1. City Council Meeting Agenda

    Documents:

    MARCH 16, 2017 CITY COUNCIL REGULAR MEETING AGENDA PACKET.PDF
    MARCH 16, 2017 CITY COUNCIL REGULAR MEETING AGENDA.PDF

2. Meeting Audio & Video

    - MEETING AUDIO
    - MEETING VIDEO

Kaysville City

MEETING NOTICE AND AGENDA

Notice is hereby given that the Library Endowment Board will hold a meeting followed by a regular City Council meeting on Thursday, March 16, 2017, starting at 7:00 p.m. in the Council Room of the Kaysville City Municipal Center, 23 East Center Street, Kaysville, UT.

The agenda shall be as follows:

7:00 p.m. LIBRARY ENDOWMENT BOARD

1. Davis County Library - Report on Expenditures and 2017 Requests.

CITY COUNCIL MEETING

1. Opening – Mayor Steve Hiatt.
2. Certificate of Achievement for Excellence in Financial Reporting.
3. Sexual Assault Awareness Month (SAAM) - Proclamation.
4. Call to the Public.
5. Rezone of 0.97 acres of property at 138 South Angel Street from R-A (Residential Agriculture) to the R-1-14 (Single Family Residential) Zoning District.
6. Discussion and possible action to alter Kaysville City Rules of Order.
7. Closed Session to discuss pending or reasonably imminent litigation, pursuant to Utah Code Annotated § 52-4-205 (1) (c).
8. Council Member Reports.
9. Minutes.
10. Calendar.
11. 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.

I hereby certify that I posted a copy of the foregoing Notice and Agenda at City Hall and emailed copies to media representatives on March 15, 2017.

Maria Devereux

Maria T. Devereux
City Recorder

LIBRARY ENDOWMENT BOARD MEETING
NOTICE AND AGENDA

Notice is hereby given that the Library Endowment Board will hold a meeting followed by a regular City Council meeting on Thursday, March 16, 2017, starting at 7:00 p.m. in the Council Room of the Kaysville City Municipal Center, 23 East Center Street, Kaysville, UT.

The agenda shall be as follows:

1. Opening.
2. Report on Expenditures
3. 2017 Requests.
4. 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.

I hereby certify that I posted a copy of the foregoing Notice and Agenda at City Hall and emailed copies to media representatives on March 9, 2017.

Maria Devereux

City Recorder

DAVIS COUNTY LIBRARY

Chris Sanford • Director • tel: (801)451-3030 • fax: (801)451-3031 • www.daviscountyutah.gov/library 133 S. Main St. • P.O. Box 115 • Farmington, UT 84025-0115

MEMO

To: Blood Endowment Board
From: Chris Sanford, Library Director
Subject: 2014-15 Expenditures and 2017 Request
Date: March 15, 2017

"We love our new library!" "Thank you for all the amazing books and materials!" "It is so much fun to come to the library!" These are the phrases we hear most often from our patrons who use the Kaysville Branch of the Davis County Library system. We all know that this particular library is built on a strong foundation of partnership. From those initial planning meetings to the opening day celebration, it has been our privilege to work closely with the entire community to create a library space that serves so many of our citizens. Use of the library continues to grow, even as we approach our two year anniversary and the demand for a responsive and timely collection also continues to grow.

As the library was designed, it was imperative in our view to create a way to honor the extraordinary generosity of Alan and Kay Blood, whose generosity has had such a positive impact on our library, and in turn, on the community the library serves. In addition to the creation of the Alan and Kay Blood display located prominently within the library, we also determined it was important to find an attractive and recognizable method for labeling the materials purchased with Blood Endowment Funds. Consequently, a newly designed "sticker" was attached to every "Blood Endowment" item prior to the opening of the new branch. Older stickers were replaced with the new edition and so, on opening day, all one had to do was to walk through the bookshelves to see the myriad of stickered items located on all library shelves in the building. It was our honor to create such a display, acknowledging Alan and Kay's lifelong love of learning and it continues to serve as a central point of interest in the library.

It is a pleasure to share with you an overview of the expenditures associated with the 2014-15 Blood Endowment Fund Grant. A review of the attached chart breaks down, by broad category, the amount of money spent on each collection and the number of items added to the collection as a result of those expenditures. It is important to note that Endowment Funds were expended in addition to funds already set aside for the collection in Kaysville. In other words, the Endowment Funds were used to enhance the collections located within the Kaysville Branch.

I have provided an overview of the number of items housed within the Kaysville Branch that were purchased with funds from the Blood Endowment Fund.

Item Count

Blood Endowment Items as of January 2014	3,388
Added 2,643 items with grant	
Added 63 items using library funds	
Blood Endowment Items as of January 2015	6,094
Added 2,841 items with grant	
Blood Endowment Items as of January 2017	8,923

It is also time for us to make an additional request for a grant from the Blood Endowment Fund. As you are aware, advancements in technology have provided today's library user with many options when selecting a format for their reading enjoyment. While the traditional print format continues to delight and entertain, the surge toward electronic format, has become the expectation for many of our patrons.

Consistent with our practice of "labeling" items with Blood Endowment stickers, we have now created a method for "labeling" eBooks and eAudio materials in our catalog and on our website. This option now provides us the opportunity to designate digital formats as being purchased with Endowment funds. Consequently, we have included the addition of digital or electronic "copies" in our 2017 requests. Refer to the 2017 Request Chart for a detailed breakdown of proposed expenditures.

Thank you again for the opportunity to share our expenditure report with you and to make a request for additional funds. More importantly, thank you for your ongoing support of the Kaysville Branch Library. Please feel free to contact me with any questions or concerns. Otherwise, we will be available during the meeting to answer any questions/address any concerns you may have regarding both the report and the request.

Blood Endowment 2014-2015 Expenditures

Expenditures by Collection

Print	2014 Exp	# of Items	2015 Exp	# of Items
Adult	$ 12,265.28	670	$ 11,304.74	554
Young Adult	$ 3,688.69	251	$ 3,127.29	218
Children	$ 12,946.10	862	$ 12,077.47	1027
Subtotal	$ 28,900.07	1783	$ 26,509.50	1799

Audio Visual	2014	# of Items	2015	# of Items
Adult	$ 11,725.65	497	$ 13,825.60	476
Young Adult	$ 5,720.33	123	$ 5,272.25	122
Children	$ 4,177.75	240	$ 7,080.68	444
Subtotal	$ 21,623.73	860	$ 26,178.53	1042
Total Expendtiures/# of Items Acquired	**$ 50,523.80**	**2643**	**$ 52,688.03**	**2841**

Total Exp $103,211.83 Total items 5,484

Expenditures by Category	2014 Exp	# of Items	2015 Exp	# of Items	Total Expenditures	Total # of Items
Adult Collection Expenditures						
Fiction, large print & paperbacks	$6,900.85	430	$7,322.82	405	$14,223.67	835
Nonfiction	$5,364.43	240	$3,981.92	149	$9,346.35	389
AV	$11,725.65	497	$13,825.60	476	$25,551.25	973
Subtotal	$23,990.93	1167	$25,130.34	1030	$49,121.27	2197
Children's Collection Expenditures						
Fiction & paperbacks	$4,536.43	390	$4,029.91	418	$8,566.34	808
Nonfiction	$3,538.23	203	$4,001.38	239	$7,539.61	442
AV	$3,444.70	215	$6,104.18	396	$9,548.88	611
Picture Books, Board Books & Easy Readers	$4,871.44	269	$4,046.18	370	$8,917.62	639
Readalongs	$733.05	25	$976.50	48	$1,709.55	73
Subtotal	$17,123.85	1102	$19,158.15	1471	$36,282.00	2573
Young Adult Collection Expenditures						
Fiction & paperbacks	$3,357.95	229	$2,725.55	187	$6,083.50	416
Nonfiction	$330.74	22	$401.74	31	$732.48	53
BCD	$4,626.64	103	$3,902.92	98	$8,529.56	201
Playaway	$1,093.69	20	$1,369.33	24	$2,463.02	44
Subtotal	$9,409.02	374	$8,399.54	340	$17,808.56	714
Total Expendtiures/# of Items Acquired	**$50,523.80**	**2643**	**$52,688.03**	**2841**	**$103,211.83**	**5484**

