



MINUTES
Springville City Council Work/Study Meeting - November 04, 2025

MINUTES OF THE WORK/STUDY MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, NOVEMBER 04, 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, Library Director Dan Mickelson, Museum of Art Director Emily Larsen, Parks and Recreation Director Stacey Child, Power Director Jason Miller, Public Safety Director Lance Haight, and Public Works Director Brad Stapley.

CALL TO ORDER - Mayor Packard welcomed everyone and called the Work/Study meeting to order at 5:33 p.m.

COUNCIL BUSINESS

1. Calendar

- Nov 11 - Council Budget Work Meeting 9:00 a.m.
- Nov 18 - Work Meeting 5:30 p.m., Regular Meeting 7:00 p.m.
- Nov 18 - RDA Meeting 6:30 p.m.
- Nov 18 - Board of Canvassers - 2025 Municipal Election Canvas 6:40 p.m.
- Nov 27-28 - Thanksgiving Holiday Observed, City Offices Closed (Thursday and Friday)

Mayor Packard asked if there was any discussion about the upcoming calendar. Councilmember Millsap stated he would be gone from the November 18th meeting. Administrator Fitzgerald confirmed the Council Strategy Meeting on November 11, 2025, would start at 4:00 p.m. and be held at the Fire Station Conference Room.

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

- a) Invocation - Councilmember Jensen
- b) Pledge of Allegiance - Councilmember Wright
- c) Consent Agenda
 2. Approval of the minutes for the October 21, 2025, work and regular meetings.

Mayor Packard asked if there was any discussion on the consent agenda. There was none.

3. WORK MEETING DISCUSSIONS/PRESENTATIONS

a) Review of the City Facilities Use Policy - Troy Fitzgerald, City Administrator

Administrator Troy Fitzgerald reported on the Facilities Use Policy and explained that a new state law, effective November 6, 2025, restricted city councils from donating or waiving fees beyond 1% of the municipal budget, which for Springville would be about \$400,000. He stated that surrounding cities did not appear to account for donations in their budgets and might not be offering fee waivers. He noted that Springville had a few existing arrangements, some through contracts; currently, there is a contract with the Hobble Creek Riding Club. Contracts with the Folkfest and the LDS Church have expired. He outlined the process for valuing city donations and stated that historic users would be transitioned into paying fees. He asked the council whether they approved of all fee waivers being handled under the PAR Tax umbrella.

Councilmember Wright asked how the donation value would be calculated and what state enforcement mechanisms existed. She later expressed concern that organizations would need to apply annually for PAR funds and disclose how they used the funds, and noted potential issues with future requests from clubs that were not 501(c)(3) organizations. She added that her main priority was ensuring consistency in how groups were designated. Troy explained that the primary enforcement risk from the state was political action against a municipality.

Councilmember Snelson and Mayor Packard discussed placing these requests under the PAR Board's review.

Troy Fitzgerald noted that many historic user groups lacked the funds to continue under full fee requirements and that some of these groups were diminishing over time.

b) Update on Historic Seminary Building - Emily Larsen, Museum of Art Director

Museum of Art Director Emily Larsen reported that the Historic Seminary Building was under contract and that the City was in the due diligence period. She stated that the current legal description listed the property line in the middle of the street and that a corrected description was needed. She noted that the building was nearly 100 years old and would require upkeep and maintenance.

Councilmember Snelson asked about anticipated repair costs. Emily explained that many of the potential costs would depend on the service level standards established for the building.

Mayor Packard asked whether any boundary issues needed to be addressed during the process. Attorney Penrod reported that the property boundaries did need clarification and cleanup.

Councilmember Wright asked about the risk of asbestos. Emily stated that inspectors were conducting tests and gathering additional information.

c) Allocation of PAR Funds - Emily Larsen, Museum of Art Director, and Stacey Child, Parks and Recreation Director

Parks and Recreation Director Stacey Child reported that, with donations received from McWane Ductile, the City had gone out to bid for the Arts Park enhancements, and the bids returned at more than \$2 million. She stated that a request had been submitted to the PAR Board for additional funding.

Museum of Art Director Emily Larsen explained that the project approach was intended to be comprehensive, using one architect and a program manager to ensure the work was done correctly. She reported that the PAR Board had awarded \$600,000 toward the project.

Councilmember Millsap asked whether PAR funds would still be available for smaller projects, and Emily confirmed that they would.

The City Council, by consensus, agreed to move the project forward.

MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS

Mayor Packard asked if there was any further discussion. He reminded the council about the Hmong open house on November 15, 2025, and encouraged the council to attend.

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.

Motion: Councilmember Jensen moved to adjourn the work meeting at 6:20 p.m. and go into a closed session for property. **Councilmember Wright seconded** the motion. **Vote Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously, 5-0**

This document constitutes the official minutes for the Springville City Council Work/Study Meeting held on Tuesday, November 04, 2025

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, November 04, 2025.

DATE APPROVED: November 18, 2025



Kim Crane
City Recorder