



**Tremonton City Corporation  
City Council Meeting  
January 6, 2026  
Meeting to be held at  
102 South Tremont Street  
Tremonton, Utah**

**CITY COUNCIL WORKSHOP AGENDA  
6:00 p.m.**

1. Call to Order and Declaration of Conflict of Interest
2. Council Reports and Updates
3. Presentations:
  - a. **Title:** Wellness Presentation  
**Presenter:** Cassandra Merrill  
**Estimated Time:** 15 minutes
  - b. **Title:** New Member Training  
**Presenter:** Mayor Rohde  
**Estimated Time:** 30 minutes
4. Review of the agenda items identified on 7:00 p.m. City Council Agenda
5. **CLOSED MEETING:**
  - a. *Strategy session to discuss the purchase of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms; and/or*
  - b. *Strategy session to discuss the character, professional competence or physical or mental health of an individual; and/or*
  - c. *Strategy sessions to discuss pending or reasonably imminent litigation; and/or*
  - d. *Discussions regarding security personnel, devices or systems*

**AMENDED CITY COUNCIL MEETING AGENDA  
7:00 p.m.**

1. Call to Order
2. Invocation by: Pastor Samuel Markham, River of Life Church  
Pledge led by: Student

3. Swearing in of Newly Elected Officials
4. Approval of Agenda
5. Declaration of Conflict of Interest
6. Presentations
  - a. Recognition of Past Mayor and Councilmembers
  - b. Tremonton City Citizenship Award to Elementary and Intermediate Students – presented by Former Mayor Lyle Holmgren
  - c. Years of service award to Anna Sanders – 5 years at the Senior Center
7. Consent Agenda - Any Councilmember may request an item be removed for separate discussion
  - a. Approval of minutes – December 2, 2025
  - b. Approval of Resolution No. 26-01 awarding a bid for the Rocket Road widening project
8. Citizen Engagement – General Public Comment
  - Residents may address the Council on any issue not listed below on the agenda
  - Rules of engagement:
    - a. **Dignity First:** Tremonton is a “Dignity City.” We ask that you attack the *problem*, not the *person*. Personal attacks or questions of character are not permitted.
    - b. **Priority:** Speakers who registered on the signup sheet at the door prior to the meeting will be called in order.
    - c. **Time Limit:** 3 minutes per individual
    - d. **Response:** Under State Law, the Council cannot debate or take action on non-agenda items. They can listen and may direct staff to follow up.
9. Strategic Business (Ordinances & Policies) – None at this time
10. Reports and Calendar
  - a. City Manager Report
  - b. Upcoming Calendar Items
11. **CLOSED MEETING:**
  - a. *Strategy session to discuss the purchase of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms; and/or*
  - b. *Strategy session to discuss the character, professional competence or physical or mental health of an individual; and/or*
  - c. *Strategy sessions to discuss pending or reasonably imminent litigation; and/or*
  - d. *Discussions regarding security personnel, devices or systems*
12. Adjournment

*Anchor location for Electronic Meeting by Telephone Device. With the adoption of Ordinance No. 13-04, the Council may participate per Electronic Meeting Rules. Please make arrangements in advance.*

*In compliance with the Americans with Disabilities Act, persons needing special accommodations,*

*should contact Cynthia Nelson no later than 48 hours prior to the meeting.*

*This meeting will be live streamed via YouTube at <https://www.youtube.com/@tremontoncity>*

**The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted in accordance with Utah State Code on this 19th day of December 2025.**

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Cynthia Nelson, CITY RECORDER

## **Draft Minutes**

### **TREMONTON CITY CORPORATION CITY COUNCIL MEETING DECEMBER 2, 2025**

#### **Members Present:**

Wes Estep  
Beau Lewis  
Bret Rohde  
Brandon Vonk—excused  
Blair Westergard  
Lyle Holmgren, Mayor  
Linsey Nessen, Interim City Manager  
Cynthia Nelson, City Recorder—excused

### **CITY COUNCIL MEETING**

Mayor Holmgren called the December 2, 2025 City Council Meeting to order at 7:00 p.m. The meeting was held in the Tremonton City Council Meeting Room at 102 South Tremont Street, Tremonton, Utah. Those in attendance were Mayor Holmgren, Councilmembers Estep, Lewis, Rohde, and Westergard, and Interim Manager Nessen. The following Department Heads were also present: Community Development Director Jeff Seedall, Public Works Director Carl Mackley, Police Chief Dustin Cordova, Fire Chief Jeff Jarrow, and City Treasurer Michelle Rhodes. Councilmember Vonk and Recorder Nelson were excused.

\*Public Hearing Item 8.b. was held first, then the Council moved into the Opening Ceremony.

1. Opening Ceremony: Prayer – Mayor Holmgren and Pledge – Student Riley Weston
2. Introduction of Council, including a group of students to be honored.
3. Declaration of Conflict of Interest: None.
4. Approval of Agenda:

**Motion by Councilmember Rohde to approve the agenda of December 2, 2025.**  
Motion seconded by Councilmember Lewis. Vote: Councilmember Estep - yes, Councilmember Lewis - yes, Councilmember Rohde - yes, Councilmember Vonk - absent, Councilmember Westergard - yes. Motion approved.

5. Approval of minutes – November 18, 2025

**Motion by Councilmember Estep to approve the November 18, 2025 minutes.**  
Motion seconded by Councilmember Westergard. Vote: Councilmember Estep - yes, Councilmember Lewis - yes, Councilmember Rohde - yes, Councilmember Vonk - absent, Councilmember Westergard - yes. Motion approved.

6. Presentations
  - a. Tremonton City Citizenship Award to Elementary and Intermediate Students

## **Draft Minutes**

Mayor Holmgren said we started this a couple years ago and the whole idea was to recognize young people who are respectful to their schoolmates, teachers, family, and community. They take responsibility and are willing to do what they should. They promote safety in their schools and neighborhoods. We want to recognize them for the good things they do because that is what makes our community great. He then thanked the parents and principals and presented the awards and took a group picture.

7. Public comments: None.

Mayor Holmgren called a public hearing to order at 7:13 p.m. to consider amending the budget. There were 12 people in attendance.

8. Public Hearing

- a. Public hearing to consider amending the budget entitled "The Tremonton City Annual Implementation Budget 2025-2026 General Fund, Capital Fund(s), Enterprise Fund(s), and Special Funds(s)," for the period commencing July 1, 2025 and ending June 30, 2026

There were no public comments. Mayor Holmgren closed the Public Hearing at 7:14 p.m.

\*The following item was held at the beginning.

**Motion by Councilmember Westergard to into a public hearing.** Motion seconded by Councilmember Estep. Vote: Councilmember Estep - yes, Councilmember Lewis - yes, Councilmember Rohde - yes, Councilmember Vonk - absent, Councilmember Westergard - yes. Motion approved.

Mayor Holmgren stated the purpose of the public hearing is to provide citizens with pertinent information about the Community Development Block Grant program and to allow for the discussion of possible applications. The public hearing will cover eligible activities, program requirements, and expected funding allocations in the region. The CDBG Program can fund a broad range of activities, including, but not limited to: construction of public works and facilities, such as water and sewer lines, fire stations, acquisition of real property, and provision of public services such as food banks or homeless shelters. In the event that Tremonton City chooses to apply for CDBG funding, a second public hearing will be held at a later time to discuss the project.

Mayor Holmgren opened the public hearing at 7:01 p.m. and asked if there were any public comments.

There were 63 people in attendance.

- b. The purpose of the public hearing is to provide citizens with pertinent information about the Community Development Block Grant program and to allow for discussion of possible applications. This public hearing will cover eligible

## **Draft Minutes**

activities, program requirements, and expected funding allocations in the region. The CDBG Program can fund a broad range of activities, including, but not limited to: construction of public works and facilities, e.g., water and sewer lines, fire stations, acquisition of real property, and provision of public services such as food banks or homeless shelters. In the event that Tremonton City chooses to apply for CDBG funding, a second public hearing will be held at a later time to discuss the project.

