

NO FORMAL ACTIONS ARE TAKEN IN A WORK SESSION

**5:30 P.M. - WORK MEETING - MULTI-PURPOSE ROOM**

**CALL TO ORDER**

**COUNCIL BUSINESS**

1. Calendar

- Sep 19, 2025 - Springville Annual Arts Festival
- Oct 07, 2025 - Work/Study Meeting 5:30 P.M., Regular Meeting 7:00 p.m.
- Oct 31, 2025 - Annual City Downtown Trick or Treat 3:00 p.m. to 5:00 p.m.

2. **REVIEW OF THE 7:00 P.M. REGULAR COUNCIL MEETING AGENDA ITEMS**

- a) Invocation - Councilmember Wright
- b) Pledge of Allegiance - Councilmember Smith
- c) Consent Agenda
  - 1. Approval of the minutes for the work and regular meetings on September 02, 2025
  - 2. Approval of the disposal or sale of unclaimed property from the Springville Police Department - Lance Haight, Public Safety Director

3. **WORK MEETING DISCUSSIONS/PRESENTATIONS**

- a) Discussion regarding Accessory Dwelling Units (ADU) - Josh Yost, Community Development Director
- b) Presentation on Communities that Care partnership - Dan Mickelson, Library Director
- c) Presentation from the Administration Department - Patrick Monney, Director of Administration
- d) Museum of Art Update - Emily Larsen, Museum of Art Director

**MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

**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.



## STAFF REPORT

**DATE:** September 12, 2025  
**TO:** Honorable Mayor and City Council  
**FROM:** Emily Larsen, Museum Director  
**SUBJECT:** **UPDATED MISSION, VISION, AND VALUES**

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Dear Council and Mayor,

Over the past six months, our Museum leadership team has been working on an updated draft of our Mission, Vision, and Values.

We have held several work sessions with representatives from the Museum team, the SMAA Board, and City Administration to ensure broad input and alignment.

This updated draft (attached) is designed to serve as an umbrella for our entire organization - including the City's Museum, Public Art, and POPS divisions, as well as the Springville Museum of Art Association. It will also better align with recent City plans, including the Arts Master Plan.

As we move into finalizing our strategic plan, these Mission, Vision, and Values will guide how each part of the organization works together to fulfill our shared goals.

If you would like to compare, the current mission statement is:

The Springville Museum of Art (SMA) fosters beauty and contemplation through life-affirming art and experience for Utah's Art City and its diverse communities.

Sincerely,

A handwritten signature in cursive script that reads "Emily A. Larsen".

Emily Larsen



# Mission Statement

The Springville Museum of Art strengthens communities by offering life-affirming art and experiences that foster beauty, contemplation, and connection.



# Our Vision

We envision the Springville Museum of Art as a widely recognized destination for art experiences that are welcoming, inspiring, and educational -- serving families, students, and artists through exceptional exhibitions, programs, facilities, and permanent collections.

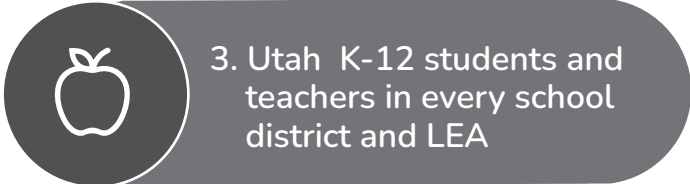
We see the Museum as the heart and center of Utah's Art City, a place where art is deeply woven into everyday life and reaches every visitor and resident. Through meaningful encounters with art, those we engage are continually transformed -- deepening connections to self, others, and our shared humanity.



# We Serve:



1. Springville and Utah County residents and families



3. Utah K-12 students and teachers in every school district and LEA



2. Artists statewide and the larger Utah arts community



4. Regional visitors, tourists, families, and arts lovers





## Values

### Optimism

We believe art has the power to connect, uplift, challenge, and inspire hope. We take seriously our role as a sanctuary where everyone feels safe to experience the transformative power of art.

### Stewardship

We are stewards of a rich legacy, entrusted with sustaining the museum's mission for future generations. With integrity, we hold a deep responsibility to our history, our collections, and the communities we serve.

### Artistic Excellence

We are committed to curating, preserving, and sharing original art of the highest quality, honoring the creative legacy of Utah's artists and our founders. We foster and support artistic excellence through expertise, best practices, and professionalism. We are a resource and support for Utah's living artists.

### Supporting Youth

Students and young people have continually been a central component of all that we do. We strive to ensure that SMA remains an accessible, engaging, educational, and inspirational place for all young people.

### Connection to Community

We believe in the power of art to connect—people to people, people to themselves, and communities to each other. We engage actively with our local and extended communities by supporting collaboration, education, and mutual care.



**7:00 P.M. COUNCIL MEETING - CITY COUNCIL ROOM**

**CALL TO ORDER  
INVOCATION  
PLEDGE  
APPROVAL OF THE MEETING'S AGENDA  
MAYOR'S COMMENTS**

**PUBLIC COMMENT** - Audience members may bring any item, not on the agenda, to the Mayor and Council's attention. Please complete and submit a "Request to Speak" form. Comments will be limited to two or three minutes, at the mayor's discretion. State Law prohibits the Council from acting on items that do not appear on the agenda.

**CONSENT AGENDA** - The Consent Agenda consists of items previously discussed or that are administrative actions where no additional discussion is needed. When approved, the recommendations in the staff reports become the action of the Council. The agenda provides an opportunity for public comment. If, after the public comment, the Council removes an item from the consent agenda for discussion, the item will keep its agenda number. It will be added to the regular agenda for discussion unless otherwise specified by the Council.

1. Approval of the minutes for the work and regular meetings on September 02, 2025
2. Approval of the disposal or sale of unclaimed property from the Springville Police Department - Lance Haight, Public Safety Director

**PUBLIC HEARING AGENDA**

3. Public Hearing for consideration of a Resolution and amendment to the Springville City FY2025-2026 Budget - Bruce Riddle, Assistant City Administrator/Finance Director

**REGULAR AGENDA**

4. Consideration of a Resolution and Agreement with the Utah County Health Department and a Communities that Care partnership - Dan Mickelson, Library Director

**MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

**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.

**CERTIFICATE OF POSTING - THIS AGENDA IS SUBJECT TO CHANGE WITH A MINIMUM OF 24-HOURS NOTICE - POSTED 09/12/2025**  
In compliance with the Americans with Disabilities Act, the city will make reasonable accommodations to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please get in touch with the City Recorder at (801) 489-2700 at least three business days prior to the meeting.  
Meetings of the Springville City Council may be conducted by electronic means pursuant to Utah Code Annotated Section 52-4-207. In such circumstances, contact will be established and maintained by telephone or other electronic means, and the meeting will be conducted pursuant to Springville City Municipal Code 2-4-102(4) regarding electronic meetings.  
s/s - Kim Crane, MMC, City Recorder



**MINUTES**  
**Springville City Council Work/Study Meeting - September 02, 2025**

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MINUTES OF THE WORK/STUDY MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, SEPTEMBER 02, 2025, 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:** 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 Sensanbaugher, Library Director Dan Mickelson, Museum of Art Director Emily Larsen, Parks and Recreation Director Stacey Child, Public Safety Director Lance Haight, Public Works Director Brad Stapley, and Power Superintendent Mike Poole.

