

**TOQUERVILLE CITY
CITY COUNCIL MEETING MINUTES**

**November 18, 2025, at 6:00 pm
212 N. Toquer Blvd, Toquerville Utah**

Present: Mayor Justin Sip; Councilman: Joey Campbell, Chuck Williams, Wayne Olsen, Todd Sands, Gary Chaves; Staff: City Manager Ben Billingsley, Assistant City Manager Darrin LeFevre, Record/Planning & Zoning Administrator Emily Teaters, City Attorney Kayla Gothard.

A. CALL TO ORDER – 6:00 PM

<https://www.youtube.com/live/JUOD9ynGHMs?si=8uOllq7s8hXKtJth&t=168>

Mayor Sip called the meeting to order at 6:00 p.m. Councilman Sands led the Pledge of Allegiance. Invocation was led by Mayor Sip.

B. APPROVAL OF AGENDA:

<https://www.youtube.com/live/JUOD9ynGHMs?si=uRoq2YsXtOa8RbTT&t=245>

1. The Council reviewed the agenda.

Councilman Campbell made a motion to strike business item E2 from the agenda. Councilman Chaves seconded the motion. Motion carried, 4-0. Gary Chaves – aye, Joey Campbell – aye, Todd Sands – aye, Wayne Olsen – aye.

2. There were no declarations of conflicts from the Council.

C. CONSENT AGENDA:

<https://www.youtube.com/live/JUOD9ynGHMs?si=uSpDtxMi9xNwUm1J&t=273>

1. Review and possible approval of meeting minutes from November 5, 2025, City Council Meeting.

Councilman Chaves made a motion to approve the meeting minutes from November 5th City Council. Councilman Campbell seconded the motion. Motion carried, 4-0. Gary Chaves – aye, Joey Campbell – aye, Todd Sands – aye, Wayne Olsen – aye.

2. Review and possible approval of City Expenditures from October 2025.

Councilman Campbell made a motion to approve the City Expenditures for October 2025. Councilman Chaves seconded the motion. Motion carried, 4-0. Gary Chaves – aye, Joey Campbell – aye, Todd Sands – aye, Wayne Olsen – aye.

Councilman Sands gave a report on the Southwest Mosquito Abatement District. They are operating within their budget and there were 3 cases of West Nile Virus in Washington County. Service calls have increased exponentially. They had 108 calls in 2023, 174 in 2024, and 369 in 2025 so far.

D. PUBLIC FORUM:

<https://www.youtube.com/live/JUOD9ynGHMs?si=khSIBQZcOyJmtuT6&t=488>

Mayor Sip opened the public forum. There were no comments from the public. Mayor Sip closed the public forum.

E. BUSINESS:

1. **Discussion and possible action** on amendments to the Employee Policies and Procedures Manual.

<https://www.youtube.com/live/JUOD9ynGHMs?si=6tdGBvP5bZBgMY-1&t=505>

City Manager Ben Billingsley introduced this item noting there will be some findings in the financial audit for fiscal year 2025. Councilman Williams joined the meeting at this time. Councilman Olsen brought up concerns with a portion of the manual regarding equipment and rentals. The Council discussed this item.

Councilman Chaves made a motion to approve the Employee Policies and Procedures Manual. Councilman Williams seconded the motion. Motion carried, 5-0. Gary Chaves – aye, Joey Campbell – aye, Todd Sands – aye, Wayne Olsen – aye, Chuck Williams – aye.

2. **Discussion and possible action** on a water utility fee waiver for Bob Olser requested by Councilman Olsen.
The Council moved on to item E3.

3. **Discussion and possible action** on approving an MOU for the Westfield Connector Road Access.

https://www.youtube.com/live/JUOD9ynGHMs?si=wUwRD_ME96OcIBjW&t=746

Ben introduced this item by providing background information from previous meetings. Councilman Sands raised concerns about verbal agreements, prior comments on the item, the fire district's concerns regarding the road, and the lack of a second access in other areas of the City. Councilman Olsen brought up weather concerns.

