



**Tremonton City Corporation
City Council Meeting
March 3, 2026
Meeting to be held at
102 South Tremont Street
Tremonton, Utah**

**CITY COUNCIL WORKSHOP AGENDA
6:00 p.m.**

1. Call to Order and Declaration of Conflict of Interest
2. Council Reports and Updates
3. Presentations:
 - a. **Title:** RES 26-17 Appointing someone to serve on Mosquito Abatement
Presenter: Mayor Rohde
Estimated Time: 5 minutes
 - b. **Title:** ORD 26-03 Establishing the Citizens Advisory Committee
Presenter: Mayor Rohde
Estimated Time: 5 minutes
 - c. **Title:** Presentation on the Scope of General Plan Update
Presenter: Jeff Seedall and Sam Taylor
Estimated Time: 10 minutes
 - d. **Title:** Discussion of City Council Attending Administrative Meetings
Presenter: Mayor Rohde
Estimated Time: 5 minutes
 - e. **Title:** RES 26-18 Repealing RES 26-14 – River Valley PUD
Presenter: Mayor Rohde
Estimated Time: 5 minutes
4. **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*

CITY COUNCIL MEETING AGENDA
7:00 p.m.

1. Call to Order
2. Invocation by:
Pledge by: Student
3. Roll Call
4. Approval of Agenda
5. Declaration of Conflict of Interest
6. Presentations
 - a. Tremonton City Citizenship Award to Elementary and Intermediate Students
7. Citizen Engagement – General Public Comment
 - Residents may address the Council on any item **NOT** listed on the strategic business portion of the agenda
 - Rules of engagement:
 1. **Our Dignity Standard:** Hard conversations require the honest truth and a respectful tone. We're committed to fixing the problems without making it personal. Let's keep this conversation productive so we can get back to the work of building a better Tremonton.
 2. **Priority:** Speakers who registered on the signup sheet at the door prior to the meeting will be called in order. Citizens from the audience will then have time to speak.
 3. **Time Limit:** 3 minutes per individual
 4. **Response:** Under State Law, the Council cannot debate or take action on non-agenda items. We will listen and may direct staff to follow up.
8. Consent Agenda - Any Councilmember may request an item be removed for separate discussion
 - a. Approval of minutes – February 12, 2026 & February 17, 2026
 - b. Approval of Resolution No. 26-17 Appointing representative to serve on the Mosquito Abatement District Board
 - c. Approval of Resolution No. 26-18 Repealing RES 26-14 – River Valley PUD
9. Strategic Business (Ordinances & Policies)
 - a. Discussion and consideration of adopting Ordinance No. 26-03 Establishing the Citizens Advisory Committee
Presented by: Mayor Rohde
Technical Questions (Clarification only)
Public Input: 3 minutes per individual
Council Debate

10. Reports and Calendar
 - a. City Manager Report
 - b. Upcoming Calendar Items

11. *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*

12. Adjournment

Anchor location for Electronic Meeting by Telephone Device. With the adoption of Ordinance No. 13-04, the Council may participate per Electronic Meeting Rules. Please make arrangements in advance.

In compliance with the Americans with Disabilities Act, persons needing special accommodations, should contact Cynthia Nelson no later than 48 hours prior to the meeting.

This meeting will be lived streamed via YouTube at <https://www.youtube.com/@tremontoncity>

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted in accordance with Utah State Code on this 2nd day of March 2026.

Cynthia Nelson, CITY RECORDER

RESOLUTION NO. 26-17

A RESOLUTION OF TREMONTON CITY CORPORATION APPOINTING A TREMONTON CITY REPRESENTATIVE TO SERVE AS A MEMBER OF THE BOX ELDER MOSQUITO ABATEMENT DISTRICT BOARD FROM 2026 THROUGH 2029

WHEREAS, the Box Elder Mosquito Abatement District (BEMAD) is a Local District that provides mosquito abatement services to all of Box Elder County; and

WHEREAS, the BEMAD is comprised of representatives from each municipality within the County and one from Box Elder County to represent the unincorporated areas of the County; and

WHEREAS, Tremonton City Council and the BEMAD Board meet at the same time, being the first Tuesdays of the month; and

WHEREAS, due to the requirement that the board member must be a resident of Tremonton City; and

WHEREAS, Tremonton City followed the appointment procedures contained in Utah Code 17B-1-304 by preparing a notice of vacancy and posting the notice, as a class A notice under Section 63G-30-102, for one month before the deadline for accepting nominees for appointment; and

WHEREAS, Debbie Brantner expressed her willingness to serve on the BEMAD Board as a representative of Tremonton City.

NOW THEREFORE, BE IT RESOLVED by the Tremonton City Council that Debbie Brantner is hereby appointed to represent Tremonton City starting March 3, 2026 through December 31, 2029 on the Box Elder Mosquito Abatement District Board and shall report to the Mayor and City Council as Ms. Brantner deems appropriate or upon request of the Mayor and City Council.

Adopted and passed by the governing body of Tremonton City on this 3rd day of March 2026. Resolution to become effective upon adoption.

TREMONTON CITY
A Utah Municipal Corporation

By _____
Bret Rohde, Mayor

ATTEST:

Cynthia Nelson, City Recorder

ORDINANCE NO. 26.03

AN ORDINANCE ESTABLISHING TITLE 3, PART 3-975 CITIZENS ADVISORY COMMITTEE OF THE REVISED ORDINANCES OF TREMONTON CITY CORPORATION; DEFINING ITS PURPOSE, AUTHORITY, COMPOSITION, AND DUTIES; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Tremonton City recognizes that the community is strongest when residents and local leaders work together through open, respectful, and constructive dialogue; and and

WHEREAS, the Tremonton City Council desires to establish a structured, transparent, and ongoing forum to gather, evaluate, and synthesize resident perspectives on matters of city planning, budgeting, policy, and long-term development; and

WHEREAS, establishing a formal Citizens Advisory Committee will enhance mutual understanding, improve the quality of public deliberation, and ensure resident voices meaningfully inform municipal decision-making.

NOW, THEREFORE BE IT ORDAINED, the City Council of Tremonton, Utah, hereby adopts, passes, and publishes Ordinance No. 26-03 creating and establishing the Tremonton City Citizens Advisory Committee (hereinafter the "CAC") in Title 3 City Government, Part 3-975 of the Revised Ordinances of Tremonton City Corporation as shown in Exhibit "A". The purpose of the Committee is to facilitate structured, inclusive, and transparent resident engagement and to serve as a formal advisory body to the City Council.

SEVERABILITY. If any section, part, or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts, and provisions of this Ordinance shall be severable.

ADOPTED AND PASSED by the City Council of Tremonton, Utah, this 3rd day of March, 2026. This Ordinance shall become effective upon passage, approval, and publication or posting as required by law.

TREMONTON CITY CORPORATION

By _____
Mayor Bret Rohde

ATTEST:

Cynthia Nelson, City Recorder

Publication or Posting Date: _____

Exhibit "A"

Part 3-975. Citizens Advisory Committee.

3-976. Creation and Purpose. There is hereby created and established the Tremonton City Citizens Advisory Committee (hereinafter the "CAC"). The purpose of the Committee is to facilitate structured, inclusive, and transparent resident engagement and to serve as a formal advisory body to the City Council.

3-977. Authority and Limitations. The Committee serves in an advisory capacity only. It does not possess executive, legislative, or decision-making authority. The Committee shall not direct or manage city operations, staffing, budgets, or policy implementation. The purpose of the Committee is to make a non-binding recommendation to the City Council on any issue the Committee, or citizens, present for consideration. The City Council retains full and final authority to accept, accept with modifications, or reject any recommendation provided by the Committee. All actions of the Committee shall comply with applicable city ordinances and be conducted in an open forum that substantially comply with the Utah Open and Public Meetings Act. The Committee shall have no closed sessions.

3-978. Composition and Appointment.

(1) The Committee shall consist of seven (7) voting members. The composition shall include one (1) Chair and six (6) members, with the intent that each of the six members represents one of the city's established voting precincts.

(2) Members shall be appointed by the Mayor with the advice and consent of the City Council.

(3) A designated member of the City Council shall serve as a liaison to the Committee. The liaison shall facilitate communication but shall not have voting rights on the Committee.

3-979. Terms of Office.

(1) Committee members shall serve staggered terms of up to three (3) consecutive years. The Committee year shall officially begin on April 1 of each calendar year.

(2) During the initial formation period of the Committee, temporary adjustments to term lengths and precinct representation requirements may be authorized to ensure operational continuity until a full seven-member board is established.

(3) Vacancies shall be filled in the same manner as original appointments for the unexpired portion of the term.

3-980. Organization and Meetings.

(1) The Committee shall select a Vice Chair from among its members, subject to the procedures outlined in the Committee's adopted bylaws.

(2) The Committee shall adopt bylaws and a formal Charter governing its internal procedures, engagement strategies, and code of conduct.

(3) The Committee shall meet at times and locations established by its work plan. A majority of the appointed voting members shall constitute a quorum.

(4) Although the Committee is not subject to the Open Meetings Act because it does not have any governing authority, all meetings shall be noticed and conducted in accordance with the Utah Open and Public Meetings Act.

3-981. Duties and Responsibilities. The Committee shall have the following duties:

(1) Gather and synthesize resident input through structured engagement activities, including public forums, surveys, and listening sessions.

(2) Evaluate city proposals and provide balanced, data-informed advisory recommendations to the City Council.

(3) Submit formal reports to the City Council that accurately reflect community perspectives, explicitly including both supporting and opposing viewpoints and potential trade-offs.

(4) Establish temporary, issue-specific subcommittees ("Tiger Teams") as needed to conduct focused research and analysis on emerging community priorities.

(5) Operate transparently and in accordance with the Utah Dignity Index to promote respect, civility, and collaborative problem-solving.

(6) The foregoing duties and responsibilities shall not be interpreted or understood to be a delegation of any duty of the City Council nor remove any obligation, right, or responsibility of the City Council. The City Council retains all of its rights, powers, responsibilities, duties, and obligations and the Committee is created to assist the City Council and provide a convenient forum for information to be considered by additional citizens and to provide additional insights and recommendations to the City Council.

STATE OF UTAH)
 : ss.
County of Box Elder)

I, Cynthia Nelson, the City Recorder of Tremonton, Utah, do hereby certify that the above and foregoing is a full and correct copy of Ordinance No. 26-03, entitled “**ESTABLISHING TITLE 3, PART 3-975 CITIZENS ADVISORY COMMITTEE OF THE REVISED ORDINANCES OF TREMONTON CITY CORPORATION; DEFINING ITS PURPOSE, AUTHORITY, COMPOSITION, AND DUTIES; AND PROVIDING FOR AN EFFECTIVE DATE**” adopted and passed by the City Council of Tremonton, Utah, at a regular meeting thereof on the 3rd day of March 2026, which appears of record in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City this _____ day of _____, 2026.

Cynthia Nelson, City Recorder

Executive Summary

The Citizens Advisory Committee (CAC) is established to strengthen structured, transparent, and ongoing engagement between residents and city leadership. The Committee provides a consistent and principled forum through which community perspectives can be gathered, evaluated, and presented in a balanced and actionable manner to the City Council. Its purpose is to enhance mutual understanding, improve the quality of public deliberation, and ensure that resident voices are meaningfully incorporated into decisions affecting the future of the community.

Serving in an advisory capacity, the CAC facilitates inclusive opportunities for residents to share their priorities, concerns, and ideas on matters of city planning, budgeting, policy, and long-term community development. Through surveys, listening sessions, workshops, focus groups, public forums, and other structured engagement methods, the Committee gathers and synthesizes input from a broad cross-section of the community. It evaluates options, identifies trade-offs, and presents comprehensive reports that fairly reflect differing perspectives, including arguments both for and against specific proposals.

Grounded in principles of respect, transparency, accountability, clarity, collaboration, and responsiveness, the CAC operates with a commitment to inclusive participation and open communication. Engagement processes and outcomes are documented and shared to ensure visibility and trust. Feedback is not only collected but thoughtfully analyzed and incorporated into well-considered advisory recommendations.

Through this structured approach, the Citizens Advisory Committee serves as a bridge between residents and city government—promoting informed civic participation, strengthening community trust, and supporting effective, community-informed decision-making.

Vision

The Citizens Advisory Committee envisions a community where residents and city leadership engage in open, respectful, and constructive dialogue, and where civic participation is accessible, inclusive, and valued. In this community, public decisions are informed by a clear understanding of resident perspectives, priorities, and lived experiences, and residents are confident that their voices contribute meaningfully to the direction and future of the city.

Through consistent engagement, transparent processes, and collaborative relationships, the Committee seeks to strengthen trust between residents and city government and to foster a culture of shared responsibility, informed participation, and community-centered governance.

Mission

The mission of the Citizens Advisory Committee is to facilitate structured, inclusive, and transparent resident engagement and to serve as an advisory body to the City Council by gathering, evaluating, and synthesizing community input. Through principled engagement and objective analysis, the Committee provides balanced, well-considered recommendations that reflect the community's perspectives, priorities, and concerns, supporting informed decision-making and effective governance while recognizing the Committee's advisory role.

Authorities and Limitations

The Citizens Advisory Committee serves in an advisory capacity only and does not possess executive, legislative, or decision-making authority. The Committee's responsibilities are limited to providing recommendations, reports, and community insights to the City Council and appropriate city departments. The Committee does not direct or manage city operations, staffing, budgets, or policy implementation. All actions of the CAC shall be consistent with applicable city ordinances, public meeting laws, and relevant state statutes. The City Council may solicit advisory input but retains full authority to accept, modify, or reject any recommendation provided by the Committee.

Definitions and Key Terms

For the purposes of this Charter, the following terms have the meanings indicated:

- **Advisory Recommendation:** A proposal, suggestion, or point of guidance developed by the Committee for consideration by the City Council.
- **Engagement Activity:** A structured opportunity for residents to share perspectives, including public forums, surveys, focus groups, workshops, and listening sessions.
- **Resident Input:** Information, feedback, viewpoints, concerns, and priorities shared by city residents.
- **Tiger Team:** A temporary or issue-specific subcommittee established by the CAC to focus on a particular topic or initiative.
- **Transparency:** The principle that engagement methods, activities, and outcomes are documented and openly accessible to the public.
- **Inclusivity:** The practice of ensuring diverse participation across geographic, demographic, socioeconomic, and cultural differences.

Key Principles

The Citizens Advisory Committee operates according to principles that ensure engagement is respectful, transparent, inclusive, accountable, and aligned with its advisory role. These principles guide the Committee's interactions, engagement processes, and advisory work, and are intended to foster trust, constructive dialogue, and meaningful participation consistent with applicable laws and city policies.

Respect

The Committee affirms the inherent dignity and value of every resident's voice. All interactions will be conducted in a manner consistent with the Utah Dignity Index, promoting civility, active listening, and thoughtful consideration of differing perspectives.