**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 16, 2025 - Work/Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.
- Oct 07, 2025 - Work/Study Meeting 5:30 P.M., Regular Meeting 7:00 p.m.

Mayor Packard asked if there was any discussion about the upcoming calendar. There was none.

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

- a) Invocation - Councilmember Snelson
- b) Pledge of Allegiance - Councilmember Millsap
- c) Consent Agenda
  2. Approval of the minutes for the August 05, 2025, Work and Regular meetings, the August 19, 2025 Regular meeting, and the August 20, 2025 Special Meeting
  3. Approval of a Resolution setting criteria for land holding funds - Scott Sensanbaugher, Internal Services Director
  4. Approval of the disposal or sale of unclaimed property from the Springville Police Department - Lance Haight, Public Safety Director

42 Mayor Packard asked if there was any discussion on the consent agenda. He asked that item #3  
on the consent agenda be moved to the regular agenda.

44 Councilmember Smith asked about the process for unclaimed property. Chief Haight explained  
that State law outlined the process, noting that it applied to property that could not be returned to an  
owner. Troy added that any proceeds from unclaimed property went into the city's general fund.

46

### 3. WORK MEETING DISCUSSIONS/PRESENTATIONS

#### 48 a) **Museum Campus Feasibility Study Update - Emily Larsen, Museum of Art Director**

49 Museum Director Emily Larsen reported on the Museum Campus study and introduced Brian  
50 Backe, a representative from Blalock and Partners. She explained that the Art Museum began in 1923  
with art donated by schoolchildren and had since grown into a premier collection. She noted that recent  
52 rainstorms caused water to leak into the museum basement, skylights were leaking, and there was a  
history of water damage. She emphasized that mold posed a risk to the collection. The study's goals were  
54 to preserve, protect, and grow the collection while improving service to artists, families, and students, and  
increasing statewide and regional impact.

56 Emily outlined potential renovations for the current Museum as well as other possible locations  
for programming, staff offices, an art vault, and a study center. She reviewed the next steps, which  
58 included developing a concept, fundraising, conducting a feasibility study, addressing concerns, entering  
a campaign quiet phase, launching a public phase, bidding for construction, and completing the build.

60 Councilmember Snelson asked how the city would handle the artwork during the project. Emily  
responded that moving the collection would be a major logistical task, but necessary. Councilmember  
62 Smith asked if other museums used off-site storage, and Emily confirmed they did, but noted no local  
facilities were available. Councilmember Smith also asked why the Cherry Creek gym was listed in phase  
64 2. Emily explained that the building required further review and discussions with the school district due to  
its current condition.

66 Internal Services Director Sensanbaugher reported that preliminary design work had begun on  
the roof repair.

68 Mayor Packard suggested pursuing off-site storage, even if located farther away, to ensure the  
protection of the artwork while the study moved forward.

70

#### b) **Land Holdings Policy - Scott Sensanbaugher, Internal Services Director**

72 Director Scott Sensanbaugher reported on the property holdings policy, noting that it was unique  
because it included a financial component requiring council approval. He explained that the policy  
74 incorporated council feedback from a presentation given by John Penrod in April, particularly regarding  
the use of sale proceeds.

76 Councilmember Snelson commented that while the policy outlined responsibilities for city  
property, some properties were not currently compliant. Scott explained that each city property would be  
78 assigned to a department to address its future needs.

80 Councilmember Wright asked about the annual report requirement. Scott stated that a summary  
would be provided at the end of January each year, but asked if the council preferred more frequent  
updates. Troy added that the council would be notified whenever property was bought or sold.

82 Mayor Packard suggested providing an executive summary when a property was acquired or sold.  
Councilmember Wright requested more frequent information on property costs or debt and asked whether  
84 the order of sale proceeds should be specified in the policy.

86 Troy explained that the policy was intended for internal property management, addressing how  
87 much funding was needed and how proceeds from property sales should be used. He noted that the  
88 property holdings reserve would allow the council to allocate funds according to identified needs.

90 c) **Communication and Outreach Policy - Brad Stapley, Public Works Director**

91 Brad reported on the communication and outreach policy, referencing the 2023 Springville  
92 Citizens' Survey about communication with residents. He explained that the policy was designed to notify  
93 citizens of activities that were not routine and that could affect specific streets, neighborhoods, or  
94 businesses. He added that the goal was to balance public communication by ensuring staff were trained  
95 to provide sound analysis, operational expertise, and clear recommendations.

96 Councilmember Snelson asked if there was a set time frame for each level of intensity and  
97 suggested considering how activities would impact others. Mayor Packard stated that 48 hours was not  
98 sufficient for most notices and recommended at least ten days. Brad clarified that the policy included  
99 provisions for emergency notices.

100

**MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

102

Mayor Packard asked if there was any further discussion.

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

106

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

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**Motion: Councilmember Millsap moved** to adjourn the work meeting at 6:51 p.m. **Councilmember Smith seconded** the motion. **Vote Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously, 5-0**

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*This document constitutes the official minutes for the Springville City Council Work/Study Meeting held on Tuesday, September 02, 2025*

118

*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, September 02, 2025.*

120

DATE APPROVED: \_\_\_\_\_

122

\_\_\_\_\_  
Kim Crane  
City Recorder



MINUTES OF THE REGULAR MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, SEPTEMBER 02, 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  
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, Public Safety Director Lance Haight, Public Works Director Brad Stapley, Power Superintendent Mike Poole.

**CALL TO ORDER**

Mayor Packard called the meeting to order at 7:01 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 move item #6 on the regular agenda before item #1, and move consent item #3 to the regular agenda and vote. **Councilmember Jensen seconded** the motion. **Voting Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously, 5-0.**

**MAYORS COMMENTS**

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

**REGULAR AGENDA (Moved per motion)**

6. **Consideration of a Resolution and Memorandum of Understanding for public improvements West of I-15 Exit 261 in Springville City - John Penrod, Assistant City Administrator/City Attorney**

City Attorney John Penrod reported Buc-ee's Family Travel Center would like to make Springville its first move into Utah. He explained the area is not developed, and besides a small amount of power infrastructure for street lights and a signal, there is no city public infrastructure located west of I-15

44 immediately off of Exit 261 in northwest Springville City. Buc-ee's is a popular family friendly travel center  
45 that is planning to be the first development west of Exit 261. The proposed Memorandum of  
46 Understanding (MOU) is to outline the public infrastructure that Buc-ee's will install for its project, and the  
47 public infrastructure Springville will reimburse Buc-ee's for that serves utility system improvements  
48 beyond Buc-ee's needs.

