



118 Lion Blvd PO Box 187 Springdale, UT 84767 (435) 772-3434

TOWN COUNCIL NOTICE AND AGENDA

THE SPRINGDALE TOWN COUNCIL WILL HOLD A SPECIAL MEETING
ON WEDNESDAY, SEPTEMBER 9, 2026,
AT THE CANYON COMMUNITY CENTER, 126 LION BOULEVARD, SPRINGDALE, UTAH
THE MEETING STARTS AT 4:00 PM. THE REGULAR MEETING STARTS AT 5:00 PM.

A live stream of this meeting will be available to the public on YouTube.

****Please see the YouTube information below.**

Special Meeting

Approval of the Special Meeting Agenda

A. Closed Session

1. Strategy session to discuss pending or reasonably imminent litigation.

B. Action Required by Closed Session

C. Adjourn

Pledge of Allegiance

Approval of the Regular Meeting Agenda

A. Announcements/Information/Community Comments/Presentations

1. General Announcements
2. Zion National Park Update – Superintendent Bradybaugh
3. Council Department Reports, Questions, and Comments
4. Community Comments

B. Consent Agenda

1. Review of Monthly Purchasing Report
2. Minutes: August 12, 2026
3. **Proclamation 2026-06:** Proclaiming September 17-23, 2026 as Constitution Week in the Town of Springdale
4. **Proclamation 2026-07:** Proclaiming October as Domestic Violence Awareness Month

C. Legislative Items

1. **Public Hearing: Resolution 2026-11:** Opening and Amending the FY 2026-27 Town of Springdale Budget.
Staff Contacts: Dawn Brecke / Thomas Dansie.

D. Administrative Action Items

1. Review of lease agreement between the Town and Atlas Tower, whereby the Town would lease land at 226 Paradise Road to Atlas Tower to construct a cell tower at this location. Applicant: Cornelius Whitehead.
Staff Contact: Niall Connolly
2. UDOT Zion Canyon Fiber Optics Project – Noise Exemption Permit: Request for a noise exemption for nighttime fiber optic construction along SR-9 in Springdale, to be conducted by BHI on behalf of UDOT, from September 9 through December 31, 2026, between 8:00 p.m. and 4:00 a.m. Applicant: Kiley Dabb. Staff contact: Eugenia Akiyom
3. **Resolution 2026-10:** Adopting an updated code of conduct and rules of procedures for public officials and public meetings. Staff contact: Thomas Dansie.

E. Administrative Non-Action Items

1. General Council Discussion

F. Adjourn

***To access the live stream for this public meeting, please visit or click the YouTube link below:**

<https://www.youtube.com/@SpringdaleTownPublicMeetings>

APPROVED

Barbara Bruno

DATE

9-9-26

This agenda was posted at the Springdale Canyon Community Center and Town Hall at

12:00

am/pm by

K. Sagers on *9/4/26*

NOTICE: In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting should contact the Town Clerk (435.772.3434) at least 48 hours before the meeting.

Packet materials for agenda items will be available on the Town website: <http://www.springdale.utah.gov/agendaCenter>



**MINUTES OF THE SPRINGDALE TOWN COUNCIL SPECIAL MEETING
HELD WEDNESDAY, SEPTEMBER 9, 2026,
AT THE CANYON COMMUNITY CENTER, 126 LION BOULEVARD, SPRINGDALE, UTAH**

Special Meeting Attendance:

MEMBERS PRESENT: Mayor Barbara Bruno, Council Members Randy Aton, Jack Burns, Pat Campbell, and Kyla Topham

EXCUSED:

ALSO PRESENT: Town Manager Thomas Dansie, Director of Community Development Niall Connolly, Legal Counsel Greg Hardman, Town Clerk Kyndal Sagers, recording.

Regular Meeting Attendance:

MEMBERS PRESENT: Mayor Barbara Bruno, Council Members Randy Aton, Jack Burns, Pat Campbell, and Kyla Topham

EXCUSED:

ALSO PRESENT: Town Manager Thomas Dansie, Director of Community Development Niall Connolly, Parks and Recreation Director Ryan Gubler, Public Works Director Joe Barker, Town Treasurer Dawn Brecke, Chief of Police Garen Brecke, Town Clerk Kyndal Sagers, recording.

The Special Meeting convened at 4:00 PM.

Randy Aton made a motion to approve the Special Meeting Agenda. The motion was seconded by Pat Campbell.