Seeing no public comments, Mayor Holmgren closed the Public Hearing at 7:01 p.m.

**Motion by Councilmember Estep to close a public hearing.** Motion seconded by Councilmember Lewis. Vote: Councilmember Estep - yes, Councilmember Lewis - yes, Councilmember Rohde - yes, Councilmember Vonk - absent, Councilmember Westergard - yes. Motion approved.

9. New Council Business:

- a. Discussion and consideration of adopting Resolution No. 25-57 amending budget entitled "The Tremonton City Annual Implementation Budget 2025-2026 General Fund, Special Funds(s), Capital Fund(s), and Enterprise Fund(s), and for the period commencing July 1, 2025 and ending June 30, 2026

Interim Manager Nessen said we had a police vehicle get totaled and \$63,000 is the money we received from insurance to replace that. We are putting the money back into Capital Projects and allowing the police department to buy a new vehicle and equipment with that money.

**Motion by Councilmember Estep to adopt the Resolution.** Motion seconded by Councilmember Westergard. Roll Call Vote: Councilmember Estep - yes, Councilmember Lewis - yes, Councilmember Rohde - yes, Councilmember Vonk - absent, Councilmember Westergard - yes. Motion approved.

- b. Discussion and consideration of adopting Resolution No. 25-58 reaffirming, amending, and enacting new fees and fines in a schedule entitled Tremonton City Consolidated Fees and Fines Schedule including, but not limited to, Utility Late Fees

Treasurer Rhodes said we send out about 350 pink letters every month saying the resident is at least 30 days behind on their bill. That takes us about three hours to do. We figured it is about a 2.7% percent cost of our base price, which is \$72. Our credit card percent is 3%. We only charge a \$2 late fee. Some of our residents pay a little, but not enough to be removed from this list. They wait to pay until we send another letter. This new fee is not to make money, it is supposed to be a deterrent to stop that and have people catch up instead of wasting our resources to process things. It is just a pebble in a shoe. It is an annoyance. I hope people will try and keep their bills paid instead of having us be their creditor. Mayor Holmgren said we are trying to deter people from making a habit of being late. I think this makes a lot of sense. Councilmember Lewis said how often is it due to

## Draft Minutes

hardship? Treasurer Rhodes said I can pretty much tell you exactly who is going to be on the list every month, but I do not know if it is due to hardship or if it is just due to convenience. It is only \$2 and they would rather pay that than pay their bill. I am not opposed to having them tell us if they need more time. We can waive that for those who need it. This is just a deterrent for the ones who are always on the list. Our finance director wanted to go higher, but I think a \$15 fee would be good.

**Motion by Councilmember Rohde to adopt the resolution.** Motion seconded by Councilmember Westergard. Roll Call Vote: Councilmember Estep - yes, Councilmember Lewis - yes, Councilmember Rohde - yes, Councilmember Vonk - absent, Councilmember Westergard - yes. Motion approved.

- c. Discussion and consideration of adopting Resolution No. 25-59 approving a Dispatch Services Agreement between Weber Area Dispatch 911 and Emergency Services District and Tremonton City

Chief Cordova said this would move our dispatch services to Weber. They are experts in their field. Right now, our dispatch is a major safety concern for police and fire. I believe this change would be in the best interest of our City. I sent our legal counsel opinion. He supports it as well. Chief Jarrow said I totally agree with Chief Cordova that we need to make this jump as soon as possible. It will be easier if we do it with our partners in Brigham City. They are going to do that in February. Chief Cordova said this would be a five-year interlocal agreement. We are not opposed to coming back to DPS down the road. They just have to take the time to fix some of the issues they have. Perry City is also looking at this move. DPS largely represents small rural departments and with our growing population they are not familiar with our needs today. That is causing safety issues in the way they do business. Our guys are not getting the information they need. They are not handling the calls the way we would like them to be handled. I have been personally working on it with them for the last three years. It is not worth the risk. Councilmember Lewis said how does this impact the operating budget moving forward? Chief Jarrow said we are good for now, but will have to budget that in. With the revenue, we would be able to pay for it for this year. We would have to adjust the budget to support that for the next four years. Chief Cordova said the total cost is \$174,000. We already have the software, so that is why we get a discount. There is an integration fee, but if we go with Brigham City at the same time, they are willing to take that on (\$30,000). Chief Jarrow said everyone knows and sees this change is necessary. Everyone will probably wind-up following suit.

The Council spent time discussing possible problems that could arise due to this change. When asked about other departments Chief Cordova said it depends on who you talk. Some people see the problem. This is not a high priority for the Sheriff right now. I do not think he is familiar with all the issues. It is complicated, but I hope they all get pushed in that direction for the sake of everyone. In a perfect world, we would all be on the same frequency doing the same things. Both pose different safety risks. The greater by far is staying and

## **Draft Minutes**

continuing to do what we have been doing. We have to choose our hard. We want to do what is best to make sure everyone is getting the critical information they need as they respond. They are flexible and very customer service oriented. You basically get what you pay for. They will cater to our needs. Chief Jarrow said when trying to run a command scene on a structure fire we do not have a dedicated channel. They are not monitoring that channel which causes problems if we push our panic button. We do not know if someone is going to call and check on us or not. The way they do it now is by cell phone, but if I am in a structure fire, the last thing I am doing is talking on my cell phone. I am focused on the radio and running the scene to make sure my guys are safe. We have asked dispatch for help with the power company, but they do not do that. Then we have to find phone numbers and make calls while running that fire. That is a recipe for disaster. Dispatch in this county is a huge concern. In the past, our issues have been dismissed and not even entertained on how to fix them. Chief Cordova said there are major issues. On the ethical side we have a duty to protect the people who work for the City and serve our community. That is the top priority. If you want to look at fiscal responsibility, it is important to understand the cost, but also to understand the cost of not taking action. One lawsuit could cost \$20 million and we will wish we had spent \$200,000 at that time. I think it makes a lot more sense to be proactive. 50% of our job is the information we get and if we get good information from dispatch, we are able to better serve our community. It is critical for safety. If we know exactly what we are dealing with, we can respond appropriately. I feel Weber will provide that without question.

**Motion by Councilmember Westergard to approve the resolution.** Motion seconded by Councilmember Estep. Roll Call Vote: Councilmember Estep - yes, Councilmember Lewis - yes, Councilmember Rohde - yes, Councilmember Vonk - absent, Councilmember Westergard - yes. Motion approved.

10. Calendar Items and Previous Assignment  
a. Review of calendar

Mayor Holmgren said Santa Claus is coming to town at Midland Square on Saturday. City Offices are closing at noon on December 24 and opening back up on December 26. We will not have a Council meeting on December 16.

b. Unfinished Business/Action Items: None.

11. Reports & Comments:  
a. City Administration Reports and Comments

Mayor Holmgren said Interim Manager Nessen has been doing basically four jobs. We appreciate all her effort. We appreciate all of our department heads. You guys do a great job.

b. Development Review Committee Report and Comments: None.

## **Draft Minutes**

- c. City Department Head Reports and Comments: None.
- d. Council Reports and Comments

**Councilmember Lewis** said I had a great meeting with Shawn Milne from BRAG on economic development. There are fun opportunities coming to us on Main Street. The new Council is going to have a lot of decisions to make. There are some businesses coming in. I think we are going to see a lot of progress in the downtown area. There is also movement in regards to funding options and grants. I want to thank those who are done. I love and respect Councilmember Vonk. Mayor Holmgren, I was a seventh grader at your house, hanging out with your son so I have known you for a long time. It has been fun to serve with you in this capacity. I hope people recognize the hours of service you have put in, making this a better place to call home. I cannot thank you enough. Councilmember Estep likewise. It has been awesome to serve with you. You have done so much to help. You are a good man. Thanks for all you guys have done. It has been an honor to serve with you. I am looking forward to serving with the new Council. As we are coming into the new year with our budgets, I know a lot is being done to get capital planning ready. I cannot express how important that is for us to be on top of it. I am looking forward to that process.