49 Mayor Packard introduced Stan Beard from Buc-ee's and expressed that it has been a pleasure  
50 to work with them. Stan Beard with Buc-ee's said he was excited to be here. Bucees is a family travel  
51 center, and we look forward to being in a family-oriented community. He said they expect to provide 200-  
52 plus full-time jobs. They are ready to be a partner to Springville and the state. He explained that there are  
53 plans to be done. If the Utah Department of Transportation (UDOT) can accommodate, it will probably  
54 take nine months to a year to have the first shovel in the ground.

55 **Motion: Councilmember Snelson moved to approve Resolution #2025-31** and a Memorandum of  
56 Understanding between Springville City and Buc-ee's, Ltd. regarding reimbursements for public  
57 improvements associated with needed public infrastructure to be installed west of the I-15 Exit 261 in  
58 Springville City. **Councilmember Smith seconded** the motion. **Roll Call Vote Yes:** Councilmember Jensen,  
59 Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright.  
60 The motion **Passed Unanimously, 5-0, Resolution #2025-31 Adopted.**

## 61 CEREMONIAL

### 62 1. Mayor Youth Awards - Jessica Maxwell, Community Health and Wellness Coordinator

63 Jessica Maxwell introduced this month's Mayor Youth Award recipients. Makenah Anderson, a  
64 senior at Springville High School, has been a long-time teen volunteer at the Springville Library and is  
65 essential to running the wildly popular summer reading time crafts and activities. She also frequently  
66 steps up to help younger and newer volunteers.

67 Sullivan (Sully) Hall, a senior at Springville High School, is a great asset to the Springville Youth  
68 Court, where he has volunteered for many years. Sully genuinely cares about the people he works with.  
69 Additionally, he is a great example of work and leadership to the other volunteers with the youth court.  
70

## 71 PUBLIC COMMENT

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

74 Jaymie Fellowes, PTO president at Springville High School, stated there was a situation regarding  
75 student safety due to construction on 900 South and Canyon Road. She explained that it is difficult for  
76 pedestrians and drivers to see them at the crosswalk. The crosswalk will be used after the school  
77 construction. She would like a flashing pedestrian light installed.

78 William Rex, Springville High School student body president, has some close friends who have  
79 had close calls at the same intersection. Drivers don't slow down and are not looking for pedestrians. A  
80 light would really help.

81 Tim Parker, a resident, expressed that he lives in the heavy industrial overlay zone that covers  
82 most of 1600 South to the south city boundary. Only one business has been approved in the overlay. Two  
83 times the council denied others. If no other businesses are allowed in the overlay, why have it at all? The  
84 Dry Creek Plan doesn't show an overlay. If the overlay is in place, who will build along Highway 51? For  
85 the Dry Creek Plan, the overlay has no business. There is no sewer in the area. He said a consulting  
86 company is reviewing the general plan and would delay any changes. He would like to have the overlay  
87 removed.  
88

90 Dennis Gallagher sent an email to the council regarding an accident he was involved in on July  
22, 2025. He picks up his grandson from work in Springville. The last three or four months, the weeds  
92 along the north west corner of 1650 North have gotten so big that you cannot see North on 950 West,  
and on 900 North, there are trees and weeds. Those areas should not be like that, whether it is the city  
or a private owner.

94 Melissa Kidder described the 1200 West Road in her neighborhood, from Center Street to 550  
North, has been left in shambles. There is dead grass, weeds, and the areas have been dug up and not  
96 fixed. Recently, there was a water leak. She explained that their community would gather at the park, but  
nobody is using it, and it looks terrible. Part of the walking path is covered with dirt, and she asks that the  
98 city complete the project.

100 Chad Kidder asked about the result of construction, what the expectation should be from the city,  
what the social contract is if the city does something, and what they should expect.

102 Alexis Koelling lives next to the new road on 1200 West. The crosswalk is attached to the sidewalk  
with weeds and goat head puncture weeds. It has been a nuisance of noxious weeds. She then read from  
the city code. The weeds are directly affecting her property and the rodents. Dust is also a concern.

104 Stephanie Wright lives on 1200 West. There are many small children in the area. The biggest  
issues are the weeds, cars do not see pedestrians, the walking path is obstructed, and there is no street  
106 parking for townhomes. Multiple drivers are going in the wrong direction. No sidewalk or crosswalk in the  
area for kids to walk to Reagan Academy. She requested making it safe for the children. It feels very  
108 undone.

## 110 **CONSENT AGENDA**

- 112 2. Approval of the minutes for the August 05, 2025, Work and Regular meetings, the August 19,  
2025 Regular meeting, and the August 20, 2025 Special Meeting
- 114 3. ~~Approval of a Resolution setting criteria for land holding funds – Scott Sensanbaugher, Internal  
Services Director (Moved per motion to the regular agenda)~~
- 116 4. Approval of the disposal or sale of unclaimed property from the Springville Police Department -  
Lance Haight, Public Safety Director

118 **Motion: Councilmember Jensen moved to approve** the consent agenda minus item #3. **Councilmember**  
**Millsap seconded** the motion. **Roll Call Vote Yes:** Councilmember Jensen, Councilmember Millsap,  
120 Councilmember Smith, Councilmember Snelson, and Councilmember Wright. The motion **Passed**  
**Unanimously, 5-0.**

## 122 **REGULAR AGENDA**

- 124 3. **Approval of a Resolution setting criteria for land holding funds - Scott Sensanbaugher, Internal  
Services Director**

126 Director Sensanbaugher explained that the proposed resolution regarding the property holding  
policy establishes the council's priorities and directs staff on how to allocate proceeds from land sales.

128 Councilmember Wright requested that an executive summary be provided at the sale of city  
property before the annual report; wording changed to using the options listed below. She would also like  
130 to see property acquisition as its own line item in the budget.

132 Councilmember Snelson spoke regarding nuisance properties. He confirmed that properties will  
be assigned to various departments, and a report is forthcoming in January

134

136 **Motion: Councilmember Jensen** moved to approve Resolution #2025-30, setting criteria for land  
holding funds as described. **Councilmember Snelson seconded** the motion. **Roll Call Vote Yes:**  
138 Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and  
Councilmember Wright. The motion Passed Unanimously, 5-0. **Resolution #2025-30 Adopted**

140  
142 **5. Consideration of an Ordinance amending Springville City Code Title 11, Chapter 6, Article 134,  
Accessory Dwelling Units, to allow Internal Accessory Dwelling Units in Single-Family Attached  
Dwellings - Carla Wiese, Planner/Economic Development Specialist**

144 Planner Wiese reported the proposed ordinance would not change building permit requirements.  
She went on to report Springville City amended Title 11 Development Code in July of 2021 to permit  
146 accessory dwelling units (ADUs) in single-family detached homes in all residential zones. This included  
internal and detached ADUs. This amendment was an important component of the Moderate-Income  
148 Housing Plan required by the state. Since adopting this ordinance, the city has issued 54 ADU certificates.

In reviewing the existing ordinance, staff determined that permitting ADUs in single-family  
150 attached homes could help the city make progress on its Moderate-Income Housing Plan strategies and  
further efforts to increase affordable housing options throughout the city.