Vote on the motion:

Burns: Aye

Aton: Aye

Bruno: Aye

Campbell: Aye

Topham: Aye

The motion passed unanimously.

A. Closed Session

1. Strategy session to discuss pending or reasonably imminent litigation.

Jack Burns moved to close the meeting to discuss pending or reasonably imminent litigation. The motion was seconded by Pat Campbell.

Vote on the motion:

Burns: Aye

Aton: Aye

Bruno: Aye

Campbell: Aye

Topham: Aye

The motion passed unanimously.

B. Action Required by Closed Session

Kyla Topham made a motion to adjourn the closed session at 5:02 p.m. The motion was seconded by Randy Aton.

Vote on the motion:

Burns: Aye

Aton: Aye

Bruno: Aye

Campbell: Aye

Topham: Aye

The motion passed unanimously.

Kyla Topham moved that action be taken as discussed in the closed session. The motion was seconded by Pat Campbell.

Vote on the motion:

Burns: Aye

Aton: Aye

Bruno: Aye

Campbell: Aye

Topham: Aye

The motion passed unanimously.

C. Adjourn

Jack Burns made the motion to adjourn the Special Session. The motion was seconded by Kyla Topham.

Vote on the motion:

Burns: Aye

Aton: Aye

Bruno: Aye

Campbell: Aye

Topham: Aye

The motion passed unanimously.

The Regular Meeting convened at 5:08 p.m.

Mayor Bruno led the Pledge of Allegiance.

Approval of the Regular Meeting Agenda

Kyla Topham made a motion to approve the Regular Meeting Agenda. The motion was seconded by Randy Aton.

Vote on the motion:

Burns: Aye

Aton: Aye

Bruno: Aye

Campbell: Aye

Topham: Aye

The motion passed unanimously.

A. Announcements/Information/Community Questions

1. General announcements

Ryan Gubler, Parks and Recreation Director, announced that the Blood Drive with Red Cross was rescheduled to Friday, September 25th at the Community Center from 8 am to 2 pm. He added thAT ON THE September 11 National Day of Service, there will be a service project at the Jolley Gifford Cemetery for a cleanup at 8 a.m

Thomas Dansie, Town Manager, recognized the Public Works and Parks crews' efforts for their dedicated work in the aftermath of the flooding event last Monday. Mayor Bruno commended their work and Mr. Barker's leadership.

2. Zion National Park update – Superintendent Bradybaugh

Superintendent Bradybaugh provided an update regarding the recent flooding, reporting that river gauges recorded up to 6,000 cubic feet per second at the highest point. He detailed ongoing cleanup operations, assessments of culverts and bridges, and highlighted the effectiveness of the large box culvert located at the park's south entrance.

Mr. Bradybaugh reported a 13.8% decrease in visitation for August 2026 compared to August 2025, marking a significant single-month decline. Year-to-date visitation was down by 2.5%. While official figures for Labor Day weekend remained unconfirmed, preliminary observations indicated fewer visitors.

3. Council department reports, questions, and comments

Tyler Ames, representing the Hurricane Valley Fire District, reported a total of 30 incident responses during August 2026, comprising 8 in Springdale, 8 in Zion National Park, and 5 in Rockville. He highlighted a 10% overall increase in call volume across the district. He noted that in July, the staffing model at the Springdale station was increased from three to four personnel, consisting of two paramedics, an engineer, and a captain, as well as a second ambulance.

Chief Ames addressed recent emergency responses to a Springdale hotel, explaining that the facility's scale and occupancy necessitated a larger operational response. Two of these incidents were related to the HVAC system. He announced the upcoming 9/11 commemoration event at the Hurricane Recreation Center scheduled for 7:00 a.m., which will feature individual flags placed to honor the first responders who lost their lives on September 11th, 2001.

4. Community questions and comments

Lisa Zumpft highlighted Thomas Dansie's work on the Dark Sky ordinances. She commended his work on past ordinances and his efforts to preserve the night sky.

B. Consent Agenda

The Consent Agenda consisted of the following items:

1. Review of Monthly Purchasing Report
2. Minutes: August 12, 2026
3. Proclamation 2026-06: Proclaiming September 17-23, 2026 as Constitution Week in the Town of Springdale
4. Proclamation 2026-07: Proclaiming October as Domestic Violence Awareness Month

Jack Burns moved to approve the Consent Agenda. The motion was seconded by Kyla Topham.

Vote on the motion:

Burns: Aye

Aton: Aye

Bruno: Aye

Campbell: Aye

Topham: Aye

The motion passed unanimously.