AV includes DVDs, Books on CD, Compact Discs

rev 3-16-17 cs

2017 Blood Endowment Requests

Collection	Cost	Approx. # items
Picture & Board Books	$12,000.00	1,000
Easy Readers	$4,000.00	404
Children's DVD & BCDs	$8,000.00	336
Children's Fiction & Graphic Novels	$5,000.00	440
Children's Nonfiction	$4,000.00	240
Young Adult	$6,000.00	322
Adult Print	$7,000.00	289
Adult AV	$4,000.00	128
Children's eBooks & eAudiobooks	$35,000.00	897
Children's eMovies	$15,000.00	500
Total	$100,000.00	4,556

Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 *fax:* 312.977.4806

02/24/2017
NEWS RELEASE

For Information contact:
Todd Buikema (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Kaysville City** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.

WHEREAS, sexual assault is a devastating and intolerable violent crime with public health implications for individuals, communities, and institutions; and

WHEREAS, research conducted by the Utah Commission on Criminal and Juvenile Justice indicates that one in three Utah women will experience some form of sexual violence in her lifetime, and that 90 percent of these women will be assaulted by someone known to them; and

WHEREAS, sexual assault is currently the only violent crime in Utah that annually exceeds the national average; and

WHEREAS, over 55 organizations and agencies throughout the State of Utah support people who have been sexually assaulted, their family members, friends, and spouses to minimize the traumatic effects of sexual violence; and,

WHEREAS, the State of Utah recognizes the ongoing effort that will be necessary to respond to the pervasive issue of sexual assault in our communities, and to foster a society where sexual violence is no longer tolerated; and

WHEREAS, sexual violence costs the State of Utah billions of dollars each year; and

WHEREAS, Sexual Assault Awareness Month encourages open communication about rape and sexual assault to combat the silence and fear that allow sexual violence to continue,

THEREFORE, I, STEVE HIATT, MAYOR OF KAYSVILLE, do hereby declare April 2017 as

Sexual Assault Awareness Month

City Council
Staff Report

Rezone of 0.97 acre of property from R-A (Residential Agriculture) to the R-1-14 (Single Family Residential) zoning district.
March 16, 2017

Applicant/Owner: Clint and Wendy Schofield
Location: 138 South Angel Street

Description:

The applicants are requesting to rezone the property at the subject address to allow for the possibility of a future lot split.

The R-A zoning district allows lots to be as small as 21,780 sq. ft. or ½ an acre. Because the lot is shy of a true acre it could not be divided under the existing zoning. Furthermore, the applicants desire would be to keep the existing house and accessory structure leaving the area to the west of the accessory structure for a potential new lot. To accomplish this proposal the R-1-14 zone would be necessary in order to allow a lot small enough to leave the existing buildings alone.

In regards to housing, the General Plan states that West of I-15 to allow zero to two units per acre with some higher density housing along the major streets.

The surrounding zoning is R-A with R-1-20 zoning in close proximity and some remaining agricultural properties along Angel Street. Angel Street is classified as a Collector Street in Kaysville City's Major Street Plan.

The R-1-14 zoning district regulations are found in Chapter 17-12 of the Kaysville City Ordinances. Lots must be at least 14,000 square feet in area with a minimum 90 ft. lot width. With just over 42,000 square feet of land and 300 linear feet of frontage along Cooper Street, the requested zoning would allow for as many as 3 total lots. Another distinction from the R-A zoning district and the R-1 districts is the ability to construct two-family dwellings by conditional use in the R-1 districts. Two-family dwellings are not permitted in the R-A zone.

Recommendation:

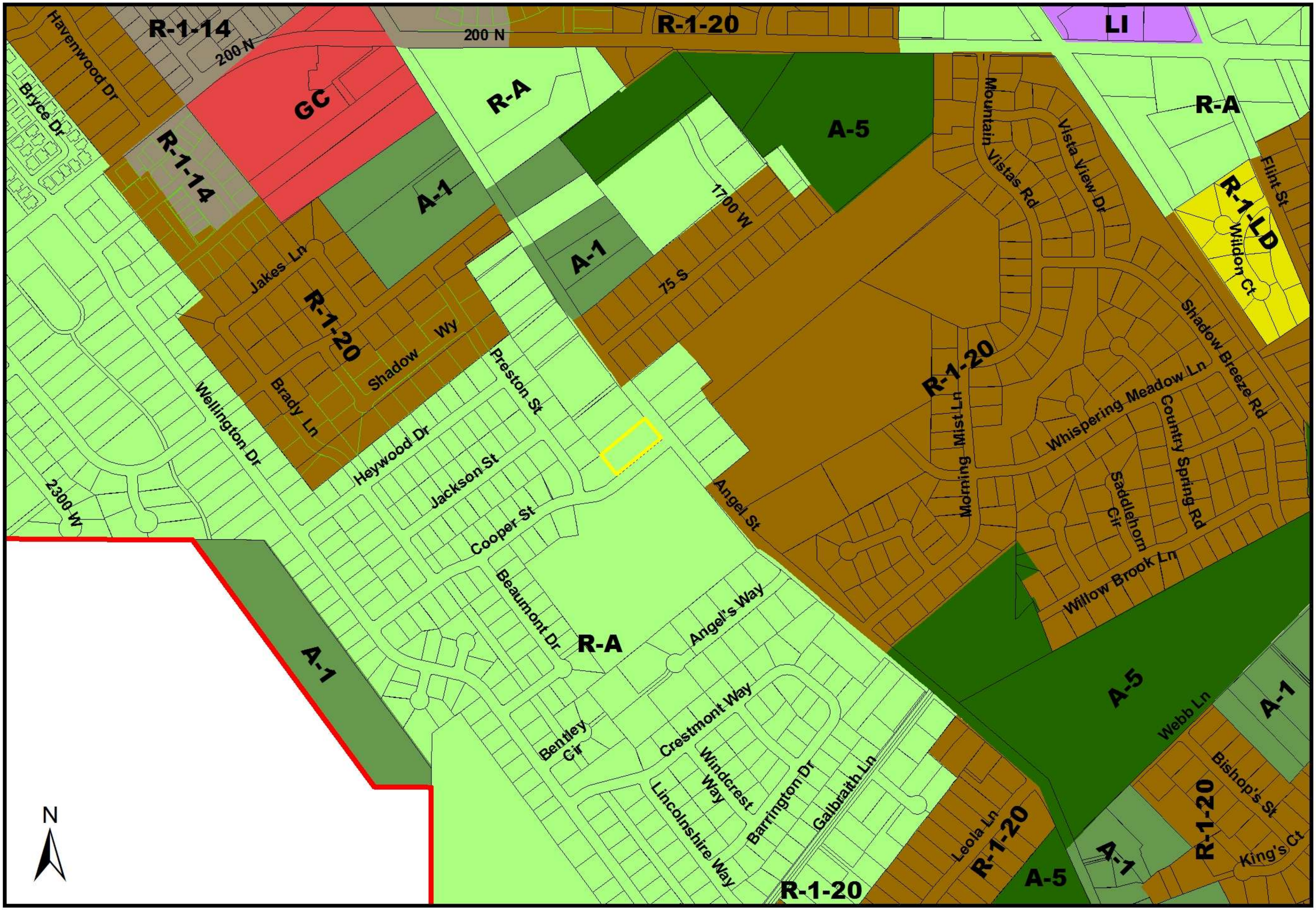
As of the date of this report the Planning Commission has not made a recommendation on this item. A public hearing is scheduled to be held by the Planning Commission at its meeting on 3/9/17 where a recommendation will be made. An update of comments received during that public hearing and the recommendation from the Planning Commission will be shared by City Staff when this item is presented to the City Council for consideration.

