

KAYSVILLE CITY COUNCIL
WORK SESSION
January 18, 2024

Minutes of a special Kaysville City Council work session held on Thursday, January 18, 2024 beginning at 4:30 p.m. 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

Staff Present: City Manager Jaysen Christensen, Finance Director Dean Storey, Assistant Finance Director Levi Ball, City Recorder Annemarie Plaizier

Others Present: Val Starkey, Josh Belnap

OPENING

Mayor Tran opened the work session and welcomed everyone present.

FY2025 BUDGET INTRODUCTORY WORK SESSION

Finance Director Dean Storey explained that it had been suggested that the budget review process be started earlier in the year, which was why they had scheduled this work session with the council. Staff will not be proposing any recommendations for decisions or directions to take on the budget at this time. The intent of the meeting is to give an update to the council the city's financial position from Fiscal Year 2023, review our financial status of Fiscal Year 2024 budget, and introduce the Fiscal Year 2025 budget. Mr. Storey added that this year, staff has decided to present the budget a little differently, which was one reason for beginning the review process early. Staff would like to hold multiple work sessions, with each session focused on a specific area of the budget. Staff also encouraged the council to provide staff with any of their priorities and objectives for the upcoming budget. Mr. Storey presented a proposed timeline for the budget review process to the council, including proposed dates for work sessions.

Council Member Adams arrived.

Dean Storey provided a brief explanation about governmental accounting, including the funds involved and their purposes. He reviewed the FY 2023 budget, the financial position of the city within the budget, and financial operations of the budget. Mr. Storey mentioned that there was approximately \$7 million in the general fund and about \$1.4 million in the capital projects fund, with the council having discretion over how to allocate those funds for capital projects. He also discussed the existence of restricted funds that could only be spent on certain project areas. The fund balances in the governmental funds were considered healthy. The city received ARPA funds, which have been utilized for the City's fiber project. That fiber project is almost complete and there is a possibility of having some extra funds that the city could allocate towards another qualifying project, with the requirement that those funds be spent prior to June 30, 2024. Mr.

Storey also reviewed the enterprise funds of the city, such as those for the power, water, and storm drain departments, all of which are also considered healthy. Within these enterprise funds, there are both restricted and unrestricted fund budgets.

Council Member Adams suggested creating an incentive for developers whereby if they provide a plan to the city for a development that would create more affordable houses, then the city would be willing to reduce their impact fees by a certain amount.

Dean Storey responded that it was something the city could look into. However, the city would need to develop a capital facilities plan, stipulating that if a developer were to submit a development plan with affordable housing, they could receive a reduction in impact fees because those homes were likely to attract smaller households. Mr. Storey reviewed governmental activities that the city has committed to paying for, including the revenue bond for Pioneer Park, revenue bonds for the city hall renovation and the police station building, a fire truck, wide-area mower, and an ambulance. When examining the city's business-type activities, the city currently does not have debt in this area. In FY 2023, the city saw more revenue than what was budgeted for in many categories. However, there were some areas where the city ended up paying much more than expected, such as court fines. This increase was attributed to court fees and fines raising nationwide. Mr. Storey added that in almost every area, departments did not spend their entire budget for the year, contrary to the misconception that departments spend every dollar allocated to them. In the city's experience, departments have been very conscientious of their budgeted money and only spent what was necessary. This does not mean that the council should cut the budgets for the following year if they did not spend the full balance the previous year. Mr. Storey reviewed the RAMP Fund and explained that the city had anticipated receiving \$300,000 from RAMP tax earnings but ended up receiving over \$500,000. Each year the city plans to set aside about \$200,000 from RAMP tax earnings to build up that fund balance for a potential larger project in the future.

Council Member Oaks added that last year was the first year that the city went through the process of accepting RAMP applications and awarding RAMP funds for projects. The city was able to provide funds for all of the RAMP applications received.

Dean Storey said that as we look at the FY 2024 budget, one of the biggest issues we are facing are inflationary costs.

