

KAYSVILLE CITY COUNCIL

June 15, 2023

Minutes of a regular Kaysville City Council meeting held on June 15, 2023 at 7:00 p.m. in the Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.

Council Members present: Mayor Tamara Tran, Council Member John Swan Adams, Council Member Mike Blackham, Council Member Abbigayle Hunt, Council Member Nate Jackson, and Council Member Perry Oaks

Others Present: City Manager Jaysen Christensen, Finance Director Dean Storey, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Assistant Finance Director Levi Ball, Information Technology Assistant Jordan Hansen, Parks and Recreation Director Cole Stephens, Public Works Director Josh Belnap, City Engineer Dexter Fisher, Richard Shaw, Ramona Porter, Laurene Starkey, Val Starkey, Wenfei Yu, Paul Legler, Gregg Phillips., Jared Tubbs, Brian Caldwell, Brant Sulser, Zach O'Brien, Brad Lund, Jesse Shupe, Tyson Shaw

PUBLIC HEARINGS

6:30 P.M. – REDEVELOPMENT AGENCY BUDGET HEARING

Finance Director Dean Storey explained that a series of public hearings had been scheduled for tonight in regards to the Fiscal Year 2024 budgets. This first budget hearing pertains to the consideration of the city's Redevelopment Agency budget for Fiscal Year 2024. The Redevelopment Agency is a separate entity that is related to development and redevelopment within the city. The Redevelopment Agency budget for FY 2024 totals \$170,000.

Mayor Tran opened the public hearing for this item.

There were no comments or questions from the public.

Council Member Jackson arrived.

Council Member Blackham made a motion to close the public hearing for this item at 6:32 p.m., seconded by Council Member Jackson and passed unanimously.

6:35 P.M. – MUNICIPAL BUILDING AUTHORITY BUDGET HEARING

Dean Storey explained that the Municipal Building Authority was created as a separate entity to assist in building and financing municipal building projects. Two projects have a debt service with the Municipal Building Authority. Those include the police station project and the city hall renovation project. The Fiscal Year 2024 budget accounts for the annual debt service payment related to those projects. The Municipal Building Authority budget for FY 2024 totals \$710,000.

Mayor Tran opened the Public Hearing for this item.

There were no comments or questions from the public.

Council Member Oaks made a motion to close the public hearing for this item at 6:37 p.m., seconded by Council Member Jackson and passed unanimously.

6:40 P.M. – KAYSVILLE CITY BUDGET HEARING FISCAL YEAR 2024 – ENTERPRISE FUNDS INTER-FUND SERVICES AND TRANSFERS

Dean Storey explained that the State requires that the city hold a separate budget hearing in relation to the city's enterprise fund activity, which accounts for any activity between the enterprise funds and governmental funds. There are two types of transfers: reciprocal and non-reciprocal transfers. Reciprocal transfers are in regards to services provided from governmental funds to the enterprise funds in exchange for cash coming back to the governmental funds. The second type of transfer is a non-reciprocal transfer where the enterprise funds provide services to governmental funds, but cash is not exchanged. The value of the service is provided to the governmental fund, and there is an accounting requirement to account for the value of service.

Mayor Tran opened the public hearing for this item.

There were no comments or questions from the public.

Council Member Blackham made a motion to close the public hearing for this item at 6:43 p.m., seconded by Council Member Hunt and passed unanimously.

6:45 PM - KAYSVILLE CITY COUNCIL BUDGET HEARING FISCAL YEAR 2024 - AMENDMENTS TO FY 2023 BUDGETS AND CONSIDERATION OF FY 2024 BUDGETS

Dean Storey explained that there are two items related to this hearing, which include the amendments to the Fiscal Year 2023 budgets and consideration of the Fiscal Year 2024 budgets. The amendment to the FY 2023 budget include areas of council, fleet maintenance, public works, and fire. The council amendment item in the budget is in relation to professional services provided. The fleet maintenance amendment relates to the purchase of new snowplows. The city had originally budgeted fleet replacement in enterprise funds, but with the equipment purchase, these are related to a governmental activity, which is why there needs to be an amendment to the fleet maintenance budget. The public works amendment to the budget is in relation to purchases made to help with snow removal this last winter. The fire amendment relates to the purchase of a fire truck during the year. The total amendments to the FY 2023 budget is \$1,596,000.

