MINUTES OF THE STRATEGIC PLANNING MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, NOVEMBER 11, 2025, AT 4:00 P.M. AT THE SPRINGVILLE CITY FIRE DEPARTMENT, 75 WEST CENTER STREET, SPRINGVILLE, UTAH.

Presiding and Conducting:	Mayor Matt Packard	
Elected Officials in Attendance:	Craig Jensen	arrived at 4:20 p.m.
	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, and Karen Ellingson.

CALL TO ORDER

Mayor Packard welcomed everyone at 4:05 p.m. Mayor Packard asked Councilmember Snelson to give an invocation.

I. WELCOME - MAYOR PACKARD

Mayor Packard welcomed all in attendance.

II. FRAMING

a. REFLECTION ON FIRST TERM/VISION FOR SECOND TERM – MAYOR PACKARD

Mayor Packard addressed the Council and explained that over the next four years, there were goals and responsibilities the City needed to address. He emphasized the importance of working together despite differences and stated that he welcomed healthy discussion among the Council.

Councilmember Snelson commented that even when there had been strong convictions and differing opinions, the Council had been able to disagree respectfully and ultimately act in the best interest of the City.

b. GROUND RULES/PURPOSE – TROY FITZGERALD, CITY ADMINISTRATOR

Troy stated that the purpose of the meeting was to review the City's current financial situation, revisit the planning document adopted two years prior, and discuss a project he and John had been working on over the past six months. He noted that dinner would be held with the firefighters to provide an opportunity for discussion. He emphasized the importance of prioritizing the Council's objectives.

III. CONTEXT

a. FISCAL SNAPSHOT (RESERVES, CONSTRAINTS, FORECAST) – BRUCE RIDDLE, ASSISTANT CITY ADMINISTRATOR/FINANCE DIRECTOR

Bruce presented a fiscal snapshot of the City and reviewed fund balances within the Governmental Funds and Enterprise Funds. He explained that the State provides guidelines regarding appropriate reserve balances. He reported that the RDA project had concluded and that tax increment revenues previously directed to the RDA fund would now be distributed to the taxing entity. He stated that the City was in a stable position with general fund reserves, that capital fund reserves were healthy, that reserve levels met best practice standards, and that utility rates were set appropriately, with utilities generally in the middle range or slightly lower. He noted that staff would continue to closely monitor any upcoming legislation related to reserve requirements.

Councilmember Wright asked about funds recently received from a property sale. She also asked where the accrued interest was held.

Bruce responded that the proceeds from the property sale would be reflected in FY2026 under assigned capital funds. He explained that accrued interest was related to the permanent fund balance and that other non-restrictive funds could be commingled.

Troy commented that replacing a water pipe costs approximately $250 per foot and noted that the City maintains about 140 miles of water pipe, which could significantly impact City finances.

b. WHY DID WE START THE SERVICE LEVEL PROJECT - JOHN PENROD, ASSISTANT CITY ADMINISTRATOR/CITY ATTORNEY

John reported on the Service Level Project, explaining that it was a review of the City's current service levels and whether they were sustainable under base-level budgeting. He presented a case study focused on City parks and reviewed how service levels had evolved over time. He described the 1990s as a period with minimal resources, including limited park acreage and staff performing basic maintenance tasks, followed by the early 2000s when growth required more complex systems, master plans, and the establishment of reserves. He reviewed the 2007-2008 recession, noting that maintenance funding was redirected toward operations, and the early 2010s, when sustainability plans, master plans, replacement funds, and impact fees were implemented. He stated that the City was now three years into base allocation budgeting, with no additional funding available beyond base allocations.

John explained that the primary challenge in determining service levels was how to maintain them in the future. He reported that increased maintenance costs were being applied to existing park acreage, that inflation and competition for general fund dollars continued, and that park replacement funding had not kept pace. He noted that some service levels no longer existed and that there were no allocated funds for the Left-Hand Fork property, Camp Jeremiah property, or the new Forest Service property, as these would constitute new services requiring additional funding. He also stated that there were no funds available for capital improvement projects outside of impact fees.

