AMERICAN FORK CITY COUNCIL
JANUARY 14, 2025
MEETING MINUTES

Members Present:

Bradley J. Frost	Mayor
Staci Carroll	Council Member
Ryan Hunter	Council Member
Tim Holley	Council Member
Ernie John	Council Member
Clark Taylor	Council Member

Staff Present:

David Bunker	City Administrator
Camden Bird	Assistant City Administrator
Terilyn Lurker	City Recorder
Derric Rykert	Community Services Director
Anna Montoya	Finance Officer
George Schade	IT Director
Heather Schriever	Legal Counsel
Casandria Crane	Library Director
Cameron Paul	Police Chief
Sam Kelly	Public Works Director

Also present: Andy Crane, AnneMarie Hatch, Lucy Ririe, Jennifer Seaver, Merrilee Cannon, Josh Walker, Ryan Lee, and six additional people.

The American Fork City Council met in a regular session on Tuesday, January 14, 2025, in the American Fork City Hall, 31 North Church Street, commencing at 7:00 p.m.

1. Pledge of Allegiance; Invocation by Council Member Hunter; roll call.
   Mayor Frost welcomed everyone to the meeting. Those in attendance recited the Pledge of Allegiance and an invocation was offered by Council Member Hunter. Roll call was taken.

2. Presentation of the Quality Library Award to the American Fork Library.
   Mayor Frost invited Merrilee Cannon and American Fork library staff forward to be presented the Quality Library Award from the state of Utah.

   Ms. Cannon explained this recognition highlights the American Fork Library's dedication to excellence in community service. The Quality Library Award from the state of Utah

celebrates the library's commitment to transforming lives through innovative programs, meaningful outreach, and a strong mission-driven approach.
Highlights of their achievements in 2024 include:

- **Community Outreach**: Extending services to patrons in parks, Spanish-speaking communities, and seniors in care facilities.
- **Dynamic Programs**: Hosting story times in sign language, providing sign language classes for families, and organizing fifteen author visits.
- **Resource Sharing**: Expanding collections and improving access to library materials.

These initiatives reflect the library's awareness of community needs and its thoughtful responses to them. The recognition also honors the collaboration between library staff, the Library Board, and the city council, emphasizing the collective effort in fostering a positive, transformative impact. Ms. Cannon presented the Quality Library Award to the American Fork Library Director, Casandria Crane.

Casandria Crane stated it was a privilege to work at a place where they are listening to the needs to the community and serving them. They have a wonderful staff, as well as having the support of the city and Library Board. They are blessed and happy to receive the reward.

3. Twenty-minute public comment period - limited to two minutes per person.
There were no public comments.

4. City Administrator's Report
David Bunker extended his congratulations to the American Fork Library team for receiving the Quality Library Award, commending Casandria Crane and her staff for their exceptional efforts. He noted that this recognition is well-earned and a testament to their ongoing excellence, as the library receives this award consistently each year.

Additionally, he provided an update on the Fitness Center, noting that while the annual pass sale has concluded, citizens are encouraged to visit the center, where staff will continue to assist them with their fitness needs.

5. Council Reports
Council Member Hunter praised the American Fork Library for receiving the Quality Library Award, emphasizing the significance of this achievement, and commending the team for their dedication. He also provided updates on various city matters. The Audit Committee has completed its review, and the auditors will present their findings to the council in February. He noted that the city received the highest possible rating in the audit. The preparations for Steel Days are underway. The Chamber of Commerce and Steel Days Committee are expanding the popular drone show. Plans are being made to move the drone show and the fair to the first Saturday of the festivities, accompanied by additional activities for attendees waiting for the drone show.

Council Member Holley extended his gratitude to the library staff for their dedication and hard work. He then shared a heartfelt and personal reflection, addressing an issue close to his heart. He recounted learning two weeks ago about the tragic loss of a fellow Marine who had taken his own life. Council Member Holley expressed deep appreciation for public safety personnel, recognizing the challenging and often emotionally taxing situations they face daily. He emphasized the importance of available resources and urged those in need to reach out to him or others for support. He acknowledged the stigma that has historically surrounded mental health and reiterated the council's commitment to being a source of support.

Council Member Carroll congratulated the library team on receiving the Quality Library Award, commending their outstanding service and dedication. She also shared upcoming library events, announcing the annual open house scheduled for January 27, 2025, from 6:30 to 8:00 PM. This free event will feature fun activities for attendees, with this year's theme being "World of Oz." Additionally, Council Member Carroll provided an update from the Utah League of Cities and Towns Legislative Policy Committee meeting, which she attended the day prior. She reported that 281 bills have already been filed, with many more expected, noting that several hot topics were discussed during the meeting.

Council Member Taylor expressed heartfelt appreciation for the library staff, describing them as amazing and commending their dedication. He shared a recent experience where he, along with approximately thirty youth, assisted the library in preparing books for distribution to first graders. During this activity, he was surprised to find four adults who had never visited the library before. He took the opportunity to give them a tour, highlighting the numerous resources and services the library offers. He praised the library staff for their incredible work and emphasized the library's value as a vital community resource. Council Member Taylor stated the Parks and Recreation Committee met and discussed potential park projects. He shared his excitement about the many positive developments underway. In closing, he expressed pride in being part of the American Fork community and the great work being accomplished.

