

# PROVIDENCE CITY COUNCIL MEETING MINUTES

TUESDAY November 18th, 2025, 6:00 PM

Providence City Office Building, 164 North Gateway Drive, Providence UT

To view the video recording of the meeting please visit our YouTube channel found [HERE](#).

**HR. MIN. SEC.**, above agenda items are the timestamps of the YouTube recording.

## **Opening Ceremony:**

Call to Order: Mayor Alder

Roll Call of City Council Members: Mayor Alder, Council Member Kunz, Kirk, Sealy, Speth(Online) & Nebeker.

Staff in Attendance: City Manager Ryan Snow, Community Development Director Skarlet Bankhead and City Recorder Ty Cameron.

Pledge of Allegiance: Council Member Sealy

Opening Remarks/Prayer: Council Member Kunz

**7 MIN. 55 SEC.**

**Council Reports:** Items presented by the City Council Members will be presented as informational only; no formal action will be taken.

## Council Member Kunz

- Reported that mosquito abatement activities were complete for the season. He highlighted a service project by NextMeters at Meadow Ridge Park, where they cut back overgrowth and discussed potentially adopting the park as a semi-permanent service project.
- He also mentioned he would be attending the Cache Valley Chamber meeting the following day in place of Mayor Alder, where superintendents and city leaders would discuss educational opportunities for students.

## Council Member Kirk

- Noted that the youth council helped set up Sub for Santa the previous Saturday. She reported receiving more emails in the past month than perhaps the previous two years combined, addressing various citizen concerns.
- She emphasized to residents that while the council does their best, many matters are subject to state and federal law. She stressed that despite sitting at the council table, they are "on the same side of the table" as citizens and want what's best for the city, though sometimes that requires making difficult decisions that may make some people unhappy.

## Council Member Sealy

- Reported being extremely busy with her service on the Cache County Library Board, particularly dealing with the County Executives proposal to defund the Cache County Library. She described efforts including an education campaign, reaching out to cities across the valley, and conducting media interviews.

- She also spent considerable time speaking with Hillcrest Park area residents regarding a variance issue from late October, which led her to work on code revisions and definition clarifications which is now on the planning commission's agenda for tomorrow night.
- Council Member Sealy attended the legislative policy committee meeting to prepare for the upcoming session, noting five bills addressing property tax variations. She mentioned the final day for comments on the state housing plan and announced she would be attending the National League of Cities and Towns Conference in Salt Lake.

#### Council Member Nebeker

- Also received and responded to lots of emails regarding the variance request and the trees that were removed in front of the Browns property. Commented on last months meeting regarding the decisions to trim and cut the foliage on that side of the road and questioned how much it cost the city.

#### Council Member Speth

- Reported dealing with numerous emails regarding the Hillcrest subdivision variance situation as well. He attended the public hearing on the Wildland Urban Interface (WUI) code with state fire officials, learning that fee assessments would likely begin in 2026.
- He also spent time on the First East sidewalk issue between 200 and 300 South.

#### Mayor Alder

- Elaborated on the WUI discussion, explaining that the state needs to spread wildfire fighting costs across communities. She noted that assessments would be based on elevation, fire risk, and house size, though she questioned why house size would affect the fee. The mayor confirmed this would impact all residents through additional fees on property taxes.
- Regarding First East, Mayor Alder strongly stated that the corner improvements were beautiful after 15 years of visibility problems. She emphasized that the city will install a sidewalk from Center Street to Canyon Road as part of creating a walkable community.
- She addressed the numerous emails received and defended City Manager Ryan Snow's work in preparing the area for the sidewalk. The mayor encouraged groups concerned about First East to instead campaign for slower driving speeds on bench roads, noting people were going 40 mph in 25 mph zones.

#### Approval of the Minutes:

#### **22 MIN. 45 SEC.**

- **Item No. 1 Approval of the Minutes:** The Providence City Council will consider for approval the minutes of October 15th, 2025. [\(MINUTES\)](#)

- Mayor Alder called for the approval of the minutes of October 15<sup>th</sup>, 2025.
- Council Member Sealy and Kirk noted some corrections to lines 33, 48, 110, 122, 124, 162 & 264 regarding spellings of names and places.

- Staff will correct those issues before publishing approved minutes.