Transparency

The Committee will conduct its work openly and ensure that engagement processes, information, and outcomes are visible and understandable to the public. Meeting information, engagement opportunities, and advisory findings will be documented and made accessible to promote public trust.

Clarity

The Committee will communicate information in a structured and accessible manner so

residents can understand issues, engagement opportunities, and outcomes. Reports and communications will present information in clear, neutral, and informative formats.

Accountability

The Committee will operate responsibly and in alignment with its advisory role. Activities, recommendations, and outcomes will be documented, and progress on action items will be communicated to ensure transparency and institutional accountability.

Collaboration

The Committee will work constructively with residents, city staff, and the City Council to support shared understanding and effective solutions. The Committee will promote open dialogue and cooperative engagement in support of community-informed governance.

Inclusivity

The Committee will seek broad and representative participation and will actively work to reduce barriers to engagement. Efforts will be made to reach residents across all neighborhoods, backgrounds, and perspectives.

Responsiveness

The Committee will carefully consider resident input and incorporate community feedback into its advisory recommendations. The Committee will ensure engagement efforts contribute meaningfully to council deliberations and decision-making.

Strategies, Approach, and Tactics

To fulfill its mission, the Citizens Advisory Committee (CAC) implements a structured approach consisting of defined strategic focus areas supported by specific, recurring tactics and operational activities. These strategies establish clear pathways for facilitating resident engagement, gathering and evaluating community input, and delivering transparent, balanced, and actionable advisory recommendations to the City Council.

Each strategy represents a core functional responsibility of the CAC. The associated tactics define the specific actions, processes, and engagement methods used to execute each strategy and ensure consistent, transparent, and effective advisory operations.

Strategy 1: Reports and Recommendations

The CAC provides structured, complete, and balanced advisory reports and recommendations to the City Council based on resident engagement, objective analysis, and transparent evaluation of available information. The Committee ensures that advisory

recommendations accurately reflect community perspectives, including differing viewpoints, and clearly communicate supporting context, assumptions, and trade-offs.

Tactics:

- Collect, document, and synthesize resident input obtained through forums, surveys, listening sessions, and other engagement activities.
 - Evaluate community input alongside city plans, proposals, operational constraints, and available data to develop informed assessments.
 - Prepare formal advisory reports that include:
 - Summary of engagement activities conducted
 - Quantitative and qualitative analysis of resident input
 - Identification of areas of consensus and disagreement
 - Presentation of alternative viewpoints and trade-offs
 - Clear explanation of reasoning supporting advisory recommendations
 - Provide recommendations that explicitly include both supporting and opposing perspectives where applicable.
 - Deliver advisory reports to the City Council according to established reporting cadence, including quarterly updates and annual summaries.
 - Publish advisory reports and engagement summaries to ensure transparency and public accessibility.
 - Maintain records of recommendations and engagement outcomes to support continuity, institutional knowledge, and long-term evaluation.
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Strategy 2: Public Forums and Structured Resident Engagement

The CAC facilitates open, inclusive, and structured opportunities for residents to participate in civic dialogue, share perspectives, and contribute to community decision-making processes. These engagement opportunities ensure ongoing, two-way communication between residents and city leadership.

Tactics:

- Organize and host regular public forums designed to facilitate open dialogue between residents and Committee members.

- Conduct structured listening sessions focused on specific topics, proposals, or community priorities.
 - Facilitate workshops, focus groups, and town hall-style meetings to explore complex issues in depth.
 - Provide multiple engagement formats to accommodate varying resident needs and preferences, including:
 - In-person meetings
 - Virtual participation opportunities
 - Hybrid engagement formats
 - Ensure engagement opportunities are accessible and inclusive, including consideration of:
 - Scheduling accessibility
 - Language accessibility where appropriate
 - Outreach to underrepresented populations
 - Document resident input received during engagement activities and incorporate findings into advisory reports.
 - Provide summaries of engagement outcomes to residents and the City Council to reinforce transparency and accountability.
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Strategy 3: Civic Outreach and Community Support

The CAC strengthens civic participation and community cohesion by facilitating outreach initiatives that connect residents with opportunities to contribute to community well-being and civic life.

Tactics:

- Coordinate with city departments, community organizations, and volunteer groups to identify civic engagement and service opportunities.
- Promote resident awareness of volunteer opportunities supporting community needs, including assistance programs and civic initiatives.
- Facilitate communication between residents and community service providers to strengthen participation and collaboration.

- Assist in identifying community needs and areas where resident participation can provide meaningful support.
 - Encourage civic responsibility and volunteerism as part of broader community engagement efforts.
 - Support outreach initiatives that enhance civic awareness, engagement, and participation.
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Strategy 4: City-Wide Event Engagement and Participation Support

The CAC supports resident participation in city-wide events by facilitating communication, volunteer coordination, and structured opportunities for public involvement.

Tactics:

- Coordinate with city event organizers to identify opportunities for resident participation and volunteer involvement.
 - Assist in publicizing opportunities for residents to engage in community events.
 - Facilitate volunteer recruitment and coordination support where appropriate.
 - Establish structured channels for collecting resident feedback during and following major community events.
 - Support engagement efforts associated with recurring community events, civic celebrations, and public programs.
 - Provide feedback to event organizers and the City Council regarding resident participation, feedback, and opportunities for improvement.
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Strategy 5: Financial Transparency Support and Public Understanding

The CAC supports transparency and public understanding of financial matters by facilitating communication, improving accessibility of financial information, and assisting in presenting financial information in ways that residents can understand. The CAC financial team shall not act as an auditor of city finances, only in a manner to assist the city and provide clarity and transparency for the citizens.

Tactics:

- Assist in translating complex financial information into formats accessible to the general public.

- Support public understanding of budget priorities, proposed expenditures, and project cost considerations.
 - Provide advisory input that reflects resident perspectives regarding financial priorities and concerns.
 - Facilitate communication between residents and city leadership regarding financial matters affecting the community.
 - Assist in evaluating and presenting financial information relevant to advisory recommendations where appropriate.
 - Support transparency by helping ensure financial information relevant to advisory topics is accessible and understandable.
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Strategy 6: Data Collection, Analysis, and Information Flow

The CAC serves as a structured conduit for collecting, evaluating, and communicating information between residents and city leadership to ensure decisions are informed by accurate, representative, and comprehensive community input.

Tactics:

- Develop and administer surveys to gather resident input on community priorities, proposals, and issues.
 - Collect qualitative and quantitative engagement data from multiple sources, including forums, workshops, surveys, and direct resident communication.
 - Analyze engagement data to identify trends, patterns, and areas of concern or opportunity.
 - Maintain organized records of engagement activities, input received, and outcomes.
 - Provide synthesized engagement findings to the City Council to inform decision-making.
 - Share relevant information with residents regarding city initiatives, proposals, and engagement opportunities.
 - Ensure engagement processes and outcomes are documented and accessible to the public.
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Strategy 7: Neighborhood Partnership Initiative (NPI) Integration and Community Coordination

The CAC integrates and strengthens existing neighborhood-based engagement programs, including the Neighborhood Partnership Initiative (NPI), to enhance coordination, communication, and structured engagement between residents and city leadership.

Tactics:

- Integrate NPI structure and engagement activities into the CAC organizational framework.
 - Maintain neighborhood-level communication channels between residents and the CAC.
 - Support neighborhood-based engagement initiatives and feedback collection.
 - Facilitate communication flow between neighborhoods, the CAC, and the City Council.
 - Coordinate engagement activities across neighborhoods to ensure broad and representative participation.
 - Strengthen community cohesion and collaboration through structured neighborhood engagement.
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Strategy 8: Formation and Deployment of Issue-Specific Tiger Teams

The CAC establishes temporary subcommittees, referred to as Tiger Teams, to address specific issues, initiatives, or areas requiring focused engagement, analysis, or advisory support. Tiger Teams shall exist for a period no longer than 13 weeks (three months). There will be an allowance for one extension to a team of five (5) weeks, which will be at the discretion of the Chair and communicated to the City Council for awareness.

Tactics:

- Form Tiger Teams as needed to address specific topics, proposals, or emerging community priorities.
- Assign CAC members and qualified resident volunteers to participate in Tiger Teams.
- Define clear objectives, scope, and timelines for each Tiger Team.
- Conduct focused engagement, research, and analysis relevant to assigned issues.

- Develop findings and advisory recommendations for review and approval by the CAC Executive Board.
 - Dissolve Tiger Teams upon completion of assigned objectives.
 - Maintain flexibility to rapidly deploy Tiger Teams in response to emerging community needs.
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Strategy 9: Continuous Engagement Planning, Evaluation, and Improvement

The CAC ensures sustained effectiveness through structured planning, performance evaluation, and continuous improvement of engagement practices.

Tactics:

- Develop and maintain an annual engagement work plan aligned with city priorities and planning cycles.
- Establish engagement calendars outlining planned forums, surveys, and outreach activities.
- Maintain defined reporting cadence, including quarterly and annual reporting.
- Track engagement participation metrics and effectiveness indicators.
- Evaluate engagement outcomes and identify opportunities for improvement.
- Refine engagement strategies and methods based on participation levels, resident feedback, and observed effectiveness.
- Align engagement activities with city planning, budgeting, and policy development cycles to ensure timely advisory input.

Code of Conduct and Conflict of Interest

All Committee members shall act with integrity, professionalism, and respect for the rights and perspectives of community members. Members shall adhere to applicable public meeting laws, confidentiality requirements, and ethical standards. A Committee member shall disclose any potential conflict of interest related to engagement activities or advisory recommendations. In the event of a conflict, the member shall recuse themselves from deliberations and votes on the matter in question. Violations of the Code of Conduct may result in removal from the Committee in accordance with adopted bylaws.

Committee Roles and Responsibilities

The Committee shall include the following roles and associated responsibilities:

- **Chair:** Presides over Committee meetings, sets agendas, represents the Committee in official communications, and serves as primary liaison with the City Council and city staff.
- **Vice Chair:** Assists the Chair, presides in the Chair's absence, and coordinates subcommittees or Tiger Teams as assigned.
- **Board Members:** Participate in engagement activities, contribute to analysis and report development, attend meetings, and serve on subcommittees or Tiger Teams.
- **City Council Liaison:** A designated member of the City Council who facilitates communication between the Council and the CAC but does not vote on CAC actions.

Each role shall be exercised in accordance with the Committee's bylaws and this Charter.

Meeting and Reporting Requirements

The Citizens Advisory Committee shall meet regularly at times and locations established by the Committee work plan or at the request of the Chair or City Council. A quorum shall consist of a majority of appointed Committee members. All meetings shall comply with applicable open meeting and public notice laws. Agendas shall be posted in advance, and minutes shall be recorded and published. Engagement reports, advisory recommendations, and committee summaries shall be provided to the City Council according to an adopted reporting calendar and made available to the public via official city communication channels.

Addendum 1: Committee Formation and Implementation

This Addendum establishes the procedures and actions required to form, appoint, and operationalize the Citizens Advisory Committee (CAC). These provisions apply during the initial formation and implementation period and are intended to ensure the Committee is established in a structured, transparent, and effective manner. Once fully formed and operational, the Committee will function according to the standard provisions of this Charter and its adopted bylaws.

Formation and Appointment Process

Purpose:

To establish a qualified, representative, and functional advisory committee through a transparent and orderly appointment process.

Implementation Actions:

- The Citizens Advisory Committee shall consist of seven (7) members, including one Chair and six members representing each of the city's voting precincts.
 - The Committee year shall begin on April 1 of each calendar year.
 - Applications for Committee membership shall open on December 1 and remain open for a period of two (2) months.
 - Beginning February 1, applications shall be reviewed and candidates interviewed by the Chair, who may bring in advisors/assistants as needed.
 - Final candidate nominations shall be submitted to the City Council no later than the third week of March.
 - The City Council shall review and confirm Committee member appointments prior to March 31.
 - Newly appointed members shall formally begin their term of service on April 1. Members may attend meetings prior to that date in a non-voting capacity to support continuity and transition.
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Initial Leadership Appointment

Purpose:

To establish initial leadership and governance structure during the Committee's formation period.

Implementation Actions:

- The initial Chair shall be nominated by the Mayor and confirmed by the City Council.
 - The initial Vice Chair shall be nominated by the Chair and Mayor and confirmed by the City Council.
 - Following initial formation, future Vice Chairs shall be nominated by the Chair and confirmed by majority vote of the Committee.
 - If the Chair's nomination is not confirmed, the Committee shall conduct a ranked voting process to select the Vice Chair from all committee members (excluding the chair), with the Chair casting the deciding vote in the event of a tie.
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Membership Terms and Initial Committee Development

Purpose:

To ensure continuity while allowing for gradual and orderly development of full Committee representation.

Implementation Actions:

- Committee members shall serve staggered terms not to exceed three (3) consecutive years.
 - During the initial formation period, temporary adjustments to term length or precinct representation may be made to facilitate Committee establishment.
 - The Committee may operate with fewer than seven members during its initial formation period.
 - The Committee shall consist of no fewer than four (4) members by the end of its first year, no fewer than six (6) members by the end of its second year, and a full seven-member Committee by the end of its third year.
 - Temporary members may be appointed as needed to maintain operational continuity until full precinct representation is achieved.
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Organizational Development and Operational Readiness

Purpose:

To establish the governance, procedures, and infrastructure necessary for effective Committee operation.

Implementation Actions:

- The Committee shall draft, adopt, and maintain formal bylaws defining governance structure, member roles, meeting procedures, quorum requirements, voting procedures, and ethical standards.
 - Committee members shall receive orientation and training regarding city governance, advisory responsibilities, public engagement practices, and applicable public meeting requirements.
 - The Committee shall develop its initial annual work plan, engagement schedule, reporting framework, and communication procedures.
 - The Committee shall coordinate with city staff to establish necessary administrative support, communication channels, and public information access.
-

Integration with Existing Engagement Initiatives

Purpose:

To align existing neighborhood and community engagement efforts within a unified advisory framework.

Implementation Actions:

- Upon full formation, the Committee shall coordinate integration of the Neighborhood Partnership Initiative (NPI) into the CAC engagement framework.
 - This integration will strengthen communication between neighborhoods and city leadership and improve coordination of community engagement efforts.
 - Neighborhood input gathered through the NPI will be incorporated into CAC engagement activities and advisory recommendations.
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Transition to Standard Operations

Purpose:

To establish the transition from formation phase to fully operational advisory body.

Implementation Actions:

- These formation and implementation provisions shall remain in effect until the Committee is fully staffed, organized, and operating under its adopted bylaws and Charter provisions.
- Upon completion of the formation phase, the Committee shall continue ongoing operations in accordance with the Vision, Mission, Key Principles, Strategies, and Tactics established in this Charter.

