Kaysville City

MEETING NOTICE AND AGENDA

Notice is hereby given that the Kaysville City Council will hold a regular council meeting on **Thursday, April 10, 2025**, starting at 7:00 PM in the **Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT**. The meeting will be streamed on YouTube, and the link to the meeting will be posted on www.KaysvilleLive.com.

Public comments during the meeting are only taken for Action Items, "Call to the Public", or public hearings. **Those wishing to speak during these times must sign up in person before the meeting begins.** Comments may also be submitted to the City Council via email to publiccomment@kaysville.gov. Emailed comments will NOT be read aloud at the meeting.

CITY COUNCIL Q&A – 6:30 PM

The City Council will be available to answer questions or discuss any matters the public may have.

CITY COUNCIL MEETING – 7:00 PM

The agenda shall be as follows:

1) OPENING
   a) Presented by Council Member John Adams
2) CALL TO THE PUBLIC (3 MINUTE LIMIT, MUST SIGN UP IN PERSON)
3) PRESENTATIONS AND AWARDS
   a) Employee of the Quarter Award presented to Jordan Hansen
   b) Proclamation declaring April 25, 2025, as Arbor Day
   c) Kaysville Fire Department Annual Report - Chief Paul Erickson
4) DECLARATION OF ANY CONFLICTS OF INTEREST
5) CONSENT ITEMS
   a) Approval of minutes from the February 6, 2025 Council meeting
   b) Approval of minutes from the February 14, 2025 Council work session
   c) Approval of minutes from the February 20, 2025 Council meeting
   d) Approval of minutes from the February 20, 2025 Business Park Architectural Review Committee Meeting
   e) Approval of minutes from the March 6, 2025 Council meeting
   f) Approval of minutes from the March 6, 2025 Business Park Architectural Review Committee Meeting
   g) Appointment of Maryn Nelson as Finance and Administrative Services Director, effective July 16, 2025
   h) A Resolution to acquire necessary permanent easements and right-of-way for the Mutton Hollow/Fairfield Signal Project
   i) Negotiation of Contract for signal installation at Mutton Hollow and Fairfield
   j) A Resolution approving a Social Media Policy
6) ACTION ITEMS
   a) A Resolution and Interlocal Agreement with Central Davis Sewer District for the 200 North Road Project

7) WORK ITEMS

   a) Animal Kennel Ordinance

8) COUNCIL MEMBERS REPORTS

9) CITY MANAGER REPORT

10) ADJOURNMENT

Kaysville City is dedicated to a policy of non-discrimination in admission to, access to, or operations of its programs, services, or activities. If you need special assistance due to a disability, please contact the Kaysville City Offices at (801) 546-1235 at least 24 hours in advance of the meeting to be held.

I hereby certify that I posted a copy of the foregoing Notice and Agenda at Kaysville City Hall, Kaysville City website at www.kaysville.gov, and the Utah Public Notice website at www.utah.gov/pmn. Posted on April 4, 2025.

Annemarie Plaizier
City Recorder

Employee of the Quarter Award Q-1 2025
Congratulations to
Jordan Hansen

Jordan encompasses the spirit of outstanding employee service. As the Employee of the Quarter (EOQ), he is a credit to Kaysville City through leadership, work relationships, objective achievement, service/customer relations, and excellent work performance.

Jordan is one of the most well-known staff members at Kaysville, thanks to the support he provides by overseeing the cell phones, his IT work, and GIS work. He treats everyone with the same respect and attention, whether you're a close friend or an unknown newcomer. We are proud to have Jordan as part of our team and grateful for his contributions.

Jordan will be recognized at City Council Meeting and receive $100, 4 hours of PTO, an award certificate, and his name displayed on the Employee of the Quarter plaque at City Hall.

Other rock stars nominated for Employee of the Quarter (Q-1) are as follows:

Brenda Pugmire, Cindee Paulsen, Dexter Fisher, Holly Henderson, Jeremy Owens, Josh Belnap, Shaun Sackett, and Tyson Shaw

Proclamation

“ARBOR DAY”

April 25, 2025

WHEREAS, Kaysville City, Utah has committed considerable time and resources to the urban forest and has chosen to set aside a special day for the planting of trees; and

WHEREAS, this Holiday called "Arbor Day" is observed in every state in the union and throughout the world; and

WHEREAS, trees can reduce the erosion of topsoil, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide a habitat for wildlife; and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify the community; and

WHEREAS, wherever they are planted, trees are a source of joy and spiritual and mental renewal.

NOW, THEREFORE, I, Tamara Tran, Mayor of Kaysville City, along with the Kaysville City Council, do hereby proclaim April 25, 2025, as Arbor Day in Kaysville City. I also urge all citizens to support efforts to protect our trees and woodlands and to support our urban forestry program.

FURTHER, I urge all citizens to plant trees to gladden hearts and promote the well-being of present and future generations.

Kaysville City 1850 UTAH'S HOMETOWN

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Tamara Tran, Mayor

Kaysville City Fire Department

Paul J. Erickson

Fire Chief

Overview

- Station/Staffing
- Vehicles
- Training
- Fire Prevention/Public Education
- Safety, Health and Wellness
- Fire Response Districts/Mutual Aid
- Responses/Coverage-5 years
- Requirements/Standard
- Failed to Meet Standard
- Day of the week and time of day
- Benchmarks

Staffing & Station

1 Station

15,618 sq. ft.

40 Total Staff

22 full-time firefighters

- Fire Chief
- Three Captains
- Three Engineers
- Fifteen Firefighters

Fifteen Part-Time Firefighters

Part-Time Junior Fire Setter Counselor

Part-Time Administrative Assistant

Part–Time Fire Inspector

Vehicles

- Two Command Vehicles
- One Support Vehicle
- Three Engines/Heavy Rescue Engine
- One Aerial Apparatus/Ladder Truck
- Two Medic Rescue Trucks
- Three Ambulances
- Two Brush trucks
- HazMat Trailer

One Ambulance was ordered est. September 2025
One Engine ordered est. April 2025

Training

Sixty Plus Firefighter Specific Classes

Medical Specific Classes

- 113.5 Hours Continuous Education

96% Training Complete for 2024

Safety, Health, & Wellness

Monthly safety meetings

Annual physical exams

Annual fitness evaluation

Near Miss reports

After Action reports

Firefighter Safety Stand-Down

Fire Prevention & Public Education

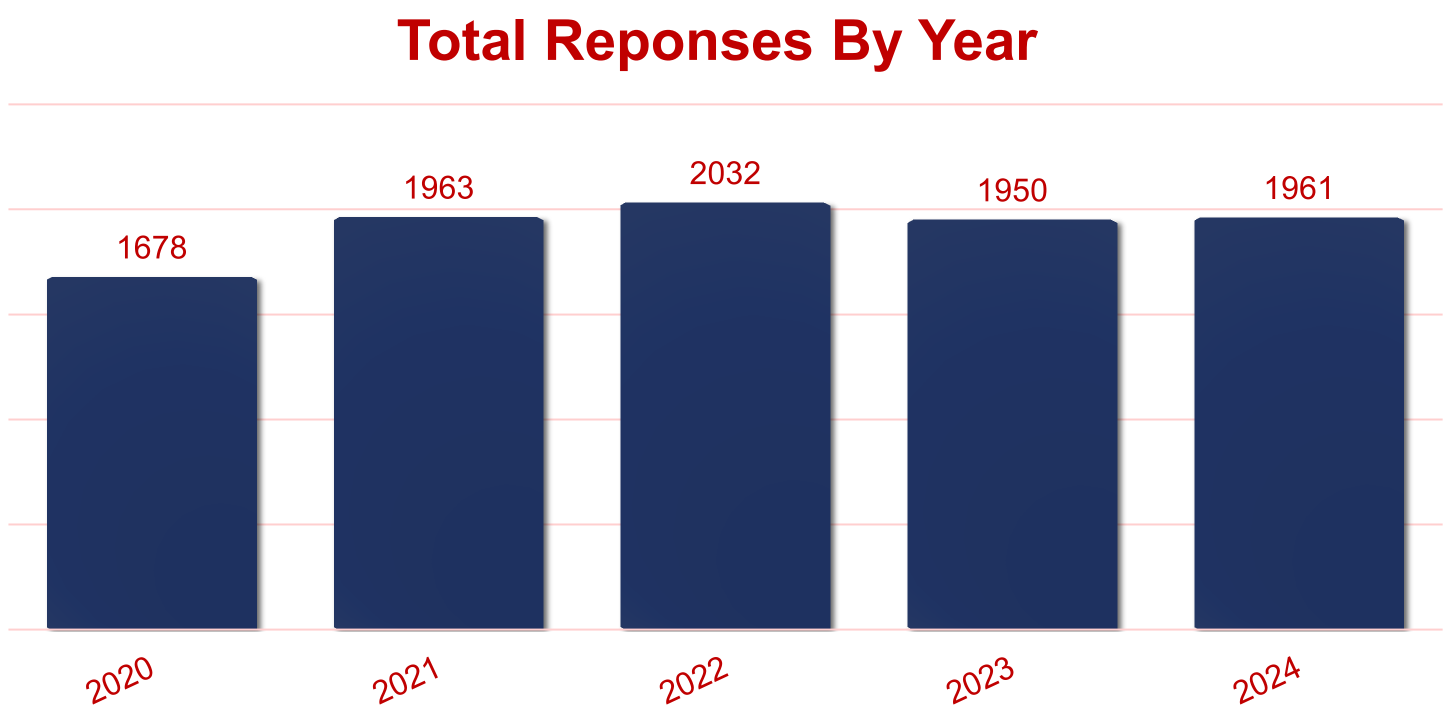
Annual Inspections – 1020

- 543 Commercial Businesses
- 437 Home Businesses
- 10 Food Trucks

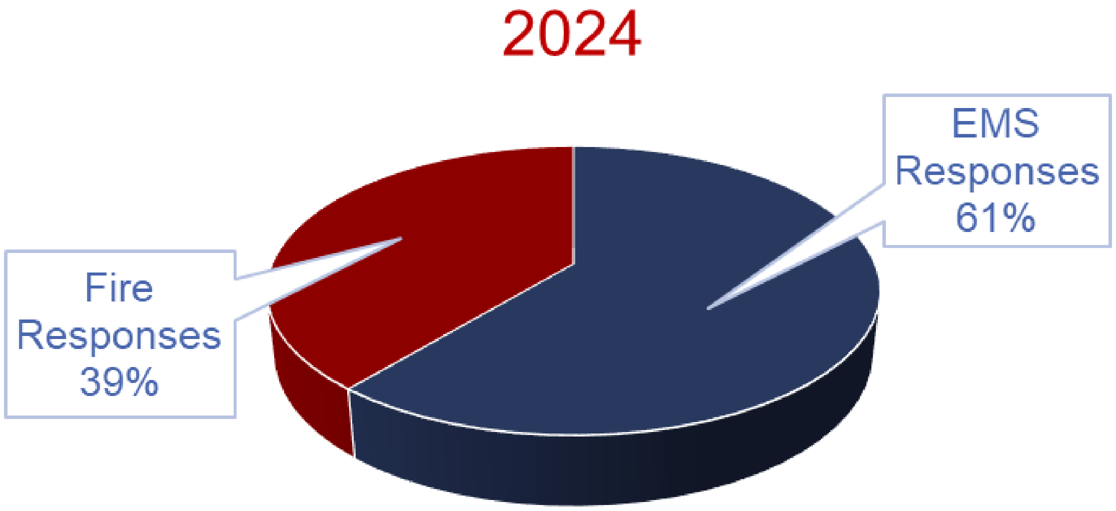
Community Outreach

- 108 Public Tours
- Truck or Treat
- Easter Egg Hunt
- School Visits
- CPR Classes
- CERT
- Public Education

Responses


Total Reponses By Year
1678
1963
2032
1950
1961
2020
2021
2022
2023
2024

2024 Responses

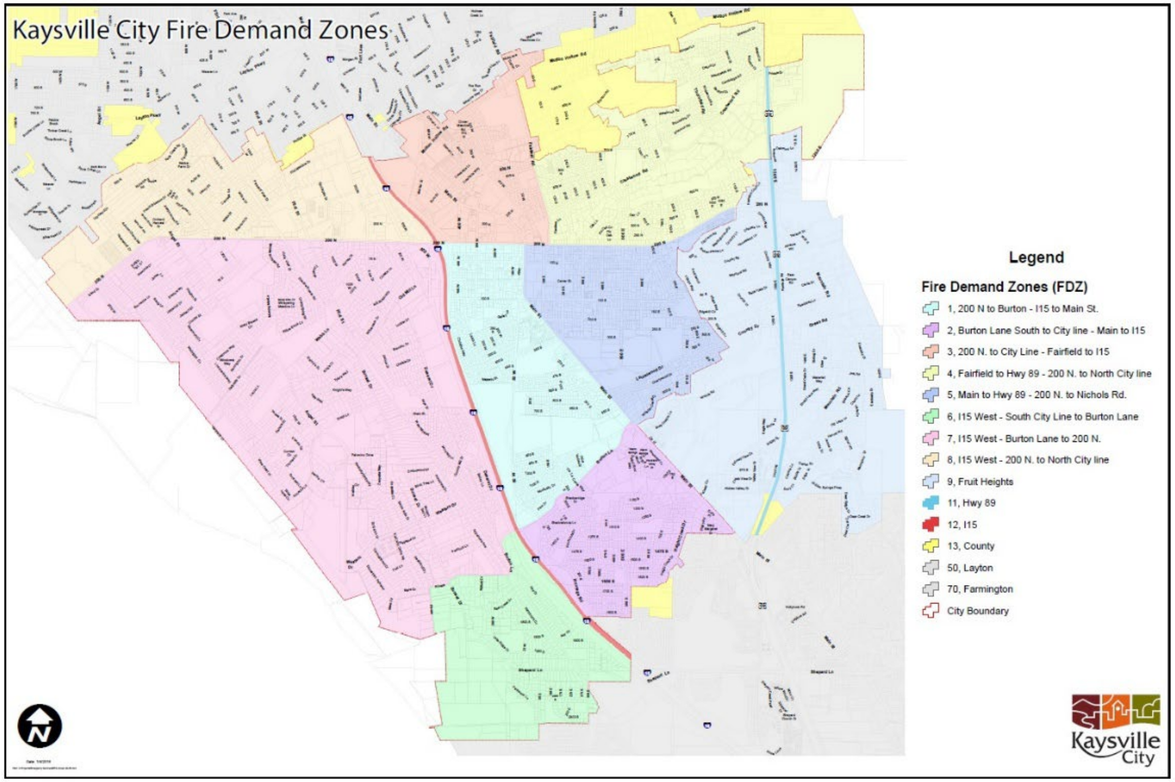


318 Responses in West Kaysville
287 Overlap Responses
52 Reported Fires
- 17 were Mutual Aid

18 SAVES
- 7 Cardiac Arrests
- 3 Strokes
- 3 Head Injuries
- 1 Gunshot
- 4 Traumas

Twelve FRD's

Three Mutual Aid Areas



Mutual Aid

	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024
District/Zone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Mutual Aid Given	Mutual Aid Received
09-Fruit Heights	5	1	3	0	1	1	3	3	3	3	4	2	29	0
50-Layton	4	7	7	1	3	2	10	3	7	4	4	6	58	79
70-Farmington	14	12	13	14	16	18	17	19	14	23	24	13	197	38

Requirements & Standard

NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments.* Chapter 4, Organization drives the time standard, 6:04 for EMS response and 6:24 for fire and/or special operations.

NFPA 1710, chapter 4, 4.1.2.3.3 alarm processing of not more than 64 seconds for dispatch, then 4.1.2.1 (2) 80 seconds for fire and special operations and 60 seconds for EMS, then 240 seconds for travel time = 6:04 for EMS and 6:24 for fire/special operations responses, at least 90% of the time.

KFD Failed to Meet Standard

All calls including non-emergent runs:

1,653 responses.

We were compliant with NFPA response times on 993 runs, putting us at 60% compliant.

*The remaining 308 calls were in areas outside of Kaysville

DAY OF WEEK/TIME OF DAY

2020

Tuesday
Wednesday
Friday

0800-2300

46% of Total Responses

2021

Monday
Wednesday
Thursday

0800-2200

46% of total responses

2022

Monday
Tuesday
Thursday

0800-2200

46% of total responses

2023

Tuesday
Wednesday
Friday

0800-2200

46% of total responses

2024

Monday
Tuesday
Thursday

0800-2100

46% of total responses

2024

July was the busiest month with 193 responses

Tuesday & Friday were the busiest days
303 responses each day

Benchmarks

Certifications	Benchmark 100%	All minimum qualifications met
PPE Inspections	Benchmark 100%	98% full time employees. Approx. 80%
Training	Benchmark 80%	96.2% complete for full time
Response Times	Benchmark 90%	60%

QUESTIONS

KAYSVILLE CITY COUNCIL
February 6, 2025

Minutes of a regular Kaysville City Council meeting held on February 6, 2025, at 7:00 p.m. in the Council Chambers of 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, Information Systems Manager Ryan Judd, Parks and Recreation Director Cole Stephens, Police Sgt. Lacy Turner, Ben Wilson, Austin Cope, Curt Cragun, Lauri Cragun, Tom Kerr, Cindy Kerr, Bob Stevenson, Laurene Starkey, Jill Dredge

OPENING

Mayor Tran opened the Kaysville City Council meeting on February 6, 2025, and welcomed attendees.