Councilman Sands made a motion to deny the approval for the Westfield Road connector license agreement. Councilman Chaves seconded the motion. Motion carried, 5-0. Gary Chaves – aye, Joey Campbell – aye, Todd Sands – aye, Wayne Olsen – aye, Chuck Williams – aye.

4. **Discussion and possible action** on Ordinance 2025.XX – an ordinance amending and restating Title 7, Chapter 6, of Toquerville City Code to clarify requirements for the maintenance of trees, shrubs, bushes, and other vegetation in public streets, sidewalks, and rights-of-way.

<https://www.youtube.com/live/JUOD9ynGHMs?si=gtEmFXETP1c4EHBD&t=1216>

Emily introduced this item summarizing the Ordinance. Councilman Sands brought up a concern with the 13-foot height restriction. The Council discussed this item.

Councilman Sands made a motion to approve business item 4, an ordinance amending and restating Title 7, Chapter 6, of the Toquerville City Code to clarify requirements for the maintenance of trees, shrubs, bushes, and other vegetation in public streets, sidewalks, and rights-of-way, with the change that we make the height 14 feet. Councilman Campbell seconded the motion. Motion carried, 5-0. Gary Chaves – aye, Joey Campbell – aye, Todd Sands – aye, Wayne Olsen – aye, Chuck Williams – aye.

5. **Discussion and possible action** on approving a contract increase of \$45,000 with Applied Geotechnical Engineering Consultants, Inc to cover the revised scope of work.
<https://www.youtube.com/live/JUOD9ynGHMs?si=uVJxc7GoDuvkCvSy&t=1627>
Assistant City Manager Darrin LeFevre introduced this item summarizing the revised scope of work and what was done. The council discussed this item.

Councilman Campbell made a motion to approve the contract increasing \$45,000 to AGEK to cover the revised scope of work. Councilman Williams seconded the motion. Motion carried, 5-0. Roll call vote: Chuck Williams – aye, Gary Chaves – aye, Todd Sands – aye, Wayne Olsen – aye, Joey Campbell – aye.

F. BOARD OF CANVASSERS:

<https://www.youtube.com/live/JUOD9ynGHMs?si=YqzjpRqkHTXmH0dr&t=2137>

1. Convene as the Board of Canvassers
Emily noted it was 6:33pm, explaining that the Council will need to certify the results. She went over the recorder's role in the election.
2. Canvass of the Municipal General Election
Emily presented the ballot statistics and voter results. The elected officials for the seats are Dan Catlin for mayor, Jenny Chamberlain and Wayne Olsen for City Council, and Valerie Preslar for the two-year council seat.

Councilman Campbell made a motion to certify the November 4, 2025, election. Councilman Sands seconded the motion. Motion carried 5-0. Roll call vote: Joey Campbell – aye, Wayne Olsen – aye, Todd Sands – aye, Gary Chaves – aye, Chuck Williams – aye.

3. Adjourn as Board of Canvassers

Councilman Campbell made a motion to adjourn the board of canvassers. Councilman Williams seconded the motion. Motion carried, 5-0. Gary Chaves – aye, Joey Campbell – aye, Todd Sands – aye, Wayne Olsen – aye, Chuck Williams – aye.

Mayor Sip adjourned the Board of Canvassers at 6:39 pm.

G. CLOSED SESSION:

Not needed.

H. CALENDAR OF EVENTS:

<https://www.youtube.com/live/JUOD9ynGHMs?si=Yge75QamNeSAs4FL&t=2477>

Mayor Sip reviewed the calendar of events.

I. ADJOURN:

Councilman Williams made a motion to adjourn. Councilman Olsen seconded the motion. Motion carried, 5-0. Gary Chaves – aye, Joey Campbell – aye, Todd Sands – aye, Wayne Olsen – aye, Chuck Williams – aye.

Mayor Sip adjourned the meeting at 6:40 pm.

Mayor – Justin Sip

Date

Attest: City Recorder – Emily Teaters

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