**Motion to approve the minutes of October 15<sup>th</sup>, 2025.- Council Member Kirk. 2<sup>nd</sup>- Council Member Nebeker.**

**Vote:**

**Yea- Council Member Kunz, Kirk, Sealy, Speth(Online) & Nebeker**

**Nay-**

**Abstained-**

**Absent-**

**Motion passes, minutes are approved.**

**Public Comments:** Citizens may express their views to the City Council on issues within the City's jurisdiction. The City Council accepts comments: by email providencecityutah@gmail.com, and by text 435-752-9441.

- Mayor Alder opened the floor for public comment.
- Cassi Palmatary addressed the council regarding First East vegetation removal. She stated she had attempted to meet with the city manager but was unable to do so. Mrs. Palmatary requested that Ryan Snow stop representing or speaking for her family regarding the tree and shrub removal and sidewalk placement on First East. She detailed a phone conversation from October 16th where she alleged the city manager misled them about the city council's vote and the scope of work to be done.
- She claimed the motion passed by council specified only "trimming of trees" in the green section and "removal of brush and weeds" in the red section, but trees were removed in the green section and in the red section. She expressed concerns about aesthetics, property value, noise barriers, privacy, water/flooding issues, and safe garage access once the sidewalk is installed. She stated the vegetation removal was improper and did not follow the council's motion, noting the work was handled differently at the Browns property compared to theirs. She questioned the timing given unknown variables and suggested some healthy trees could have been saved for shade if a walking trail is installed instead of a sidewalk.
- Nate Worthen then addressed procedural concerns about the meeting minutes just approved. He read the specific motion from the last meeting regarding clearing and trimming work on First East. Mr. Worthen expressed concern that the outcome didn't match the council's motion and that costs were unknown, as the original bid was \$20,300 but invoices hadn't been received. He noted this indicated the bid wasn't modified as directed. While supporting safe sidewalks, he urged the council to instill trust and transparency by following their own directions.
- Mayor Alder introduced Abbie Woolsey from NextMeters, who presented a conservation award to Providence City before the council addressed the election results.
- Ms. Woolsey explained that NextMeters has been in Providence for years, building water meters for multifamily units to help conserve water. Their technology helped conserve 31 billion gallons of water nationally last year through transparency and accountability in water usage. She announced their February "dumpster plunge" fundraiser and their nonprofit work installing wells in Africa. Through collaboration with Family Humanitarian, they helped fund 26 villages to receive clean water. Starting in 2025, they will install cellular endpoints on wells to track water usage in real-time.

**Election/ Canvass Report:**

**46 MIN. 05 SEC.**

- **Item No. 2 Elections Report/Canvass:** The Providence City Council will review, discuss, and will consider for approval the City's 2025 General Election Canvass report from Cache County which includes the nomination of 2 council members; and will declare those persons with the highest number of votes per the report as the newly elected officials for Providence City come January 1st, 2025. **(CANVASS REPORT), (JS CERTIFICATE), & (SC CERTIFICATE)**

- The council reviewed the 2025 General Election Canvass report from Cache County.
- City staff noted they contracted with the county to run elections, as did most cities in the valley. The results showed Jeanell Sealy and Scot Campbell as the winners for the two council positions.

**Motion to certify the election report canvass, item number 2.- Council Member Sealy. 2<sup>nd</sup>- Council Member Kunz.**

**Vote:**

**Yea- Council Member Kunz, Kirk, Sealy, Speth(Online) & Nebeker**

**Nay-**

**Abstained-**

**Absent-**

**Motion passes, election canvass approved. Council Member Sealy will remain in office and Scot Campbell will take his seat come January.**

- During discussion, Council Member Sealy expressed appreciation for residents' support and committed to continue working for them over the next four years.