Council Member Mike Blackham provided opening remarks on the Utah League of Cities and Towns (ULCT) and its role in the legislative session. He emphasized the ULCT's importance in tracking hundreds of bills affecting municipalities, ensuring city leaders stay informed, and advocating for cities' interests. He underscored the ULCT's crucial role in protecting municipal governance and concluded by expressing gratitude for the organization's efforts before offering a prayer and leading the audience in the Pledge of Allegiance.

Mayor Tran acknowledged the ULCT's work and highlighted that Kaysville benefits from having a voice in legislative discussions through the organization. He then recognized the presence of Davis County Commissioner Bob Stevenson and invited him to address the council.

Commissioner Stevenson expressed appreciation for the community's engagement and civil discourse, particularly regarding discussions on homelessness. He reflected on his experiences working with the county on emergency shelter solutions and shared insights gained over the past few months. He acknowledged the need for improved facilities for extreme weather events and detailed the challenges in identifying suitable locations for temporary shelters. Commissioner Stevenson shared a story about individuals utilizing the cold-weather shelter, noting that many, including seniors and veterans, faced unexpected circumstances leading to housing instability. He emphasized the need for better infrastructure, such as restroom facilities and designated areas for law enforcement presence, to support temporary shelters effectively. He also praised the efforts of volunteers and local officials working to address these issues. Commissioner Stevenson concluded by emphasizing the importance of local governance and suggesting that legislators should first serve at the municipal level to better understand the complexities of city operations. After thanking the council, he departed the meeting.

CALL TO THE PUBLIC

Laurene Starkey addressed the council, expressing concern about the Kaysville Community Reinvestment Agency (CRA) plan, noting that while it has been presented as having no downsides, many residents have questions and seek more specific answers. She referenced long-time residents along 200 North, some of whom have lived in Kaysville for multiple generations and plan to remain there. These residents worry about potential high-density development along Main Street and 200 North, fearing that developers purchasing neighboring properties at high prices could trigger a domino effect, prompting further sales and altering the character of their neighborhood. Mrs. Starkey also raised concerns about recent changes in the area, including the temporary Code Blue shelter, the possibility of a permanent shelter, a newly granted liquor license for the nearby Boondocks establishment, and new rehabilitation housing. She emphasized that residents feel these changes have a cumulative impact and may not have been fully considered. Additionally, she cited concerns about other cities with redevelopment agencies and CRAs experiencing significant tax increases—some as high as six and a half times their previous rates. She questioned whether the CRA itself contributes to high-density growth in these cities and whether zoning changes could be easily enacted. Mrs. Starkey stressed that citizens want to be heard and understand the council's perspective on the benefits of the CRA. She suggested that the upcoming open house on Wednesday be structured similarly to a city council meeting, allowing for direct interaction and discussion.

Mayor Tran thanked Mrs. Starkey for her comments and reiterated that the city would host a town hall meeting on Wednesday, February 12, to discuss the CRA further. She encouraged residents to attend and participate in the conversation.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts of interest were disclosed.

CONSENT ITEMS

Council Member Adams made a motion to approve the following Consent Items:

a) Approval of a Resolution Authorizing an Interlocal Agreement for Third-Party Building Inspections Between Davis County, Farmington City, Kaysville City and West Haven City.

Council Member Oaks seconded the motion.

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.

ACTION ITEMS

AN ORDINANCE AMENDING KAYSVILLE CITY CODE 17-24-2 "FARM ANIMALS" AND 17-2 "DEFINITIONS"

Community Development Director Melinda Greenwood presented a proposed ordinance amendment regarding farm animals, submitted as a citizen-led text amendment. The request originated from a resident, Ben Wilson, who moved to Kaysville under the assumption that he could keep multiple miniature horses on his property. Upon learning that city code classified miniature horses the same as full-sized horses—limiting him to two—Wilson inquired about potential changes, leading to this proposal.

Ms. Greenwood explained that Kaysville allows citizen-led amendments to land-use codes, and this request prompted a broader review of farm animal classifications. The proposed changes introduce definitions for farm animals, which previously did not exist in the city code. The amendment creates four categories: miniature horses, small farm animals, medium farm animals (including llamas), and large farm animals (such as full-sized horses and cattle). The new classification system ensures that miniature horses are not subject to the same space requirements as large horses, aligning them with animals of similar size and impact.

Ms. Greenwood clarified that the existing farm animal matrix was also streamlined by removing redundant rows and confusing language regarding zoning differences. Additionally, she explained that a specific lot size requirement—5,445 square feet—was a mathematical result of zoning breakdowns.

Ms. Greenwood noted that the Planning Commission discussed the amendment at their January 9 meeting, held a public hearing, and received three citizen comments. One resident initially had concerns but supported the change after clarification. Another questioned the reasoning behind the lot size calculation, and a third asked whether the amendment would impact regulations for domesticated animals such as cats and dogs, which are covered under a separate ordinance. The Planning Commission unanimously recommended approval of the amendment.

Mayor Tran then invited the applicant, Ben Wilson, to speak.

Ben Wilson stated that he and his wife own four miniature horses and moved to Kaysville from Florida to be closer to family. They were disappointed to learn that the city classified their miniature horses the same as full-sized horses, requiring them to board the animals off-site until a decision on this proposed text amendment was made. Wilson expressed appreciation for city staff and the Planning Commission's efforts in working with him through the amendment process.

Council Member Adams asked about the horses' ability to withstand cold weather.

Ben Wilson explained that miniature horses are very hardy, originally bred in cold climates, and do not require special indoor accommodations, though some owners choose to keep them indoors.

Council Member Adams made a motion to approve the Ordinance amending Kaysville City Code 17-24-2, “Farm Animals,” and 17-2, “Definitions.” Council Member Blackham seconded the motion.

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.

WORK ITEMS

AN ORDINANCE AMENDING VARIOUS SECTIONS OF TITLE 12 "PARKS, PUBLIC PROPERTY, AND RECREATION" OF THE KAYSVILLE CITY CODE

Parks and Recreation Director Cole Stephens presented proposed amendments to Title 12 of the Kaysville City Code, which governs parks, public property, and recreation. The updates include technical adjustments to align with the department’s current operations, as well as more substantial changes to clarify regulations and address emerging issues.

One significant revision involves Section 12-2-2, which pertains to vehicles in parks. Mr. Stephens explained that the previous code lacked specificity and enforcement capability, particularly with the rise of various motorized vehicles, including ATVs, electric scooters, and e-bikes. The revised language aims to clarify where such vehicles are permitted while restricting unauthorized motorized use that causes damage to park grounds.

Council Member Blackham raised concerns that the wording might unintentionally prohibit appropriate uses, such as children riding electric scooters in parking areas or residents using e-bikes on designated paths. He noted that e-bikes have improved mobility for many individuals and questioned whether the new language could be misinterpreted to restrict their use.

Mayor Tran and other council members discussed the distinction between allowable motorized transportation and unauthorized vehicles that cause damage, such as ATVs performing stunts in parks.

City Attorney Nic Mills acknowledged the potential for misinterpretation and agreed that the ordinance’s language needed refinement. He committed to working with Mr. Stephens to revise this section of the ordinance, ensuring that responsible use of e-bikes and similar devices remains permitted while still enabling enforcement against destructive behavior.

Cole Stephens clarified that the intent is not to ban e-bikes on trails but to address reckless vehicle use on park grounds.

Additional proposed changes include clarifying regulations related to alcohol consumption, gambling, and public safety in parks. Mr. Stephens highlighted updates to Section 12-2-6, which prohibits unauthorized fireworks, rockets, and explosives in parks except by special permit. The ordinance also includes regulations on open fires, restricting them to designated fire pits in Wilderness Park, with the Fire Department having the authority to impose temporary fire bans based on conditions. Mr. Stephens added that city crews occasionally find makeshift fire pits in Wilderness Park, which they remove.

Council Member Jackson raised a question about fireworks, noting that residents in restricted firework zones, such as those near the foothills, often drive to other locations—such as parking lots in city parks—to legally light fireworks. He expressed concern that families could unknowingly violate the proposed ordinance.

Cole Stephens responded that while such activity might seem safer than lighting fireworks in restricted areas, it still poses risks, and families often fail to clean up afterward. He explained that families seeking to set off fireworks would need to apply for a permit and comply with fire safety regulations.

The conversation then shifted to other public behavior concerns, including large gatherings in parks that have led to disruptive incidents, such as groups organizing fights. Mr. Stephens noted that these gatherings have resulted in police intervention, with individuals fleeing into surrounding neighborhoods. As a result, the proposed text amendments include language to prohibit this type of activity in city parks.

Cole Stephens introduced new proposed regulations addressing vending and concessions in city parks. He explained that individuals or businesses selling food or merchandise must obtain a permit, ensuring compliance with the city's agreements with official concessionaires.

Mayor Tran questioned whether casual vendors, such as individuals selling popsicles or drinks on the Fourth of July, would be prohibited.

Cole Stephens confirmed that such sales are not allowed unless a permit is obtained, largely due to sales tax and public health considerations.

Council Member Hunt suggested exploring a simplified permitting process for youth entrepreneurs, such as children selling drinks at sports events.

Cole Stephens noted that informal vending is a regular issue, particularly during soccer and baseball games, where unauthorized sellers compete with contracted concessionaires. He emphasized that public parks should not be used for private financial gain without proper authorization.

The council also discussed regulations on organized entertainment and special events. Mr. Stephens explained that groups seeking to hold performances or large-scale activities in public parks must apply for a permit. He assured the council that the ordinance would not restrict constitutionally protected free speech activities.

The conversation then moved to overnight camping. Mr. Stephens explained that the ordinance allows permitted camping only in Wilderness Park, managed through an online reservation system with a designated fee. Camping would remain prohibited in all other parks.

Mr. Stephens presented additional updates to the proposed text amendments, including signage regulations aimed at controlling unauthorized advertising in city parks. He clarified that signs placed in parks must receive approval from the city, and only authorized banners would be displayed by city staff.

The discussion then shifted to cemetery regulations. Mr. Stephens outlined changes to monument height restrictions, noting that new headstones would be limited to a maximum height of 36 inches. This change was prompted by practical concerns, including irrigation system obstructions and maintenance challenges. The new restriction aligns with existing rules for the newer sections of the cemetery.

Council Member Blackham inquired about double-depth burials, which allow stacking two interments within a single burial plot.

Cole Stephens explained that Kaysville does not currently permit this due to the cemetery's narrow plot widths, which present safety concerns when excavating graves. Many cemeteries that allow double-depth burials pre-install concrete vaults to mitigate these risks, an approach that Kaysville has not implemented.

The council then discussed a proposed update to interment scheduling policies. The current ordinance prohibits burials on Sundays and several major holidays, including New Year's Day, Memorial Day, Juneteenth, Independence Day, Pioneer Day, Labor Day, Veterans Day, Thanksgiving, and Christmas. Mr. Stephens asked whether the restriction should be expanded to include all city-observed holidays, noting that allowing burials on holidays requires staff to work overtime while also considering the operational demands of funeral homes.

Mayor Tran inquired whether families could pay an additional fee for burials on holidays that are currently restricted.

Cole Stephens clarified that no exceptions are made for major holidays, but additional fees are charged for burials on minor holidays such as Columbus Day, Martin Luther King Jr. Day, and Presidents' Day. He reiterated that the council's decision would help clarify whether all city-observed holidays should be included in the restriction, as the current list only names select holidays.

Council Member Oaks suggested simplifying the ordinance language to state that burials are not permitted on Sundays or any city-observed holiday, ensuring clarity and consistency.

City Attorney Nic Mills confirmed that this wording would be legally sound and align with the city's existing holiday observance policies.

Mayor Tran raised a concern about flexibility in holiday observances, noting that some holidays may shift based on when they fall during the week.

Cole Stephens explained that at the beginning of each year, the city provides funeral homes with a schedule of cemetery operations, including the observed holidays, to prevent confusion. He then presented additional terminology updates, including replacing outdated industry terms such as "mortician" with "funeral director" and removing gendered language throughout the ordinance.

Council Member Blackham noted that the ordinance states payments for burial services should go to the city recorder, but Mr. Stephens clarified that this was outdated language from when the city recorder also managed cemetery operations. He confirmed that cemetery staff currently handle these payments, and the ordinance would be updated accordingly.

Cole Stephens then addressed the ongoing moratorium on pre-need burial plot sales, which has been in place for four years to prolong the availability of burial spaces. He explained that if pre-need sales were reinstated, the cemetery could sell 300–350 spaces per year, reducing its remaining capacity to approximately 10 years. By limiting sales to at-need only, the annual sales rate has dropped to around 100 spaces per year, effectively extending the cemetery's operational lifespan. Mr. Stephens added that the addition of the memorial garden cremation area would further help extend the life of the cemetery.

Council Member Adams mentioned that a resident had expressed frustration over being unable to purchase a burial space in advance despite having lived in Kaysville for 20 years. The resident suggested a policy allowing long-term residents to pre-purchase plots.

Mr. Stephens responded that enforcing such a policy would be difficult, as proving residency over an extended period could be problematic and open to manipulation. He reiterated that his primary concern is ensuring that the cemetery remains available for Kaysville residents for as long as possible.

Council Member Blackham supported maintaining the current policy, which allows individuals to purchase two adjacent spaces at the time of need to ensure families can be buried together.

Mr. Stephens added that exceptions are sometimes made for families with dependent children, allowing for the purchase of three spaces in such cases.

Mayor Tran asked about the process for reclaiming unused burial plots.

Cole Stephens explained that state law requires the city to wait 60 years without any activity on a plot before it can be reclaimed. However, if a burial has occurred within that timeframe, the city must wait an additional 60 years from that date. The process of reclaiming unused plots is cumbersome, requiring extensive efforts to locate next of kin, issue legal notices, and publish announcements in newspapers across the state.

Nic Mills confirmed that this process is intentionally stringent to protect burial rights.

Cole Stephens noted that instead of going through this process, the city actively encourages individuals to sell back unwanted burial spaces, offering to repurchase them at the current rate.

The final text amendment discussion centered on restricting burial plot sales to residents only. Currently, non-residents can purchase spaces at-need, but a proposal has been made to eliminate this option to further extend the cemetery's lifespan. Mr. Stephens explained that in 2024, 50% of burials were for non-residents, with 40% of those purchasing at-need spaces. Many of these individuals come from neighboring cities such as Layton, Fruit Heights, and unincorporated Davis County, which do not have their own city-operated cemeteries. Mr. Stephens pointed out that other nearby cities, such as Centerville and Farmington, already restrict burial sales to their residents.

Mayor Tran and Council Member Hunt expressed support for prioritizing Kaysville residents while ensuring that individuals who had moved to assisted living facilities outside city limits would still be considered residents under the policy. Mr. Stephens confirmed that the ordinance already accounts for this exception.

Council Member Oaks made a motion to move the Ordinance amending various sections of Title 12, "Parks, Public Property, and Recreation" of the Kaysville City Code, to an Action Item.

Council Member Blackham voiced concerns about the motor vehicle portion of the park's ordinance, stating that the definitions needed further refinement to ensure clarity. He emphasized that the issue was complex, given the variety of motorized vehicles in use, and he did not want the item to advance as an Action Item until the language was fully worked out.

Council Member Oaks withdrew his motion.

Council Member Adams suggested an alternative approach in which the ordinance could move forward as an Action Item, with the motor vehicle section being reviewed separately through email before the next council meeting.

Nic Mills clarified that if council members were to provide feedback, the item would need to be formally brought back rather than resolved through email.

Cole Stephens proposed that the council separate the motor vehicle portion from the rest of the ordinance, allowing the remaining sections to proceed to an Action Item.

Council Member Blackham supported this approach, agreeing that the motor vehicle section required further discussion, while the rest of the ordinance updates had been thoroughly reviewed with little debate.

Council Member Oaks made a motion to move the Ordinance amending various sections of Title 12, “Parks, Public Property, and Recreation,” of the Kaysville City Code, to an Action Item, excluding Section 12-2-2, “Motor Vehicles”, which would be revisited as a separate Work Item. The motion was seconded by Council Member Adams.

The vote on the motion was as follows:

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

The motion passed unanimously.

<u>COUNCIL MEMBERS REPORTS</u>

Council Member Oaks provided an update on the RAMP grant process, stating that the committee had held its first meeting the previous night. Most of the committee members were present, and residents have until the end of February to submit RAMP project proposals. The committee will then begin reviewing and selecting projects for funding.

Council Member Hunt shared information about recent and upcoming community events. She mentioned that she was unable to attend the Girls and Women in Sports Day event but noted that it is one of her family's favorite annual activities. She encouraged attendance in the future. She also reminded the council and residents about the upcoming Daddy-Daughter Dance, scheduled for Friday and Saturday night at the recreation building, with online registration available.

