

**TREMONTON CITY CORPORATION
CITY COUNCIL MEETING
AUGUST 18, 2026**

Members Present:

Kristie Bowcutt
Brent Jex
Beau Lewis
Sharri Oyler—excused
Blair Westergard
Bret Rohde, Mayor
Linsey Nessen, City Manager
Cynthia Nelson, City Recorder

CITY COUNCIL WORKSHOP

Mayor Rohde called the August 18, 2026 City Council Workshop to order at 5:00 p.m. The meeting was held in the City Council Meeting Room at 102 South Tremont Street, Tremonton, Utah. Those in attendance were Mayor Rohde, Councilmembers Bowcutt, Jex, Lewis, and Westergard, City Manager Nessen, and City Recorder Nelson. Also in attendance were Public Works Director Carl Mackley, Fire Chief Jeff Jarrow, City Planner Jeremy Lance, Zoning Administrator ChrisDean Epling, and Code Enforcement Greg Horspool. Councilmember Oyler was excused.

Motion by Councilmember Jex to move into Closed Meeting. Motion seconded by Councilmember Westergard. Vote: Councilmember Bowcutt - yes, Councilmember Jex - yes, Councilmember Lewis - yes, Councilmember Oyler - absent, Councilmember Westergard - yes. Motion approved.

The Council moved into a Closed Meeting at 5:01 p.m. for litigation and character discussion.

1. **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*

Motion by Councilmember Jex to return to open meeting. Motion seconded by Councilmember Lewis. Vote: Councilmember Bowcutt - yes, Councilmember Jex - yes, Councilmember Lewis - yes, Councilmember Oyler - absent, Councilmember Westergard - yes. Motion approved.

The Council returned to open session at 6:06 p.m.

2. Call to Order and Declaration of Conflict of Interest

3. Council Reports and Updates

Councilmember Westergard discussed the older fire truck that is being sold to Willard.

Councilmember Lewis said I took three different people around town, who are interested in investing in Tremonton. They want to bring businesses and buy properties. There is a lot of interest in Tremonton, commercially, right now.

Councilmember Bowcutt said Public Works needs to hire an employee for the water department. They have the budget for this year but need approval to move forward. The clarifier at the treatment plant is offline. The pipe broke and they are fixing that. A gentleman spoke to us about possible funds a while back and Director Mackley did a reference check, which came back positive. We should have a workshop to discuss the possibility of moving on that. The treatment plant desperately needs help. The State upgrades are going on now.

4. Presentations:

a. **Title:** Discussion of RES 26-50 and RFP for Emergency Medical Services

Chief Jarrold said this resolution seeks Council approval for the Mayor to sign off on accepting Tremonton Fire Department as our ambulance provider for the area. According to Senate Bill 215 the law has changed and requires us to select our own city for ambulance service. All cities have to do this. The Mayor sent an email to the State saying he does want Tremonton to continue service. Also, the Council approved our remodel downstairs. The construction company is seeking half of the payment upfront. Just confirming we are good with that.

b. **Title:** Discussion of RES 26-51 Amending Fees & Fines – Development Fees

Planner Lance said the fees in our schedule a few months ago would charge \$3,000 for a preliminary plat and \$7,500 for a final plat for site plan fees. It just did not provide any justification for why those fees were set up that way. They likely have been factoring in staff time and review fees, but it just did not lay out any justification for why those fees were the way they were. Administrator Epling said they also did not discriminate between two lots versus 500 lots, so the fee was the same no matter what someone wanted to build. Planner Lance said so the Council voted to roll the fees back to how they were in February of 2026. That resolution happened in June of this year. Administrator Epling said the rollback was to give us time to research and update the fee schedule and this is what we are bringing back to the Council for consideration. Planner Lance said I will mainly focus on new fees added. First, is accessory dwelling unit permit. This was \$0 for an internal and \$20 for a detached unit. That is now \$75 and \$150. We have added a section for attorney review. If development agreements are going to come forward and be reviewed by the attorney, they should be compensated for their time. Conditional use permit, we have added an amendment fee to alleviate having to go through a whole other \$500 fee. That fee was also changed. Land use review fee, a land use review is kind of

