



MEETING NOTICE AND AGENDA

Notice is hereby given that the Kaysville City Council will hold a regular council meeting on **Thursday, May 1, 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 Mayor Tami Tran
- 2) CALL TO THE PUBLIC (3 MINUTE LIMIT, MUST SIGN UP IN PERSON)
- 3) PRESENTATIONS AND AWARDS
 - a) Proclamation to declare May 1, 2025, as Lucille Rigby and Joan Hawkins Day
 - b) Proclamation to declare May 11-17, 2025, as Police Week
 - c) Legal Department Annual Report, and Open and Public Meetings Training - City Attorney Nic Mills
- 4) DECLARATION OF ANY CONFLICTS OF INTEREST
- 5) CONSENT ITEMS
 - a) A Resolution approving the polling location and vote centers for the 2025 Municipal Elections
 - b) A Resolution authorizing an Interlocal Agreement for Municipal Election Services with Davis County
- 6) ACTION ITEMS
 - a) Approval of Directional Drilling of Utility Lines
 - b) Approval of Burton Substation Bay 2 Design Build
- 7) COUNCIL MEMBERS REPORTS
- 8) CITY MANAGER REPORT
- 9) 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 25, 2025.

A handwritten signature in black ink, appearing to read 'Annemarie Plaizier', with a large, sweeping horizontal stroke extending to the right.

Annemarie Plaizier
City Recorder

**PROCLAMATION
HONORING LUCILLE RIGBY AND JOAN HAWKINS DAY
MAY 1, 2025**

WHEREAS, strong communities are built upon the kindness, dedication, and selfless service of individuals who go above and beyond to care for their neighbors; and

WHEREAS, Lucille Rigby and Joan Hawkins, residents of Kaysville City, recognized a need in their neighborhood and took it upon themselves to ensure the safety of children walking to and from school each day; and

WHEREAS, for nearly four years, Lucille and Joan have volunteered as crossing guards at the intersection near Laurelwood Drive, ensuring that children can navigate a dangerous crossing safely and confidently, without ever being asked or expecting recognition in return; and

WHEREAS, their daily presence, come rain, snow, or shine, has not only increased awareness and safety in the area but has also provided encouragement and support to countless children and families; and

WHEREAS, their efforts exemplify the true spirit of community—neighbors helping neighbors—and serve as a powerful reminder of the impact one small act of service can have on many lives; and

WHEREAS, Kaysville City is proud to recognize and celebrate individuals who make meaningful contributions to the well-being of our residents and enhance the quality of life in our community;

NOW, THEREFORE, we, the Mayor and City Council of Kaysville City, do hereby proclaim **May 1, 2025, as “Lucille Rigby and Joan Hawkins Day”** in honor of their unwavering dedication to the safety and well-being of our children and their embodiment of the spirit of community service.

We encourage all residents to join us in celebrating Lucille and Joan, expressing gratitude for their kindness, and finding ways to serve others in our neighborhoods.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Kaysville City, to be affixed this 1st day of May 2025.



Tamara Tran
Mayor

Proclamation for Police Week May 11-17, 2025

WHEREAS, in 1962, President John F. Kennedy proclaimed May 15th as National Peace Officers Memorial Day, and the week in which May 15th falls as National Police Week, a time designated to honor law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and

WHEREAS, the dedicated members of the Kaysville City Police Department serve our community with integrity, professionalism, and courage—working day and night to uphold the law, protect residents, and ensure the safety of our neighborhoods, businesses, and schools; and

WHEREAS, we acknowledge and honor the sacrifices made by our officers and their families, recognizing the inherent risks they face and the commitment they show in safeguarding the public; and

WHEREAS, it is both appropriate and necessary that we come together to express our deepest gratitude and respect for the continued service and sacrifice of our local law enforcement; and

NOW, THEREFORE, I, Mayor Tamara Tran, together with the Kaysville City Council, do hereby proclaim the week of **May 11–17, 2025**, as **Police Week** in Kaysville City. We encourage all residents to join in recognizing the contributions of our law enforcement officers—past and present—who have faithfully served our city with courage, honor, and distinction.

