

Mendon City Council Minutes

Convened: November 13, 2025 | Meeting location 15 North Main Street, Mendon City Meeting Room

Meeting called by Mayor Ed Buist

Type of meeting City Council

Minutes Holly Gordon

Absent

Attendees:

Amy Garbe Daphne Carlson

Jon Hardman Jim Cannon

Bob Jepsen Kirk Taylor

Ian Nemelka

Brian Myers via Zoom

TIME: 6:00 PM

Call to Order: There being five members present and five members representing a quorum, Mayor Buist called the meeting to order.

Others Present: Paul Willie, Blaine Taylor, Doreen Taylor, Art Heers, Nicole Norris, Jessie Eiman, Keilani Ludlow, Ben Watkins, Allie Norris

Pledge of Allegiance: Jon Hardman

Invocation: Amy Garbe

Welcome: Mayor Buist welcomes everyone.

Agenda

Agenda Adoption: A copy of the notice and the agenda for this meeting was posted on the Utah Public Notice Website, Mendon City’s Website, posted at the City Office, the Post Office. It was also provided to each member of the governing body. All provided more than forty-eight hours before meeting time.

Approval of Minutes: Minutes for October 9, 2025 have been reviewed.

Motion: Council Member Garbe motions to accept October 9, 2025 minutes. Council Member Nemelka seconds the motion.

Action: All are in favor with Council Member Myers abstaining and October 9, 2025 minutes are accepted.

Approval of Bills: Bills have been reviewed by all council members present.

Motion: Council Member Jepsen motions to accept and pay the bills as submitted. Council Member Garbe seconds the motion.

Action: All are in favor and bills are submitted.

Minutes:

Topic 1- Citizen Participation/Comment (6:04 PM) No public comments.

Topic 2- Meeting Room Time Capsule: (6:04 PM) Paul Willie and Mayor Buist have compiled items for the time capsule for the Meeting Room cornerstone to be sealed for 50 years. These items include pictures and letters of interesting facts of 2025 that citizens in 2075 might find interesting. Mayor Buist reads the letter he prepared for the time capsule. Mayor Buist asks all in attendance for any more ideas or small items of significance that would benefit the capsule, asking they be submitted before December 1, 2025.

Topic 3- Naming the New Building Inspector – Mayor Buist: (6:17 PM) Mayor Buist has interviewed and identified a new building inspector for Mendon City. His name is Jason Majors. He has worked for Mendon City for 10 years, having been hired by our current building inspector, Paul Taylor. Mr. Majors comes highly recommended and has accepted the position upon councils approval.

Mayor Buist opens to council discussion. No discussion.

Council Member Garbe motions to approve Jason Majors as the new Mendon City Building Inspector.

Council Member Myers seconds the motion. All in favor.

Topic 4- Wage Adjustment – Mayor Buist: (6:18 PM) Marilyn Atkison is doing a fabulous job as the new city recorder and the deputy recorder, Jim Cannon, is needed less and less. It is Mayor Buist's suggestion that Mr. Cannon's wages are adjusted from salary to \$18.00 per hour.

Mayor Buist opens to council discussion. No discussion.

Council Member Jepson motions to approve a wage adjustment for the Mendon City Deputy Recorder to \$18.00 per hour.

Council Member Nemelka seconds the motion. All in favor.

Topic 5- Extension to the General Plan: (6:20 PM) Mayor Buist asks the council for approval to extend the general plan one year to give Planning and Zoning more time to prepare it for perusal. This would make the general plan due on December 31, 2026.

Mayor Buist opens to council discussion. No discussion.

Council Member Garbe motions to approve to extend the general plan due date to December 31, 2026.

Council Member Nemelka seconds. All in favor.

Topic 6- CCCOG Discussion – Mayor Buist: (6:21 PM) CCCOG, Cache County Council of Governments, has awarded Mendon City \$367,000 for improvements on the 300 North 200 West intersection, widening the canal bridge and road as far west as funds will allow.

Let it be noted that Mayor Buist has been nominated as president of CCCOG for next year.

Topic 7- Resolution for Cell Tower – Mayor Buist: (6:25 PM) Mayor Buist reads the following resolution as requested by Vertical Bridge, Resolution 2025-11 regarding the sale of the cell tower to Vertical Bridge.

MENDON CITY, CACHE COUNTY, UTAH

RESOLUTION NO. 2025-11

**A RESOLUTION AUTHORIZING THE SALE OF THE MENDON CELL TOWER LEASE AND
AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY TO COMPLETE
THE TRANSACTION**

WHEREAS, Mendon City, a municipal corporation organized under the laws of the State of Utah, owns certain real and personal property commonly known as the Mendon City Cell Tower Lease Agreement, located at 364 West 300 North; and

WHEREAS, the Mendon City Council finds that assignment of the easement rights and sale of the cell tower lease and to Vertical Bridge will provide immediate financial benefit to the City and that such sale serves a valid public purpose pursuant to Utah Code Annotated §10-8-2.