The staff's recommendation to the Planning Commission is to recommend approval of the rezone as proposed with the following reasoning: While much of the surrounding zoning is R-A, many of the lots are much smaller than ½ acre because of the open space provided with their development. The proposed R-1-14 zone permit lots that are similar to the existing properties in the neighborhood. Also, the likely development scenario is essentially 2 units per acre, and maximum development of 3 lots along at the corner of Angel Street and Cooper seems consistent with the Kaysville City General Plan regarding consideration of additional density along major streets.

Attachment 1: Area Map
Attachment 2: Zoning Map

138 South Angel Street

138 South Angel Street



(1)

RULES OF PROCEDURE and ORDER

(Short and Informal)

Pursuant to Utah Code 10-3-606 the City hereby adopts the following rules of order and procedure to govern the meetings of the City Council.

RULE NO. 1.

The City shall comply with the all required procedures contained in Utah Code including the following Sections:

10-3-502. Regular and special council meetings.

(1) The council of each municipality shall:

(a) by ordinance prescribe the time and place for holding its regular meeting, subject to Subsection (1)(b); and

(b) hold a regular meeting at least once each month.

(2) (a) The mayor of a municipality or two council members may order the convening of a special meeting of the council.

(b) Each order convening a special meeting of the council shall:

(i) be entered in the minutes of the council; and

(ii) provide at least three hours' notice of the special meeting.

(c) The municipal recorder or clerk shall serve notice of the special meeting on each council member who did not sign the order by delivering the notice personally or by leaving it at the member's usual place of abode.

(d) The personal appearance by a council member at a special meeting of the council constitutes a waiver of the notice required under Subsection (2)(c).

10-3-504. Quorum defined.

The number of council members necessary to constitute a quorum is:

(1) in a municipality with a seven-member council, four;

(2) in a municipality with a five-member council, three; and

(3) in a municipality operating under a six-member council form of government, three, excluding the mayor.

10-3-505. Compelling attendance at meetings of legislative body.

The legislative body of a municipality may compel the attendance of its own members at its meetings and provide penalties it considers necessary for the failure to comply with an exercise of the authority to compel attendance.

10-3-506. How the vote is taken.

A roll call vote shall be taken and recorded for all ordinances, resolutions, and any action which would create a liability against the municipality and in any other case at the request of any member of the governing body by a "yes" or a "no" vote and shall be recorded. Every resolution or ordinance shall be in writing before the vote is taken.

10-3-507. Minimum vote required.

(1) The minimum number of yes votes required to pass any ordinance or resolution, or to take any action by the council, unless otherwise prescribed by law, is a majority of the voting members of the council, without considering any vacancy in the council.

(2) (a) Any ordinance, resolution, or motion of the council having fewer favorable votes than required in this section is defeated and invalid.

(b) Notwithstanding Subsection (2)(a), a council meeting may be adjourned to a specific time by a majority vote of the council even though the majority vote is less than that required in this section.

(3) A majority of the council members, regardless of number, may fill any vacancy in the council as provided under Section **20A-1-510**.

10-3-508. Reconsideration.

Any action taken by the governing body may not be reconsidered or rescinded at any special meeting unless the number of members of the governing body present at the special meeting is equal to or greater than the number of members present at the meeting when the action was approved.

10-3-601. Business of governing body conducted only in open meeting.

All meetings of the governing body of each municipality shall be held in compliance with the provisions of Title 52, Chapter 4, Open and Public Meetings Act.

10-3-607. Rules of conduct for members of the governing body.

The governing body of each municipality may fine or expel any member for disorderly conduct on a two-thirds vote of the members of the governing body.

10-3-608. Rules of conduct for the public.

The governing body on a two-thirds vote may expel any person who is disorderly during the meeting of the governing body. This section or any action taken by the governing body pursuant hereto does not preclude prosecution under any other provision of law.

RULE NO. 2.

The agenda for the meeting will be the guide to the meeting. Items may only be placed on the agenda by either the mayor or any two council members. While matters not on the agenda may at times come up for discussion, no final action can be taken on any matter not on the agenda.

RULE NO. 3

The mayor shall open and introduce an item on the agenda in order, unless the mayor feels like there is a good reason to go out of order. If the item is one that requires discussion the council members can consider the item in a polite, civil, free-for- all type exchange of ideas for as long as they feel necessary. The mayor may or may not, at his or her discretion, allow members of the public or staff to participate in the discussion. When the mayor thinks the discussion has gone on long enough, and the item is one that requires a decision of the council, the mayor can ask for vote on the matter. Any council-member who has had enough of the discussion, can at any time also ask the mayor to either move on to the next item or call for a vote on the item. If a majority of the others on the council agree, the mayor shall call for a vote or move on to the next item as appropriate. No formal motions or seconds are required or necessary.

RULE NO. 4.

The mayor and council members shall treat each with respect and act at all times during the meeting in a civil and courteous manner to each other and the public.

RULE NO. 5.

There shall be on every agenda of the City Council an item entitled "public comment." Members of the public shall be free to express any idea, question, or view point without limitation except for time and the manner of the presentation. Individual members of the public shall be limited to three (3) minutes time. The Chair of the meeting shall ensure that the public comment is civil and orderly. The Chair shall use its best efforts to allow the free expression of the public and keep the meeting in order. The Mayor and City Council may ask clarifying questions of the member of the public making a presentation and other members of the public may ask clarifying questions of the presenter at the discretion of the Chair.

(2)

RULES OF PROCEDURE and ORDER

(Short and Formal)

Pursuant to Utah Code 10-3-606 the City hereby adopts the following rules of order and procedure to govern the meetings of the City Council.

1. Meeting Procedures. All City Council meetings shall be conducted in accordance with Roberts Rules of Order as contained in the following publication: [insert book, title, edition etc.]

A copy of these rules shall be available at each public meeting for the reference of the Mayor and Council, and shall also be made available to the public for review during all normal business hours of the City.

If any rule contained in Roberts Rules of Order conflicts with any provision of these rules or Utah State law governing meeting procedures for the City Council, the City Council shall follow the provision of these rules or state law.

2. Public Comment. There shall be on every agenda of the City Council an item entitled "public comment." Members of the public shall be free to express any idea, question, or view point without limitation except for time and the manner of the presentation. Individual members of the public shall be limited to three (3) minutes time. The Chair of the meeting shall ensure that the public comment is civil and orderly. The Chair shall use its best efforts to allow the free expression of the public and keep the meeting in order. The Mayor and City Council may ask clarifying questions of the member of the public making a presentation and other members of the public may ask clarifying questions of the presenter at the discretion of the Chair.

3. Public Participation in Meeting. Other than at a required public hearing and the public comment portion of the meeting, members of the public shall not be allowed to participate in the meeting unless they are on the agenda or requested to present to the Council by the Chair of the Meeting or a member of the Council.

4. Council member Participation. At regular meetings of the City Council, Council members shall speak only after being recognized by the Chair. Any meeting designated as a work meeting shall be more informal and Council Members may freely participate as long as proper decorum is maintained. Council members shall conduct themselves at all times with decorum and respect. They shall refrain from making any disparaging remarks concerning any other member of the governing body or the public. Any member of the Council wishing to speak on any item on the agenda shall be recognized by the Mayor to do so.

5. Chairing the meeting. The Mayor shall chair the meeting in a manner to accomplish the following goals. The Mayor, as Chair, shall pace the meeting so that all items on the agenda should be addressed and either concluded or continued. The Mayor, as chair, shall ensure that the time limits on the public comment portion of the meeting are complied with. The Mayor, as chair, shall use his best efforts to see that Council members and the public are treated at all times with respect and that the meetings are orderly.