FURTHERMORE, we call upon all citizens to observe **Thursday, May 15, 2025**, as **Peace Officers Memorial Day**, in solemn remembrance of those officers who made the ultimate sacrifice in the line of duty, and in support of their families and those who continue to serve and protect our communities with unwavering dedication.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of Kaysville City to be affixed this 1st day of May, 2025.

Mayor Tamara Tran



CITY COUNCIL STAFF REPORT



MEETING DATE: May 1, 2025

TYPE OF ITEM: Consent Items

PRESENTED BY: Annemarie Plaizier, City Recorder

SUBJECT/AGENDA TITLE: A Resolution approving the polling location and vote centers for the 2025 Municipal Elections

EXECUTIVE SUMMARY:

Kaysville City will be holding its 2025 Municipal Elections primarily by mail, however polling locations and vote centers will be available. The City contracts with Davis County to assist with election services. [Utah Code Annotated § 20A-5-303](#) requires the County to designate any changes to the designated polling location and vote centers from last year's election at least 90 days prior to an election. The County has asked the cities to designate the polling location and vote centers no later than May 14, 2025 since there may be a need to hold primary elections in August.

The polling location for Kaysville City has been designated at the Kaysville Library (215 North Fairfield Road, Kaysville).

City Council Options:

1) Approve the resolution; 2) Approve the resolution with any modifications 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, thereby approving the polling location and vote centers for the upcoming Municipal Election.

Fiscal Impact:

N/A

ATTACHMENTS:

1. Polling and Vote Center Resolution
 2. 2025 Polling Location and Vote Centers
-

RESOLUTION 25-XX-XX

**A RESOLUTION APPROVING THE POLLING LOCATION AND VOTE CENTERS
FOR THE 2025 MUNICIPAL ELECTIONS**

WHEREAS, Kaysville City Corporation (the “City”) is holding its municipal elections by-mail; and

WHEREAS, State Law allows the City to provide vote centers on election days, for registered voters who choose to vote in person; and

WHEREAS, the City has designated its polling location and voting centers as identified in Exhibit ‘A’;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Kaysville, Utah:

- 1) the polling location and vote centers identified in ‘Exhibit A’ are hereby approved;
and
- 2) the City Recorder is hereby authorized to make changes as needed to facilitate the operations of the elections.

Passed and adopted by the City Council this 1st day of May, 2025.

Tamara Tran, Mayor

ATTEST:

Annemarie Plaizier, City Recorder



County Clerk

Davis County Administration Building - P.O. Box 618 - Farmington Utah 84025
Telephone: (801) 451-3213 – Fax: (801) 451-3421

Brian McKenzie, CERA
Clerk

Approval of 2025 Polling Location and Vote Centers

In accordance with 20A-5-403 the following has been designated a polling place for the 2025 Municipal Primary and General Elections for Kaysville City and is established as a common polling place for all voting precincts within this city in accordance with 20A-5-303.

Kaysville Library - 215 North Fairfield Road, Kaysville

In addition, and in accordance with 20A-3a-703, the following are designated as Election Day voting centers, so long as the cities in which these buildings are located, are required to hold an election.

Bountiful Library	725 South Main Street, Bountiful
Centerville Library	45 South 400 West, Centerville
Clearfield City Hall	55 South State Street, Clearfield
Clinton Recreation Center	1651 West 2300 North, Clinton
Farmington Community Center	120 South Main Street, Farmington
Fruit Heights City Hall	910 South Mountain Road, Fruit Heights
Kaysville Library	215 North Fairfield Road, Kaysville
Davis Conference Center	1651 North 700 West, Layton
City of North Salt Lake City Hall	10 East Center Street, North Salt Lake
South Weber Family Activity Center	1181 Lester Drive, South Weber
Sunset City Hall	200 West 1300 North, Sunset
Syracuse Library	1875 South 2000 West, Syracuse
West Bountiful City Hall	550 North 800 West, West Bountiful
West Point City Hall	3200 West 300 North, West Point
Woods Cross City Hall	1555 South 800 West, Woods Cross

RESOLUTION 25-XX-XX

**AUTHORIZING THE CITY TO ENTER INTO AN INTERLOCAL AGREEMENT
WITH DAVIS COUNTY FOR ELECTION SERVICES**

WHEREAS, Kaysville City routinely holds municipal elections; and

WHEREAS, Davis County has the ability and skill set to conduct elections in a fair and reliable manner; and

WHEREAS, Davis County conducts outstanding elections; and

WHEREAS, the City, in exercise of its management of public property, believes that it is in the best interest of the public to have the county handle its election.