your catch-all permit when nothing else really explains it. This is a general review and \$75 seemed like a fair place to start. We have not charged for public noticing, so we looked at \$30 administrative. A legislative fee is \$100. Retaining walls are pretty serious and if they are over four feet, they require engineering, geo tech, and other things. That should garner some review time and fees. A zoning verification letter is a snapshot of a property from a land use perspective. If we are going on a review that does not yield a permit, a snapshot of what the zoning is on a property can all make it into a letter to be sent to whoever asks. Subdivision fees were restructured, we talked with Finance Director Jami Heiner, and she mentioned more of a tiered approach. City Engineer Chris Breinholt and Recorder Nelson did a lot of work to give us good feedback on how to roll out the new structure. We also renamed some fees. Home occupation fees were adjusted, signed permit was raised from \$50 to \$75 to reflect a general land use style permit. Again, that is a general review, hopefully factoring in the Planning Department's time. Temporary use permits are \$50 to \$75. We also have some fees that were removed. For lot splits the chapter from our code was repealed so we got rid of that fee and then construction plans are thrown into this. Revised approved construction fees is eliminated as a standalone line item. That was rolled into the subdivision fees so that is a new section of the code. What is in the staff report is written by community development staff and then we worked with the Recorder to get it polish and tightened. She included that in your packet as a resolution with the most current description of what we are hoping to do. Administrator Epling said applicants will pay a deposit and we will keep track of how many review cycles we have. If it is less, then the City will refund them and if it is more, they will be charged more. We want to be charging them exactly what they are using for staff time. Our finance director, engineer, and attorney all felt that was a good and justifiable way of doing it. Planner Lance said this note says it reflects staff review time, development review, committee time, plat signature review, title report review, escrow review based on the city engineer's hourly rate, and combined hourly rate of other DRC department heads. Hopefully that covers the justification for why these fees are proposed the way they are.

- c. **Title:** Discussion of ORD 26-17 Amending Chapters 1.07.025 Large Livestock, 1.07.030 Keeping Chickens, and 1.07.035 Keeping Animals for Fair & FFA

Planner Lance said first, this ordinance aims to eliminate the permitting requirements. Title 1 of the zoning ordinances is where these sub chapters come from, and it is calling for a land use permit. That is a bit strange because they are more like an animal license. If we are going to review what the code is asking for such as distances from property lines and animal counts, that has a lot of review time and requires a site plan, which is a pretty serious document to ask for. Administrator Epling said a site plan for chickens is too much, so the standards stay the same. The way the codes are written is you are supposed to have a permit for chickens, especially the 4-H section. If there is a problem, then it becomes a code enforcement issue. We still have the ability to enforce the standards in the code. It should be more like dog licensing and in a different section of our code. Planner Lance said next, we are looking at pot-bellied pigs, goats, and llamas, as being pretty social animals by nature. The code limits them to one in the grazing, non-irrigated section of RR-1 and R1-20 lots. We thought about giving them a buddy. Increasing

ducks, geese, pigeons, peacocks, guinea hens, and rabbits. More than just five. This helps with the 4-H'ers. Then a similar change to the chart regulating 4-H animals. For a 6,000 to 10,000 square foot size parcel we have increased that from two to six, and for the 10,000 to 20,000 square foot parcels that was increase from four to ten. This helps families with multiple children who want to show animals in the fair. Administrator Epling said the 4-H section is pretty good. It talks about having animals only for a specific time. All those standards still stay in place. Planner Lance said these changes were discussed at the Planning Commission meeting in August. We are just looking at simple changes to try to make this a more sensible ordinance. Administrator Epling said one thing the Planning Commission did change is prohibited roosters in all zones. Our rural residential R1-1 and R1-20 were the two zones that we suggested to allow roosters, but the Planning Commission had a discussion and decided to strike that and allow no roosters within City limits.

d. **Title:** Update on Secondary Water System/Maintenance and need for additional water employee

Director Mackley said we only have three full-time employees in the water department, and I am asking for one more. The secondary water system is growing fast and we just need more help. The money is there this year. I understand that creating a new position is not just a one-time thing. The water department is one of the harder departments I oversee. It is potentially more demanding because of issues that can come up with breaks. I tried to oversee the water department and could not do as good of a job as I hoped so I put Assistant Director Andrew Beecher there to oversee it. He is doing amazing. So now there are three full-time employees under him. I have an employee who left in November who would like to come back, and I would love that. I am making this plea today because when we go to amend the budget on September 15, I will be gone. We need to have a good permanent supervisor for that department. We have to amend the budget to create the new position to fund in perpetuity. Manager Nessen stated that we are notifying the public that we will be noticing our budget amendment coming up.