6. Meeting Adjournment. Meetings of the City Council, as a goal, shall be scheduled to end at or before 10:00 p.m. and the Mayor and City Council shall use their best efforts to conclude the meeting in a timely manner. However, no motion to extend the time of the meeting is necessary to be made. The meetings of the City Council shall not be adjourned until either all items listed on the agenda have been acted upon or a motion to adjourn is made and approved by a majority of the City Council.

(3)

RULES OF PROCEDURE and ORDER

(Long and Business Casual)

Recognizing that the City Council, as a legislative body, needs a systematic way of conducting its business, these rules of procedure are to provide for the orderly conduct of City business by the City Council, with the objective of providing for full, open, and comprehensive debate of issues brought before the City Council for action in a forum open to the public, and which encourages citizens' awareness of City Council activities.

These procedures do not increase or diminish the existing powers or authority of the Mayor or City Council members, as set forth in state law or local ordinance.

CITY COUNCIL MEETING AGENDA

All meetings of the City Council will have a notice and agenda that complies with the Utah Open Meetings Act

An Item may be placed on the agenda by the Mayor, City Manager (Administrator), or at the request of any council member.

Agenda Items must be submitted to the City Recorder at least 24 hours before the date of the meeting. Any item that is submitted to the City Recorder after 24 hours will be put on the next following meeting agenda. Requestor should notify the Mayor of the added agenda item.

ROLE OF THE MAYOR AS COUNCIL CHAIR AND OTHER COUNCIL MEMBERS:

- The Mayor shall preside at meetings of the City Council.
- Participate in discussion of all matters.
- Shall vote as a member thereof only in case of a tie or where otherwise specifically authorized to do so by state law, and shall have no power to veto.

In addition, the Mayor, as the Chair, has the primary responsibility for ensuring that the Council's rules of procedure are followed and:

- For maintaining the dignity of Council meetings.
- Calls the meeting to order and confines the discussion to the agenda.
- Recognizes Council members for motions and statements and may allow audience and staff participation at appropriate times.
- Requires knowledge of the City's adopted rules of parliamentary procedure and how to apply it.

- Ensures that the Utah Open and Public Meetings Act is complied with.
- Knows how to courteously discourage Council members who talk too much or too often.
- Knows how to courteously ensure those who have the floor are not interrupted and to rule out of order those not following meeting procedures.
- Recognizes the Council member offering the motion, restates the motion, presents it to the Council for consideration, calls for the vote, announces the vote, and then announces the next order of business.

CODE OF CONDUCT FOR CITY COUNCIL AND MAYOR INCLUDES:

- Remarks should apply to the question under debate.
- Shall avoid references to personalities, and refrain from questioning motives of other members or staff personnel.
- Demonstrate courtesy and shall not disrupt proceedings.
- Shall not use their positions to secure privileges or personal gains and shall avoid situations which could cause anyone to believe that they may have brought bias or partiality to a question before the City Council.
- Shall be dedicated to the principles of representative democracy by recognizing that the chief function of local government is to serve the best interests of the public at large while respecting individual rights.
- Shall be dedicated to the effective use of the City's available resources.
- Shall refrain from any activity that would hinder their ability to be objective and impartial.
- City business shall be discussed in open, well-publicized meetings, except in rare situations in which Executive Sessions are authorized.

PARLIAMENTARY RULES:

The following may be referred to as the City's Rules of Order and shall be the parliamentary rules for conducting the business of the City Council. The City Attorney will serve as the Parliamentarian, and will recommend rulings, upon request by the presiding officer, to all points of order raised during the proceedings. Each Rule is followed by a recommended Procedure and Purpose to explain the Rule and guide the Mayor and council members in its intended application.

RULE NO. 1: **The meeting is governed by the agenda and the agenda constitutes the City Council's agreed-upon roadmap for the meeting.**

PROCEDURE. Each agenda item will be handled by the Mayor in the following basic format:

First, the Mayor should clearly announce the agenda item number and should clearly state what the agenda item subject is.

Second, following that agenda format, the Mayor should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Mayor, a member of the City Council, a staff person, or an invited person charged with providing input on the agenda item.

Third, the Mayor should ask members of the City Council if they have any technical questions of clarification. At this point, members of the City Council may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the Mayor should invite public comments if at a formal public hearing and should open the public hearing for public input. If numerous members of the public indicate a desire to speak to the subject, the Mayor may limit the time of public speakers. At the conclusion of the public comments, the Mayor should announce that the public hearing is closed. For a regularly scheduled agenda item, the Mayor may invite public comment.

Fifth, the Mayor should invite a motion. The Mayor should announce the name of the member of the City Council who makes the motion.

Sixth, the Mayor should determine if any member of the City Council wishes to second the motion. The Mayor should announce the name of the member of the City Council who seconds the motion. If there is no second then the item will be deemed concluded without decision

Seventh, if the motion is made and seconded, the Mayor should make sure everyone understands the motion. This is done in one of three ways: (1) The Mayor can ask the maker of the motion to repeat it. (2) The Mayor can repeat the motion. (3) The Mayor can ask the City Recorder to repeat the motion.

Eighth, the Mayor should now invite discussion of the motion by the City Council. If there is no desired discussion, or after the discussion has ended, the Mayor should announce that the City Council will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the Mayor takes a vote. All votes for purposes of the meeting minutes shall be by roll call of the council.

Tenth, the Mayor should announce the result of the vote and should announce what action (if any) the City Council has taken.

PURPOSE OF THE RULE: All meetings must comply with the Utah Open and Public Meetings Act which requires that a notice and an agenda for a public meeting be prepared in advance of the meeting and that no final action be taken on any item that is not on the agenda. In addition the Act requires that the minutes of the meeting contain certain minimum information including the name of any member of the council speaking on an issue, the substance of what the member says, an accurate description of any action taken by the council and the voting record of each individual member of the council.

RULE NO 2: Any matter that requires a City Council decision shall be brought before the Council by motion.

PROCEDURE. The procedure for any motion shall be as follows: First, the Mayor should recognize the member of the City Council. Second, the member of the City Council makes a motion by preceding the member's desired approach with the words: "I move . . . . "
So, a typical motion might be: "I move that we give the City Attorney a raise in pay."

The Mayor usually initiates the motion by either (1) Inviting the members of the City Council to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the City Council. "A motion would be in order that we give the City Attorney a raise in pay." (3) Making the motion. As noted, the Mayor has every right as a member of the City Council to make a motion, but should normally do so only if the Mayor wishes to make a motion on an item but is convinced that no other member of the City Council is willing to step forward to do so at a particular time. (4) Reading a motion suggested by the City Staff.

PURPOSE OF THE RULE. The purpose of this rule is to limit items under discussion to those and only those that the council members want to discuss; give clarity as to what is being decided; and to make sure everyone, including the person taking the minutes actually knows and can remember what the ultimate outcome of any discussion and debate is.

RULE NO 3: One question at a time and one speaker at a time.

PROCEDURE: Only one question will be discussed at a time. The question may have several motions.

There will only be one speaker at a time. Anyone who wishes to speak must raise their hand first after the current speaker finishes. The Mayor will call upon the person by name. Once a member has been recognized, he has been granted "the floor" and may begin speaking. The speaker may not be interrupted except as allowed by these rules.

If a councilmember wishes to ask a question during their time and retain the floor to speak after the question has been answered they may indicate so before posing the question by saying something similar to "I have additional comments and wish to retain the floor after this question has been answered."

PURPOSE OF THE RULE. The purpose is to focus on only one question and to allow council members the ability to express their points of consideration without losing their train of thought and to completely finish without fear of interruption.

RULE NO 4: The Mayor may use General Consent (also known as Unanimous Consent) with all motions except those motions where the votes are used for purposes of the meeting minutes and require a roll call of the council.