Levi Ball reviewed the revenue trends in the city's budget since June 30, 2023, comparing those trends to what the city had expected to see. We have observed a slight increase, ranging between 1%-5%, in sales tax revenues received in the previous year, and it is anticipated that this trend will continue throughout the remainder of the fiscal year. Revenues from energy sales and use charges, as well as from franchise and telecommunications, trended slightly higher than what had been budgeted. Building permit revenue is trending lower than anticipated, which may result in less revenue than budgeted for if this trend persists. Regarding power costs, FY 2023 experienced a significant increase in expenses, resulting in a substantial loss to cover power costs. From 2022 to 2023, the cost of power rose by over \$4 million. Since the end of 2023, there has been a slight decrease in the cost of power. The amount budgeted for FY 2024 was based on a UAMPS projected number, and has closely aligned with the projected number for the remainder of FY 2024. The \$12.9 million budgeted for FY 2024 was only feasible because \$2.66 million from the general fund balance had to be utilized.

Dean Storey added that while there has been a slight decrease in the cost of power in the last six months, the amounts are still not close to what the city was paying in 2022, and it is unlikely that they will ever return to those levels. In 2023, the city council approved a 5% power rate adjustment due to the substantial increase in power costs. In considering the costs from FY 2022 to FY 2024, there is justification for another 5% power rate adjustment to help cover the cost of power. UAMPS has predicted that the cost for power resources will increase by 40% over the next ten years. Mr. Storey continued and stated that Kaysville still has the fourth-lowest property taxes in the county. He then introduced the FY 2025 budget and reiterated that the city's mission statement is to "enhance the present and future quality of community life in Kaysville through the delivery of effective, efficient and equitable services". The aim of the city is to create a budget that achieves balance, sustainability and accountability, manages the use of the city's assets and resources for cost-effective and efficient delivery of services while maintaining the expected level of service. Additionally, the city also aims to improve and maintain its capital investments and infrastructure of the city, providing the highest level of service delivery and staying ahead of the maintenance curve. Employees are considered the most valuable resource.

Council Member Jackson asked about the city's fleet replacement program and the projected cost for FY 2025.

Dean Storey responded that staff did not have the projected numbers yet, but the cost doesn't change much from year to year. The fleet replacement program is a great use of fund balance, and it is anticipated that spending will slow down at some point. Police vehicles are traded in, while all other vehicles are sold at auction. As long as our fund balance continues to be considered healthy, the program should be continued as it has significantly reduced vehicle maintenance.

Council Member Hunt asked if the city staff could provide the council some data showing that this program has caused our maintenance costs to go down.

Dean Storey reviewed the capital projects and infrastructure planned for FY 2025, including large equipment or project costs in excess of \$4,000. The costs presented for FY 2025 are merely projected costs and would be discussed in future work sessions with the council to determine their inclusion in the upcoming fiscal year budget. Some of the projected costs presented today will likely change to reflect increases in costs. As the FY 2025 budget is reviewed and prepared, the numbers would continue to be updated accordingly.

Council Member Jackson asked if there is money in the budget to resurface and restripe roads.

Dean Storey responded that there were some funds allocated for those types of projects, listed under operations for ongoing maintenance. Regarding projected costs for Operations for FY 2025, not much information had been included yet, as staff has not heard from departments about projected needs for the upcoming year. Mr. Storey highlighted some factors to consider, such as inflation costs impacting the budget. The city will see an increase in cost for dispatch services, which will be discussed further later on. It is anticipated that the city will not need to pay for those increased costs for dispatch services until January 1, 2025, which would help the budget. Additionally, another cost increase that will impact the budget are rising costs for software subscriptions. Staff has already been informed that licenses for Microsoft would triple compared to previous costs.

Council Member Blackham asked if the city had old subscriptions for software that isn't being used that could be disposed of.