WHEREAS, the City has negotiated a sale of lease agreement and assignment of easement rights with Vertical Bridge setting forth the terms and conditions of the sale; and


WHEREAS, the Mendon City Council has determined that the proposed terms are fair, reasonable, and in the best interests of the citizens of Mendon City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MENDON CITY, CACHE COUNTY, UTAH:

1. **Approval of Sale.** The Mendon City Council hereby approves the sale of the Mendon City Cell Tower Lease and related property to Vertical Bridge in accordance with the terms and conditions of agreement.
2. **Authorization to Execute Documents.** The Mayor of Mendon City is hereby authorized and directed to execute the sale and any and all documents necessary to complete the transaction.
3. **Effective Date.** This Resolution shall take effect immediately upon adoption.

**PASSED AND APPROVED by the City Council of Mendon City, Cache County, Utah, this
13th day of November, 2025.**

MENDON CITY

By: 
Mayor

ATTEST: 
Recorder



As the decision to sell the tower has already been approved by council in a previous city council meeting, there is no discussion.

Council Member Nemelka motions to approve Resolution 2025-11.

Council Member Myers seconds the motion. All in favor.

Topic 8- Resolution ADU and Long-Term Rental Checklist (amended to include Affidavit) – Amy Garbe:
(6.29 PM) There is a code in place for ADU and long-term rentals, however, there are no checklists or forms available to start the process for ADU and long-term rentals. Council Member Garbe has met with Keilani Ludlow, Abby Tolbert, Daphne Carlson and Holly Gordon to create the appropriate forms. Council Member Garbe summarizes the following checklist and affidavit:

Requirements for Accessory Dwelling Units and Long-Term Rentals

Accessory Dwelling Units and Long-Term Rental Application

See Zoning Code Section 3.30 Accessory Dwellings and 3.40 Long-Term Rentals

Definitions:

Accessory dwelling unit (ADU): accessory use to a single-family home

Long-Term Rentals: a residential unit, or any portion of a residential unit, that the owner of record, or the lessee of the residential unit, offers for occupancy for greater than thirty (30) consecutive days.

Contact the Planning and Zoning Secretary with questions; contact information is on Mendon City website. Please read and initial each requirement.

1. ☐ A building inspection by the Mendon City Building Inspector, scheduled and paid for by the owner. Required changes must be made prior to obtaining a Business License/Rental Permit.
☐ A fire inspection by the Mendon City Fire Chief, scheduled and paid for by the owner. Required changes must be made prior to receiving a Business License/Rental Permit.
☐ A Building Permit may be required. (Zoning 3.30, G).
☐ A basic floor plan of home (accurate and up-to-date).
☐ A Mendon City Business License/Rental Permit is required (Zoning 3.40).
2. ☐ Only one (1) accessory dwelling unit (ADU) permitted per lot. The ADU shall be located in the principal dwelling unit or garage as long as it is attached to the principal dwelling. Any structure containing an ADU must meet minimum yard and setback requirements for principal structures, must be on a foundation, and must meet all relevant sections of the current building code as written in Utah State law pertaining to ADU requirements. All other relevant zoning requirements shall be met (Zoning 3.30, A).
3. ☐ Owner must live in the dwelling or ADU (Zoning 3.30, F), unless only the primary dwelling is rented and the ADU is vacant. Owner occupancy must be proven by voter registration or other evidence acceptable to the City Council, such as, but not limited to, car registration, utility bills, and the like (Zoning 3.30, F).
4. ☐ An ADU requires one off street parking space in addition to the primary dwelling parking spaces (Zoning 3.30, A).
5. ☐ An accessory apartment is not allowed in a manufactured/mobile home or the like (Zoning 3.30, E).

6. ____ An ADU may not be placed or created on a lot with an undersized or failing septic (Zoning 3.30, B).
7. ____ A building permit for the proposed construction of a new ADU, or the creation of a new ADU within an existing building, must be issued by the city Building Inspector and may require an updated septic (Zoning 3.30, C).
8. ____ An ADU requires a minimum of a fully functioning kitchen, bathroom, and bedroom (Zoning 3.30, D).
9. ____ Accessory dwelling units shall comply with all applicable building, health, and fire codes as permitted by Utah State Law regarding ADU's (Zoning 3.30, H).
10. ____ All Mendon City Ordinances must be followed with regards to parking, signage, noise (Zoning 18), building, clutter, trash, and auxiliary dwelling units (Zoning 3.30 and 3.40, D).
11. ____ Landlords renting to immediate family/relatives are not subject to licensing/permit (Zoning 3.40, E).
12. ____ The apartment must have a separate exit (means of egress) to the outside (opens directly into a public way, or yard) without passing through the main living unit (IRC 311.1).
13. ____ Sleeping areas must be equipped with smoke alarms (IRC 314.3).
 - a. Outside each separate sleeping area in the immediate vicinity of the bedrooms (IRC 314).
 - b. On each additional story of the dwelling, including basements and habitable attics and not including crawl spaces and uninhabitable attics. In dwelling units with split levels, and without an intervening door between adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level (IRC 314).
 - c. Smoke alarms shall be installed not less than 3 feet (914mm) horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm (R314.3).
14. ____ Apartments must have at least one room of not less than 120 square feet. Other habitable rooms except the kitchen must have an area of not less than 70 square feet (UBC 310.6.2).
15. ____ All sleeping rooms must have at least one operable window or door (UBC 310.4).
16. ____ Connecting doors between residences must be substantial and equipped with deadbolts operated by separate, keyed deadbolts.
17. ____ Recorded Accessory Dwelling Unit Affidavit for those renting an ADU.