Council Member Adams arrived.

Council Member Jackson asked if the city was under contract for lobbying services.

Dean Storey responded that the city had not received an invoice since February 2023 from those who we had providing lobbying services and therefore it is assumed that a cancellation was made with the lobbyists. Staff is going to verify where we are at with the lobbyist and our contract with them, but lobbying services have not been budgeted for in the FY 2024 budget. Mr. Storey explained that the council has been working with Staff on the FY 2024 budget for months now and

it is being proposed that a Truth in Taxation hearing be held in August for the amount of \$985,000. The city recently received the city's assessed values from the county. Prior to receiving those values, Staff had estimated receiving \$150,000 from new growth, but the county numbers are showing less than that. The average value of a single-family home in Kaysville, as provided by the county, is \$640,000. That is the number will be used for advertising the Truth in Taxation hearing. This will result in a tax increase of about \$99 per year (or about \$8.26 a month) for a home that values \$640,000. Residential properties will get an exemption, whereas a business of that same value would be taxed at the full value of about \$180 per year increase. Staff did conduct property tax rate comparisons with other cities in the county and our current rate shows that Kaysville is the forth-lowest property tax rate in the county. With the proposed property tax rate, Kaysville will have the fifth lowest property tax rate, however we do not know what other cities are doing with their tax rates as of yet. The total of all funds for the FY 2024 budget is approximately \$65,000,000.

Council Member Blackham said that when the council was first presented the budget, the city was faced with an approximate 1.1 million dollar tax increase.

Council Member Oaks commented that the city wouldn't receive the sales tax revenue numbers for the remainder of the FY 2023 budget until August or September.

Mayor Tran opened the public hearing for this item.

There were no comments or questions from the public.

Council Member Oaks made a motion to close the public hearing for this item at 6:56 p.m., seconded by Council Member Hunt and passed unanimously.

CITY COUNCIL MEETING – 7:00 P.M.

OPENING

Council Member Blackham opened the meeting with a prayer and led the audience in the Pledge of Allegiance.

CALL TO THE PUBLIC

Nothing was brought under this item.

PRESENTATIONS AND AWARDS

PROCLAMATION DECLARING JULY 2023 AS PARKS AND RECREATION MONTH

Mayor Tran read a proclamation declaring July 2023 as Parks and Recreation Month and encouraged citizens to thank our parks and recreation employees, and to recognize their vital contributions they make in our parks and our recreation facilities. They keep our public parks clean and safe for visitors, they organize activities, they advocate for more open space and recreation activities, and they serve our city to help provide better quality of life for our

community.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts were disclosed.

CONSENT ITEMS

Council Member Hunt made a motion to approve the following consent items:

- a) Approval of Minutes of April 28, 2023 Work Session.
- b) Approval of Minutes of May 4, 2023 Regular Meeting.

The motion was seconded by Council Member Jackson.

The vote on the motion was as follows:

Council Member Blackham, yea
Council Member Adams, yea
Council Member Hunt, yea
Council Member Oaks, yea
Council Member Jackson, yea

The motion passed unanimously.

ACTION ITEMS

A RESOLUTION AMENDING THE KAYSVILLE CITY BUDGETS FOR FISCAL YEAR 2023

Finance Director Dean Storey explained that a public hearing was held prior to tonight's council meeting in regards to this item and no comments were received. The proposed FY 2023 budget amendments include items pertaining to professional services, new snowplows and equipment, and the purchase of a fire truck during the year. The total amendments for the FY 2023 budget is \$1,596,000.

Mayor Tran opened the public comment period for this item.

There were no comments or questions from the public.

Council Member Oaks thanked everyone who participated in reviewing the budget and who helped to get the budget deficiency amount down. There has been a lot of discussion and many items considered. The budget being presented will address the city's needs, and we will be able to continue to maintain the level of service being provided as best as possible.

Council Member Oaks made a motion to approve the Resolution amending the Kaysville City Budgets for Fiscal Year 2023, seconded by Council Member Hunt.