Mayor Tran provided a brief update on the ongoing legislative session, recognizing the involvement of council members in legislative policy committee meetings. She expressed appreciation for their engagement in advocating for Kaysville’s interests.

<u>CITY MANAGER REPORT</u>

City Manager Jaysen Christensen highlighted the recent recognition of Public Works employee Josh, who was awarded Public Works Employee of the Year for 2024 by the American Public Works Association Utah Chapter. Mr. Christensen praised Josh’s dedication to the city and acknowledged the hard work of city employees. He then provided important upcoming calendar dates. He reminded the council about the Community Reinvestment Agency (CRA) Town Hall meeting on February 12 from 6:00 to 8:00 p.m. Notices were sent to all property owners in the CRA area, and city staff are following up to ensure residents are aware of the meeting and have opportunities to ask questions. He thanked Community Development Director Melinda Greenwood for her extensive efforts in preparing for the town hall. Additionally, he announced that the city’s Budget Kickoff Meeting would take place on February 14 from 8:00 to 11:00 a.m. He also expressed gratitude for the council’s participation in the recent strategic planning session, stating that city staff appreciated the opportunity for discussion and collaboration. The feedback collected will be used to shape strategic goals and future proposals.

ADJOURNMENT

Council Member Adams made a motion to adjourn the city council meeting at 8:18 p.m. The motion passed unanimously.

KAYSVILLE CITY COUNCIL
WORK SESSION
February 14, 2025

Minutes of a special Kaysville City Council work session held on Friday, February 14, 2025, at 8:00 a.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, Council Member Perry Oaks

Staff Present: City Manager Jaysen Christensen, Finance Director Dean Storey, Deputy Finance Director Maryn Nelson, City Recorder Annemarie Plaizier

OPENING

Mayor Tran opened the work session and welcomed everyone present.

REVIEW AND DISCUSSION OF THE TENTATIVE FY 2026 BUDGET

City Manager Jaysen Christensen outlined the timeline for the Fiscal Year 2026 budget process, stating that budget packets would be distributed to department heads the following week, with their requests due in a few weeks. He informed the council that budget work sessions were scheduled for April, with discussions incorporated into council meetings as necessary. The tentative budget was scheduled for adoption on May 15, followed by a public hearing in June. If a Truth in Taxation hearing was required, it would take place in August; otherwise, the final budget adoption was set for June 19. He noted that the current meeting agenda included a financial review by Finance Director Dean Storey, followed by an introduction to the upcoming fiscal year's budget.

Finance Director Dean Storey reviewed the city's financial position, referencing the June 30, 2024, Annual Comprehensive Financial Report. He emphasized the importance of using factual data to assess financial health and directed the council to the audit report. He provided an overview of the balance sheet for governmental funds, including the general fund, capital projects, redevelopment agency, municipal building authority, RAMP (Recreation, Arts, Museums, and Parks), and road funds. He explained fund balances, categorizing them into non-spendable (such as cemetery and library endowments), restricted (impact fees allocated for parks, police, fire, roads, etc.), assigned (funds designated for specific purposes, such as redevelopment), and unassigned (funds available for future use). He stated that Kaysville maintained a strong financial position, with total governmental fund balances reflecting fiscal stability.

Council Member Oaks inquired about the percentage of unassigned fund balance the city aimed to maintain relative to annual revenues. Mr. Storey explained that by law, the general fund balance must remain between 5% and 35% of revenues, with Kaysville currently at the maximum allowable 35%, amounting to $7.7 million.

Council Member Blackham asked about the implications of exceeding the 35% threshold. Mr. Storey confirmed that exceeding the limit would result in an audit finding. He noted that one method for managing the fund balance was transferring excess funds into the capital projects fund, a practice the city had previously implemented.

Council Member Hunt sought clarification on impact fees, asking whether all impact fees were collected from the same source. Mr. Storey explained that impact fees were allocated based on different activities. He stated that residential developments were charged park impact fees, whereas commercial developments were not.

Council Member Adams asked about the distinction between restricted and non-spendable cemetery perpetual care funds. Mr. Storey explained that non-spendable funds included principal amounts that could not be used, while restricted funds represented earnings available for specific purposes, such as irrigation system improvements at the cemetery.

Mayor Tran and Council Member Blackham discussed the flexibility of transferring funds between the general fund and capital projects. Mr. Storey clarified that general funds could be transferred into capital projects but must be used specifically for capital expenditures. He also highlighted that the city had over $8.2 million allocated to road funding, though much of it was designated for current-year spending.

Mr. Storey then introduced enterprise funds and directed the council to page 37 of the report. He explained that enterprise funds were presented using net position rather than fund balance. He reviewed unrestricted fund balances for various utilities, noting that the water fund had $2.6 million, the electric fund had $7.1 million, and the stormwater fund had $1.7 million. He also pointed out that restricted impact fees included $2.2 million in the electric fund earmarked for substation improvements. He stated that non-major enterprise funds, such as sewer, pressure irrigation, and sanitation, primarily consisted of contract services with minimal operational costs.

Council Member Adams asked why the net position for pressure irrigation and sanitation funds appeared unusually high. Mr. Storey explained that these figures largely represented capital assets rather than liquid cash. He directed the council to the cash equivalents section on page 102 of the financial report, where actual cash balances were reflected. He noted that the sanitation fund maintained a strong cash position, giving the city flexibility when considering potential rate increases from the district. He stated that the council could either maintain current rates or reserve funds for future expenditures, such as purchasing a new street sweeper.

Mayor Tran cautioned that waste management circumstances could change significantly in the near future and advised careful financial planning.

Council Member Blackham revisited the discussion on pressure irrigation, questioning why the fund balance appeared substantial despite the city not owning a pressure irrigation system.

Mr. Storey explained that much of this balance was tied up in water shares rather than liquid assets. He stated that these shares were acquired through Weber Basin Water and were required to be turned over to the city as new developments occurred.

Council Member Hunt sought clarification on the role of these water shares, confirming that while the city owned them, they were used within the secondary water system and remained dependent on Weber Basin's water supply. Mr. Storey affirmed this, explaining that the shares represented the city's ability to access and use secondary water.

Transitioning to financial liabilities, Mr. Storey directed the council to page 65 of the financial report to review outstanding debts. He highlighted the city's long-term obligations, including bonds payable. He reported that the sales tax revenue bond for Pioneer Park had been fully paid off this year, with payments funded through park impact fees. However, lease revenue bonds remained for the City Hall renovation and the police station.

Council Member Oaks reviewed the outstanding bond amounts, noting that as of June 30, 2023, the City Hall bond balance was $3.2 million, and the police station bond was $2.8 million. Mr. Storey confirmed that these balances had since decreased. He provided further details, stating that the police station bond carried an interest rate of 1.62% and was scheduled for full repayment by June 1, 2031, while the City Hall bond had an interest rate of 2.14% and was set to be fully repaid by June 1, 2034.

Mr. Storey then discussed additional long-term liabilities, reporting that the fire truck had been fully paid off in Fiscal Year 2025 and that the city had also paid down a portion of its ambulance debt in Fiscal Year 2024. He noted that the only remaining long-term commitment was a lease for a wide-area mower, which was entered into for Fiscal Year 2025.

Council Member Oaks acknowledged the city's financial position, noting that while minor increases in liabilities were expected, the city's long-term debt strategy appeared well managed.

Mr. Storey continued the discussion by highlighting that the city carried no debt within its enterprise funds, an uncommon financial position for a municipality. He explained that while enterprise funds—such as water, power, and storm drainage—generated revenue sufficient to cover operations and potential debt service, the city had opted not to take on debt for these activities. He noted that if the city pursued new projects, such as water line upgrades or operations center improvements, it would be in a strong financial position to issue bonds if necessary.

Council Member Oaks acknowledged that certain projects, including the operations center, had been postponed due to financial caution. Mr. Storey confirmed that because the city had low debt, it would be well-positioned to issue bonds for such improvements if the council chose to proceed.

Council Member Blackham inquired about the preferred financing method for the operations center project, asking whether the city would pursue debt through a Municipal Building Authority (MBA) bond rather than traditional debt. Mr. Storey explained that revenue bonds, commonly used for enterprise fund projects, differed from MBA lease revenue bonds. He stated that a utility revenue bond would likely be the best option for funding an operations center.

Council Member Hunt asked whether funding beyond power revenue could support the operations center. Mr. Storey recommended issuing revenue bonds backed by multiple enterprise fund activities housed in the facility, specifically water and power.

Council Member Oaks inquired about the impact of using a portion of enterprise funds for the project. Mr. Storey explained that utilizing cash reserves could reduce the bond amount, thereby lowering long-term debt obligations.

Council Member Adams suggested an alternative approach—fully bonding for the project but using available funds to make payments over time. Mr. Storey noted that this method would allow the city to maintain liquidity while spreading capital costs over multiple years.

Shifting to operational finances, Mr. Storey reviewed the composition of governmental funds, stating that the general fund accounted for 64% of the city's financial structure, while the road fund comprised approximately 26%. He noted that other funds, including the American Rescue Plan Act (ARPA) funds, were still present but would phase out in the coming years. He reviewed the road fund's revenue sources, which included active transportation funds, Class C funds, a road utility fee, and intergovernmental revenues.

Directing the council to page 35 of the financial report, Mr. Storey provided a mid-year financial overview, showing revenue and expenditure trends. He reported that for Fiscal Year 2024, the general fund had generated $22 million in revenue while incurring $21.8 million in expenditures, resulting in a net increase of $222,000 to the fund balance. He highlighted that one of the most significant financial differences this year was investment earnings, with the general fund generating approximately $800,000 in interest and total investment earnings across all funds reaching $1.6 million.

Mr. Storey noted that investment earnings had improved significantly due to higher interest rates. He stated that two years ago, the city had earned only 30 basis points (0.3%) on investments, whereas current rates were approximately 5%. He explained that the city pooled its cash resources and invested them primarily in the Public Treasury Investment Fund, money markets, and certificates of deposit (CDs), while adhering to municipal investment restrictions.

Mayor Tran asked for clarification on whether investment earnings were kept in the same financial pool. Mr. Storey confirmed that all cash balances were pooled before being invested. He directed the council's attention to the bottom of the financial report on page 35, where beginning and ending fund balances for the fiscal year were displayed. He noted that in each case, fund balances had either remained stable or increased.

Council Member Adams remarked that investment earnings could serve as a potential revenue source for capital projects.

Mr. Storey directed the council to page 83 of the financial report to review revenue and expenditure comparisons against budgeted projections. He noted that building permit revenues had significantly underperformed, with only $300,000 collected against the estimated $600,000. He attributed this shortfall to high interest rates, which had slowed development. However, he pointed out that these same high interest rates had contributed to increased investment earnings, generating additional revenue for the city.

Council Member Blackham observed that burial fees and cemetery lot sales appeared to be operating at a loss. Council Member Oaks referenced a prior statement by the Parks and Recreation Director confirming this issue. In response, Council Member Blackham suggested that the city consider adjusting cemetery fees.

Mr. Storey then transitioned to enterprise fund operations, providing an overview of revenues, expenses, and operating income. He noted that each utility fund had experienced an operating loss. Council Member Adams asked for clarification, and Mr. Storey explained that while enterprise funds appeared financially strong in terms of overall fund balances, operating revenues were not fully covering expenses. He clarified that this assessment was based on operating costs alone and did not factor in non-operating revenues such as investment earnings.

Council Member Blackham observed that revenue figures appeared to significantly exceed expenses, raising questions about the necessity of future rate increases. Mr. Storey explained that while these figures included gross revenue, they did not account for all operating costs. He also noted that investment earnings had helped offset some financial losses. However, he cautioned that despite this additional revenue, utility rates might not be sufficient to cover long-term operating expenses.

Council Member Oaks inquired about a $7.4 million entry under treatment and service charges, seeking clarification on whether it was related to sewer operations. Mr. Storey confirmed that the amount was associated with contracted sewer services, explaining that the city paid external providers for sewer treatment while collecting revenue from residents to cover those costs.

Mr. Storey directed the council's attention to the cash flow statement, emphasizing its importance in evaluating financial health. He pointed out the net increase or decrease in cash, noting that capital asset acquisitions had reduced the electric fund's overall cash position by $560,000.

Council Member Blackham asked whether this decrease was due to a one-time purchase, such as transformer acquisitions, and whether similar expenses were anticipated in the next fiscal year. Mr. Storey confirmed that ongoing capital investments, including substation improvements, were planned for Fiscal Year 2025.

Council Member Oaks reflected on the financial position of capital projects, particularly power substation investments. He noted that the city's financial position was better than expected. Mr. Storey agreed, stating that higher-than-expected interest earnings had also contributed positively.

Concluding this section of the financial review, Mr. Storey reiterated that the data presented reflected a retrospective analysis of the city's financial position as of June 30, 2024. He then transitioned the discussion toward Fiscal Year 2025 projections. He briefly introduced an interim financial report summary for Fiscal Year 2025, explaining that it consolidated monthly financial data into a high-level overview. He noted that the general fund was operating within budget expectations and pointed out highlighted sections in the report that reflected planned fund balance allocations, indicating where the city had previously designated funds for the current fiscal year.

Shifting to sales tax revenue, Mr. Storey identified trends in Fiscal Year 2025 and cautioned that the city might not reach previous revenue levels or meet budgeted projections. He noted that while sales tax had experienced steady year-over-year increases in previous years, the current fiscal year's growth appeared stagnant. He referenced state-level economic projections, explaining that the Utah State Tax Commission had forecasted only a 1.5% sales tax growth rate, a concern also discussed among state legislators.

Council Member Hunt inquired about the city's approach to estimating sales tax revenue in the budget and asked whether conservative estimates were typically used. Mr. Storey confirmed that the city generally budgeted cautiously to allow for flexibility.

Council Member Blackham noted that sales tax revenue had historically been used for one-time expenditures. Mr. Storey clarified that sales tax revenue served as a primary funding source for ongoing core city services.

Council Member Oaks observed that November sales tax collections had been significantly lower than in prior years, while July, September, and October had exceeded expectations.

Mayor Tran speculated that consumer behavior might have shifted, with more people shopping in-person rather than online.

Council Member Hunt suggested that inflation likely played a role, making November a financially difficult month for many families.

City Manager Jaysen Christensen asked whether sales tax revenues were recorded based on the month of actual spending or the collection date. Mr. Storey confirmed that the reported numbers reflected actual monthly spending rather than delayed collections.

The discussion then turned to property tax rates. Mr. Storey presented a chart comparing Kaysville's tax rate with neighboring cities, noting that Farmington, Woods Cross, and Syracuse had all increased property taxes in the previous year.

Council Member Blackham explained that Bountiful transferred funds from its power utility into its general fund, a practice that helped sustain city operations without direct tax increases.

Council Member Jackson asked whether this transfer made a significant financial difference. Mayor Tran explained that it was a built-in financial strategy that did not require an annual vote for approval.

Mr. Storey presented an example illustrating the potential impact of a property tax increase in Kaysville. He explained that a $500,000 increase in revenue would result in a 9% tax rate increase for a $650,000 home, equating to approximately $4 per month. Council members analyzed the data and compared the proposed rate with those of surrounding cities.

Council Member Blackham observed that while the city's financial position appeared stable, enterprise funds seemed to be underfunded.

Mr. Storey responded that further budget review was necessary before drawing conclusions but acknowledged that utility rates remained a primary concern. Council Member Blackham agreed, stating that his initial impression was that the general fund appeared to be in good shape, but enterprise funds might require adjustments. Other council members echoed concerns about balancing general fund needs with utility rate considerations.

Mr. Storey clarified that the tax rate scenarios presented were not formal recommendations but illustrative examples for discussion. Maryn Nelson suggested that maintaining the current tax rate, rather than lowering it in response to property valuation increases, could be an option for sustaining revenue growth.

Mr. Storey concluded his presentation on the Fiscal Year 2025 financial outlook and transitioned the discussion toward planning for Fiscal Year 2026.

City Manager Jaysen Christensen introduced the next phase of budget discussions, focusing on capital projects and operations. He referenced the Waterworth model, a financial analysis tool contracted to assist in evaluating future enterprise fund needs, particularly in water and power. He reiterated that Kaysville's mission was to provide efficient, equitable, and effective services, and the Waterworth model was intended to support long-term financial planning.

Mr. Christensen outlined key budget objectives, emphasizing the importance of operations, employees, capital investments, and infrastructure. He noted that while recent work sessions had focused on capital projects, further discussion was needed regarding employees and operations, as personnel costs comprised the majority of the city's operating budget.

Mr. Christensen reviewed the city's capital asset listing, highlighting ongoing and upcoming projects. He noted that fire station improvements, considered as an alternative to constructing a new station, had been included as a placeholder in previous budgets and required further discussion. Several projects, including a restroom door locking system for city parks, had been deferred to the next fiscal year. He also stated that the Municipal Building Authority (MBA) fund would continue servicing existing debt, with bonds for the police station and city hall set for retirement in 2031 and 2034, respectively. Additionally, he mentioned that the underground oil tank replacement project might be eliminated in favor of an above-ground alternative, which could reduce costs.