**Presentations/Public Hearings:** None

**Resolutions/Ordinances:**

**49 MIN 50 SEC.**

- **Item No. 3 Res. 08-2025 Revisions to City's Personnel Policy and Procedures Manual:** The Providence City Council will review, discuss and may approve a resolution that revises the City's Personnel Policy and Procedures Manual. **(RES. 08-2025)**

- City Manager Ryan Snow explained that the city's insurance company requested about 50 items be completed over five years in exchange for waving a year's premium. Among these requirements were the 360-analysis survey sent to council and staff, Franklin Covey 7 Habits training, and a legal review of the personnel policy manual.
- Mr. Snow highlighted that most changes came from the legal review. Key additions included an AI policy and a longevity bonus provision. Some content was relocated to eliminate duplication between sections.
- Council Member Sealy inquired about the definition changes for employee types, parties noted that salaried positions were removed from the personnel policy because they're already defined

in city code. She asked about various date discrepancies regarding the revisions and whether the years of service award would be based on employment anniversary dates, which Mr. Snow confirmed would be.

- Council Member Nebeker questioned changes to on-call pay compensation, which previously specified \$150 per week but now states "to be determined." Mr. Snow explained this provides flexibility for different situations, such as holiday weeks that are harder to staff. The rate would still be set within the approved budget and pay scale rather than being fixed in policy that's rarely updated.
- Discussion arose about the secondary employment policy requiring city employees to get permission for outside jobs. Mr. Snow confirmed this has been a long-standing policy that was simply relocated within the document for better organization. He noted they have employees with secondary employment, including a part-time firefighter, and the main concern is ensuring no conflicts with on-call duties.

**Motion to approve item number 3, Resolution 08-2025 Revisions to City's Personnel Policy and Procedures Manual. – Council Member Kunz. 2<sup>nd</sup>- Council Member Sealy.**

**Vote:**

**Yea- Council Member Kunz, Kirk, Sealy, Speth(Online) & Nebeker**

**Nay-**

**Abstained-**

**Absent-**

**Motion passes, resolution approved.**

**Agreements, Contracts, Bid Awards:** None

**Plans and Other Business:** None

**Study Items:** None

**1 HR. 7 MIN. 35 SEC.**

**Staff Reports:** Items presented by Providence City Manager and/or Staff will be presented as information only.

- City Manager Ryan Snow provided an extensive report on city operations.
- Key updates included:
  - Independent auditors would visit the following week to audit the city as they do every year around this time.
  - The emergency generator for the city building was installed, allowing its use during emergencies.
  - Winter parking regulations were in effect with enforcement ongoing.
  - The Hillcrest playground equipment was ordered and would be installed soon.
  - A survey for Grandview Park improvements was distributed through social media and newsletters.
  - Thompson Field showed great progress with irrigation installation and potential planting if weather permits to come.
- Regarding maintenance activities:
  - Road crews completed patching and winter preparations including snow pile setup.
  - Contractors were repairing sidewalks identified through the comprehensive survey that found over 7,000 trip hazards.

- Work began in the downtown area around Second West and First North.
- Parks and restrooms were winterized.
- Tree lighting ceremony is scheduled for December 4th.

- Equipment updates included completion of the new Ram 5500 plow truck purchase, while the truck damaged in an accident remained under repair with hopes for winter availability.
- Water system improvements continued with over 1,000 meters replaced this year, matching last year's total. The goal is to transition to complete tower reading for year-round billing rather than stopping truck routes in winter. Snow acknowledged this first winter of continuous reading would require flexibility and adjustments.
- Additional infrastructure projects included:
  - Well house design underway following successful drilling, with construction planned for spring/summer.
  - 1200 South sewer line under design to increase capacity for connection to Logan's system.
  - Fiber optic system growth reaching 1,876 residents.
- Mr. Snow concluded by noting all city funds were operating in positive territory with increased sales tax revenue from new businesses, indicating good financial health across all business units.
- Council members expressed appreciation for Mr. Snow's extensive responsibilities and continuing educational efforts. Mayor Alder particularly thanked him for making them "all look good" and noted the value of having a city manager with CPA credentials.

**Motion to adjourn the meeting. – Council Member Kirk. 2<sup>nd</sup>- Council Member Sealy.**

**Vote:**

**Yea- Council Member Kunz, Kirk, Sealy, Speth(Online) & Nebeker**

**Nay-**

**Abstained-**

**Absent-**

**Motion passes, meeting adjourned.**

**Next meeting to be held December 17<sup>th</sup> @ 6 pm.**

**Minutes approved by vote of council on \_\_\_\_ day of \_\_\_\_\_ 2025.**

**I swear these minutes are true and correct to the best of my knowledge.**

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**Ty Cameron, City Recorder.**