Citizens Advisory Committee — Public Statement/Overview

The Citizens Advisory Committee (CAC) helps connect residents with city leaders. Its purpose is to make sure community voices are heard and considered when the Tremonton City Council discusses plans, policies, and priorities.

The CAC believes the city is strongest when residents and local leaders work together. The CAC envisions a community where people feel informed, welcome to participate, and confident that their input helps shape the city's future.

The CAC creates easy and welcoming ways for residents to share ideas, concerns, and priorities. This includes public meetings, listening sessions, surveys, and other opportunities for conversation.

The CAC carefully reviews what residents share and provides clear, complete reports and recommendations to the city council. While the CAC does not make decisions, it helps city leaders better understand community needs and perspectives.

By promoting open communication, respect, and transparency, the CAC works to build trust between residents and city government and to encourage ongoing community involvement.

Citizens Advisory Committee — Executive Summary

The Citizens Advisory Committee (CAC) serves as a formal advisory body that strengthens collaboration between residents and city leadership. The CAC exists to ensure community perspectives meaningfully inform municipal decision-making while maintaining a clear distinction from formal decision-making authority.

The CAC envisions a city where residents and local leaders work together to shape shared priorities, solutions, and long-term outcomes. In this future, residents feel informed, empowered, and confident that their voices influence decisions, contributing to a civic culture grounded in trust, transparency, and mutual respect.

To advance this vision, the CAC facilitates inclusive and accessible engagement opportunities that invite participation from across the community. The CAC gathers and evaluates resident input using data-informed approaches, translating community insight into clear, well-reasoned recommendations for the Tremonton City Council.

Guided by principles of transparency, responsiveness, and respectful dialogue, the CAC strengthens public trust and supports effective governance by clearly communicating how resident input informs advisory recommendations and city council deliberations. Through sustained engagement and collaboration, the CAC contributes to a more resilient, inclusive, and community-driven city.

Citizens Advisory Committee Vision and Mission

The Citizens Advisory Committee (CAC) envisions a city in which residents and local leaders collaborate to shape shared priorities, solutions, and long-range outcomes that reflect the community's varied values and aspirations. In this future, residents feel empowered, informed, and connected—confident that their voices influence decisions and contribute meaningfully to help guide the city's path forward.

The committee desires a civic culture rooted in trust, transparency, and mutual respect, where continuous dialogue fosters collective stewardship of the community's challenges and opportunities. This environment supports a dynamic, resilient, and equitable city, strengthened by sustained participation and a shared commitment to the public good.

The mission of the Citizens Advisory Committee is to support inclusive, accessible, and ongoing resident involvement in municipal decision-making. Serving in an advisory role to the Tremonton City Council, the CAC gathers, evaluates, interprets, and integrates community viewpoints and conveys them through thoughtful, resident-informed recommendations that contribute directly to more effective and responsive governance.

The committee is committed to fairness and broad representation, actively seeking input from a broad and diverse cross-section of the community. By lowering barriers to participation and encouraging open exchange, the CAC helps ensure that public dialogue reflects the full range of community experiences and concerns.

To carry out its mission, the committee designs and hosts engagement activities that encourage informed participation, constructive discussion, and shared problem-solving. The CAC fosters informed participation and constructive discussion, enabling residents to engage meaningfully in civic matters. The CAC uses balanced, data-informed approaches to assess community input and clearly communicate how resident perspectives inform advisory recommendations and city council deliberations. Guided by principles of transparency, responsiveness, and respectful dialogue, the committee strengthens public trust and supports effective local governance by reinforcing residents' influence on civic decisions. By approaching community input with care and clarity, the committee reinforces public confidence, strengthens civic trust, and affirms the role of residents as active partners in shaping civic decisions.

Vision – Key Points

- A city where residents and local leaders work collaboratively to shape shared priorities, solutions, and long-term outcomes.
- A civic culture in which residents feel empowered, informed, and connected, with confidence that their voices influence decisions.
- An inclusive environment that welcomes diverse perspectives and strengthens community confidence in local government.

- Trust, transparency, and mutual respect as foundational elements of civic engagement and governance.
- Ongoing, two-way dialogue that nurtures shared ownership of civic challenges and opportunities.
- A vibrant, resilient, and equitable community strengthened by sustained civic participation and collective problem-solving.

Mission – Key Points

- Serve as a formal advisory body that facilitates sustained, inclusive resident involvement in municipal decision-making, while distinguishing its role from formal decision-making authority.
- Establish accessible, structured avenues for residents to share perspectives, priorities, and ideas through constructive, two-way dialogue.
- Actively solicit and incorporate input from a broad and diverse cross-section of the community.
- Evaluate community needs, options, and proposals using wide-reaching, complete, transparent, and data-informed approaches.
- Develop and present clear, resident-informed recommendations to the City Council that contribute to better governance outcomes.
- Design and host engagement activities and feedback mechanisms that broaden participation, deepen understanding, and reinforce residents' influence on civic decisions.
- Strengthen transparency, accountability, and public trust by demonstrating how resident insight informs city policy, process, and decisions.
- Promote a culture of ongoing collaboration between residents and city government as a core element of effective local governance.

Key Principles

Committee Purpose and Responsibilities

The purpose of the Citizen Advisory Committee is to provide a consistent, structured forum for residents to connect with city government in a way that increases mutual understanding, facilitates ongoing participation in matters of community interest, and supports collaborative problem-solving. Serving as an advisory body, the committee will work closely with city staff and the city council to gather, review, and synthesize resident input on community needs, priorities, and opportunities, including city planning, budgeting, and policy issues. Through engagement activities and open dialogue, the committee will ensure community perspectives are clearly communicated and reflected in well-considered, inclusive recommendations.

To fulfill this role, the committee will develop and implement engagement strategies such as surveys, listening sessions, workshops, focus groups, and public forums, while coordinating with city departments to support outreach and gather relevant information. The committee will evaluate community feedback alongside city plans and proposals, conduct balanced assessments of options and trade-offs, and prepare comprehensive reports that transparently present engagement outcomes and diverse viewpoints. Based on this work, the committee will provide clear, contextualized, and actionable advisory recommendations to the city council, ensuring decisions are informed by an accurate and representative understanding of resident perspectives.

Guiding Principles

The committee's work will be grounded in principles that ensure engagement is respectful, transparent, accountable, collaborative, inclusive, clear, and responsive. These principles will guide all engagement methods, communication practices, and documentation processes, with the goal of ensuring residents across geographic, demographic, and socioeconomic differences feel heard, valued, and meaningfully included in civic decision-making.

Respect affirms the inherent value of every resident's voice and will be guided by the standards of the Utah Dignity Index in all interactions.

Transparency means that engagement processes, information, and outcomes are open, visible, and understandable to the public.

Clarity ensures that information is not only shared, but presented in formats and language that are accessible and easily understood by the broader community.

Accountability requires that responsibilities, action items, and outcomes are publicly documented and regularly updated.

Collaboration reflects a commitment to working constructively with residents, city staff, and the city council to strengthen shared understanding and solutions.

Responsiveness means that resident feedback is acknowledged, carefully considered,

and incorporated into recommendations in ways that enhance council decision-making. **Inclusivity** involves actively seeking out underrepresented voices, reducing barriers to participation, and creating welcoming engagement processes for all residents.

Approach

Strategies

Reports and Recommendations

The CAC will regularly prepare and present reports and recommendations to the City Council based on resident input, data collection, and balanced evaluation of options. Reports will clearly summarize engagement activities, themes, and findings, including both supporting and opposing viewpoints without omission of contrary opinions. Recommendations will be structured, contextualized, and actionable, ensuring council deliberations are informed by a complete and representative understanding of community perspectives.

Public Forums

The CAC will host open public forums designed to encourage respectful, two-way dialogue between residents and city leadership. These forums will provide structured opportunities for residents to share ideas, concerns, and priorities on matters of community interest. By fostering informed discussion and mutual understanding, public forums will strengthen civic participation and reinforce residents' confidence that their voices are heard.

Civic Outreach

The CAC will support civic outreach efforts that connect residents with meaningful opportunities to serve and strengthen the community. This includes helping coordinate volunteer pathways for local initiatives such as the senior center, food assistance programs, and similar community-based efforts. Through civic outreach, the CAC promotes shared responsibility, community connection, and active citizenship.

City-Wide Events

The CAC will collaborate with organizers of major and recurring city events to expand opportunities for community involvement. By helping establish clear volunteer routes and communication channels for events such as Hay Days, the Farmers' Market, and other city-wide activities, the CAC will encourage broad participation and strengthen connections between residents and local initiatives.

Financial Transparency

The CAC will support financial transparency by engaging volunteers with relevant expertise to assist in organizing and communicating financial information in a clear and accessible manner. This may include helping present budget-related information for public understanding and assisting with preliminary cost estimates for proposed projects. The goal is to enhance public awareness and trust through accurate, understandable financial reporting.

NPI (Neighborhood Partnership Initiative)

Once fully established, the CAC will integrate the existing Neighborhood Partnership Initiative (NPI) into its framework to improve coordination and communication between neighborhoods and city government. This integration will provide greater structure, consistency, and shared planning across community engagement efforts while preserving neighborhood-level input and collaboration.

Data Collection

The CAC will serve as a conduit for information flow between residents and city leadership by facilitating both the sharing of relevant data with the public and the collection of community feedback for council consideration. Using surveys, forums, focus groups, and other structured methods, the committee will gather and synthesize information in ways that support data-informed, transparent decision-making.

Tiger Teams

As needed, the CAC will form temporary “Tiger Teams” to address specific issues or emerging priorities. These focused teams will gather information, evaluate options, and collect resident perspectives on major proposals or complex topics within defined timelines. By concentrating expertise and community input on targeted challenges, Tiger Teams will provide timely and well-reasoned insights to support council deliberations.

Strategies and Tactics

Strategy: Reports and Recommendations

The CAC will provide structured, transparent, and balanced reports and recommendations to the City Council based on resident input, engagement activities, and data-informed evaluation. These reports will ensure decision-makers have a clear and complete understanding of community perspectives, including differing viewpoints and trade-offs.

Tactics:

The CAC will establish a defined reporting cadence that includes annual engagement reports, interim reports aligned with major initiatives, and additional reports as requested by the City Council. Reports will summarize engagement activities conducted, participation levels, feedback themes, and key findings. Each report will include balanced representation of resident perspectives, including both supporting and opposing viewpoints, and will clearly identify areas of consensus, disagreement, and uncertainty.

The CAC will conduct structured evaluation of community input, including trade-off studies and pro/con assessments when appropriate. These assessments will evaluate the potential impacts, benefits, and concerns associated with proposals under consideration. Findings will be documented and incorporated into advisory recommendations to ensure council deliberations are informed by objective analysis and representative community input.

All reports and recommendations will be documented and published through official city communication channels to ensure transparency and public accessibility. The CAC may also present findings directly to the City Council during public meetings to provide clarification, answer questions, and support informed decision-making.

Strategy: Public Forums

The CAC will host structured public forums to provide consistent opportunities for residents to participate in civic dialogue, share perspectives, and engage directly with city leadership.

Tactics:

The CAC will establish and maintain a regular schedule of public forums, listening sessions, workshops, and community meetings aligned with city planning and decision-making cycles. These forums will provide structured opportunities for residents to express concerns, offer ideas, and provide feedback on city initiatives, policies, and priorities.

Meeting schedules, agendas, and participation opportunities will be publicly announced through city communication channels, including the city website and public notices. Agendas will be published in advance, and meeting summaries or minutes will be made publicly available following each meeting.

Public forums will be structured to encourage respectful, constructive dialogue consistent with the committee's guiding principles and the Utah Dignity Index. The CAC will ensure engagement opportunities are accessible to residents across geographic areas, schedules, and demographic groups through use of in-person, hybrid, and digital participation options.

Strategy: Civic Outreach

The CAC will support civic outreach efforts that strengthen community involvement and connect residents with opportunities to contribute to community programs and initiatives.

Tactics:

The CAC will coordinate with city departments and community organizations to identify opportunities for residents to participate in civic service and volunteer activities. This includes supporting outreach and volunteer coordination for programs such as senior services, food assistance programs, and other community support initiatives.

The CAC will provide communication channels and outreach support to help residents learn about and participate in civic programs. The committee may also assist in identifying areas where increased community participation could improve city programs, services, or resident quality of life.

Civic outreach efforts will also serve as an engagement pathway to increase resident awareness of city processes and opportunities to participate in civic decision-making.

Strategy: City-Wide Events

The CAC will support and participate in city-wide events to strengthen community connections and expand opportunities for resident engagement.

Tactics:

The CAC will coordinate with organizers of city-sponsored events, including Hay Days, the Farmers' Market, and other recurring community events, to provide opportunities for resident interaction, volunteer participation, and civic engagement.

The CAC may establish informational booths, engagement stations, or volunteer coordination support at city events to gather resident input, share information about CAC activities, and promote participation in civic processes.

These events will serve as opportunities to reach residents who may not otherwise participate in formal public meetings, improving inclusivity and community representation.

Strategy: Financial Transparency

The CAC will support transparency and public understanding of city financial information and proposed expenditures.

Tactics:

The CAC will assist in reviewing and communicating financial information related to city initiatives when appropriate, helping ensure financial information is presented in a format that is understandable and accessible to residents.

Volunteers or committee members with relevant financial knowledge may assist in organizing and presenting financial information, including reviewing cost estimates associated with proposed projects or initiatives. The CAC will ensure that financial considerations raised by residents are documented and communicated to the City Council as part of advisory reports.

These efforts will improve transparency, strengthen public trust, and support informed civic dialogue regarding city financial decisions.

Strategy: NPI (Neighborhood Partnership Initiative) Integration

The CAC will integrate and coordinate with the Neighborhood Partnership Initiative to strengthen communication and engagement between neighborhoods and city leadership.

Tactics:

Upon full formation of the CAC, the existing Neighborhood Partnership Initiative will be formally integrated into the CAC structure. This integration will align engagement efforts, improve coordination across neighborhoods, and strengthen communication pathways between residents and city government.

CAC members and subcommittees will coordinate with neighborhood representatives to gather feedback, identify concerns, and communicate city initiatives. This integration will ensure neighborhood-level input is incorporated into CAC advisory recommendations and city council deliberations.

Strategy: Data Collection

The CAC will serve as a structured conduit for gathering, evaluating, and communicating community input and relevant information between residents and city leadership.

Tactics:

The CAC will utilize multiple structured data collection methods, including surveys, public forums, focus groups, written submissions, and digital engagement tools. These methods will ensure broad and representative participation across the community.

Collected feedback will be organized, analyzed, and synthesized to identify key themes, concerns, priorities, and areas of consensus or disagreement. The CAC will maintain organized records of engagement activities and feedback to support transparency, reporting, and continuity.

The CAC will also facilitate sharing of relevant city information with residents to support informed participation in civic dialogue.

