025 Fireworks Restrictions - Hank Clinton, Fire Chief.

Motion: Councilmember Jensen moved to approve the consent agenda as written. Councilmember Snelson 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.**

PUBLIC HEARING AGENDA

4. **Public Hearing for consideration of a Resolution adopting the Enterprise Fund Transfers for Fiscal Year 2025/2026 - Bruce Riddle, Assistant City Administrator/Finance Director**

Director Riddle reported that 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 considered a reasonable cost of providing the services. The remainder of the transfers are 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.

Kent Wolf, resident, wanted to confirm that the funds generated from services were being transferred into the general fund. Bruce confirmed that it was correct.

Motion: Councilmember Snelson 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.**

No resolution or further action was required

5. **Public Hearing to consider a Resolution and approval of setting compensation for Executive Municipal Officers for FY2025/2026 - Patrick Monney, Director of Administration**

Director Monney reported that the resolution sets forth the compensation increases for executive municipal officers based on a combination of cost-of-living adjustment (COLA) and merit performance for the City as required by UCA 10-3-818 (2). The total amount of all executive municipal officers in the FY2026 budget will be between 0% and not to exceed 7.5% of all municipal officers' annualized earnings. The range is contemplated in the budget that has been balanced, adopted as tentative, and is considered for final adoption in a public hearing at the same time as consideration of this resolution, which will need a separate public hearing.

Mayor Packard opened the public hearing.

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

Motion: Councilmember Jensen moved to approve Resolution #2025-21 that outlines executive municipal officers' compensation increases for Springville City officers and employees for the fiscal year ending June 30, 2026. **Councilmember Snelson seconded** the motion. **Roll Call Vote Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously, 4-0 with 1 absent. Resolution #2025-21 Adopted.**

6. **Public Hearing to consider an Ordinance and approval of setting compensation for Springville City Officers and Employees for FY 2025-2026 - Patrick Monney, Director of Administration**

Director Monney reported that each annual budget includes the City's compensation schedules and every job position's pay grade. It also specifically includes the elected official's salaries. This process provides the transparency that state law requires while allowing the process to be as efficient as possible.

Mayor Packard opened the public hearing.

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 Millsap moved to approve Ordinance #09-2025 that sets compensation for Springville City officers and employees for the fiscal year ending June 30, 2026. **Councilmember Jensen seconded** the motion. **Roll Call Vote Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously, 4-0 with 1 absent. Ordinance #09-2025 Adopted.**

7. **Public Hearing to consider a Resolution and adoption of the Springville City Final Budget for Fiscal Year 2025/2026. Or, in the alternative, continue with the tentative budget until such date and time that the City holds a truth in taxation public hearing and adopts the Final FY 2025-2026 Budget - Bruce Riddle, Assistant City Administrator/Finance Director**

Director Riddle reported that the City Council held a budget retreat on April 29, 2025, where budget materials previously distributed were presented and discussed. Taking input from the Council, the staff made changes to the budget documents presented in the retreat, and on May 6, 2025, the Springville City Council adopted a Tentative Budget for the 2025-2026 fiscal year. The Tentative Budget was made

available for public review for at least 10 days prior to the adoption of the public hearing on June 17, 2025, as required by state law. Since the May 6, 2025, Council Meeting, additional budget information has become available and subsequently included in the final budget document.

Director Riddle reported that the budget is balanced with a proposed property tax increase of 2.1%. There are inflationary fee increases for each of the utility funds, with the exception of power, which is 2.5%. Additionally, a 3% cost-of-living adjustment (COLA) is proposed to be effective July 1, and a 3.2% average merit increase is to be effective January 1, 2026.

Director Riddle reported on the Zions Bank economic overview, noting an increased likelihood of an economic downturn, a drop in consumer confidence, and financial stress among lower-income groups. He reviewed the power capital projects and stated that ownership of the golf course pro shop had been transferred to the city. He reported a \$15,000 transfer of funds to Historic Preservation. Additionally, he noted that the MAG (Mountainland Association of Governments) lunch program for seniors had been reduced, and the budget was adjusted accordingly. MAG also reduced funding for meal substitutions.

Mayor Packard asked how the reduction in funding would affect Meals on Wheels. Director Child said she would follow up to see if more funding was needed.

Mayor Packard opened the public hearing.

Shaunna Fry, resident, commented that while the city meets the state's minimum requirements for public notice, more should be done. She suggested the city actively publicize meetings to ensure citizens are informed, noting that most people are unaware of when meetings occur. Mayor Packard said he would work with Director Monney and Recorder Crane to improve the process.

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

Motion: Councilmember Snelson moved to approve **Resolution #2025-22** for Springville City Corporation to operate under a tentative budget in the amount of \$116,371,444 for expenditures and transfers in the fiscal year beginning July 1, 2025, until a final budget can be adopted following a truth-in-taxation hearing on November 19, 2025. Councilmember Millsap amended the motion to say August 19, 2025. **Councilmember Wright seconded** the motion. **Roll Call Vote Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously, 4-0 with 1 absent. Resolution #2025-22 Adopted.**

REGULAR AGENDA

8. Consideration of an Ordinance amending Springville City Code Section 11-6-130(3) Protection of Creek Corridors - Josh Yost, Community Development Director

Director Yost reported that Paul Washburn, on behalf of Wilford Clyde, requests a text amendment to Springville City Code Section 11-6-130(3) to reduce the required park strip width from the standard dimension to three feet on each side of certain residential streets. In collaboration with the applicant, planning staff has crafted a narrowly-tailored amendment that preserves the 50-foot creek setback and existing maintenance easement while allowing limited flexibility for subdivisions of fewer than eight lots between 1200 East and 1700 East. The Planning Commission unanimously recommended approval following a public hearing at its May 13, 2025, meeting.