**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 **1st day of May, 2025**.

Tamara Tran, Mayor

ATTEST:

Annemarie Plaizier, City Recorder

INTERLOCAL COOPERATION AGREEMENT FOR MUNICIPAL ELECTION SERVICES

This Interlocal Cooperation Agreement for Municipal Election Services is made and entered into by and between DAVIS COUNTY, a body corporate and politic of the state of Utah, hereinafter referred to as “County,” and _____ City, a municipal corporation of the state of Utah, hereinafter referred to as “City.” County and City may be referred to collectively as the “Parties” herein or individually as a “Party” herein.

WITNESSETH:

WHEREAS, pursuant to Sections 20A-1-201.5 and 20A-1-202, *Utah Code Ann.* (1953) as amended, City is authorized and required to hold municipal elections in each odd-numbered year;

WHEREAS, County has equipment and resources needed to carry out an election and is willing to make available the resources and equipment to assist City in holding its municipal primary and general elections in 2025 upon the following terms and conditions; and

WHEREAS, the Parties are authorized by the *Utah Interlocal Cooperation Act* as set forth in Title 11, Chapter 13 (the “Act”), and Section 20A-5-400.1 of the *Utah Code Ann.* (1953) as amended, to enter into this Agreement.

NOW, based upon the foregoing and in consideration of the mutual terms and conditions set forth hereafter, the Parties hereto agree as follows:

1. County’s Obligations. County agrees to provide to City, if needed for the primary election in August 2025, and if needed for the general election in November 2025, the following:
 - 1.1. Test, program, assemble and make available to City voting machines and poll supplies;
 - 1.2. Provide for delivery and retrieval of voting equipment;
 - 1.3. Polling location management, which includes, but is not necessarily limited to making arrangements for use, ADA compliance survey and contact information;
 - 1.4. Absentee and By-Mail ballot processing, which includes mailing, receiving, signature verification and tabulation;
 - 1.5. Provide electronic ballot files for Optical Scan Ballots printing;
 - 1.6. Provide Information System assistance, which includes, but is not necessarily limited to, election programming, tabulation, programmers and technicians;
 - 1.7. Canvass reports;
 - 1.8. Electronic tabulation results transmitted to the Office of the Lieutenant Governor;
 - 1.9. Provide personnel and technical assistance throughout the election process and equipment and/or supplies required specifically for voting;
 - 1.10. Recruit poll workers; provide training, scheduling, supplies and compensation;
 - 1.11. Publish legal notices, which include, polling locations, sample ballots public demonstration and election results;
 - 1.12. Provide preparation and personnel for the public demonstration of the tabulation equipment;
 - 1.13. If required, in cooperation with the City, conduct an election audit; and
 - 1.14. Store all election returns for the required twenty-two (22) months.

