

KAYSVILLE CITY COUNCIL
May 1, 2025

Minutes of a regular Kaysville City Council meeting held on May 1, 2025, at 7:00 p.m. in the Council Chambers of Kaysville City Hall, located at 23 East Center Street, Kaysville, Utah.

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, Lt. Paul Thompson, Asst. Chief Seth Ellington, Lt. Preston Benoit, Power Director Brian Johnson, Information Systems Assistant Ardi Harsano, David King, Howard Hawkins, Lucille Rigby, Goan Hawkins, Karlee Vincent, James Vincent, Carter Vincent, Jack Helgesen, Nicholas Edwards, Brooke Edwards, Adam Frischknecht, Abby Frischknecht, Alice Frischknecht, Stephanie Frischknecht, Andrew(?) Frischknecht, Eliza Frischknecht, Emmeline Frischknecht, Jill Dredge, Laurene Starkey, Cindy Kerr, Tom Kerr

OPENING

Mayor Tran called the Kaysville City Council meeting to order and welcomed attendees.

The meeting began with an invocation offered by David King. Following the prayer, Lucille Rigby led the Pledge of Allegiance.

CALL TO THE PUBLIC

No public comments were made.

PRESENTATIONS AND AWARDS

PROCLAMATION TO DECLARE MAY 1, 2025, AS LUCILLE RIGBY AND JOAN HAWKINS DAY

Council Member Oaks read a formal proclamation declaring May 1, 2025, as “Lucille Rigby and Joan Hawkins Day.” The proclamation recognized both women for their nearly four years of voluntary service as crossing guards near Laurelwood Drive, where they had worked to ensure the safety of children walking to and from school. It emphasized their consistent presence regardless of weather conditions and their efforts to create a safer, more encouraging environment for students. The proclamation praised their selfless contributions as embodying the spirit of community service.

Lucille Rigby and Joan Hawkins were invited to speak and shared background on how their volunteer efforts began. Joan Hawkins noted that their involvement stemmed from a neighborhood concern for children's safety along Laurelwood Drive, a road known for speeding issues and poor visibility due to sun glare at certain times of day. Lucille Rigby credited the Frischknecht family—particularly their daughter Annie—whose school project had highlighted the traffic dangers.

Ms. Rigby described the grassroots effort that followed, including community involvement, personal resource contributions, and outreach to local attorney Jack Helgesen to research potential solutions such as painted crosswalks. They eventually assembled their own crossing guard tools—cones, signs, and jackets—out of concern for student safety

Ms. Rigby, a retired teacher with 32 years in the district, also emphasized her emotional connection to the children and her desire to give back to the community. She again acknowledged the Frischknecht family for initiating the effort.

PROCLAMATION TO DECLARE MAY 11-17, 2025, AS POLICE WEEK

Mayor Tran read a proclamation declaring May 11 through May 17, 2025, as Police Week in Kaysville City. The proclamation referenced the national observance first established by President John F. Kennedy in 1962, which designated May 15 as Peace Officers Memorial Day and the week in which it falls as National Police Week.

OPEN AND PUBLIC MEETINGS TRAINING

City Attorney Nic Mills provided the state-mandated annual training on the Utah Open and Public Meetings Act. He noted that the Legal Department had been discussed previously during a council budget retreat and stated that, unless there were questions, he would focus solely on the training.

Mr. Mills outlined the purpose of the Act, which is to ensure that all public bodies—such as municipalities, counties, school boards, and special districts—conduct the public's business openly and transparently. He clarified that while the public does not have the right to comment on every matter, all deliberations and official actions must occur in open, properly noticed meetings.

He explained what constitutes a public meeting, distinguishing official meetings from casual social gatherings such as weddings or sporting events. He emphasized that a meeting occurs when a public body convenes to discuss or act on matters within its jurisdiction, and only authorized individuals—such as the mayor or members of the city council—can officially convene such meetings.

Mr. Mills further explained that meetings must be properly noticed and open to the public unless a lawful reason for a closed session exists, as defined under state law. He acknowledged the City Recorder, Annemarie Plaizier, for her role in ensuring proper public notice is consistently provided.