Director Mackley said we are really trying to get people to buy into secondary water. This year the water quality has been tough. There have been a lot of complaints. There are some pre-filtrations that have been removed in the past, but need to go back in. We just had a filter rep come train us and they were shocked at the water quality we are dealing with. So, we are going to be implementing more flushing and maintaining of our filters. It will be noticeably better. Thank you for the funding of \$1.1 million for secondary water this fiscal year. That was designed to install secondary water in two new subdivisions. We need to throw a little bit more money at some of the water quality filtration stuff first. We have been learning some things that will make for a better product and experience for people. We really need that so we can continue to get people off culinary. We also just built our equalization basin. We are getting some ground infiltration from that, too. That is causing neighbors some worries about their crawl spaces. I am looking at maybe lining it, but that is going to be expensive (\$350,000).

e. **Title:** Discussion of RES 26-52 Reappointment of Planning Commission Member

Councilmember Bowcutt said in this resolution we are removing Chairman Van Tassell from the Planning Commission because his time is up. We had a good talk and he was fine. He is really busy and has done a good job. Jack Stickney was an alternate and is excited to move to the regular Planning Commission. Mayor Rohde said so this policy will put people out every three years. They will start on January 1, and it will outline their term. When their term is up, we will either get a new person appointed or they can re-apply. Councilmember Bowcutt said this resolution defines their ending dates, which is December 31, and this will only move up two people at a time.

The meeting adjourned at 6:49 p.m. by consensus of the Council.

CITY COUNCIL MEETING

Mayor Rohde called the August 18, 2026 City Council Meeting to order at 6:59 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 Rohde, Councilmembers Bowcutt, Jex, Lewis, and Westergard, City Manager Nessen, and City Recorder Nelson. Also in attendance were Public Works Director Carl Mackley, Fire Chief Jeff Jarrow, City Planner Jeremy Lance, Zoning Administrator ChrisDean Epling, and Code Enforcement Greg Horspool. Councilmember Oyler was excused.

1. Call to Order
2. Roll Call
3. Invocation by: Chief Jarrow
Pledge led by: Officer Horspool
4. Approval of Agenda:

Motion by Councilmember Lewis to approve the agenda of August 18, 2026. Motion seconded by Councilmember Westergard. Vote: Councilmember Bowcutt - yes, Councilmember Jex - yes, Councilmember Lewis - yes, Councilmember Oyler - absent, Councilmember Westergard - yes. Motion approved.

5. Declaration of Conflict of Interest: None
6. Public Comment: None
7. Unfinished Business from Work Session: None
8. Consent Agenda - Any Councilmember may request an item be removed for separate discussion
 - a. Approval of minutes – August 4, 2026
 - b. Approval of Resolution No. 26-50 Emergency Medical Services

- c. Approval of Resolution No. 26-51 Amending Fees & Fines Schedule – Development Fees
- d. Approval of Resolution No. 26-52 Reappointment of Planning Commission Member

Motion by Councilmember Bowcutt to approve the Consent Agenda. Motion seconded by Councilmember Westergard. Roll Call Vote: Councilmember Bowcutt - yes, Councilmember Jex - yes, Councilmember Lewis - yes, Councilmember Oyler - absent, Councilmember Westergard - yes. Motion approved.

9. Strategic Business (Ordinances & Policies):

- a. Discussion and consideration of adopting ORD 26-17 Amending Chapters 1.07.025 Large Livestock, 1.07.030 Keeping Chickens, and 1.07.035 Keeping Animals for Fair & FFA

Motion by Councilmember Lewis to adopt the ordinance. Motion seconded by Councilmember Bowcutt. Roll Call Vote: Councilmember Bowcutt - yes, Councilmember Jex - yes, Councilmember Lewis - yes, Councilmember Oyler - absent, Councilmember Westergard - yes. Motion approved.

10. Reports and Calendar

- a. City Leadership Report

Councilmember Bowcutt said Jeremy Matthews is here. The Mayor and I interviewed him for the Planning Commission alternate position, and he is working through details at his place of employment so there are no conflicts. If cleared, we will bring him aboard.

Manager Nessen said we had a good department head meeting on Thursday. We are going to work on some team building things because that is what we are lacking here with many new positions. We need to get to know each other better so we can work better together. I am hoping to do something here in our office, too.

Mayor Rohde said we can report that our website went live, but we are still working through a few bugs.

- b. Upcoming Calendar Items

Mayor Rohde said we have the Box Elder County Fair coming up and the parade will be held that Wednesday. Chief Jarrow is preparing the older fire truck for us to ride. The City offices will be closed on Monday September 7, for Labor Day. We have our Town Hall meeting at 6 p.m. on September 24. October 2 is a Domestic Violence walk at Jeanie Stevens Park at 5 p.m. Our Emotional Wellness Committee meeting is September 2 at 6 p.m. The Farmer's Market is the first Saturday of each month at Shuman Park from 10 a.m. to 2 p.m. Also, the NPI meetings are going well.

11. *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*

12. Adjournment.

Motion by Councilmember Jex to adjourn the meeting. Motion seconded by Councilmember Bowcutt. Vote: Councilmember Bowcutt - yes, Councilmember Jex - yes, Councilmember Lewis - yes, Councilmember Oyler - absent, Councilmember Westergard - yes. Motion approved.

The meeting adjourned at 7:12 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 _____, 2026.

Cynthia Nelson, City Recorder