C. Legislative Items

- 1. Public Hearing: Resolution 2026-11: Opening and Amending the FY 2026-27 Town of Springdale Budget. Staff Contacts: Dawn Brecke / Thomas Dansie.**

Staff Introduction:

Thomas Dansie, Town Manager, explained the final budget adoption. He noted the necessity to amend the budget for unanticipated expenses, clarified expense costs, and a clerical housekeeping budget.

Jack Burns made a motion to open the public hearing. The motion was seconded by Pat Campbell.

Vote on the motion:

Burns: Aye

Aton: Aye

Bruno: Aye

Campbell: Aye

Topham: Aye

The motion passed unanimously.

Public Comment:

There were no public comments.

Kyla Topham made a motion to close the public hearing. The motion was seconded by Randy Aton.

Vote on the motion:

Burns: Aye

Aton: Aye

Bruno: Aye

Campbell: Aye

Topham: Aye

The motion passed unanimously.

Council Deliberation:

There was no council deliberation.

Pat Campbell moved that Town Council has reviewed and approves Resolution 2026-11, a resolution to open and amend the annual budget of revenues and expenditures for the various funds for the Town of Springdale for the fiscal year ending June 30, 2027. The motion is based on the Council's findings:

The proposed amendments are necessary to revise budget revenues, expenditures, and fund balance appropriations to reflect current fiscal needs and budgetary changes.

The amendments are within the Council's authority and comply with applicable State law.

The approved amendments are listed in Resolution 2026-11.

Authorizes the Mayor to sign. The motion was seconded by Randy Aton.

Vote on the motion:

Burns: Aye

Aton: Aye

Bruno: Aye

Campbell: Aye

Topham: Aye

The motion passed unanimously.

D. Administrative Action Items

1. **Review of lease agreement between the Town and Atlas Tower, whereby the Town would lease land at 226 Paradise Road to Atlas Tower to construct a cell tower at this location. Applicant: Cornelius Whitehead. Staff Contact: Niall Connolly.**

Staff Introduction:

Niall Connolly, Director of Community Development, presented Atlas Tower LLC's proposal to enter into a lease agreement for Town-owned property located at 226 Paradise Road for the construction of a telecommunications tower. The subject property is situated adjacent to the Rocky Mountain Power Substation near Red Hawk Drive. Atlas Tower builds cell towers and subleases space to wireless carriers; Verizon has indicated interest in renting the infrastructure on the proposed facility should the tower be constructed.

Mr. Connolly provided background regarding designated wireless facility locations within the Town. He summarized key provisions of the draft lease agreement, including an initial three-year testing period during which Atlas Tower would conduct technical evaluations and secure necessary permits. Upon conclusion of the testing period, or following permit approval, Atlas Tower would maintain an option to issue formal notice of intent to proceed with construction. The proposed lease agreement carries a 30-year term with options for extension.

Council Questions and Deliberation:

Mr. Aton asked about relevant permits needed during the testing period. Mr. Connolly answered: wireless communications permit, design development review permit, and a building permit. All would be approved by the Planning Commission.

Mayor Bruno inquired about the testing period. Mr. Connolly noted that the process would involve soil reports and other requisite assessments. Mr. Powers, representative for Atlas Tower, clarified that the due diligence period required to break ground typically spans eight to ten months; he noted the firm anticipated an accelerated timeline for this specific project. Mr. Powers detailed the federal regulatory requirements, including compliance with Federal Communications Commission (FCC) standards, which mandate specific construction protocols and comprehensive environmental reviews, such as the National Environmental Policy Act (NEPA) report. He emphasized that these processes ensure the project

addresses potential air navigation concerns and mitigates interference with local plants, animals, endangered species, and tribal interests.

Mr. Powers emphasized the tower's significance for emergency services.

He elaborated on Atlas Tower's role in developing infrastructure through partnerships and contractual agreements with local municipalities. He noted that the company invests significantly in structural foundation work and steel engineering, with the primary objectives of constructing towers, leasing capacity to wireless carriers, and fostering positive relationships within local communities.

In response to an inquiry from Mr. Campbell regarding potential construction during the 36-month lease, Mr. Powers clarified that this timeframe functions primarily as an option period rather than an active testing window.

Mr. Burns inquired about the design review process for a 70-foot concealed tower, specifically regarding the public review component. Mr. Powers provided examples illustrating potential aesthetic designs for the tower. Mr. Connolly clarified that per the master plan, the proposed design is a painted monopole intended to blend with the natural canyon colors. He added that the formal approval process requires review by the Planning Commission during a public meeting.