He concluded the training by addressing the topic of electronic communications. He stated that it is acceptable for council members to share information via email or text message—such as news articles of interest—but cautioned against conducting discussions about matters under their jurisdiction outside of properly noticed public meetings. He also advised against texting or using electronic messaging to deliberate during an active meeting.

Mr. Mills added that in response to a request from Council Member Blackham, he would provide an Open and Public Meetings Training certificate to provide to the Mosquito Abatement Board, on which Council Member Blackham serves. He offered to provide similar certificates for any other council members serving on boards that require verification of training attendance.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts of interest were disclosed.

CONSENT ITEMS

Council Member Jackson made a motion to approve the following 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.

Council Member Hunt 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

APPROVAL OF DIRECTIONAL DRILLING OF UTILITY LINES

Power Director Brian Johnson presented the first action item, which concerned the approval of a contract for directional drilling of utility lines. He explained that the city had recently completed a bid process for this ongoing project, which aims to replace all direct-buried power lines in Kaysville over the course of several years. Establishing a reliable directional drilling contractor would support the city's long-term efforts to rebuild its outdated underground residential

distribution (URD) infrastructure. A significant portion of the city's underground system consists of direct-buried wiring that has far exceeded its expected service life.

Mr. Johnson noted that two sections of Kaysville still operate on a 4kV system, which is outdated, inefficient, and associated with increased line loss and equipment stress. The aging infrastructure in these areas has contributed to an uptick in outages and cable burnouts. He identified Briggs Underground as the lowest responsive bidder, a contractor with substantial experience in directional boring for power systems. The company is currently engaged in a major project with Hyrum City Power and is familiar with working safely around power infrastructure. Additionally, Briggs is based in Davis County, offering logistical advantages for Kaysville.

Council Member Hunt asked about which areas of town have 4kv.

Mr. Johnson provided additional information on the city's remaining 4kV areas. These include a neighborhood located behind the car wash near Ace Hardware and Bowman's, as well as the Pin Oak neighborhood off 200 North. The infrastructure in these locations is old and unsuitable for higher-voltage operations. Mr. Johnson emphasized that directional boring is the only feasible method to upgrade these lines, given the condition of the existing wiring. He also noted that other affected areas—including parts of Hess Farms, Laurelwood, and the region north of the Botanical Garden and behind the DTC—are similarly reliant on deteriorating direct-burial wiring. He cited several recent failures, including four outages on the same street last summer, to illustrate the need for immediate upgrades.

Mr. Johnson further explained that the city does not own the specialized equipment or have sufficient staffing to perform directional drilling internally. As a result, like most municipalities in Utah (with only one exception), Kaysville contracts out this type of work. He confirmed that the project is fully funded in the current and upcoming fiscal year budgets.

Council Member Blackham reaffirmed that the project had been planned in the current fiscal year budget. City Manager Jaysen Christensen added that while this type of item would typically be placed on the consent agenda, staff opted to present it as an action item to give the council an opportunity to review and discuss the details.

Council Member Jackson expressed support for awarding the bid to the lowest bidder, while also noting the importance of verifying contractor qualifications. He expressed appreciation for the city's due diligence and positive past experience with Briggs Underground.

Council Member Blackham added that Kaysville Power maintains a 99.9% reliability rate, with very minimal annual outages, and publicly commended the staff for their performance.

Council Member Adams made a motion to approve the award of bid for directional drilling of utility lines. 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.

APPROVAL OF BURTON SUBSTATION BAY 2 DESIGN BUILD

Brian Johnson, Public Works Director, provided an update on the recently completed Schick Substation project before presenting the next action item. He reported that the commissioning process for the Schick Substation was fully complete, apart from a minor issue—a leaking oil bushing on the new transformer. The manufacturer, Prolec, is expected to send representatives to repair the faulty gasket. All final equipment programming and installation have been completed, and the substation is now operational. Mr. Johnson praised RME, the contractor for the Schick project, noting the city's satisfaction with their performance and professionalism.

