



**REGULAR CITY COUNCIL MEETING**

Tuesday, November 18th, 2025, at 7:00 p.m.  
Council Chambers at City Hall and Online

**MINUTES**

Mayor Olson called the meeting to order at 7:00 p.m.

**ROLL CALL**

Councilors present included Art Adcock, Brian Del Rosario, Lynn Mecham Travis Keel, and Jeff Siddoway.

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, City Recorder Stephanie Christensen, City Legal Counsel Brett Rich, Shannon Hoffman and Gwen Butters.

**PLEDGE OF ALLEGIANCE**

City Manager led the Pledge of Allegiance.

**INVOCATION/INSPIRATIONAL THOUGHT**

Councilor Adcock offered an invocation.

**DECLARATION OF POTENTIAL CONFLICTS OF INTEREST**

No members of the City Council expressed any conflict of interest.

**CONSENT AGENDA**

1. 11-04-2025 City Council Regular Meeting Minutes
2. Review City Expenditures from 11-01-2025 to 11-14-2025 in the amount of \$1,009,517.69.
3. Out of State Training Request - Library

Councilor Keel made a motion to approve the Consent Agenda items 1 through 3. Councilor Mecham seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

**PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS**

**Appointment**

4. Delayne Bing – Historic Preservation Committee

Mayor Olson interviewed Delayne Bing for the open seat on the Historic Preservation Committee last week. Mayor Olson feels she will be an asset to the committee. On the recommendation of Mayor Olson, Councilor Mecham made a motion to appoint Delayne Bing to the Historic Preservation Committee. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

#### **BUILDING PERMIT & BUSINESS LICENSE REPORT**

Assistant Manager Bond presented the Building Permit Report. 213 residential units have been issued building permits in the current calendar year. In comparison, 53 single and multi-family residential units have been issued building permits in the current fiscal year (July 1, 2025 – June 30, 2026). 1 new business licenses have been issued in the last month.

Mayor Olson welcomed our new Administrative Assistant Gwen Butters. Gwen Butters addressed the Council and stated she is excited for the new position.

#### **RESOLUTIONS & DISCUSSION & POSSIBLE ACTION ITEMS**

##### **Resolution 11-02-2025 - A Resolution Establishing the Fee Schedule for Santaquin City**

City Manager reported that the new passport office is open and has been very busy. Assistant City Manager Jason Bond informed the Council that the new fees are an execution fee of \$35 for each application. The passport photos for \$15, which is one of the lowest fees in the state. There is also a postage fee depending on how they elect to have their packet sent. Council Adcock ask if there are fees for passport renewals. Assistant City Manager Bond informed the group that all renewals are completed online, but we can take their photos if needed.

Councilor Mecham made a motion to approve Resolution 10-02-2025 A Resolution Establishing the Fee Schedule for Santaquin City. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

##### **Resolution 11-03-2025 – Agreement with Utah County or Recreation Grant Funding**

City Manager Beagley informed the Council Members that this was a resolution to accept the funds that Utah County has already set aside for the recreation grant funding they do annually. The total is 2 years'

worth of funding. There are 2 projects already identified for the funding, archery set up in Harvest View and ballfield improvement.

Councilor Adcock made a motion to approve Resolution 11-03-2025 Agreement with Utah County for Recreation Grant Funding. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

**Resolution 11-04-2025 – Financial Policies Update**

Shannon Hoffman, Financial Director, presented a proposed amendment to our financial policy. There were a couple of minor changes, but also a couple bigger changes, which came in our credit card policy. What was written was out of date. We changed it to coincide with the actual process. We also added a gift card policy that was recommended by our auditors. This is to make sure we have accountability of separation of duties.

Councilor Lynn made a motion to approve Resolution 11-04-2025 Financial Policies Update. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

**Discussion & Possible Action – Professional Services Agreement with HAL for Design of ULS to City Pressurized Irrigation Connection**

City Manager Beagley informed the Council Members this agreement helps in getting the design completed for the ULS connection to our pressurized irrigation system and makes a recommendation to approve the agreement.

Councilor Del Rosario made a motion to award the contract to Professional Services to Hansen Allen and Loose, Inc for and not to exceed the amount of \$34,730.70 per their attached proposal. Councilor Adcock seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes

Councilor Siddoway                      Yes

The motion passed.

Councilor Adcock reported on the presentation from Natural Resources Division on National Water Rights. They are sending summons out to provide proof of an active share, which is completed every 7 years. The books will be open in a couple of years for our area. Strawberry Valley project is getting ready to move from dedication to third party agreements. Their goal is to be completed by February.

**Discussion & Possible Action – Approval of the Pump Order for Culinary Water Infrastructure.**

City Manager Beagley informed the group that this is a replacement for the one that was just installed. We installed a new pump when it went down without losing any compacity, but we need to replace the one taken from the shelf. This is not currently covered under capital repair and replacement cost. We have the funds there, but they have not been allocated by budget. There will be a budget amendment that comes later. There are sufficient funds in the capital repair and placement to cover, and we need to get a replacement pump back on the shelf.

Councilor Mecham made a motion to approve the Pump Order for Culinary Water Infrastructure.  
Councilor Keel seconded the motion.