Please note: With a single-family dwelling, only one water, power and sewer connection is allowed. It is possible to have one meter serving both units so long as the disconnects are correct.

* All other requirements of the Uniform Building Code (UBC) and International Residential Code (IRC).

Print Name

Signed

Date

Authorizing signature

Date

ACCESSORY DWELLING UNIT OWNER'S AFFIDAVIT

IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary.

Property Owner(s) Name: _____

Property Address: _____

Complete Legal Description: See Exhibit "A"

I, (we) _____, declare that I, (we) am (are) the owner(s) of the property identified in this affidavit. I (we) will occupy the property as my (our) primary residence and will ensure that the ADU will; 1.) NOT be occupied by more than ONE FAMILY as defined in § 156.020 Definitions, 2.) only be used for the purpose of offering a long-term rental of thirty (30) consecutive calendar days or longer, unless licensed for short-term rentals 3.) Certify that the second dwelling unit on the property is an accessory dwelling and understand that a future purchaser of the property will be required to relicense the accessory dwelling unit in order to continue the use, and 4.) be maintained in compliance with all applicable building, health, and fire codes, along with all other regulations of an Accessory Dwelling Unit, in accordance with Mendon City Ordinances and Utah State Statues.

signature of property owner signature of property owner

Dated this _____ day of _____, 20 _____

State of Utah)

)ss

County of Cache)

On the _____ day of _____, 20 _____, personally appeared before me, _____, the signer(s) of the above instrument, who duly subscribed and swore before me that they executed the same.

NOTARY PUBLIC

Residing in _____ My commission expires: _____

After summarizing the checklist, mayor and council begin to amend the checklist.

- Strike the floor plan from 1. as Chief Locke doesn't need a floor plan.
- Add CO2 to 13. Strike B and C from 13.
- Strike the word door from 15.
- Ask Chief Locke about the keyed deadbolts in 16.
- Strike the word recorded in 17.

Mayor Buist reads the following resolution 2025-12 amending section 3.30 and 3.40 of the Mendon City Zoning Code:

**MENDON CITY
RESOLUTION 2025-12**

A RESOLUTION OF THE CITY COUNCIL OF MENDON, UTAH, AMENDING SECTION 3.30 and 3.40 OF THE MENDON CITY ZONING CODE, REGULATING THE CHECKLIST OF ACCESSORY DWELLING UNITS, LONG-TERM RENTALS AND AFFIDAVIT.

WHEREAS, the Mendon City Council previously passed an ordinance amending Mendon City Zoning Code 3.30 and 3.40, regulating the checklist of accessory dwelling units, long-term rentals and affidavit ; and

WHEREAS, Mendon City desires to adopt the following with the applicable attachments provided herein;

NOW THEREFORE, be it ordained by the mayor and City Council of Mendon City, in the State of Utah, as follows:

SECTION 1: ADOPTION The Mendon City Resolution 2025-12 attached hereto as Exhibit "A", is hereby adopted in its entirety as provided in Exhibit "A" and incorporated herein by this reference.

SECTION 2: REPEALER CLAUSE All ordinances or resolutions or parts thereof, which are in conflict herewith prior to the date of this Resolution, are hereby repealed, subsumed, and replaced with the exhibit adopted herein.

SECTION 3: SEVERABILITY CLAUSE Should any part or provision of this Resolution be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Resolutions as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION 4: EFFECTIVE DATE This Resolution shall be in full force and in effect from November 13, 2025 and after the required approval and publication according to law.

PASSED AND ADOPTED ON THE 13TH DAY OF NOVEMBER, 2025 .

	AYE	NAY	ABSENT	ABSTAIN	N/A
Mayor Ed Buist					<u>X</u>
Jon Hardman	<u>X</u>				
Bob Jepsen	<u>X</u>				
Ian Nemelka	<u>X</u>				
Amy Garbe	<u>X</u>				
Brian Myers	<u>X</u>				

Presiding Officer



Ed Buist, Mayor, Mendon City

Attest



Marilyn Atkinson, City Recorder for Mendon City



Mayor Buist asks council for further discussion. No further discussion.

