TOQUERVILLE CITY
CITY COUNCIL MEETING MINUTES
October 21, 2026, at 6:00 pm
212 N. Toquer Blvd, Toquerville Utah

Present: Mayor Dan Catlin; Councilmembers: Todd Sands, Wayne Olsen, Jenny Chamberlain; Staff: City Manager Ben Billinglsey, Assistant City Manager Darrin LeFevre, Recorder/Planning & Zoning Administrator Emily Teaters, City Attorney Kayla Gothard; Via Zoom: Councilmember Val Preslar. Absent: Councilmember Joey Campbell.

A. CALL TO ORDER – 6:00 PM

https://www.youtube.com/live/X38_eH2wfQg?si=_BQReMgdXIegVrjd&t=6

Mayor Catlin called the meeting to order at 6:00 p.m. Councilman Olsen led the Pledge of Allegiance. Invocation was led by Councilwoman Chamberlain.

B. APPROVAL OF AGENDA:

https://www.youtube.com/live/X38_eH2wfQg?si=Tyx-6mMgFPf3zg55&t=96

1. Approval of Agenda Order.
   The Council reviewed the agenda.

   Councilwoman Chamberlain made a motion to approve the agenda order. Councilman Olsen seconded the motion. Motion carried 3-0. Wayne Olsen – aye, Jenny Chamberlain – aye, Todd Sands – aye.

2. Disclosures and Declarations of Conflicts from Council Members and Mayor.
   There were no declarations of conflicts from the Council.

C. CONSENT AGENDA:

https://www.youtube.com/live/X38_eH2wfQg?si=F0tlX86gFtmX-SQj&t=138

1. Review and possible approval of meeting minutes from October 7, 2026, City Council Meeting.
   The Council reviewed the meeting minutes. Councilwoman Chamberlain pointed out a spelling error in the minutes.

   Councilwoman Chamberlain made a motion to approve the meeting minutes from October 7th, 2026, City Council meeting. Councilman Sands seconded the motion. Motion carried 3-0. Wayne Olsen – aye, Jenny Chamberlain – aye, Todd Sands – aye.

2. Review and possible approval of City Expenditures from September 2026.
   The Council reviewed the City Expenditures for September.

   Councilman Sands made a motion to approve the City Expenditures from September 2026. Councilwoman Chamberlain seconded the motion. Motion carried 3-0. Wayne Olsen – aye, Jenny Chamberlain – aye, Todd Sands – aye.

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D. PRESENTATION:

https://www.youtube.com/live/X38_eH2wfQg?si=c14VgwGhRSQYmhH9&t=268

1. Utah Well Being Survey Results – Ben Billingsley
   Ben Billingsley shared a presentation providing an overview of the results from the Utah Well Being Survey, noting there were 127 total responses.

E. PUBLIC FORUM:

https://www.youtube.com/live/X38_eH2wfQg?si=sDs809YWOGnslkt-&t=1060

Mayor Catlin opened the public forum. There were no comments from the public. Mayor Catlin closed the public hearing.

F. BUSINESS:

1. **Discussion and possible action** to determine the materiality of an MPDO Modification Application submitted by Firelight Development, Inc. regarding permitted uses in Commercial Planning Areas.
   https://www.youtube.com/live/X38_eH2wfQg?si=pT2m6F12bYFRY8U3&t=1073
   Emily Teaters provided background information on the item, noting that the development agreement calls out the application process for making changes in the future. Emily went over the review process for the MPDO Modification Application. Stephen Wood spoke during this time regarding the uses for commercial planning areas. Stephen stated they would like to move their apartments from CP7 to CP4. The Council discussed the proposed changes and whether they are considered material or not.

   Councilman Sands made a motion that business item one, based on sections 7A of the Firelight Development Agreement, the proposed modifications, the Council determines that is a non-material change. Councilwoman Chamberlain seconded the motion.

   Attorney Gothard recommended making the motion conditional upon Firelight reporting an amendment to the MPDO plan.

   Councilman Sands made a motion that business item one, based on sections 7A of the Firelight Development Agreement, the proposed modifications, the Council determines that is a non-material change conditional upon recording an amendment to the MPDO. Councilwoman Chamberlain seconded the motion. Motion carried 3-0. Roll call vote: Wayne Olsen – aye, Jenny Chamberlain – aye, Todd Sands -aye.

2. **Discussion and possible action** to determine the materiality of an MPDO Modification Application submitted by Firelight Development, Inc. regarding sign standards throughout Firelight communities and parks.
   https://www.youtube.com/live/X38_eH2wfQg?si=YTPcH4SNDDJDQ8yc&t=1935
   Emily summarized the application and the sign package submitted with it. Stephen Wood spoke about the sign package noting that some of the signage is currently not compliant with City code. The Council reviewed the proposed signage and discussed updating the Sign Ordinance. Attorney Gothard reminded the Council that the purpose of the item is to determine if the changes are material or non-material. The Council further discussed the materiality of the changes.

   Councilwoman Chamberlain made a motion to find that the proposed modifications to the Firelight MPDO plan are material changes as defined by the MODO Development Agreement, and direct staff to process the application accordingly. Councilman Sands

seconded the motion. Motion carried 3-0. Roll call vote: Todd Sands – aye, Jenny Chamberlain – aye, Wayne Olsen – aye.