152 Mayor Packard expressed that we need to be at the forefront to protect citizens from the  
requirements of ADUs.

154  
156 **Motion: Councilmember Smith** moved to approve Ordinance #18-2025 amending Springville City  
Code Title 11, Chapter 6, Article 134, Accessory Dwelling Units, to allow Internal Accessory Dwelling  
Units in Single-Family Attached Dwellings. **Councilmember Millsap seconded** the motion. **Roll Call Vote**  
158 **Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson,  
and Councilmember Wright. The motion **Passed Unanimously, 5-0, Ordinance #18-2025 Adopted.**

160  
162 **MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

Mayor Packard asked for any further discussion. There was none.

164 **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  
166 provided by UCA 52-4-205.*

168 **ADJOURNMENT**

170 **Motion: Councilmember Millsap** moved to adjourn the meeting at 8:01 p.m. and go into a closed  
meeting regarding property. **Councilmember Smith seconded** the motion. **Voting Yes:** Councilmember  
172 Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember  
Wright. **The motion Passed Unanimously, 5-0.**

174  
176 *This document constitutes the official minutes for the Springville City Council Regular Meeting held on Tuesday,  
September 02, 2025.*

178 *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  
180 meeting held on Tuesday, September 02, 2025.*

182 DATE APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Kim Crane  
City Recorder



## STAFF REPORT

DATE: 9/2/2025  
TO: Honorable Mayor & City Council  
FROM: Chief Lance Haight  
SUBJECT: Evidence and Found Property for Disposal or Sale

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### **RECOMMENDATION**

Approve and accept this list of items to dispose of or sell from the Springville City Police Department Evidence Room.

### **DISCUSSION**

Each year Springville City Police Department comes into possession of thousands of items of property by way of criminal cases, found property or property seized in connection with a case that cannot be returned to its owner. We cannot return the items to the original owner because for one of several reasons:

1. They may not legally possess the item.
2. The person we seized the property from was not the rightful owner and we cannot find the rightful owner.
3. The property was found and the rightful owner cannot be located.

All property on this list, if it was involved in a criminal case, was released for disposal by the City Attorney or Utah County Attorney's Office. We have complied with all reporting and public listing to try and find the rightful owners of the property.

Items from the Springville Police Department Property and Evidence Room that cannot be returned to the owner for one of the reasons listed above is disposed of in one of the following manners as permitted by Utah State law (77-11a-d):

1. The item is auctioned off and the proceeds are returned to Springville City.
2. The item may be donated to a non-profit organization.
3. The item is deemed to have no monetary value and is disposed of.
4. The item may contain private information and the release may expose a citizen to risk. The item is destroyed at an appropriate recycler. (This is usually computers, tablets and cellphones, other electronic devices or biohazards.)
5. The item may be released to Springville City use.
6. In the case of firearms, we get competitive bids from at least three reputable firearms dealers and sell the guns to the highest bidder. We do not sell firearms through a regular auction house.



For this request, all of the items are firearms. Upon receiving your approval, an invitation to bid on the firearms will be sent out to these federally licensed firearm dealers: Discount Guns (Springville, UT), Salt Lake Whole Sale Sports (Salt Lake, UT), Ready Gunner (Orem, UT), Blue Rhino Defense (Spanish Fork, UT) and Blackout Arms LLC (Springville, UT). Guns will be sold to the highest bidder, in a bundle and as-is.

## **ALTERNATIVES**

1. Do not dispose of any items. This option will overcrowd our evidence room.
2. The council has the option to not auction, donate, or dispose of any or all items as they see fit.

## **FISCAL IMPACT**

The money obtained from the sales of this property will be deposited in the Springville City General Fund.

## **ATTACHMENTS**

List of firearms that have been approved for disposal. \*firearms marked in red will not be auctioned due to the presence of a biohazard.

Name: Lance Haight  
Title: Director of Public Safety/Chief of Police

Name: Samantha Morgan  
Title: Evidence Technician

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Approved by the City Council

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Date

FIREARM MAKE	FIREARM MODEL	SERIAL NUMBER	SVPD Case Number	SVPD Prop Number
KelTec	P3AT Cal .380	J6W69	12SV06421	SV021565
Hi-Point	09	P1510536	20SV09601	SV046439
Hi-Point	C9	P1824632	17SV02249	SV035184
Glock	22	NBN223	22SV06370	SV051398
Hi-Point	CF380	P823278	22SV00806	SV049659
Glock	48	BPZW199	21SV02152	SV047312
Bersa	Thunder 45	592781	23SV06649	SV054454
Liberty Arms	R12	127738	20SV01238	SV043926
Kimber	Micro 9	PB0270620	23SV01673	SV053056
Mossberg	500A 12	R673991	23SV01673	SV053053
Sierra Arms Int	AK47	1982S-AS0394	23SV01673	SV053054
Ruger	10/22	233-38853	23SV01673	SV053055
Ruger	10/22	250-86744	23SV01673	SV054898
Mossberg	500	L247611	17SV02249	SV035186
Remington	522 Viper	3098549	13SV08019	SV025114
M91/30 Russia	7.62X54R	9130234444	13SV08019	SV025115
Remington	597	B2748971	18SV06642	SV039251
Rohm	66 Revolver	IC327327	09SV09249	SV010793
Ruger	SR9c	33233185	16SV06760	SV033485
Palmetto	Dagger Compact	FG009258	24SV08734	SV057429
SKS		G-202401	11SV10745	SV020182
SKS		F-156883	11SV10745	SV020183
Schmidt Osthein	357 Magnum	13275	14SV04267	SV027319
Interarms	Superstar	360472	14SV07892	SV028339
Strum Ruger	Ruger	10-58308	14SV07892	SV028340
Strum Ruger	1022	25729363	14SV10811	SV029105
Norinco	1911	421288	15SV00732	SV029398
Cobra	CB38	CT166844	15SV09755	SV031576
Mossberg	Maverick	MV80847F	15SV09779	SV031586
Mossberg	715p	EMJ3944277	15SV09878	SV031608
Ruger	.22 Single Six	65-89628	16SV03290	SV032664
Ruger	SR9c	33233185	16SV06760	SV033485
Hermann Weihrau	0.22	1208427	16SV07020	SV033484
North American	Guardian .380	BE03338	16SV09608	SV034116
Smith & Wesson	M&P 40	HRD3441	17SV02742	SV035318
Taurus	357 Magnum	MB742971	17SV11098	SV037263
Mossberg	500A 12	64623	17SV11417	SV037313
Black Powder		46692	18SV01404	SV037943
KSA	0.22	484375	18SV02312	SV038137
Remington	597	b2748971	18SV06642	SV039251
Hi-Point	CF380	P868136	18SV07829	SV039561
Pietro Beretta	92 S	B64687Z	18SV11588	SV040488
Ruger	380 Auto	372276107	19SV05752	SV041904
Winchester	Model 70	811531	19SV09488	SV043054
Remington	870	C506250A	20SV00173	SV043538
Smith & Wesson	M&P Shield	HZY6781	20SV03347	SV044567