Council Member Garbe motions to amend and approve 2025-12 Checklist for Accessory Dwelling Units and Long-term Rentals and Affidavit.

Council Member Nemelka seconds the motion. All in favor.

Topic 9- Youth Council Report – Mayor Norris: (6:55 PM) The opening social was in August at the Mendon City Square. Steven Hunsaker was a guest speaker and spoke on the future and how to look into the future with joy.

September was the potato fundraiser. The youth council sold 139 bags and made just over \$2,500. This money allows them to send youth to participate in the Youth Council Leadership Conference at USU in March.

In October was the annual Zombie Wars at Mendon Square. There were about 30 youth who participated.

Coming up in November, the youth council will be volunteering at the food pantry.

On December 6th, the youth council will hold their community Christmas Breakfast.

Update on Legacy Park: construction has started. The youth council are trying to raise additional funds to cover the cost of lighting for the pickleball courts.

Council Member Jepsen asks if the youth council would be interested in helping Cameron Buist set up lights on Mendon Square in time for the Christmas Lighting Ceremony. Mayor Norris says she'll see what she can do, as they schedule their activities and volunteer work well in advance to give the youth council members time to make plans around said activities. Adult youth supervisor, Nicole Norris, lets the council know that this is something they can address for next year's planning. She also mentions that the youth council were added to the Wreaths Across America fundraiser.

Topic 10- Library Report – Jessie Eiman: (7:05 PM) Library attendance has been down 22% the last three months. Ms. Eiman believes it's due to having no Chinese class or Dungeons and Dragons group this year. She expects numbers will pick up in December.

The fees the library has been charging non-residents have paid off. They have an average of six to eight per month. At \$40 per library card per family per year, it adds up to approximately \$240 per month and \$2,800 per year.

The library has had some generous donors come forward lately. Small donations and much larger donations have covered nearly half the budget of 2027.

Ms. Eiman passes a paper to the mayor and council. Jessie Eiman is resigning as library director mid-March 2026. She is not planning to leave the library, just a change in leadership to pursue other adventures. She will also get this process started with the library board. Mayor Buist reminds her to keep using Council Member Garbe until the end of the year and start using soon to be member Council Member Watkins in the process.

Mayor Buist mentions the Cache County Library, located in Providence, is petitioning the county to continue to pay, through tax dollars, to keep the county library open. Mayor Buist took it upon himself to write a letter to county executives and council about tax money helping other local libraries that are more frequented, may be state certified and offer more than the county library.

Topic 11- Law Enforcement Liaison- Deputy Spence: (7:13 PM) Excused

Topic 12: City Engineer- Eric Dursteler: (7:13 PM) The light poles are installed at Legacy Park. The sidewalk will be reduced for now to make up funds for the light poles. Mr. Dursteler refers to the following change of order: (2 pages)

CONTRACT CHANGE ORDER						ORDER NO. 1	
DATE:						September 4, 2025	
CONTRACT FOR:							
Mendon City Legacy Park Phase 1 Improvements							
OWNER:						<u>Original contract price</u>	
City of Mendon, Utah						\$ 372,780.00	
CONTRACTOR:						<u>Original Substantial Completion Date</u>	
Staker Parson Materials & Construction (A CRH Company)						Monday, March 9, 2026	
<i>You are hereby requested to comply with the following changes from the contract plans and specifications.</i>							
Bid Item	Description of Changes <i>(Supplemental Information Attached)</i>	Unit	Quantity	Unit Price	Decrease in Contract Price	Increase in Contract Price	
14	Sidewalk Concrete Pavement (4 inches thick)	SF	-1780	\$ 6.05	\$ (10,769.00)	\$ -	
1A	Meter/main Breaker Panel and Pedestal; 3" Conduit; RV/Concessions Power Pedestals (three Total) And 2" Electrical Conduit To Each	LS	1	\$ 23,860.00	\$ -	\$ 23,860.00	
2A	Electrical Conduit For Future Lighting Of Pickleball Courts Constructed Under This Project	LS	1	\$ 9,385.00	\$ -	\$ 9,385.00	
C101	4 Ea - 22' Poles Placed In Fence Line For Future Lights	EA	4	\$ 2,737.25	\$ -	\$ 10,949.00	
					\$ -	\$ -	
					\$ -	\$ -	
					\$ -	\$ -	
					\$ -	\$ -	
					\$ -	\$ -	
					\$ -	\$ -	
					\$ -	\$ -	
					\$ -	\$ -	
					\$ -	\$ -	
TOTALS					\$ (10,769.00)	\$ 44,194.00	
NET CHANGE IN CONTRACT PRICE						\$ 33,425.00	
Change Order initiated by:							
Engineer, Owner and Contractor							
Justification: See Attachments							
The amount of the Contract will be modified by the sum of:						\$ 33,425.00 Dollars	
The Contract total including this and previous change orders will be:						\$ 406,205.00 Dollars	
The Contract period provided for substantial completion will be modified by the days indicated:						14 Days	
Substantial Completion date:						Monday, March 23, 2026	
<i>This document will become a supplement to the Contract and all provisions will apply thereto.</i>							
Requested (OWNER)				Date: <u>11-13-25</u>			
Recommended (ENGINEER)				Date: <u>11/13/25</u>			
Accepted (CONTRACTOR)				Date: <u>11/17/25</u>			