Councilmember Snelson asked if it was only for creek corridors or just this specific development. Josh stated it would apply to 1200 and 1700 East, which borders the creek. Any requests outside of this area will need to be applied for and go through the approval process.

Motion: Councilmember Jensen moved to approve Ordinance #10-2025 to amend Section 11-6-130, Protection of Creek Corridors, of Springville City Code. Councilmember Snelson seconded the motion. Councilmember Wright abstained due to a conflict of interest. Roll Call Vote Yes: Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright ABSTAINED. The motion **Passed Unanimously, 3-0, with 1 abstention and 1 absent. Ordinance #10-2025 Adopted.**

9. Consideration of an Ordinance amending Springville City Code Title 11, Chapter 5, Overlay District Regulations to add Senior Housing Overlay Zone - Carla Wiese, Planner/Economic Development Specialist

Planner Wiese reported that the Senior Housing Overlay Zone has been a collaborative effort between the petitioner and the city. The resulting regulations allow the petitioner to build a housing product that will meet the needs of senior residents as well as maintain the purpose and intent of the Neighborhood Commercial Zone.

Councilmember Wright asked if this was specific to this area. Carla stated for now, it is very limited to assisted living.

Motion: Councilmember Snelson moved to approve Ordinance #11-2025 amending Springville City Code Title 11 Chapter 5 Overlay District Regulations to add Senior Housing Overlay Zone. Councilmember Millsap seconded the motion. Roll Call Vote Yes: Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously, 4-0 with 1 absent, Ordinance #11-2025 Adopted.**

10. Consideration of an Ordinance amending Springville City Code Title 11, Chapter 4, Article 301, Land Use Matrix to amend the list of uses permitted in the North Gateway Area from 400 N to 1060 North Main Street - Josh Yost, Community Development Director

Planner Wiese reported that the North Main Street Gateway Small Area Plan identifies key strategies to guide development and enhance the character of the Main Street Corridor. The pending General Plan update and accompanying zoning overhaul further necessitate proactive measures to ensure land use policies support long-term community goals. This amendment addresses the need to safeguard developable land for uses that align with recommendations from the Community Board.

Councilmember Jensen asked if property owners had been contacted. Carla said they have received calls and have explained how it would apply. Councilmember Jensen and Snelson expressed that there may be a few property owners upset.

Councilmember Snelson said he would like the businesses affected to be contacted. Josh explained that the land use table was being amended, but the zone does not change.

Mayor Packard asked Attorney Penrod to explain the process of a pending ordinance. Councilmember Wright stated she would like businesses and property owners to be made aware of how it will affect them. Councilmember Millsap said he would think it would be courteous to let them know.

Mayor Packard suggested moving to the next item.

Motion: Councilmember Millsap moved to continue the item without a set date. Councilmember Snelson seconded. All voted aye.

11. Consideration of an Ordinance amending Springville City Parks, Recreation, Trails, and Open Space Master Plan to delineate the boundary of the Civic Center Park - Carla Wiese, Planner/Economic Development Specialist

Planner Wiese reported in May 2022, the Parks, Recreation, Trails, and Open Space Master Plan was adopted and delineated the boundaries for all city parks, except one: Civic Center Park. In March of 2024, Cody's Gastro Garage applied for an alcohol license and was denied based on the proximity to a "community location" as defined in Title 32B-1-102(24) UCA, which includes a public park. Upon further research, Art City Inn would have the same proximity constraints for the expansion of their business, which includes plans for a café in which they would serve alcohol. City Staff presented the issue to City Council as part of a broader discussion of alcohol licensing within the city on March 18, 2025, and City Council requested staff to look at the proximity issue as part of the larger context of commercial development and community character. Staff presented again on May 20 to the council a draft amendment that was narrow in scope and was directed to move forward. The items were presented to the Planning Commission in a Public Hearing held on June 10, 2025, where they received a favorable recommendation.

Motion: Councilmember Jensen moved to approve Ordinance #13-2025 to amend the Springville City Parks, Recreation, Trails, and Open Space Master Plan to delineate the boundary of Civic Center Park as shown in Exhibit A. **Councilmember Wright seconded** the motion. **Roll Call Vote Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously, 4-0 with 1 absent, Ordinance #13-2025 Adopted.**

12. Consideration of an Ordinance amending Title 11, Chapter 3, Article 4 Definitions to include Community Gathering Space and amend the definition of Public Park - Carla Wiese, Planner/Economic Development Specialist

Planner Wiese reported that this would amend the definitions in the code.

Motion: Councilmember Millsap moved to approve Ordinance #14-2025 to amend the Springville City Code Title 11 Chapter 3 Article 4 Definitions. **Councilmember Snelson seconded** the motion. **Roll Call Vote Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith ABSENT, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously, 4-0 with 1 absent, Ordinance #14-2025 Adopted.**

MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS

Mayor Packard asked for any further discussion.

Attorney Penrod reported on the frontage road RDA. He provided information on the boundary of the area. Around 1993, a redevelopment state code was established. In 1999, a redevelopment area was created to eliminate blight, install streets and utilities. The 1999 budget had an increase proposal with a tax increment. The infrastructure sat until 2013 when a few businesses came in. In 2025, property values increased, but the tax increment was lower than projected. He asked if the council wanted staff to contact the taxing entities about continuing. The council, by consensus, agreed for staff to make contact.

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 Millsap moved property and litigation. to adjourn the regular meeting at 8:45 p.m. **Councilmember Wright 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 Regular Meeting held on Tuesday, June 17, 2025.

I, Kim Crane, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Springville City, 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 17, 2025.

DATE APPROVED: July 01, 2025



Kim Crane
City Recorder