The vote on the motion was as follows:

Council Member Adams, yea

Council Member Hunt, yea
Council Member Oaks, yea
Council Member Jackson, yea
Council Member Blackham, yea

The motion passed unanimously.

A RESOLUTION ADOPTING FISCAL YEAR 2024 COUNCIL APPROVED POSITIONS,
COMPENSATION SCHEDULES FOR CITY OFFICIALS AND EMPLOYEES, AND A
COMPENSATION PROGRESSION PLAN

Dean Storey explained that as part of the Fiscal Year 2024 budget, there is an item to be approved relating to city compensation schedules and progression plans for city officials and employees. No new positions have been included in the FY 2024 budget. There have been numerous discussions on the proposed compensation schedule. The progression plan includes a market adjustment, a three percent merit for eligible employees, and selective market adjustments based on market comparison.

Mayor Tran opened the public comment period for this item.

There were no comments or questions from the public.

Mayor Tran commented that the council had discussed the FY 2024 budget in ten different meetings this year and have had some hard conversations about needs versus wants. The council and staff have put many hours into this.

Council Member Hunt commented that she appreciates the work that staff put into these considerations. Many of the staffing positions that had been requested by departments, but set aside for another year, are very much needed. Council Member Hunt said that she is proud of the work that the council and staff had done on the budget.

Council Member Adams made a motion to approve a Resolution approving Fiscal Year 2024 council approved positions, compensation schedules for city officials and employees, and a Compensation Progression Plan. The motion was seconded by Council Member Blackham.

The vote on the motion was as follows:

Council Member Hunt, yea
Council Member Oaks, yea
Council Member Jackson, yea
Council Member Blackham, yea
Council Member Adams, yea

The motion passed unanimously.

A RESOLUTION ADOPTING THE CONSOLIDATED FEE SCHEDULE FOR FISCAL YEAR 2024

Dean Storey explained that a summary of the proposed changes had been provided to the council. The proposed changes include amendments to sewer rates to reflect the increased fees by Central Davis Sewer District, changes to fees in the Community Development department, and updates to fees in the Parks and Recreation department.

Mayor Tran opened the public comment period for this item.

There were no comments or questions from the public.

Council Member Jackson asked how proposed rates were determined.

Dean Storey responded that the proposed fees from the Parks and Recreation department were determined through a cost analysis to calculate the cost to run these programs.

Community Development Department Director Melinda Greenwood said that their department compared Kaysville's fees to other cities within Davis County, and then adjusted the city's fees to the average cost between them all. Kaysville's current fees are well below what most every other city in the county had for each category. The fees are representative of the time and effort of staff in handling applications. Most fees are charged through the development process and are most often paid for by developers.

Council Member Hunt said that it is hard to see increases to the fees of youth sports; however, we also have to be able to cover our costs. Council Member Hunt expressed appreciation for staff to take time to do the research to determine where our fees are lacking.

Council Member Blackham made a motion to approve a Resolution adopting the Consolidated Fee Schedule for Fiscal Year 2024, seconded by Council Member Adams.

The vote on the motion was as follows:

Council Member Oaks, yea
Council Member Jackson, yea
Council Member Blackham, yea
Council Member Adams, yea
Council Member Hunt, yea

The motion passed unanimously.

A RESOLUTION ADOPTING THE MODIFIED TENTATIVE BUDGETS FOR FISCAL YEAR 2024

Dean Storey explained that the tentative budget for Fiscal Year 2024 was adopted earlier this year, and since then there had been a few small adjustments made, including adjusting interest earnings and adding the calculation for the Truth in Taxation. Adopting the modified tentative budget will allow the city to work under the tentative budget beginning in July. A Truth in Taxation hearing

will be held in August and then the final budget will be considered for adoption.

Mayor Tran opened the public comment period for this item.

There were no comments or questions from the public.

Mayor Tran gave a recap of the meetings where the budget was discussed by the city council.

Council Member Jackson said that the council has looked at every consideration and had asked department heads to review their budgets repeatedly to see if there was any way they could get by with less. The city is not hiring for any new positions for this next year. Council Member Jackson thanked the council for the efforts in doing whatever they could to prevent having to raise taxes. We have run out of any other option in order to cover all of the city's expenses. There is still more work to be done, and we want to make sure that we get things right.