PROCEDURE: When the Mayor feels the council is all in agreement, the Mayor asks if there are any objections to the motion to amend, withdraw, or any motions in Rule No. 7. The Mayor pauses and if there are no objections states that the motion is approved. If there is any objection then the motion is put to a regular vote. A council member may object simply because he or she feels it is important to have a formal vote.

Example: The Mayor states, "If there is no objection, we will recess for 10 minutes, [pause to see if any member objects]. There being no objection, we will recess for 10 minutes.

If a member objects by stating, "I object" the matter is then put to a vote.

The Mayor states, "An objection being made, the question is shall we recess for 10 minutes? As many as are in favor, say Aye. Those opposed, say No. The Ayes have it and we will recess for 10 minutes."

PURPOSE OF THE RULE. General consent is helpful in expediting general routine business or when the Mayor senses the council is in agreement. General consent allows flexibility of the rules while protecting the right of the majority to decide and the minority to be heard.

RULE NO 5: There are only three basic forms of motions allowed: Initial Motions, Motions to Amend, and Substitute Motions.

PROCEDURE: The initial motion. The initial motion is the one that puts forward an item for the City Council's consideration. An initial motion might be: "I move that we give adopt ordinance number 10-1 as presented."

The motion to amend**.** If a member wants to change the initial motion that is before the City Council, they would move to amend it. A motion to amend might be: "I move that we amend the motion to adopt ordinance number 10-1 with changes in paragraph 1 as follows…:." A motion to amend takes the initial motion which is before the City Council and seeks to change it in some way. The motion to amend must be germane to the initial motion. The motion to amend must not be the same as a negative vote on the initial motion.

The substitute motion. If a member wants to completely do away with the initial motion that is before the City Council, and put a new motion before the City Council, they would move a substitute motion. A substitute motion might be: "I that we refer ordinance number 10-1 to the planning commission for its recommendation."

PURPOSE OF THE RULE. "Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the Mayor. So that if a member makes what that member calls a "motion to amend", but the Mayor determines that it is really a "substitute motion", then the Mayor's designation governs.

RULE NO 6. There can be up to three motions on the floor at the same time and no more than three. The Mayor can reject a fourth motion until the Mayor has dealt with the three that are on the floor and has resolved them.

*PROCEDURE***:** When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to adopt ordinance 10-1." During the discussion of this motion, a member might make a second motion to "amend the main motion to adopt ordinance 10-1 with changes in paragraph 1 as follows….” And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we refer the matter to the planning commission." The proper procedure would be as follows:

First, the Mayor would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the City Council of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Mayor would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

Second, if the substitute motion failed, the Mayor would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment. If the motion to amend passed the Mayor would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Mayor would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the Mayor would now deal with the first motion that was placed on the floor. The original motion would either be in its original format, or, if amended, would be in its amended format.

PURPOSE OF THE RULE: Too many motions on the same subject can cause confusion as to what the end result is and in the official record. Limiting the number of motions to no more than three at a time, allows for enough debate and parliamentary maneuvering to satisfy those who want to be clever while allowing the slow to still keep up.

RULE NO 7: The debate can continue as long as members of the City Council wish to discuss an item, subject to the Mayor determining it is time to move on and take action by using General Consent to limit debate or by a proper motion by a council member to limit the debate. The following motions are not debatable—a motion to adjourn; a motion to recess; a motion to fix a time to adjourn; a motion to table; and a motion to limit debate.

PROCEDURE. There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the City Council to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Mayor must immediately call for a vote of the City Council without debate on the motion):

A motion to adjourn. This motion, if passed, requires the City Council to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

A motion to recess. This motion, if passed, requires the City Council to immediately take a recess. The length should be set in the motion which may be a few minutes or an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the City Council to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the City Council: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case the matter will not be placed back on an agenda for a future city council meeting except at the order of the Mayor or the request of any two council members. A motion to table an item requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the City Council makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote". When such a motion is made, the Mayor should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a simple majority vote of the City Council.

PURPOSE OF THE RULE. Debate and discussion are important until they are not. When a matter is chewed on enough it should be swallowed. This rule allows the Mayor by General Consent or the majority of the council to end the debate, after a reasonable time. It also keeps those in a minority position on an issue from filibustering until they get their way.

RULE NO 8: Three yes votes are required to pass any item before the council with limited exceptions. The exceptions include a motion to go into close session (executive session) which requires a 2/3 vote of the members present and when the mayor is entitled to vote where specifically allowed by state law on matters that add to or diminish the mayors powers. The Mayor is also entitled to vote when there is a tie vote of the council.

PROCEDURE. If the mayor and all five members of the council are present, a vote of 3-2 passes the motion. A vote of 2-2 with one abstention means the motion fails. If one member is absent and the vote is 2-2, the mayor is entitled to vote.

PURPOSE OF THE RULE. Utah statutes set out both the number of the quorum and the minimum vote required on any issue. This rule is meant to clarify that when the entire council is present and voting then it is not a tie when one member abstains. If however the member is absent from the meeting for any reason and the vote is 2-2 then it may be a tie and the mayor may vote as allowed by state statute.

RULE NO 9: A motion to reconsider any item requires a majority vote to pass, but there are special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the City Council if the item is properly on the agenda. In addition, a motion to reconsider cannot be made at a special meeting of the Council unless the number of members of the council present at the special meeting equals or exceeds the number present at the meeting when the action was approved. Second, a motion to reconsider can only be made by a member who voted in the majority on the original motion.

PROCEDURE. If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the City Council may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order.

PURPOSE OF THE RULE. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the City Council again and again. That would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the City Council, and a new initial motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

RULE NO 10: The Mayor and council members shall adhere to the code of conduct.

PROCEDURE. The Mayor, as chair of the meeting, is primarily responsible to see that debate and discussion of an agenda item focuses on the agenda item and the policy in question, not the personalities of the members of the City Council. There are, however, exceptions that are intended to assist the Mayor in keeping order to the meeting. A speaker may be interrupted by a council member only for the following reasons and in the form set forth below:

*Privilege***.** The proper interruption would be: "point of privilege." The Mayor would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort or safety of the meeting or when the reputation of the council or any individual is at stake. For example, the room may be too hot or too cold, a blowing fan might interfere with a person's ability to hear, or the speaker may be misrepresenting an individual's remarks

Order. The proper interruption would be: "point of order." Again, the Mayor would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Mayor moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the Mayor makes a ruling that a member of the City Council disagrees with, that member may appeal the ruling of the Mayor. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Mayor is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the City Council has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Mayor discovers that the agenda has not been followed, the Mayor simply reminds the City Council to return to the agenda item properly before them. If the Mayor fails to do so, the Mayor's determination may be appealed.

Withdraw a motion. To withdraw a motion, the maker of the motion on the floor states, "I request that my motion be withdrawn." The motion to withdraw a motion requires a simple majority vote.

*PURPOSE OF THE RULE***.** Debate and discussion should be focused, but free and open. In the interest of time, the Mayor may, however, limit the time allotted to speakers, including members of the City Council. A council member may continue speaking on a majority vote of the Council. The rules of order are meant to create an atmosphere where the members of the City Council and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Mayor and the members of the City Council to maintain common courtesy and decorum. Only one person at a time will have the floor and every speaker must be recognized by the Mayor before proceeding to speak.

RESIDENTS' RIGHT TO BE HEARD:

It is the Council's goal that residents of the City resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that residents may from time to time believe it is necessary to speak to City Council on matters of concern. Accordingly, the City Council expects any person presenting to the city council to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

- No member of the public shall be heard until recognized by the Mayor.