Councilmember Wright confirmed that the PAR tax was not included in the base allocation.

John questioned whether base allocations would be sufficient to support new services.

c. PLANNING PRIORITY LIST – TROY FITZGERALD, CITY ADMINISTRATOR

Troy reviewed past Council priority projects and discussed which projects had been completed and which remained in progress. He asked the Council whether any changes or additions should be made to the projects still underway. By consensus, the Council agreed to place the General Plan as the top priority, with the remaining projects listed below it.

Councilmember Jensen noted that planning for the north interchange and the Sunpro area on 1600 South were missing from the list.

Councilmember Millsap commented on the need for a comprehensive parking plan. He also expressed the need to include a plan related to the Hobble Creek Trail.

Councilmember Wright stated that the Reframing Downtown Project included a parking study.

Councilmember Jensen stated that Hobble Creek Canyon was a significant asset and that transportation access to the canyon could be improved to make it more enjoyable and easier to use.

Mayor Packard added that commercial design standards should be included within the General Plan.

IV. SERVICE LEVEL PROJECT INTRODUCTION

a. METHODOLOGY, COVERAGE, GENERAL FINDINGS – TROY FITZGERALD, CITY ADMINISTRATOR

Troy reported on the Service Level Project and explained that departments had been asked to identify their core and supplemental services in order to understand the cost of maintaining City services over time. He stated that there were 307 identified services and asked whether the Council wanted additional information on the project in the future. By consensus, the Council indicated that it did.

Troy noted that initial conclusions were premature and that staff were still working on reports from department directors. He stated that the process was challenging for directors due to funding accountability, but that operations had been funded well while capital projects were limited. He emphasized that the review was a process and that solutions were possible. He explained that, to remain balanced, the City would need to either increase revenues and efficiencies or reduce service levels.

Troy reported that a document would be presented to the Council in January outlining a proposed approach. He stated that maintaining current service levels would require additional revenues and that citywide revenues would need to increase significantly. He noted that staff would return with a more refined plan.

Councilmember Millsap asked whether there was a foreseeable need for a property tax increase and whether the Council should be aware of that possibility.

Troy responded that preparation would be needed over time for future needs and that those needs would continue to be reviewed.

V. TEAM BUILDING – MISSION MOMENTS – JOHN PENROD, ASSISTANT CITY ADMINISTRATOR/CITY ATTORNEY

Councilmember Wright stated she was proud that Buc-ee’s had located in Springville as the first in Utah and expressed hope for additional commercial development to increase sales tax revenue.

Councilmember Millsap stated he was proud of the Spirit of Art City documentary and what it represented about being a “Springvillian”. He expressed hope for continued community safety, particularly for walking and bicycling.

Councilmember Smith stated he was proud of the Parks Department and its role in reinforcing Springville’s identity as the Art City. He expressed a hope to change perceptions that Springville was difficult to work with and to improve the City’s overall image.

Councilmember-elect Ellingson stated she was proud of how neighbors came together during potential flooding and hazard situations. She expressed hope that the Lakeside Landing development would provide strong connections within the community.

Councilmember Snelson stated he was proud of the collaboration between Parks and Recreation and the Museum and how those efforts connected with residents. He expressed hope that progress would be made on the Allen’s Block property over the next four years.

Councilmember Jensen stated he was proud of the new Springs logo and the City’s ability to maintain a small-town feel while other communities had changed. He noted that maintaining that character would be challenging.

DINNER TIME OUT 5:50 p.m. TIME IN 6:43 p.m.

VI. PRIORITIZATION WORKSHOP – TROY FITZGERALD, CITY ADMINISTRATOR

a. PURPOSE: TO CONNECT SERVICE LEVEL REALITIES WITH COUNCIL PRIORITIES

Troy asked each councilmember to share their priorities.