Ruger	LCP	371934176	20SV05981	SV045402
Mossberg	500	V0080680	22SV06301	SV051361
Taurus	GC2	ACE913696	24SV02298	SV056041
HWM	.357 Mag	1771968	24SV02935	SV056166
Smith & Wesson	40	DXU9616	25SV00415	SV057594
Black Rain	Multi Spec15	SM002912	21SV06913	SV048601
Smith & Wesson	M&P 45	DYD2069	21SV06958	SV048611
RIA Imports	VR-60	R009033	21SV06958	SV048612
Glock	42	ACUP336	20SV06951	SV045679
Glock	22	EHE766	20SV06951	SV045680
Smith & Wesson	3904	TCF4644	21SV08763	SV049169
Palmetto State	PA-15	LW054552	21SV08763	SV049170
Henry	Lever Action	586660H	21SV08763	SV049171
Taurus	Millenium G2 9mm	TKU53333	22SV00423	SV049539
Wards			22SV01836	SV049956
Traditions	Buck Stalker	14-13-005119-21	22SV03075	SV050328
Walther	P22	Z041798	19SV08920	SV042785
Mozen	M91	9130104366	24SV05845	SV056803
CZ	12N	B143871	24SV05845	SV056802
Anderson	AR-15	20264881	23SV02401	SV053227
Hi-Point	C9	P109913	14SV03008	SV026932
Hi-Point	JCP	X7147318	15SV03242	SV030071
Colt	Police Positive	314796	15SV04439	SV030412
Glock	22	CCY165	15SV05558	SV030710
Glenfield	60	MD10925	15SV09597	SV031551
Tanfoglio	Witness P	EA68026	15SV09715	SV031560
Sturm Ruger	Bearcat	105691	17SV01613	SV034934
Ruger	LC9s	45228483	18SV03064	SV038341
Glock	17 Gen 4	PFF730	18SV08830	SV039800
Smith & Wesson	M&P 40 M2.0	LFB7739	19SV02619	SV041135
Ruger	Security 9	38410129	21SV01841	SV047202
Glock 43		ACGU876	21SV08073	SV048971
New England	Pardner Pump	NY543430	21SV08969	SV049241



## STAFF REPORT

**DATE:** September 9, 2025  
**TO:** Honorable Mayor and City Council  
**FROM:** Bruce Riddle, Finance Director  
**SUBJECT:** FY 2026 BUDGET AMENDMENT

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### **RECOMMENDED MOTION**

The Finance Department recommends adopting Resolution \_\_\_\_\_ to open and amend the General Fund, Capital Improvement Fund, Streets Fund, Water Fund and Sewer Fund budgets for operating and capital expenses applying to the Fiscal Year ending June 30, 2026 as outlined in Exhibit A (attached).

### **EXECUTIVE SUMMARY**

This budget amendment will appropriate funds from reserves and operating revenues for activities not budgeted in the original FY 2026 budget. These amendments will affect the General Fund, Capital Improvement Fund, Streets Fund, Water Fund and Sewer Fund budgets as specified in the attached Exhibit A.

### **SUMMARY OF ISSUES/FOCUS OF ACTION**

The Uniform Fiscal Procedures Act for Utah Cities sets forth the procedures for the governing body to review and increase or decrease the appropriations in operating and capital budgets of the city. The resolution will provide the budget authority for the city to proceed with the projects detailed in the report.

### **BACKGROUND**

During the course of the FY 2026 budget year a number of unexpected revenues and expenses have emerged. This amendment resolves those issues and allows affected departments to proceed with resolving the issues that have come to light since the beginning of the budget year as explained below.

### **DISCUSSION**

In response to new developments and after reviewing the various fund budgets the Finance Department recommends the following budget amendment. Requests for appropriation as well as the funding sources are summarized in Exhibit A (attached). A brief description of the recommended action is as follows:

- *General Fund*
  - Police - This amendment appropriates \$29,600 from a State Grant focused on Public Safety mental health initiatives that was received in 2024. The dollars are restricted to specific uses and have not yet been fully utilized. Additionally, this amendment appropriates a \$1,360 donation that was made to the Emergency Management division of Police to rehabilitate supplies for the CERT program.
  - Public Art - This amendment shifts \$16,000 from the Public Art Project in the CIP Fund to the Public Art operations section of the General Fund for the addition of a temporary PT Arts Coordinator position that will be focused on specific projects during the fiscal year.
  - Library - The Library secured a County grant to enhance the Communities that Care (CTC) program. This amendment appropriates the \$25,000 grant for that purpose.
  
- *Streets Fund*
  - This amendment appropriates additional funding for land acquisition along the 1200 W corridor. Funding is from the MAG Corridor Preservation Fund on a reimbursement basis.
  - Work began on a Master Plan update in FY 2025. The department anticipated that the project would be completed in FY 2026 and budgeted funds for the remainder of the project in the current budget year, but progress billings did not proceed as quickly as anticipated in FY 2025, so the FY 2026 budget amount needs to be amended for the work originally anticipated to be done in FY 2025 that will now be completed in FY 2026. The amount of the budget amendment is \$105,000.
  
- *Capital Improvement Fund*
  - Parks & Recreation - The Department secured a grant of \$750,000 from Utah County. This budget amendment appropriates the grant funding to expand the scope of work at the Arts Park Amphitheater.
  
- *Water Fund*
  - Work began on Master Plan updates for Water and Pressurized Irrigation in FY 2025. The department anticipated that the project would be completed in FY 2026 and budgeted funds for the remainder of the project in the current budget year, but progress billings did not proceed as quickly as anticipated in FY 2025, so the FY 2026 budget amount needs to be amended for the work originally anticipated to be done in FY 2025 that will now be completed in FY 2026. The amount of the budget amendment is \$59,000 for the Water Division and \$33,000 for Pressurized Irrigation.
  
- *Sewer Fund*
  - Work began on a Master Plan update in FY 2025. The department anticipated that the project would be completed in FY 2026 and budgeted



funds for the remainder of the project in the current budget year, but progress billings did not proceed as quickly as anticipated in FY 2025, so the FY 2026 budget amount needs to be amended for the work originally anticipated to be done in FY 2025 that will now be completed in FY 2026. The amount of the budget amendment is \$30,000.

### **ALTERNATIVES**

The Council has the alternative of considering different funding sources than those recommended by staff in Exhibit A. However, taking no action at all on the resolution will leave the staff without the budget authority to proceed with this project.

### **FISCAL IMPACT**

The fiscal impacts of the proposed appropriations are included in Exhibit A.