Mayor Bruno commended Atlas Tower for their collaboration and noted that the proposed tower would enhance cellular service for both residents and visitors. Mr. Aton concurred with Mayor Bruno regarding the importance of improving community cellular connectivity. Ms. Topham noted that the tower would support more than one provider and expressed her support.

Pat Campbell moved that Town Council has reviewed and approves the lease agreement between the Town of Springdale as landlord and Atlas Tower 1 LLC as tenant for a portion of town property at 226 Paradise Road, parcel S-160-NP, for development, operation, and maintenance of a wireless communications facility and authorizes the Mayor to execute the lease agreement and related Memorandum of Lease. The motion was seconded by Randy Aton.

Vote on the motion:

Burns: Aye

Aton: Aye

Bruno: Aye

Campbell: Aye

Topham: Aye

The motion passed unanimously.

2. **UDOT Zion Canyon Fiber Optics Project - Noise Exemption Permit: Request for a noise exemption for nighttime fiber optic construction along SR-9 in Springdale, to be conducted by BHI on behalf of UDOT, from September 9 through December 31, 2026, between 8:00 p.m. and 4:00 a.m. Applicant: Kiley Dabb. Staff Contact: Eugenia Akiyom.**

Staff Introduction:

Mr. Connolly presented the noise exemption permit application for UDOT's fiber optic project along SR-9. He noted that performing work at night was intended to minimize daytime traffic disruptions, though noise levels were anticipated to exceed the decibel limits established by Town Code. Mr. Connolly detailed the mitigation measures proposed by the applicant to address noise impacts.

Council Questions and Deliberation:

Mayor Bruno referenced a public comment letter submitted by a property owner. She noted that mandatory funding completion deadlines left neither UDOT nor the Town of Springdale with discretion regarding the project timeline.

Ms. Topham asked whether UDOT anticipated operating five nights per week from September 9 through December 31 within Springdale. **Kiley Dabb, representing BHI**, clarified that continuous operations were not expected throughout the entire timeframe, but the requested permit duration ensured adequate coverage as project circumstances dictated. Ms. Topham further asked if progress was proceeding as planned. **Devin, project manager with UDOT**, noted that nighttime construction had not been originally scheduled but was made available as an option for the contractor.

Mr. Dabb said it would be a benefit to work at night as the majority of the directional drilling will be in the bike lane or on the concrete on the sidewalk area. He noted the impacts to tourists, residents, and the community would be less at night.

Mr. Campbell inquired whether flaggers would be used during nighttime operations and how the work zones would appear during daytime hours. Mr. Dabb clarified that nighttime work would involve closures of the bike lane, shoulder, and sidewalk, though traffic lanes would remain open. He added that the bike lane, shoulder, and sidewalk closures would also remain in effect throughout the day.

Mr. Dabb noted the machinery will be 100 decibels. There will be sound boards that will direct sound into the street. Mr. Connolly added that the permit will allow the decibels to exceed Town Code, and they will not be measured.

Mr. Burns asked about establishing expectations for businesses and residents. He wondered if a map that shows where UDOT will be located and perhaps an established time frame within particular areas will be provided. Mr. Dabb said they can put something together. They will start at Hotel Denovo and work towards Zion National Park. Mayor Bruno agreed that it would be ideal to have more information shared with the community.

Mr. Campbell questioned the complaint system. Devin answered that UDOT runs a hotline and will pass complaints along to the Town.

Ms. Topham inquired about backfilling excavated areas as work progresses through the corridor and if those would need to be conditions. Mr. Connolly answered that it is not directly related to noise and is more of a safety mitigation. Mr. Dabb added that it is independent of the noise exemption permit.

Jack Burns moved that the Town Council approve the noise exemption permit for the UDOT Canyon Fiber Optics Project SR-9 for September 9th through December 31st of 2026, between the hours of 8:00 p.m. and 4 a.m. Subject to the following conditions:

1. The noise exemption shall apply only to the UDOT Zion Canyon Fiber Optics Project within the Town of Springdale and only during the dates and hours approved by the Town Council.

2. Nighttime construction activities shall be limited to those necessary for completion of the fiber optic installation.

3. Jackhammering and sawcutting shall be conducted during daytime hours and shall not occur during the nighttime exemption period.