Councilor Adcock                      Yes  
Councilor Del Rosario                Yes  
Councilor Keel                         Yes  
Councilor Mecham                    Yes  
Councilor Siddoway                 Yes

The motion passed.

**Discussion & Possible Action – Approval of the 2026 City Council Meeting Schedule**

City Manager Beagley reviewed the 2026 City Council Meeting Schedule. City Manager Beagley stated essentially the meetings will be every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month.

Councilor Del Rosario made a motion to approve the 2026 City Council Meeting Schedule. Councilor Adcock seconded the motion.

Councilor Adcock                      Yes  
Councilor Del Rosario                Yes  
Councilor Keel                         Yes  
Councilor Mecham                    Yes  
Councilor Siddoway                 Yes

The motion passed.

**REPORTS BY STAFF, COUNCIL MEMBERS, AND MAYOR OLSON**

Assistant City Manager Bond mentioned that the passport office will offer the service of taking passport photos. We will get the information out on social media and our website. Assistant City Manager Bond

stated the Development Review Committee will be reviewing the Ahlen B Bar Ranch at the base of pole canyon. There will be 3 large lots. Assistant City Manager Bond reported the Planning Commission will be reviewing a development called Sunset Ridge Subdivision. The development agreement will be reviewed by the Planning Commission because of the land use elements. It will run through the legislative process which includes a public hearing of the planning commission, and they will forward their recommendation to the City Council. Assistant City Manager stated there will also be a General Plan amendment to the water element at the City Council meeting. Assistant City Manager Bond reports that the state mandates to incorporate a water element into our General Plan. The Planning Commission has reviewed the water element, and a public meeting has previously been held.

City Manager Beagley reported on the wildland urban interface fees and water usage fees at the state level. It is still moving forward, but is not fully defined. It will apply to the water calendar year of 2026, but would not come into effect until January 2027. City Manager Beagley stated the Legislative planning committee meeting with the ULCT, they are talking about reducing or eliminating property taxes. Also, the state housing plan is out. There are 46 tactics that they can do. Most of those tactics potentially affect us. Everything from detached ADUs to byright zoning. City Manager Beagley informed the group there are a lot of bills that will be coming and it's important for Council Members to engage with their thoughts and opinions. City Manager Beagley reported an update on the main street project. They are doing some landscaping and cement work, but are getting very close. The library is getting sheetrock completed this week and are really moving along.

Councilor Keel had nothing to report. Councilor Mecham has nothing to report today. Councilor Siddoway had nothing additional to report.

Councilor Adcock wants the councilor members to think about sodding the new cemetery instead of seeding. Councilor Adcock also informed the group that the north part of town has a Christmas concert this Friday that the mayor and I have been asked to be a part of and cannot make it. Councilor Adcock asked if another councilor was available that can attend and welcome the community? Councilor Del Rosario stated he would be happy to attend and welcome the community.

Councilor Brian Del Rosario reported that he has been working with John Bradley in getting a Holiday Lights Decoration Contest. It is for residents to enter into a contest. There will be a map with all the addresses of the homes participating. There will also be several different rewards. Councilor Del Rosario reminded the Council Members of the importance of the Urban Trail Network and expanding it. Councilor Del Rosario would like each member to keep it in mind during the budget meetings.

Mayor Olson expressed his thoughts on Bill Hooser remembrance. Mayor Olson spoke how he would like to celebrate the day with a "day of service". One recommendation Mayor Olson received was to ask the Hometown volunteers to help plant flowers further down main street. Cleaning up the entire main street by repainting, pulling weeds, etc. a total cleanup. Assistant City Manager Bond mentioned it is best to plant during the middle of May. Assistant City Manager Bond also reminded the council that the late Ms. Hooser proposed an idea of flags down main street. City Manager Beagley reported that on Columbus Day the city employees added bark and planted flowers at the entrance into Santaquin. Mayor Olson stated there are great things happening at the Industrial Park with new building happening. City Manager Beagley stated there are several building permits in process right now. Mayor

Olson also reported to the group that we are still working on funding for the library. He stated there is a lot of work ahead in receiving funding.

#### **CLOSED SESSION**

Councilor Keel made a motion to enter into a Closed Session to discuss pending or reasonably imminent litigation; collective bargaining, and/or the purchase, exchange, or lease of real property, a proposed development agreement, a project proposal, or a financing proposal related to the development of land owned by the State. Councilor Del Rosario seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

The closed session began at 8:00 p.m.

Present at the closed session included Mayor Dan Olson, Council Member Art Adcock, Council Member Brian Del Rosario, Council Member Travis Keel, Council Member Lynn Mecham, Council Member Jeff Siddoway, City Manager Norm Beagley, Assistant City Manager Jason Bond and Legal Counsel Brett Rich.

Councilor Siddoway made a motion to end the closed session and enter back into the Regular City Council meeting. Councilor Mecham seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

The closed session ended at 8:06 p.m.

#### **ADJOURNMENT**

Councilor Keel made a motion to adjourn the meeting. Councilor Del Rosario seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

The meeting was adjourned at 8:06 p.m.

ATTEST:

  
Daniel M. Olson, Mayor

  
Stephanie Christensen, City Recorder