KAYSVILLE CITY COUNCIL
April 10, 2025

Minutes of a regular Kaysville City Council meeting held on April 10, 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, Finance Director Dean Storey, Business License Officer Mindi Edstrom, Fire Chief Paul Erickson, Public Works Director Josh Belnap, Information Systems Manager Ryan Judd, Information Technology Assistant Jordan Hansen, Information Systems Assistant Ardi Harsano, Aaron Shupe, Hannah Clark, Jill Dredge

OPENING

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

Council Member Adams offered the opening prayer and led the Pledge of Allegiance. He also shared a personal note, stating that he was wearing a pink shirt in honor of a friend recently diagnosed with breast cancer, encouraging residents to seek regular screenings.

CALL TO THE PUBLIC

No public comments were made.

PRESENTATIONS AND AWARDS

EMPLOYEE OF THE QUARTER AWARD

Finance Director Dean Storey recognized Jordan Hansen as the Employee of the Quarter. He commended Mr. Hansen for his work as the city’s GIS Manager and highlighted his reliability and vital contributions across departments. Mr. Hansen is widely known among staff for his support in managing city cell phones, IT needs, and GIS mapping. He is recognized for treating all individuals with equal respect and attention, whether they are long-time colleagues or new team members. Director Storey expressed appreciation for Mr. Hansen’s dedication and professionalism.

Jordan Hansen expressed gratitude for the recognition, noting the meaningful impact of receiving support and encouragement from trusted colleagues and leaders.

Mayor Tran added that Mr. Hansen's GIS work enhances public transparency, particularly through the city's online project maps, which allow residents to view current road construction and development projects.

PROCLAMATION DECLARING APRIL 25, 2025, AS ARBOR DAY

A proclamation was read by Business License Officer Mindi Edstrom, declaring April 25, 2025, as Arbor Day in Kaysville City. The proclamation highlighted the many environmental, economic, and social benefits of trees and encouraged residents to support urban forestry initiatives and participate in tree planting efforts.

KAYSVILLE FIRE DEPARTMENT ANNUAL REPORT

Fire Chief Paul Erickson presented the Kaysville Fire Department's 2024 Annual Report, providing a comprehensive overview of staffing, apparatus, training, public outreach, inspections, response times, and mutual aid. The department maintains a mix of full-time and part-time personnel, including individuals who work full-time for other agencies. Notable updates included the pending delivery of a new fire engine and the successful performance of Kaysville firefighters in recent captain testing.

The department responded to 1,961 total calls in 2024, with EMS incidents comprising the majority. Fire responses ranged from small grass fires to structure fires, averaging approximately three house fires annually within Kaysville. The busiest days were Tuesdays and Fridays, with July recorded as the busiest month. Chief Erickson noted an increase in overlapping calls—especially triple-hit scenarios where multiple incidents occur in rapid succession—resulting in greater reliance on mutual aid.

The mutual aid figures prompted extended council discussion. Kaysville provided 197 mutual aid responses to Farmington but received only 38 in return. Council Member Adams speculated that some of Kaysville's responses may have occurred because Farmington's crews were already committed to calls in Fruit Heights. He expressed frustration that Farmington receives compensation from Fruit Heights while Kaysville handles many of the resulting calls without reimbursement.

Council Members Adams, Hunt, and Blackham expressed concern over the imbalance and questioned the sustainability of the current arrangement given Kaysville's increasing call volume. There was general agreement among the council on the need for continued dialogue and possibly a formal letter to address the disparity. Mayor Tran noted that conversations with Farmington about future arrangements were ongoing.

Chief Erickson also reported that the department met the National Fire Protection Association (NFPA) Standard 1710 response-time goals only 60% of the time. He attributed this to the current fire station's location and traffic congestion, especially due to ongoing construction. He indicated that constructing a new fire station on the west side of Kaysville would likely increase compliance to 80% or more. GIS analysis supported this conclusion, identifying optimal locations that would improve response times. Council members and the mayor expressed support for incorporating a west-side station into the city's capital improvement planning and public outreach efforts.