4. Asphalt paving shall not occur during the nighttime exemption period.

5. BHI shall minimize the use of vehicles and equipment requiring backup alarms during nighttime operations to the greatest extent reasonably practicable.

6. Construction crews shall use two-way radios or similar communication methods to minimize

unnecessary nighttime noise from crew communications.

7. BHI shall implement the noise mitigation measures represented in its application and supporting materials and shall conduct nighttime operations in a manner that minimizes noise impacts on surrounding properties.

8. The applicant shall maintain the project contact information and hotline during the exemption period so that concerns associated with nighttime construction can be reported to the project team.

The motion is based on the finding that the application satisfies the requirements for a noise exemption permit established in section 4-3B-2(C) of the Springdale Town Code. The motion was seconded by Kyla Topham.

Vote on the motion:

Burns: Aye

Aton: Aye

Bruno: Aye

Campbell: Aye

Topham: Aye

The motion passed unanimously.

3. **Resolution 2026-10: Adopting an updated code of conduct and rules of procedures for public officials and public meetings. Staff Contact: Thomas Dansie.**

Staff Introduction:

Mr. Dansie provided background on the Town Council having reviewed this policy in previous Town Council meetings. He noted the policy is applicable to all public bodies including the Planning Commission, Historic Preservation Commission, and the Art Review Board. He noted the Council's concerns and clarification regarding the policy as drafted in August including the restriction on discussing administrative items with the public outside of a meeting, protocols surrounding attendance at meetings of other public bodies, the media policy, and permissible content of public comments during the open comment period.

Mr. Campbell had suggestions for clarity and enhancement to the language. Those suggestions are attached to this packet.

Council Deliberation:

Mayor Bruno noted in 1.1.5, avoiding attendance or participation in the meetings of other town bodies, there should be clarification that includes avoiding influence regardless if they will have a future role in reviewing.

Mr. Burns liked Mr. Campbell's suggestions and noted the elevation of clarity. He noted the suggestion in 1.4.3 of deleting the last sentence. He noted wanting to keep the last sentence as it adds more specificity. Mr. Burns brought attention to section 2.1 regarding "must" versus "should." Mr. Campbell and Mayor Bruno agreed on using the word "should."

Ms. Topham made a motion to approve Resolution 2026-10 adopting an updated Code of Conduct and Rules of Procedures for public officials in public meetings as discussed in the September 9, 2026 Town Council Meeting. The version that will be adopted is Council Member Campbell's version with the following edits:

1. **Striking "for which your public body also has a role in reviewing" in the last sentence of 1.1.6 C**

2. Keeping the last sentence of 1.4.3

And directs the Mayor to sign. The motion was seconded by Randy Aton.

Vote on the motion:

Burns: Aye

Aton: Aye

Bruno: Aye

Campbell: Aye

Topham: Aye

The motion passed unanimously.

E. Administrative Non-Action Items

1. General Council Discussion

F. Adjourn

Ranty Aton made a motion to adjourn at 6:21 p.m. The motion was seconded by Kyla Topham.

Vote on the motion:

Burns: Aye

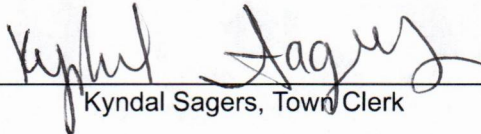
Aton: Aye

Bruno: Aye

Campbell: Aye

Topham: Aye

The motion passed unanimously.



Kyndal Sagers, Town Clerk

APPROVAL: Barbara Bruno DATE: 10-14-26

A recording of the public meeting is available by accessing the Town's YouTube channel at <https://www.youtube.com/@SpringdaleTownPublicMeetings>.





PO Box 187 118 Lion Blvd Springdale, UT 84767

ATTENDANCE RECORD

Please print your name below

Meeting: Town Council Special Meeting

Date: 09/09/2026

ATTENDEES:

Brandon Sieverts
Name (please print)

KELLY DABB
Name (please print)

[REDACTED]
Name (please print)

Lise Gumpf
Name (please print)

Name (please print)

Name (please print)

Name (please print)

Name (please print)

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Name (please print)

Name (please print)

KELLY DABB
Name (please print)

Name (please print)

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Town of Springdale

Conduct Policy for Elected Officials, Appointed Officials, and Town Staff and

Rules of Order and Procedure for Public Meetings and Public Hearings

1.0 Conduct Policy

1.1 Conduct of Elected and Appointed Officials

1.1.1. General Conduct.

- a. Treat everyone with courtesy and civility.
- b. Act for the overall public good, not for specific neighborhoods, businesses, individuals, or interests.
- c. Do not engage in or condone bullying, harassment, sexual harassment, or discrimination based on race, color, religion, national origin, age, disability, sex, gender identity, sexual orientation, or veteran status, and foster a respectful, inclusive environment in all official and related social settings.
- d. Avoid abuse of power, intimidation, and undue influence in interactions with each other, staff, and the public.
- e. Avoid offensive or negative personal comments at meetings and in broader social settings and contexts. Maintain civility and decorum and help set the tone for productive civil discourse in the community.