2. City's Obligations. City agrees to do the following:
 - 2.1. Provide the Recorder or other designated officer to act as the election officer and assume all duties and responsibilities outlined by applicable law;
 - 2.2. Enter into a polling location Hold Harmless Agreement, if needed;
 - 2.3. Perform Declaration of Candidacy filing;
 - 2.4. Provide County with ballot information, which includes, but is not necessarily limited to, races, candidates and ballot issues;
 - 2.5. Approve the election plan, which includes, but is not necessarily limited to, accuracy of polling location and precinct assignments, voter turnout percentages, paper ballot quantities, voting machine quantities and poll worker assignments;
 - 2.6. Review and approve the accuracy of the printed and audio of ballot formats;
 - 2.7. Arrange and conduct election canvass;
 - 2.8. Prepare candidate certificates;
 - 2.9. Perform all other election related duties and responsibilities not outlined in this Agreement but required by applicable law; and
 - 2.10. Pay County repair or replacement costs for damaged voting equipment, which occurs at the polling locations, beyond the normal wear and tear.
3. Compliance with Utah Law. The Parties each agree to conduct the election according to the statutes, rules, Executive Orders, and Policies of the Lieutenant Governor as the Chief Elections Officer of the State of Utah.
4. Compensation. City agrees to pay County the costs for providing the election equipment, services and supplies in accordance with the election costs schedule, attached hereto, incorporated herein, and made a part hereof as Exhibit "A". The payment by City to County under this Agreement shall be made within thirty (30) days of City receiving an invoice prepared by County relating to this Agreement. If this Agreement is terminated early by either Party, pursuant to the provisions of Section 7 below, City shall pay County for all services rendered by County under this Agreement prior to the date that this Agreement is terminated.
5. Effective Date. The Effective Date of this Agreement shall be on the earliest date after this Agreement satisfies the requirements of the Act (the "Effective Date").
6. Term of Agreement. This Agreement shall continue in effect until 30 days after the 2025 elections or upon invoicing, whichever occurs later, unless extended or terminated earlier by the Parties.
7. Termination. This Agreement may be terminated by any of the following actions:
 - 7.1. The mutual written agreement of the Parties;
 - 7.2. By either Party after any material breach of this Agreement;
 - 7.3. By either Party, with or without cause, 30 days after the terminating Party mails a written notice to terminate this Agreement to the other Party; or
 - 7.4. As otherwise set forth in this Agreement or as permitted by law, ordinance, rule, regulation, or otherwise.

8. Indemnification. The Parties agree to indemnify the other Party, its officers, agents, representatives, officials, employees, and volunteers for and from any liability, costs, or expenses arising from any action, causes of action, claims for relief, demands, damages, expenses, costs, fees, or compensation, whether or not said actions, causes of action, claims for relief, demands, damages, costs, fees, expenses, and/or compensations that arise out of this Agreement, or relate to this Agreement and/or the acts or omissions of a Party and/or Parties representatives, agents, contractors, officers, officials, members, employees, volunteers, and/or any person or persons under the supervision, direction, or control of a Party (collectively, the “Party Representatives”). No term or condition of this Agreement shall limit or waive any liability that the Parties may have arising from, in connection with, or relating to this Agreement and/or the Parties Representatives’ acts or omissions. It is expressly understood and agreed that the terms, provisions, and promises of this Section shall survive the termination of this Agreement.
9. Governmental Immunity Act. The County and City are governmental entities under Title 63G, Chapter 7, et seq., the Governmental Immunity Act of Utah (the “Governmental Immunity Act”). Consistent with the terms of the Governmental Immunity Act, each Party shall be responsible for its own wrongful or negligent acts which are committed by its agents, officials, representatives, or employees. Neither Party waives any defense otherwise available under the Governmental Immunity Act nor does either Party waive any limit of liability currently provided by the governmental Immunity Act. Each Party agrees to notify the other of the receipt of any notice of claim under the Governmental Immunity Act for which one Party may have an obligation to defend, indemnify, and hold harmless the other Party within thirty (30) days of receiving the notice of claim. The Parties also agree to notify each other of any summons and/or complaint served upon the said Party, if the other Party may have an obligation to defend, indemnify, and hold harmless the first Party, at least fourteen (14) days before an answer or other response to the summons and/or complaint may be due.
10. No Separate Legal Entity. No separate legal entity is created by this Agreement.
11. Attorney Review. This Agreement shall be submitted to the authorized attorney for each Party for review and approval as to form in accordance with applicable provisions of Section 11-13-202.5, *Utah Code Ann.* (1953) as amended. A duly executed original and/or counterpart of this Agreement shall be filed with the keeper of records of each Party in accordance with Section 11-13-209, *Utah Code Ann.* (1953) as amended.
12. Independent Parties. The Parties acknowledge, understand, and agree that the respective representatives, agents, contractors, officers, officials, members, employees, volunteers, and/or any person or persons under the supervision, direction, or control of a Party are not in any manner or degree employees of the other Party and shall have no right to and shall not be provided with any benefits from the other Party. County employees, while providing or performing services under or in connection with this Agreement, shall be deemed employees of County for all purposes, including, but not limited to, workers compensation, withholding, salary, insurance, and benefits. City employees, while providing or performing services under or in connection with this Agreement, shall be deemed employees of City for all purposes, including, but not limited to, workers compensation, withholding, salary, insurance, and benefits.