Mr. Johnson explained that the Power Department had recently bid out the Burton Substation Bay 2 Design-Build project, which is related to a new transformer installed in February 2025 to support increased capacity. The bid includes engineering and design of the substation, as well as installation and infrastructure buildout for all equipment and power circuits for the new substation bay. The bidding process opened on March 17, 2025, and closed with a bid opening on April 10, 2025. Two bids were received. Staff recommended awarding the project to RME (Rhet Marsing Enterprises LLC), who would again partner with Power Engineers—a Colorado-based firm—to complete the design work, while RME would manage construction.

Mr. Johnson noted that RME submitted the lowest bid—by more than \$500,000 excluding the new building, and by nearly \$1 million including it. He emphasized the city's confidence in RME, citing their successful work on the Schick Substation and their familiarity with Kaysville's systems and design preferences. He also referenced Lehi City's endorsement of RME, which influenced Kaysville's decision to work with them initially.

Mayor Tran expressed appreciation for the thorough vetting process led by Mr. Johnson and his team, and thanked staff for their efforts to establish intercity relationships that helped secure reliable contractor referrals.

Council Member Oaks remarked that in his experience as a defense contractor, the lowest bidder is not always the best choice, but in this case, RME had proven to be both cost-effective and high-quality. Council Member Hunt asked about the project timelines for both the directional drilling and the Burton Substation.

Mr. Johnson responded that the citywide directional drilling project would likely take five to seven years to complete, but that upgrades to the 4kV system should be finished by the end of the current summer. For the Burton Substation, he said the primary delays would stem from long lead times on critical equipment, such as circuit switchers, which are expected to take 40 to 50 weeks for delivery. He noted that the city has already placed equipment orders and praised Substation

Technician Greg Remington for proactive planning. Mr. Johnson estimated the Burton Substation could be operational by this time next year, or potentially sooner.

Council Member Adams made a motion to approve the award of bid for the Burton Substation Bay 2 Design Build. The motion was seconded by Council Member Oaks.

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.

COUNCIL MEMBER REPORTS

Council Member Adams reported that the city's recent Easter event was a success and expressed appreciation to those who contributed, including the Easter Bunny. He reminded the council that the next City Council meeting would begin at 5:00 p.m. to allow time for a pizza gathering with the Kaysville Youth City Council. He noted that many current youth council members would be graduating and that interviews for new applicants had already taken place. He commented on the applicants' professionalism and maturity, stating that they provided impressive responses during the interview process and demonstrated strong leadership potential.

Mayor Tran echoed appreciation for the youth council and commended the students' preparedness and professionalism. She also thanked city staff for their continued efforts on current and upcoming projects and expressed optimism about the city's ongoing progress.

CITY MANAGER REPORT

City Manager Jaysen Christensen acknowledged the efforts of the Power Department, praising their behind-the-scenes work to maintain efficient and cost-effective operations. He shared that the department had voluntarily eliminated two positions—a locator position due to decreased demand and a second position that will be absorbed following the retirement of longtime employee Bruce Rigby, who has served the city for over 40 years. Mr. Christensen highlighted this as an example of the department's internal initiative to operate leanly without compromising service reliability.

He also provided an update on the ongoing budget process and thanked both council members and department heads for their collaboration during recent work sessions. Although rising costs continue to present challenges, he expressed optimism about the creative and fiscally responsible solutions being developed.

Mr. Christensen previewed several key funding efforts and partnership opportunities, including: a May 15 meeting with the Davis School District to discuss a potential joint-use gymnasium at

Kaysville Junior High, ongoing collaboration with Wilson Engineering to pursue state funding for the I-15/200 North interchange, and applications for county and federal funding to support the Angel Street extension project. He concluded by affirming that the city is actively exploring every opportunity to maximize financial resources and operate efficiently.

ADJOURNMENT

Council Member Adams made a motion to adjourn the City Council meeting at 7:37 p.m. The motion passed unanimously.