1.1.2. Conduct with Co-Officials

- a. Seek consensus through open dialogue. When consensus is not possible, accept majority decisions while respecting minority views.
- b. Respect each other's opportunity to speak and express different perspectives. If necessary, agree to disagree.

1.1.3. Conduct with Staff

- a. Treat staff professionally and avoid public criticism of individual employees.
- b. Address concerns about departments or employees with the Town Manager, not with individual staff members.
- c. Do not give specific direction to the staff unless the entire public body (Council, Commission, etc.) has approved the direction or officially authorized you as the public body's representative on the issue.
- d. Follow the procedure below when seeking information from staff about specific issues outside of a public meeting:
 - i. First, coordinate with the Council Member assigned as liaison for the department responsible for the issue to see if they have the sought-after information, then

- ii. Ask the appropriate Department Head for the information, or
- iii. Contact the appropriate staff member directly when a specific staff member has been identified as the staff contact for a project or issue.

1.1.4. Conduct During Public Meetings

- a. Make the public feel welcome and treat all speakers fairly.
- b. Be impartial, respectful, and non-prejudicial; avoid debating with or criticizing the members of the community who speak at meetings.
- c. Listen courteously to public comment and let the public know you appreciate their comments through your body language and active listening. Do not ask questions during the public comment period.
- d. Help the Chair maintain order and decorum during meetings.
- e. Value each other's time by reviewing meeting materials in advance and coming to meetings prepared. Ask technical and background questions of staff prior to the meeting to be able to come to the meeting fully prepared to deliberate policy matters efficiently. If an agenda item includes a document such as a contract or policy that, in the opinion of a member of the public body, needs extensive clerical or clarifying revisions (not policy revisions), that public body member should discuss the revisions with the appropriate staff member prior to the meeting so that a corrected version can be presented in the meeting (or a subsequent meeting if necessary).
- f. Avoid unnecessarily prolonging meetings. Stay on the topic under consideration and be concise in expressing views and opinions.
- g. Include findings in motions but don't add unnecessary language.
- h. Keep electronic devices silent in meetings. Electronic messaging during meetings is discouraged and must not be used to evade open meeting requirements. If an official receives any electronic message during the meeting germane to any topic on the meeting agenda, the official shall disclose the message's content and sender to the rest of the body.
- i. Be fair, impartial, and unbiased when voting. Base decisions on law, the General Plan and other adopted plans and policies, information received through public comments, and the best interest of the Town. ~~Public comments are valuable information and input for consideration. Recognizing the importance of public comment, public comment should be considered appropriately and should not substitute for applicable legal standards, Do not base decisions on pressure from special interests or vocal advocates whose views and opinions may not be aligned with General Plan direction, adopted established plans and policies, or the broader public interest. the best interests of the Town, or the general sentiment of the community.~~

1.1.5 Conduct Outside of Public Meetings When Discussing Public Business:

- a. Use judgement when discussing items that are part of an upcoming meeting agenda or are likely to be part of an upcoming meeting agenda, outside of the public meeting. Avoid discussing upcoming agenda items with the applicant associated with that agenda item. Be prepared to disclose the nature of all discussions you have with members of the community regarding meeting agenda action items.

- b. Make no promises and no public statements on behalf of the body without express authority from a majority vote of the body.

1.1.65. Conduct with Other Agencies and Town Bodies

- a. Project a positive image of the Town in discussions with other agencies, show respect for other agencies, and agree to disagree when needed.
- b. Treat members of other boards, commissions, and agencies with appreciation and respect.
- c. Avoid attendance at or participation in the meetings of other Town public bodies with the intent to influence the outcomes of issues (directly or indirectly) for which your public body also has a role in reviewing. This includes communication with members of the other public body regarding pending agenda items, either in the public meeting or outside the public meeting.