3. **Discussion and possible action** on Resolution 2026.XX – a resolution adopting a policy for the acceptance of donations and sponsorships.
   https://www.youtube.com/live/X38_eH2wfQg?si=rEIBRakBgRU3FTB-&t=2698
   Ben Billinglsey reviewed the draft policy requesting that City Council table this item. Attorney Gothard went over her concerns with the policy regarding banner signage. The Council and staff discussed documenting donations and the review process.

   Councilwoman Chamberlain made a motion to table business item #3, sponsorship and donations policy, so it can undergo further legal review and possible add a form for donations. Councilman Olsen seconded the motion. Motion carried 3-0. Todd Sands – aye, Jenny Chamberlain – aye, Wayne Olsen – aye.

4. **Discussion and possible action** on Resolution 2026.XX – a resolution adopting a code enforcement policy.
   https://www.youtube.com/live/X38_eH2wfQg?si=dAkkMGTGiu_R1pV9&t=3318
   Ben Billinglsy introduced the draft policy to Council noting this was a work item previously. Ben went over the items he would like to add to the policy such as a communication cycle with the complainant, whether the City will accept anonymous complaints, and who will testify if a complaint comes up in the justice court. The Council and staff discussed anonymous complaints and how the City would process them.

   Councilwoman Chamberlain made a motion to table the Toquerville City Code Enforcement Policy. Councilman Olsen seconded the motion. Motion carried 3-0. Todd Sands – aye, Jenny Chamberlain – aye, Wayne Olsen – aye.

5. **Discussion and possible action** on Resolution 2026.XX – a resolution to designate Arbor Day.
   https://www.youtube.com/live/X38_eH2wfQg?si=KydFEKbRrJMW5tMz&t=4878
   Ben Billinglsey introduced this item stating that one of the requirements to be a Tree City community is that the City has a resolution and designates Arbor Day in the community.

   Councilman Sands made a motion to approve the resolution designating Arbor Day for Friday, the 23rd of October. Councilman Olsen seconded the motion. Motion carried 3-0. Roll call vote: Wayne Olsen – aye, Jenny Chamberlain – aye, Todd Sands -aye.

   Councilwoman Chamberlain shared her concerns with the budget for Arbor Day and suggested ways to encourage residents to plant more trees.

G. WORK ITEMS:

1. Discussion regarding the City's communication software.
   https://www.youtube.com/live/X38_eH2wfQg?si=2mc8E7OWiplBdKWV&t=5165
   Ben Billingsley stated that there was not a budget set for Yoppify, the current communication software, and the state grant has been exhausted. Ben noted that the Conservancy District has agreed to pay 50% of the cost through December. Ben stated the purpose of this work item was to notify City Council of what's happening with the software. Councilman Sands shared his concerns with how the software will be paid for.

2. Discussion regarding the City's municipal code hosting provider.

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https://www.youtube.com/live/X38_eH2wfQg?si=dIaNjeO2zuM5_-dU&t=5475
Emily Teaters introduced this item, noting that its purpose was to bring the City Council up to date on the code hosting provider currently being used. Emily stated that she has looked into Municode as a new code-hosting provider and summarized the services it provides and the associated cost. The Council briefly discussed changing code-hosting providers.

H. CALENDAR OF EVENTS:
https://www.youtube.com/live/X38_eH2wfQg?si=CFLHlUQsWvhS0I4s&t=5744
Mayor Catlin reviewed the calendar of events.

I. CLOSED SESSION:
The Council moved into a closed session at 7:37pm.

Councilman Sands made a motion to move into a closed session to discuss litigation, security, property acquisition or sale or the character and professional competence or physical or mental health of an individual. Councilman Olsen seconded the motion. Motion carried 3-0. Roll call vote: Wayne Olsen – aye, Jenny Chamberlain – aye, Todd Sands -aye.

Councilwoman Preslar joined the closed meeting via zoom at 7:43pm.

The Council moved out of a closed session at 9:57pm

Councilwoman Chamberlain made a motion to move out of a closed session. Councilman Olsen seconded the motion. Motion carried 4-0. Roll call vote: Todd Sands – aye, Jenny Chamberlain – aye, Wayne Olsen – aye, Val Preslar – aye.

J. BUSINESS ITEMS:
1. **Discussion and possible appointment** of a City Attorney.
The Council discussed making a motion.

Councilman Sands made a motion to instruct the Mayor and City Manager to appoint Smith Hartvigsen as the new City Attorney. Councilwoman Chamberlain seconded the motion. Motion carried 4-0. Roll call vote: Wayne Olsen – aye, Jenny Chamberlain – aye, Todd Sands -aye, Val Preslar – aye.

K. ADJOURN:
Mayor Catlin adjourned the meeting at 9:57pm.

Councilwoman Chamberlain made a motion to adjourn. Councilman Sands seconded the motion. Wayne Olsen – aye, Jenny Chamberlain – aye, Todd Sands -aye, Val Preslar – aye.

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Mayor – Dan Catlin Date

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Attest: City Recorder – Emily Teaters

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