Chief Erickson also reported on internal department initiatives, including health and safety programs, training compliance, and improvements to field training officer (FTO) processes. He described recent captain testing procedures and praised department members' professionalism. He also committed to expanding public education efforts, such as CPR classes and public demonstrations using the department's newly acquired smokehouse.

The mayor and council members expressed appreciation for the fire department's transparency, leadership, and community engagement with the community. The fire department's social media presence was also praised for effectively informing residents.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts of interest were disclosed.

CONSENT ITEMS

Council Member Hunt requested a correction to the February 14, 2025, work session minutes. She clarified that the draft inaccurately stated that power lines in the King Clarion area were being buried. After reviewing the video and verifying the facts, she confirmed that while improvements were being made to the area's overhead power infrastructure, no underground burial of lines was taking place. She expressed concern about creating unrealistic expectations among residents and requested that the language in the minutes be amended accordingly.

Council Member Hunt made a motion to approve the following Consent Items, with the correction to Item B:

- 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.

Council Member Adams 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

A RESOLUTION AND INTERLOCAL AGREEMENT WITH CENTRAL DAVIS SEWER DISTRICT FOR THE 200 NORTH ROAD PROJECT

Public Works Director Josh Belnap briefly acknowledged the recent appointment of Maryn Nelson as Finance and Administrative Services Director, effective July 1, 2025, and noted Dean Storey's upcoming departure, recognizing the positive contributions both individuals have made to the city. Mr. Belnap then introduced the resolution and interlocal agreement with the Central Davis Sewer District related to the 200 North Road project. He reminded the council that an initial discussion about this agreement took place in late December or early January. Since that time, staff had worked closely with the Sewer District and project engineers to finalize the agreement. He noted that the sewer work is expected to begin in late April or early May.

Council Member Blackham raised a point of clarification regarding the designation of the Central Davis Sewer District. He emphasized that it is a special service district governed under Title 17D of the Utah Code, rather than a standard municipal entity or improvement district. Mr. Belnap acknowledged and agreed with the correction.

Council Member Blackham made a motion to approve the Resolution and Interlocal Agreement with Central Davis Sewer District for the 200 North Road Project, with the amendment clarifying the district's legal designation. The motion was seconded by Council Member Oaks.

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

ANIMAL KENNEL ORDINANCE

City Attorney Nic Mills explained that the current city code references a requirement for a kennel permit issued by Davis County Animal Care and the Health Department; however, the county no longer issues such permits due to a shift in regulatory responsibilities back to municipalities. This has created a gap that the proposed ordinance seeks to address by establishing local standards for sanitation, animal care, noise control, and other operational requirements. The draft ordinance was modeled after regulations from neighboring jurisdictions.

Council Member Blackham expressed strong opposition to allowing kennels in any commercial or residential zones, arguing that kennels are inherently a nuisance and should remain restricted to agricultural zones (A-1 and A-5) under conditional use. He referenced the city's prior efforts to limit noisy operations, such as car washes, and cautioned that barking dogs could be even more disruptive in these areas.

Mayor Tran asked for clarification on the difference between kennels and overnight boarding, noting that some Kaysville businesses already board pets. Mr. Mills explained that those existing businesses likely predate current regulations and are operating as legal non-conforming uses. He acknowledged that the proposed ordinance does not clearly differentiate between kenneling and short-term boarding and expressed willingness to revise the language accordingly.

Council Member Jackson also opposed the ordinance in its current form, raising concerns that it could allow kennels in sensitive areas such as downtown, Main Street, or near parks, without clearly defining the type of operations permitted. He stated that such uses should remain limited to agricultural zones unless more detailed information is provided.

Mayor Tran referenced previous discussions regarding pet stores that sold animals. Mr. Mills confirmed that such operations had already been restricted through earlier ordinance changes. He reiterated that the current proposal is not intended to permit breeding or large-scale kenneling, but rather to provide enforceable standards for future applications the city currently cannot regulate due to gaps in code.