Mr. Christensen revisited the long-term improvement plan for the Operations Center. He explained that the city had initially allocated $100,000 per year for incremental upgrades, including roof repairs and restroom renovations. However, in an October meeting last year, the council had decided to pause these expenditures while reassessing the overall project approach. Instead of a large-scale $36–$39 million rebuild, the city was exploring alternative options, with $4.5 million currently designated for expansion.

Council Member Oaks inquired about progress on these plans. Mr. Christensen reported that recent walkthroughs had taken place, though some delays had occurred due to staffing turnover at the consulting firm. He stated that budget projections for the project were expected soon.

Mr. Christensen then provided an update on the library renovation project, noting that the same consulting firm was conducting an assessment. The city expected to receive proposals outlining three potential approaches: a baseline renovation, a high-end option, and a middle-tier alternative. He stated that the city had budgeted $2.5 million as a placeholder for necessary seismic and structural improvements. He also mentioned that the city planned to meet with Gilmore Bell, a public finance bond counsel, to explore financing options, including potential historical preservation credits.

Council Member Adams asked whether future uses of the library building would generate revenue.

Council Member Oaks speculated that rental space was one of the few viable future uses, leading him to question the necessity of the project.

Mayor Tran stated that community investment was important, as it encouraged surrounding property owners to invest in their own infrastructure as well.

Council Member Blackham expressed that his priority was the Kaysville Junior High gymnasium project, which he believed provided greater public value than the library renovation.

Council Member Jackson discussed potential limitations of historical preservation credits, noting that such funding could require strict adherence to original building specifications, potentially restricting future use.

Mr. Christensen confirmed that the city had allocated $7 million as a placeholder for the gymnasium project.

Council Member Adams expressed surprise, recalling an earlier estimate of $4 million.

Mr. Christensen explained that recent discussions with the Davis School District indicated that similar projects in other cities had ranged from $7–$9 million. He stated that the district was moving forward with its portion of the project and expected construction to begin in the fall.

The discussion shifted to other capital projects, including the Angel Street Soccer Complex. Mr. Christensen reported that $300,000 had been allocated for new playground equipment, which was expected to be installed by March. He also provided an update on Wilderness Park Trail improvements, stating that the project remained on schedule. Regarding Trappers Field, he noted that the design phase had been completed, but the city needed to determine when it could afford to proceed with construction.

Council Member Blackham asked when development restrictions on the land would be lifted. Mr. Christensen estimated that the restrictions would remain in place until approximately 2030–2031.

Council Member Adams suggested a phased approach to Trappers Field, noting that the city had installed sod in the park area to the south of the project, which had improved the appearance of this key entryway to the city.

Council Member Hunt supported the phased approach but emphasized the importance of communicating the city's long-term vision to residents. She expressed concern that if only grass was added, residents might assume the city had abandoned plans for a park.

Mr. Christensen confirmed that the Trappers Field site had originally been maintained by a homeowners association, but the city had since purchased the property. He noted that the Parks Department had been requesting additional staffing support due to its increasing responsibilities.

Mr. Christensen then reviewed additional capital projects, beginning with landscaping improvements at City Hall. He stated that the project, which included planting shrubs, trees, and possibly installing a table along the east side of the parking lot, had already been funded and was expected to be completed by spring.

Council Member Hunt suggested that additional parking be considered as part of the improvements.

Mr. Christensen provided an update on the cemetery memorial garden project, explaining that while it had originally been planned for the current year, it would be officially budgeted for the next fiscal year. He then discussed the West Davis Corridor Trail enhancements, stating that the city had secured $630,000 from UDOT for the project. However, delays in the process had slowed progress, and while the project was moving forward, it was unlikely to be completed within the current fiscal year. He also mentioned that Cole was working with engineers to design trailhead improvements for the area.

Council Member Blackham questioned the necessity of replacing all park lights at once as part of the park lighting upgrade project. He suggested phasing in LED light replacements rather than replacing fully functional lights immediately. Mr. Christensen agreed to explore a phased approach.

Mr. Christensen confirmed that the Pioneer Park bond would be retired this year. He also reported that the cemetery perpetual fund had been used to replace aging irrigation lines at the cemetery, with work scheduled for completion by May 1. Additionally, he provided an update on the Rail Trail Trailhead restroom and parking construction off Webb Lane, stating that pre-construction meetings had been held and work was expected to begin in March, with completion targeted for June. He also noted that a digital sign for Barnes Park was scheduled for installation by April.

The discussion then shifted to major road projects. Mr. Christensen reported that improvements to 200 North were well underway, with $3.6 million allocated for the current fiscal year and $3.2 million for the following year. He clarified that these funds represented Kaysville’s share of the project, with matching grants covering the remaining portion of the estimated $14 million total cost.

Council Member Blackham emphasized the importance of clarifying the city's financial contribution when responding to residents’ inquiries about the project’s total cost.

Other road projects included Crestwood Road, which remained in the design and engineering phase. Mr. Christensen also noted that the Main Street diagonal parking improvements, including bulb-outs, had been well received and frequently used by visitors to local businesses, particularly the theater.

Mr. Christensen provided a brief update on stormwater projects, stating that additional information would be available once department reports were received. He also confirmed that the fiber infrastructure project was nearly complete and had been highly successful.

Council Member Oaks praised the fiber project, stating that residents now had multiple provider options and significantly improved service.

Mr. Christensen added that city facilities, including parks and water tanks, had also been connected to fiber, improving internal operations.

Shifting focus to the Angel Street connector road, Mr. Christensen described it as a major project expected to cost between $4 million and $5 million. He explained that while most of the design work was complete, no dedicated funding source had been identified. Symphony Homes, the developer of a project to the south of Angel Street, north of the Sewer District property, was not expected to fully fund the road construction as part of its development. Additionally, impact fees could not be used, as half of the roadway's west side belonged to the Sewer District, which would not be developed.

Council Member Adams suggested that Symphony Homes leverage its influence at the state level to secure funding, arguing that since the state had already funded the first half of the road, it should contribute to completing the remainder.

Mr. Christensen noted that the city had recently met with federal lobbyist Adam Gardner, who worked closely with Congressman Blake Moore's office. He stated that securing a federal earmark for the Angel Street connector road was a strong possibility, with potential funding of up to $5 million.

Council Member Blackham expressed concern over the city's role in road development, emphasizing that Kaysville does not typically fund road construction for private developments. He argued that Symphony Homes should be responsible for at least its portion of the curb, gutter, and asphalt and that the Sewer District should contribute to improvements on its side of the road. He cautioned against the city allocating funds simply because a developer stood to profit.

Council Member Jackson suggested a middle-ground approach, stating that investing in the road could help attract desired developments.

Other council members disagreed, stating that road construction costs were traditionally the responsibility of developers in their projects.

Mr. Christensen reiterated that the city lacked the necessary funds to complete the Angel Street connection. He recommended continuing discussions with Symphony Homes to clarify expectations.

Council Member Adams proposed structuring the lobbyist agreement so that Symphony Homes would cover the cost of hiring Adam Gardner if the federal funding request was successful. He suggested that the city approach Symphony Homes with an offer to split costs or reimburse the city if grant money was secured.

Mayor Tran noted that while hiring a lobbyist could be costly, past lobbying efforts had successfully secured $2 million in grant funding. She explained that the city had reduced expenses in other areas, including eliminating its membership with EDC Utah and opting not to attend economic development and national constituency conferences, to offset potential lobbying costs.

Mr. Christensen indicated that the city would continue discussions with Symphony Homes and provide updates to the council. He stressed the importance of moving forward quickly since federal funding requests were due by March.

Mayor Tran added that while federal funding programs were currently on pause, positioning Kaysville as an early applicant would increase its likelihood of securing funds when they became available.

Council Member Jackson expressed skepticism about the near-term availability of federal funds but agreed that preparing in advance was beneficial.

The discussion concluded with an agreement to revisit the topic at the next council meeting, with updates on potential contributions from Symphony Homes and federal funding opportunities.

Mr. Christensen then provided an update on major power infrastructure projects. He confirmed that the Schick Substation transformer project was on track for completion within the year and that work was beginning on the Burton Substation transformer. He thanked the council for approving an expedited timeline for the Burton transformer pad and surrounding work, which had allowed the city to capitalize on cost savings by utilizing the same contractors.

Council Member Hunt commended the Power Department for its ongoing efforts, particularly improvements in the King Clarion area. She noted that the rebuild project had significantly strengthened the city's power infrastructure, with crews burying powerlines in difficult-to-access areas.

Council Member Jackson suggested that these improvements be highlighted in future public communications to help residents understand the investments being made in the city's power grid.

Mr. Christensen then discussed upcoming equipment purchases, noting several large expenditures. One of the key projects was the phased replacement of in-car and body cameras for the police department. He explained that the city had begun replacing outdated Motorola cameras over a year ago because the company no longer supported the old models. The replacement process was scheduled over a four-to-five-year period, with incremental spending each year. He also noted that $90,000 had been allocated for network switch replacements for the information systems department. While he had not recently checked on the project's status, he believed it was either completed or nearing completion.

A significant funding adjustment was required for a bucket truck replacement under the Power Fund. Mr. Christensen explained that the city had originally planned to purchase a new bucket truck in Fiscal Year 2026. However, a recent service review had revealed serious safety concerns with the current vehicle, including loose bucket components. Given the safety risks and the truck's age, the administration intended to move the purchase up to the current fiscal year.

Council Member Blackham requested that when the funding request was formally presented to the council, staff should clearly outline the source of funds. He asked for a breakdown indicating whether the funds would come from an existing balance, fund transfers, or deferred expenses. He emphasized that transparency in funding sources would make the request easier to evaluate and approve.

Council Member Oaks confirmed that the purchase would be funded through the Enterprise Fund. Mr. Christensen assured the council that staff would present a clear financial breakdown when bringing the request forward, likely at the next council meeting on February 20.

Council Member Adams requested a break at 9:44 a.m., and the council agreed.

The city council reconvened the meeting at 9:55 a.m.

City Manager Jaysen Christensen introduced the Waterworth financial modeling tool, which would continue to be used in future work sessions to assess water and power utility rates. He presented a preliminary snapshot of the model's output, showing that by Fiscal Year 2026–2027, projected operating expenses for the water utility would exceed revenue. The city's fund balance was expected to decline significantly, falling below the preferred threshold by 2034 and reaching depletion by 2036. When factoring in capital expenditures, the financial outlook worsened. Mr. Christensen emphasized the need for future rate increases to sustain operating and capital costs. He noted that while the city currently carried no debt in enterprise funds, bonding might be necessary for costly water line replacements to maintain reliable service. He explained that the Waterworth tool would allow the council to model different rate adjustments in real-time to make informed financial decisions.

Council Member Oaks asked whether the projected capital expenditures were already planned. Mr. Christensen confirmed that the figures were based on the capital asset listing but would continue to evolve as new projects were identified. He expressed confidence that the Waterworth model would be a valuable planning tool for the city.

Deputy Finance Director Maryn Nelson added that the financial model also accounted for increasing operational and maintenance costs, including inflation-related expenses.

Mr. Christensen then turned to personnel costs, beginning with health insurance. He reported that the city's loss ratio had risen substantially, meaning that claims had exceeded premiums collected. Due to several large claims, the city anticipated at least a 10% increase in health insurance costs for the upcoming fiscal year.

He then presented an overview of employee compensation trends. The recommended cost-of-living adjustment (COLA) was 2.9%, aligning with the Utah Retirement System (URS) and the Consumer Price Index (CPI). He explained that maintaining a COLA helped ensure the city remained competitive with peer municipalities and prevented employee salaries from falling behind market rates.

The discussion shifted to merit-based increases, with Council Member Oaks raising concerns about the cumulative impact of both COLA and merit raises. He stated that the city had historically provided a 3% merit increase for eligible employees, meaning that with a 2.9% COLA, most employees could receive a total pay increase of approximately 6% in the next fiscal year.

Council Member Blackham expressed concern that across-the-board raises disproportionately benefited higher-paid employees, widening the pay gap. He suggested a targeted approach in which lower-paid employees received larger percentage increases to bring them closer to the median.

Council Member Oaks voiced strong opposition to maintaining a 6% total increase and advocated for a lower COLA in the range of 1% to 1.5% while keeping the merit increase unchanged. He noted that private-sector companies and federal agencies did not typically provide such high annual increases.

Council Members Adams and Hunt supported a COLA around 2.5%, with additional funds allocated to adjust the salaries of employees significantly below market rates. Council Member Adams noted that firefighter compensation had been negatively impacted by aggressive hiring efforts in other cities, such as Syracuse, which had recently hired 18 firefighters at higher-than-average salaries.

Mr. Christensen acknowledged that compensation fluctuations were driven by external market forces, particularly for police and fire positions. He explained that some cities deliberately set wages in the 75th to 90th percentile to attract top talent, which creates pressure for neighboring cities to follow suit. However, he noted that Kaysville had historically targeted a mid-market compensation strategy rather than aiming to be the highest-paying municipality. He cautioned that if the city failed to keep pace with other municipalities, its salaries could gradually fall behind, making recruitment and retention more difficult.

Council Member Oaks expressed frustration that cities did not coordinate salary decisions, leading to an ongoing cycle of wage increases.

Mayor Tran noted that while informal discussions with other mayors had taken place, coordinated wage-setting could be viewed as collusion and was legally questionable.

The council also discussed whether the city's compensation structure should cap salaries after a certain number of years. Mr. Christensen explained that Kaysville had previously used a step system, allowing employees to predictably reach the top of their salary range within a set timeframe. Under the current merit-based system, the timeline for reaching maximum pay was more flexible. He noted that most cities targeted a 10-year progression to full salary and warned that reducing merit increases could significantly delay employees from reaching their full earning potential.

Council Member Blackham reiterated that salary adjustments should be more targeted rather than applied uniformly across all employees. He suggested that instead of raising all police officer salaries by the same percentage, the city should prioritize bringing lower-paid officers up more quickly while slowing increases for higher earners.

Maryn Nelson stated that the council needed to identify its compensation priorities so the information could be included in the proposed budget for department heads the following week.

The preliminary consensus from the council was to implement a 2.5% COLA (with Council Member Oaks preferring 1.5%), maintain a 3% merit increase, adjust salaries for positions significantly below market (particularly in fire and paramedics), and keep overall salaries within 5% of the market median.

Council Member Oaks maintained opposition to a 6% total increase and stated he would vote against it. He preferred a maximum total pay adjustment of 3.5% to 4%. Ms. Nelson agreed to present multiple budget scenarios, including COLA at 1.5% and 2.5%, along with cost projections for bringing all employees within 5% of market averages.

Mr. Christensen emphasized that compensation decisions impacted the city's ability to recruit and retain employees. He noted that if salaries fell below market rates, hiring qualified candidates would become increasingly difficult, particularly for essential services like police and fire. Conversely, he cautioned that raising wages too aggressively could strain the budget and place a higher financial burden on taxpayers.

The discussion ended with a request for additional data on pay trends in peer cities, particularly for firefighter and paramedic salaries, before finalizing the budget recommendations.

Mr. Christensen then presented a list of staff positions that had been requested over multiple years. While the current budget did not allow for hiring all 15 requested positions, he aimed to prioritize which roles were most critical, as discussed in the work session earlier in the month. He noted that no new positions had been funded in recent years, leading to a backlog of staffing needs across various departments.

Council Member Adams inquired whether department heads had been consulted about the presented staffing requests prior to the meeting. City Manager Jaysen Christensen confirmed that he had met with department heads and identified priority positions for consideration. He stated that his goal was to prioritize the most critical roles that could be funded within the city's financial constraints.

Mr. Christensen first recommended funding two restructured positions in Public Works and Power that would be budget neutral. The first position was a Maintenance Worker in the Water Department to focus on federal water quality testing and compliance, ensuring proper sampling and monitoring. Currently, multiple employees from different divisions within Public Works handled these tasks on an ad hoc basis. To fund this position, the city would eliminate a locator position responsible for utility marking, as the workload for this role had decreased.

The second restructured position was a Metered Technician in the Power Department. With the upcoming retirement of Bruce Rigby, this role would be created by not replacing his position and instead shifting responsibilities. The technician would maintain and calibrate power meters to prevent revenue loss due to misreadings. Mr. Christensen stated that this transition would generate a net savings for the city.

Mr. Christensen sought council approval to proceed with notifying the affected employee about the eliminated locator position, emphasizing the importance of giving them time to transition to another job. He also noted that UAMPS currently paid the city $30,000 per year for a representative. The city intended to retain Bruce Rigby in this role for a few more years, but instead of being a city employee, he would be paid directly by UAMPS. This arrangement would allow the Power Director additional time to familiarize himself with the responsibilities of the UAMPS representative position before assuming the role in the future.

Mr. Christensen identified the Assistant City Attorney as the number one priority for a new full-time hire for the year. He explained that the current city attorney, Nic Mills, was handling 3,500 cases alone, significantly more than comparable cities. Hiring an assistant attorney would allow the city to take on Class A misdemeanors currently handled by the county. Mr. Christensen noted that some administrative staff and police officers had expressed frustration that county prosecutors were not aggressively pursuing cases, often dismissing cases prepared by local law enforcement. Bringing prosecution in-house could ensure that cases were pursued more effectively.