- Public comments will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing or a member of the public is asked to speak on a matter by the mayor.
- Speakers must state their name and address for the record.
- Any resident requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the Mayor.
- If a representative is elected to speak for a group, the Mayor may approve an increased time allotment.
- Personal attacks made publicly toward any person or city employee are not allowed. Speakers are encouraged to bring their complaints regarding employee performance through the supervisory chain of command in accordance with the City's Personnel Policies.
- Any member of the public interrupting City Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing City Council, shall be deemed to have disrupted a public meeting and, at the direction of the Mayor, shall be removed from Council chambers by Police Department personnel or other agent designated by City Council or City Manager.

KAYSVILLE CITY COUNCIL

Meeting Minutes

March 2, 2017

Kaysville City held a special meeting beginning at 6:00 p.m. on Thursday, March 2, 2017 followed by a regular City Council meeting at 7:00 p.m. in the Council Room of the Kaysville City Municipal Center, 23 East Center Street, Kaysville, UT.

CITY COUNCIL ASK THE COUNCIL – QUESTION AND ANSWER SESSION

Council Member Susan Lee held an open discussion and answered questions in regard to topics that relate to the community and the business of the City.

CITY COUNCIL MEETING

Meeting minutes of a regular City Council meeting at 7:00 p.m. in the Council Room of the Kaysville City Municipal Center, 23 East Center Street, Kaysville, UT.

Present: Mayor Hiatt, Council Member Snell, Council Member Page, Council Member Adams, Council Member Lee and Council Member Garn.

Others present: City Manager Shayne Scott, City Engineer Andy Thompson, City Recorder Maria Devereux, Parks Superintendent Cole Stephens, Chief Sol Oberg, Scott Riddle, Barbara Riddle, Ron Stephens, Luann Stephens, Margaret Brough, Dave Davies, Randi Von Bose Tammy Rider, Nannette Lowder, Kris Willy-High, Rustin Jesson, Brigg Lewis, Mike Nielsen, Jenny Garlick, Brett Garlick, Lydia Westover, H. Don Westover, Jed Barton, Jill Barton, Dan Bain, Ashley Alberts, Jayden Alberts, Kyla Alberts, Heidi Ross, Donovan Ross, Mike Ross, Laneah Ross, Emerson Ross, Mallory Ross, Alan Olsen, Vance S Garfield, Porter Archibald, Allen Archibald, Sun Yong Kim-Manzolini, Mike Manzolini, Curt Carlson, Jason Broadbent, Lanae Jeffreys, Travis Nokes, Darlene Carter, Dan Stephenson, Becky Hayward, Blake McBride, Kyle McDermott, Whitney Ballam, Maree Funk, Rebecca Olson, Pennie Terry, Scott Terry, Dahlene Mullins, Luke Francis, Noah Mullins, Brendon Baird, Kainoah Messika, Luke Otterson, Todd Christensen, Jay Christensen, Blake Williams, Devin Williams, Leslie Shimmer, and Katie Witt.

VOLUNTEER OF THE SEASON

Council Member Snell recognized Tammy Rider as the Volunteer of the Quarter. He explained that Tammy Rider has lived in Kaysville for approximately five years and that she and her husband, moved from West Valley City. She has been a volunteer for the City for years and has helped with the New Year's Eve Party, the Independence Day Event, the Miss Kaysville/Fruit Heights Pageant, Kaysville Idol, and most recently the Daddy Daughter Dance.

Council Member Snell expressed his appreciation for Tammy Rider and thanked her for her contribution in the success of many of the City events.

DHS BAND:MARCH TO MACY'S - REQUEST FOR COUNCIL SUPPORT

Steve Hendricks, Band Director, explained that 320 students are going to march and perform in the Macy's Day Parade in New York City. He explained that the costs are extensive and asked the City Council for their support. He explained that Council participation in fundraising events would be appreciated. He noted that May 13th is a 5K Color Run with colored corn starch. He asked for police support, EMT coverage and assistance with barricades the day of the event. He noted that June 10th is the March to Macy's Carnival and explained that assistance is needed from the City in regard to advertisement, yard signs, and booth space in the 4th of July event at no cost. He explained that there are other fundraising events for this trip currently being planned. He expressed appreciation for the Council and their support of the Davis High School band.

Council Member Snell volunteered to be dunked in the dunk tank. He noted that Davis High School is something that the City is proud of and is happy to assist as he is able.

CALL TO THE PUBLIC

Mayor Hiatt noted that Call to the Public is the time to address agenda items and asked the audience to limit comments to three minutes.

Margaret Brough expressed her thanks to Council Member Adams for his knowledge of City business and willingness to help the City.

Randy Rhodes stated that he agrees with Margaret Brough. He asked if the City Council was aware of the date and use of City resources toward the Roueche Ponds.

Ron Nielsen noted that the City Council should act professionally and put personal feeling aside.

Dave Davies complimented the Council and City Manager on their professional behavior.

Scott Riddle explained that the Roueche Ponds were dredged two years ago. He explained that their community could benefit by installation of a silt catch basin.

David Robinson explained that Health Insurance would be a good investment for people that serve the citizens of Kaysville.

Sharon Whitaker thanked Tammy Wursten for her fundraising efforts with Pickleball.

Brett Garlick thanked the committee and everyone who worked together to raise $125,000 for Pickleball Courts.

David Vance explained that in regard to the old library building, residents prefer having a Kaysville City Community Center and Museum in lieu of offices to house employees.

REQUEST TO REZONE 1.08 ACRES OF PROPERTY FROM A-1 (LIGHT AGRICULTURE) TO R-A (RESIDENTIAL AGRICLTURE) AT 1053 SOUTH ROUECHE LANE

Andy Thompson, City Engineer, noted that the applicant is requesting to rezone the property to allow a possible subdivision or property line adjustment in the future. He explained that the R-A zoning district allows lots to be as small as 21,780 sq. ft. or ½ an acre. This would potentially allow the property to be divided to create one additional lot. He explained that there is one lot adjacent to the subject property which is already zoned R-A, with much of the bordering area being zoned A-1.

The request is consistent with the Kaysville City General Plan and similar to properties in the surrounding area.

Council Member Snell made a motion to approve the Rezone of 1.08 acres of property from A-1 to R-A at 1053 South Roueche Lane, second by Council Member Lee.

The vote on the motion was as follows:

Council Member Snell, Yea
Council Member Page, Yea
Council Member Adams, Yea
Council Member Garn, Yea
Council Member Lee, Yea

The motion passed unanimously.

REQUEST TO REZONE 0.18 ACRE OF PROPERTY FROM (PROFESSIONAL BUSINESS) TO HC (HEALTH CARE) AT 579 SOUTH MAIN ST

Andy Thompson, City Engineer, explained that the applicant is requesting to rezone the property for the purpose of running an adult day care business. The property, located just south of the DATC along the east side of Main Street, has been used as a commercial use property for many years. He explained that the requested use is primarily for the temporary care of individuals, typically providing assistance for a few hours at a time for someone who may be caring for an aging parent, for example.

Andy Thompson explained that the Planning Commission expressed that the use seemed to be appropriate for the property as long as the building would be verified to have appropriate ADA access.

Andy Thomson noted that there were concerns in regard to the close proximity to the school. He explained that care of the elderly will be in the home.

Council Member Garn made a motion to approve the request to rezone 0.18 Acres from a PB to HC, subject to ADA access and no overnight stays, second by Council Member Page.

The vote on the motion was as follows:

Council Member Snell, Yea
Council Member Page, Yea
Council Member Adams, Yea
Council Member Garn, Yea
Council Member Lee, Yea

The motion passed unanimously.

PRELIMINARY PLAT APPROVAL FOR CRESTWOOD SUBDIVISION AT 8 EAST CRESTWOOD ROAD

Andy Thompson, City Engineer, explained that starting a year ago in February of 2016, the property owner's intentions to subdivide this property were made known with an application for rezone. Originally the request was to rezone the property to the R-4 zoning district in order to construct 12 townhome style dwellings. After multiple meetings changes were made to the original proposal that placed a road on the west side of the property and the number of units reduced from 12 to 8. He explained that ultimately the City Council denied the request for the revised R-2 zone change to accommodate 8 dwellings. He explained that a new application has been made leaving the property in the R-1-8 zoning, and proposing a single family detached project with a private lane. A preliminary plat has been submitted which shows a private lane along the west side of the property and 5 lots each with at least 8,000 square feet.

