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## **TOWN COUNCIL NOTICE AND AGENDA**

**THE SPRINGDALE TOWN COUNCIL ACTING AS THE BOARD OF CANVASSERS**

**WILL HOLD A SPECIAL MEETING**

**ON TUESDAY, NOVEMBER 18, 2025**

**AT THE CANYON COMMUNITY CENTER, 126 LION BOULEVARD, SPRINGDALE, UTAH**

**MEETING STARTS AT 12:00 PM.**

*A live broadcast of this meeting will be available to the public for viewing and listening only.*

**\*\*Please see the electronic login information below.**

### **Approval of the Special Meeting Agenda**

**A. Oath of Office**

1. General Announcements

**B. Announcements**

1. Oath of Office for Robin Romero, Town Clerk

**C. Administrative Action Item**

1. Canvass of the 2025 Municipal General Election.

**D. Adjourn**

**\*To access the live stream for this public meeting, please visit or click the YouTube link below:**

**<https://www.youtube.com/@SpringdaleTownPublicMeetings>**

*This notice is provided as a courtesy to the community and is not the official notice for this meeting/hearing. This notice is not required by town ordinance or policy. Failure of the Town to provide this notice or failure of a property owner, resident, or other interested parties to receive this notice does not constitute a violation of the Town's noticing requirements or policies.*

**NOTICE: In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting should contact Town Clerk Aren Emerson (435.772.3434) at least 48 hours before the meeting.**

Packet materials for agenda items will be available on the Town website: <http://www.springdaletown.com/AgendaCenter>



## Town of Springdale Public Meeting Rules of Order and Procedures

We appreciate your interest and participation in this public meeting. Please follow the agenda and be mindful of the following rules of order and procedure:

### **RULES OF ORDER**

- Those who intend to speak are asked to sign into the meeting, so there is a record of their attendance and the proper spelling of their name.
- Time will be allotted on the agenda of each open public meeting to allow a reasonable opportunity for the public to provide verbal that is germane to the purpose of the public body.
- When a public hearing is not scheduled during a public meeting, public participation shall be limited to the public participation segment of the agenda.
- Public comment, whether during the public participation segment of the agenda or during a scheduled public hearing, shall be limited to three (3) minutes per person or at the discretion of the public body chair.
- If others have already expressed the same views as your own, you may indicate that you agree with the previous speaker. If appropriate, a spokesperson may present the views of a group.
- To encourage and respect the expression of all views, meeting rules prohibit clapping, booing, or shouts of approval or disagreement from the audience.
- Attendees leaving a meeting before it is adjourned must leave in a quiet and orderly manner until outside the meeting room so as not to disrupt the meeting.

### **PUBLIC HEARING FORMAT**

1. **Review of Procedure and Instruction from the Mayor / Chair:** The Mayor or Chair provides a brief overview of the hearing format and general instructions to the public to help them be aware of the appropriate time and manner of their participation in the meeting.
2. **Staff introduction and explanation:** Staff provides a brief background and summary of the agenda item.
3. **Applicant presentation:** Opportunity for the applicant, if other than the Town of Springdale, to reiterate/emphasize elements of their application or present additional information not initially shared in the original proposal.
4. **Questions from public body members:** Opportunity for public body members to ask clarifying questions of the staff and/or the applicant.
5. **Questions from the public:** Opportunity for the public to ask clarifying, non-rhetorical questions of the staff and/or the applicant. This is not the time for public comment.
6. **Motion to open the public hearing:**
7. **Public comment period:** Members of the public provide their comments for consideration by the public body and for the record. Speaking time is limited to three minutes.
8. **Motion to close the public hearing:** No further public comment will be taken after the public hearing is closed.
9. **Response from the applicant:** Applicants are provided time to respond to any comments, correct misinformation, and/or provide a summary before deliberation.
10. **Public body deliberation:** Public body members accept no further questions or comments. This is their time to discuss the agenda item and consider the application, the presentation, and the comments from the public.
11. **Public body decision or action:** Motion to approve, deny, adopt, direct, amend, etc.