

**SANTA CLARA CITY COUNCIL WORK MEETING
WEDNESDAY, DECEMBER 10, 2025
MEETING MINUTES**

THE CITY COUNCIL FOR SANTA CLARA CITY, WASHINGTON, UTAH, met for a Work Meeting on Wednesday, December 10, 2025, at 4:00 p.m. in the Council Chambers located at 2603 Santa Clara Drive, Santa Clara, Utah. The meeting will be broadcasted on our city website at <https://santaclarautah.gov>.

Present: Mayor Rosenberg
Councilman Jarett Waite
Councilman Dave Pond
Councilwoman Christa Hinton
Councilwoman Janene Burton
Councilman Ben Shakespeare

Staff Present: Brock Jacobsen, City Manager
Selena Nez, City Recorder
Matt Ence, City Attorney
Jim McNulty, Planning Director
Cody Mitchell, Building Official
Dan Cazier, Fire Chief
Dustin Mouritsen, Public Works Director
Gary Hall, Power Director
Ryan VonCannon, Parks Director
Jaron Studly, Police Chief
Kelly Bowthorpe, Building Inspector

1. Call to Order

Mayor Rick Rosenberg called the Santa Clara City Council Work Meeting to order at 4:00 p.m. Present from the council were Councilman Jarett Waite, Councilman David Pond, Councilwoman Christa Hinton, Councilwoman Burton and Councilman Ben Shakespeare.

2. Working Agenda

A. General Business:

1. Introduction of New Building Department Employee. Presented by Cody Mitchell, Building Official.

Cody Mitchell, Building Official, introduced Kelly Bowthorpe as a new employee in the Building Department. Cody expressed excitement about finally Kelly, noting his 30+ years of experience in the field. Kelly shared that he is originally from North Salt Lake but relocated to the area because his children and grandkids, and his wife wanted to be closer to the grandchildren. When asked about his previous employment, Kelly stated that he had worked for several municipalities including Murray, Salt Lake City, Salt Lake County, South Salt Lake, and Sunrise Engineering. The Council welcomed Kelly to the city.

2. Discussion regarding Pet Wall of Fame. Presented by Santa Clara Youth Council.

The Santa Clara Youth Council presented a proposal for a Pet Wall of Fame to be located at Swiss Heritage Park. The presentation was led by several youth council members including Taija Batt (Mayor Pro Tem), Elias Chaffee, Norman Nielsen, RJ Stevens, and Levi Chaffee, with Jennifer Chaffee serving as the Youth Council Director.

The proposed wall would be a public tribute honoring pets that have touched the lives of residents and would be incorporated into an existing wall at Swiss Heritage Park. The purpose would be to celebrate community bonds through shared love of pets, promote animal welfare and adoption, foster civic pride, and support Friends of Southern Utah Canines, a nonprofit organization.

The youth council explained that residents wishing to memorialize their pets would purchase plaques from a designated website and place orders through a local trophy shop. The plaques would be durable, engraved plastic with a metal-like finish that would not rust or erode. The youth council would collect the completed plaques monthly and install them on the wall, as well as maintain the wall as part of their quarterly service projects.

Representatives from the Friends of Southern Utah Canines, including Joe Watson and Officer Jesse Hall with K9 Rosko, explained that proceeds from the plaque sales would benefit their organization, which supports local police canines with medical bills and other expenses, especially in retirement.

Ryan VonCannon, Parks Director, confirmed that the wall would be located on the backside of an existing wall in the southwest corner of Swiss Heritage Park, ensuring it wouldn't interfere with the park's pioneer heritage theme. The wall is approximately 30 feet long and 4-5 feet high.

The Council discussed details including mounting methods, durability, and price point. Jennifer Chaffee estimated the plaques would cost around \$15 to produce, and they would likely be sold for approximately \$40, with the difference going to the canine foundation.

Councilman Ben Shakespeare raised concerns about maintenance and vandalism, asking who would be responsible for replacements. The discussion revealed uncertainty about the plaques' resistance to intentional damage, with Jennifer Chaffee suggesting they might need to set aside some funds for potential vandalism repairs and hopefully negotiate with the trophy shop for replacement assistance if needed.

Councilwoman Christa Hinton asked about the payment process and how residents would access the service. The youth council explained they hoped to set up ordering through the city website pending approval, with funds held by the city and distributed to the trophy company and Friends of Southern Utah Canines. The plaques would include pet names, dates, and potentially a brief sentence, with the youth council wanting to maintain aesthetic consistency with limited design options.

