



## ALPINE CITY SPECIAL COUNCIL AGENDA

NOTICE is hereby given that the **CITY COUNCIL** of Alpine City, Utah, will hold a Public Meeting on **Tuesday, November 18, 2025, at 3:00 pm**, at 20 North Main Street which can be viewed on the **Alpine City YouTube Channel**. A direct link to the channel can be found on the home page of the Alpine City website: [alpineut.gov](http://alpineut.gov). Public comments will be accepted during the Public Comment portion of the meeting.

### I. CALL MEETING TO ORDER

A. Roll Call	Mayor Pro Tem
B. Prayer	By invitation
C. Pledge	By invitation

### II. CONSENT CALENDAR

A. **Resolution R2025-29: Approve Annual Meeting Schedule**

### III. PUBLIC COMMENT

### V. ACTION/DISCUSSION ITEMS

A. **Resolution R2025-28: Canvass General Election Results**

### VI. STAFF REPORTS

### VII. COUNCIL COMMUNICATION

### VIII. CLOSED MEETING:

Discuss litigation, property acquisition, or the professional character, conduct, or competence of personnel

Mayor Carla Merrill  
November 14, 2025

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS. If you need a special accommodation to participate, please call the City Recorder's Office at (801) 756-6347 x 3.

CERTIFICATE OF POSTING. The undersigned duly appointed recorder does hereby certify that the above agenda notice was on the bulletin board located inside City Hall at 20 North Main Alpine, UT. This agenda is also available on our website at [alpineut.gov](http://alpineut.gov) and on the Utah Public Meeting Notices website at [www.utah.gov/pmn/index.html](http://www.utah.gov/pmn/index.html)

# ALPINE CITY COUNCIL AGENDA

**SUBJECT:** Resolution 2025-28 2025 Meeting Schedule

**FOR CONSIDERATION ON:** November 18<sup>th</sup>, 2025

**PETITIONER:** City Staff

**ACTION REQUESTED BY PETITIONER:** Approval of 2026 Meeting Schedule

**REVIEW TYPE:** Legislative

**BACKGROUND INFORMATION:**

The Utah Open and Public Meetings ACT ([Utah Code 52-4-202\(2\)](#)) requires cities to publicly notice the dates, times, and places of their regularly scheduled meetings once a year. Attached are the proposed scheduled dates for the 2025 City Council and Planning Commission meetings.

**STAFF RECOMMENDATION:**

Approve the proposed meeting schedule.

**SAMPLE MOTION TO APPROVE:** I move to approve Resolution 2025-28, adopting the 2026 meeting schedule for the Alpine City Council and Planning Commission.

**SAMPLE MOTION TO APPROVE WITH CONDITIONS:** I move to approve Resolution 2025-28, adopting the 2026 meeting schedule for the Alpine City Council and Planning Commission, with the following amendments:

- *Insert additional findings or conditions here.*

**SAMPLE MOTION TO TABLE OR DENY:** I move that Resolution 2025-28, adopting the 2026 meeting schedule for the Alpine City Council and Planning Commission, be tabled or denied based on the following reasons:

- *Insert specific findings here.*



## 2026 ANNUAL MEETING SCHEDULE FOR ALPINE CITY, UTAH

**PLANNING COMMISSION MEETINGS** for the 2026 calendar year are scheduled on the first and third Tuesdays of each month as follows, unless otherwise indicated:

January 6	May 19	September 15
January 20	June 2	October 6
February 3	June 16	October 20
February 17	July 7	November 3
March 3	July 21	November 17
March 17	August 4	December 1
April 7	August 18	
May 5	September 1	

**CITY COUNCIL MEETINGS** for the 2026 calendar year are scheduled on the second and fourth Tuesdays of each month as follows, unless otherwise indicated:

January 13	May 12	September 22
January 27	May 26	October 13
February 10	June 9	October 27
February 24	June 23	November 10
March 10	July 14	December 8
March 24	July 28	
April 14	August 25	
April 28	September 8	

Spring Break: April 6-April 10, 2026. Fall Break: October 15-16, 2026

**All Planning Commission and City Council meetings will begin at 6:00 pm unless otherwise posted. Meetings are held at Alpine City Hall, 20 North Main, Alpine, Utah 84004.**

DeAnn Parry  
City Recorder

**THE PUBLIC IS INVITED TO ATTEND ALL PUBLIC CITY MEETINGS.** If you need a special accommodation to participate in the meeting, please call the City Recorder's Office at 801-756-6347 ext. 3.

**CERTIFICATION OF POSTING.** The undersigned duly appointed recorder does hereby certify that the above agenda notice was posted in three public places within Alpine City limits. These public places being a bulletin board located inside City Hall at 20 North Main and located in the lobby of the City Works Building, Alpine, UT; and the at The Junction, 400 S. Main, Alpine, UT. The above agenda notice was sent by e-mail to The Daily Herald located in Orem, UT and local newspapers circulated in Alpine, UT. This agenda is also available on the City's web site at [www.alpinecity.org](http://www.alpinecity.org) and on the Utah Public Meeting Notices website at [www.utah.gov/pmn/index.html](http://www.utah.gov/pmn/index.html).