Some council members questioned whether contracting prosecution services would be a more cost-effective alternative. Mr. Christensen acknowledged that contracting would be cheaper annually but would not provide the same level of service as a full-time attorney. Additionally, a county judge had cautioned against contracting prosecution services, stating that contract prosecutors often prioritized efficiency over thorough case review, potentially leading to premature case dismissals.

Mr. Christensen also noted that hiring an assistant city attorney would improve legal support for city departments, including planning, personnel, and policy work. It would also ensure legal presence at Planning Commission meetings and city staff meetings, which was common in other cities but not currently done in Kaysville. Additionally, the assistant attorney would assist in updating outdated city policies. Mr. Christensen emphasized that department heads had reached a consensus that this position was essential.

Maryn Nelson added that approving the assistant city attorney position would eliminate the need for a part-time law clerk, partially offsetting the cost.

The council then discussed a longstanding request for a Deputy Fire Chief. Mr. Christensen stated that Fire Chief Paul Erickson had advocated for this position for seven years, citing high administrative workload and lack of leadership coverage when he was unavailable. Unlike neighboring cities where battalion chiefs, fire marshals, or deputy chiefs assisted with administration, Chief Erickson managed all administrative tasks alone. He originally worked 80 to 90 hours per week, though this had been reduced to approximately 60 hours.

Mayor Tran and Council Member Adams explored hybrid solutions, such as elevating a captain into a deputy role without increasing overall firefighter staffing. Another option discussed was combining the Deputy Fire Chief and Fire Marshal positions. Some council members pointed out that current captains rotated administrative responsibilities, but it was noted that captains only worked two days at a time on rotating shifts, whereas a deputy chief would provide consistent full-time administrative support.

While several council members recognized the need for a Deputy Fire Chief, some suggested postponing the position until a second fire station was constructed. Others noted that Farmington and Layton were building new fire stations, which could provide additional regional coverage and reduce Kaysville's immediate need for additional staffing.

Mr. Christensen then addressed concerns from Police Chief Sol Oberg regarding limited supervisory coverage in the patrol division. Currently, only two sergeants oversee patrol operations, covering just 80 out of 186 weekly patrol hours, meaning officers often worked without direct supervision. The department have requested two additional police sergeants to provide 24/7 supervisory coverage and reduce liability risks, particularly for less-experienced officers handling complex situations.

Some council members asked whether existing detective sergeants could be reassigned rather than hiring additional personnel. Others requested a comparison of Kaysville's police staffing levels with neighboring cities, noting that Farmington had six sergeants, four of whom were dedicated to patrol, whereas Kaysville had five sergeants but only two assigned to patrol duties.

Mr. Christensen agreed to gather additional data from the police department before the next discussion, including sworn officer counts and how other cities allocated their sergeants.

Council Member Blackham reiterated that he believed the city should approve only one full-time new hire per year and asked Mr. Christensen to determine which single position was the most urgent.

Mayor Tran countered that recent hiring freezes had created a backlog of staffing needs that should be addressed.

Mr. Christensen emphasized that while reallocating existing positions had helped, some positions were now critical for operational efficiency and risk reduction.

The work session concluded with a discussion of next steps. Mr. Christensen stated that department heads would submit their budget requests in the coming weeks, and additional work sessions would be scheduled to review proposals. He also planned to conduct further research on staffing levels in comparable cities and alternative prosecution models. No additional work session was planned for the next regular council meeting, but further discussions would be scheduled as more data became available.

The meeting ended with Mayor Tran thanking the council and staff for their work in preparing the budget discussions.

The meeting adjourned at 11:28 a.m.

KAYSVILLE CITY COUNCIL
February 20, 2025

Minutes of a regular Kaysville City Council meeting held on February 20, 2025, at 7:00 p.m. in the Council Chambers of Kaysville City Hall, located at 23 East Center Street, Kaysville, UT.

Council Members Present: Mayor Tamara Tran, Council Member John Swan Adams, Council Member Abbigayle Hunt, and Council Member Nate Jackson

Excused: Council Member Mike Blackham and Council Member Perry Oaks

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Parks and Recreation Director Cole Stephens, Senior Planner Anne McNamara, Information Systems Assistant Ardi Harsano, Police Sgt. Lacy Turner, Business License Officer Mindi Edstrom, Crista Crane, Karen Dent, Hannah Clark, Stephen Kendall, Heidi Kendall, Val Starkey, Laurene Starkey, Jeff Clarkson, Joyce Clarkson, Ly Tran, Wyatt Ellis, Carolyn Saunders, Brian Tarbet

OPENING

Mayor Tran opened the Kaysville City Council meeting and welcomed attendees. She noted that Council Members Perry Oaks and Mike Blackham were excused from the meeting.

Council Member Jackson expressed appreciation for community involvement. He reflected on the current national climate and emphasized the strength of local government in shaping communities. He cited the Community Reinvestment Area (CRA) discussions as an example of the council responding to residents' concerns by slowing the process and holding a town hall meeting.

Council Member Jackson then led the audience in the Pledge of Allegiance.

CALL TO THE PUBLIC

Val Starkey used their time to point out corrections needed in the January 16 meeting minutes, specifically noting incorrect names on pages 11 and 12. Mayor Tran acknowledged the request and noted the corrections.

Brian Tarbet, a resident of West Kaysville, raised concerns about the inclusion of several homes on the south side of 200 North between the freeway overpass and Flint Street within the Community Reinvestment Area (CRA) boundary. He asserted that this area was not originally part of the master plan and appeared to have been added inadvertently at the last minute. He expressed concerns that the CRA's impact on established residential neighborhoods could be detrimental, citing a recent case in which a property owner had spoken to the council about an unexpected car wash proposal in a residential area. Mr. Tarbet stated that he had sent an email to the mayor and city council outlining his concerns on January 24 but had not received a response, so he re-sent the email before the meeting. He urged the council to review his concerns carefully.

Carolyn Saunders, a resident in the same area, supported Mr. Tarbet's statements and reiterated concerns about the inclusion of homes in the CRA. She questioned whether CRA funds would be best utilized in that section and suggested that other areas, such as land west of the Mountain Vista subdivision, could benefit more. Additionally, Mrs. Saunders asked whether Tax Increment Financing (TIF) funds could be used to extend a creek culvert running through her property if a neighboring landowner decided to sell his property for development. She explained that such an extension could increase the usable land but might negatively impact her yard. She requested clarification from the council regarding the potential use of TIF funds for that purpose.

Mayor Tran thanked all speakers for their comments and noted their questions.

PRESENTATIONS AND AWARDS

KAYSVILLE GIVES 2024 REPORT

Mindi Edstrom and Crista Crane presented on behalf of Kaysville Gives, a community-driven holiday assistance program. Ms. Edstrom began by expressing appreciation for the opportunity to present to the council. Ms. Crane, a long-time volunteer, described the core group of women who dedicate time to the program, noting that they are all volunteers balancing work and family responsibilities. She credited Ms. Edstrom as the driving force behind the effort and highlighted the relationships the volunteers have built with local schools and counselors.

The presenters shared key statistics from the latest Kaysville Gives program, reporting that in 2024, 477 children and over 150 families were served, with more than 2,000 gifts distributed. They noted that many gifts were donated, while others were purchased through fundraising and grants. Young Caring for Young, a recurring donor, contributed $10,000 and provided warehouse space for organizing donations. Business and resident donations totaled more than $14,000. Additionally, the Miller Family Foundation, through a connection made by Mayor Tran, awarded the program a $10,000 grant, which volunteers used to shop for 80 children. Target was also recognized for its support, providing a 10% discount and tax-exempt purchases, allowing funds to stretch further.

Ms. Edstrom and Ms. Crane shared stories of community involvement, including city staff participating in a shopping event where they were assigned lists and budgets to shop for children in need. They highlighted volunteers such as Josh Belnap, who helped assemble donated bicycles, and city employees from multiple departments who contributed time and effort. They also emphasized the logistical support provided by Young Truck and Trailer, which offered storage space, assisted with deliveries, and handled accounting for donations.

The presentation featured images of the volunteers, and the storage facility used for sorting and distributing gifts. The presenters expressed gratitude for the businesses and residents who helped make the program possible, including Symphony Homes, which contributed financially and participated in shopping efforts. Target employees assisted with checkout processes, and additional community volunteers, including youth groups and local organizations, participated in shopping events. Ms. Edstrom also acknowledged individuals who dressed as Santa Claus and the Grinch, as well as residents who consistently donate to the Fill the Fire Truck event.

The beneficiaries of Kaysville Gives included students from Mountain High School, Safe Harbor, the Family Enrichment Center, Willow Pines, the Kaysville Police Department, and various local elementary, junior high, and high schools. The program also extended assistance to some families in Farmington. The presenters shared heartfelt letters from recipients, including one from a single mother expressing gratitude for the support and another from a Mountain High School student who appreciated being treated equally and not overlooked.

Mayor Tran and members of the council praised the volunteers for their dedication, recognizing the extensive time commitment required to organize and execute the program. Mayor Tran noted that volunteers often postponed their own holiday preparations to ensure the program's success.

Ms. Edstrom reflected on the program's eight-year history, emphasizing that the city's involvement has been critical to its success. Mayor Tran agreed, noting that the city's sponsorship provides credibility and structure, helping the initiative gain traction and community recognition. She reiterated that the needs served by Kaysville Gives are real and increasing, with families vetted through school counselors to ensure fair distribution of resources.

Following the presentation, Mayor Tran thanked Ms. Edstrom, Ms. Crane, and all the volunteers for their hard work.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts of interest were disclosed.

CONSENT ITEMS

Council Member Adams made a motion to approve the following Consent Items:

a) Approval of minutes from the January 16, 2025, Council meeting (with the changes as mentioned by Mr. Starkey).
b) Approval of minutes from the January 16, 2025, Redevelopment Agency Board meeting.
c) A Resolution and Interlocal Agreement with Davis County for 200 North Transportation Project Reimbursement.
d) Approval of the purchase of a service bucket truck for the Power Department.
e) A Resolution authorizing a contract for federal advocacy work on community funding and grant support.

Council Member Hunt seconded the motion.

The vote on the motion was as follows:

Council Member Hunt, Yea

Council Member Jackson, Yea
Council Member Adams, Yea

The motion passed unanimously.

ACTION ITEMS

AN ORDINANCE AMENDING VARIOUS SECTIONS OF TITLE 12, "PARKS, PUBLIC PROPERTY, AND RECREATION," OF THE KAYSVILLE CITY CODE

Parks and Recreation Director Cole Stephens stated that this item had been reviewed by the council as a Work Item at the last council meeting. He noted that the presented ordinances remained unchanged from the previous discussion, except for the removal of Section 12-2-2, which would be addressed separately as a Work Item later in the meeting.

Council Member Jackson inquired about a specific section regarding animals in parks, noting that the ordinance removed references to farm animals. He sought clarification on whether leashed dogs were still allowed in parks.

Cole Stephens confirmed that leashed dogs are permitted under Davis County Animal Care and Control regulations. He explained that the change was made to remove outdated language about farm animals, as livestock in parks was no longer a common issue.

Council Member Adams made a motion to approve an Ordinance amending various sections of Title 12, "Parks, Public Property, and Recreation," of the Kaysville City Code. The motion was seconded by Council Member Jackson.

The vote on the motion was as follows:

Council Member Jackson, Yea
Council Member Adams, Yea
Council Member Hunt, Yea

The motion passed unanimously.

WORK ITEMS

AN ORDINANCE AMENDING SECTION 12-2-2, "VEHICLES," AND ENACTING SECTION 12-2-12, "BICYCLES AND SKATEBOARDS", OF CHAPTER 12-2, "PARKS AND PUBLIC PROPERTY," OF THE KAYSVILLE CITY CODE

Parks and Recreation Director Cole Stephens stated that, as noted in the previous item, this ordinance was reviewed at the last City Council meeting, during which the Council requested that Section 12-2-2, "Vehicles," be revised to address concerns raised during the meeting and to provide clarifications. The language in Section 12-2-2 has been reworked and is being presented to the Council for approval. Staff is also presenting a new section for review. Section 12-2-12 has been proposed to address concerns regarding motorized bicycles, scooters, and similar devices. Mr. Stephens presented updates to Section 12-2-2 and introduced the newly proposed Section 12-2-12, which specifically addresses bicycles, skateboards, and motorized personal transport devices, such as electric scooters. The revisions were made to clarify regulations regarding motor vehicles while ensuring that certain self-propelled and electric devices can be used responsibly within park areas. The amendment incorporated feedback from the previous work session, including concerns raised by Council Member Blackham about electric vehicles. Mr. Stephens also noted that the changes aimed to accommodate future technological advancements in personal transportation.

Council Member Jackson made a motion to move the Ordinance amending Section 12-2-2, "Vehicles," and enacting Section 12-2-12, "Bicycles and Skateboards," of Chapter 12-2, "Parks and Public Property," in the Kaysville City Code to an action item. The motion was seconded by Council Member Hunt.

The vote on the motion was as follows:

Council Member Adams, Yea
Council Member Hunt, Yea
Council Member Jackson, Yea

The motion passed unanimously.

<u>DELIBERATION ON CITIZEN FEEDBACK REGARDING THE KAYSVILLE CITY CENTER COMMUNITY REINVESTMENT AREA (CRA)</u>

Mayor Tran emphasized the high level of community engagement throughout the Kaysville City Center Community Reinvestment Area (CRA) review process, crediting City Manager Jaysen Christensen for dedicating extensive time to addressing public concerns. She reiterated the Council's commitment to listening to residents and noted that adjustments could be made to the CRA boundaries.

Regarding concerns raised about residential properties on 200 North, Mayor Tran suggested that these properties do not have to be included in the CRA. She acknowledged that this had been mentioned during the town hall meeting and proposed revisiting the map to consider both the exclusion of certain residential areas and the potential expansion into other parts of the city. She explained that the CRA had originally been scaled back due to its size but that with adjustments, new areas could be considered. She then asked the Council for input on how to proceed.

Council Member Hunt supported the idea of sending the plan back to staff for revision, suggesting a broader review of residential properties included in the CRA, beyond just those on 200 North. She emphasized the importance of carefully reconsidering all residential areas to ensure the proposal aligns with the city's vision before moving forward.

Council Member Jackson agreed, advocating for the removal of all residential homes from the CRA. While expressing optimism about the opportunities the CRA could bring, he acknowledged the concerns raised by affected homeowners and recognized the fear that inclusion in the CRA map could create. He emphasized that the project should prioritize the downtown business district rather than residential properties and encouraged further community input in shaping the final plan.

Mayor Tran echoed these sentiments, recounting feedback received during the town hall meeting. She shared an instance where a resident expressed fear that the CRA's inclusion of their home signaled that they were no longer welcome in the area. Mayor Tran reassured attendees that this was not the city's intention and emphasized that a CRA does not impact property taxes or zoning. However, she acknowledged the emotional impact on homeowners and reiterated the city's commitment to a thoughtful and transparent process. She also drew a parallel to past decisions made about Kaysville by outside entities that the city had opposed, demonstrating empathy for residents' concerns.

Council Member Adams made a motion to revise the CRA by removing the residential properties from the currently proposed CRA plan and exploring the possibility of including additional business districts that could benefit from reinvestment. Council Member Hunt seconded the motion.

The vote on the motion was as follows:

Council Member Hunt, Yea
Council Member Jackson, Yea
Council Member Adams, Yea

The motion passed unanimously.

Mayor Tran clarified that the CRA proposal would be sent back to staff for revisions, with continued opportunities for public input. Once an updated plan is developed, it will be brought forward as a publicly noticed item on another City Council agenda and submitted to the relevant taxing entities for approval. She noted that while this process would take time, the Council was committed to ensuring that the CRA provides meaningful redevelopment opportunities without negatively impacting existing residential neighborhoods.

COUNCIL MEMBERS REPORTS

Mayor Tran provided an update on legislative activity at the state level, noting that over 700 bills had been introduced in the current legislative session, with 14 days remaining. She explained that the city was closely tracking proposed legislation that could impact Kaysville and was actively engaged in discussions to advocate for adjustments that would preserve local decision-making authority.

CITY MANAGER REPORT

City Manager Jaysen Christensen first recognized City Engineer Dexter Fisher for his extensive efforts in securing $3 million in funding from Davis County for the reconstruction of 200 North, which was approved as part of the consent agenda. He then addressed community inquiries regarding the future of the old Kaysville Library building. He explained that after discussions with Alchemy about a potential food hall partnership fell through due to financial feasibility issues, the city has been exploring other options. The city has engaged an architecture firm to assess cost-effective ways to preserve the library building. Additionally, he and Mayor Tran, along with Cole Stephens and Dean Storey, met with representatives from Gilmore Bell, a public finance law firm, to discuss potential funding opportunities. While no commitments have been made, the firm provided insights and contacts for possible grants or other financial assistance.

Mr. Christensen then discussed adjustments to the Council's meeting schedule for April. Since the Davis School District's spring break falls during the first week of April and the Utah League of Cities and Towns (ULCT) conference in St. George occurs during the third week, the Council proposed moving its regular meeting to April 10 as the only scheduled meeting for the month. However, two budget work sessions would still take place in April. The Council acknowledged the adjusted schedule.