Council Member John reported that the North Pointe Special Service District has initiated an engineering study for the construction of a new transfer station. They aim to release the project for bidding within the next 90 days and are actively pursuing funding through bonding. Additionally, they are collaborating with the legislature to address an encroachment issue involving a private airport in Fairfield. Council Member John stated the 911 Dispatch Board has funding opportunities are available when they meet specific transfer requirements. Efforts are underway to work with the state to eliminate transfers to the Utah Highway Patrol, which will help qualify the board for additional grants.

6. Mayor's Report

Mayor Frost emphasized the enduring importance of the library, even in a digital age where so much information is readily accessible. He expressed gratitude to Casandria Crane, her staff, and the library board for their dedication and hard work in making the library an invaluable community resource. Reflecting on his duties as mayor, he shared a personal observation about signing cemetery deeds, noting that he is often reminded of the heartache that accompanies the need for burial spaces. He expressed his belief that cemeteries reflect the character of a town and its people. Mayor Frost also acknowledged the recent loss of two esteemed community members, Sharon Beck and Roseann Gunther. He closed by affirming the pride and gratitude he feels in being part of such a wonderful community.

COMMON CONSENT AGENDA

(*Common Consent* is that class of Council action that requires no further discussion or which is routine in nature. All items on the Common Consent Agenda are adopted by a single motion unless removed from the Common Consent Agenda.)

1. Approval of the December 3, 2024, work session minutes.
2. Approval of the December 10, 2024, city council minutes.
3. Approval of the authorization to release the Improvements Construction Guarantee and issue a Notice of Acceptance for the Edgewater Townhomes Phase 3 construction of public improvements located at 500 South 1100 West.
4. Approval of the authorization to release the Improvements Durability Retainer of $218,698.06 for Edgewater Townhomes Phase 2, located at approximately 1100 West 300 South.
5. Acceptance of a warranty deed from Matthew and Amy Meredith for property located at approximately 100 East and 700 North.
6. Acceptance of a Quit Claim Deed from the State of Utah for a parcel of land located at approximately 600 East and 700 North.
7. Approval of an alcoholic beverage license for C.R.U.E. Group LLC. for a single event permit at 198 West 300 North.
8. Approval of an alcoholic beverage license for Ocotillo Prime Lena Y Mar located at 598 West Main Street Suite D-2.
9. Ratification of city payments (December 4, 2024, to January 7. 2025) and approval of purchase requests over $50,000.

Council Member Taylor moved to approve the common consent agenda. Council Member John seconded the motion. Voting was as follows:

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Clark Taylor, Council Member
SECONDER:	Ernie John, Council Member
YES:	Carroll, Hunter, Holley, John, Taylor

ACTION ITEMS

1. Review and action on approval of the following appointments to the Library Board: Nikki King, Jennifer Seaver, and Lucy Ririe

   It was noted the appointment terms would end 2028.

   Council Member Taylor moved to approve the appointments of Nikki King, Jennifer Seaver, and Lucy Ririe to the Library Board. Council Member Hunter seconded the motion. Voting was as follows:

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Clark Taylor, Council Member
SECONDER:	Ryan Hunter, Council Member
YES:	Carroll, Hunter, Holley, John, Taylor

2. Review and action on approval of a contract for legal services.

   Mayor Frosted stated they would bring Cherylyn Egner to a future meeting to thank her for her service. He was happy to welcome Heather Schriever aboard.

   Council Member Taylor moved to approve the contract with Schriever Law Firm for legal services. Council Member Hunter seconded the motion. Voting was as follows:

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Clark Taylor, Council Member
SECONDER:	Ryan Hunter, Council Member
YES:	Carroll, Hunter, Holley, John, Taylor

3. Review and action on the appointment of Heather Schriever as City Attorney.

   Council Member Carroll moved to approve the appointment of Heather Schriever as City Attorney. Council Member John seconded the motion. Voting was as follows:

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Staci Carroll, Council Member
SECONDER:	Ernie John, Council Member
YES:	Carroll, Hunter, Holley, John, Taylor

4. Review and action on approval of the appointment of Amanda Durrant as City Treasurer.

   Council Member John moved to approve the appointment of Amanda Durrant as City Treasurer according to Section 2.2 of the city code. Council Member Holley seconded the motion.

   Council Member Taylor appreciated Ms. Durrant and felt she would do a fabulous job.

   Mayor Frost called for a vote on the motion. Voting was as follows:

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ernie John, Council Member
SECONDER:	Tim Holley, Council Member
YES:	Carroll, Hunter, Holley, John, Taylor

5. Review and action of a Reimbursement Agreement with AFEW1, LLC for system improvements along 200 South, 1100 West and 350 South.