**Councilmember Westergard** said same thing. I cannot imagine the time you put in as the mayor. The naysayers need to walk in your shoes because you have done a ton. I appreciate your time and what I have learned. Councilmember Estep got me into this and he is bailing on me. We have been friends a long time and I appreciate him. Sitting up here, your eyes are opened. I appreciate everybody and all their efforts.

**Councilmember Rohde** said I would like to thank the staff, Mayor, and everyone for making this transition as nice as it has been. Mayor Holmgren and I had a good talk. He is supportive of the changes. I think the world of him, he is a good friend of mine. It has been nice working with Councilmembers Estep and Vonk. Thank you all so much.

**Councilmember Estep** said I have to ditto everything that has been said. I have known all of you prior to this. There is a friendship and bond and it has been an honor to serve with you all. Good luck to the new ones. This has been an eye opener. We have the best staff around. It is amazing when you get to know from the inside out what it takes to run a city. Mayor Holmgren, you have been committed to this town and I hope people appreciate it. Thanks everybody for their support and comments, I learned a lot.

**Mayor Holmgren** said I have worked with a lot of different people over the years. I want all of you to know how much I have appreciated you and the association I have had with each and every one of you. It has been a learning experience. You do not do these things unless you really have a desire to serve your community because you are not doing it for the money. You are doing it because you have a love for your community. The new mayor and

## **Draft Minutes**

councilmembers who are coming on board, we want you to know we support you and are your cheerleaders. We want you to succeed. This job is a never-ending baton race. When the time comes, we pass the baton on to the next person. The next leg of the race is yours and I wish you the best. The only reason you should be in this business is to serve the people and I believe that is what each and every one of you have done. Thank you.

12. **CLOSED MEETING: No Closed Meeting held at this time.**
  - a. *Strategy session to discuss the purchase of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms; and/or*
  - b. *Strategy session to discuss the character, professional competence or physical or mental health of an individual; and/or*
  - c. *Strategy sessions to discuss pending or reasonably imminent litigation; and/or*
  - d. *Discussions regarding security personnel, devices or systems*
13. Adjournment.

**Motion by Councilmember Estep to adjourn the meeting.** Motion seconded by Councilmember Lewis. Vote: Councilmember Estep - yes, Councilmember Lewis - yes, Councilmember Rohde - yes, Councilmember Vonk - absent, Councilmember Westergard - yes. Motion approved.

The meeting adjourned at 8:01 p.m.

The undersigned duly acting and appointed Recorder for Tremonton City Corporation hereby certifies that the foregoing is a true and correct copy of the minutes for the City Council Meeting held on the above referenced date. Minutes were prepared by Jessica Tanner.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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Cynthia Nelson, City Recorder



# Public Works Department Report to City Council

By Carl W. Mackley, P.E., Public Works Director January 2026

## Budget & Funding

I am grateful that the Public Works Department has its own sources of funding. This is critical to maintaining our roads, pipelines, and wastewater treatment plant. For your information, the following amounts of money have been approved and are being spent on public works infrastructure this fiscal year (2026):

- Up to \$2 Million will be spent in FY 2026 for much needed upgrades to our wastewater treatment plant, including a new secondary clarifier with mechanical arm. As well as a much-needed replacement aeration basin featuring a diffused air bubbler system.
- Up to \$1.4 Million will be spent on culinary water line replacement south of Main Street.
- Up to \$1.4 Million will be spent on a second equalization basin and installation of secondary water for the Fridal Heights and Garfield Estates subdivisions.
- Up to \$1.5 Million on widening of Rocket Road (1200 S.) between 100 East and 300 West.
- \$535,000 was spent on a new vactor truck.
- \$95,000 was spent on a new 1.5-ton plow truck, and \$105,000 (partial payment) was spent on a new 10-wheel dump truck and plow.
- \$550,000 is being spent on the Aquifer Storage and Recovery (ASR) project, including \$200,000 grant money.
- \$200,000 is being spent on a water right purchase agreement from David Thompson.
- \$225,000 is being spent on needed culinary water system improvements.

That is a total of up to \$7.9 Million to be spent on critical Public Works Department infrastructure and equipment for Fiscal Year 2026, which we are now halfway through. I am grateful that the City has been so supportive of approving these expenditures to provide the residents of Tremonton City with the infrastructure and services that are needed to help the city thrive.

I wish I could say that is the end of our public works department infrastructure needs and not have to make any more requests or paint a picture of what else is lacking, but that will never be the case. I won't attempt to overwhelm you with an all-inclusive report of what is still lacking or needed, but I want to mention the following items:

- Over the next four years, the City will begin to **go into debt by \$4.2 Million** due to financial commitments that have already been made to upsize stormdrains based on new developments. The plan is to eventually repay our investments by collecting impact fees,

but sufficient impact fees will not be collected to prevent going into debt. The City will need to plan to borrow this amount of money and pay it back over 10 years.

- Additionally, the City does not have the funding to maintain its roads on a year-to-year basis. Past planning has been to wait until a road gets bad enough to repair or replace it, and then to identify a road segment or segments that there is adequate funding for and repair or replace it as a capital improvement project. The effect of this type of planning is that pavement conditions deteriorate over time. **An additional \$1.3 Million per year is needed to adequately maintain the City's roads going forward.** This can be accomplished by implementing a transportation utility fee (TUF) to the utility bill.

## Employees

We are currently down by three employees in the Public Works Department; one at the Wastewater Treatment Plant, and two that would be general Public Works employees working on storm drains, sewer lines, and culinary and secondary water maintenance. These are critical positions that need to be filled! We are seeking for employees to fill these positions that already have a level of experience and certification. If we cannot find certified employees, then we will underfill the positions and train people.

## Projects

- Rocket Road Widening. In early 2026, we will be widening Rocket Road (1200 S.) for 4 blocks between 100 E and 300 W. We budgeted \$1.5 million for this project. The engineer's estimate for the project is \$1.1 million. It involves installing a new box culvert for the canal, adding a shared left turn lane, accommodating on-street parking, and continuing a sidewalk across the canal south of the road. This project will create a safer situation for both drivers and pedestrians. Currently, power and communications utilities are being moved, and the project went out to bid in December. Eighteen separate bids were received for this project and the low bid came in at \$1.03 million (Rupp Trucking & Excavation). We intend to award the contract to Rupp Trucking & Excavation at the January 6, 2026 City Council Meeting.
- Streets & Sidewalk Maintenance. Street and sidewalk maintenance in Tremonton City has been accomplished in the past by identifying certain capital improvements projects, and responding to certain requests or complaints. Going forward, we would like to take a more proactive approach to streets and sidewalk maintenance based on having better tools to analyze pavement and sidewalk condition. We recently spent \$18,000 to have a company drive all of our city roads, video them, and analyze them with intelligent software that rates pavement conditions and classifies them, then puts it all together in a database that allows for cost estimation and maintenance prioritization. This will allow for regular road refurbishment and replacement on a 7-year rotation basis. As described above, this is calculated to cost an additional \$1.3 million per year, which we propose to fund via implementing a TUF. We will adapt and expand our database to include sidewalk maintenance as well. Now, we just need the City Council to approve the TUF to fund this.
- Aquifer Storage and Recovery (ASR) Pilot Project. This project has been delayed for several months due to funding requirements, a need to run power to the site, replacing the current pump in the well, scheduling, and other issues. However, construction is back up

and running now, and should be completed by the end of January. We have \$200,000 grant money available to help us fund this project. This project will allow us to start storing available spring water over the wintertime and into the spring, and then pump it out of the Cedar Ridge Well next summer and fall. We will spend a three-year cycle of storing and recovering spring water into the well aquifer and then analyze the results. If ASR proves viable, it could help extend the city's water supply for future demand.