Staker Parson Materials & Construction A CRH Company

Ogden - 2350 S. 1900 W. Ogden, UT 84401 | P: (801) 731-1111 F: (801) 731-8800
Brigham City - PO Box 517 Brigham City, UT 84302 | P: (435) 723-5216 F: (435) 723-9343
Smithfield - PO Box 65 Smithfield, UT 84335 | P: (435) 563-3242 F: (435) 563-9480

*The Preferred Source for quality sand, rock, landscape products,
ready mix concrete, asphalt, paving & construction services.*

To:	Mendon City	Contact:	
Address:	68 S Main Mendon, UT 84325	Phone:	(465) 753-3449
		Fax:	
Project Name:	Mendon City Legacy Park Phase 1 Improvements	Bid Number:	
Project Location:	125 N 100 E, Mendon, UT	Bid Date:	9/4/2025
Addendum #:	1,2		

JOB SPECIFICATION AND PRICE:

(IF UNIT PRICES ARE QUOTED, UNITS WILL BE MEASURED ON COMPLETION AND INVOICED AT UNIT PRICES QUOTED).

IF OWNER ELECTS TO EXECUTE OWN CONTRACT AGREEMENT, THIS PROPOSAL IS TO BECOME PART OF AND ATTACHED TO OWNERS CONTRACT

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
0014	Sidewalk Concrete Pavement (4 Inches Thick)	-1,780.00	SF	\$6.05	(\$10,769.00)
0018	Meter/main Breaker Panel And Pedestal; 3" Conduit; RV/Concessions Power Pedestals (three Total) And 2" Electrical Conduit To Each	1.00	LS	\$23,860.00	\$23,860.00
0019	Electrical Conduit For Future Lighting Of Pickleball Courts Constructed Under This Project	1.00	LS	\$9,385.00	\$9,385.00
0101	22' Poles Placed In Fence Line Poles And Conduit To Edge Of Slab Only For Future Lights	1.00	LS	\$10,949.00	\$10,949.00

Notes:

- *** DUE TO THE VOLATILITY OF FUEL, LIQUID ASPHALT, CEMENT AND CONSTRUCTION MATERIALS ALL BID PRICES ARE GOOD FOR 90 DAYS FROM DATE OF QUOTATION, PAVING STARTING AFTER THE 90 DAYS MAY BE SUBJECT TO PRICE ADJUSTMENTS. ***
- In order to assure positive drainage, all paving surfaces need to have a minimum of 1.5% slope. Staker Parson Companies cannot guarantee drainage on areas with less than 1.5% slope. We will do our best to minimize standing water in areas less than 1.5%.
- Additional work and work in excess of that specified and described above will be handled as a Change Order. Additional work **MUST BE APPROVED** by owner and contractor prior to construction.
- Price Shown DOES NOT Include Performance And Payment Bond.
- Bid includes only the items as specified and described above.
- Please Review attached TERMS & CONDITIONS. Upon Signature Of Proposal Purchaser Is Bound To All Terms And Conditions Of Agreement.
- Original Copy Of Proposal Must Be Signed And On File Prior To Commencement Of Work.

Payment Terms:

Refer to attached Terms & Conditions. Please note***Effective March 1, 2019, payment by credit card will no longer be allowed on Construction Service Invoices***

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: STAKER PARSON COMPANIES Authorized Signature: _____ Estimator: Matthew Adamson 385-515-9687 matt.adamson@stakerparson.com
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11/13/2025 5:15:31 PM

Page 1 of 1

Mr. Dursteler also refers to the following documents concerning the Public Works Building.