Strategy: Tiger Teams

The CAC will establish focused subcommittees or Tiger Teams to address specific issues, major initiatives, or emerging community priorities requiring concentrated effort.

Tactics:

Tiger Teams will be formed as needed to gather information, conduct focused engagement, evaluate proposals, and develop recommendations on specific topics. These teams may include CAC members and volunteer residents with relevant interest or expertise.

Each CAC board member may serve as an advisor to one or more Tiger Teams. Tiger Teams will operate under defined scopes and timelines and will present findings and recommendations to the full CAC for review and adoption.

This structure allows the CAC to respond efficiently to emerging issues while maintaining thorough evaluation and community engagement.

Approach

The Citizens Advisory Committee (CAC) implements its mission through defined strategies supported by structured tactics, clear deliverables, and established reporting cadence. This framework ensures resident engagement is consistent, transparent, and effectively integrated into City Council decision-making processes.

Strategy 1: Reports and Recommendations

The CAC will provide structured, balanced, and transparent advisory reports and recommendations to the City Council based on resident input, engagement activities, and objective evaluation of relevant information.

Tactics

To implement this strategy, the CAC will:

- Collect and synthesize resident input gathered through public forums, surveys, focus groups, written submissions, and other engagement methods.
- Conduct structured evaluation of community feedback to identify key themes, areas of consensus, areas of disagreement, and community priorities.
- Perform balanced pro/con assessments and trade-off studies when appropriate to evaluate major proposals, plans, or policy considerations.
- Prepare written advisory reports summarizing engagement activities, findings, and recommendations.
- Present advisory findings and recommendations to the City Council during public meetings or work sessions when requested or appropriate.
- Ensure all advisory recommendations clearly distinguish advisory input from formal decision-making authority.

Deliverables

Deliverables under this strategy include:

- Annual Community Engagement Report summarizing engagement activities, participation levels, feedback themes, and advisory recommendations.

- Interim advisory reports addressing specific initiatives, proposals, or City Council requests.
- Written summaries of engagement findings, including trade-off assessments when conducted.
- Formal advisory recommendations presented to the City Council.

Reporting Cadence

- Annual comprehensive engagement report delivered to the City Council and published publicly.
- Interim reports delivered as needed based on City Council priorities, major initiatives, or CAC work plan objectives.
- Advisory presentations provided to the City Council as requested.

Strategy 2: Public Forums

The CAC will host structured public forums and engagement opportunities to facilitate ongoing, inclusive dialogue between residents and city leadership.

Tactics

To implement this strategy, the CAC will:

- Establish and maintain a regular schedule of public forums, listening sessions, workshops, and engagement meetings.
- Align engagement opportunities with city planning cycles, budget development, and policy review timelines.
- Publish meeting schedules, agendas, and participation opportunities in advance through official city communication channels.
- Provide multiple engagement formats, including in-person, hybrid, and digital participation options.
- Facilitate respectful, structured dialogue consistent with the CAC Guiding Principles and the Utah Dignity Index.
- Ensure engagement opportunities are accessible to residents across all precincts, neighborhoods, and demographic groups.

Deliverables

Deliverables under this strategy include:

- Public forum schedules and engagement calendar.
- Meeting agendas and publicly available meeting minutes.
- Engagement summaries documenting resident input and participation levels.

Reporting Cadence

- Public forums conducted regularly based on annual engagement plan priorities.
 - Meeting minutes published following approval.
 - Engagement summaries incorporated into quarterly or annual reports.
-

Strategy 3: Civic Outreach

The CAC will promote civic participation and strengthen community connections by supporting outreach and volunteer engagement opportunities.

Tactics

To implement this strategy, the CAC will:

- Coordinate with city departments and community organizations to identify civic engagement and volunteer opportunities.
- Assist in promoting resident participation in community service programs, including senior services, food assistance programs, and civic initiatives.
- Provide communication channels for residents to learn about civic engagement opportunities.
- Encourage participation from diverse and underrepresented populations.

Deliverables

Deliverables under this strategy include:

- Public information regarding volunteer and civic engagement opportunities.
- Outreach coordination support for civic programs and initiatives.

Reporting Cadence

- Outreach activities summarized in annual engagement report.
 - Participation outcomes reported as part of regular CAC reporting.
-

Strategy 4: City-Wide Events

The CAC will support city-wide events as engagement opportunities to increase community participation and strengthen resident connections with city leadership.

Tactics

To implement this strategy, the CAC will:

- Coordinate with organizers of city-wide events, including Hay Days, the Farmers' Market, and other community events.
- Establish opportunities for residents to engage with CAC representatives at public events.
- Facilitate volunteer participation and civic engagement opportunities during city events.
- Use events as opportunities to gather community input and increase public awareness of CAC activities.

Deliverables

Deliverables under this strategy include:

- Event participation schedules.
- Engagement summaries documenting input gathered during events.

Reporting Cadence

- Event engagement results incorporated into annual engagement report.
-

Strategy 5: Financial Transparency Support

The CAC will support transparency and public understanding of city financial information and proposed expenditures.

Tactics

To implement this strategy, the CAC will:

- Assist in communicating financial information related to city initiatives in accessible formats.
- Support organization and presentation of financial information relevant to CAC advisory activities.
- Document and communicate resident feedback related to financial priorities or concerns.
- Provide advisory input when financial considerations are relevant to community engagement findings.

Deliverables

Deliverables under this strategy include:

- Financial summaries included in advisory reports when applicable.
- Documentation of resident feedback regarding financial priorities.

Reporting Cadence

- Financial considerations included in advisory reports as applicable.
-

Strategy 6: Neighborhood Partnership Initiative Integration

The CAC will integrate and coordinate with the Neighborhood Partnership Initiative (NPI) to strengthen communication between neighborhoods and city leadership.

Tactics

To implement this strategy, the CAC will:

- Integrate NPI structure and participation into the CAC engagement framework.
- Coordinate with neighborhood representatives to gather community input.
- Ensure neighborhood-level feedback is incorporated into CAC advisory recommendations.
- Maintain communication channels between neighborhoods and city leadership.

Deliverables

Deliverables under this strategy include:

- Neighborhood engagement summaries.
- Integration of neighborhood feedback into CAC advisory reports.

Reporting Cadence

- Neighborhood engagement findings incorporated into regular CAC reporting.
-

Strategy 7: Data Collection and Community Input Evaluation

The CAC will collect, organize, evaluate, and communicate resident input using structured and transparent methods.

Tactics

To implement this strategy, the CAC will:

- Conduct surveys, public forums, focus groups, and written feedback collection.
- Maintain records of engagement activities and participation.
- Analyze feedback to identify trends, priorities, and community concerns.
- Ensure minority and opposing viewpoints are documented and represented.
- Provide structured summaries of engagement findings.

Deliverables

Deliverables under this strategy include:

- Engagement data summaries.
- Feedback analysis reports.
- Community input documentation.

Reporting Cadence

- Engagement data included in quarterly and annual reporting.
-

Strategy 8: Tiger Teams and Subcommittees

The CAC will establish focused teams to address specific initiatives, emerging issues, or defined engagement priorities.

Tactics

To implement this strategy, the CAC will:

- Form Tiger Teams or subcommittees as needed to address specific topics.
- Assign CAC members to oversee and coordinate team activities.
- Include volunteer residents when appropriate.
- Establish defined scope, timelines, and objectives for each team.
- Present Tiger Team findings and recommendations to the full CAC.

Deliverables

Deliverables under this strategy include:

- Tiger Team engagement reports.
- Focused advisory recommendations.

Reporting Cadence

- Tiger Team findings reported upon completion of assigned scope.

Overall Reporting Cadence Summary

To ensure transparency, accountability, and effective advisory support, the CAC will maintain the following reporting cadence:

- Annual Community Engagement Report delivered to the City Council and published publicly.
- Interim advisory reports issued as needed based on City Council priorities or major initiatives.
- Public meeting minutes and engagement summaries published regularly.
- Advisory recommendations presented to the City Council as appropriate.

Tactics

The Citizens Advisory Committee (CAC) will implement structured, recurring operational practices to ensure consistent community engagement, transparent reporting, and effective advisory support to the City Council. These tactics establish predictable engagement opportunities, ensure accountability, and maintain alignment with city planning and decision-making cycles.

The CAC will develop and maintain an annual work plan that identifies engagement priorities, schedules engagement activities, and aligns public input opportunities with city planning, budgeting, and policy timelines. This work plan will include a calendar of engagement activities such as public forums, listening sessions, workshops, surveys, and digital engagement opportunities, as well as defined reporting timelines and priority focus areas. The committee will review and update this work plan annually to ensure responsiveness to community needs and city priorities.

To ensure broad and inclusive participation, the CAC will implement multiple structured methods for gathering resident input. These methods will include in-person public forums, workshops, focus groups, surveys, written submissions, and online engagement tools. Public forums will be held regularly and structured to support respectful two-way dialogue between residents and city leadership. Surveys and digital engagement tools will be used to expand accessibility and reach residents unable to attend in-person meetings. Focus groups and targeted engagement may be conducted to better understand specific issues, neighborhoods, or demographic perspectives.

The CAC will establish and maintain consistent communication practices to ensure residents remain informed about engagement opportunities, committee activities, and advisory recommendations. Meeting schedules, agendas, minutes, engagement opportunities, and committee reports will be published on the city's website and other official communication channels. Agendas will be published in advance of meetings, and approved minutes will be made publicly available following each meeting. Engagement summaries and recommendations will be published to ensure residents can clearly understand how their input contributes to advisory recommendations and city council deliberations.

The CAC will collect, organize, and evaluate resident feedback using structured and transparent processes. Community input will be reviewed and synthesized to identify key themes, areas of agreement, areas of disagreement, and potential trade-offs associated with proposed initiatives. When appropriate, the CAC will conduct balanced trade-off studies and pro/con assessments of key proposals to ensure advisory recommendations reflect a complete and objective understanding of community perspectives. The CAC will prepare structured engagement reports that accurately reflect the full range of resident input, including differing and minority viewpoints.

The CAC will provide regular reports and recommendations to the City Council to support informed decision-making. These reports will include summaries of engagement activities conducted, participation levels, feedback themes, trade-off assessments when applicable, and clear advisory recommendations based on resident input and data analysis. Reports will be provided at regular intervals, including annual engagement reports and interim reports as needed based on city council priorities or major initiatives. These reports will be made publicly available to ensure transparency and accountability.

The CAC will coordinate regularly with city departments, the mayor, and the City Council through the designated City Council liaison to ensure alignment between engagement activities and city operational needs. This coordination will ensure the CAC receives timely information regarding city initiatives, planning efforts, and policy proposals requiring community input. The CAC will also support integration with existing city engagement efforts, including coordination with the Neighborhood Partnership Initiative and collaboration with organizers of city-sponsored events such as Hay Days, the Farmers' Market, and other community activities.

The CAC will establish subcommittees or Tiger Teams as needed to address specific topics, major initiatives, or emerging issues requiring focused attention. These temporary or standing teams will gather community input, review relevant information, and develop recommendations for consideration by the full committee. Each CAC board member may serve as an advisor to one or more subcommittees, and residents may participate in subcommittees based on interest, expertise, and availability.

The CAC will conduct ongoing evaluation of its engagement effectiveness and operational performance. This includes reviewing participation levels, engagement outcomes, and feedback from residents and city leadership. The CAC will prepare an annual evaluation and engagement summary report outlining activities conducted, participation metrics, key findings, and recommendations for improving engagement effectiveness. Based on these evaluations, the CAC will refine its engagement strategies, communication methods, and operational practices to ensure continuous improvement and sustained effectiveness.

The following tactics define the recurring operational actions the Citizens Advisory Committee (CAC) will carry out to implement its strategies, maintain consistent engagement, and provide reliable advisory support to the City Council.

Engagement Planning and Execution

The CAC will develop and maintain a structured engagement program that ensures residents have ongoing opportunities to participate in civic dialogue.

Specific actions include:

- Develop and publish an annual Community Engagement Plan identifying:

- Priority topics and focus areas
 - Planned public forums, workshops, surveys, and outreach activities
 - Engagement timelines aligned with city planning and budget cycles
 - Conduct regular engagement activities, including:
 - Public forums with open resident participation
 - Listening sessions focused on specific issues or neighborhoods
 - Community workshops to gather detailed feedback on major proposals
 - Surveys distributed digitally and in person
 - Focus groups for targeted or specialized feedback
 - Establish and deploy Tiger Teams, as needed, to:
 - Address emerging issues or major city initiatives
 - Conduct focused engagement and research within defined timelines
 - Present findings and recommendations to the full committee
 - Coordinate engagement activities with city departments to ensure:
 - Resident input is collected at appropriate decision points
 - Engagement supports real city planning and policy needs
-

Communication and Public Information

The CAC will maintain clear, transparent, and accessible communication with residents and city leadership.

Specific actions include:

- Publish and maintain publicly accessible information, including:
 - Meeting schedules, agendas, and minutes
 - Engagement opportunities and participation instructions
 - Committee reports, recommendations, and summaries
- Utilize city-supported communication channels, such as:
 - City website pages dedicated to CAC activities
 - Public notices and announcements

- Newsletters and email communications
 - Social media and digital engagement tools
 - Provide clear and accessible explanations of:
 - City initiatives under review
 - Engagement results and findings
 - Committee recommendations and rationale
 - Ensure communication materials are structured for clarity and public understanding.
-

Feedback Collection and Evaluation

The CAC will implement structured, consistent methods to gather, evaluate, and synthesize community input.

Specific actions include:

- Collect resident input through multiple channels, including:
 - Public forums and listening sessions
 - Online and paper surveys
 - Written submissions and public comments
 - Focus groups and workshops
 - Organize and evaluate feedback by:
 - Identifying key themes, priorities, and concerns
 - Documenting areas of agreement and disagreement
 - Ensuring minority and opposing viewpoints are included
 - Conduct structured analysis when appropriate, including:
 - Trade-off evaluations of proposed options
 - Pro/con assessments of major initiatives
 - Review of available data and supporting information
 - Maintain organized records of engagement activities and feedback.
-

Reporting and Recommendations

The CAC will provide structured, transparent reporting to support City Council decision-making.

Specific actions include:

- Prepare and deliver reports to the City Council that include:
 - Summaries of engagement activities conducted
 - Analysis of community feedback and key findings
 - Balanced presentation of differing viewpoints
 - Clear advisory recommendations
 - Provide regular reporting on a defined schedule, including:
 - Quarterly engagement summaries (as appropriate)
 - Annual community engagement report
 - Issue-specific reports as requested by the City Council
 - Present findings directly to the City Council when appropriate.
 - Publish reports for public access to ensure transparency and accountability.
-

Coordination with City Government and Community Programs

The CAC will maintain active coordination with city leadership, departments, and community programs.