The Council was supportive of the project and requested that a formal agreement be created outlining all aspects of the project. Brock Jacobsen, City Manager, noted that a public hearing would be needed to adopt the fee.

3. Discussion regarding Cemetery Columbarium. Presented by Ryan VonCannon, Parks Director.

Ryan VonCannon, Parks Director, presented an update on the columbarium project for the cemetery. He explained that after previous discussions, they had decided on 80-niche columbariums at just under \$26,000 each. The site plan created with Rosenberg Associates shows space for six columbariums with benches on the perimeter and a central square bench with a monument or statue. The proposed location was the south end of the middle section of the cemetery, where the non-functioning water feature currently sits.

Ryan presented cost estimates, noting that the six columbariums would cost approximately \$172,000, with the total project including concrete work, fencing, benches, and other elements estimated at \$250,000-\$300,000. He explained that Kenworthy, the supplier, would require 50% down payment with the remainder due upon delivery and installation, with a 6-8 month delivery timeframe as the units come from India and China. He noted that timing could be affected by tariffs and global conditions.

The Council discussed various options including installing all six columbariums at once or phasing them in. Ryan noted that if they were purchased at different times, the granite might not match perfectly. The Council also discussed pricing for the niches, with Ryan mentioning he would research

what other cities charge. Based on costs, each niche would need to be priced around \$520 to recoup expenses, plus additional fees for openings and closings.

City Manager Brock Jacobsen explored funding options, mentioning the possibility of using RAP tax funds, though there was some uncertainty about whether cemetery improvements qualified. He also suggested that ordering could be timed strategically - if they waited to order until February and received delivery in 6-8 months, most costs could fall into the next fiscal year.

Council members expressed a preference for completing the entire project at once if financially feasible, though they acknowledged it might need to be funded over multiple fiscal years. There was consensus to consider the project further at the upcoming budget retreat when they would have more detailed cost information.

4. Discussion regarding Lowering Speed Limit in Downtown Santa Clara Drive to 25 MPH. Presented by Dustin Mouritsen, Public Works Director and Jaron Studley, Police Chief.

The Mayor postponed this agenda item until the next work meeting.

5. Discussion regarding process for Appointment to vacated City Council seat. Presented by Brock Jacobsne, City Manager and Matt Ence, City Attorney.

Brock Jacobsen opened the discussion by turning time over to Matt Ence to explain the state code requirements, to gain clarity on several aspects of the appointment process including timing for advertising, application requirements, when to hold the special meeting, and the interview process.

Matt Ence outlined the statutory requirements, explaining that the Council has 30 days from the vacancy to fill the position and must give at least 14 calendar days public notice before the meeting where the appointment would occur. He detailed the voting process, which would involve an initial vote to determine the top two candidates if there are more than two applicants. He also explained the tie-breaking provisions in the code.

The Council discussed the timeline and application process. They decided to adopt a resolution establishing the procedure on January 5th, post the notice on January 6th, accept applications until noon on January 16th, and hold the interviews and appointment meeting during the regular Council meeting on January 28th.

The Council determined that applicants would need to submit a resume and cover letter addressing several specific questions, similar to questions used by other municipalities. Brock Jacobsen confirmed applications would need to be delivered in person to the city recorder, similar to the filing process for candidates. They discussed the interview format, deciding to maintain flexibility in questioning depending on the number of applicants, with the possibility of time limits if needed.

Brock Jacobsen summarized the process, confirming that a resolution would be presented on January 5th, applications would be accepted for 10 days, and the appointment would occur at the January 28th meeting.

6. Discussion regarding \$1 TDS PEG Channel Charge. Presented by Councilman Waite.

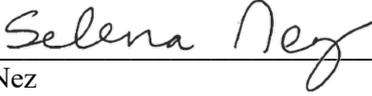
The Mayor postponed this item to allow the meeting to adjourn on time, noting it could be addressed in future meetings.

3. Staff Reports

The Mayor indicated staff reports would be handled at the regular council meeting.

4. Adjournment

Mayor Rosenberg adjourned the work meeting at 5:39 p.m., noting they would reconvene at 6:00 p.m. for the regular council meeting.



Selena Nez
City Recorder

Approved: January 14, 2026