**Exhibit A**  
**City of Springville**  
**Budget Amendment Form**

*Fiscal Year Ending June 30, 2026*

<i>Item</i>	<i>Fund</i>	<i>Dept.</i>	<i>Acct.</i>	<i>Description</i>	<i>Beginning Budget</i>	<i>Increase</i>	<i>Decrease</i>	<i>Amended Budget</i>	<i>Purpose and Funding Source</i>
<b>Revenues</b>									
	10	3300	363	CTC Program Grant	0	25,000		25,000	County CTC grant
	43	3600	916	Grants	0	1,000,000		1,000,000	MAG Corridor Preservation Grant
	45	3600	360	Grants	0	750,000		750,000	County grant for Arts Park Amphitheater
	Utilize Reserves					266,600			
	Total Revenue Amendments					<b>2,041,600</b>			
<b>Expenditures</b>									
	10	4210	246	Emergency Management Grant	10,000	1,360		11,360	CERT Team rehab; donation
	10	4210	342	General Grants	10,500	29,600		40,100	Mental Health initiative; State grant
	10	4562	120	Payroll - PT	45,044	16,000		61,044	Shift Public Arts dollars to operations
	10	4580	243	Grants	10,000	25,000		35,000	CTC Program enhancements; County grant
	43	4410	310	Professional Services	166,500	105,000		271,500	Master Plan update; reserves
	43	6000	200	Property Acquisition	0	1,000,000		1,000,000	1200 W Corridor extension; MAG grant funding
	45	4510	774	Arts Park Amphitheater	1,000,000	750,000		1,750,000	Arts Park Amphitheater; County grant
	45	4562	700	Public Arts Projects	250,000		(16,000)	234,000	Shift Public Arts dollars to operations
	51	5100	310	Professional Services	196,200	59,000		255,200	Master Plan update; reserves
	51	5150	310	Professional Services	58,060	33,000		91,060	Master Plan update; reserves
	52	5200	310	Professional Services	214,000	30,000		244,000	Master Plan update; reserves
	Total Expenditure Amendments					<b>2,057,600</b>	<b>(16,000)</b>		



RESOLUTION #2025-\_\_\_

**A RESOLUTION OPENING AND AMENDING THE GENERAL FUND, CAPITAL IMPROVEMENT FUND, STREETS FUND, WATER FUND AND SEWER FUND BUDGETS FOR OPERATING AND CAPITAL EXPENSES APPLYING TO THE FISCAL YEAR ENDING JUNE 30, 2026 AS OUTLINED IN EXHIBIT A.**

WHEREAS, the City Council has received a recommendation from the Administration that the Springville City General Fund, Capital Improvement Fund, Streets Fund, Water Fund and Sewer Fund budgets be opened and amended for operating and capital expenses; and,

WHEREAS, on September 16, 2025 the City Council held a duly noticed public hearing to ascertain and discuss the facts regarding this matter, which facts and comments are found in the meeting record; and,

WHEREAS, after considering the Administration's recommendation, and facts and comments presented to the City Council, the Council finds the proposed appropriations reasonably further the health, safety, and general welfare of the citizens of Springville City.

NOW, THEREFORE, be it resolved by the City Council of Springville, Utah as follows:

PART I:

The Budget Officer is hereby authorized and directed to amend the budgets in the General Fund, Capital Improvement Fund, Streets Fund, Water Fund and Sewer Fund for operating and capital expenses as outlined in Exhibit A.

PART II:

This resolution shall take effect immediately.

END OF RESOLUTION.

PASSED AND APPROVED this 16<sup>th</sup> day of September 2025.

\_\_\_\_\_  
Matt Packard, Mayor

ATTEST:

\_\_\_\_\_  
Kim Crane, City Recorder

**Exhibit A**  
**City of Springville**  
**Budget Amendment Form**  
*Fiscal Year Ending June 30, 2026*

<i>Item</i>	<i>Fund</i>	<i>Dept.</i>	<i>Acct.</i>	<i>Description</i>	<i>Beginning Budget</i>	<i>Increase</i>	<i>Decrease</i>	<i>Amended Budget</i>	<i>Purpose and Funding Source</i>
<b>Revenues</b>									
	10	3300	363	CTC Program Grant	0	25,000		25,000	County CTC grant
	43	3600	916	Grants	0	1,000,000		1,000,000	MAG Corridor Preservation Grant
	45	3600	360	Grants	0	750,000		750,000	County grant for Arts Park Amphitheater
	Utilize Reserves					266,600			
	Total Revenue Amendments					<b>2,041,600</b>			
<b>Expenditures</b>									
	10	4210	246	Emergency Management Grant	10,000	1,360		11,360	CERT Team rehab; donation
	10	4210	342	General Grants	10,500	29,600		40,100	Mental Health initiative; State grant
	10	4562	120	Payroll - PT	45,044	16,000		61,044	Shift Public Arts dollars to operations
	10	4580	243	Grants	10,000	25,000		35,000	CTC Program enhancements; County grant
	43	4410	310	Professional Services	166,500	105,000		271,500	Master Plan update; reserves
	43	6000	200	Property Acquisition	0	1,000,000		1,000,000	1200 W Corridor extension; MAG grant funding
	45	4510	774	Arts Park Amphitheater	1,000,000	750,000		1,750,000	Arts Park Amphitheater; County grant
	45	4562	700	Public Arts Projects	250,000		(16,000)	234,000	Shift Public Arts dollars to operations
	51	5100	310	Professional Services	196,200	59,000		255,200	Master Plan update; reserves
	51	5150	310	Professional Services	58,060	33,000		91,060	Master Plan update; reserves
	52	5200	310	Professional Services	214,000	30,000		244,000	Master Plan update; reserves
	Total Expenditure Amendments					<b>2,057,600</b>	<b>(16,000)</b>		



## STAFF REPORT

**DATE:** August 29, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Dan Mickelson, Library Director

**SUBJECT:** Approval of Interlocal Cooperation Agreement with Utah County for the Substance Misuse Prevention and Communities That Care (CTC) Model for FY26

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**Recommended Motion:**

Move to approve Resolution No. \_\_\_\_-2025 authorizing the Mayor to execute an Interlocal Cooperation Agreement between Utah County and Springville City Library to implement the Communities That Care (CTC) model for FY26.

**Executive Summary:**

Springville City Library and Utah County Health Department desire to partner in implementing the Communities That Care (CTC) prevention model to address youth substance misuse and related problem behaviors. The agreement provides \$25,000 in County funding, with a \$10,000 City match, to support coalition development activities. Approval of this resolution will formalize the partnership and funding arrangements for FY26.

**Focus of Action:**

Approve the Interlocal Cooperation Agreement with Utah County.  
Authorize the Mayor to execute the agreement on behalf of Springville City.

**Background:**

The Utah County Health Department administers state and federal substance misuse prevention funds and promotes evidence-based prevention frameworks such as the CTC model.

Springville City Library has been identified as a community partner well-positioned to host the CTC coalition, facilitate programming, and engage families. This collaboration builds on existing library outreach and community education efforts.



**Discussion:**

The agreement outlines funding and responsibilities as follows:

- **Utah County Contribution:** \$25,000 (\$12,500 for part-time coordinator; \$12,500 for coalition support).
- **Springville City Match:** \$10,000.
- **Library Role:** Provide oversight, training participation, coalition development, reporting, and fiscal accountability.
- **County Role:** Provide technical support, ensure compliance with federal and state requirements, and oversee performance measures.

The partnership expands prevention capacity while leveraging existing community infrastructure.

**Alternatives:**

1. Approve the resolution and authorize execution of the Interlocal Agreement.
2. Deny approval, which would forfeit available County funding for FY26.
3. Postpone action pending further discussion or negotiation.