Council Member Blackham said that originally, the city was looking at a 2.4 million dollar tax increase, and now it is below a million dollars. A lot of work and discussion has happened in order to bring that number down. Taxes can become costly for our residents. Council Member Blackham also thanked staff and the council for all the work that they had done towards trying to keep costs down. Council Member Blackham thanked staff for their help in answering the council's questions and making the budget easier to understand. Government finances are complicated. Council Member Blackham said that he appreciates the budget review process and it is something that he takes very seriously. The budget is his number one responsibility and feels that council members need to take care of the funds of the residents. The city council has no choice but to do a tax increase this year, and they have tried everything to make it as manageable as we can. Everyone has felt the effects of inflation.

Council Member Adams made a motion to approve a Resolution adopting the Modified Tentative Budgets for Fiscal Year 2024, seconded by Council Member Oaks.

The vote on the motion was as follows:

Council Member Jackson, yea
Council Member Blackham, yea
Council Member Adams, yea
Council Member Hunt, yea
Council Member Oaks, yea

The motion passed unanimously.

AN ORDINANCE PROHIBITING PEDESTRIAN TRAVEL ON THE WEST DAVIS CORRIDOR

City Attorney Nic Mills explained that this ordinance had been presented to the city council as a work item in the last council meeting. The proposed ordinance would prohibit pedestrian travel on the West Davis Corridor while it is under construction. Our city's patrol officers have found many pedestrians on the property despite many signs having been erected by UDOT indicating that the area is closed. This ordinance would allow officers to issue citations to pedestrians at a

lower offense level than the State's vehicular prohibitions in these circumstances.

Mayor Tran opened the public comment period for this item.

There were no comments or questions from the public.

Council Member Jackson made a motion to approve an Ordinance enacting Title 6, Chapter 2, Section 11 of the Kaysville City Code, prohibiting pedestrian travel on the West Davis Corridor. The motion was seconded by Council Member Oaks.

The vote on the motion was as follows:

Council Member Blackham, yea
Council Member Adams, yea
Council Member Hunt, yea
Council Member Oaks, yea
Council Member Jackson, yea

The motion passed unanimously.

AN ORDINANCE PROHIBITING EXTENDED PARKING IN PARK-AND-RIDE LOTS

City Attorney Nic Mills explained that this proposed ordinance was also presented to the council as a work item in their last city council meeting. The ordinance expands the city's current parking prohibitions in the City to add park-and-ride lots as an area where extended parking, over 48 hours, would not be allowed. City Staff has requested this ordinance because our city patrol officers are finding more instances where people are parking their RVs, trailers, and other vehicles at the park-and-ride lot for extended periods.

Mayor Tran opened the public comment period for this item.

There were no comments or questions from the public.

Council Member Oaks made a motion to approve an Ordinance amending Title 6, Chapter 2b, Section 4, to prohibit extended parking in park-and-ride lots in the city. The motion was seconded by Council Member Adams.

The vote on the motion was as follows:

Council Member Adams, yea
Council Member Hunt, yea
Council Member Oaks, yea
Council Member Jackson, yea
Council Member Blackham, yea

The motion passed unanimously.

A RESOLUTION INDICATING THE INTENT TO ADJUST A COMMON BOUNDARY WITH FARMINGTON CITY

Public Works Director Josh Belnap explained that in conjunction with Farmington City, Kaysville Public Works is currently overseeing the construction of a network of streets that will help to better direct traffic onto and off I-15 at Shepard Lane and the West Davis Corridor (WDC) near the Central Davis Sewer District plant. One of the roads being built is an extension of Farmington's 950 North, which will connect directly with the on/off ramps for the WDC. The current boundary between Kaysville and Farmington leaves a small portion of 950 North in Kaysville, as well as half of the 950 North interchange at WDC. In talking with Farmington Staff, we feel cleaning up the boundary here would best help to clarify maintenance and jurisdictional responsibilities. On March 16, 2023, the City Council discussed the potential boundary changes in an informational work session. The resolution being proposed tonight authorizes the City Manager to publish a public hearing notice, which will take place no sooner than sixty days after approval of the resolution. The resolution also states that Kaysville intends to work with Farmington to explore options for an adjustment. It does not finalize any adjustment, just merely starts the official process as outlined in State Code.