13. Waiver. No waiver of satisfaction of a condition or nonperformance of an obligation under this Agreement will be effective unless it is in writing and signed by the Party granting the waiver.
14. Entire Agreement. This Agreement, including all attachments referenced in this Agreement, contains the entire agreement between the Parties with respect to the subject matter in this Agreement. Unless otherwise set forth in this Agreement, this Agreement supersedes all other agreements, whether written or oral, between the Parties with respect to the subject matter in this agreement. No amendment to this Agreement will be effective unless it is in writing and signed by both Parties.
15. Force Majeure. In the event that either Party shall be delayed or hindered in or prevented from the performance of any act required under this Agreement by reason of acts of God, acts of the United States Government, the State of Utah Government, fires, floods, strikes, lock-outs, labor troubles, inability to procure materials, failure of power, inclement weather, restrictive governmental laws, ordinances, rules, regulations or otherwise, delays in or refusals to issue necessary governmental permits or licenses, riots, insurrection, wars, or other reasons of a like nature not the fault of the Party delayed in performing work or doing acts required under the terms of this Agreement, then performance of such act(s) shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay, without any liability to the delayed Party.
16. Assignment Restricted. This Agreement may not be assigned without prior written consent of both of the Parties.
17. Utah Law. This Agreement shall be interpreted and enforced according to the laws of the State of Utah.
18. Severability. The Parties acknowledge that if a dispute between the parties arises out of this Agreement or the subject matter of this Agreement, the parties desire the court to interpret the contract as follows:
 - 18.1.1. With respect to any provision that it holds to be unenforceable, by modifying the provision to the minimum extent necessary to make it enforceable or, if that event any provision of this Agreement is held to be invalid or unenforceable, that modification is not permitted by law, by disregarding that provision; and
 - 18.1.2. If an unenforceable provision is modified or disregarded in accordance with this section, by holding that the rest of the contract will remain in effect as written.
19. Rights and Remedies Cumulative. The rights and remedies of the Parties under this Agreement shall be construed cumulatively, and none of the rights and/or remedies under this Agreement shall be exclusive of, or in lieu or limitation of, any other right, remedy or priority allowed by law, unless specifically set forth herein.
20. No Third-Party Beneficiaries. This Agreement is entered into by the Parties for the exclusive benefit of the Parties. Except and only to the extent authorized by a Party in

writing or provided by applicable statute, no creditor or third party shall have any rights under this Agreement.

21. Authorization. The persons executing this Agreement on behalf of a Party hereby represent and warrant that they are duly authorized and empowered to execute the same, that they have carefully read this Agreement, and that this Agreement represents a binding and enforceable obligation of such Party.
22. Time of Essence. Time is of the essence of all provisions of this Agreement.
23. Conflict of Terms. In the event of any conflict between the terms of this Agreement and any documents referenced in this Agreement or incorporated into this Agreement by reference, including exhibits or attachments to this Agreement, this Agreement shall control.
24. Counterparts; Electronically Transmitted Signatures. This Agreement may be executed in any number of counterparts, each of which when so executed and delivered, shall be deemed an original, and all such counterparts taken together shall constitute one and the same Agreement. Signatures transmitted by facsimile and/or e-mail shall have the same force and effect as original signatures.

WHEREFORE, the Parties have signed this Agreement on the dates set forth below.

DAVIS COUNTY

Lorene Miner Kamalu, Chair,
Board of Davis County Commissioners
Date: _____

ATTEST:

Brian McKenzie
Davis County Clerk

The undersigned and authorized attorney of Davis County has reviewed and approved this Agreement as to proper form and compliance with applicable law.

Neal Geddes
Davis County Deputy Attorney

CITY of _____

Print Name: _____

Title: _____

Date: _____

ATTEST:

Print Name: _____

Title: _____

The undersigned and authorized attorney of _____ City has reviewed and approved this Agreement as to proper form and compliance with applicable law.

