



REGULAR CITY COUNCIL MEETING
Tuesday, November 4th, 2025, at 7:00 p.m.
Council Chambers at City Hall and Online

MINUTES

Mayor Olson called the meeting to order at 7:00 p.m.

ROLL CALL

Councilors present included Art Adcock, Brian Del Rosario, Travis Keel, and Jeff Siddoway.
Lynn Mecham attended the meeting electronically via Zoom.

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, Legal Counsel Brett Rich, City Recorder Stephanie Christensen, Finance Director Shannon Hoffman, Glade Nielson and Jon Haderlie via Zoom.

PLEDGE OF ALLEGIANCE

Councilor Adcock led the Pledge of Allegiance.

INVOCATION/INSPIRATIONAL THOUGHT

Mayor Olson offered an invocation.

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

No members of the City Council expressed any conflict of interest.

CONSENT AGENDA

1. 10-21-2025 City Council Regular Meeting Minutes
2. Review City Expenditures from 10-18-2025 to 10-31-2025 in the amount of \$1,044,041.65.

Councilor Keel made a motion to approve the Consent Agenda items 1 through 2. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

RECOGNITIONS & PUBLIC FORUM

3. Volunteer of the Month – Olson’s Greenhouse

Mayor Olson recognized the Volunteer of the month Olson’s Greenhouse by reading the following statement. Kenton Phillips, Quality Assurance Manager at Olson’s Greenhouse, accepted the certificate and gift basket on behalf of Olson’s.

November 2025 Volunteer of the Month

Santaquin City is proud to recognize Olson’s Greenhouse as our November 2025 Volunteer of the Month. For more than a decade, Olson’s Greenhouse has generously donated the beautiful flowers and greenery that fill the planter boxes lining our Main Street, adding vibrant color and charm to our community year after year. Their ongoing support and care help make Santaquin a place we are all proud to call home.

Founded in 1942 by Jack and Nola Rae Olson, Olson’s Greenhouse has been a family-rooted business for over 80 years. On the north end of their Santaquin location, visitors can find a trial garden that includes a special memorial section dedicated to Jack and Nola Rae, honoring their vision and hard work that helped the company flourish. In 1980, their son Bart purchased the company and focuses on direct wholesale, now supplying Home Depot, Walmart, and Costco stores across 13 states from four distribution sites.



Today, Olson’s Greenhouse operates eight facilities—located in Santaquin, Salem, Idaho, Colorado, and Arizona—and employs over 2,500 people, including 100 right here in Santaquin. Their local operation features 200 hoop houses and over 35 acres of growing space, along with a state-of-the-art seeding area that allows them to germinate and start plants on-site.

Olson’s Greenhouse has built its success on quality, sustainability, and community connection. The company strives to be eco-friendly and a good neighbor, continuously working to reduce environmental impact while beautifying our surroundings. Beyond their generous donations, Olson’s Greenhouse also invests in education—offering field trips for local elementary and FFA students, plant tours for university horticulture programs, and internship opportunities for students pursuing degrees in plant science and horticulture.

Santaquin City is deeply grateful for Olson’s Greenhouse and their continued partnership in making our city more vibrant and welcoming. Their dedication to growth—both in plants and in people—exemplifies the true spirit of community.

BUILDING PERMIT & BUSINESS LICENSE REPORT

Assistant Manager Bond presented the Building Permit Report. 208 residential units have been issued building permits in the current calendar year. In comparison, 53 single and multi-family residential units have been issued building permits in the current fiscal year (July 1, 2025 – June 30, 2026). 3 new business licenses have been issued in the last month.

RESOLUTIONS & DISCUSSION & POSSIBLE ACTION ITEMS

4. Resolution 11-04-2025 - A Resolution Approving the Required Annual Fraud Risk Assessment

Finance Director Shannon Hoffman presented Resolution 11-04-2025 – A Resolution Approving the Required Annual Fraud Risk Assessment. Director Hoffman reported Santaquin City scored a “very-low” risk level on the assessment for the Fiscal Year 2024-2025.