Dean Storey responded that most subscriptions are now web-based. The city currently has a program called MyMeter, where people can log onto the website and view their utility usage. However, less than 1% of users are utilizing the program, prompting the consideration of its removal. Mr. Storey then reviewed the FY 2025 budget regarding personnel and explained that the city typically follows the market adjustment rates that URS provides each year as a benchmark for salary adjustments. Last year, URS proposed a market adjustment of 8%, but the council decided on a 6% increase, reallocating 2% to employees furthest from their market salary rate. This approach was considered successful. Although the city does not have the numbers for this year's URS proposal yet, staff anticipates that it will be around 3-4%. If so, staff would propose a 1-2% market adjustment for everyone, with the additional 2% allocated to bring positions furthest from their average market salary closer to where they should be. Regarding health insurance, there was a 3% increase in costs last year. Staff met with the city's broker recently and was told that there has been a high trend in premiums in the city in the first three months of FY 2024, indicating a likely increase in health insurance costs for the city this year.

Levi Ball reviewed the results of the compensation study over the last two fiscal years. Due to the council's decision on employee compensation implementation last year, the majority of employees were found to be either 0-5% below the average of where their positions stand in the market. In the previous year, the salaries of five employees were 10-20% below their market rates. However, since last year, there is currently only one salary remaining that that 10% below range.

Jaysen Christensen added that the position currently in the 10% below market range for their salary is the city engineer position. The city needs to consider giving that position a significant increase to ensure the salary is competitive with the market, or else risk losing the current city engineer. If that were to happen, the position's salary would need to be increased, otherwise it will likely be challenging to find someone willing to fill the role.

Council Member Blackham stated that he would like to compare the salary of the city engineer position with other cities of similar size.

Jaysen Christensen said that staff has already done a comparison of that position in other cities, and the average market salary for the position is about \$128k a year.

Dean Storey continued, stating that last year the council decided to implement a freeze on any new staff positions, despite several departments requesting additional staffing. It is anticipated that similar requests for additional staffing will be seen in this year's budget. However, due to lack of a significant difference in revenue compared to last year's budget, it would likely be challenging to approve any kind of additional staffing.

Levi Ball added that eleven positions were requested in last year's budget, and three have already been earmarked to be proposed for this year.

Dean Storey asked the Mayor and Council to consider what their priorities and objectives were for the FY 2025 budget. The next work session to discuss the budget would be held on Friday,

February 2 beginning at 8:00 a.m. to review and discuss capital projects and infrastructure related to Public Works.

Mayor Tran thanked all who were in attendance and adjourned the work session at 6:15 p.m.

KAYSVILLE CITY COUNCIL
January 18, 2024

Minutes of a regular Kaysville City Council meeting held on January 18, 2024 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, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Public Works Director Josh Belnap, Information Systems Assistant Ardi Harsano, Gardner Crane, Crista Crane, Paul Murphy, Emily Murphy, Shanna Barker, Mindi Edstrom, Trevor Edstrom, Tami Olsen, Robert Gennaro, Christopher Holfeltz, Kimber Talbot, Darlene Schons, Laurene Starkey, Val Starkey, Jill Dredge

OPENING

Mayor Tran opened the meeting by welcoming everyone present. BSA Pack 35, Troop 27g and Troop 407 provided a prayer and led the audience in the Pledge of Allegiance.

CALL TO THE PUBLIC

Jill Dredge expressed concern over the increasing government overreach seen in Kaysville and beyond. She began attending city council meetings after last year's legislative session to understand how the city functions and voice her concerns. Dredge recounted an incident at the Capitol where attendees were forced to remove stickers advocating for certain bills, highlighting a lack of representation. Public participation is limited to one minute at sessions, making citizens feel unheard. She noted the removal of public comments from planning commission meetings, raising concerns about transparency. Dredge also highlighted issues with the Public Infrastructure District Act, which grants extensive powers to private landowners, potentially leading to unchecked development. She called for better representation for taxpayers in city governance.

Laurene Starkey commented about the importance of public participation in government, citing an example where their community felt that their input led to the denial of a high-density development request in their neighborhood. She expressed concerns over proposed city bylaws and text amendments to Title 19, which seems to diminish the role of elected officials in representing citizens. If the city council, city engineer, and planning commission is removed from the subdivision process through the approval of these text amendments, who will represent the citizens? Ms. Starkey emphasized the need for inclusive representation and cautioned against limiting public expression, and encouraged the council to allow citizens to participate. People want to spend their efforts on something that will make a difference, and they will participate when they feel heard and included. It is important to preserve and encourage public comment as a

fundamental aspect of democracy.