Mayor Tran opened the public comment period for this item.

There were no comments or questions from the public.

Council Member Jackson asked about the zone of the subject property.

Melinda Greenwood responded that it is currently zoned for agriculture and is owned by UDOT.

Council Member Jackson said that he believes it makes more sense to keep this property in Kaysville so that the city could capture the taxes from it.

Josh Belnap commented that they have spoken with Farmington about this boundary adjustment, and the main reason the city is considering changing the boundaries is because of maintenance responsibilities with the West Davis Corridor coming through this area and the city having to maintain portions of the interchange. The city is unsure if the amount of revenue that the city would potentially get from the property would cover the cost to maintain the property and the roads here. Approving the proposed resolution does not solidify any decision between both cities.

Council Member Jackson asked when UDOT would sell those properties.

Josh Belnap responded that they have indicated that their properties would be sold at the completion of the West Davis Corridor project, which may be in the spring or summer of 2024.

Melinda Greenwood commented that public hearing on this matter would be held sometime in a couple months to give the opportunity to the public to provide any comments and questions they may have about this adjustment.

Nic Mills added that both cities have to agree mutually to alter the boundary in this area.

Josh Belnap said that this will give Staff the time to take a closer look at what potential sales tax

revenue the city might receive from these parcels, and what potential gains or losses we might see from keeping these properties within city boundaries.

Mayor Tran said that the City Manager and her were able to visit this property with Josh Belnap, and encouraged the council to do the same.

Council Member Jackson said that the city owns very limited land and it would be painful to give this piece of property up, especially when we might be able to put a small retail use on the property.

Council Member Adams made a motion to approve a Resolution indicating the intent to adjust a common boundary with Farmington City, seconded by Council member Blackham.

The vote on the motion was as follows:

Council Member Adams, yea
Council Member Hunt, yea
Council Member Oaks, yea
Council Member Jackson, yea
Council Member Blackham, yea

The motion passed unanimously.

COUNCIL MEMBER REPORTS

Council Member Blackham asked for an update from the Public Works Director about projects currently happening in the city.

Josh Belnap said that there are many Public Works projects under construction. Some of them are in the design and coordination stage. Mr. Belnap reviewed with the Council the Public Works projects that are currently under construction, and those that are in the design and coordination stage.

Council Member Oaks commented that he was able to attend a meeting at the Davis Tech for Kaysville's small businesses, and thanked city Staff for arranging these meetings. It is a great opportunity for our businesses to do some networking. Council Member Oaks said that he is grateful the city has a great relationship with Davis Tech to be able to work with them to help provide resources for our smaller business.

Mayor Tran commented that tonight was the first city council meeting for the city's new City Manager, and said that the city is excited to have him here.

CITY MANAGER REPORT

City Manager Jaysen Christensen expressed excitement to be working for Kaysville City and said he feels honored to have been chosen for this position. Mr. Christensen said that it has been budgeted for the city to install five automatic license plate readers in the city. These are used by law enforcement agencies across the country to detect stolen vehicles or vehicles of wanted persons. If these types of vehicles are detected in the city, the city's police department would be

alerted. They are also a helpful resource when there are active Amber or silver alerts. There has been concern expressed about these cameras invading privacy, but this technology does not read faces or identifies occupants in vehicles. Once the West Davis Corridor is completed, the city will likely install another camera at the interchange. Mr. Christensen said that Davis County had recently reached out to the city about possibly annexing the Mutton Hollow area into the city. The city has expressed some concerns, mostly related to the cost to bring that area's infrastructure up to Kaysville City's standards. That area has some significant issues with their water structure. Their power and road infrastructure would also need to be upgraded. Improving their infrastructure would cost several million dollars. The amount of property taxes that the city would receive from annexing this area would not amount to much. The County will be having a meeting with city Staff and representatives of the Mutton Hollow area to have further discussion. The City wants to go into this with an open mind and be willing to listen to what they have to say.

ADJOURNMENT

Council Member Oaks made a motion to adjourn the City Council meeting at 7:59 p.m. The motion was seconded by Council Member Jackson and passed unanimously.