Council Member Hunter shared a concern he had previously discussed with Sam Kelly, ensuring that certain improvements already made were not included in the current agreement. He expressed appreciation for the staff's diligence in monitoring the situation, acknowledging the significance of the matter for the affected residents. He noted the complexity of the area, describing it as "two different worlds colliding," which presents challenges in balancing and protecting everyone's rights.

Mayor Frost stated it was a delicate road with limited access and timing was crucial.

Council Member Hunter moved to approve the reimbursement agreement with AFEW1 LLC for system improvements along 200 South, 1100 West, and 350 South. Council Member Taylor seconded the motion. Voting was as follows:

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ryan Hunter, Council Member
SECONDER:	Clark Taylor, Council Member
YES:	Carroll, Hunter, Holley, John, Taylor

6. Review and action on an ordinance approving a code text amendment modifying Section 17.5.131 of the American Fork City Municipal Code titled Water and Sewer Connection Standards.

Council Member Holley reported that he had sent an email to Ben Hunter regarding minor modifications that needed to be addressed, to which he received a response back with adjustments.

Sam Kelly confirmed that the necessary adjustments had been made based on Council Member Holley's feedback. These changes included a typographical correction and clarifications in the language to give the city engineer discretion to allow a single lateral instead of multiple laterals for residential uses, where appropriate.

Council Member Holley stated he reviewed the updates provided by Ben Hunter and expressed his satisfaction with the changes, noting they ensured consistency across the amended sections. The changes included:

- Section 17.5.131(A)(1)(b): Corrected "later" to "lateral."

- Section 17.5.131(A)(1)(c)(6): Revised to include “or as required by the City Engineer.”
- Section 17.5.131(A)(2): Retained “on a single lot” and added clarifying language to align with Section 13.08.292(A)(3).
- Section 17.5.131(A)(2)(c): Revised to include “or as required by the City Engineer.”

Council Member Holley emphasized that the changes were not substantial and maintained consistency between sections.

Council Member Carroll inquired whether these changes, focused on residential areas, might also apply to commercial areas. Sam Kelly explained that commercial properties involve additional complexities due to building use, making a blanket application of the changes more challenging. Council Member Carroll clarified that her primary interest was in creating a clear path forward for residential properties, particularly to provide flexibility for smaller apartment ownership. Mr. Kelly explained the largest piece was the master metering for the larger developments, so the city has only one meter in the park strip.

Council Member Holley moved to adopt Ordinance No. 2025-01-01 approving the code text amendment, amending Section 17.5.131, titled Water and Sewer Connection Standards, related to clarifying and amending the code to permit the use of common laterals for buildings with individually owned units, with instructions to the city recorder to withhold publication of the ordinance subject to all conditions identified in the July 17, 2024, planning commission meeting having been met with the corrections made to the ordinance as discussed and noted in the minutes. Council Member Taylor seconded the motion. Voting was as follows:

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Tim Holley, Council Member
SECONDER:	Clark Taylor, Council Member
YES:	Carroll, Hunter, Holley, John, Taylor

7. Review and action on an ordinance approving a code text amendment modifying Section 13.08.292 of the American Fork City Municipal Code titled Policy Regarding Meters and Service Laterals.

Council Member Holley moved to adopt Ordinance No. 2025-01-02 approving the code text amendment, amending Section 13.08.292, titled Policy Regarding Meters and Service Laterals, related to clarifying and amending the code to permit the use of common laterals for buildings with individually owned units, with instructions to the city recorder to withhold publication of the ordinance subject to all conditions identified on the public record of the December 12, 2024, planning commission meeting having been met along with the discussed annotations. Council Member John seconded the motion. Voting was as follows:

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Tim Holley, Council Member
SECONDER:	Ernie John, Council Member
YES:	Carroll, Hunter, Holley, John, Taylor

8. Review and action on the award of a contract for the Sewer Rehabilitation Project FY 2025-2026 to Insituform Technologies, LLC.

Mayor Frost stated this technology was a game changer for the industry. Council Member John agreed.

Council Member Taylor moved to accept the bid submitted by Insituform Technologies, LLC for the construction of the Sewer Rehabilitation Project FY 2025-2026 in the amount of $173,106.00 and approve the construction contract as presented. Council Member Carroll seconded the motion. Voting was as follows:

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Clark Taylor, Council Member
SECONDER:	Staci Carroll, Council Member
YES:	Carroll, Hunter, Holley, John, Taylor

9. Review and action on a resolution providing for the continuity of government pursuant to the provisions of the Emergency Interim Succession Act.

Mayor Frost explained this was something done every year; however, the only time it has been used has been used at city council meetings. It shows the succession of communication.

Council Member John moved to approve Resolution No. 2025-01-010R providing for the continuity in government pursuant to the provisions of the Emergency Interim Succession Act. Council Member Hunter seconded the motion. Voting was as follows:

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ernie John, Council Member
SECONDER:	Ryan Hunter, Council Member
YES:	Carroll, Hunter, Holley, John, Taylor

10. Adjournment.

Council Member Hunter moved to adjourn the meeting. Council Member Holley seconded the motion. All were in favor.

The meeting was adjourned at 7:46 p.m.

Terilyn Lurker

Terilyn Lurker, City Recorder