PRESENTATIONS AND AWARDS

KAYSVILLE GIVES 2023 REPORT

Mindi Edstrom, Director of Kaysville Gives, gave a presentation about the Kaysville Gives program and explained that the program was started seven years ago as a way for the community to help those in need during the holiday season. In the beginning, the program started by helping ten families through the Family Enrichment Center in Kaysville, Mountain high students, the Bountiful Food Pantry, and Safe Harbor. Residents would select tags with gift requests from a tree in City Hall. With every year the program has continue to grow substantially, and have are helping more families through local schools, Mercy Housing, and the Kaysville Police Department with their Victim Advocate program. The program's growth necessitated a need for additional space, which Young Truck and Trailer has provided the last couple of years.

Crista Crane, Co-Director of Kaysville Gives, reported that in 2023, the program provided gift to 147 families and 50 items to Mercy Housing, totaling approximately 160 boxes of gifts. They handled 1,900 gift tags, fulfilling approximately 3,000 gift requests, an increase of 400 tags from 2022. Volunteers shopped for around 1,800 of the requested items, and the program received about \$37,000 in financial donations, estimating a total of \$80,000 in combined financial donations and items.

Mindi Edstrom emphasized the crucial role of volunteers in the success of the Kaysville Gives program, noting their dedication and commitment each year. She highlighted the active participation of residents, including children who sang at the Fill the Firetruck event, drawing in more attendees. Local residents volunteered as Santa, Mrs. Claus, and the Grinch, while many others contributed donations. The Mayor, City Council, and City employees played key roles in assisting in helping to handle logistics and provide support where needed. The Youth City Council contribute to the Fill the Firetruck Event and promoted Kaysville Gives at local businesses. Significant support was received from Kaysville businesses, particularly Young Truck and Trailer, who helped enable the program to be able to expand and reach more families. They also helped to not only provide space, but donations, logistics support, and vehicles for gift distribution.

Robert Gennaro, the Service Advisor of Young Truck and Trailer in Kaysville, said that their employees have been excited to get involved and volunteer their time.

Tami Olsen, Recruiting & YCY Director, said that Randy Gennaro is a strong advocate for their foundation, Young Caring for our Young, and he introduced the idea of supporting Kaysville Gives to their foundation. Most of their dealerships choose an event they are passionate about supporting, and the Kaysville Gives experience is one of their favorites. The Kaysville Gives team works hard and are committed to the citizens. Despite Kaysville being perceived as an affluent community, there is still significant need present, which surprises many. Olsen expressed belief in the potential for the program to expand further.

Mindi Edstrom emphasized the strong support system behind Kaysville Gives, noting that

volunteers not only generously donate their time but also receive support from their families, who are willing to assist as needed. She mentioned dedicated volunteers such as Crista Crane, Tami Tran, Shanna Barker, Karen Dent, Emily Murphy, and Shannivee Frasure, who have been actively involved in the program for many years.

Emily Murphy, a lifelong resident of Kaysville, expressed her deep affection for the city and its community spirit. Through her involvement with Kaysville Gives, she has witnessed the city's growth and generosity firsthand. Observing the significant contributions made through the program has only strengthened her love for Kaysville. Despite the hard work involved, she believes that Kaysville Gives serves as a unifying force, bringing everyone together for a common cause.

Shanna Barker highlighted the community unity fostered by Kaysville Gives and praised Young Truck and Trailer for their support in hosting the program. She emphasized the heartwarming sight of people coming together to donate and serve. Barker stressed the program's focus on individual children's needs, emphasizing her role in collaborating with local schools' counselors or family advocates to ensure every child in need is accounted for. Despite the anonymity of the process, each tag represents a child's specific needs and desires, underscoring the program's significance within the community.

Mayor Tran expressed gratitude for everyone who participates in the program, noting that its success relies on the dedication of volunteers and their families. Receiving \$80,000 worth of donations within three weeks is an outstanding achievement, especially during uncertain times.

The City Council expressed appreciation to the Kaysville Gives team and all those who participate in the program to give back to the community.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts were disclosed.