- Culinary Waterline Replacement and System Upgrades. The City Council recently approved a \$1.5 million budget amendment to begin to fund 4.4 miles of culinary waterline replacement. We will use this money primarily to replace 1 mile of culinary waterlines south of Main Street, as well as to fund some very critical replacement of pumps, motors and controls in the North Spring Pumphouse. The North Spring is where the lion's share of our water supply comes from, and we have had recent equipment failures there that must be replaced before summer. We will be able to fund both of these projects with the additional funds allocated. We are taking care of the North Spring Pumphouse improvements in-house. In January, we will request bids to replace the mile of culinary pipelines south of Main Street. Construction could begin as early as February.
- WWTP Plant Upgrade. Equipment for a new aeration basin, including a blower and diffuser, and for a secondary clarifier, including a mechanical arm has been selected for design. This was a competitive procurement that helps give greater control to the city in the selection process, rather than leaving it up to the contractor. We have completed the design drawings and are currently waiting on the State to review the drawings and approve them. This project should go out to bid in March of 2026. This will add some expansion capabilities and will replace less effective and failing treatment components.
- Cemetery Expansion. We budgeted and spent \$75,000 this fiscal year to expand the cemetery westward. Grover Excavation built new roads and we have installed sprinklers throughout the entire cemetery. This created several hundred new burial plots that we can begin to sell. We intend to spend \$50,000 on paving the roads, in conjunction with the Rocket Road widening project. Future improvements could consist of constructing a bathroom, additional landscaping, and possible cremation niches.
- Secondary Water Expansion. We budgeted just over \$1.3 million to spend on secondary water expansion for this fiscal year to extend secondary water to the Fridal Heights and Garfield Estates subdivisions, as well as to construct a second equalization basin. Our updated engineer's estimates for these projects put us right in that \$1.3 million range. Thus, we anticipate being able to complete these projects as planned. We will request bids for Equalization Basin 2 in January, and we will request bids for the secondary waterline expansion in March 2026. Equalization Basin 2 must be completed before Bear River Canal Company puts water in the canals. Secondary water expansion to Fridal Heights and Garfield Estates will begin in Spring of 2026, and go through the Fall of 2026.
- Compost Facility. In 2024, we expanded the asphalt area out at the Compost Facility near Little Mountain. That was completed by the end of October last year. This Spring and Summer, we discovered that the asphalt was breaking up and failing in certain areas. We did some geotechnical evaluation and determined that the subbase was not properly compacted and that the asphalt pavement was too thin. We had Staker-Parson Companies come back and fix the mistakes at their cost. That was completed in October and everything looks great.

## RESOLUTION NO. 26-01

### A RESOLUTION OF TREMONTON CITY CORPORATION OF AWARDING A BID FOR THE ROCKET ROAD WIDENING PROJECT

**WHEREAS**, Tremonton City is responsible for the owning and maintaining of roads, streets, and appurtenances within Tremonton City; and

**WHEREAS**, Tremonton City desires to make certain improvements for the 1200 South Road, otherwise known as Rocket Road; and

**WHEREAS**, The widening of Rocket Road between 100 E. and 300 W. has been identified as a capital facilities project for Tremonton City to construct; and

**WHEREAS**, Tremonton City budgeted \$1,500,000.00 for Fiscal Year 2026 to construct the Rocket Road Widening Project; and

**WHEREAS**, The Rocket Road Widening Project has been properly designed by City Engineer Chris Breinholt; and

**WHEREAS**, Tremonton City has followed it's procurement policy to enter into an agreement with a contractor to construct the Rocket Road Widening Project; and

**WHEREAS**, the City obtained multiple bids for the Rocket Road Widening Project as attached in Exhibit "A";

**NOW, THEREFORE, BE IT RESOLVED** that the Tremonton City Council hereby awards the bid for the Rocket Road Widening Project to Rupp Trucking Ent., Inc. for \$1,034,650.00.

**ADOPTED AND PASSED** by the governing body of Tremonton City Corporation on this 6th day of January, 2026.

TREMONTON CITY  
A Utah Municipal Corporation

By \_\_\_\_\_  
Bret Rohde, Mayor

ATTEST:

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Cynthia Nelson, City Recorder

## EXHIBIT "A"

**BID OPENING ABSTRACT**  
**TREMONTON CITY | 1200 SOUTH ROADWAY WIDENING PROJECT**  
**DECEMBER 17, 2025**  
**ENGINEER'S ESTIMATE: \$1,130,000**

BIDDER	TOTAL BID
1. Staker & Parsons	\$ 1,207,104.00
2. MJM Construction	\$ 1,357,926.30
3. Forefront General Contracting	\$ 1,841,114.00
4. Post Construction	\$ 1,253,009.60
5. Rupp's Trucking	\$ 1,024,650.00
6. Marsh Construction	\$ 1,539,153.00
7. Legrand Johnson	\$ 1,125,198.10
8. Next Construction	\$ 1,144,737.03
9. Saunders Excavation	\$ 1,398,991.00
10. Stapp Construction	\$ 1,472,209.85
11. Granite Construction	\$ 1,364,813.30
12. Suncore Construction	\$ 1,298,868.65
13. Bowen Construction	\$ 1,597,463.00
14. Strong Excavation & Construction	\$ 1,495,894.00
15. 3XL Construction	\$ 1,626,589.75
16. Landmark Excavation	\$ 1,440,538.95
17. Pronghorn Construction	\$ 1,434,300.00
18. Braegger & Sons Construction	\$ 1,340,011.92
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	

**J**A JONES &  
 ASSOCIATES  
 CONSULTING ENGINEERS  
 6080 Fashion Point Drive  
 South Ogden, UT 84404  
[www.jonescivil.com](http://www.jonescivil.com)