**Fiscal Impact:**

**Added Revenue:** \$25,000 grant funds from Utah County for FY26.

**Required City Match:** \$10,000 from the Library's FY26 budget, which we are already providing.

Dan Mickelson  
Springville Library Director

RESOLUTION NO. \_\_\_\_-2025

**A RESOLUTION APPROVING AN INTERLOCAL COOPERATION AGREEMENT BETWEEN UTAH COUNTY AND SPRINGVILLE CITY LIBRARY FOR THE SUBSTANCE MISUSE PREVENTION AND COMMUNITIES THAT CARE (CTC) MODEL FOR FY26**

WHEREAS, the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated, allows public agencies to enter into agreements for joint or cooperative action; and

WHEREAS, Utah County, through the Utah County Health Department, and Springville City Library desire to cooperate in implementing the Communities That Care (CTC) prevention model to reduce youth substance misuse and problem behaviors; and

WHEREAS, under the agreement, Utah County will provide \$25,000 in funding for FY26, with Springville City Library providing a \$10,000 match; and

WHEREAS, the agreement sets forth responsibilities for training, reporting, coalition development, and compliance with federal grant sub-recipient requirements; and

WHEREAS, the governing bodies of Utah County and Springville City Library must approve and authorize the execution of the Interlocal Agreement;

**NOW, THEREFORE, BE IT RESOLVED BY THE SPRINGVILLE CITY COUNCIL:**

**SECTION 1. Approval.** The Interlocal Cooperation Agreement between Utah County and Springville City Library for the Substance Misuse Prevention and Communities That Care (CTC) Model for FY26 is hereby approved.

**SECTION 2. Effective Date.** This Resolution shall take effect immediately upon its approval and execution.

**PASSED AND APPROVED** this \_\_\_\_ day of September 2025.

\_\_\_\_\_  
Matt Packard, Mayor

Attest:

\_\_\_\_\_  
Kim Crane, City Recorder

**INTERLOCAL AGREEMENT BETWEEN UTAH COUNTY AND SPRINGVILLE CITY LIBRARY FOR THE SUBSTANCE MISUSE PREVENTION AND COMMUNITIES THAT CARE (CTC) MODEL FOR FY26**

THIS IS AN INTERLOCAL COOPERATION AGREEMENT, made and entered into by and between UTAH COUNTY, UTAH, a body corporate and politic of the State of Utah, by and through the Utah County Health Department, (UCHD) 100 East Center Street, Provo, Utah 84601 and Springville City Library, 45 South Main Street, Springville, Utah 84663.

WHEREAS, pursuant to the provisions of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated, 1953, as amended, public agencies, including political subdivisions of the State of Utah as therein defined, are authorized to enter into written agreements with one another for joint or cooperative action; and

WHEREAS, all of the parties to this Agreement are public agencies as defined in the Interlocal Cooperation Act; and

WHEREAS, Utah County and Springville City Library, within Utah County, through their respective governing bodies, have voluntarily determined that the interests and welfare of the public within their respective jurisdictions will best be served by this Interlocal Cooperative Agreement for joint or cooperative action.

NOW THEREFORE, in consideration of the covenants and promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**Section 1. Effective Date; Duration.**

This Agreement shall become effective September 1, 2025 and shall enter into force,

within the meaning of the Interlocal Cooperation Act, upon the submission of this Interlocal Cooperation Agreement to, and the approval and execution hereof by a majority of the governing bodies of all of the parties to this Agreement. The term of this Interlocal Cooperation Agreement shall be from September 1, 2025 hereof until June 30, 2026. This Interlocal Cooperation Agreement shall not become effective until it has been reviewed and approved as to form and compatibility with the laws of the State of Utah by the Utah County Attorney's Office, and the Springville City Attorney. Prior to becoming effective, this Interlocal Cooperation Agreement shall be filed with the person who keeps the records of each of the parties hereto.

**Section 2. Administration of Interlocal Cooperation Agreement.**

The parties to this Agreement do not contemplate nor intend to establish an Interlocal entity under the terms of this Interlocal Cooperation Agreement. The parties do agree that, pursuant to Section 11-13-207, Utah Code Annotated, 1953 as amended, that Utah County shall act as the administrator responsible for the administration of this Interlocal Cooperation Agreement. The parties further agree that this Interlocal Cooperation Agreement does not anticipate nor provide for any organizational changes in the parties.

**Section 3. Purposes**

This Interlocal Cooperation Agreement is established for the following purposes:

- a. To coordinate with Springville City Library to employ a part-time (less than 30 hours per week/52 weeks per year) Communities that Care (CTC) Coordinator and provide technical support to establish and maintain the CTC prevention model within the community.
- b. To provide funding to Springville City Library to employ a CTC coordinator as follows: To provide funding to to Springville City Library to continue to build capacity within CTC coalition: Utah County will provide Springville City Library

twelve thousand five hundred dollars (\$12,500) for the CTC Coordinator position/costs and twelve thousand five hundred dollars (\$12,500) for coalition capacity building for the period of September 1, 2025 through June 30, 2026. Springville City Library will provide a yearly minimum match of ten thousand dollars (\$10,000).

- c. To establish and maintain the Communities that Care system within and Springville City Library and to work with Utah County Health Department to ensure the CTC model is being implemented with fidelity through the five phases of CTC (<http://www.communitiesthatcare.net/>).
- d. To reduce youth problem behaviors as found in the Hawkins and Catalano Risk and Protective Factor Model.

**Section 4. Manner of Financing.**

This Interlocal Cooperation Agreement and the joint, cooperative actions contemplated herein shall not receive separate financing, nor shall a separate budget be required. Each party shall be responsible for its own obligations under this Interlocal Cooperation Agreement. The funds provided are primarily to be used for:

- 1. CTC coordinator position costs/salary.
- 2. Trainings associated with coalition coordinator and coalition members for approved travel costs.
- 3. Any additional prevention activities as described in the CTC model or community action plan pending approval from UCHD.

**Section 5. Coalition Capacity Building Funding**

The funds appropriated for coalition capacity building can be used for the following:

- 1. CTC coalition training costs directly related to benchmarks and action plans.
  - a. CTC module trainings
  - b. State CTC trainings
  - c. Food/mileage/supplies

2. Travel/Training, including but not limited to Principles of Prevention, CADCA and/or National Prevention Network Conference for coordinator and coalition members
  - a. Mileage, airfare, per diem, registration, lodging and transportation
3. Town hall/community education events
  - a. Advertising, food and recognition awards, coalition needs
4. Workgroup activities
  - a. Evaluation contract
  - b. Data collection
  - c. Meeting costs
5. Minor equipment under \$600.00

#### **Section 6. Interlocal Requirements**

1. CTC Coordinator will attend and complete Substance Abuse Prevention Specialist Training (SAPST) within the first six months of hire.
2. CTC Coordinator will attend state/county CTC trainings as prioritized by UCHD and Coordinator.
3. Incorporate CTC benchmarks and phases as foundation of fidelity.
4. Complete and provide coalition agendas and minutes for all board and workgroup meetings.
5. Develop and use by-laws and organizational structure to direct coalition.
6. Coordinator will record all completed prevention activities in the DUGS data system within seven days of service.
7. Billings and claims for covered services must be submitted by the **10th of each month**. Billings and claims received by the 10th will reflect requested reimbursements for the previous month. **Due to budget cycles, late billings will not be reimbursed.**
8. A bi-annual narrative report (1 page) identifying completed benchmarks and current status of action plan due December 31, 2025 and June 30, 2026.