Group A Policy Changes   Group B Planning/Funding Gap   Group C Service Level

Councilmember Millsap:
- Center Street urban trail connects east and west – plan emphasis
- Active transportation coordinator PT employee – service level
- Natural resources working group under a board, enhance quality of life, or help habitat, provide feedback – service level and policy change

Councilmember Smith:
- General plan completed and quality and holistic – Policy Changes
- Preserve Springville's History – Service Level
- Park, Camp Jeremiah place for youth – Service Level

Councilmember Elect Ellingson
- Finishing Community Park, possibly rethink plan – Planning/funding gap
- Identify Infrastructure Holes in the City
- Street trees program – planning/funding gap

Councilmember Jensen
- Preserve and expand affordable housing – policy change
- Partner with Local Universities – policy resource
- Efficient road planning – planning/funding gap
- Consider a local gas tax – policy/funding gap
- Expand tree canopy within the city – planning/funding gap

Councilmember Wright
- Property sales go to reframing downtown – planning/funding
- Improve community development reputation -service level
- Communication to citizens, website – service level

Councilmember Snelson
- 1600 South Area Design – policy/planning
- Allen's Block, business partnership – planning/funding
- Code Enforcement Officer/Ordinances Updated – service level/policy
- Forest Service – service level

Mayor Packard
- 1600 South Corridor zoning – policy
- City entrances looking nice – service level
- Solve Allen's Block – Planning/funding gap
- Springville Irrigation – policy changes
- Collectively beautifying, finishing what has been started, cultivating a welcoming community

b. **COUNCIL PRESENTATIONS 2-3 MIN EACH/CAPTURE IDEAS AND GROUP IN REAL TIME**

Troy asked the Council to identify any items that may have been missed or that stood out from the discussion.

Councilmember Snelson suggested exploring a public-private partnership with developers to help move the Allen's Block project forward.

Troy asked the Council what they would like the Allen's Block property to look like in one year.

Councilmember Jensen asked whether progress on Allen's Block would require additional funding or zoning changes and stated that different options would need further discussion.

Councilmember Millsap stated that there needed to be a discussion regarding options to advance the Allen's Block property.

Troy suggested returning in a future work session to further discuss and update the Council on the Allen's Block project.

Troy reported that the General Plan was behind its target completion date and asked the Council to consider its vision as development continued to increase.

Troy asked for additional guidance regarding the Council's vision for a tree program. Councilmember Jensen suggested adding the item to a to-do list, with limited staff time spent investigating grants and other options.

Mayor Packard stated that the entrances into Springville should be attractive and welcoming and that they reflect the City's identity. He expressed interest in seeing a plan or improvements to the entrances.

Troy recommended that staff review the identified priorities and return to the Council with recommendations.

Mayor Packard suggested prioritizing Group A items through the first of the year and beginning work on Group B items thereafter.

Troy reminded the Mayor and Council to plan for a budget meeting scheduled for January 14, 2026.

Councilmember Millsap asked how Group C items would be tracked. Troy responded that service level discussions occurring in the background would include those items and that they would be brought to the Council in due course.

ADJOURNMENT

Motion: Councilmember Snelson moved to adjourn the meeting at 8:38 p.m. **Councilmember Smith seconded** the motion. **Voting Yes**: Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously**, 5-0

CLOSED SESSION, IF NEEDED – TO BE ANNOUNCED IN MOTION

The Springville City Council may temporarily recess the regular meeting and convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonably imminent litigation, and the purchase, exchange, or lease of real property, as provided by UCA 52-4-205.

There was none.

This document constitutes the official minutes for the Springville City Council Strategic Planning Meeting held on Tuesday, November 11, 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 11, 2025.

DATE APPROVED: January 06, 2026

K Crane

Kim Crane
City Recorder