CONSENT ITEMS

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

- a) Approval of Minutes of December 7, 2023

Council Member Hunt seconded the motion.

The vote on the motion was as follows:

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

The motion passed unanimously.

ACTION ITEMS

TEXT AMENDMENTS TO ORDINANCES WITHIN TITLES 17, 18 AND 19 OF THE KAYSVILLE CITY CODE (TABLED ITEM)

Josh Belnap explained that during the 2023 Utah Legislative Session, SB 174 was passed, requiring all cities to amend their subdivision codes and development review processes. Staff has reviewed internally, and deliberated with the Council on January 4, 2024 about the proposed changes. In particular, Staff and Council had specific questions about how to still allow for public comment in the development review process. After further internal review and coordination with elected officials, Staff is now recommending a process where instead of sending the development to the Planning Commission, Staff will instead post a physical notice at the development site, and that notice will link to a City web page where stakeholders can review development details and submit a comment. Staff would serve as the Administrative Land Use Authority, so they would review these comments as part of the subdivision review and incorporate wherever possible.

Mayor Tran opened the public comment period for this item.

There were no comments or questions from the public.

Council Member Adams echoed earlier public sentiments about the importance of maintaining a channel for the public to voice concerns to the council. The council does their best to represent the citizens and listen to their feedback. However, it is a challenge to continue holding public meetings for proposed subdivisions during planning commission meetings, when the commission cannot take any action. The city council does not want to remove public comment from the due process, and what is being proposed will still allow for public input on proposed developments. It will enable citizens to engage with city representatives about their concerns if they wished to do so.

Council Member Blackham said that in the past there have been valuable contributions made by members of the public, often bringing forward ideas that had not been thought about before. Some individuals may have valuable insights, but are hesitant to speak publicly. The proposed approach would provide an avenue for these individuals to share their comments, which would be relayed to both the council and planning commission. It will help to enhance the process and provide individuals with a more personal opportunity to communicate with staff and developers.

Council Member Oaks said that when this was previously discussed as a work item, the council agreed that they all wanted to continue to allow the public an avenue to continue to be heard. Adjustments can be made to the proposed approach as necessary in the future.

Council Member Hunt asked about in the text amendments when it is referring to “city”, whom it is referring.

Josh Belnap responded that the city staff would function as the administrative land use authority. The “City” does not necessarily refer to a single individual, but rather encompasses various city staff members, including the city engineer, department heads, or any relevant authority involved

in the development review process.

Council Member Hunt asked when the public notice sign would be placed on the property as part of the subdivision review process.

Josh Belnap responded that the sign indicating a new development proposal would be erected as promptly as possible, ideally within twenty-four hours of receiving the application because timeliness is important. The sign would remain during the initial fifteen-day review of the preliminary plat. If comments are received after this review period, they could potentially be submitted along with the city's final comments submitted to the developer later in the process.

Council Member Hunt said that it was mentioned in their previous council meeting the idea of presenting comments during a city meeting, and asked if that was something that was still being considered.

Josh Belnap responded that after careful consideration, city staff concluded that the most effective method for gathering public input would likely be through online or written comments submitted to the city. While there was some discussion about holding a meeting, it was deemed more time-efficient to focus on reviewing and submitting comments during the fifteen-day period allotted for feedback to the developer. This approach ensures that the public still has the opportunity to provide input while streamlining the review process. Once comments are received, they will be summarized and reported back to the city council and planning commission via electronic communication.

Council Member Hunt proposed implementing a mechanism for the public to receive feedback or acknowledgment regarding their comments submitted to the city. The public is often unaware of the behind-the-scenes processes, and providing feedback would help enhance transparency and engagement.

Josh Belnap said that there are different ways that some entities provide feedback to the public after receiving comments.

Council Member Adams proposed including a summary of public comments in city council and planning commission packets. Additionally, he suggested that staff respond to commenters by providing them with the same summary sent to the council and commission, ensuring that their comments were acknowledged and included. A generic response to commenters could also be prepared as a reply.