# **Neighborhood Partnership Initiative**

# Agenda

Neighborhood Districts

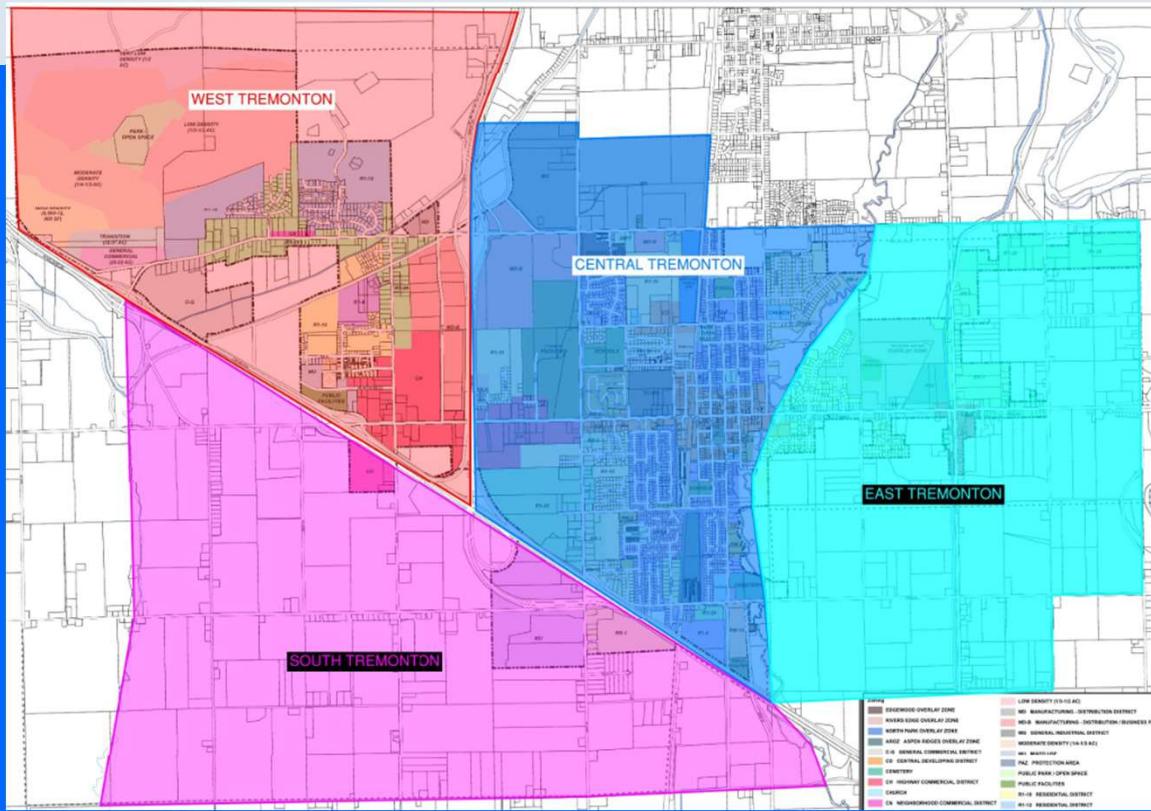
Organization Structure

Program Flow

Development Approval Process

New Code

# Neighborhood Partnership Initiative

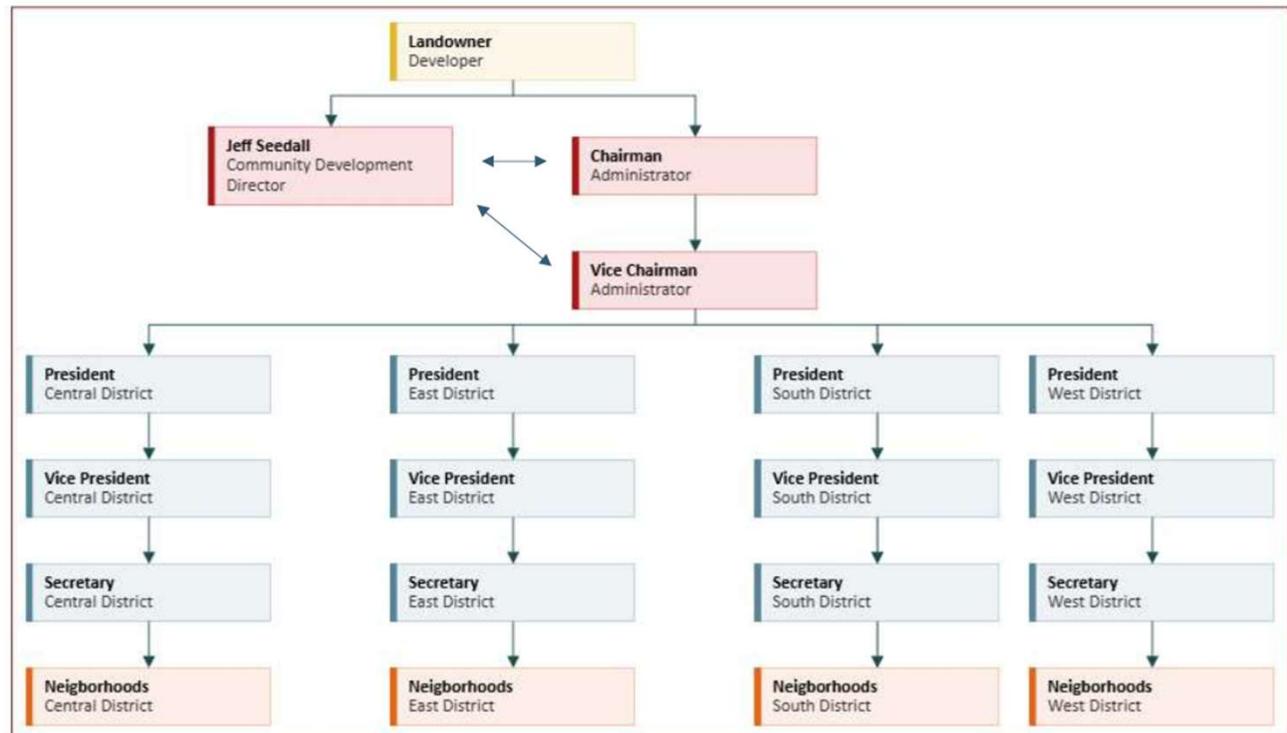


Tremonton City divided into Districts

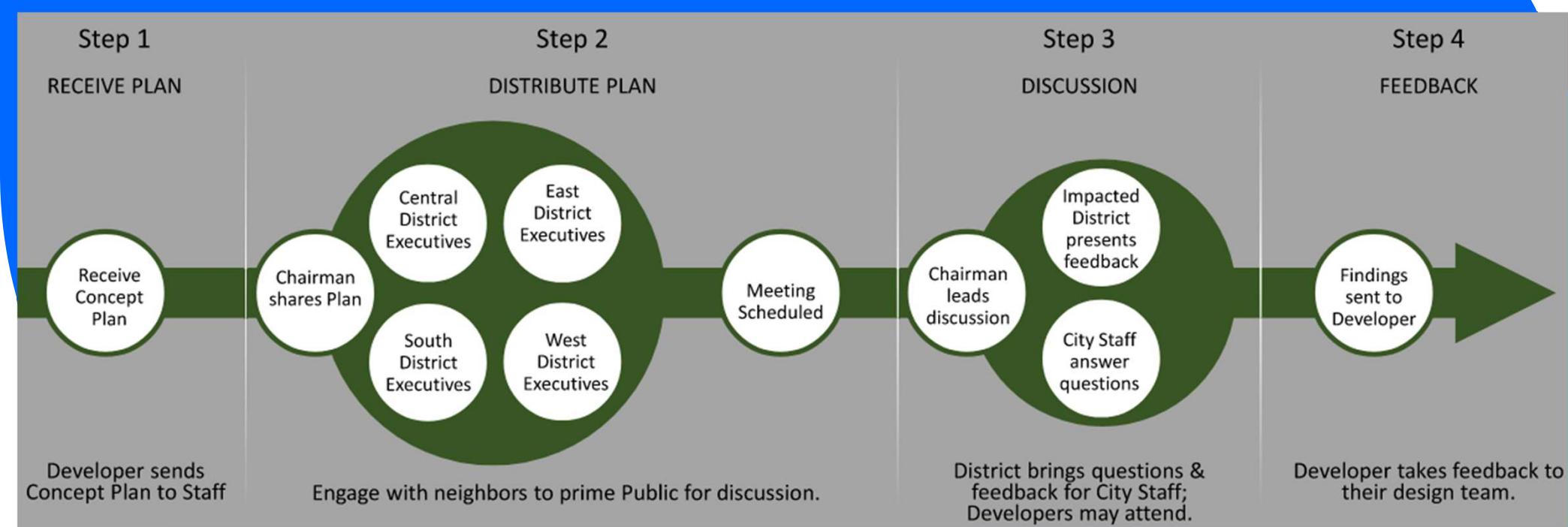
- Central District
- East District
- South District
- West District

These districts will include the area within the future annexation boundary from the Annexation Policy Plan

# Structure

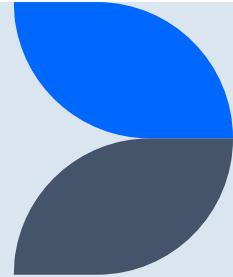


# Neighborhood Partnership Initiative Process



# Approval Process



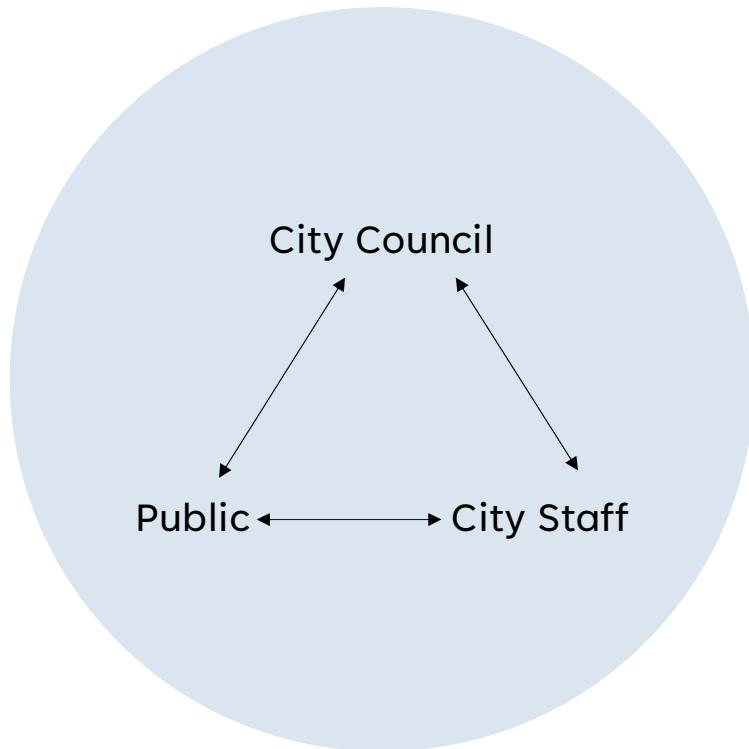


# Chapter 1.04 – Land Use Authorities

1.04.013 Purpose – Create a mechanism for communication between the City Council, the Planning Commission, the Zoning Administrator, and the public .