Council Member Lee made a motion to approve the Preliminary Plat for Crestwood Subdivision at 8 East Crestwood Road, second by Council Member Garn.

The vote on the motion was as follows:

Council Member Snell, Yea
Council Member Page, Yea
Council Member Adams, Yea
Council Member Garn, Yea
Council Member Lee, Yea

The motion passed unanimously.

FINAL PLAT APPROVAL FOR 40 CRESTWOOD PUD SUBDIVISION AT 40 EAST CRESTWOOD ROAD

Andy Thompson, City Engineer, explained that this property is located on the south side of Crestwood Road between Main Street and Heritage Park. The property is roughly 0.44 acres or just over 19,000 sq. ft. in size. He explained that the property is zoned R-M and has recently received the PRUD overlay zone and preliminary plat approval. He explained that the plat consists of two three-unit buildings on pads, with the remainder of the property as common area. The units are proposed as two story with a double garage and three bedrooms.

Andy Thompson noted that the final plat complies with the zoning and preliminary plat. The Planning Commission voted unanimously to recommend approval of the Final Plat for 40 East Crestwood PUD Subdivision with the condition that the buildings be similar to what has been represented.

Council Member Page made a motion to approve the final plat for Crestwood Subdivision at 8 East Crestwood Road, second by Council Member Snell.

The vote on the motion was as follows:

Council Member Snell, Yea
Council Member Page, Yea
Council Member Adams, Yea
Council Member Garn, Yea
Council Member Lee, Yea

The motion passed unanimously.

AWARD OF CONTRACT FOR CONSTRUCTION OF PICKLBALL COURTS

Tammy Wursten expressed that these courts will not just benefit our community but will draw people into our City. She explained that great credit is to be given to the Pickleball Committee for their efforts in raising a substantial amount of money within a years' time. She noted that this project will be a great benefit to the Parks and Recreation system in Kaysville.

Cole Stephens, Parks and Recreation Superintendent, expressed gratitude to Tammy and Allen Wursten for their fundraising efforts and praised the Pickleball committee. He explained that in January 2017, after the committee had raised over $110,000, Parks and Recreation solicited bids for the Barnes Park Pickleball court project. On February 15, 2017 bids were received and opened in public at City Hall. He explained that Staff has reviewed the competitive bids submitted and recommends awarding the construction contract to Parkin Tennis Construction for the Base Bid amount of $173,621.02. He explained that they have reviewed the options of lighting four courts and recommends the authority be given to staff to purchase the lights from Musco Sports Lighting, LLC, subject to Kaysville City Purchasing Policy and Procedures. He noted that the lights will be user activated and can set the parameters of the lights and that lights will shut off at 11:00 p.m.

Council Member Garn noted that parks are essential to each city, and stated that it keeps the community healthy. He stated that the Pickleball Courts will be a great benefit to the community.

Council Member Snell noted that it is impressive to see the community come together to raise such a substantial amount of money.

Council Member Adams noted that this has been a beneficial project and a good use of funds.

Council Member Snell made a motion to award the contract of Pickleball Courts contract to Parkin Tennis Construction for eight courts and authorize staff to purchase lights directly from Musco Sports lighting, LLC, second by Council Member Page.

The vote on the motion was as follows:

Council Member Snell, Yea
Council Member Page, Yea
Council Member Adams, Yea
Council Member Garn, Yea
Council Member Lee, Yea

The motion passed unanimously.

REVIEW OF ROUECHE LANE PONDS PROJECT

Shayne Scott, City Manager, explained that over the last couple of years, City Staff has been working with residents near the ponds just south of Roueche Lane to reduce flooding potential in the area. Some dredging of the ponds has previously been conducted. The issue identified as the next step is to modify the spillway between the lower two ponds in order to help regulate the maximum water level in the upper ponds. He explained that in discussion with the residents, the general consensus has been that since the ponds receive significant storm water from the City, the City would clean the ponds, install this spillway, and install one storm drain cleaning structure upstream of the ponds.

Andy Thompson, City Engineer, stated that the proposal is to put in a box culvert in the dam area so that elevation of upstream ponds would be elevated to the box culvert. He noted that this is the next step. He noted that they can also add a structure, a clean out facility, and that a vactor can be used to extract sediment and garbage.

Shayne Scott explained that a resident submitted a letter, in regard to concerns related to the Ponds.

Marilee Roueche, explained that original pathways of the ponds came down between Webb and Smith Lane. She noted if a culvert was installed, it would reduce possible flooding.

Scott Hirschi explained that area needs to be reviewed to determine flooding risks. He explained that in case they need to drain the pond there is a relief valve that can be opened. He asked that the Council consider to clean it out before homes are affected.

Mayor Hiatt explained that Council Members learned about the Ponds a couple of years ago when it was first discussed. He explained that at that time there was a meeting to discuss how the City could assist with the Ponds. He explained that the City Manager at that time, decided to move forward with removal of silt. He noted that the project was put out for bid and an administrative decision was made to authorize work.

Council Member Adams noted that he learned about this matter in the spring of 2015 and discussed the matter of the ponds with Council Member Lee.

Shayne Scott explained that residents would be responsible for the future maintenance of the ponds. This understanding would be formalized in an agreement between the property owners and the City. He stated that staff is seeking direction from the Council to assure that the agreement and associated projects are acceptable. He explained that staff will be accepting bids for this project in the future and will ask Council to review them at a later time.

Mayor Hiatt noted that the City Manager is asking for direction and staff acknowledges an agreement may be needed. He stated that there is a perception of work being done for a previous City Council Member. He noted that the Utah State Auditor and the Davis County Attorney have reviewed this matter and determined that there is no question of ethical wrongdoing.

Ron Stephens, former City Council Member, noted that once the decision was made to handle the ponds, he did not have any further involvement. He explained that if the City would commit to removing silt a few times a year, it would be beneficial. He expressed his thanks to the city council for their patience and willingness to listen to this issue.

Council Member Snell noted that it is reasonable part of the City's storm drain system and that this is a good approach.

Council Member Lee made a motion to direct staff to proceed by working with the pond owners to come to agreement with the City, with consideration of reaching out to the Utah State Property Rights Ombudsman for advice as needed, second by Council Member Snell.

The vote on the motion was as follows:

Council Member Snell, Yea
Council Member Page, Yea
Council Member Adams, Yea
Council Member Garn, Yea
Council Member Lee, Yea

The motion passed unanimously.

AWARD OF CONTRACT FOR ANGEL STREET IRRIGATION PROJECT

Andy Thompson, City Engineer, noted that there were 15 bidders on this project. He noted that the project was approved and asks the Council to award the bid to C.E. Butters Realty & Construction, Inc. for their Bid Amount of $417,408.75. He explained that based upon the criteria they have established he recommends that the project be awarded to C.E. Butters Realty & Construction, Inc.

Council Member Snell made a motion to award the contract for the Angel Street Irrigation Project to C.E. Butters Realty and Construction, Inc., second by Council Member Lee.

A vote on the motion was as follows:

Council Member Snell, Yea
Council Member Page, Yea
Council Member Adams, Yea
Council Member Garn, Yea
Council Member Lee, Yea

The motion passed unanimously.

CLARIFICATION OF COUNCIL MEMBER REQUESTS FROM STAFF

Shayne Scott, City Manager, explained that earlier in 2016, a concern was raised by staff about the volume and frequency of requests made by Council Members to staff for various information. At that time a motion was made to limit council requests to two hours or the request must be brought back to council for their review. He explained that Staff is looking for direction on the two hour rule. He asked for clarification in regard to continuing requests.