1.2 Ethical conduct of public officials

- a. Officials shall receive at least two hours of annual training on ethics, conflicts of interest, open meetings, and meeting procedures, and public records, harassment and discrimination prevention, social media and technology use, and de-escalation/meeting management best practices.
- b. Officials shall conduct themselves consistently with this training and applicable state ethics laws.
- c. The Town Council shall review this Conduct Policy at least every four years, or sooner as needed, to incorporate changes in state law and best practices for local government governance, technology, and public engagement.

1.3 Conduct policy for Town Staff

1.3.1. General Conduct

- a. Treat everyone with courtesy and civility and avoid inappropriate behavior or derogatory comments.
- b. Prepare clear, well-written staff reports with supporting documents for items on public body agendas.
- c. Be available for questions from officials before and during meetings.
- d. Respond to public questions prior to meetings, as well as during meetings when requested by officials.
- e. Avoid arguing with the public or members of the public body during public meetings.
- f. Display professionalism in conduct and performance of town duties.
- g. Follow the ethical codes of relevant professional organizations (such as ICMA, AICP, UMTA, UMCA).
- h. Keep electronic devices (phones, pagers, etc.) on silent or off during public body meetings. Electronic messaging during meetings must not be used to evade open-meeting requirements.
- i. Staff shall remain objective on issues and give impartial information to members of the public body.

- j. Staff should advocate for the goals, objectives, and action strategies contained in the Town's adopted plans and policies, while deferring to direction from public officials regarding the priorities of which specific goals, objectives, and action strategies should be implemented.
- k. Staff shall promptly report to the Town Manager any information that may reflect positively or negatively on the Town or compromise the Town's well-being; the Town Manager shall promptly report such information to the Mayor and Town Council.
- l. State law (Utah Code Title 67, Chapter 16, Public Officers' and Employees' Ethics Act) also applies and makes certain unethical conduct by public officers and employees punishable by law, including improperly using or disclosing information gained through their official position.
- m. Staff shall not engage in or condone bullying, harassment, sexual harassment, or discrimination based on race, color, religion, national origin, age, disability, sex, gender identity, sexual orientation, or veteran status, and shall foster a respectful, inclusive environment in all official and related social settings.
- n. Staff shall avoid abuse of power, intimidation, and undue influence in interactions with each other and the public.

1.4 Conduct of Town Officials in Specialized settings

1.4.1 Social Media and Electronic Communication

- a. Only designated officials or staff may speak on behalf of the Town on official social media or electronic platforms; all others shall clearly distinguish personal views from official Town positions.
- b. Officials and staff shall keep all online communication professional, non-confrontational, and consistent with this conduct policy, and shall not use social media to conduct deliberations that should occur in noticed public meetings.
- c. Official Town social media pages shall be administered under written "terms of use" that define prohibited content, moderation practices, and public records retention; such terms shall be applied consistently and without regard to viewpoint.
- d. Officials are discouraged from using personal social media accounts as public forums for Town business. If they do, they shall comply with applicable open government, records, and First Amendment requirements.

1.4.2 Media Policy

- a. The Mayor is the Town's appointed media contact for media inquiries directed to elected and appointed public officials. If an elected or appointed public official receives a media request seeking information regarding the official policy or position of the Town on any issue at any time, the official shall coordinate with the Mayor prior to making any comments to the media. When speaking only in their individual capacity, officials are free to express their own ideas and perspectives to the media, if they clearly indicate they are speaking for themselves and not on behalf of the Town in general. The Mayor may designate a Public Information Officer (PIO) or other spokesperson to respond to specific media inquiries directed to elected and appointed officials, and such designee shall coordinate with the Mayor regarding

messaging on behalf of the Town's elected and appointed officials.

1.4.32 Cybersecurity and Data Privacy

- a. Officials and staff shall protect confidential, controlled, or sensitive information obtained through their official roles, including in digital form, and shall not disclose such information or the existence of such information through email, social media, cloud services, or personal devices except as permitted by law. Legal opinion letters and other Town Attorney work products are confidential Attorney-Client privileged information. These letters and work products shall be handled as directed by the Town Attorney and in accordance with applicable law. ~~should not be distributed, discussed, or referred to in communication with anyone to whom the letter was not addressed.~~
- b. Officials and staff shall comply with Town information-security and records-management policies, including password protection, use of official email for Town business, and retention of communications subject to public records laws.