## **Resolution 2025-28 2026 Meeting Schedule**

### **A RESOLUTION OF THE CITY COUNCIL OF ALPINE CITY, UTAH, ADOPTING THE ANNUAL MEETING SCHEDULE FOR THE YEAR 2026**

**WHEREAS**, the City Council of Alpine City, Utah, has prepared a schedule for the regular meetings of the Planning Commission and City Council for the 2026 calendar year; and

**WHEREAS**, in accordance with the Utah Open and Public Meetings Act, the City is required to give public notice of the annual meeting schedule; and

**WHEREAS**, the City Council wishes to formally adopt this schedule to ensure transparency and encourage public participation;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Alpine City, Utah, as follows:

1. The Alpine City Council hereby adopts the 2026 Annual Meeting Schedule as outlined in the attached document, which includes the dates for the Planning Commission and City Council meetings.
2. The City Recorder is directed to post this meeting schedule in three public places within the City limits, as well as on the City's official website and the Utah Public Meeting Notices website, to ensure compliance with public notice requirements.
3. The public is encouraged to attend all public city meetings, and accommodations will be provided for individuals with disabilities upon request.

**PASSED AND ADOPTED** by the City Council of Alpine City, Utah, this 18<sup>th</sup> day of November, 2025.

#### **ALPINE CITY COUNCIL**

By: \_\_\_\_\_  
Carla Merrill, Mayor

**[SEAL]**

#### **VOTING:**

Jason Thelin	Yea <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
Jessica Smuin	Yea <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
Kelli Law	Yea <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
Chrissy Hannemann	Yea <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
Brent Rummel	Yea <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>

#### **ATTEST:**

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DeAnn Parry  
City Recorder

**DEPOSITED** in the office of the City Recorder this 18th day of November, 2025.

**RECORDED** this 18th day of November, 2025.

# ALPINE CITY COUNCIL AGENDA

**SUBJECT:** Canvass and Certify the 2025 General Election Results

**FOR CONSIDERATION ON:** November 18<sup>th</sup>, 2025

**PETITIONER:** City Staff

**ACTION REQUESTED BY PETITIONER:** Canvass and certify the 2025 General election results.

**BACKGROUND INFORMATION:**

The pre-canvass of the 2025 General Election took place daily beginning on November 4th, and updates were posted by Utah County as they became available. Pursuant to State law (UCA 20A-4-301(2)), it is necessary that the City Council, as the Board of Canvassers, canvass the 2025 General Election no later than fourteen days after the election, certify vote totals, and declare the results of the Primary Election.

**STAFF RECOMMENDATION:**

Canvass and certify the 2025 general elections results.

**SAMPLE MOTION TO APPROVE:**

I move that the Alpine City Council, acting as Board of Canvassers, approve the Election Canvass Returns to certify the 2025 General Election results, and to declare Andrew Young and Sarah Blackwell as winners of the General Election.

**Explanation:** The County will send us official reports on the General Election details after their canvass meeting at noon, next Tuesday November 18.

We are sorry that the timing is so tight. Tuesday is the last day we can certify the results.

**RESOLUTION NO. 2025-29**

**A RESOLUTION OF THE BOARD OF CANVASSERS CERTIFYING THE OFFICIAL CANVASSERS'  
REPORT OF THE NOVEMBER 18<sup>TH</sup>, 2025, GENERAL MUNICIPAL ELECTION**

**WHEREAS**, on November 18th, 2025, a Primary Municipal Election for Alpine City, Utah, was held to nominate four City Council candidates with the most votes; and

**WHEREAS**, this election was conducted by Alpine City through vote by mail and administered by Utah County. Those results pertaining specifically to Alpine City's municipal election are included in this official canvass report.

**WHEREAS**, UCA 20A-4-301(2) provides as follows:

- 2(a) The Mayor and the municipal legislative body are the Board of Municipal Canvassers for the municipality.
- (b) The Board of Municipal Canvassers shall meet to canvass the returns at the usual place of meeting of the municipal legislative body:
  - (i) for canvassing of returns from a municipal primary election, no sooner than seven days after the election and no later than 14 days after the election;
- (c) Attendance of a simple majority of the municipal legislative body shall constitute a quorum for conducting the canvass.

**The official results are attached as Exhibit A** (provided after the County canvass at noon)

City Council candidates Andrew Young and Sarah Blackwell received the highest number of votes in this General Municipal Election and are hereby declared duly nominated for the office of City Council, for a term of four years.

Approved and certified by the Board of Canvassers of Alpine City this 18<sup>th</sup> day of November, 2025.

By: \_\_\_\_\_  
Carla Merrill, Mayor

**VOTING:**

Jason Thelin	Yea <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
Jessica Smuin	Yea <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
Kelli Law	Yea <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
Chrissy Hannemann	Yea <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
Brent Rummel	Yea <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>

**ATTEST:**

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DeAnn Parry, City Recorder

**DEPOSITED** in the office of the City Recorder this 18<sup>th</sup> day of November, 2025.

**RECORDED** this 18<sup>th</sup> day of November, 2025.