Print Name: _____

Title: _____

EXHIBIT A

(Election Costs Schedule)

**Exhibit A - Election Cost Schedule
2025 General**

<u>Poll Worker Compensation</u>	COST	Notes
Poll Manager (PM)	\$180.00	
Training Course(s)	\$50.00	
Assistant Poll Manager	\$180.00	
Training Course(s)	\$50.00	
Receiving Clerk	\$155.00	
Training Course(s)	\$35.00	
Ballot Clerk	\$155.00	
Training Course(s)	\$35.00	
Host	\$145.00	
Training Course(s)	\$25.00	
Alternate Poll Workers	\$735.00	Shared equally with all cities/districts
Mileage Reimbursement for Poll Manager	.70 per mile	Increased to match IRS Rate
<u>Poll Worker Recruitment and Training</u>		
Poll Worker Recruitment and Processing	\$10.00	
Training Creation and Preparation (includes equipment and preparation)	\$1,000.00	Shared with all cities/districts
Poll Worker Handbook and Supplies (each poll worker)	\$5.00	This includes the cost of printing and mailing
Poll Worker Training (per person)	\$20.00	
Personal Protective Equipment and Supplies	\$0.00	Shared with all cities/districts
<u>Equipment</u>		
Express Vote	\$75.00	
Testing Pre and Post election		
Security Seals		
Express Vote Ballot Stock		
Memory Media Programming	\$15.00	
DS200	\$75.00	
Testing Pre and Post election		
Security Seals		
Report Paper Roll		
Memory Media Programming	\$15.00	
Voting Booth Rental (each)	\$5.00	
Vote Here Signs (4 per location)	\$5.00	
WiFi Connection	\$80.00	
Receiving Clerk Electronic Poll Book	\$75.00	
Ballot Printing Station	\$75.00	
<u>Consumable Supplies</u>		
Ballot Stock (BOD) per sheet	\$0.20	Ballot Stock, Toner, other consumables
Polling Location Supplies (per location)	\$40.00	(Forms, envelopes, instructions, signs, stickers, pens, etc.)
Rover Kits (each, usually need 5-7)	\$25.00	Shared equally by all cities/districts
<u>Administrative Services</u>		
Election Programming Per City/District	\$200.00	City/District Setup, Ballot Layout/Programming and Audio
Public L&A Demonstration (testing, programming & demonstration)	\$300.00	Shared equally by all cities/districts
Early Voting Administration	\$500.00	Shared equally by all cities/districts
County Rovers Compensation (training & election day - usually need 5-7)	\$500.00	Shared equally by all cities/districts
Election Night Clerk Staff Support	\$2,000.00	Shared equally by all cities/districts
Election Night Security	\$200.00	Shared equally by all cities/districts
Rovers Training Class	\$200.00	Shared equally by all cities/districts
Election Day Help Desk Staff	\$450.00	Shared equally by all cities/districts
Pre-Canvass Ballot Issues Audit, if needed	\$250.00	
Canvass Preparation	\$75.00	
Equipment Delivery (per location)	\$75.00	
Equipment Pickup (per location)	\$75.00	
Web Support	\$200.00	Shared equally by all cities/districts
Provisional Verification (per provisional ballot)	\$0.80	
Election Administration Support	\$500.00	
Clerk Staff (per-hour for any additional services)	\$30.00	

By-Mail Supplies and Services

Supplies		
By-Mail Outer Envelopes	\$0.10	
By-Mail Inner Return Envelopes	\$0.10	
By-Mail Ballots	\$0.25	
Test Deck Paper Ballots	\$2,162.98	Shared by all cities based upon number of precincts
Printed Inserts for ID requirements	\$50.00	Shared equally by all cities/districts
Printed Instruction Inserts	\$0.0633	
Services		
Election Art/Set-up Production By contract printer	\$500.00	Shared equally by all cities/districts
Database Setup By contract printer	\$500.00	Shared equally by all cities/districts
Ballot Preparation Assembly into Envelopes (each sent out) contract printer	\$0.20	
Signature Verification and Tabulation (each returned) By County	\$0.45	
Postage		
Postage Outbound	\$0.12	Actual Postage
Postage In-Bound	\$0.76	Actual Postage
Returned Undeliverable	\$0.75	Actual Postage+Processing
Delivery of Ballots to the Post Office	\$4,000.00	Actual Cost

CITY COUNCIL STAFF REPORT



MEETING DATE: May 1, 2025

TYPE OF ITEM: Action Item

PRESENTED BY: Brian Johnson, Power Director

SUBJECT/AGENDA TITLE: Approval of Directional Drilling of Utility Lines

EXECUTIVE SUMMARY:

The Power Department recently bid out the Directional Drilling of Utility Lines. This project will be an ongoing project to replace all the direct buried power lines in Kaysville City, over the duration of several years. It allows the city to have a directional drilling contractor we can rely on to assist us in our efforts to rebuild our outdated and dilapidated URD infrastructure.