Specific actions include:

- Coordinate regularly with city staff to:
 - Receive information on upcoming initiatives and priorities
 - Align engagement efforts with city planning and decision cycles
 - Ensure accurate understanding of city processes and constraints
- Maintain coordination with the City Council liaison to:
 - Facilitate communication between the CAC and City Council
 - Provide updates on committee activities and progress
- Support and integrate with existing community engagement programs, including:

- Neighborhood Partnership Initiative integration
 - Coordination with city-sponsored programs and services
-

Volunteer and Civic Participation Support

The CAC will help strengthen civic engagement by supporting volunteerism and community participation.

Specific actions include:

- Support volunteer coordination for:
 - City-sponsored events such as Hay Days and Farmers' Market
 - Community service programs such as food banks and senior services
 - City improvement and beautification initiatives
 - Provide clear pathways for residents to:
 - Participate in CAC engagement activities
 - Serve on subcommittees or Tiger Teams
 - Contribute ideas and feedback
 - Encourage broad participation across neighborhoods and demographic groups.
-

Performance Evaluation and Continuous Improvement

The CAC will regularly evaluate and refine its engagement practices.

Specific actions include:

- Track engagement metrics such as:
 - Number of engagement activities conducted
 - Participation levels and demographic representation
 - Volume and diversity of feedback received
- Conduct annual review of:
 - Engagement effectiveness
 - Communication effectiveness
 - Reporting quality and usefulness

- Identify opportunities to improve:
 - Engagement accessibility
 - Communication clarity
 - Participation levels
- Adjust engagement strategies and tactics based on evaluation findings.

The following tactics define the recurring operational actions the Citizens Advisory Committee (CAC) will use to implement its strategies, sustain engagement, and ensure consistent, transparent, and effective advisory support to the City Council.

Engagement Planning and Execution

The CAC will develop and maintain an annual community engagement plan that identifies priority topics, engagement objectives, and scheduled opportunities for resident participation. This plan will include public forums, workshops, listening sessions, surveys, and digital engagement methods designed to ensure broad and inclusive participation. Engagement activities will be aligned with city planning, budgeting, and policy cycles to ensure resident input is gathered at meaningful and actionable points in the decision-making process.

The committee will utilize multiple engagement formats to accommodate varying levels of availability and accessibility, including in-person meetings, online surveys, hybrid forums, and targeted outreach to underrepresented groups. Special engagement efforts may be conducted by subcommittees or Tiger Teams to address specific topics or emerging issues.

Communication and Public Information

The CAC will maintain clear, accessible, and consistent communication with residents and city leadership. This includes providing regular updates through city-supported communication channels such as the city website, newsletters, public notices, and digital platforms. Engagement opportunities, meeting agendas, summaries, and recommendations will be published in a timely manner to ensure transparency and encourage continued public participation.

The CAC will also support communication efforts that help residents understand city processes, proposals, and priorities, ensuring information is presented in a format that is accessible and easily understood by the community.

Feedback Collection and Evaluation

The CAC will implement structured methods to collect, organize, and evaluate resident input. This includes surveys, public comment opportunities, focus groups, listening

sessions, and written submissions. Feedback will be evaluated using consistent criteria to identify key themes, areas of consensus, areas of disagreement, and potential trade-offs.

The committee will synthesize community input into clear summaries that accurately reflect the full range of perspectives, including differing or minority viewpoints. Trade-off studies and balanced pro/con assessments will be conducted when appropriate to ensure recommendations are informed, objective, and useful for decision-makers.

Reporting and Recommendations

The CAC will establish a regular reporting cadence to provide engagement summaries, findings, and advisory recommendations to the City Council. Reports may be delivered quarterly, annually, or as needed based on major initiatives or council requests. These reports will include summaries of engagement activities, collected feedback, analysis of key issues, and clear advisory recommendations supported by community input and relevant data.

All reports will be made available to the public to ensure transparency and reinforce trust in the engagement process. The CAC will also provide periodic briefings or presentations to the City Council to support informed discussion and decision-making.

Coordination with City Government and Community Organizations

The CAC will coordinate with city departments, staff, and leadership to align engagement efforts with city priorities and operational needs. This coordination will ensure timely access to relevant information, improve engagement effectiveness, and support efficient communication between residents and city leadership.

The CAC will also collaborate with existing community programs, including the Neighborhood Partnership Initiative and city-sponsored events, to strengthen engagement networks and expand opportunities for resident involvement.

Volunteer and Community Participation Support

The CAC will help facilitate opportunities for residents to contribute to civic and community initiatives. This may include supporting volunteer coordination for city events, assisting with outreach for community programs, and helping connect residents with opportunities to participate in civic improvement efforts.

These efforts strengthen community connections, promote civic responsibility, and encourage ongoing participation in shaping the city's future.

Performance Evaluation and Continuous Improvement

The CAC will conduct periodic evaluations of its engagement strategies, participation levels, and overall effectiveness. This includes reviewing participation metrics, engagement outcomes, and feedback from residents and city leadership. Based on these evaluations,

the CAC will refine its engagement methods, communication practices, and operational procedures to improve effectiveness, inclusivity, and responsiveness over time.

The committee will maintain flexibility to adapt its tactics as community needs, city priorities, and engagement best practices evolve.

Reference Links

Northern Utah

- *City of Draper Citizen Advisory Committee* <https://www.draperutah.gov/city-government/commissions-and-committees/community-engagement-committee/>
- *Ogden Community Engagement Charter* <https://www.ogdencity.gov/1050/Community-Engagement>

Similar Demographic Cities

- *Liberty Lake (WA) Community Engagement Commission* <https://www.libertylakewa.gov/683/Community-Engagement-Commission>
- *Oregon City Citizen Involvement Committee* <https://www.orcity.org/765/Citizen-Involvement-Committee-CIC>

Successful City Engagement Committees

- **Participatory Budgeting — Vallejo, CA**
https://www.vallejo.gov/our_city/departments_divisions/city_manager/participatory_budgeting
- **Online Civic Engagement Hubs — Wellington (NZ)** (digital model)
<https://www.digital.govt.nz/dmsdocument/23~review-government-online-engagement-service-goes-pilot/html>

City Engagement Charter Examples

- **Burlington Community Engagement Charter**
<https://www.getinvolvedburlington.ca/burlington-community-engagement-charter>
- **Guelph Community Engagement Charter**
<https://guelph.ca/wp-content/uploads/Community-Engagement-Charter.pdf>

City Government Citizen Advisory Examples

- **Neighborhood Councils (Los Angeles)**
https://en.wikipedia.org/wiki/Neighborhood_councils_of_Los_Angeles
- **Neighborhood Boards (Honolulu)**
https://en.wikipedia.org/wiki/Neighborhood_Boards_of_Honolulu

Resources on Citizen Engagement Practices

- *Municipal best practices for civic engagement*
<https://www.nlc.org/article/2025/04/18/innovative-approaches-to-civic-engagement/>
- *Citizen engagement strategies for local Governments* <https://www.ibabs.com/en/local-authorities-and-governments/citizen-engagement-examples/>

Addendum 1: Variances to the Charter for Initial Creation of the Committee

(Initial Formation, Appointment, and Operationalization of the Committee)

The following provisions govern the initial formation, appointment, and operationalization of the Citizens Advisory Committee and ensure its orderly and effective establishment.

- The CAC committee year shall begin on the first day of April. Applications for new committee members shall open on the first day of December and remain open for a period of two full months. Beginning on the first day of February, applications shall be reviewed and candidates interviewed by the committee. The selection process shall be completed as promptly as possible and no later than the first day of March. Final candidate nominations shall be submitted to the City Council for confirmation no later than the third week of March, with City Council confirmation completed prior to the end of March. Newly confirmed members shall formally begin their term of service on April 1, but may attend and participate in meetings prior to that date in a non-voting capacity.
- The committee shall consist of seven (7) members, including one chair and six additional members representing each of the city's six voting precincts. The chair may be selected from any precinct and is not restricted by precinct representation requirements. Members shall serve staggered terms of no more than three consecutive years to ensure continuity while allowing for regular introduction of new perspectives. Prior to full committee formation, temporary adjustments to term limits and representation requirements may be made as necessary to ensure timely formation and operational continuity.
- During the initial formation period, the chair shall be nominated by the mayor and confirmed by the City Council. Subsequent committee members shall be nominated by the chair and existing committee members, if any, and confirmed by the City Council. The initial vice chair shall be nominated jointly by the committee chair and the mayor and confirmed by the City Council. After initial formation, the vice chair shall be nominated by the chair and confirmed by majority vote of the committee. If the vice chair nominee is not confirmed, the committee shall conduct a self-nomination and vote process to select the vice chair, with the chair casting the deciding vote in the event of a tie.
- During the initial formation period, the committee may operate with fewer than seven members while actively recruiting additional qualified candidates. The committee shall consist of no fewer than four members by the end of its first year, no fewer than six members by the end of its second year, and a full seven-member committee by the end of its third year. If qualified candidates from unrepresented precincts are not immediately available, temporary members from represented precincts may be appointed as needed to meet minimum operational requirements. Such temporary appointments shall be reviewed and adjusted as qualified candidates from underrepresented precincts become available.

- Upon formation, the CAC shall draft, finalize, and adopt formal bylaws and operating procedures defining governance structure, member roles and responsibilities, leadership selection procedures, quorum requirements, voting procedures, ethical standards, and conflict-of-interest provisions. These bylaws shall ensure consistent governance, accountability, and operational clarity.
- Newly appointed CAC members shall receive orientation and training regarding city governance, committee responsibilities, public engagement best practices, transparency requirements, and applicable public meeting laws. This training will ensure committee members are prepared to fulfill their advisory responsibilities effectively and in accordance with legal and ethical standards.
- The CAC shall establish its initial operational infrastructure, including development of its annual work plan, engagement schedule, communication procedures, reporting formats, and evaluation framework. The committee shall coordinate with city staff to establish communication channels, website presence, engagement tools, and reporting mechanisms necessary to support effective committee operations.
- The CAC shall also coordinate integration of the Neighborhood Partnership Initiative into the CAC framework once the committee is fully formed. This integration will improve communication between neighborhoods and city leadership, strengthen coordination across engagement efforts, and enhance the committee's ability to gather and represent community perspectives.
- These initial formation provisions shall remain in effect until the CAC is fully staffed, operational, and governed under its standard charter provisions and bylaws.

The following actions are required to establish, organize, and operationalize the Citizens Advisory Committee during its initial formation. These actions are one-time or transitional activities necessary to ensure a successful and sustainable launch.

Charter, Bylaws, and Governance Establishment

- The CAC will draft, finalize, and formally adopt bylaws and governance procedures that define committee roles, responsibilities, leadership structure, quorum requirements, ethical standards, and operational guidelines. These governing documents will ensure clarity, consistency, and accountability in committee operations.

Member Recruitment, Selection, and Confirmation

- The CAC will establish and implement a structured member recruitment and selection process. This includes issuing an open call for applications, defining selection criteria to ensure balanced and diverse representation, conducting interviews, and submitting recommended candidates to the City Council for formal confirmation.
- This process will ensure the committee is composed of qualified members representing a broad cross-section of the community.

Orientation and Training

- New committee members will receive orientation and training to ensure they understand city governance processes, legal requirements, public engagement best practices, and their advisory responsibilities. Training may include instruction on open meetings requirements, ethical standards, engagement techniques, and effective communication practices.
- This preparation will ensure members are equipped to perform their duties effectively and responsibly.

Initial Work Plan Development

- The CAC will develop its initial annual work plan, including engagement priorities, scheduling, reporting timelines, and coordination with city planning and budget cycles. This work plan will provide structure and direction for the committee’s first year of operation and establish a foundation for ongoing activities.

Initial Communications and Engagement Infrastructure

- The CAC will establish the communication tools and engagement infrastructure necessary to support its work. This includes coordinating website presence, communication channels, reporting templates, and engagement tools such as surveys and outreach systems.
- These foundational elements will enable effective communication, transparency, and ongoing public participation.

Evaluation Framework Establishment

- The CAC will develop an evaluation framework that defines how resident input will be reviewed, incorporated into recommendations, and communicated to city leadership. This framework will ensure consistency, transparency, and accountability in how feedback is used.

Initial Integration with City Programs and Processes

- The CAC will coordinate with city departments and existing programs, including the Neighborhood Partnership Initiative, to align engagement efforts, improve communication channels, and ensure integration with city planning and decision-making processes.
- This integration will strengthen collaboration and ensure the CAC is fully connected to the city’s governance and engagement structure.

The following actions are one-time or transitional activities required to establish and operationalize the Citizens Advisory Committee.

Charter and Bylaws Development

- To establish formal governance structure:
 - Draft and adopt committee bylaws defining:
 - Member roles and responsibilities
 - Leadership structure and selection procedures
 - Term lengths and limits

- Quorum and voting requirements
 - Conflict-of-interest standards
 - Obtain City Council review and confirmation of governing documents.
-

Member Recruitment and Selection

- To establish a fully staffed and representative committee:
 - Develop and publish application materials and eligibility criteria.
 - Conduct an open call for applicants, including:
 - Public announcements
 - Outreach to diverse community groups
 - Promotion through city communication channels
 - Review applications and conduct interviews.
 - Nominate qualified candidates and submit nominations to City Council.
 - Obtain formal City Council confirmation of committee members.
-

Member Orientation and Training

- To prepare members for effective service:
 - Provide training on:
 - City governance structure and processes
 - Committee roles and advisory responsibilities
 - Open meetings requirements and public transparency laws
 - Public engagement best practices
 - Provide background materials and operational guidance.
-

Initial Work Plan Development

- To establish operational direction:
 - Identify initial priority topics and engagement areas.
 - Develop initial engagement calendar and schedule.
 - Establish reporting timelines and procedures.
 - Align engagement schedule with city planning and budget cycles.
-

Initial Communications and Infrastructure Setup

- To establish communication capability:
 - Establish CAC presence on city website.
 - Create communication and reporting templates.
 - Establish survey tools and engagement platforms.
 - Define communication procedures and responsibilities.
-

Evaluation Framework Establishment

- To ensure accountability and consistency:
 - Define criteria for evaluating engagement effectiveness.

- Establish processes for documenting and incorporating feedback.
 - Define reporting standards and formats.
-

Initial Integration with City Programs

- To ensure alignment with city operations:
 - Coordinate with city departments to establish working relationships.
 - Integrate Neighborhood Partnership Initiative into CAC structure.
 - Establish communication channels with City Council liaison.

Project Understanding

Tremonton's original General Plan was adopted in 2002. Since that time, it has had significant updates periodically in response to State requirements and current conditions. These updates have generally been made as individual standalone elements of the plan to make the most of available funding resources. Completed plans include the *Integrated Land Use Plan (2023)*, the *Transportation Master Plan (2025)*, the *Moderate Income Housing Element (2022)*, the *Economic & Market Analysis Plan (2019)*, the *Water Use and Preservation Element (2025)* and the *Parks and Recreation Master Plan (anticipated 2026)*.