Council Member Adams noted that he felt a sense of duty in regard to the items that he requested and the research that he was doing.

Council Member Garn noted that the letter from the GRAMA Ombudsman states that the Council has the same rules as the public. However, he feels that in regard to big projects, that it should probably be brought back to the Council. He noted that if a member of the Council is requesting a document, then it should probably be sent as a request via GRAMA.

Shayne Scott, noted that he would like a definition of the *two hour rule*, so staff and City Council have a clear expectation of time in a work week that would be required to meet any such requests that may arise.

Mayor Hiatt noted that complete discretion may be given to the City Manager.

Council Member Snell noted that when this rule was established a year ago, the concern was the voluminous requests. He noted that in general, they don't need rules for everything, but thinks it a good idea to empower the City Manager to determine if the requests are too large, or are taking up too much staff time. If so, then they should be brought to the Council for review.

Shayne Scott explained that he would appreciate the responsibility of disseminating this request. He noted that many requests operate outside the regular GRAMA rules and requirements, and suggests that City Council requests continue to be made through the City Manager for proper vetting.

CANCELLATION OF APRIL 6, 2017 CITY COUNCIL MEETING

Mayor Hiatt explained that the majority of the Council will be out of town for the April 6, 2017 City Council meeting. He suggested the meeting be cancelled. He noted that due to pressing Agenda items, another meeting may be held on Thursday, March 30, 2017.

Council Member Snell made a motion to cancel the April 6th meeting and to schedule a special meeting on March 30, 2017, second by Council Member Lee.

The vote on the motion was as follows:

Council Member Snell, Yea
Council Member Page, Yea
Council Member Adams, Yea
Council Member Garn, Yea
Council Member Lee, Yea

The motion passed unanimously.

DISCUSSION OF CITY COUNCIL HEALTH INSURANCE BENEFITS

Shayne Scott, City Manager, noted that Elected Officials can be added to the City health insurance group. This can be done as follows: 1) Elected officials are added to the existing city policy in lieu of receiving any monthly pay, 2) Because Mayors are paid more, a Mayor choosing to be covered by health insurance would continue to receive the difference between a council member pay and Mayor pay each month, 3) Elected officials are added to the existing City policy but pay the entire premium for their coverage, 4) Elected officials are added to the existing city policy and treated like all other full time staff who currently pay about 10% of the family premium from their paycheck.

Shayne Scott, noted that Staff recommends that one of the above options be chosen by Council to provide health insurance to elected officials. Once authorized, each elected official could choose to join the city plan or remain insured at their own expense. He explained that Health Insurance is a relatively easy way to acknowledge the long hours and time away from other commitments made by our elected officials. Providing health insurance is also a great way to incentivize good and varied people from all backgrounds to run for elected office. Many other Utah cities offer health insurance to their elected officials including other Davis County cities, such as Woods Cross, Bountiful, Layton, and Clearfield.

Council Member Garn noted that offering health benefits is a great incentive to offer candidates. He noted that a suggestion may be to have this take place after the election.

Council Member Lee stated that she against incurring additional costs.

Mayor Hiatt noted that this is a reasonable request, and other cities do offer Health Insurance for their Council Members. He agreed that it is a good incentive for those that may want to run for office.

Council Member Garn made a motion move forward with Health Insurance Benefits (option 2) being provided to City Council Members, second by Council Member Snell.

The vote on the motion was as follows:

Council Member Snell, Yea
Council Member Page, Yea
Council Member Adams, Yea
Council Member Garn, Yea
Council Member Lee, Yea

The motion passed unanimously.

COUNCIL MEMBER REPORTS

Mayor Hiatt noted that the Davis County burn plant has been operating for 30 years, and that their board voted to close the burn plant effective May 31st of this year.

Council Member Snell noted that there will be an Open House held at City Hall on March 8th. He noted that the public is welcome to discuss feedback in regard to the proposed Pioneer Park: 7:00p.m.-8:30p.m.with Blu Line Design.

MINUTES

Mayor Hiatt asked for a motion to approve the Minutes of February 16, 2017.

Council Member Lee made a motion to approve the Minutes for February 16, 2017, second by Council Member Garn.

The vote on the motion was as follows:

Council Member Snell, Yea
Council Member Page, Yea
Council Member Adams, Yea
Council Member Garn, Yea
Council Member Lee, Yea

The motion passed unanimously.

CALENDAR ITEMS

The current calendar items are listed on the website.

CLOSED MEETING

Council Member Snell made a motion to move into a closed session for the purpose of discussing the potential Purchase, Sale or Exchange of Real Property, second by Council Member Lee and passed unanimously.

Closed Session to discuss the potential Purchase, Sale, or Exchange of Real Property.

ADJOURNMENT

Council Member Snell made a motion for adjournment at 12:13 a.m., second by Council Member Garn and passed unanimously.

City Calendar and Events, Community Events, Holidays in United States, Recreation Programs and Activities

Mar 2017 (Mountain Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2 8am - Kaysville 6pm - "Ask the 7pm - City Council	3	4
5	6	7 7pm - Power	8 7pm - Open House	9 7pm - Planning	10	11
12 Daylight Saving	13	14	15	16 6pm - "Ask the 7pm - City Council	17	18
19	20	21	22	23 7pm - Planning	24	25
26	27	28	29	30	31	1

City Calendar and Events, Community Events, Holidays in United States, Recreation Programs and Activities

Apr 2017 (Mountain Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6 6pm - "Ask the 7pm - City Council	7	8
9	10	11	12 6pm - Drip Irrigation	13 Thomas Jefferson's 8am - Kaysville 7pm - Planning	14	15 9am - City Easter
16 Easter Sunday	17	18	19	20 6pm - "Ask the 7pm - City Council	21	22
23	24 6:30am - City Spring	25	26	27 7pm - Planning	28	29
30	1	2	3	4 8am - Kaysville 6pm - "Ask the 7pm - City Council	5	6

City Calendar and Events, Community Events, Holidays in United States, Recreation Programs and Activities

May 2017 (Mountain Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4 8am - Kaysville 6pm - "Ask the 7pm - City Council	5	6
7	8	9	10	11 7pm - Planning	12 3pm - Baby Animal Days 2017 @ USU	13
14 Mother's Day	15	16	17	18 6pm - "Ask the 7pm - City Council	19	20
21	22	23	24	25 7pm - Planning	26	27
28	29 City Offices Closed Memorial Day	30	31	1	2	3

Kaysville City

MEETING NOTICE AND AGENDA

Notice is hereby given that the Library Endowment Board will hold a meeting followed by a regular City Council meeting on Thursday, March 16, 2017, starting at 7:00 p.m. in the Council Room of the Kaysville City Municipal Center, 23 East Center Street, Kaysville, UT.

The agenda shall be as follows:

7:00 p.m. LIBRARY ENDOWMENT BOARD

1. Davis County Library - Report on Expenditures and 2017 Requests.

CITY COUNCIL MEETING

1. Opening – Mayor Steve Hiatt.
2. Certificate of Achievement for Excellence in Financial Reporting.
3. Sexual Assault Awareness Month (SAAM) - Proclamation.
4. Call to the Public.
5. Rezone of 0.97 acres of property at 138 South Angel Street from R-A (Residential Agriculture) to the R-1-14 (Single Family Residential) Zoning District.
6. Discussion and possible action to alter Kaysville City Rules of Order.
7. Closed Session to discuss pending or reasonably imminent litigation, pursuant to Utah Code Annotated § 52-4-205 (1) (c).
8. Council Member Reports.
9. Minutes.
10. Calendar.
11. 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.

I hereby certify that I posted a copy of the foregoing Notice and Agenda at City Hall and emailed copies to media representatives on March 15, 2017.

Maria Devereux

Maria T. Devereux
City Recorder