#### **Section 7. Property Used in Joint and Cooperative Undertaking.**

There will be no real or personal property acquired, held, and used pursuant to this Interlocal Cooperation Agreement.

#### **Section 8. Methods of Termination.**

This Interlocal Cooperative Agreement shall automatically terminate at the end of its

term herein pursuant to the parameters of Section 1 of this Agreement. The parties to this Agreement may also withdraw from participation herein by giving at least thirty days' notice to each of the other party to this Agreement. Any notice of termination or notice of withdrawal shall be served upon each of the parties to this Agreement.

**Section 9. Indemnification.**

Both parties are governmental entities subject to the Governmental Immunity Act of Utah, Utah Code Ann., Section 63G-7-101, et seq., as amended. By entering into this Agreement, neither party waives by this Agreement any defenses or limits of liability available under the Governmental Immunity Act of Utah, or any other applicable federal, state, or common law. Nothing in this Agreement shall be construed as an assumption of any duty for the benefit of any third-party. Subject to, and without waiving any immunities under applicable federal, state, or common law, including those described above, each party shall assume and retain liability and responsibility for the claims, losses, damages, injuries, or other liabilities arising out of the acts, omissions, or negligence of its own officers, employees, agents, and contractors in an amount not to exceed the damage limits in Utah Code Ann., Section 63G-7-604, as amended.

**Section 10. Filing of Interlocal Cooperation Agreement.**

Executed copies of this Interlocal Cooperation Agreement shall be placed on file in the office of the County Auditor of Utah County, and with the official keeper of Springville City Library records and shall remain on file for public inspection during the term of this Interlocal Cooperation Agreement.

**Section 11. Adoption Requirements.**

This Interlocal Cooperation Agreement shall be (a) approved by the executive body or officer of each of the parties, (b) executed by a duly authorized official of each of the parties, (c) submitted to and approved by an authorized attorney of each of the parties, as required by

Section 11-13-202.5, Utah Code Annotated, 1953 as amended, and (d) filed in the official records of each party.

**Section 12. Amendments.**

This Interlocal Cooperation Agreement may not be amended, changed, modified or altered except by an instrument in writing which shall be (a) approved by a resolution of the legislative body of each of the parties, (b) executed by a duly authorized official of each of the parties, (c) submitted to and approved by an authorized attorney of each of the parties, as required by Section 11-13-202.5, Utah Code Annotated, 1953 as amended, and (d) filed in the official records of each party.

**Section 13. Severability.**

If any term or provision of this Interlocal Cooperation Agreement or the application thereof shall to any extent be invalid or unenforceable, the remainder of this Interlocal Cooperation Agreement, or the application of such term or provision to circumstances other than those with respect to which it is invalid or unenforceable, shall not be affected thereby, and shall be enforced to the extent permitted by law. To the extent permitted by applicable law, the parties hereby waive any provision of law which would render any of the terms of this Interlocal Cooperation Agreement unenforceable.

**Section 14. Governing Law.**

All questions with respect to the construction of this Interlocal Cooperation Agreement, and the rights and liability of the parties hereto, shall be governed by the laws of the State of Utah.

**Section 15. Committees.**

The parties may establish from time to time such committees as shall be deemed appropriate and necessary.

**Section 16. Headings.**

Section headings are for convenience of reference only and shall not be considered any interpretation of the Interlocal Cooperation Agreement.

**Section 17. Entire Agreement.**

This Interlocal Cooperation Agreement contains the entire agreement of the parties. No promise, representation, warranty, or covenant not included in this Agreement has been or is relied upon by the parties to it.

**Section 18. Execution by Counterparts.**

This Interlocal Cooperation Agreement may be executed in counterparts. The original of each executed Agreement shall be filed with Utah County.

**Section 19. Sub-recipient Requirements.**

By virtue of terms and conditions of the Federal Substance Abuse Prevention and Treatment block grant that funds the services purchased through this Agreement, Springville City Library becomes a sub-recipient of the federal grant.

**CFDA #: 93.959**

As Springville City Library is a Sub-recipient of the grant monies, and as such, shall have no authorization, express or implied, to bind Utah County to any agreements, settlements, liability, or understanding whatsoever, and agrees not to perform any acts as agent for the County, except as herein expressly set forth. The Sub-recipient shall be responsible for the payment of all income tax and social security amounts due as a result of payments received from the County for these contract services. Persons employed by the County and acting under the direction of the County shall not be deemed to be employees or agents of Springville City Library.

- a) All Springville City Library records with respect to any matters covered by this Agreement shall be made available to the County, OSUMH and the Comptroller General of the United States or any of their authorized representatives.

- b) Failure of the city to comply with the above requirements will constitute a violation of this Agreement and may result in the withholding of future payments.
- c) In accordance with OMB Circular A-133, *Audits of State, Local Governments and Non-Profit Organizations*, state and local governments or non-profit organizations that expend \$500,000 or more in total federal financial assistance (from all sources) in the recipient's fiscal year shall have a Single Audit completed.
- d) All Sub-recipient's, regardless of Single Audit eligibility, will make all pertinent financial records available for review, monitoring or audit, in a timely manner to appropriate officials of the federal granting agency, Utah County, any pass-thru entity and/or the General Accounting Office.

Nothing contained in this Agreement is intended to, nor shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Sub-recipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The County and program administrator shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Sub-recipient is an independent contractor.

[Signatures on following page]

WITNESS WHEREOF, the parties have signed and executed this Interlocal Cooperation

Agreement on the dates listed below:

Utah County Authorized by Resolution No. 2025-770, authorized and passed on the 3rd day of September 2025.

Springville City Library Authorized by Resolution No. \_\_\_\_\_, authorized and passed on the \_\_\_\_ day of \_\_\_\_\_ 2025.

APPROVED AND ADOPTED this 3rd day of September 2025.

BOARD OF COUNTY COMMISSIONERS  
UTAH COUNTY, UTAH

Signed by:  


ATTEST:  
AARON R. DAVIDSON  
Utah County Clerk

Signed by:  
By: Jolynn Clegg 9/3/2025  
Deputy 9D992F0F25144C0... Date

DocuSigned by:  
By: Brandon B. Gordon 9/3/2025  
FCC25EE5B8EA4AD...  
Brandon B. Gordon, Chair Date

Signed by:  
By: Daniel Mickelson 9/12/2025  
62584792E01450  
Springville Library Director Date

APPROVED AS TO FORM:  
JEFFREY S. GRAY  
Utah County Attorney

DocuSigned by:  
By: Zachary Bunde 9/3/2025  
114679E6E87A4E8  
Deputy County Attorney Date

By: \_\_\_\_\_  
Springville City Recorder Date

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Springville City Attorney Date