Since the completion of the Land Use Plan, the City has experienced significant local and regional pressures and market changes as the ongoing effect of the COVID-19 pandemic, population growth, housing market availability, and inflation and affordability. The result has been an increased interest from the development community and a growing mismatch from a land use vision built in part on a past market reality. The goal of this project is not to completely rewrite the good planning work that has already been accomplished to date. Rather, the updated General Plan should synthesize the existing master plans under a shared core vision built on an updated land use framework and supported by the public. The result should be a clear, comprehensive document that serves City staff and leadership as a roadmap for where Tremonton is today and where it is heading in the future.

Coordination and Responsibilities

Landmark Design (the Consultant) is anticipated to lead the project in coordination with the City's Community Development Director and/or other City staff as required. Landmark will be assisted by an economic consultant to conduct demographic and market analysis. The Director will need to review and approve any changes in the scope or process proposed by Landmark.

Steering Committee. Landmark will work with a steering committee organized by the City. The Steering Committee will be composed of policymakers and key staff, including members of the Planning Commission, City Council, and Neighborhood Partnership Initiative and/or Main Street Committee representatives. The committee's primary job is to provide input and direction at key milestones within the planning process to assist us. The Steering Committee members will represent decision bodies, including the Planning Commission and City Council, and will help provide early feedback from these bodies before a draft plan is completed.

Public Input. Landmark and the City will seek input from the public as outlined within this scope. The City may seek additional feedback if it is felt that additional direction is needed.

Task 1: Existing Conditions + General Plan Framework (12-14 weeks)

The project will begin with an assessment of Tremonton's current conditions and planning documentation. Following a kickoff with City staff, Landmark Design will review the City's existing master plans, synthesizing this material with updated demographic and land use data. As the foundation for the updated General Plan, we will draw directly from our findings in developing a draft General Plan Outline that includes guiding principles and key recommendations from existing plans.

In the first Steering Committee meeting, our objectives will be to seek confirmation of the direction of the draft outline, but most importantly to discern the key values and goals which this group of City leadership envisions for the future of the community. These insights will then drive the revised goals and policies within the outline. We will also determine key issues to explore with public outreach, identifying what feedback is essential to help leadership make informed decisions about the plan direction.

Scope of Work Items

1.1 Review Existing Information

Landmark Design will review past master plans and studies, summarizing the key recommendations of each and identifying relationships and any incongruencies to be addressed.

1.2 Research and Analysis of Existing Conditions

The Consultant team will study and analyze other important city data and information, including available population and demographic information, economic and market analysis to guide best fit scenarios, updated land use analyses and breakdowns, water use and demand by land use type, and other relevant information. This data will be presented in the forms of graphs, maps, infographics, pictures, etc.

1.3 Community Survey

Landmark will analyze the results of the previous surveys conducted by OnPointe Insights as a starting point for understanding community desires. We will work with City staff and the Steering Committee to identify topics which need further input from the community to shape the development of the plan goals. Landmark will then administer a community survey early in the planning process to seek early input from the public on key issues. The results will be collected and shared with the Steering Committee and City leadership.

If a statistically-valid survey is desired, we can work with a third-party consultant to provide one as an optional service.

1.4 Develop General Plan Outline

Landmark Design will provide a draft outline for the proposed new General Plan and Land Use Element based on the existing draft documents, existing conditions data, and the results of the community survey. This outline will reflect the priorities set within the initial work and include the tasks listed within this scope.

1.5 Steering Committee (SC) Coordination

Landmark Design will present a summary of the existing conditions findings, key takeaways from public input, and the general plan outline to the Steering Committee. This committee will comprise members of the City Council, Planning Commission, and key staff and primarily online.

The Steering Committee will advise on the initial work in two meetings during this task. The first will review the existing conditions findings, discuss members' goals and vision for the plan, and identify key areas for public input. The second will review the results of the community survey and an initial outline of the plan.

Task 1 Deliverables:

- Kickoff meeting with City Staff
- Review of existing documents and recent public input
- Data collection and analysis of existing conditions
- Community survey with results analysis
- Draft outline of General Plan and Land Use Element
- SC Meeting #1 – review existing conditions, discuss vision, goals for public input
- SC Meeting #2 – review survey results, initial plan outline

Task 2: Future Land Use Vision + Public Engagement (12-14 weeks)

With foundational data and policy direction in place, Landmark Design will develop alternative Future Land Use concepts that reflect different takes on the City's vision and priorities. These concepts will be reviewed with the Steering Committee to refine direction prior to broader community engagement. We will then organize and facilitate a public open house to gather meaningful input on draft goals, policies, and map concepts, together with City support. We will also administer a simple online survey at this stage to gather input from the greater community who we may not reach through the open house. Feedback from these activities will guide refinement of the preferred land use direction. A joint workshop with the City Council and Planning Commission will follow, allowing leadership to review public input and proposed updates, ensuring alignment and support before moving to full plan development.

Scope of Work Items

2.1 Prepare the Draft Future Land Use Map and Related Concepts

Based on the draft goals and policies, Landmark Design will prepare draft Future Land Use Map alternatives that reflect the different types of uses desired in the City and their best-suited locations. These will be reviewed by the Steering Committee prior to public input (SC Meeting #3).

2.2 Public Input

a. Landmark and the City will work together to host an open house with the public to guide the plan's development. It is anticipated that the City will assist in advertising outreach efforts and providing an open house venue. The draft guiding principles and alternative concepts will be presented to the public for feedback. This will include an open house and an online survey.

b. Present public input results to the Steering Committee (SC Meeting #4) for review. Select a preferred alternative for the Future Land Use Map to carry forward. Discuss goals to guide the land use vision within the plan.

2.3 City Leadership Joint Workshop

a. Present initial work to the Planning Commission and City Council in a joint workshop. This meeting will summarize public input, the current proposed guiding principles and land use vision for the General Plan, and any other key findings or proposals.

Task 2 Deliverables:

- Coordination meetings with City staff
- Draft Future Land Use Map Alternatives
- Public Open House: Draft Future Land Use Alternatives, Guiding Principles, Community Goals
- SC Meeting #3: Future Land Use Alternatives Review
- SC Meeting #4: Public Input Review and Revisions, Develop Goals
- City Leadership Joint Workshop: Review of Public Input, Future Land Use Map, Goals and Policies, and Supporting Information

Task 3: Small Area Planning (8 weeks)

Following the confirmation of a preferred plan direction in Task 2, Landmark will prepare small area studies for two focal areas within the City's future annexation boundary. These are anticipated to include the SE Quadrant area (south of Main Street, east of the Malad

River) and the SW Quadrant area (unincorporated area SW of I-15). Utilizing the inputs of the economic analysis, we will develop a more detailed land use plan for each area, including a recommended traffic network, parks and trails, and suggested design guidelines. Following the inputs of the Steering Committee, stakeholders, and City leadership, the revised concepts will then be supplemented by economic and traffic impact analyses completed by subconsultants.

Scope of Work Items

3.1 Stakeholder Input

We will interview stakeholder groups for each study area, composed of property owners, developers, and other interested parties invited by City staff to solicit input on the land use and transportation direction for each area. The first round of stakeholder meetings will review identified goals for the area, collect feedback on stakeholder values and interests, and review the City's preferred future land use map. The second round will present initial concepts for review and comment.

3.2 Concept Development

a. The Consultant team will prepare 2-3 land use concepts for each study area that follow the preferred land use direction from Task 2 and incorporate stakeholder feedback. The concepts will identify more detailed land use arrangements, suggested street and mobility network improvements, and open space areas for preservation. They will be guided by future planned projects and the economic analysis findings to determine the best and highest use for the area.

b. Following the second round of stakeholder meetings, the concepts will be revised and then presented to the Steering Committee (SC Meeting #5) for review and comment.

c. From the direction of the Steering Committee, a preferred concept will be selected for each area, refined, and supported by economic and traffic impact analyses.

3.3 City Leadership Joint Workshop

The small area planning concepts will be presented to the Planning Commission and City Council in a joint workshop. This meeting will summarize the stakeholder process and seek final input on the concepts as well as the general plan direction before commencing the draft plan development in Task 4.

Task 3 Deliverables:

- Coordination meetings with City staff
- Stakeholder meetings (2 groups, 2 in-person meetings each)

- Concept development (2-3 concepts per planning area)
- SC Meeting #5: Small Area Plan Concept Review
- Preferred small area concepts with economic and traffic impact analysis
- City Leadership Joint Workshop: Review of small area planning, final outline of General Plan

Task 4: Draft Plan Development (16-18 weeks)

Drawing on the results of previous tasks, Landmark Design will prepare a complete draft of the updated General Plan and Land Use Element. The core General Plan document will serve as a summary to all other completed master plans and encompass the vision and goals for the community. The updated land use element will comply with Utah Code 10-9a-403 and include an updated Future Land Use Map, goals and strategies, small area plan concepts, implementation guidance, and design recommendations. A 60% complete draft (internal working version) will be shared with City staff and the Steering Committee for review, with anticipated adjustments prior to finalization. This feedback will be compiled and presented during a final committee meeting, with revisions made and a final layout version of the plan completed prior to commencement of the formal adoption process.

Scope of Work Items

4.1 Prepare the Draft General Plan and Land Use Element

Landmark Design will develop the Draft General Plan and Land Use Element based on the deliverables that follow. This document will comply with the standards in Utah Code 10-9a-4 General Plan and be coordinated with planning staff. Once the document is 60% complete, it will be sent to the Steering Committee for their review and redlines.

The Plan will include the following items:

1. Introduction and Community Profile

Introduction and Demographics of the City. This chapter will include data on population, demographic information, local and regional economics, and other pertinent information, presented in the forms of graphs, maps, infographics, pictures, etc. This section will also consider the City's heritage, history, and traditions, providing a foundation to inform the rest of the planning process.

Summary of Public Input. Public input results will be documented in the General Plan. A summary of key results will be provided in the introduction element, with details and data included in an appendix.

2. Land Use Element

Future Land Use Map. This will include an updated Future Land Use Map that addresses future land uses within the City. This map will consider areas for various housing, commercial, industrial, and open space uses, in addition to envisioned future land uses within the City's annexation area. The City wants to explore a simplified and updated version of the current map that incorporates broader categories and recommendations than those contained in the currently adopted map.

Small Area Plan Concepts. This will include more detailed land use, transportation, and urban design concepts for the two identified future development areas in the SE and SW quadrants of the city. Economic and traffic impact analyses will be included.

Supporting Narratives and Guidelines. A description of land uses recommended on the Future Land Use Map, including representative precedent images and supporting graphics.

A description of other placemaking and/or urban design recommendations to support the envisioned land use goals and policies.

Implementation. A list of goals and strategies recommended for the City to implement to achieve the vision in the Land Use Element of the General Plan. These should be derived by best practices and input from the steering committee, Planning Commission, City Council, and the public.

3. Moderate Income Housing Plan

A minor update will be made to the moderate-income housing element to keep current with State requirements. Housing market analysis information will be updated based on current conditions. Existing selected strategies will be assessed for their relation to the land use vision and adjusted as needed, with updated action items and timelines included per State requirements.

4. Summary of Other Elements

The General Plan will include a summary of the key findings and recommendations from each of the standalone elements of the general plan, including the *Transportation Master Plan*, the *Water Use and Preservation Element* and the *Parks and Recreation Master Plan*. Summaries will be accompanied by maps, graphics, charts, figures, tables, infographics, and pictures to support and communicate the presented data. This will help residents and policymakers better understand what

the document is communicating and allow for better decision-making. The full adopted versions of these plans will be included as an appendix to the General Plan.

4. Implementation

The document will include implementation strategies and action items which will coordinate the policy and strategic objectives upon which the plan is based. The result will be a “roadmap” for accomplishing the plan goals, which may include priority lists of key actions, timelines, recommended code amendments, recommended modifications to other standalone elements of the general plan, and a recommendation of other plans and studies that may be required.

4.2 Review and Revision of the Draft Plan

a. Landmark Design will distribute the Draft Land Use Element to Tremonton planning staff and the Steering Committee for review and comment. The Steering Committee (SC Meeting #6) will provide feedback and final direction on the draft before the adoption process.

b. Landmark Design will revise the Draft General Plan and Land Use Element based on the feedback received from the City staff and Steering Committee prior to presentation to the Planning Commission.

Task 4 Deliverables:

- Draft Land Use Element (60% Draft)
- SC Meeting #6: Draft Land Use Element Feedback
- Draft Land Use Element (95% Draft)

Task 5 – Final Plan and Adoption Process (8 weeks)

The Consultant will work with City staff to guide the updated General Plan and Land Use Element through review and adoption by the Planning Commission and City Council. This will begin with a review with the Planning Commission, which is the local body responsible for land use plan development according to Utah state law (LUDMA). Once revisions are incorporated and the Planning Commission recommends it for approval, Landmark will conduct a joint workshop with the City Council, providing an opportunity for them to understand and become well-acquainted with the plan and the thoughts of the Planning Commission prior to proceeding with adoption. Once all outstanding changes have been reviewed and incorporated, Landmark will provide the final General Plan to the City to as a conclusion to the project.

Scope of Work Items

5.1 Planning Commission Review. Present the Land Use Element of the General Plan to the Planning Commission for their review and feedback.

- a. Once the Planning Commission has been able to review the document and provide feedback, and the appropriate changes have been made, the Planning Commission will hold a public hearing to discuss and consider the Land Use Element of the General Plan.
- b. The Planning Commission will conduct a public hearing, discussing suggested changes before recommending that the City Council approve the updated General Plan.

5.2 Joint Workshop with Planning Commission and City Council

This meeting will allow the Planning Commission to hand off the General Plan to the City Council for their consideration and eventual adoption.

5.3 City Council Review and Consideration

The City Council will review and discuss the document, including potential changes. Once they have majority support, they can adopt the new Tremonton General Plan. Landmark Design will then incorporate any final remaining changes and deliver the final plan to the City as a final deliverable.

Task 6 Deliverables:

- Planning Commission Presentation and Public Hearing
- Joint Planning Commission/City Council Workshop
- City Council Presentation and Public Hearing
- Final Deliverable: Tremonton General Plan, including changes as directed.

RESOLUTION NO. 26-18

**A RESOLUTION OF TREMONTON CITY CORPORATION REPEALING RESOLUTUION
NO 26-14 ADOPTING RIVER VALLEY PUD**

WHEREAS, the Tremonton City Council passed Resolution No. 26-14 “River Valley PUD” on February 17, 2026, approving the River Valley PUD; and

WHEREAS, after further review, it appears the public hearing was not held as required under Tremonton Zoning Code 1.33.015 Application and Density; and

WHEREAS, the Tremonton City Council has determined that it must repeal Resolution No. 26-14 “River Valley PUD” to allow for a public hearing to be held.