CONTRACT CHANGE ORDER					ORDER NO. 1	
					DATE: November 13, 2025	
CONTRACT FOR:						
Mendon City Shop & Utility Building						
OWNER:					Original contract price	
City of Mendon, Utah					\$ 301,533.00	
CONTRACTOR:					Original Substantial Completion Date	
Landmark Companies, Inc.					Sunday, November 16, 2025	
You are hereby requested to comply with the following changes from the contract plans and specifications.						
Item	Description of Changes (Supplemental Information Attached)	Unit	Quantity	Unit Price	Decrease in Contract Price	Increase in Contract Price
PCO #1	Relocate North Office Window	LS	1	\$ 529.00	\$ -	\$ 529.00
PCO #2	Advanced Heating Price Increase from Bid Opening to Contract Procurement	LS	1	\$ 1,890.00	\$ -	\$ 1,890.00
PCO #3	Fortified Doors Price Increase from Bid Opening to Contract Procurement	LS	1	\$ 198.07	\$ -	\$ 198.07
PCO #4	Columns and piers added from design bid set to final set	LS	1	\$ 1,500.00	\$ -	\$ 1,500.00
PCO #5	Add Lean To 20'x60' with concrete and install of standing seam metal roof extension.	LS	1	\$ 34,039.65	\$ -	\$ 34,039.65
PCO #6	Cost to cut foundation pour concrete landing modify building and install man door on the South side of bldg.	LS	1	\$ 2,599.85	\$ -	\$ 2,599.85
PCO #7	Added outlets and circuits to North and west walls added 3 high bay fixtures for N bay of shop.	LS	1	\$ 3,750.00	\$ -	\$ 3,750.00
PCO #8	Addition of concrete ADA ramp on northeast man door	LS	1	\$ 3,011.85	\$ -	\$ 3,011.85
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
TOTALS					\$ -	\$ 47,518.42
NET CHANGE IN CONTRACT PRICE						\$ 47,518.42
Change Order initiated by:						
Engineer, Owner and Contractor						
Justification: See Attachments						
The amount of the Contract will be					\$	47,518.42 Dollars
The Contract total including this amount					\$	349,051.42 Dollars
The Contract period provided for substantial completion					14 Days	
Substantial Completion date:					Sunday, November 30, 2025	
This document will become a supplement to the contract.						
Requested (OWNER) _____					Date: _____	
Recommended (ENGINEER) _____					Date: _____	
Accepted (CONTRACTOR) _____					Date: _____	

DAYMORE @ 11,212.25⁰⁰
 TOTAL: 58,730.67
 TOTAL: 360,263.67

DRAFT

DRAFT



PCO #	DATE
1 MC	08/18/2025

Subject: Relocate Window

CUSTOMER

City of Mendon

PROJECT

Mendon City Maintenance Bldg.
PROJECT #: 20466574

DESCRIPTION

City requested a window be relocated after it was installed per plan.

Item Name	Qty	Price/Unit	Total
Relocate window charge from Northern Steel	1	\$460.00/ea	\$460.00
PO15%	1	\$69.00	\$69.00

Subtotal \$529.00
Total \$529.00

APPROVAL

This PCO has been accepted on _____ by _____

Signature: _____



PCO #	DATE
PC02	05/13/2025

Subject: Advanced Heating Price Increase

CUSTOMER

City of Mendon

PROJECT

Mendon City Maintenance Bldg.
PROJECT #: 20466574

DESCRIPTION

Took too long to get us a contract unit heater price went up.

	Qty	Price/Unit	Total
Advanced Heating Price Increase	1	\$1,890.00/1	\$1,890.00

Subtotal	\$1,890.00
Tax: (0%)	\$0.00
Total	\$1,890.00

APPROVAL

This PCO has been accepted on _____ by _____

Signature: _____

PHOTOS



PCO #	DATE
3 Mendon Maint	05/13/2025

Subject: Fortified Doors Price Increase

CUSTOMER

City of Mendon

PROJECT

Mendon City Maintenance Bldg.
PROJECT #: 20466574

DESCRIPTION

Fortified doors original hardware increased in price this amount in the amount of time it took to get us a contract. We didn't add PO to any of these

	Qty	Price/Unit	Total
Fortified Doors Price Increase	1	\$198.07/1	\$198.07

Subtotal	\$198.07
Tax: (0%)	\$0.00
Total	\$198.07

APPROVAL

This PCO has been accepted on _____ by _____

Signature: _____

PHOTOS



PCO #	OWNER PCO #	DATE
4 Mendon	4	06/17/2025

Subject: Columns & Piers

CUSTOMER

City of Mendon

PROJECT

Mendon City Maintenance Bldg.
PROJECT #: 20466574

DESCRIPTION

Columns and piers added from design bid set to final set. Foundation increase labor and bar \$250 each. LMC not adding PO subs all argued if we intended for piers the design set needs to reflect it.

	Qty	Price/Unit	Total
Funk Construction	6	\$250.00/ea	\$1,500.00

Subtotal	\$1,500.00
Tax: (0%)	\$0.00
Total	\$1,500.00

APPROVAL

This PCO has been accepted on _____ by _____

Signature: _____



PCO #	DATE
1	12/16/2024

Subject: Lean to add

CUSTOMER

City of Mendon

PROJECT

Mendon City Maintenance Bldg.
PROJECT #: 20466574

DESCRIPTION

Add lean to 20'x60' with concrete and install of standing seam metal roof extension.