Council Member Hunt commented that although this new way of having a public forum to take comments will look differently, it can still be a good way to gather comments, and we are hopeful that this new process will work well.

Council Member Blackham made a motion to approve the text amendments to Ordinances within Titles 17, 18 and 19 of the Kaysville City Code, seconded by Council Member Oaks.

The vote on the motion was as follows:

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

The motion passed unanimously.

WORK ITEMS

AMENDMENTS TO TITLES 6 AND 8 OF THE KAYSVILLE CITY CODE

Josh Belnap explained that when reviewing other ordinance changes, Staff identified additional ordinances that they felt needed to be amended. The first amendment is to Section 5-2-10 and is in regards to emergency access gates. Currently the Fire Chief uses the Fire Code to prevent the installation of new obstacles or barricades, such as gates or barriers, which would impact their department's ability to respond to emergencies. The proposed amendment will further clarify that the Fire Chief and the City do not allow these items, and to provide a means for evaluating potential hazards on previously approved items. This amendment was drafted with the help of the Police and Fire Chiefs. The second amendment item is housekeeping on the City's street designation plan. With US-89, several new frontage roads were added, the connector roads near the Farmington border have been added, and the West Davis Corridor has changed from SR-67 to SR-177. Staff wanted to reflect these, as well as other, changes in the plan, as it has not been updated in over a decade. This plan, among other things, helps solidify what road widths need to be maintained with future development projects.

Mayor Tran asked if the City deemed that an existing gate needed to be removed, who would be the responsible party to remove the gate?

Josh Belnap responded that these types of items are privately owned and maintained, and the city would collaborate with the property owners to try to make sure they come into compliance.

Nic Mills stated that the city's code refers to the International Building Code and Fire Code. Adding this text amendment would be beneficial as it would enhance transparency, considering that access to the code sometimes requires a purchase. This amendment would provide clarity regarding what regulations are permitted within the city.

Council Member Hunt made a motion to move the Amendments to Titles 6 and 8 of the Kaysville City Code to an Action Item. The motion was seconded by Council member Jackson.

The vote on the motion was as follows:

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

Council Member Adams, yea
Council Member Hunt, yea

The motion passed unanimously.

AMENDMENTS TO PERSONNEL APPEAL PROCEDURES

Nic Mills explained that recently city Staff attended training regarding personnel appeals. There, the presenter advocated for cities using an outside hearing officer to determine personnel appeals. This does several things. It eliminates the appearance of bias against employees. Often, the process involves Department Heads, City Managers, and City Councils hearing these appeals. This leads to an argument that the process is biased against the employee, as City administrators frequently enjoy collegial relationships. It improves confidentiality for the employee. A Hearing Officer limits the number of people that hear about the alleged misconduct drastically. The Hearing Officer has more flexibility in how and when they hear the appeal. The Hearing Officer does not need to meet noticing requirements or closed meeting requirements. The Hearing Officer gives the parties a solid legal analysis of the issue. The Hearing Officer will issue a written opinion. This opinion helps frame the legal issues and helps to limit litigation costs if the administrative appeal does not resolve the case. It avoids potential conflicts of interest. In some cases, the City Council may be required to sanction and authorize severance efforts early on. This may create an awkward situation should the council later become the appeal authority in that situation. For these reasons, Staff believes that this amendment would be in the City's best interest.

Mayor Tran clarified that it would be inappropriate for the mayor or council to involve themselves in employee matters, as such decisions fall outside their jurisdiction as a legislative body. The proposed amendment aims to underscore this boundary and eliminate any perceived bias in such matters.

Council Member Jackson expressed a preference for maintaining the current personnel appeal procedures or potentially including the mayor in the process.

Council Member Oaks stated that he feels that we need someone who has expertise in human resources policies and positions. It is important to keep emotions and personal biases out of personnel matters. Involving the legislative body in such issues is inappropriate and would be better handled by a professional in this field. These types of situations are infrequent and would not have a significant fiscal impact.

Council Member Blackham said that it is important to consider that there is often more to a situation and a history with an employee, which may not be fully captured if the council is removed from the personnel appeal process. Our employees are part of who make up our city, and sometimes we need to take into account an employee's history. There has been only one personnel appeal over several years, and the process shouldn't be changed based on a single occurrence.