NOW THEREFORE, BE IT RESOLVED by the Tremonton City Council that Resolution No. 26-14 “River Valley PUD” hereby is repealed.

Adopted and passed by the governing body of Tremonton City on this 3rd day of March 2026. Resolution to become effective upon adoption.

TREMONTON CITY
A Utah Municipal Corporation

By _____
Bret Rohde, Mayor

ATTEST:

Cynthia Nelson, City Recorder

**TREMONTON CITY CORPORATION
TOWN HALL MEETING
February 12, 2026**

Members Present:

Kristie Bowcutt – excused
Brent Jex – excused
Beau Lewis
Sharri Oyler
Blair Westergard
Bret Rohde, Mayor
Cynthia Nelson, City Recorder

Mayor Rohde called the February 12, 2026 Town Hall Meeting to order at 7:00 p.m. The meeting was held at City Hall, located at 102 South Tremont Street, Tremonton, Utah. Those in attendance were Mayor Rohde, Councilmembers Lewis, Oyler, Westergard, and City Recorder Nelson. Councilmembers Bowcutt and Jex were excused.

1. Welcome – Bret Rohde, Mayor

Mayor Rohde thanked everyone for coming to this open house style meeting to see a preview of the new Tremonton City website. Councilmember Lewis stated the City received quotes from vendors for doing a new website, but it was quite pricey. They decided to create a new website themselves that will make it more accessible and easier to find things. It will also be ADA compliant.

There is a spot on the website entitled “Citizen Voice” where citizens can provide feedback to the City. They can then track this feedback to see where it went and how it was handled.

Mayor Rohde said some of the councilmembers tested the website at the last City Council meeting and it worked well. When viewing the agendas, you can combine everything for the meeting as one PDF. There will be a place to submit tips/crimes and sign up for public comments at meetings.

When citizens provide a comment at City Council meetings, Recorder Nelson will input their comments into the website and provide them with a number so they can follow it as it goes through the process. Comments on the website are not public and only the person submitting the comment can follow and see the outcome.

Someone in the audience asked if they will be able to submit a comment to be read at a council meeting if they are unable to attend. The Council thought that was a good idea. They are hoping to roll out the new website April 1.

There was a question about an update on the Land Use Plan. Mayor Rohde stated the City has applied for a grant and cannot start until the grant is awarded. The hope is that it will be done in March or April. The Land Use is part of the General Plan. The City will use a

third party to reach out and get public input. Councilmember Lewis noted it is helpful to have an unbiased third party. Mayor Rohde said everyone in the City's annexation boundary will be allowed to give input.

They discussed the Citizen Advisory Committee (CAC) and noted it will be an advisory committee to the Council. People from different areas of the City will be included and will discuss issues then bring information to the Council. There is also a Neighborhood Partnership Initiative (NPI) that is a spoke of CAC.

Councilmember Lewis said all cities are facing challenges. Affordable housing is not to be found. State mandates have bills on the table now to force certain zones. Accessory Dwelling Units (ADU) were a previous mandate from the State we had to implement to help solve affordable housing. The City must report to the State on our affordable housing.

Mayor Rohde noted the City is working with Representative Scott Sandall to help get funds for more water.

Someone asked if the new website could include information on incoming developments around town. Others asked how they can provide input to the City on recommendations for zoning of new annexations. Mayor Rohde said that input can be voiced in the NPI meetings.

Councilmember Lewis talked about the Transportation Master Plan and noted it is available on the City's current website. This is a topic the NPI discussed at one of their meetings.

The Council would like to create an environment that is attractive for businesses, so they want to come to town.

They also noted the City has enough water for 900 more units. Water usage is always higher during the summer months. The City is trying an Aquifer Storage and Recovery (ASR) project to try and help with the water needs in the summer.

2. Adjournment

The meeting adjourned at 8:00 p.m., by consensus of the Council.

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 Recorder Nelson.

Dated this _____ day of _____, 2026.

Cynthia Nelson, City Recorder

Draft Minutes

TREMONTON CITY CORPORATION CITY COUNCIL MEETING FEBRUARY 17, 2026

Members Present:

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

CITY COUNCIL WORKSHOP

Mayor Rohde called the February 17, 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, Oyler, and Westergard, City Manager Nessen, and City Recorder Nelson. Councilmember Lewis was excused.

1. Call to Order and Declaration of Conflict of Interest: None.
2. Council Reports and Updates

Councilmember Oyler said there is not too much going on at the library, but Tremonton and Garland are splitting off. I am not sure about that since they spent a lot of money and time getting that going with Garland. The new librarian just came in and said they do not want to do it anymore. The Senior Center said their dance was wonderful with good participation. A motorcycle group furnished the meat and helped out. Their health fair is March 29, and the Food Pantry will have a food drive on March 14.

Councilmember Bowcutt said Public Works is busy with a lot of projects. The new pump has been installed and they can now supply water to the Cedar Ridge subdivision. When the new pump is completely installed, they will be able to pump water into the aquifer storage. They had their pre-construction meetings for the widening of 1200 South and for the East Canal Equalization Basin. Braegger & Sons got the bid for that. It will take them approximately two months. They also got the bid for the South Main Street Culinary Waterline Replacement. This will take about three months. Director Seedall is working with Rivers Edge to adjust their master plan agreement. He has met with most of the NPI groups. I attended Planning Commission. The development of Cloverfield Estates Phase 3 was put on hold as a lot of good questions were brought up. I attended an NPI meeting last week and was very impressed. The community was excited to have a chance to be heard. There was a lot of good input. A business owner has the Weese Building and asked if we would consider angled parking in front of his business. Another resident text me about concerns at 700 North 300 East. It is very congested at the

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intersection. If people park on both sides of the road, people cannot pass. A lady gives candy to children, who are walking home. In order to get their treat, they have to cross the road. It is dangerous. People have also asked when Old Grist Mill is coming. There is an abandoned boat at the old crossroads that is an eyesore. Councilmember Westergard said they marked it, and it should get taken away.

Councilmember Jex said on the police side, I want everybody to think about a couple things. Burnout is real. We are losing a very experienced detective, but luckily, she is just going back to patrol. We are getting hammered on cases. One of our patrol shifts, has two individuals while the others have three. We would not be able to respond to two domestic disputes at the same time, especially with the uptick in calls for service and the violent nature of those. They are already behind and getting that much more behind. The Chief is going to present an option that does not cost us anything. I understand the concerns, but we have to decide what type of city we want to be. The fix for public safety is economic development—getting companies and corporations to come and invest in our City and bring in revenue so citizens do not get overtaxed. They look at public safety response because they want to protect their assets within a city. They also look at the condition of city buildings. Prior councils have done a good job of making do with what we have, but we have to turn the corner on coming up with funding. It has been a rough five months for the police department. I do not see it getting better. At some point the concept of stepping over a dollar to pick up a dime has got to come up. When we hear the presentation from the Chief, keep an open mind. He is trying to figure out a way to get manpower up, take the burnout away and not push a tax increase. Mayor Rohde said the City is not doom and gloom right now. The police are doing a good job handling things. We do not want citizens to think they are unsafe. We can do a better job, but I think we need to be careful. We do not want to put across the wrong message. Councilmember Jex said the message is not one of doom and gloom, but the fact of the matter is if two active domestics occur, we can only deal with one at a time.

- 3. Presentations:
 - a. **Title:** Caselle Real Time Payments—Treasurer Michelle Rhodes

Treasurer Rhodes said I propose we move from Express Bill Pay to Caselle online, which is a payment portal with real-time payments. Currently we have to process online payments the morning after. I received training on this, and not only does it do the online payments, but it would also direct people to our website and keep residents informed while paying their bill. This will save us \$800 a month. My biggest concern is for the people who are set up on Express Bill Pay now and getting them to change over. They have assured us they will help with that and have a QR code. Not only does this do regular online bill payments, but it can also do business licensing and permit payments. For the trouble we are having with Express Bill Pay, just in my department alone, this would help. They have sold and we do not get the one-on-one we used to. I think it will be a good thing once people get switched. It will take about six weeks to make the switch. I talked to Finance Director Curtis Roberts, and he wants it online and moving by May.

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b. **Title:** Transition Phones Lines—Treasurer Michelle Rhodes

Treasurer Rhodes said our phone lines have horrible IT. It started off great but has had issues over time. When we need to change our voicemail message, it is a hassle, and they charge us \$150. I said, there has got to be something different. Les Olson is a good option. That will save us \$250 a month and all we have to do is call them up, just like we do with our computers and say, we do not have time to figure this out on our own, switch it for us and it is covered.

c. **Title:** Resolution No. 26-13 Compensation and Classification Plan—Manager Nessen

Manager Nessen said this just adds those three positions to our compensation plan. With our Community Development Director leaving us, we plan to replace that position with a full-time Planner II and a part-time Zoning Administrator. We would also hire a full-time Finance Director. We will get rid of the Community Development Director position and Assistant City Manager positions. That is all we are changing—adding these positions we are currently advertising for and removing those two positions we will not be filling. We could always come back and add them later. Mayor Rohde said we have a lot of applications for the Finance Director and Planner II. We figured this would save anywhere from \$40,000 to \$60,000.

d. **Title:** Presentation Only on Citizen Advisory Committee—Norman Kay

Mr. Kay said the intent of this committee is to create a forum where local citizens can provide ideas and discuss things in more detail. This creates two-way communication and will help flow information back to people and foster more transparency and accountability. We will also provide recommendations, stating what people are for and against. As we work through things, we would use data to inform decisions instead of emotional responses. We will only work within the scope that is defined by the committee charter. We will treat everyone with respect, accountability, and transparency. The decisions we make will be documented and available to people as we work with the government and residents. We will structure ways for them to provide input as we get information out. We would provide a complete recommendation to the Council, and you would hear what people have to say—for or against something. We want to regularly have events and facilitate residents who want to help. We will do the legwork for the Council. Next is financial transparency. For this one, we would find people who have a financial background. As we grow, we want to have integration between different committees in the community. The NPI has already got a lot of great information, which we are looking to use to collect and get information out. The board we form for this would have one chair and six other members. Each member would represent one of our voting precincts. We would also have a variety of volunteers. A member from the Council would be our liaison. They would be an advisor and resource, not a voting member. We would give you the information so you could make an informed decision. Mayor Rohde said they are an advisory board to the Council. What they are asking tonight, is can they continue to move forward and get this charter ready. Is the Council

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okay with the direction they are heading? Councilmember Bowcutt said I think this is needed. I applaud you.

- e. **Title:** Resolution No. 26-14 River Valley PUD Development Agreement—Community Director Jeff Seedall

Director Seedall said River Valley, behind McDonald’s 450 North 2600 West is mixed residential. A former City Manager used to do development agreements by phases. With this one (phases 8-13) we are supposed to have all these agreements, but instead of following that pattern, here is the development agreement to finalize the next phases (10-13). This helps us understand the City’s obligations that were negotiated for construction of BR Mountain Road. Instead of forcing my successor to go development agreement diving for contracts, I clustered it into one last one that they can reference for the next four phases. That was the point of the development agreement. There is not a whole lot outside of that. We just ended up using the Planned Unit Development (PUD) code. Mayor Rohde said tonight we are voting on if we are going to pass the development agreement on this subdivision. When asked about the PUD, Director Seedall said the PUD takes the property rights of the landowner and quantifies them in terms of what their allowed density would be. With the R1-10 they would be allowed 4.3 units per acre. This allows them flexibility to get to that density however they please. PUDs are the only instrument the State has given cities to negotiate more for city improvements. It is the only way we can enforce architectural standards overall. This is hopefully a tool to help the City have a better say in development itself.

- f. **Title:** Resolution No. 26-15 Ground Lease Agreement—Recorder Nelson

Recorder Nelson said this is our billboard along I-84 that we discussed last time. It is very ragged and needs to be repaired. The family proposed we increase the lease to \$3,000 a year with a percentage increase every year. We agreed on a 3% increase.

- g. **Title:** Resolution No. 26-16 ILA with Brigham Fire—Fire Chief Jeff Jarrow

Chief Jarrow said this is an interlocal agreement between Tremonton and Brigham City. We are basically going to help each other, which we have done in the past. We will be assisting them with both fire and EMS response, and they will do the same for us. That includes transfers from the hospital—any call volume we would have, or if they would need assistance. It was just time to renew our agreement. There is no financial obligation. It just says, from one city to another, we agree to help each other when needed.

- h. **Title:** Presentation on the Neighborhood Partnership Initiative Update—Citizen ChrisDean Epling

Ms. Epling said this is a report on our findings. We have had a month of NPI meetings and have met with every district. The City is divided into four districts. The West District had 12 people in attendance as we discussed the Valley Vista development. They want a PUD overlay. With the West District, we took the whole time explaining what a PUD

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was to residents. It was a really good meeting where they got education and better understood of why a PUD can be a tool for the City. They then understood where the density bonuses came in. Residents did not feel the PUD actually had too much density. It did go back because they put too much density in for the open space they provided. We have not received an updated concept plan.

Next, the Central District had 15 people. In the Central District, there is a parcel of land (from 1000 North to Main Street) where part of it will be commercial and part will be apartments. It is between the golf course and freeway. Citizens of that meeting 100% voted that this could be an area we could see multi-family housing, but they disagreed on the type. Some thought apartments were okay, others did not. The concerns they had is there was only one inlet/outlet for all proposed construction. That was a huge concern. We took a vote, and they voted yes, this would be a good place because it was in the urban core and the City could sustain that growth. They also 100% voted we are not ready for it. They do not think the City has infrastructure for it. Their two main concerns were the police and schools. This discussion opened up more bridges to pursue. What if we use a PUD and secured land for schools? It was fun to be with a group of people who were trying to solve problems. I felt citizens could have a really positive impact on this area.

We did not have anybody in the east district come to that meeting so we will go onto the south district. We had 28 people. This PUD overlay will be coming for your approval. Citizens were concerned about the density. They felt it did not fit the character there. Really, their number one concern was the sewer. Even with the lift station, they were concerned. Dr. Gardner looked up a report and said according to 2023, the sewer was almost at capacity. Even if we get a lift station, all this housing is going to roll into that sewer system. They want more information. They were more concerned with the overall vision of the area and felt strongly we needed to get the General Land Use Plan done, especially for that area that has not been annexed. Someone said for their vision, as you go along Iowa string under I-84, why not keep all of that south of there single-family housing. Those roads are not equipped for high traffic. They felt that would be a vision they would support. They want it to be safer for the residents and less work for the City. As we are getting more resources through business and economic development, maybe we could widen the roads. We still have a lot of things to go over. People are not necessarily against growth, but they are feeling it is going super-fast. We also talked about drainage as a concern. The overall consensus was they would rather have single-family housing than any multi-family housing out there. I think the hottest topic for you right now, based on everything that is going on, is going to be Iowa String. What is the vision out there? Residents really do want a vision for the whole area. They would prefer a moratorium on building out there, because they are so unsettled on what the vision is. We have zoned it differently than what the Land Use Plan says. In one of the concepts, they suggested higher density by the cement factory road. People were worried about kids from those houses going over to the cement factory and playing in the sand pits. They are worried about the safety of that road. The Council agreed they would like to become more educated on PUDs and their processes so they can make more informed decisions. Ms. Epling said I support having PUDs as a tool for the City, but they have to be

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understood. That is why I am trying to get this information out, so people understand what is going on. I do think PUDs are a good tool for the City, especially when we want to acquire parks and land for other areas, but it should be used for the City's good and to have public parks or trails or even major utility upgrades. You have to see value to add density.