ADJOURNMENT

Council Member Adams made a motion to adjourn the City Council meeting at 7:41 p.m. The motion passed unanimously.

Following the city council meeting, the Kaysville Business Park Architectural Review Committee convened to address items on its agenda.

KAYSVILLE BUSINESS PARK
ARCHITECTURAL REVIEW COMMITTEE MEETING
February 20, 2025

Minutes of a Kaysville Business Park Architectural Review Committee Meeting held on February 20, 2025 at 7:41 p.m. in the City Council Chambers of the Kaysville City Municipal Center, 23 East Center Street, Kaysville, UT.

Committee Members Present: Chairperson Tamara Tran, John Swan Adams, Abbigayle Hunt, and Nate Jackson

Excused: Mike Blackham and Perry Oaks

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Parks and Recreation Director Cole Stephens, Senior Planner Anne McNamara, Information Systems Assistant Ardi Harsano, Police Sgt. Lacy Turner, Hannah Clark, Stephen Kendall, Heidi Kendall, Val Starkey, Laurene Starkey, Jeff Clarkson, Joyce Clarkson, Ly Tran, Wyatt Ellis, Carolyn Saunders, Brian Tarbet

OPENING

Chairperson Tran opened the meeting by welcoming those present.

APPROVAL OF AN ILLUMINATED WALL SIGN AT 352 NORTH FLINT STREET FOR ABS KIDS

Senior Planner Anne McNamara explained that the Architectural Review Committee is responsible for approving all signs in the Kaysville Business Park. ABS Kids submitted a building permit to install an internally illuminated wall sign on the western façade of their building, facing Flint Street. The proposed sign measures 38.5 square feet, which is well below the 467.5 square feet permitted by city code for a building façade totaling 1,870 square feet. The sign meets all city regulations, including the Business Park signage requirements..

Committee Member Hunt noted that the sign's orientation would not face residential areas, ensuring it would not cause light disturbances. She also expressed support for the business and the work it does.

Committee Member Hunt made a motion to approve the illuminated wall sign at 352 North Flint Street for ABS Kids, seconded by Committee Member Jackson.

The vote on the motion was as follows:

Committee Member Adams, yea
Committee Member Hunt, yea

Committee Member Jackson, yea

The motion passed unanimously.

ADJOURNMENT

Committee Member Adams made a motion to adjourn the Kaysville Business Park Architectural Review Committee Meeting at 7:43 p.m. The motion passed unanimously.

KAYSVILLE CITY COUNCIL
March 6, 2025

Minutes of a regular Kaysville City Council meeting held on March 6, 2025, at 7:00 p.m. in the Council Chambers of Kaysville City Hall, located 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 (via phone), City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Parks and Recreation Director Cole Stephens, Information Technology Assistant Jordan Hansen, Police Sgt. Lacy Turner, Britin Van Brocklin, Adam Clark, Jill Dredge, Tom Kerr, Cindy Kerr, Paul Toller

OPENING

Mayor Tran opened the Kaysville City Council meeting and welcomed attendees.

Council Member Oaks shared brief remarks on the importance of open dialogue in government. He expressed appreciation for the ability to discuss issues and find resolutions at the local government level, even when there are disagreements. He cited the city's handling of the Community Reinvestment Area (CRA) discussions as an example of constructive dialogue between the council and residents.

Council Member Oaks then offered a prayer and led the audience in the Pledge of Allegiance.

CALL TO THE PUBLIC

No public comments were made.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts of interest were disclosed.

CONSENT ITEMS

Council Member Adams requested further discussion on Consent Item B. He then made a motion to approve the following consent item:

a) Approval of minutes from the February 4, 2025, Council Work Session.

Council Member Blackham seconded the motion.

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.

B. A RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE A REIMBURSEMENT WITH SYMPHONY HOMES FOR POTENTIAL ROAD IMPROVEMENTS

Council Member Adams requested a brief explanation regarding Consent Item B.

City Manager Jaysen Christensen explained that the City Council adopted Resolution 25-02-03 at its last meeting, authorizing him to negotiate a contract with ASG Consulting Inc. for government relations work related to securing federal funding for the Angel Street extension project. Currently, Angel Street dead-ends at the south end, but plans are in place to extend the road past the Sewer District property to connect it to Sunset Drive. The project is approximately 90% designed and is estimated to cost between $4 and $5 million. However, funding for the project is not anticipated to be available for several years, despite a recognized need for the extension.

Mr. Christensen further explained that Symphony Homes, a developer planning to build in the area, had held open houses with residents to discuss their project. Given the mutual interest in advancing the road extension, the city saw an opportunity to pursue federal funding for the project with the help of ASG Consulting. A contract with ASG has been negotiated for a fee of $5,000 per month for up to 12 months, with a clause allowing the city to terminate the agreement if it becomes clear that federal funding is unlikely.

At the suggestion of Council Member Adams, Mr. Christensen negotiated with Symphony Homes to share a portion of ASG's costs. Symphony Homes has signed a preliminary agreement to reimburse Kaysville up to $15,000, which now requires ratification by the City Council. The agreement would cover 50% of ASG's fee for the first six months of service.

According to ASG, the Transportation and Infrastructure Committee, on which Representatives Mike Kennedy and Burgess Owens serve, will prioritize funding for community project requests by early August 2025, which will be six months into ASG's contract. If Kaysville's project receives prioritization at that time, it is highly likely to receive federal funding. However, if the project is not prioritized and is deemed unlikely to succeed, the city may elect to terminate its contract with ASG.

Council Member Adams thanked Mr. Christensen for the clarification and made a motion to approve a Resolution authorizing the city manager to negotiate a reimbursement with Symphony Homes for potential road improvements. 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.

ACTION ITEMS

AN ORDINANCE AMENDING SECTION 12-2-2, "VEHICLES," AND ENACTING SECTION 12-2-12, "BICYCLES AND SKATEBOARDS," OF CHAPTER 12-2, "PARKS AND PUBLIC PROPERTY," IN THE KAYSVILLE CITY CODE

Parks and Recreation Director Cole Stephens explained that this ordinance amendment was the final step in a series of text revisions that began approximately six weeks prior. The amendment presented addressed motor vehicles in city parks and properties while also establishing a separate category specifically for e-bikes, scooters, bicycles, skateboards, and other self-propelled vehicles. He noted that the initial approach attempted to classify e-bikes and e-scooters under the motor vehicle category, but this proved to be confusing. After feedback from council discussions, the decision was made to separate them into their own section of the code to provide clearer regulations. The ordinance, which had been reviewed by the City Council as a Work Item two weeks prior, permits the use of self-propelled vehicles in public parks if they are operated in a safe manner.

Mayor Tran sought clarification on what constituted a "safe manner," asking whether this meant avoiding reckless operation or riding on grassy areas.

Cole Stephens confirmed that reckless riding was the primary concern, as some e-bikes can reach high speeds, creating potential hazards for other park users.

Council Member Blackham supported the amendment and emphasized the importance of common sense in regulating e-bike use. He noted that many individuals who were previously unable to ride due to age or physical limitations were now able to enjoy biking and exercise because of e-bikes. While recognizing the potential for misuse, he believed that most riders were responsible and that the ordinance would help ensure safe and respectful use of public spaces.

Council Member Jackson made a motion to approve an Ordinance amending Section 12-2-2, "Vehicles," and enacting Section 12-2-12, "Bicycles and Skateboards," of Chapter 12-2, "Parks and Public Property," in the Kaysville City Code. The motion was seconded by Council Member Blackham.

The vote on the motion was as follows:

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

The motion passed unanimously.

CONSIDERATION OF ENACTING KAYSVILLE CITY CODE TITLE 17-31-5 FARM STANDS AND AMENDING 17-2 DEFINITIONS; 17-8 HEAVY AGRICULTURAL DISTRICT; 17-9 LIGHT AGRICULTURAL DISTRICT; 17-10 AGRICULTURAL RESIDENTIAL DISTRICT; 17-11 OLD KAYSVILLE TOWNSITE RESIDENTIAL DISTRICT; 17-12 SINGLE FAMILY RESIDENTIAL DISTRICT; 17-13 DIVERSE RESIDENTIAL DISTRICT; 17-14 R-2 ONE TO TWO FAMILY RESIDENTIAL DISTRICT; 17-15 R-4 ONE TO FOUR FAMILY RESIDENTIAL DISTRICT AND 17-16 R-M MULTIPLE FAMILY RESIDENTIAL DISTRICT

Community Development Director Melinda Greenwood explained that Britin Van Brocklin had applied for a Title 17 Planning and Zoning Text Amendment to allow for seasonal farm stands in low-density residential and agricultural zones. The permitting of seasonal farm stands would enable the applicant to sell flowers grown for her business on-site at her home.

Greenwood provided an overview of the proposed ordinance, stating that farm stands would allow for the temporary sale of produce, ornamental crops, and cottage products grown within Kaysville. These stands would be permitted in agricultural and residential zones and would need to be operated by the legal owner or occupant of the property. The ordinance specified that farm stands must be temporary in nature, operating for no more than 180 days per year, and limited to a maximum of 100 square feet. Additionally, it allowed for one sign under 15 square feet. At the end of each day, all products and signage would need to be removed, though the stand structure itself, such as a table or tent, could remain in place.

Ms. Greenwood explained that the proposal was reviewed by the Planning Commission on February 13, where it received a unanimous 7-0 recommendation for approval. The Commission discussed definitions, timing, and duration of farm stands, ultimately settling on the 180-day limit as an appropriate threshold for temporary use. A public hearing was held, during which one comment was received proposing alternative wording for the temporary duration definition. Ms. Greenwood stated that city staff and the Planning Commission felt confident in their recommendation and encouraged the council to approve the ordinance as presented.

Britin Van Brocklin, the applicant, stated that she had been flower farming for nearly nine years and had long wanted to operate a farm stand but was unable to do so under existing city regulations. After researching Salt Lake City's farm stand ordinance, she worked with city staff to propose a similar text amendment for Kaysville. She noted that she is a board member of the Utah Cut Flower Farm Association, which has over 150 members, several of whom are in Kaysville and could benefit from this ordinance. She expressed hope that the approval of farm stands in Kaysville would encourage other cities to adopt similar policies.

Council Member Hunt asked for clarification on the 180-day duration.

Britin Van Brocklin explained that the timeframe was determined by the Planning Commission as a reasonable definition of "temporary." She provided an example of opening a farm stand in April and closing in October but acknowledged that some farmers might prefer different timeframes based on their crops.

Council Member Oaks inquired about existing seasonal sales, such as the pumpkin stand at Angel Street and 200 North.

Melinda Greenwood explained that such operations typically take place on commercial property with a business license, whereas the new ordinance would allow farm stands in residential and agricultural areas.

Further discussion centered on the 180-day limit, with some council members expressing interest in providing more flexibility. Council Member Hunt suggested either extending the duration to 200 days or allowing it to be split into two separate 90-day periods.

Council Member Blackham interpreted the rule to mean that the 180-day limit would begin whenever a farm stand started operating, rather than applying to a set period for all stands.

Mayor Tran commented that the goal was to prevent farm stands from becoming permanent retail fixtures in residential areas while still allowing for sufficient operational time.

Melinda Greenwood noted that the 180-day limit was already more generous than similar temporary-use definitions in other cities, which often restrict temporary operations to 120 days. She emphasized that staff aimed to balance business opportunities with maintaining neighborhood character and that the time restriction provided a framework for managing potential complaints or issues.

Council Member Jackson proposed allowing the 180-day limit to be flexible within the year so farm stand operators could pause and restart within the allotted time. However, Greenwood noted that tracking intermittent usage would be challenging from an enforcement standpoint.

Council Member Oaks recommended that the council approve the ordinance as proposed, with the understanding that if issues arise, the 180-day restriction could be revisited in the future.

Council Member Hunt made a motion to approve an Ordinance enacting Section 17-31-5, “Farm Stands,” and amending Section 17-2, “Definitions,” along with various other sections in Title 17, “Planning and Zoning, of the Kaysville City Code as presented. 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 Jackson, Yea
Council Member Oaks, Yea

The motion passed unanimously.

COUNCIL MEMBERS REPORTS

Mayor Tran expressed appreciation for the council's active engagement in tracking developments at the state legislature, which was set to conclude its session the following evening. She noted that hundreds of bills had been introduced, making it a busy and complex session, and thanked the council for their efforts in advocating for Kaysville's interests.

CITY MANAGER REPORT

City Manager Jaysen Christensen provided an update on the planned gymnasium at Kaysville Junior High School, noting that discussions with the Davis School District were progressing. The district had issued a Request for Proposals (RFP) for an architect, with further details on costs and logistics expected in the coming months. Construction was still targeted to begin in the fall. Mr. Christensen emphasized the project as a valuable partnership between the city and the school district. He referenced a past opportunity with Centennial Junior High that the city had passed on, which many later saw as a missed opportunity. He also noted that discussions had begun with Finance Director Dean on potential funding options.

Mayor Tran added that the facility, featuring four full-size courts, would be a major asset to Kaysville. She highlighted the city's need for gym space and expressed optimism that the project would benefit both the school and the broader community.

ADJOURNMENT

Council Member Blackham made a motion to adjourn the City Council meeting at 7:27 p.m. The motion passed unanimously.

Following the City Council meeting, the Kaysville Business Park Architectural Review Committee convened to address items on its agenda.

KAYSVILLE BUSINESS PARK
ARCHITECTURAL REVIEW COMMITTEE MEETING
March 6, 2025

Minutes of a Kaysville Business Park Architectural Review Committee Meeting held on 6, 2025 at 7:41 p.m. in the City Council Chambers of the Kaysville City Municipal Center, 23 East Center Street, Kaysville, UT.

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

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills (via phone), City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Parks and Recreation Director Cole Stephens, Information Technology Assistant Jordan Hansen, Police Sgt. Lacy Turner, Britin Van Brocklin, Adam Clark, Jill Dredge, Tom Kerr, Cindy Kerr, Paul Toller

OPENING

Chairperson Tran opened the meeting by welcoming those present.

APPROVAL OF AN ELECTRONIC MESSAGE CENTER SIGN FOR BARNES PARK LOCATED AT APPROXIMATELY 950 WEST 200 NORTH

Community Development Director Melinda Greenwood explained that the Architectural Review Committee is responsible for approving all signs in the Kaysville Business Park. She stated that this sign had undergone a thorough review process, including a prior text amendment allowing EMC signs in public use zones, which the city council had approved a few weeks earlier. The City's Parks and Recreation Department submitted a building permit to install an Electronic Message Center (EMC) sign along the southern property line of Barnes Park (approximately 950 West 200 North). The existing sign has been demolished, and the new EMC monument sign will be constructed in its place. The EMC sign for Barnes Park is an exact replica of the sign on Main Street at the City Hall campus, except the permanent wording at the bottom of the sign will read "Barnes Memorial Park."

Ms. Greenwood noted that while Barnes Park is technically within the Kaysville Business Park boundaries, previous projects within the park had not been brought before the Architectural Review Committee. She indicated that the city was considering removing Barnes Park from the Business Park designation to streamline future processes, as it was unnecessary for public park projects to undergo this review.

Committee Member Blackham provided historical context about the park's name. He emphasized that "Barnes Memorial Park" was meant to honor not just Rulon and Emily Barnes, who donated the property, but their entire family, including their children, who tragically passed away in a car accident. He believed that keeping the full name "Barnes Memorial Park" on the sign would help preserve and acknowledge the family's legacy.

Parks and Recreation Director Cole Stephens confirmed that an existing historical marker along the sidewalk near the creek already provided details on the Barnes family's contribution. He added that the city had future plans to further highlight the history of the park and its significance.

Mr. Stephens also clarified that while the current signage at the park was oriented east-west, the new EMC sign would be installed with a north-south orientation. To address concerns about brightness and nighttime use, he explained that the EMC sign would include dimming features, the ability to display static images at night, and advanced LED technology to ensure a clear, crisp display. He emphasized that the sign's lighting and motion controls would allow for flexibility in operation, including options to reduce brightness in the evenings or display only essential information after park hours..

Committee Member Adams made a motion to approve the Electronic Message Center (EMC) sign for Barnes Park, located at approximately 950 West 200 North, seconded by Committee Member Oaks.

The vote on the motion was as follows:

Committee Member Adams, Yea
Committee Member Hunt, Yea
Committee Member Jackson, Yea
Committee Member Oaks, 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 7:33 p.m. The motion passed unanimously.

CITY COUNCIL STAFF REPORT

MEETING DATE: April 10, 2025

TYPE OF ITEM: Consent Items

PRESENTED BY: Jaysen Christensen, City Manager

SUBJECT/AGENDA TITLE: Appointment of Maryn Nelson as Finance and Administrative Services Director, effective July 16, 2025

EXECUTIVE SUMMARY:

As you know, Finance Director, Dean Storey, will retire effective July 15, 2025 after nearly 40 years with Kaysville. I have offered current Deputy Finance Director, Maryn Nelson, a promotion to Finance Director effective July 16, 2025 subject to the approval of the City Council. Section 2-2-4 of the City Code indicates that the City Manager shall appoint the Finance Director "subject to the approval of the governing body."