Council Member Adams said that the current process places the council in an unfavorable position to make decisions regarding personnel matters. The role of the council is to represent the residents of the city, rather than evaluate the performance of city employees. There is limited presence of

council members in city offices, and we likely do not have sufficient insight into individual employees' job performance.

Council Member Oaks said that the issue lies not in the council's ability to make decisions about personnel appeals, but rather in the lack of qualifications among council members to adequately assess such matters. The council may not possess the expertise to determine whether all procedures were properly followed by the employee and supervisor, including understanding the nuances involved.

Council Member Hunt asked who the hearing officer would be.

Nic Mills responded that the city would contract with someone not affiliated with the city or its employees.

Council Member Hunt stated that involving an outside entity in personnel matters prevents the council from acting capriciously. The council are not professionals in handling such issues.

Mayor Tran commented that it is beneficial to have an outside party handle personnel matters, as they would not be influenced by emotions or personal attachments. These types of decisions are administrative, not legislative. Our employees are important in the city's functioning and our relationships with them matter. However, decisions in this regard should be driven by policy and data, rather than emotions.

Council Member Jackson expressed that he feels that the council is qualified to handle personnel decisions as they can approach situations from a neutral standpoint. The council, being elected and qualified, is capable of making decisions on behalf of the city. Council Member Jackson stated that he would be opposed to removing the council from such decisions, because he feels they can maintain objectivity and should remain aware and involved in these matters.

Council Member Oaks made a motion to move the amendments to Personnel Appeal Procedures to an Action Item, seconded by Council Member Hunt.

The vote on the motion was as follows:

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

The motion passed with a vote of three to two.

Council Member Oaks asked what other cities do in these kinds of situations.

Nic Mills responded that many cities employ outside hearing officers, similar to the proposal discussed. Layton City has a unique approach, where a committee is comprised of employees

from various departments and the mayor makes decisions. There has been a trend among cities to shift personnel appeal processes to outside hearing officers to prevent the council from being subpoenaed in employment lawsuits. Hearing officers can provide legal opinions and research, which the city could use in potential litigation situations.

COUNCIL MEMBER REPORTS

Council Member Mike Blackham said that the Mayor and he attend a development review meetings with staff, and it is a huge benefit to him to be able to attend. Lately the Assistant Police Chief has been attending, and that has been very beneficial.

Council Member Hunt commented that Communities that Care met that week and they are working towards creating a vision statement. It is exciting to see people from the community come together to find ways to help support our youth, specifically with mental health and in avoiding substance abuse and other risky behaviors.

Council Member Adams said that the ULCT hosted Local Officials Day at the Legislature, and our youth city council were excited to meet Senator Adams, who gave them a tour of the house floor. They were also able to meet the governor and enjoyed being able to speak with him. It is a great activity and something that our youth city council looks forward to every year.

Mayor Tran expressed gratitude to all council members for their service in various capacities. She informed the council about the amendment to HB 499, which mandates Davis County to establish a code blue and winter homeless shelter. The task force recommended and approved a proposal to the state for a permanent shelter location within the county, requesting \$30 million in funding, along with \$2 million for ongoing support. It is uncertain regarding the state's decision on exempting the county from funding a temporary shelter. If the exemption or funding is not granted, the only identified county-owned property available for a temporary shelter is the emissions center in Kaysville. Since the land is owned by the county, the city cannot dictate whether the shelter can be placed there. Currently the HB is written so the city would only have to provide a temporary shelter for a two-year period, and then it would rotate to another city. However, that law also expires in two years, and there is a change the temporary shelter could become permanent.

CITY MANAGER REPORT

City Manager Jaysen Christensen reported that he and Melinda recently met with Jerry Goodspeed, from the Utah State Botanical Center. Initially, they had considered converting their marquee sign by I-15 into a digital sign. However, they have decided to retain the marquee sign and construct the digital sign as a separate entity on the property. Since they are a part of the State, they are not required to seek approval from the city. While the timeline for the sign's construction remains uncertain, the city anticipates minimal issues given the lack of nearby neighbors.