Councilor Keel made a motion to approve Resolution 11-04-2025 – A Resolution Approving the Required Annual Fraud Risk Assessment with the correction replacing Amalie Ottley with Stephanie Christensen. Councilor Del Rosario seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

Discussion & Possible Action

5. Acceptance of Larsen & Co. FY2024-2025 Audit Report

City Manager Beagley introduced Jon Haderlie from Larson & Co. attending via Zoom. Mr. Haderlie presented the FY2024-2025 Audit Report to the City Council and Mayor. He reported that there were no findings for the 2024-2025 fiscal year.

6. FY 2025-2026 1st Quarter Budget Report

Financial Director Shannon Hoffman updated the Council and Mayor on the 1st Quarter Budget Report. It's a high-level overview of where we are at for the 1st Quarter which is from July 1st to September 30th, 2025. We are looking really good currently. Director Hoffman thanked the council members and Mayor for all their support.

REPORTS BY STAFF, COUNCIL MEMBERS, AND MAYOR OLSON

Assistant City Manager Bond reported on upcoming Passport Office opening on November 18th, 2025. Assistant City Manager Bond is looking forward to providing Passport service to the community and surrounding areas. He reported we have hired a new employee for the Administrative Assistant position in the Community Development department. The Planning Commissioners will be meeting with the South Utah Planning Commissions for the yearling training on November 12th. Assistant Manager Bond also stated our annual Employee Christmas party will be on December 10th.

City Manager Beagley invited the council members and Mayor to attend the public meeting on House Bill 48 Thursday at 6:00 pm. Manager Beagley encouraged the Mayor and council members to attend or view the webinar. By the end of the year, the city is required to adopt a wildland urban interface map and a code. Manager Beagley informed the council members and Mayor that on November 12th and 18th Utah Trail Network is hosting a meeting for local government and agency and encouraged the Mayor and council members to attend. Also, on November 21st the National League of Cities and Towns conference is in Salt Lake. There will be free night for local representatives to attend that evening. City Manager reported that the Main Street project is working on some final touches in different areas and

that the Public Safety Building east parking lot has been paved. He also stated that the library addition is going well. They are having sheetrock delivered tomorrow.

Councilor Meacham had nothing to report.

Councilor Keel reported that our library has won, four years in a row, the Quality Library Award. The library events are getting huge attendance and are going well, often sold out. The City Youth Council has been busy and they participated in the Scary Night at the Museum and Trunk-or-Treat at Centennial Park

Councilor Siddoway stated the Scary Night at the Museum was a great success, averaging more than 200 people per night. Councilor Siddoway has started working on Free Bikes for Kids. It is on track for another great year.

Councilor Adcock stated that he took the opportunity to attend a court session and is grateful to have had the opportunity, our court staff, attorney, and Judge are extremely busy on Mondays. Councilor Adcock was wondering if they could ask the big developers that are coming in to donate land for us to build a Fire Station. Councilor Adcock also wondered about condominiums and multi-family homes being required to have sprinkler systems and would like to look at the feasibility of doing that to share some of the burden with the new House Bill 48.

Councilor Del Rosario mentioned he is happy with the change of the Employee Christmas Party to a lunch and being catered. Councilor Del Rosario thanked Shannon for explaining things so clearly and taking such good care of the City's finances. Councilor Del Rosario also wanted to thank Jason Bond for the passport office idea and all the work that's been done and seeing it come to reality so fast. Community Service department met with the Chamber of Commerce to talk about the hometown market and would like to thank Shauna Jo and Ivan for putting so much thought and care into these events. They always go above and beyond. The events add so much character to our community. Councilor Del Rosario commented on the ribbon cutting for the new Foothill Village Park that was held earlier this afternoon. They had a great turnout. The park has been used a lot and enjoyed by many. He has had many people talk to him about how great our Spooky Night at the Museum is and how much they all enjoy it. Councilor Del Rosario had one concern on the trail loop by Harvest View Sport Complex the trail goes behind the archery shoot. City Manager Beagley talked about putting the Utah County Recreation grant towards a permanent archery area.

Mayor Olson spoke how grateful he is for the Council members and all their hard work.

ADJOURNMENT

Councilor Olson made a motion to adjourn the meeting. Councilor Keel seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

The meeting was adjourned at 8:31 p.m.

ATTEST:

Daniel M. Olson, Mayor

Stephanie Christensen, City Recorder

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