Ms. Nelson was hired last year to fill a vacancy in the Deputy Finance Director position with the anticipation that she would eventually be promoted to Finance Director upon Mr. Storey's retirement. I have been very pleased with Maryn's work and accounting expertise and her potential to be highly successful in this position. Ms. Nelson would receive a 5% increase to her salary as part of the promotion.

City Council Options:

1) Approve the appointment; 2) Decline the appointment and provide alternative direction to the City Manager

Staff Recommendation:

Approve the appointment

Fiscal Impact:

The appointment will result in a net savings to the City initially due to Ms. Nelson starting at the lower end of the Finance Director pay range.

ATTACHMENTS:

None

CITY COUNCIL STAFF REPORT

Kaysville City

MEETING DATE: April 10, 2025

TYPE OF ITEM: Consent Items

PRESENTED BY: Josh Belnap, Public Works Director

SUBJECT/AGENDA TITLE: A Resolution to acquire necessary permanent easements and right-of-way for the Mutton Hollow/Fairfield Signal Project

EXECUTIVE SUMMARY:

In order to install a traffic signal and the curb/sidewalk at Fairfield and Mutton Hollow, the City needs to acquire a combination of permanent easements and/or right-of-way from several properties. The City recently reached an agreement with the 2 properties that were part of a previous condemnation proceeding, thus settling that issue. There are now 5 remaining properties that have been working cooperatively with the City to avoid condemnation proceedings for the necessary permanent easements/right-of-way.

This resolution authorizes the City to finalize negotiations with these property owners for amounts to be based on fair market appraisals, and for the City to formally accept the property/easements (as is required by law). As we await final word on the appraisals, we are confident that the total amount for all 5 properties combined will not exceed $90,000.

Once these agreements are finalized, the City will be able to commence work on the signal project at this intersection.

City Council Options:
1) Approve, 2) Deny

Staff Recommendation:
Approve

Fiscal Impact:
Road Funds

ATTACHMENTS:
1. Resolution - Property Purchase

RESOLUTION XXXX

AUTHORIZING THE ACQUISITION OF REAL PROPERTY AND PERMANENT EASEMENTS FOR THE INSTALLATION OF INFRASTRUCTURE AND IMPROVEMENTS

WHEREAS, Kaysville City (hereinafter "City") has designed a project to install traffic signal, curb, gutter, and other infrastructure on Mutton Hollow and Fairfield; and

WHEREAS, the City has been working with the property owners to acquire the necessary property rights to install this infrastructure; and

WHEREAS, the City, in exercise of its management of public property, believes that it is in the best interest of the public to authorize the acquisition of this property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KAYSVILLE, UTAH:

1. The City Manager, or his designee, are directed to conduct negotiations for purchase Agreements (hereinafter "Agreements") to acquire the necessary easements and/or right of way at approximately:
   a. 84 W Mutton Hollow, Kaysville UT 84037 (Parcel Id #110530117).
   b. 30 W Mutton Hollow, Kaysville UT 84037 (Parcel Id #110530083).
   c. 49 E Mutton Hollow, Kaysville UT 84037 (Parcel Id #113770302).
   d. 31 W Mutton Hollow, Kaysville UT 84037 (Parcel Id #113770305).
   e. 27 W Mutton Hollow, Kaysville UT 84037 (Parcel Id #113590201).

   These acquisitions shall be for amounts that the City has obtained through qualified appraisals. The Agreements shall include such other provisions as are deemed necessary to accomplish the purposes of the City in entering an agreement.

2. The City Manager, or his designee, are authorized to acquire this property and expend the necessary City funds without further City Council authorization.

3. At such time as the Agreements are in a form acceptable to the City Manager and City Attorney and after the property owners have properly executed said Agreements, the City Manager is authorized to execute the Agreements on behalf of the City. Execution of the Agreements by the City Manager shall constitute the City's acceptance of the offer by the property owners and the formal purchase of the property pursuant to the terms and conditions of the Agreements.

PASSED AND ADOPTED by the City Council of Kaysville, Utah, this **11th day of April, 2025**.

____
Tamara Tran, Mayor

ATTEST:

____
Annemarie Plaizier, City Recorder

CITY COUNCIL STAFF REPORT

MEETING DATE: April 10, 2025

TYPE OF ITEM: Consent Items

PRESENTED BY: Josh Belnap, Public Works Director

SUBJECT/AGENDA TITLE: Negotiation of Contract for signal installation at Mutton Hollow and Fairfield

EXECUTIVE SUMMARY:

The City recently awarded and started work on installing a traffic signal at Mutton Hollow and Main Street. That project was awarded to the low bid from Brinkerhoff Construction.

Staff has continued working on design and resident coordination for a traffic signal and all remaining curb/sidewalk to also be installed at Mutton Hollow and Fairfield, and we feel that, based on Brinkerhoff's previous low bid and their proximity and similar work, they would be the best choice to negotiate a price with for this additional signal.

Using pricing from the Mutton Hollow/Main St project, staff is recommending that the Council authorize staff to negotiate a contract with Brinkerhoff for $1,560,000.

It is hoped that construction on this project will commence within the next month, and be completed by early November.

City Council Options:
1) Approve, 2) Deny

Staff Recommendation:
Approve

Fiscal Impact:
Road Utility Funds

ATTACHMENTS:
None

CITY COUNCIL STAFF REPORT

MEETING DATE: April 10, 2025

TYPE OF ITEM: Consent Items

PRESENTED BY: Nic Mills, City Attorney

SUBJECT/AGENDA TITLE: A Resolution approving a Social Media Policy

EXECUTIVE SUMMARY:

Social media is frequently used by the City to broadcast information. This policy helps guide the Staff in how social media should be managed. It further provides a potential, but not required, disclaimer for departments to use to help inform social media visitors about the City's involvement in the respective pages.

City Council Options:

1) Approve the resolution authorizing the social media policy; 2) Approve the resolution with any modifications that the Council deems appropriate; 3) Decline to adopt the resolution and remand to staff with further direction.

Staff Recommendation:

Staff recommends that the City Council approve the resolution authorizing the social media policy.

Fiscal Impact:

City Staff does not anticipate any costs to the City based on the passage of this resolution.

ATTACHMENTS:

1. Social Media Policy Resolution
2. Potential Social Media Policy

RESOLUTION 25-XX-XX

AUTHORIZING A SOCIAL MEDIA POLICY

WHEREAS, the Kaysville Mayor and City Council would like to give City Staff direction regarding the appropriate use of the City's social media pages; and

WHEREAS, the Mayor and City Council would like the public to know that the City uses social media as a means to broadcast city information and not as a method for the City to engage in dialogue with commenters; and

WHEREAS, the Mayor and City Council find this policy to be in the best interests of the City and its Citizenry.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KAYSVILLE, UTAH:

1. The attached policy memorandum is hereby authorized. This policy shall give City Staff direction regarding how they should utilize the City's social media pages.

2. The disclaimer in the attached memorandum is approved as an optional addition. Department head shall consult with the City Manager to determine if the disclaimer provides value to the page. Materially similar disclaimers may also be utilized if the Department Head and City Manager believe them to be more appropriate.

PASSED AND ADOPTED by the City Council of Kaysville, Utah, this **10th day of April, 2025**.

____
Tamara Tran, Mayor

ATTEST:

____
Annemarie Plaizier, City Recorder

Policy Memorandum

To:	All City Staff
From:	Nic Mills, City Attorney
Re:	Social Media Comment Policy
Date:	March 17, 2025

This memorandum provides policy guidance to City Staff regarding the City's social media platforms.

Kaysville City welcomes the public and their comments. The purpose of the City's social media channels is to present information to City constituents and visitors. We welcome all comments, particularly those that foster discussion and communication. The City supports the freedom of speech and thus will not moderate social media comments. Typically, City staff should not monitor the comments on these platforms.

City staff may, but are not required to, remove comments only if the comment includes:

- Content that includes obscene, sexual, or pornographic content;
- Content that violates a legal ownership interest of any person, including improper use of a trademark or copyrighted material;
- Content that promotes or is a part of the conduction of an illegal activity;
- Defamatory material including libel or slander;
- Threats of violence to any person or organization;
- Spam, malware or viruses;
- Content that promotes discrimination by the government on the basis of a protected class;
- Information that may compromise the safety, security or proceedings of public systems or any criminal or civil investigations; or
- Personal or sensitive information (e.g., social security numbers, credit card numbers, medical information, account numbers, banking information, phone numbers, email addresses, postal addresses and similar materials).

If non-police staff believes that a comment violates these standards, the City Manager should be notified to make the determination if the comment should be removed. The Police Chief, or a sworn peace officer as their designee, may also make this determination.

If a comment is removed, the decision shall be documented by the authorized party, including the date, a brief description of the content removed, the category of violation, and the individual who authorized the removal. These records shall be maintained for administrative review.

If a user believes a comment was removed in error, they may request clarification or review by contacting the City Attorney's office at Legal@Kaysville.gov.

Potential Social Media Disclaimer:

The City does not guarantee that Comments are monitored regularly, and therefore, Users should not use this account to contact or provide notice to the City about dangerous conditions on public property. If a dangerous condition exists, please contact the police department, fire department, public utilities, or other relevant City department. The City does not guarantee the completeness or accuracy of any information posted on this account.

CITY COUNCIL STAFF REPORT

MEETING DATE: April 10, 2025

TYPE OF ITEM: Action Item

PRESENTED BY: Josh Belnap, Public Works Director

SUBJECT/AGENDA TITLE: A Resolution and Interlocal Agreement with Central Davis Sewer District for the 200 North Road Project

EXECUTIVE SUMMARY:

As part of the 200 North Road Improvement Project, there is approximately $1.4 million worth of underground pipe replacement that the Central Davis Sewer District (CDSD) would like to conduct as part of the City's 200 N project.

Staff feels the most efficient way to do this without causing delays and detrimental impacts to public access is by executing an interlocal agreement to have the City's contractor do that work.

Staff has worked to draft an agreement based on previous input, and is seeking approval.

(This item was reviewed as a Work Item and moved to an Action Item by the council on December 5, 2024.)

City Council Options:

1) Approve, 2) Approve with changes, 3) Table

Staff Recommendation:

Approve

Fiscal Impact:

N/A

ATTACHMENTS:

1. Resolution - CDSD Interlocal Agreement
2. Interlocal Agreement - Central Davis Sewer

RESOLUTION 25-XX-XX

AUTHORIZING THE CITY TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CENTRAL DAVIS SEWER DISTRICT FOR THE 200 NORTH ROADWAY

WHEREAS, Kaysville City would like to construct improvements on 200 North; and

WHEREAS, Central Davis Sewer District has improvements that they would also like to install in this area; and

WHEREAS, the City and the District would each enjoy greater efficiencies and potentially lower costs by conducting these projects simultaneously; and

WHEREAS, the City, in exercise of its management of public property, believes that it is in the best interest of the public to authorize the purchase of these items.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KAYSVILLE, UTAH:

1. The attached interlocal agreement is hereby approved

2. The Mayor is authorized to execute this agreement.

PASSED AND ADOPTED by the City Council of Kaysville, Utah, this **10th day of April, 2025**.

____
Tamara Tran, Mayor

ATTEST:

____
Annemarie Plaizier, City Recorder

AN INTERLOCAL AGREEMENT BY AND BETWEEN
KAYSVILLE CITY AND CENTRAL DAVIS SEWER DISTRICT
FOR THE 200 NORTH ROADWAY: MAIN ST TO COUNTRY LN PROJECT

This Interlocal Agreement is made by and between Kaysville City, a body politic and political subdivision of the State of Utah, having its principal business address as 23 East Center Street, Kaysville, Utah (hereinafter "Kaysville") and Central Davis Sewer District, a sanitary sewer district organized pursuant to the laws of the State of Utah, having its principal business address as 2200 South Sunset Drive, Kaysville, Utah (hereinafter "CDSD"), individually referred to as "Party" or collectively referred to as "Parties."

RECITALS

WHEREAS, the Utah Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953, as amended, permits public agencies to enter into agreements with one another for the purpose of exercising, on a joint and cooperative basis, powers and privileges that will benefit their citizens and make the most efficient use of their resources;

WHEREAS, all of the parties hereto are public agencies as defined by the Interlocal Cooperation Act;

WHEREAS, Kaysville is a municipal corporations duly organized under Title 10 of the Utah Code Annotated, as amended;

WHEREAS, CDSD is a sanitary sewer district duly organized under Title 17B of the Utah Code Annotated, as amended;

WHEREAS, Kaysville will be completing road improvements and utility infrastructure improvements as part of the 200 North Roadway: Main St to Country Ln Project;

WHEREAS, CDSD has a sanitary sewer main and services along 200 North;

WHEREAS, CDSD intends to contract for the installation, at its sole cost and expense, sewer line and services along 200 North that is encompassed within this project;

WHEREAS, the Parties desire to work cooperatively to increase efficiency and uniformity and possibly decrease costs by combining their respective projects into one project (hereinafter "Project"); and

WHEREAS, the Parties believe they can ensure efficiencies by awarding all work along 200 North to a single qualified contractor.

NOW, THEREFORE, for the reasons cited above, and in consideration of the mutual covenants and agreements contained herein, Kaysville and CDSD do mutually agree and undertake as follows:

Section One

Scope of Agreement

Intent. The Parties intend by this Agreement to combine their respective projects into a single project for the purposes of executing a Construction Manager/ General Contractor (CMGC) contract for construction.

Specifically, this Agreement addresses the obligations of Parties in relation to preparing, executing, awarding, and managing the Project. Kaysville City shall be the lead agency with each Party's responsibilities defined in Sections 2 to 5.

Section Two
Kaysville City's Responsibilities

Kaysville City agrees to:

1. Oversee and manage the administration of the Project from design to completion, including:
    a. Hire the engineering firm to perform the roadway and utility work design and to perform construction inspections;
    b. Prepare Project construction documents in accordance with the American Institute of Architects (AIA) for a CMGC project, modified for the specific project (hereinafter the "Project Manual");
    c. Procure contractor through State approved CMGC process;
    d. Collect required bonds, insurance and other documentation from Contractor for execution of CMGC contract;
    e. Enter into a CMGC Contract with the Contractor;
    f. Conduct a pre-construction meeting with all Parties and Contractor;
    g. Issue the Notice to Proceed to Contractor;
    h. Process and pay all Contractor pay applications;

   i. Issue Project Change Order(s) to Contractor, where necessary;

   j. Issue a Project Certificate of Substantial Completion to Contractor; and

   k. Issue a Project Notice of Final Acceptance to Contractor.

2. The Project Manual shall include the following additional requirements/language:

   a. Contractor shall add Kaysville City and Central Davis Sewer District City as an additional insured on required insurance certificate.

3. Coordinate with CDSD in the preparation of the Project Manual, including all required experience, qualifications and capabilities for proper installation of the sewer line and services.

4. Coordinate Project inspections with CDSD by providing notification to the CDSD's Inspector one (1) working day prior to CDSD Items work being done.

5. Notify Parties of all Contractor payment applications that contain their bid items and obtain concurrence of pay application prior to approving and issuing payment.

6. Notify CDSD of Contractor change order(s) that affect their items and obtain concurrence from the appropriate entities of any change order prior to approving.

7. Maintain and oversee Project records and provide electronic versions (e.g. project manual, record drawings, etc.) to all Parties.

8. Oversee and manage project financing including payments to contractor, reimbursements from Parties, and maintain a record of all project expenses and funding sources.

Section Five
CDSD's Responsibilities

CDSD agrees to:

1. Provide Kaysville City with detailed information about all necessary experience, qualifications and capabilities for proper installation of the sewer line and services; said details are to be included in the Project Manual.

2. Design and Prepare sewer line and services, drawings, and specifications along 200 North.

3. Coordinate with Kaysville City and provide necessary design input and information for the preparation of the Project Manual.

4. Review and approve the Project Manual.

5. Provide a CDSD Representative to attend all Project related meetings, where applicable.

6. Provide and pay for third party on-site inspector for all work related to CDSD items (Schedule C of CMGC Schedule of Values).

7. Provide and pay for third party public involvement services for all work related to CDSD items (Schedule C of CMGC Schedule of Values).

8. Within five (5) business days of request from Kaysville City:

    a. Provide written approval or comments for pay applications related to CDSD Items.

    b. Provide written approval or denial of change order requests related to CDSD Items.

9. Approve the issuance of Substantial Completion and Final Acceptance documents.

Section Six
Payment

All Parties will establish and maintain their own budgets for expenses related to this Agreement. For the Project, Kaysville City shall make payment in full to Contractor and request reimbursement from CDSD. CDSD will be responsible for payment to Engineer, Inspector, and Public Involvement Specialist.

1. Within thirty (30) days of receipt of an invoice from Kaysville City setting forth items approved as provided below, Parties shall submit payment to Kaysville City.

2. Kaysville

    a. Responsible for all items listed in Schedule A and Schedule B of the Schedule of Values – included in the executed CMGC contract apart from items detailed in section 3c.