1.04.140 Executive Boards – Outlines administrative structure of NPI, term limits, and roles for admin positions for District Boards and Leadership Roles

1.04.145 Meetings – Sets meeting standards and regulations for communicating between Districts and the City Council/Planning Commission



## Planning Commission

Planning Commissioner, excluding the Chairman, will be assigned to a district.

Each year, as the Chairman rotates, Commissioners will be assigned to new districts.

NPI Chairman and Planning Commission Chairman will coordinate as needed.

# Thank you

Jeff Seedall

ChrisDean Epling

[neighborhood@tremontoncity.gov](mailto:neighborhood@tremontoncity.gov)





# TREMONTON CITY COUNCIL: 2026 LEADERSHIP & PROTOCOLS MANUAL

## MAYOR'S VISION: TRUTH & DIGNITY



Congratulations to each of you. As a brand-new team, we have a chance, we must seize this moment from Day 1. The professional integrity and design of this meeting is the highest priority. This meeting is not just "Level 6" on the spectrum; it is the depth of our foundation and respect for the respect system. Let's lead our community forward by moving Tremonton by healing heated debates and into this room, where real work does go on.

## PART 1: MEETING DECORUM & CIVIL DISCOURSE



### The Role of Chair: Traffic Cop

#### No 'Gotcha' Moments:

💡 No "Gotcha" Moments: Submit questions in advance

#### Respect the Vote:

Move forward united

#### Public Comment:

Listen, not debate

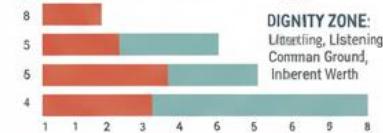
#### Dress Code:

Business (collared shirts, no hats)

#### "Our Dignity Standard:

Hard conversations take place to achieve the highest and most respectful tone. The truth is the highest priority, but how we tell the truth is important. We're committed to addressing issues without attacking the individual.

#### CONTUMACY ZONE DIGNITY INDEX



DIGNITY ZONE:  
Listening, Listening,  
Common Ground,  
Inherent Worth

#### Truth and Tolerance:

Digital is the mobile medium, not the truth.

#### The Mirror Effect:

Ask: Level 3 attack or Level 6 solution?

#### The Mirror Effect:

Ask: Level 3 attack or Level 6 solution?

#### The Mirror Effect:

Ask: Level 3 attack or Level 6 solution?

## PART 3: THE LAW & SOCIAL MEDIA (ULCT STANDARDS)



### 1. Public Comments & Viewpoint Neutrality

- Forum Trap
- Cannot delete rude comments

### 2. 3+ on thread & The "Walking Quorum"

- No Reply All = One-Way Transmission Only
- No Reply All = One-Way Message Only

### 3. The 'We' vs. 'I' Standard

- Standard: Use 'I', not 'We' on social media

## PART 4: THE COUNCIL DASHBOARD (OUTLOOK GROUPS)



### Read-Only Dashboard

- Access: Viewer rights only
- Cannot edit, comment, or upload
- Restr-Way Protocol: Call City Manager or City Manager for questions, Duy Do NOT email group

## 5: THE RESPONSE GUIDE & COMMITMENTS

Handling Rumors	Coffee & Explain
Direct Criticism	Office Meeting & Explain 'Why'
The 'Troll'	Silence & Redirect

## VII. SUMMARY OF COMMITMENTS

- Respect the Chair (Level 6+)
- Viewpoint Neutrality (No deleting "I")
- Speak for City (No Reply All/Quorums)

I vs. Venue?  Protect Colleagues?

## I. MAYOR'S OPENING STATEMENT

"Congratulations to each of you. As a brand-new team, we have the chance to set a culture of professional excellence from Day 1. This manual is designed to protect our integrity and the city's tax dollars. Our goal is to hit 'Level 6' on the Dignity Scale: where the truth is our foundation and respect is our delivery system. Let's lead Tremonton by moving heated debates off the screen and into this room, where real work gets done."

---

## II. PART 1: MEETING DECORUM & CIVIL DISCOURSE

- **The Role of the Chair:** The Mayor acts as the "Traffic Cop." Please wait to be recognized before speaking to ensure accurate Minutes and orderly debate.
- **No "Gotcha" Moments:** Submit complex questions to staff in advance. We govern best when we are prepared, not when we are trying to stump staff during a public meeting.
- **Respect the Vote:** Once a vote is taken, it is the decision of the body. We move forward united.
- **Public Comment:** We are here to listen, not debate. Acknowledge input with a "Thank you" and refer it to the City Manager for follow-up.
- **Dress Code:** Let's aim for "Business Casual" (collared shirts, no hats on the dais). It shows respect for the gravity of our decisions.

---

## III. PART 2: THE DIGNITY INDEX

**Our Dignity Standard:** Hard conversations require the honest truth and a respectful tone. **The truth is our highest priority, but how we deliver it determines if it can be heard.** We're committed to **addressing the issues without attacking the individual.**

- **Truth and Tone:** We don't sacrifice facts for "niceness," but we recognize that contempt (mocking or labeling) buries the truth. Dignity is the vehicle that ensures the truth is delivered effectively.
- **The Mirror Effect:** Use the Index as a mirror to check *yourself*, not as a weapon to judge others. Ask: *"Is this a Level 3 attack on a person, or a Level 6 solution for a problem?"*

---

## IV. PART 3: THE LAW & SOCIAL MEDIA (ULCT STANDARDS)

## 1. Public Comments & Viewpoint Neutrality

The **Utah League of Cities and Towns (ULCT)** and recent Supreme Court rulings (*Lindke v. Freed*) have established strict rules for how we handle public comments on social media:

- **The Forum Trap:** If you use your personal social media page to conduct city business or announce policy, that page may be legally viewed as a "Public Forum."
- **Viewpoint Neutrality:** Once a page is a public forum, you **cannot** delete comments or block users based on their viewpoint, even if they are rude or critical.
- **Legal Risk:** Deleting a neighbor's comment because you don't like their "tone" can open the City and you personally to First Amendment lawsuits. **The best way to avoid this is to redirect the conversation to the office rather than litigating it in the comments.**

## 2. OPMA & The "Walking Quorum"

- **The Violation:** A meeting happens anytime 3 or more discuss city business. If we all start "liking" or replying to the same thread, we are holding an illegal, un-noticed meeting.
- **The "No Reply All" Rule:** Group texts/emails are for **One-Way Transmission** only. A violation occurs the moment you "Reply All" or engage in debate.

## 3. The "We" vs. "I" Standard

- **The Risk:** Using "we" or "the City" in a personal post implies a unanimous decision has been made before a vote.
- **The Standard:** Always use "I" and clarify you are speaking as one member of the body.

---

## V. PART 4: THE COUNCIL DASHBOARD (OUTLOOK GROUPS)

To prevent accidental "Electronic Meetings," we utilize a **Read-Only Dashboard**.