- i. **Title:** Resolution No. 26-17 ILA with Perry for Regional Police/Strategic Options—
Police Chief Dustin Cordova and Brigham City Chief Scott Hancey.

Chief Cordova said there are problems we are facing as a community. On the law enforcement side is our staffing per resident. We are pretty low compared to others. We are deficit about five officers, which impacts officer safety response and investigations. I am open to suggestions, public or otherwise, the Council generating ideas and solutions to address this gap. I understand we do not want to raise taxes, but it may be inevitable. Tonight, I am presenting a creative solution that could help us navigate that issue without requiring taxes right now. Inevitably, we are going to have to add more officers. Perry and Garland are both in good shape. Tremonton is starting to slip. Our officer ratio per citizens is high. This partnership would basically equal us hiring two officers. We would have to hire two people to meet that standard without this partnership. This relationship would help our staffing in every single way: administratively, civilian staffing, detectives, and patrol. Our patrol shifts right now, if nobody has training, is sick or injured, we have one sergeant and two officers on. With this relationship we would be policing another area, but we would have two officers on with a sergeant usually in both areas. We would have five to six on per night compared to two or three. Minimum staffing, we like to have at least two, but it would greatly improve our capacity on patrol. Admin investigation, we have the chief, lieutenant, admin secretaries, and two detectives. With the partnership we would have six administration and a supervisor for our detective unit; three detectives and a lot more capacity to handle investigations and evidence—all the administrative work, as well as good supervision over investigations. We are growing our City footprint and are getting more investigations. We have newer types of crimes and more challenging crimes, unfortunately. Staffing growth has not matched the need and that is why we are starting to slip. No action reduces patrol resilience. People get sick and often leave for higher pay and sometimes we have to do mandatory overtime. We have a pretty good-sized caseload. They are all felony investigations, which are serious crimes that take more investigative work. We are always concerned about officer safety and service reduction. If we stay stagnant, we start to lose services. An officer's salary is about \$150,000 annually. Needing five, that would be \$750,000 year-over-year. If we did that route, I would recommend doing it slowly over multiple years. As we continue to grow, we are going to continue to need those resources. That amount does not include vehicles and equipment. We could try this one-year partnership. It would be temporary and fully reversible. It does not require a tax increase now. I do not want to mislead the Council and say, we will never have to raise taxes or look at hiring more police because that is not true. As we grow, we are going to need more resources. This partnership would get us through this year and provide immediate relief. Perry has a lot of experience. They have good officers ready to go. They contribute, no cost to Tremonton, five officers, one detective, two sergeants, one chief, which would be our captain here, and one civilian

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staff member full-time. It would include all positions, equipment and infrastructure. They also have a building fully funded by Perry and six officers on a patrol shift. Hypothetically, we would have four in Tremonton and Garland and Perry would have two on at all times. This is mutually beneficial to both cities, doubling the patrol capacity. Councilmember Bowcutt said in April 2025, you said you were fully staffed. I do not see how this is going to help bridge that gap. I am listening to residents and their concerns. Chief Cordova said when I say we are five down, I do not mean we have five empty positions. We are missing five positions from our growth where we should be today. Going from two to three on to five to six on each night is huge. It doubles our capacity day to day. Perry is really reasonable to work with. They are willing to split administration costs to help de-burden the City. This is a \$680,000 year over year value. Once you add equipment, it is probably over \$1 million.

Chief Cordova said Garland and Perry do not have as much call volume so they are proactive and can help us more. How this would benefit Perry is they would have access to the SWAT team, canine and staffing stability. It will double their staffing as well. It increases officer safety, and they have the ability to handle a major incident. This is a smart move by Perry because they can have comfort knowing they can handle a major incident. They get big city policing capabilities without the costs. We give mutual aid to other cities throughout Box Elder County. It is not official, but a gentlemen's agreement where everybody helps everybody. Those working in Perry are assigned to Perry and will not be driving back and forth between cities unless there is a need for mutual aid. We are not running back and forth between cities. We are staffing it properly. Gas vehicle cost, I estimated it at \$4,000 with the additional commute annually. The fact is cops drive all night around the communities. The bigger the community, the more they drive. Perry is relatively small in comparison so it will probably be a wash. So why not Brigham? If a business brought us \$680,000 to \$1 million in value, would we refer them to Brigham City? No. This brings us value and doubles our patrol capacity, so I would not refer them to another city. That is a missed opportunity. Ultimately, this is up to the Council. I am not saying this is the perfect solution long-term. At some point, we are going to have to add staff, but it gets us through now. The other benefit is this is noncommittal. We have written the contract with our legal in a way that if this is not working and the stats do not support doing it, we can abort. The biggest downside is it is a lot more work for me to navigate three different Councils. We will have a police board.

Chief Hancey said there are a few things that made us decide to approach Tremonton. First, you guys have been doing this with Garland for a long time and the County has noticed. From our perspective it seems to be a success. We are eager to join. We do work together already through different cases. In fact, we have helped with proactive prostitution cases and taken drugs off your streets. Our guys work very well together. The biggest reason is the fact that we share similar problems. We too are a small town and are experiencing growing pains. We are trying to figure out how do we navigate our citizens' expectations for public safety and balance growth. This is a creative way to address those issues. Councilmember Bowcutt said I do not see this working where we do not share a border. We share a border with Garland so that makes sense. There are complications this could cause. Chief Cordova said I can arrange for you to go see it firsthand in Salt Lake

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because it does work. They have a regional policing model. The ripple effect is you get more services at less cost. Is it challenging? Yes. Did they have trouble? Absolutely. Did it fail initially? Absolutely, but the benefit you guys have is I came from that. I have dealt with that for 16 years. I saw what failed. I know what is working now. A board made up of councilmembers and the mayor, can help guide that organization to make big decisions that work for everybody. I can assure you it does work. They use it throughout the United States. Does it work here? I do not know. The only way we know is if we try it. If at any point it does not make sense or anything is failing, we have the ability to abort. This gives us time to plan. The contract is written where our City retains full control, and it is fully reversible. This will have an immediate impact and does not require taxes.

Chief Cordova said here are the options. One – we hire officers. I would start with two and shoot for five over time. This is a permanent cost. Option two is a one-year trial with Perry. There is no tax and there is immediate staffing relief. It is reversible if it does not work. I am happy to do a monthly report with the Council as well on the pros and cons. Option three is we do nothing and that puts us in a bad spot where we have to look at reducing services. We have been down for a while. I am not saying the Council has not been supportive. I am just giving you the reality. You make the decisions; I am just giving you options. Honestly, I feel I have caught the most resistance on this proposal, yet it requires the least amount of commitment. In my mind, it is the safest option to try. It may save us a significant amount of money year over year. We are still behind on staffing, but it does buy us time. Out the gate, 47% of our officers supported the merger. 23% just did not know enough to make a decision. The rest did not like it. The biggest reason is fear it will benefit Perry more than us. It does not. We had 69% believe it would have a positive impact on safety, service and the community. If we redid the survey, we would have more support now that they have been educated on the numbers. Bottom line is it does have a strong upside, minimal risk, no tax increase, and is fully reversible. My recommendation is that we try it. If it works, great. If it does not, we can end it. Councilmember Jex said all the Chief is asking is that we try this to see if it works. We are not out anything. We will not be committing a section of the budget or restriping cars, the only thing it hurts is our pride. Chief Cordova said we will have a police board with a member from each city to discuss major issues. It allows anybody to call the board together if there are concerns. I think it is wise to be skeptical, especially with something new. One advantage is we have made it work with Garland and I bring 16 years of seeing how bad it has failed and seeing what actually works. I promise if this does not work, you will be the first to know. I have no personal attachment to the outcome. All I am trying to do is find a way to fix a problem without always having to ask the Council for help. You have always come through. The irony is now I am not asking for money and am getting pushback. There really is no harm in trying it. If it fails, we will move on.

4. *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*

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- 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*

The meeting adjourned at 6:55 p.m. by consensus of the Council.

CITY COUNCIL MEETING

Mayor Rohde called the February 17, 2025 City Council Meeting to order at 7:00 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, Oyler, and Westergard, City Manager Nessen, and City Recorder Nelson. Councilmember Lewis was excused.

- 1. Call to Order
- 2. Invocation by: Mayor Rohde
Pledge by: Dave Kilfoyle from the American Legion
- 3. Roll Call
- 4. Approval of Agenda:

Motion by Councilmember Jex to approve the agenda of February 17, 2026. Motion seconded by Councilmember Oyler. Vote: Councilmember Bowcutt - yes, Councilmember Jex - yes, Councilmember Lewis - absent, Councilmember Oyler - yes, Councilmember Westergard - yes. Motion approved.

- 5. Declaration of Conflict of Interest: None.
- 6. Presentations
 - a. Years of service award to Tiffine Buxton at the Fire Department for 10 years.

Chief Jarrow provided a bio, and the Council thanked her for her service.

- 7. Citizen Engagement – General Public Comment

Sharla Nelson said I have some concerns about our collaboration with the libraries. I am on the Garland City Council, and it has come to my attention—through my daughter who works at the library, not through my normal chains of command—so you might not know as well. Our libraries have been collaborating but are now splitting. I do not know all the details. I am suspicious it is a personnel preference and not what the community has desired. That concerns me. I wanted to bring that to your attention. I would encourage you to talk to both librarians and the employees to see what that is all about. Our two communities are really trying to work together to unite and do what is best for both cities and allow common services. I just want to throw that out there and make you aware.

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8. Consent Agenda - Any Councilmember may request an item be removed for separate discussion
 - a. Approval of minutes – February 3, 2026
 - b. Adoption of December Financial Statements & Warrant Registers
 - c. Approval of moving to Caselle Real Time Payment
 - d. Approval of transitioning phone lines to Les Olson
 - e. Approval of Resolution No. 26-13 Compensation & Classification Plan
 - f. Approval of Resolution No. 26-14 Adopting River Valley PUD

Councilmember Bowcutt suggested moving this item 8.f. to Strategic Business to be discussed individually.

- g. Approval of Resolution No. 26-15 Approving Ground Lease Agreement
- h. Approval of Resolution No. 26-16 ILA with Brigham Fire
- i. Approval of Resolution No. 26-17 ILA with Perry

Motion by Councilmember Oyler to approve the Consent Agenda without Resolution 26-14. Motion seconded by Councilmember Westergard. Roll Call Vote: Councilmember Bowcutt - yes, Councilmember Jex - yes, Councilmember Lewis - absent, Councilmember Oyler - yes, Councilmember Westergard - yes. Motion approved.

9. Strategic Business (Ordinances & Policies)

Approval of Resolution No. 26-14 Adopting River Valley PUD. Councilmember Bowcutt said my big issue with some of the PUDs is the density. I think we are adding so much density in our City that we cannot keep up. We are obviously seeing it with the police department. I have questions about that density. I sat with Ms. Epling in the meeting the other night and felt the residents' pain as I heard their voices. They are concerned about high density and what it is doing to this town. We have yet to put in a development that has paid for itself. We are always subsidizing. I would love to see some changes. With the development out on Iowa string residents were shocked when they saw the high density and to be honest, I was too. Mayor Rohde said where a previous development agreement laid out, are we held legally to follow those? Director Seedall said the terms from those development agreements are copied and reiterated in this development agreement because those terms were spread out between phases. It was a process to go through and find all of them and so I thought for clarity for the City to execute those terms, it would be easier to have them combined. To be clear, this PUD has very little to do density. The underlying zoning permitted this. We felt that instead of designing to the mixed-use standards, it would be more beneficial and clearer to go through the PUD and allow for that overlay to be used and help guide the approval process. Our mixed-use zone as it is currently written allows for everything to be decided as part of the site plan. It honestly did not add any more doors to this development as is. It just gave us a better road path for approving the development.

Mayor Rohde said we now have 10 minutes for public interaction. Amanda Jones asked about eliminating any proposed apartments to this area to avoid higher density. I live in

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one of the townhomes and traffic flow is already really heavy with the townhomes. We have even noticed a difference in our water pressure. Director Seedall said these will just be townhomes. This has gone through the Development Review Committee (DRC), and I am pretty sure it has gone through Planning Commission. At this point, you are agreeing to the terms in the development agreement. It is four phases that will take about five years to build 134 units. We have talked to the school district about their ground and have our future Stokes Park being sized to handle drainage.

Motion by Councilmember Westergard to approve the resolution. Motion seconded by Councilmember Oyler. Roll Call Vote: Councilmember Bowcutt - no, Councilmember Jex - yes, Councilmember Lewis - absent, Councilmember Oyler - yes, Councilmember Westergard - yes. Motion passes with a 3-1 vote.

10. Reports and Calendar
 - a. City Manager Report

Manager Nessen said the past couple weeks have been busy. We had our department head meeting last Thursday and will have those monthly. Our personnel policies and procedures manual has been neglected. We are going to begin working on that. I will give the policies to our department heads to review, as well as our City Attorney. We have always brought those to the Council in resolution form to pass. Once we have that updated, the trust, our insurance company, is offering a legal type of review of our policies to make sure everything is up to snuff.

- b. Upcoming Calendar Items

Mayor Rohde said we have the police fundraiser dinner this Saturday at 5 p.m. at the Fairgrounds. The Food Pantry has a food drive on March 14. Manager Nessen said our spring cleanup is scheduled for May 6-8. We will also tour the treatment plant on March 17, at 4 p.m. We will hold our City Council meeting after that. Director Seedall said they would like to schedule a night for economic development discussion. They are shooting for March 19.

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

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Councilmember Lewis - absent, Councilmember Oyler - yes, Councilmember Westergard - yes. Motion approved.

The meeting adjourned at 7:31 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

TREMONTON CITY CALENDAR ITEMS

March 3, 2026

TITLE:	Review of Calendar
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- March 14 Food Drive for Food Pantry
- March 21 ICS402 Training for City Council at Garland
- March 25 Health Fair at the Senior Center 2-5 pm
- April 30 Slothathlon Starts at Jeanie Stevens Park @ 7:30 pm
- May 6-8 Spring Clean Up
- May 29 Library Summer Readin Kick-off Party from 4-6. Can the Council come set up and cook hotdogs at 3:45?