1.4.43 Safety, De-escalation, and Protection of Staff

Given current climates around public meetings:

- a. Officials and staff shall use de-escalation techniques and avoid retaliatory or inflammatory behavior when confronted with hostile or disruptive conduct from members of the public and may temporarily recess or adjourn meetings when safety or order cannot be maintained consistent with law.
- b. The Town shall maintain protocols to protect officials and staff from harassment or threats related to their public duties, including documentation, referral to law enforcement where appropriate, and support for affected individuals.

1.4.54 Enforcement, Reporting, and Consequences

- a. Alleged violations of this Conduct Policy may be reported by any official, staff member, or member of the public to the Mayor, Town Manager, or designated ethics/compliance officer. Reports should be documented in writing when practical.
- b. The Town Council (for elected and appointed officials) and Town Manager (for staff) shall establish fair, transparent procedures for reviewing alleged violations and determining appropriate responses, which may include counseling, training, formal censure or reprimand, removal from appointments where legally allowed, or employment discipline consistent with Town policy and law.
- c. Retaliation against any person who makes a good-faith complaint or participates in an investigation is prohibited and itself constitutes a violation of this policy.

2.0 Rules of Order for Public Meetings

All public meetings of Springdale Town Public Bodies shall follow the rules or order outlined below:

2.1 RULES OF ORDER

- All members of the public attending the meeting are requested to sign the attendance record. Those members of the public who intend to address the public body at any point in the meeting ~~should~~ **must** sign the attendance record so there is a record of their attendance and the proper spelling of their name.
- Time will be allotted on the agenda of each open public Town Council meeting to allow a reasonable opportunity for the public to provide verbal comment that is germane to the purpose of the Town Council. This time is referred to as the “public participation” part of the meeting in these rules of order and on the meeting agenda.
- During the Public Participation part of the meeting, community members may: 1) make comments directed to **matters within the Town Council’s jurisdiction or reasonably related to Town government, the Town Council regarding any topic germane to the Council’s function,** and 2) ask clarifying, non-rhetorical questions of staff regarding any topic on the agenda or any other topic of current interest in the town. Staff may elect to follow up with the community member(s) outside of the meeting if answers to questions are not readily available.
- If a public meeting includes a public hearing, the public hearing process will include an opportunity for community members to ask clarifying, non-rhetorical questions of the staff and the applicant at that time.
- If no public hearing is included on a meeting agenda, public comment is allowed only during the public participation portion of the agenda. When an agenda item includes a public hearing, public comment on that item shall be taken only during the public hearing for that item, and not during the general public participation portion of the agenda.
- Public comment, whether during the public participation segment of the agenda or during a scheduled public hearing, shall be limited to three (3) minutes per person, or at the discretion of the public body chair.
- If others have already expressed the same views as your own, you may simply indicate that you agree with the previous speaker. If appropriate, a spokesperson may present the views of a group.
- To encourage and respect the expression of all views, meeting rules prohibit clapping, booing, or shouts of approval or disagreement from the audience. **The Mayor or Chair may take the following actions to address a breach of this protocol: a verbal reminder of the meeting rules, a warning that further disruptions will result in the offender being removed from the meeting, a recess, or other appropriate measures to maintain order.**
- Attendees leaving a meeting before it is adjourned must leave in a quiet and orderly manner until outside the meeting room so as not to disrupt the meeting.

2.2 PUBLIC HEARING FORMAT

1. **Review of Procedure and Instruction from the Mayor/ Chair:** The Mayor or Chair provides a brief overview of the hearing format and general instructions to the public to help them be aware of the appropriate time and manner of their participation in the meeting.
2. **Staff introduction and explanation:** Staff provides a brief background and summary of the agenda item.
3. **Applicant presentation:** The applicant, if other than the Town of Springdale, presents the application, including any additional information not initially shared in the original application.
4. **Questions from public body members:** Opportunity for public body members to ask clarifying questions of the staff and/or the applicant.
5. **Questions from the public:** Opportunity for the public to ask clarifying, non-rhetorical questions of the staff and/or the applicant. This is not the time for public comment.
6. **Motion to open the public hearing:**
7. **Public comment period:** Members of the public provide their comments for consideration by the public body and for the record. Speaking time is limited to three minutes.
8. **Motion to close the public hearing:** No further public comment will be taken after the public hearing is closed.
9. **Response from the applicant:** Applicants are provided time to respond to any comments, correct misinformation, and/or provide a summary before public body deliberation.
10. **Public body deliberation:** Public body members accept no further questions or comments. This is their time to discuss the agenda item and consider the application, the presentation, and the comments from the public.
11. **Public body decision or action:** Motion to approve, deny, adopt, direct, amend, etc.