Item Name	Qty	Price/Unit	Total
Metal building add	1	\$27,199.80	\$27,199.80
Footing and piers *ESTIMATE W REBAR City digs holes we form and pour spot footings with vertical rebar and have foundation sub form and pour the piers estimated price includes labor and materials	4	\$600.00/ea	\$2,400.00
P&O 15%	1	\$4,439.85	\$4,439.85

Subtotal \$34,039.65
Total \$34,039.65

APPROVAL

This PCO has been accepted on _____ by _____

Signature: _____



PCO #	DATE
6	09/25/2025

Subject: Added door and hardware upgrade

CUSTOMER

City of Mendon

PROJECT

Mendon City Maintenance Bldg.
PROJECT #: 20466574

DESCRIPTION

LMC is covering the cost to cut foundation pour concrete landing modify building and install man door on the S side of bldg. Mendon is paying for the door and frame and chose to upgrade the door hardware on all 3 exterior doors.

	Qty	Price/Unit	Total
Hardware upgrade door and frame Fortified door invoice	1	\$2,599.85/ea	\$2,599.85

Subtotal	\$2,599.85
Tax: (0%)	\$0.00
Total	\$2,599.85

APPROVAL

This PCO has been accepted on _____ by _____

Signature: _____



PCO #	DATE
7	11/13/2025

Subject: Electrical Items

CUSTOMER

City of Mendon

PROJECT

Mendon City Maintenance Bldg.
PROJECT #: 20466574

DESCRIPTION

Added outlets and circuits to North and west walls added 3 high bay fixtures for N bay of shop. Awaiting a receipt on the materials and hours for this added scope here is a place holder price for your meeting. Prob \$3500-4K range we also spent a good portion of a day with my electricians doing the underground for bob or with him. I don't need to charge for everything he helped us with stuff but I can't loose money either so lets see where it comes in.

	Qty	Price/Unit	Total
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\$3500-4,000

Subtotal	\$0.00
Tax: (0%)	\$0.00
Total	\$0.00

APPROVAL

This PCO has been accepted on _____ by _____

Signature: _____



PCO #	DATE
8	11/12/2025

Subject: ADA Ramp

CUSTOMER

City of Mendon

PROJECT

Mendon City Maintenance Bldg.
PROJECT #: 20466574

DESCRIPTION

Addition of concrete ADA ramp on northeast man door

	Qty	Price/Unit	Total
Concrete labor 4 guys, 8 hours	32	\$65.00/ea	\$2,080.00
Concrete Material Price for added concrete, rebar, forms, and sealer	70	\$7.70/ea	\$539.00
P&O 15%	1	\$392.85	\$392.85

Subtotal	\$3,011.85
Tax: (0%)	\$0.00
Total	\$3,011.85

APPROVAL

This PCO has been accepted on _____ by _____

Signature: _____

Mr. Dursteler explains that by the time the bids were reopened to re-sign the contracts, prices had increased. Heating from \$529 to \$1890. Fortified door increase about \$200. The lean-to came in at \$34,039.65. There was a misplaced H-frame that we had to cover some of the cost on at \$2,599. Some outlets were added to the north and west walls, estimated to be around \$3,500-\$4,000. The ramp on the east side of the main entrance was not ADA compliant when poured and has to be redone. The inter construction on the material box came to \$11,212.25.

The total change orders as of today are \$47,518.22.

The mayor confirms the budget this fiscal year for the Public Works Building was \$350K. He would like to know if any bills were applied and where those numbers are now. Jim Cannon gets that information for the mayor. The remaining budget for the Public Works Building is \$7,364 for this budget year.

Topic 13: Public Works Director: Kirk Taylor: (7:26 PM) As far as buildings, most everything has been winterized. Mr. Taylor has been blue staking for the Enbridge gas project as we don't have any trace or wire with our water mains.

Mr. Taylor is in the process of mapping the storm drains and water meters through GPS.

As far as the Deep Canyon Trailhead project, he acquired a water tank on skid deducted from the landscaping budget. Mendon City will be responsible for watering the landscaping and this enables us to do that. The pit vault toilet has been pumped for the season. He plans to coincide the pumping with the November 15th gate closure each year.

Received a bid on the propane tank at \$5,200. That is for a buried tank.

Councilmembers Reports:

Brian Myers (via Zoom)- (7:30 PM) Council Member Myers has nothing to report, but does ask Kirk Taylor if the road and pavement for the Public Works Building will take place in the spring. Mr. Taylor says yes.