KAYSVILLE CITY
REDEVELOPMENT AGENCY BOARD MEETING
June 15, 2023

Minutes of a Kaysville City Redevelopment Agency Board Meeting held on June 15, 2023 at 7:59 p.m. in the City Council Chambers of the Kaysville City Municipal Center at 23 East Center Street, Kaysville, UT.

Board Members present: Chairperson Tamara Tran, John Swan Adams, Mike Blackham, Abbigayle Hunt, Nate Jackson and Perry Oaks

Others Present: City Manager Jaysen Christensen, Finance Director Dean Storey, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Assistant Finance Director Levi Ball, Information Technology Assistant Jordan Hansen, Parks and Recreation Director Cole Stephens, Public Works Director Josh Belnap, City Engineer Dexter Fisher, Richard Shaw, Ramona Porter, Laurene Starkey, Val Starkey, Wenfei Yu, Paul Legler, Gregg Phillips., Jared Tubbs, Brian Caldwell, Brant Sulser, Zach O'Brien, Brad Lund, Jesse Shupe, Tyson Shaw

OPENING

Chairperson Tran opened the meeting by welcoming those present.

**A RESOLUTION ADOPTING A BUDGET FOR THE KAYSVILLE CITY
REDEVELOPMENT AGENCY FOR FISCAL YEAR 2024**

Finance Director Dean Storey explained that the proposed resolution is to adopt the budget for the Kaysville City Redevelopment Agency for Fiscal Year 2024. A public hearing was held earlier tonight in regards to this item and no comments were received.

Board Member Blackham made a motion to approve a Resolution adopting a budget for the Kaysville City Redevelopment Agency for Fiscal Year 2024, seconded by Board Member Adams.

A vote on the motion was as follows:

Board Member Hunt, yea
Board Member Oaks, yea
Board Member Jackson, yea
Board Member Blackham, yea
Board Member Adams, yea

The motion passed unanimously.

ADJOURNMENT

Board Member Blackham made a motion to adjourn the Kaysville City Redevelopment Agency Board Meeting at 8:00 p.m., seconded by Board Member Adams and passed unanimously.

KAYSVILLE CITY
MUNICIPAL BUILDING AUTHORITY BOARD MEETING
June 15, 2023

Minutes of a Kaysville City Municipal Building Authority Board Meeting held on June 15, 2023 at 8:00 p.m. in the City Council Chambers of the Kaysville City Municipal Center at 23 East Center Street, Kaysville, UT.

Board Members present: Chairperson Tamara Tran, John Swan Adams, Mike Blackham, Abbigayle Hunt, Nate Jackson and Perry Oaks

Others Present: City Manager Jaysen Christensen, Finance Director Dean Storey, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Assistant Finance Director Levi Ball, Information Technology Assistant Jordan Hansen, Parks and Recreation Director Cole Stephens, Public Works Director Josh Belnap, City Engineer Dexter Fisher, Richard Shaw, Ramona Porter, Laurene Starkey, Val Starkey, Wenfei Yu, Paul Legler, Gregg Phillips., Jared Tubbs, Brian Caldwell, Brant Sulser, Zach O'Brien, Brad Lund, Jesse Shupe, Tyson Shaw

OPENING

Chairperson Tran opened the meeting by welcoming those present.

A RESOLUTION ADOPTING A BUDGET FOR THE KAYSVILLE CITY MUNICIPAL BUILDING AUTHORITY FOR FISCAL YEAR 2024

Finance Director Dean Storey explained that the proposed resolution is to adopt the budget for the Kaysville City Municipal Building Authority for Fiscal Year 2024. A public hearing was held earlier tonight in regards to this item and no comments were received.

Board Member Adams made a motion to approve a Resolution adopting a budget for the Kaysville City Municipal Building Authority for Fiscal Year 2024, seconded by Board Member Oaks.

A vote on the motion was as follows:

Board Member Oaks, yea
Board Member Jackson, yea
Board Member Blackham, yea
Board Member Adams, yea
Board Member Hunt, yea

The motion passed unanimously.

ADJOURNMENT

Board Member Blackham made a motion to adjourn the Kaysville City Municipal Building Authority Board Meeting at 8:01 p.m., seconded by Board Member Adams and passed unanimously.