- **Access:** You have "Viewer" rights. You cannot edit, comment, or upload.
- **One-Way Protocol:** If you have questions about a document, call the City Manager or the appropriate Department Head directly. **Do not email the group.**

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## VI. PART 5: THE RESPONSE GUIDE (SOCIAL MEDIA & EMAIL)

**The Golden Rule:** Social media is for **notification**, not **negotiation**.

Scenario	The Level 6 Response
<b>Handling Rumors</b>	"Speaking as one member of the Council, I want to clarify: there's no 'system' being bought. I'd love to grab a coffee and explain my take on the intent. My door is open."
<b>Direct Criticism</b>	"I hear your frustration. I didn't make my vote lightly. I'd appreciate the chance to explain the 'why' in person. Let's set up a time to talk at the office."
<b>The "Troll"</b>	<b>Silence.</b> Once you have offered a professional venue (the office or a meeting), your job is done.

## VII. PART 6: Strengthening the Legislative & Administrative Partnership

The Proposal for our next City Council meeting: Establishing a dedicated Department of Legislative Services. Under this model, the City Recorder will report directly to the Mayor and City Council, while maintaining a collaborative "administrative link" to the City Manager's office.

The "Why" (A Positive Strategy for Growth):

- Supporting a Focused City Manager: Our City Manager's primary focus is the successful operation of city departments—Development, Public Safety, and Infrastructure. This change clears their plate of legislative and judicial administrative tasks, allowing them to focus 100% on executive leadership.
- A Dedicated Council Resource: As Tremonton grows, the Council requires more specialized support for research, policy drafting, and agenda management. This move gives the Council a direct staff officer to ensure our legislative goals are met with precision.
- Organizational Balance: Moving the Recorder and Judicial Clerk to the Legislative branch creates a healthy system of checks and balances. It ensures that the "Keepers of the Record" and the Court function independently, protecting the City Administration from potential conflicts regarding elections or records.

- **A Cohesive Team:** By grouping the City Recorder, Assistant Recorder, and Judicial Clerk into one department, we create a specialized hub for compliance and records that serves both the public and the city staff more efficiently.

**How the Partnership Works:** This is a "win-win" for city leadership. While the Council provides the policy direction and performance reviews for the Recorder, the City Manager remains a vital partner by providing the unified HR, payroll, and logistical support that keeps our entire city staff working as one team.

## **VIII. SUMMARY OF COMMITMENTS**

By serving on this Council, we agree to:

1. **Respect the Chair** and use Level 6+ Dignity.
2. **Maintain Viewpoint Neutrality** and never block or delete comments on city-related posts.
3. **Speak for ourselves ("I")** and not the body ("We") on social media.
4. **Protect the City** by avoiding "Reply All" and "Walking Quorums."

# TREMONTON CITY COUNCIL: SOCIAL MEDIA QUICK-GUIDE

**Goal:** Use social media as a **Signpost**, not a **Courtroom**.

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## 1. The "Pause" Checklist

Before you hit "Reply," ask yourself these three questions:

1. **Am I saying "I" instead of "We"?** (Never speak for the Mayor or the whole Council unless a vote has already happened.)
2. **Am I conducting City Business?** (If yes, remember that this comment is now a permanent public record under GRAMA.)
3. **Would I say this at the grocery store?** (Keep your tone direct, rugged, and respectful.)

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## 2. The "Level 6" Off-Ramp Scripts

When the conversation gets heated, use these "off-ramps" to move the dialogue to a more productive venue:

- **The Misinformation Fix:** *"I want to make sure the facts are clear. I'm looking at this as one member of the Council, and from my perspective, there's no 'system' being bought. I'd love to grab a coffee and walk you through the intent. My door is open."*
- **The Criticism Pivot:** *"I hear your frustration. Decisions like this are never easy, and I didn't make my vote lightly. Let's move this to the office so I can give you my full attention and explain the 'why' behind it."*
- **The "We" Correction:** *"I can only speak for myself, but the full Council discusses these items at our meetings. Please join us there so everyone's voice is part of the official record."*

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## 3. The ULCT "Red Flags"

- **The Viewpoint Rule:** If you post about City business, you **cannot** delete rude or critical comments. Deleting a neighbor's opinion can lead to a First Amendment lawsuit against you and the City.

- **The Walking Quorum:** If you see two other Council members have already commented or "liked" a post, **stay out of it**. Three of us on one thread is an illegal, un-noticed meeting.
- **The "Troll" Rule:** You are not required to argue. Once you have offered a professional venue (the office or a public meeting), your job is done. **Silence is a Level 6 response.**

---

#### **4. The Gold Standard**

**"The truth is our highest priority, but how we deliver it determines if it can be heard."**

# TREMONTON CITY COUNCIL MEETING

## AGENDA

Date: [Month, Day, Year]

Time: Work Session 6:00 p.m. | Business Meeting 7:00 p.m.

Location: 102 South Tremont Street, Tremonton, Utah

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### WORK SESSION – 6:00 P.M.

Purpose: To provide the Council with information and an opportunity to discuss upcoming items. No formal votes are taken in this session.

#### 1. Call to Order & Declaration of Conflict of Interest

- *Purpose:* Mayor calls the meeting to order and asks Councilmembers to declare any conflicts regarding tonight's discussions.

#### 2. Council Reports & Updates

- *Purpose:* Councilmembers report on committee assignments and community issues.
- *Note:* Moving reports here ensures the 7:00 p.m. meeting remains focused on decision-making.

#### 3. Presentations

- Topic Title:  
Presenter Name:
- Estimated Time:
- Brief sentence on what is being reviewed:

#### 4. Review of 7:00 p.m. Business Agenda

- *Purpose:* Clarify any questions regarding the Consent Agenda or Strategic Business.

---

### BUSINESS MEETING – 7:00 P.M.

Purpose: To take official action on city business and engage with the public.

#### 1. OPENING CEREMONY

- **Call to Order** – Mayor
- **Invocation & Pledge** – [Names]
- **Approve Agenda**
- **Declaration of Conflict of Interest**

## 2. CONSENT AGENDA (Routine Business)

- *Legal Note:* These items are routine administrative actions or contracts approved by one single motion.
- *Right to Remove:* Any Councilmember may request an item be removed for separate discussion.
  - **2.1. Approval of Minutes:**
  - **2.2. Financial Statements:**  
Warrant Register & Financial Report.
  - **2.3. Resolutions**

## 3. CITIZEN ENGAGEMENT (General Public Comment)

- *Purpose:* Residents may address the Council on any issue **NOT** listed on the agenda below.
- **Rules of Engagement:**
  1. **Our Dignity Standard:** Hard conversations require the honest truth and a respectful tone. We're committed to **addressing the issues without attacking the individual.** Let's keep our dialogue constructive so we can get to the work of building a better Tremonton.
  2. **Priority:** Speakers who registered via [TremontonCity.gov](http://TremontonCity.gov) will be called first, followed by those registered in the signup sheet placed on the door prior to the meeting.
  3. **Time Limit:** 3 minutes per individual. Max 30 minutes total for this section.
  4. **Response:** Under State Law, the Council cannot debate or take action on non-agenda items. We will listen and may direct staff to follow up. (add a statement about follow up with Tremonton Connect app, when we roll it out)

## 4. STRATEGIC BUSINESS (Ordinances & Policy)

- *Process:* (1) Staff Presentation > (2) Technical Questions > (3) Public Input > (4) Debate & Vote.
  - **Item 4.1: [Title of Ordinance/Resolution]**
    - **Summary:** [One sentence plain-English explanation of the goal/outcome].
    - **COUNCIL TECHNICAL QUESTIONS:** *Clarification of facts only (No debate yet).*
    - **PUBLIC INPUT:** [Strict Limit: 10 Minutes Total / 3 Mins per person].
    - **COUNCIL DEBATE:** *Deliberation and decision. (ask about a time limit to make a motion)*
    - **ACTION:** Consideration of Ordinance/Resolution No. [XX-XX].