Amy Garbe- (7:31 PM) Council Member Garbe attended a Mountainside Elementary community meeting to talk to them about the progress of Legacy Park. While there, there was some discussion about putting a flashing stop sign at the intersection of 125 North 100 East as there are some concerns about the safety of kids crossing at that intersection. Mayor and council respond by weighing the odds of whether people are seeing the stop sign (in which flashing lights would help) or if they are choosing to ignore the stop signs and just blowing through them. It is agreed that the stop signs have been there long enough to know they are there and it is most likely people are choosing to blow through them. The question is asked if there have been close calls concerning kids getting hit by cars. There have not been any close calls reported. It is the opinion of the mayor and council that having lighted stop signs is not going to make people stop at the stop signs as they are already quite visible. It is suggested we let law enforcement know that this area needs extra patrolling during school pick up and drop off times.

Planning and Zoning has a new member, Kelly Barrett, who was on a list of approvals for Planning and Zoning last council meeting. They have also had another member leave and will try and replace them with another approved name soon.

Ian Nemelka- (7:44 PM) The proposal for the folklore plaque for Mendon May Day has made it to the next round of consideration. The only other folklore plaque in Utah is for the Bear Lake Monster.

Council Member Nemelka has been in discussion with the Utah State Tax Commission regarding a potential sales tax from online purchases made with the Mendon City proper. He has the contact information for Gwen who has been sending documentation from other smaller municipalities, showing the language that they have in their city code, helping benchmark for whatever we would like to propose in the future as far as a sales tax for online purchases here in Mendon. Council Member Nemelka will forward this information to whomever takes on the responsibility after the first of the year.

Council Member Nemelka has had a quarter of the letters of alleged violation of junk vehicles delivered through our city deputy and have had complaints concerning the allegations and the way they are delivered. Alleged violations are addressed through citizen reports and are in no way the mayor, city council or staff targeting alleged violators. It is the Planning and Zoning committee's duty to take every complaint seriously then reporting to city council and it is the city councils responsibility to follow through with letters addressing any alleged violation to the city code. Due to lack of resources, our deputy is asked to hand deliver them as part of his duties. These letters are not citations; they are letters to help us make our community look better and be safer. Council Member Nemelka invites anyone to contact the council if they have any alternative recommendations on how to address alleged violators of city code.

Jon Hardman- (7:51 PM) For a number of years the city has been trying to upgrade the city water meters. As of this month, we have reached an agreement with Next Meters to purchase 200 meters that are fully capable of keeping track of water usage and reporting it directly to Kirk Taylor's computer, which will be set up. We are told this will be compatible with Cassel, our billing software, making billing easier. We have a ballpark number of 550 meters. 200 meters will give us a good start. The battery life on these meters is 20 years. The company is local, out of Providence, making future questions and any problems easier to deal with. Mr. Taylor is responsible for installing the meters, however, depending on the workload, may hire temporary help. We feel the budget for water is sufficient to cover 200 meters to start with.

Bob Jepsen- (7:54 PM) Council Member Jepsen expresses gratitude at serving with Council Members Nemelka and Hardman as this is their last year on council.

On the Public Works Building, they've got the reel tape in the conduit and Rocky Mountain Power should be there within the week to pull wires through to get power to the building. This makes two of the four utilities done. Council Member Jepsen asks Kirk Taylor about the cost of the propane tank again (\$5,200) and comments that it would be nice to get heat to the building sooner than later. Mayor Buist reminds

council that there will be a budget reopening in January and can discuss funds for the Public Works Building further. Council Member Jepsen mentions there might be some funds in the cemetery that could help get heat in the building for the winter. He will look into the numbers further with the treasurer and recorder and report back to council.

Mayor Buist- (8:01 PM) Mayor Buist adds his gratitude to Council Members Nemelka and Hardman. Council Member Nemelka was good enough to come back for the better part of a year to fill in for a council member who needed to step down. Council Member Hardman is finishing 24 years of service to the community. Both are extremely valuable to the community and will be missed.

Mayor Buist has made some adjustments to the council member assignments. Council Members are to oversee these assignments and oversee the budget set for each assignment.

Art Heers – trails, mosquito abatement, deer and turkey management, animal control and parks and recreation.

Amy Garbe – grant writing, youth council liaison, planning and zoning liaison and school liaison.

Ben Watkins – trails, parks and recreation, library liaison, May Day and planning and zoning liaison.

Brian Myers – culinary water, secondary water systems liaison, storm water management, buildings and May Day.

Bob Jepsen – Easter egg hunt, cemetery, parks and recreation and streets.

Mayor Buist – administration, fire department liaison, law enforcement liaison, July 24th celebration, emergency preparedness and Mendon City Land Use Authority.

Mayor Buist invites Ben Watkins, Art Heers and all city council and staff to attend the new council member swear in on Friday, January 2nd at 6:00 PM here in the meeting room.

Mayor Buist entertains a motion to adjourn.

Council Member Hardman motions to close city council meeting.

Council Member Nemelka seconds the motion. All in favor.

Adjourned (8:08 PM)