Council Member Hunt asked about the location of Light Industrial (LI) zones in the city. Ms. Edstrom explained that most LI zones are located on the west side of the city and that the inquiry prompting this ordinance came from an individual interested in purchasing a commercially zoned building. She noted that the draft ordinance would cap the number of dogs at 20 and impose operational restrictions—such as outdoor use limited to 9:00 a.m. to 7:00 p.m. and fencing requirements. Ms. Edstrom emphasized that without updated language in the code, the city lacks the authority to regulate or limit such uses.

Council Member Blackham maintained that current zoning definitions already restrict kennels to agricultural zones and reiterated his opposition to expanding permitted areas.

Council Members Adams and Hunt expressed interest in collecting additional information before making a final decision. Council Member Adams proposed inviting the interested applicant to present their proposal at a future meeting. He noted that his personal experience with boarding facilities had not been disruptive and suggested that clearer definitions and performance standards might resolve current concerns. Several council members agreed that additional clarification would be helpful in evaluating the proposed ordinance.

Council Member Adams made a motion to table the work item and revisit it at the next City Council meeting. He requested that staff invite the applicant to speak and asked that the revised proposal include zoning maps and clearer definitions distinguishing kenneling from boarding. Council Member Hunt seconded the motion.

The vote on the motion was as follows:

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

The motion passed with a vote of three to two.

COUNCIL MEMBER REPORTS

Council Member Oaks acknowledged and praised Mindi Edstrom for her continued work with Kaysville's monthly small business meetings. He noted that after three years of attending, he has seen increased camaraderie among local business owners, with new participants consistently joining and forming valuable connections. He also highlighted the city's partnership with Davis Technical College (DTC), which has provided meeting space and access to state-provided resources. Council Member Oaks then updated the council on the RAMP (Recreation, Arts, Museums, and Parks) Committee, which recently finalized its funding recommendations. He commended Parks and Recreation Director Cole Stephens for effectively managing the process and shared that his experience has led him to better appreciate the value RAMP brings to the community.

Council Member Adams provided an update on the Kaysville Youth City Council, expressing admiration for their contributions. He proposed holding a joint dinner between the Youth City Council and the City Council on May 15 at 5:15 p.m. at City Hall, to honor and engage the youth council members. He also mentioned plans to bring forward a formal proposal to provide financial compensation for the Youth City Council liaison, who has served diligently and without pay for several years. He encouraged fellow council members to be supportive of the proposal.

Mayor Tran followed by noting recent events and upcoming opportunities for public engagement. She referenced the kickoff of the City Center community envisioning project, which began with a stakeholder meeting earlier in the week. She invited the public to attend an open house on April 22 from 6:00 to 8:00 p.m., emphasizing that the effort is exploratory and intended to foster community dialogue about the future of the city's central area. Mayor Tran also reported on regional collaboration efforts and her role on the board of the Wasatch Integrated Waste Management District. She shared that the district was in the final stages of selecting a new director to replace Nathan Rich, who is retiring in July, and noted that final interviews had been completed earlier that day.

CITY MANAGER REPORT

City Manager Jaysen Christensen echoed earlier praise for Maryn Nelson, who is set to succeed Dean Storey as Finance and Administrative Services Director. He described Maryn as sharp, capable, and quick to learn, noting her significant involvement in recent budget preparations. He also announced the hiring of Parker Godwin to fill Maryn's current role. Parker, an accountant with a degree from BYU, is preparing for the CPA exam and currently works for a financial software company that serves the city. Mr. Christensen expressed confidence that Parker's background in accounting and technology would help improve internal efficiencies. He reminded the council that the annual budget work session would be held the following morning at 8:00 a.m. in the City Council Chambers, with all department heads present to review their respective budgets.

ADJOURNMENT

Council Member Adams made a motion to adjourn the City Council meeting at 8:12 p.m. The motion passed unanimously.