3. CDSD

    a. Responsible for all items listed in Schedule C of the Schedule of Values – included in the executed CMGC contract.

    b. CDSD will pay the actual costs of construction work for CDSD Items in the Schedule of Values; provided, however, that the costs described in the Schedule are subject to change orders as provided in the Project Manual.

    c. CDSD will be responsible for payment of the bedding, granular borrow (backfill), untreated base course, and asphalt pavement for their trench section area (assumed to be five feet wide by the total pipe length). These items are shown in Schedule A but the portion attributable to the sewer trench section will be the responsibility of CDSD.

    d. For North side (long side) sewer laterals CDSD will be responsible for installing temporary asphalt pavement. This will only apply to non-milled sections of the road. Payment for this has been included in the long side lateral bid item.

    e. For any sewer work that causes cost increases (i.e. change order) to the project that is additional to the work planned by the city, CDSD will pay for all improvements including, but not limited to trench backfill, base course, asphalt, curb, sidewalk, and landscape repairs associated with the installation of their facilities.

    f. Before paying Contractor for work associated with CDSD's sewer line and services, Kaysville City shall submit Contractor's pay application to CDSD and CDSD shall, within five (5) days of receipt of the pay request provide its approval of the pay application, or if not approved, provide detailed comments as to why approval is not given.

    g. The CDSD sewer line construction, including a 5% construction contingency, is estimated at $1,408,402.80 and is the sole responsibility of CDSD.

Section Seven
General Provisions

1. **Limitations.** Except as outlined by this Agreement, or by Agreement separate from this, neither party assumes any responsibility to inspect, install, operate, or otherwise maintain the other party's portion(s) of the Project. Further, this Agreement does not impose on either party any duty, fees, inspections, or any other types of activity outside the scope of this Agreement.

2. **Authorized Representative.** Parties respectively designate the following persons to act as their authorized Representative in matters and decisions pertaining to the timely performance of this Agreement.

Kaysville City	CDSD
Jaysen Christensen City Manager 801-546-1235 jchristensen@kaysville.gov	Jill Jones General Manager 801-451-2190 jillj@cdsewer.org sp@werbasin.gov

The authorized Representative(s) shall have full power to bind Kaysville and CDSD, respectively, in decisions related to the Project and not require approval from Elected/Appointed Officials, unless otherwise required by their individual Purchasing Policy. Each may designate an authorized Representative upon written notice to the other party.

3. **Term and Renewal.** This Agreement shall be for a period of thirty-six (36) months beginning upon the effective date in paragraph 5, or until such time as the construction of Project as described herein is complete, including the one-year warranty period, whichever comes first.

4. **Termination.** This Agreement may be terminated by any party upon ninety (90) days written notice from the City Manager or the CDSD Board of Trustees provided to the City Recorder / Board. Upon termination of the Agreement, all Parties shall have thirty (30) days to pay any outstanding balance owed to Kaysville City.

5. **Effective Date.** This Agreement shall become effective upon compliance with state law governing interlocal cooperation agreements and upon ratification by the parties as provided in U.C.A. Title 11, Chapter 13, Part 2, as amended.

6. **Amendment.** This Interlocal Agreement may be changed, modified, or amended by written agreement of the participants, upon adoption of appropriate resolutions from each Party, along with being approved as to form by the CDSD Attorney, Kaysville

Attorney, and upon meeting all other applicable requirements of the Interlocal Cooperation Act.

7. **Entire Agreement.** This Agreement, together with any written amendments, shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except for the resolutions of each party herein attached and incorporated by reference.

8. **Indemnification.** Each party agrees to indemnify, defend, and save and hold the other party and its respective officers, trustees, agents, employees, and permitted assigns harmless against and in respect of the following:

   a. all claims, losses, liabilities, damages, costs, deficiencies, and expenses affecting any persons or property as a result of the indemnifying party's actions;

   b. any misrepresentation, material omission, breach of warranty, or non-fulfillment of any covenant or agreement by the indemnifying party, relating to this Agreement; and

   c. any and all actions, suits, proceedings, demands, assessments, judgments, costs, legal and accounting fees, and other expenses incident to any of the foregoing.

9. **Employee Status.** It is understood and agreed by the parties that any and all personnel furnished by the Parties shall remain employees of the respective Parties and shall abide by the personnel policies of the respective parties.

10. **Hired Consultant Status.** It is understood and agreed by the parties that any consultant, including but not limited to the person, firm, or entity serving as City Engineer, Project Engineer, or Contractor, shall not represent themselves as employees of the respective parties.

11. **Public Agencies – Utah Governmental Immunity Act.** Each party represents and warrants that it is a public agency within the meaning of the Interlocal Cooperation Act, is authorized to execute and deliver this Agreement and there is no litigation, legal action or investigation that would adversely affect this Agreement. Nothing herein shall be construed by any party or any third party as a waiver of any rights, privileges or immunities granted to the Parties under the Utah Governmental Immunity Act.

12. **Documents on File.** Executed copies of this Agreement shall be placed on file in the offices of Kaysville and CDSD and shall remain on file for public inspection for the duration of this Agreement.

13. **Governing Law.** It is understood and agreed by the parties that this Agreement shall be governed by the substantive and procedural laws of the State of Utah.

14. **Non-transferable.** The rights, duties, powers and obligations of this Agreement may not be transferred, assigned or delegated without the consent of the parties.

15. **Rules of Construction and Severability.** Standard rules of construction, as well as the context of this Agreement, shall be used to determine the meaning of the provisions herein, except as follows: If any of the provisions herein are different from what is normally allowed or required by law, every effort shall be made to construe the clauses to be legally binding and to infer voluntary arrangements which are in addition to what is normally allowed or required by law. If any provision, article, sentence, clause, phrase, or portion of this agreement, including but not limited to any written amendments, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this agreement, unless the invalidation of the provision materially alters the agreement by interfering with the purpose of the agreement or by resulting in non-compliance with applicable law. If the invalidation of the provision materially alters the agreement, then the parties shall negotiate in good faith to modify the agreement to match, as closely as possible, the original intent of the parties. It is thus the intention of the parties that each provision of this agreement shall be deemed independent of all other provisions herein, as long as the overall purpose of the agreement is preserved. Each party has been represented by legal counsel in the negotiation and drafting of this Agreement; therefore any rule or presumption that a contract be interpreted against its drafter shall not apply to this Agreement.

16. **Additional Interlocal Cooperation Act provisions**. In satisfaction of the requirements of the Interlocal Cooperation Act, the parties agree as follows:

    a. This Agreement shall be authorized and adopted by resolution of the legislative body of each party, pursuant to Section 11-13-202.5.

    b. This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney on behalf of each party, pursuant to Section 11-13-202.5.

    c. A duly executed original counterpart of this Agreement shall be filed immediately with the keeper of records of each party pursuant to Section 11-13-209.

    d. This Agreement shall become effective upon (a) its approval and execution by each party and (b) the filing of an executed copy of this Agreement with the keeper of records of each of the parties.

e. Immediately after execution of this Agreement by both parties, each party shall cause to be published notice regarding this Agreement pursuant to Section 11-13-219.

f. The parties agree that they do not, by this Agreement, create an interlocal entity or any separate entity.

AN INTERLOCAL AGREEMENT BY AND BETWEEN
KAYSVILLE CITY AND CENTRAL DAVIS SEWER DISTRICT
FOR THE 200 NORTH ROADWAY: MAIN ST TO COUNTRY LN PROJECT

KAYSVILLE CITY

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Mayor, KAYSVILLE CITY

ATTEST: APPROVED AS TO FORM AND
COMPLIANCE WITH APPLICABLE LAW:

______________________________ ___________________________

City Attorney

DATED this _____ day of ________________, 2025

CENTRAL DAVIS SEWER DISTRICT

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General Manager

ATTEST: APPROVED AS TO FORM AND
COMPLIANCE WITH APPLICABLE LAW:

______________________________ ___________________________

CDSD Attorney

DATED this _____ day of ________________, 2025

KAYSVILLE CITY CORPORATION
RESOLUTION NO. _____

A RESOLUTION APPROVING AN INTERLOCAL AGREEMENT
KAYSVILLE CITY AND CENTRAL DAVIS SEWER DISTRICT
FOR THE 200 NORTH ROADWAY: MAIN ST TO COUNTRY LN PROJECT

WHEREAS, the Utah Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953 as amended, permits governmental units to enter into agreements with one another for the purpose of exercising on a joint cooperative basis powers and privileges that will benefit their citizens and make the most efficient use of their resources; and

WHEREAS, Title 11, Chapter 13 of the Utah Code Annotated, 1953 as amended, requires that governing bodies of governmental units adopt resolutions approving an interlocal agreement before such agreements become effective; and

WHEREAS, Kaysville City and Central Davis Sewer District and have negotiated an Agreement for the purposes of completing the 200 North Roadway: Main St to Country Ln Project as one combined project;

WHEREAS, Kaysville City and Central Davis Sewer District find that mutual benefit and cost effective government can be achieved through this interlocal agreement for services entailed herein; and

NOW, THEREFORE, BE IT RESOLVED by City Council of Kaysville City as follows:

A. The attached Agreement, entered with Central Davis Sewer District for the purposes of the 200 North Roadway: Main St to Country Ln Project is hereby authorized as an Interlocal Agreement;

B. The attached Interlocal Agreement is hereby approved and is incorporated as part of this Resolution by this reference;

C. To the extent required for the efficient performance of its obligations hereunder, the interpretation and performance of this agreement by Kaysville City shall be governed by the provisions of this Agreement.

D. The hereby authorizes and directs the Mayor to execute the Interlocal Agreement for and on behalf of Kaysville City.

PASSED AND APPROVED by the Kaysville City Council this _____day of __________, 2025.

_________________________________ ATTEST: ___________________________

Mayor, KAYSVILLE CITY

CENTRAL DAVIS SEWER DISTRICT
RESOLUTION NO _____

A RESOLUTION APPROVING AN INTERLOCAL AGREEMENT
KAYSVILLE CITY AND CENTRAL DAVIS SEWER DISTRICT
FOR THE 200 NORTH ROADWAY: MAIN ST TO COUNTRY LN PROJECT

WHEREAS, the Utah Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953 as amended, permits governmental units to enter into agreements with one another for the purpose of exercising on a joint cooperative basis powers and privileges that will benefit their citizens and make the most efficient use of their resources; and

WHEREAS, Title 11, Chapter 13 of the Utah Code Annotated, 1953 as amended, requires that governing bodies of governmental units adopt resolutions approving an interlocal agreement before such agreements become effective; and

WHEREAS, Kaysville City and Central Davis Sewer District and have negotiated an Agreement for the purposes of completing the 200 North Roadway: Main St to Country Ln Project as one combined project;

WHEREAS, Kaysville City and Central Davis Sewer District find that mutual benefit and cost effective government can be achieved through this interlocal agreement for services entailed herein;

NOW, THEREFORE, BE IT RESOLVED by the Executive Board of Central Davis Sewer District the attached interlocal agreement is entered with Kaysville City for the purposes of the 200 North Roadway: Main St to Country Ln Project as authorized in the Interlocal Agreement, and the Interlocal Agreement is hereby approved and incorporated by this reference. The Board hereby authorizes and directs the General Manager to execute the Interlocal Agreement for and on behalf of Central Davis Sewer District.

PASSED AND APPROVED by the Central Davis Sewer District this _____day of __________, 2025.

__________________________________ ATTEST: ____________________________

General Manager

CITY COUNCIL STAFF REPORT

MEETING DATE: April 10, 2025

TYPE OF ITEM: Work Items

PRESENTED BY: Nic Mills, City Attorney

SUBJECT/AGENDA TITLE: Animal Kennel Ordinance

EXECUTIVE SUMMARY:

Recently, Staff has had some inquiries about potentially operating an animal kennel in the City. In the past, Davis County Animal Care regulated many of these issues. Now, Animal Care has shifted its services away from developing its own policies and has entrusted policy creation to the respective municipalities. This ordinance would enact regulations regarding the appropriate zones for kennels. It would also impose appropriate regulations to address animal care and potential nuisances.

City Council Options:

(1) Move the Ordinance amending provisions of 15-3-5 of the City code to an action item; 2) Move the Ordinance with any modifications that the Council deems appropriate; 3) Decline to adopt the Ordinance and remand to staff with further direction.

Staff Recommendation:

Staff recommends that the City Council move the Ordinance amending provisions of 15-3-5 of the City Code to an action item.

Fiscal Impact:

Amending this ordinance will not result in any foreseeable fiscal impact.

ATTACHMENTS:

1. Kennel License Ordinance (DRAFT)

ORDINANCE 25-__-__

AN ORDINANCE AMENDING TITLE 15, CHAPTER 3, SECTION 5 REGARDING KENNEL LICENSES; PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Kaysville City desires to allow for animals to be kenneled in the City; and

WHEREAS, the City desires to put restrictions on kennels to provide assurances that Animals kenneled in the City are appropriately cared for; and

WHEREAS, the Kaysville City Council finds it to be in the best interest of its citizens to enact the ordinance outlined below.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF KAYSVILLE, UTAH:

SECTION I: Repealer. If any provisions of the City's Code previously adopted are inconsistent herewith they are hereby repealed.

SECTION II: Amendment. Title 15, Chapter 3, Section 5 shall be amended to read as follows:

15-3-5 Kennel License.

In the General Commercial, Central Commercial, and Light Industrial zoning districts, a kennel is a permitted use. Kennels shall not be allowed in any other zone. The operation shall comply with the following regulations.

a. A site plan of the parcel being used and the neighboring properties, including dwellings, shall be reviewed and approved by the City staff.

b. The number of dogs and/or cats, at any one time, for day care or boarding, shall be limited to 20, including the owner's dogs and/or cats. The number of dogs and/or cats, at any one time, for grooming, shall be limited to three. This use shall allow for day care, grooming, and boarding services only. Obedience, or other similar classes, and the selling of pets are not allowed under these provisions.

c. A kennel shall comply with the Davis County Health Department regulations and Davis County Animal Control regulations.

d. Outdoor pens shall be located in the side or rear yard area and shall not be closer than ten feet from any side or rear property line.

e. There shall be a minimum of 100 square feet of yard space provided for each animal kept within the kennel. Said space shall be secured by a six foot solid vinyl fence or chain link fence with vinyl slats, which is adequately secured at the bottom with a concrete mow strip to prevent animals from exiting under it. Any area or use within the yard area determined to be a hazard to animals shall be secured from access and shall not be counted in the required yard space

f. Animals that are kept or groomed at the kennel shall be properly licensed and vaccinated at all times.

g. Animals shall be treated humanely and no conditions shall be maintained or permitted that are, or could be, injurious to the animal. Animals shall be fed regularly and clean water shall be available at all times.

h. All buildings, rooms, animal enclosures, cages, kennels, and runs shall be maintained in a clean and sanitary condition and shall be designed and constructed with materials which are easily cleaned. Additionally, all buildings, rooms, animal enclosures, cages, kennels, and runs shall be properly designed and ventilated to prevent/remove animal odors.

i. All buildings, and rooms used for boarding shall be enhanced with building materials, including sufficient insulation and glass thickness, to dampen or eliminate noises associated with the animals being boarded within. The sound attenuation of these buildings and rooms shall be sufficient to eliminate noises associated with boarded animals from inside any occupied residential or commercial building.

j. Outdoor animal enclosures used as exercise yards and runs associated with a boarding kennel shall be secured by a six foot solid vinyl, masonry block, or comparable fence material.

k. Boarding kennels with outdoor animal enclosures shall keep animals indoors between the hours of 9:00 p.m. and 7:00 a.m. Building doors and windows which lead to outdoor animal enclosures shall remain closed after entering or exiting the outdoor space to limit noise from escaping the building's interior.

l. Where existing residential and commercial uses are located within 200' of a boarding kennel, the number of animals in outdoor animal enclosures, exercise yards, and runs at any one time shall be limited to one animal for every 300 square feet of enclosed area, and enclosed areas shall not exceed a maximum of 2,400 square feet.

m. Animal waste and runoff generated by the cleaning of outdoor animal enclosures, exercise yards, and runs shall be contained on the subject property. If disposal is by a sanitary sewage system, it shall comply with all applicable City, County, and State regulations.

n. Outdoor animal enclosures, exercise yards and runs shall be located at least 75' from any residential uses, and from existing commercial outdoor patio areas used for eating, reception, entertainment, or other similar uses.

o. Animals may be walked outdoors at any time on a leash for exercise and relief provided that only three animals, per accompanied employee, may be outside at a time. Any solid animal waste shall be disposed of promptly and in a sanitary manner.

SECTION III: **Severability.** If any section, subsection, sentence, clause or phrase of this ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, said portion shall be severed and such declaration shall not affect the validity of the remainder of this ordinance.

<u>SECTION IV</u>: Effective Date. This ordinance being necessary for the peace, health and safety of the City, shall become effective immediately upon posting.

PASSED AND ADOPTED by the City Council of Kaysville, Utah, this _____ day of ____________________, 20___.

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Tamara Tran, Mayor

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ATTEST:

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Annemarie Plaizier, City Recorder