## 5. REPORTS & CALENDAR

- **City Manager Report**
- **Upcoming Calendar Items**

## 6. CLOSED SESSION (If required)

- *Purpose: [Strategy session to discuss the purchase of real property; OR Strategy session to discuss pending or reasonably imminent litigation; OR Discussion of the character, professional competence, or physical/mental health of an individual.]*

## 7. ADJOURNMENT

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*Anchor location for Electronic Meeting by Telephone Device. With the adoption of Ordinance No. 1304, the Council may participate per Electronic Meeting Rules. Persons with disabilities needing special assistance to participate in this meeting should contact the City Recorder no later than 48 hours prior to the meeting.*

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## DOCUMENT 2: STAFF AGENDA REQUEST FORM

*Give this to your Department Heads. They cannot get on the agenda unless they fill this out. This forces them to write the "Summary" for you.*

### AGENDA ITEM REQUEST FORM

Date of Meeting: \_\_\_\_\_

Department: \_\_\_\_\_

Presenter: \_\_\_\_\_

#### 1. ITEM TITLE: (How it should appear on the Agenda)

---

#### 2. THE "PLAIN ENGLISH" SUMMARY:

(Write 1-2 sentences explaining what this does and WHY it matters to the average resident. This will be printed on the agenda.)

*Example: "Amends the City Code to allow for 'Food Truck Fridays' in the downtown zone to encourage economic activity."*

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#### 3. STRATEGIC GOAL ALIGNMENT:

(Which City Goal does this support?)

Fiscal Responsibility

Infrastructure & Growth

Public Safety

Community Engagement / Quality of Life

**4. TYPE OF ACTION:**

Consent Agenda (Routine/Contract/Appointment)

Strategic Business (Ordinance/Policy Change - Requires Public Input)

Work Session Only (Discussion/Update)

**5. BUDGET IMPACT:**

\$ \_\_\_\_\_ (Funding Source: \_\_\_\_\_)

---

**DOCUMENT 3: PUBLIC COMMENT SIGN-IN SHEET**

*Place this on a clipboard at the entrance of the Council Chambers.*

**PUBLIC COMMENT SIGN-IN**

Date: \_\_\_\_\_

WELCOME!

Tremonton City uses the Dignity Index. We welcome your feedback. Please remember to attack the problem, not the person.

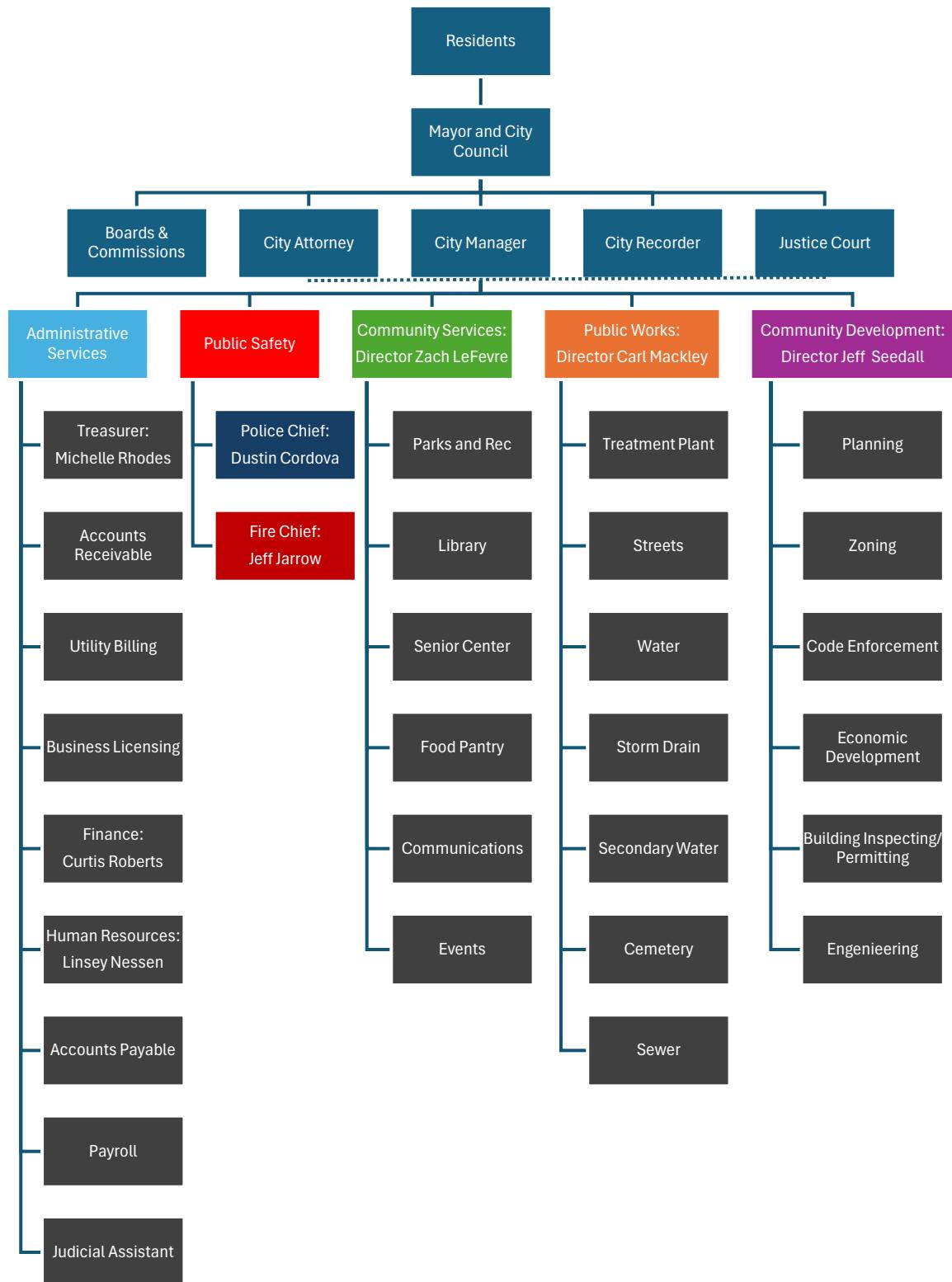
- **Time Limit:** 3 Minutes per person.
- **Priority:** Online registrations are called first.

NAME (Please Print)	TOPIC (General or Specific Item?)	RESIDENT? (Y/N)
1.		

2.		
3.		
4.		
5.		
6.		

**When building the Agenda Packet:**

- Does every Strategic Item have a "Plain English Summary"?
- Are all Contracts/Resolutions moved to Consent (unless controversial)?
- Is the estimated time listed next to each Strategic Item?
- Does the total estimated meeting time exceed 2 hours?
  - *If YES:* Move the least urgent item to next month.



Tremonton City operates under the five (5) Functional Areas described below. Each Functional Area is composed of multiple departments. Each department is supervised by a Department Head or a Functional Area Director.

**Administrative Services:** The Administrative Services Functional Area plays a huge supporting role for all other departments and handles treasury, accounts receivable, business licensing, accounts payable, budgeting, utility billing, records management, human resources, and payroll. Administrative Services also has a supporting role in the Justice Court. The Administrative Services Functional Area ensures that every department in the city has the tools and resources they need to excel in their functions and duties.

**Public Safety:** The Police Department enforces the local, state, and federal laws, both criminal and civil, within Tremonton and Garland Cities to ensure the safety and wellbeing of its residents. The Fire Department strives to make Tremonton a safe community by providing professional emergency medical services to those in need as well as fire response, prevention, and containment services.

**Community Services:** The Community Services Department represents outreach to the community and is charged with increasing residents' quality of life through the following services: Community Events, Tremonton City Hay Days, Library, Parks, Recreation, Classes, Cultural Arts, Sports, Senior Programs and Food Pantry.

**Public Works:** Public Works is the backbone of city operations. Public Works operations provide the essential city services and infrastructure maintenance residents interact with daily. These services include water, secondary water, sewer, cemetery, storm drain, treatment plant and streets. Public Works crews do the behind the scenes work that keeps Tremonton moving forward.

**Community Development:** The Community Development Department handles city planning, zoning, economic development, engineering, building inspections and permitting. These departments, and the committees and commissions they support, are responsible for ensuring that residential and commercial developments meet requirements of both city code and the City Council's vision for Tremonton City.