A large portion of the city's underground infrastructure is direct-bury and severely surpassed its life expectancy. The City also has two sections of town that are 4kv, which presents a large spectrum of concerns and issues by itself. Kaysville Power is way past due on updating this portion of our infrastructure and have started to experience an increase of burn-ups and outages due to these sections of underground lines.

Briggs underground came in as the lowest bid. Staff is seeking the council's approval to move forward with Briggs Underground to be the City's Contractor for the Directional Boring of Utility Lines. The Power Department has a current budget for directional drilling and a proposed budget moving forward in our capital plan.

City Council Options:

1) Authorize, 2) Table

Staff Recommendation:

Authorize

Fiscal Impact:

Power Fund – Directional Drilling

ATTACHMENTS:

1. Directional Drilling Briggs Underground Bid



Briggs Bore Pricing

Price per Foot with Conduit

- 2 Inch - \$19.00
- 3 Inch - \$22.00
- 4 Inch - \$24.00
- 6 Inch - \$28.00

These prices are based on today's pipe pricing. With the pipe prices fluctuating, these prices are subject to change. Price change will need to be discussed and approved by all parties.

These prices include setup, potholing, soft landscaping repair, sod replacement/repair and proper disposal of bore mud.

Price per Foot without Conduit

- 2 Inch - \$18.50
- 3 Inch - \$20.00
- 4 Inch - \$21.00
- 6 Inch - \$25.00

These prices include setup, potholing, soft landscaping repair, sod replacement/repair and proper disposal of bore mud.

2" Sweeps 90x36 - \$18.00 Each

3" Sweeps 90x36 - \$40.00 Each

4" Sweeps 90x36 - \$43.00 Each

6" Sweeps 90x36 - \$150.00 Each

*If we run into Rocky Ground we will negotiate pricing at that time. Price adjustments will need to be approved by all parties before proceeding with the job.

Concrete and Asphalt Removal and Restore 4" – 12"

\$16.00 per square foot.

All labor, equipment and materials associated with saw cutting, removal (including proper disposal) and restoration of one (1) square foot of asphalt or concrete surfaces greater than four (4) inches and up to twelve (12) inches deep. The construction zone shall be restored to original or better condition and/or as required per local, state or federal regulations. All materials, including asphalt to be provided by Briggs Underground.

If or when Traffic Safety equipment is required, it will be a pass through charge.

Payment Terms – 30 Days

We will invoice job after completion and require payment to be made no later than 30 days after invoice is received.

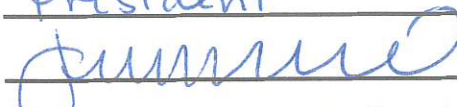
BID FORM: SIGNATURE OF RESPONDENT

By submitting a proposal pursuant to this RFP, each respondent acknowledges that its proposal may be subject to public disclosure pursuant to the Government Records Access and Management Act ("GRAMA"). If a respondent desires to have specific information contained in its proposal protected from public disclosure, the respondent may provide a written claim and description of business confidentiality with respect to any such information. Filing a written claim and description of business confidentiality does not guarantee that any information will remain protected or private as the City will strictly comply with GRAMA. As a general rule, RFP pricing shall not be considered protected or private information.

I hereby acknowledge that I have received, read, and understand the foregoing BURTON SUBSTATION BAY 2 DESIGN AND BUILD (RFP No. 2025-410). The proposal that has been submitted herewith complies with the requirements of said RFP.

Upon acceptance of this RFP, the undersigned agrees to complete all required work as described in this RFP according to the terms and conditions described herein.