Council Member Jackson asked if Utah State had talked about working with UDOT to put a sound barrier along their property by I-15.

Jaysen Christensen said that he was unaware of any discussions about a sounds wall at this

location.

Council Member Jackson commented that the noise from I-15 is disruptive and he would like to see a sound barrier be advocated in this area.

RECESS OF CITY COUNCIL MEETING AND CONVENE A MEETING OF THE KAYSVILLE BUSINESS PARK ARCHITECTURAL REVIEW COMMITTEE

The council recessed the city council meeting at 8:41 p.m. and convened into a meeting of the Kaysville Business Park Architectural Review Committee.

The city council reconvened into the city council meeting at 8:55 p.m.

CLOSED SESSION

Council Member Blackham made a motion to recess the city council meeting at 8:55 p.m. and convene into a closed session to discuss the purchase, exchange, or lease of real property, in conformance with Utah State Code §52-4-205. The motion was seconded by Council Member Oaks and passed unanimously.

Council Member Oaks made a motion to adjourn the closed session at 9:27 p.m. and reconvene into the city council meeting, seconded by Council Member Adams. The motion passed unanimously.

ADJOURNMENT

Council Member Oaks made a motion to adjourn the city council meeting at 9:27 p.m. The motion passed unanimously.

KAYSVILLE BUSINESS PARK
ARCHITECTURAL REVIEW COMMITTEE MEETING
January 18, 2024

Minutes of a Kaysville Business Park Architectural Review Committee Meeting held on January 18, 2024 at 8:46 p.m. in the City Council Chambers of the Kaysville City Municipal Center at 23 East Center Street, Kaysville, UT.

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

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Information Systems Assistant Ardi Harsano

OPENING

Chairperson Tran opened the meeting by welcoming those present.

APPROVAL OF A SIGN REPLACEMENT FOR CAMPING WORLD AT 780 NORTH KAYS DRIVE, KAYSVILLE BUSINESS PARK

Community Development Director Melinda Greenwood explained that Camping World has submitted a building permit for a replacement of the sign currently on their property. The proposed sign is 44 feet tall and measures 12 feet by 17 feet. While the new sign will maintain the same height as the existing one, it will be 32% smaller. The existing pole will be used for the new sign, ensuring no change in height. The current sign features digital messaging capabilities, but these will be removed and replaced with 3M Panaflex material, which will not cause damage if a wind storm were to take the sign out of the sign cabinet. Staff has reviewed the sign plan and found it to be in compliance with the Kaysville Business Park Development Guidelines.

Committee Member Oaks made a motion to approve the sign replacement for Camping World located at 780 North Kays Drive, seconded by Committee Member Hunt.

The vote on the motion was as follows:

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

The motion passed unanimously.

APPROVAL OF SIGNS AT 498 NORTH KAYS DRIVE FOR AG KAYSVILLE BUILDING LLC

Melinda Greenwood explained that AG Kaysville Building LLC is a two-story office building that is 22,670 square feet in size, and houses multiple tenants. The property owner has submitted an application to mount signs on the building for three tenants: NextBranch Financial Self Service, Gold Counseling, and Aspire Counseling. The sign for NextBranch Financial Self Service sign measures 20.4 square feet, while Aspire Counseling's sign measures 37.7 square feet. According to city code, such signs cannot exceed 40 square feet in size. However, the planned sign for Gold Counseling currently measures at approximately 45 square feet. The applicant has been notified of this non-compliance issue and has expressed willingness to reduce the sign size to meet code requirements. Staff recommends approving the signs under the condition that they do not exceed 40 square feet each.

Committee Member Jackson made a motion to approve the signs at 498 North Kays Drive for AG Kaysville Building LLC with the condition that all three signs measure no more than 40 square feet each. The motion was seconded by Committee Member Adams.

The vote on the motion was as follows:

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

The motion passed unanimously.

ADJOURNMENT

Committee Member Adams made a motion to adjourn the Kaysville Business Park Architectural Review Committee Meeting at 8:55 p.m. seconded by Committee Member Hunt and passed unanimously.