Please complete this form and return no later than the RFP deadline, as indicated on the cover page.

Company Briggs Underground
By Jennifer Briggs
Title President
Signature 
Address 2985 N 3500 W, Plain City, UT 84404

Phone 801-690-5887
Email jen@briggsunderground.com
Date April 9, 2025



April 9, 2025

Briggs Directional Boring & Underground Utilities

2985 N 3500 W

Plain City, UT 84404

Points of Contact

Ryan Briggs - Oversees all projects

Cell - 801-616-7071

Email – rb@briggsunderground.com

Jennifer Briggs – President/Office Administrator

Cell - 801-690-5887

Email – jen@briggsunderground.com

Bore Crew/Project Team

Corey Gibbs - Drill Operator and Locator

Dalton Higgins - Drill Operator and Locator

Craig Bartschi - Excavation Equipment Operator

Dominic Lara - Laborer

Ryan Redd – Laborer

References with contact information have been submitted in previous paperwork submittal

CITY COUNCIL STAFF REPORT



MEETING DATE: May 1, 2025

TYPE OF ITEM: Action Item

PRESENTED BY: Brian Johnson, Power Director

SUBJECT/AGENDA TITLE: Approval of Burton Substation Bay 2 Design Build

EXECUTIVE SUMMARY:

The Power Department recently bid out the Burton Substation Bay 2 Design Build project. This project is in conjunction with the new substation transformer that arrived and was installed in February 2025 for increased capacity needs. The Bid includes all the engineering and design of the substation along with the installation and infrastructure build for all equipment and power circuits for the new substation bay.

Staff opened the bidding process on March 17, 2025, and closed the bids and held the opening of bids on April 10, 2025. Staff received 2 bids for this project and would like to award the bid to RME (Rhet Marsing Enterprises LLC). The bid from RME was \$885,877. Their bid was the low bid and within the budgeted amount for this project. RME is the company that did the construction of the Schick Bay 2 addition. Staff has been very pleased with the work performed in the Schick Substation.

Staff is seeking approval at this time from the council for the bid of \$885,877 from RME for the construction of the Schick Substation Bay 2 Build.

City Council Options:

1) Authorize, 2) Table

Staff Recommendation:

Authorize

Fiscal Impact:

Power Fund – Burton Substation

ATTACHMENTS:

1. Burton Substation Bay 2 Design Build RME Schedule of Values

Contractor Schedule of Values

Kaysville Burton Substation
28-May-24

with Block
control Bldg

Page 1 of 2

	Total
1 Mobilization	
1.1 Mobilization	9,460
2 Site Work	
2.1 Remove & Replace Gravel	3,874
2.2 Demo of Existing Control Building	13,927
3 Foundations	
3.1 Circuit Switcher Fnd	16,462
3.2 15kV High Switch Fnd	14,401
3.3 15kV Low Switch Fnd	7,865
3.4 Recloser Fnd	21,030
3.5 138kV Metering Fnd	10,243
3.6 Control Building Fnd	66,603
4 Steel Structures	
4.1 Circuit Switcher Str	1,598
4.2 15kV Low Switch Str	8,151
4.3 15kV High Switch Str	10,243
4.4 Recloser Str	41,160
4.5 138kV Metering Str	11,023
4.6 Switch Grounding Platforms	3,606
5 Major Equipment	
5.1 Install Circuit Switcher	5,751
5.2 Install 15kV Switches	12,828
5.3 Install Reclosers	12,480
5.4 Install 138kV Metering Units	7,026
5.5 Provide and Install One Substation Light	3,538
6 Control Building	
6.1 Kaysville to Provide PreFab Control Building	156,404
7 Cable Trench	
7.1 Cable Trench	6,925
8 Conduit	
8.1 15kV & 600V Conduit Above & Below Grade	62,506
9 Substation Grounding	
9.1 Above and Below Grounding Tied Into Existing Grid	32,919
10 Bus Work	
10.1 RME to Provide and Install 138kV and 15kV Bus	77,674
11 Electrical Wiring	
11.1 600V Power and Comm Cable	93,940
12 Engineering	
12.1 Engineering	159,740
13 Bonding	
13.1 Bonding	14,500
Total	885,877