



MEETING NOTICE AND AGENDA

Notice is hereby given that the Kaysville City Council will hold a regular council meeting on Thursday, March 21, 2024, starting at 7:00 PM in the **Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT**. The meeting will be streamed on YouTube, and the link to the meeting will be posted on www.KaysvilleLive.com.

Public comment is only taken during a meeting for Action Items, "Call to the Public", or for a public hearing. **Those wishing to speak during these times must sign-up in person before the meeting begins.** Comments may also be directed to the City Council via email to publiccomment@kaysville.gov. Emailed comments will NOT be read out-loud at the meeting.

CITY COUNCIL Q&A – 6:30 PM

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

CITY COUNCIL MEETING – 7:00 PM

The agenda shall be as follows:

- 1) OPENING
 - a) Presented by Mayor Tamara Tran
- 2) PRESENTATIONS AND AWARDS
 - a) Presentation of Proclamation and Award to Officer Kalawai Delos Santos
 - b) Kaysville Fire Department Annual Report - Chief Paul Erickson
 - c) Davis County Homeless Shelter Update - Commissioner Lorene Kamalu
- 3) CALL TO THE PUBLIC (3 MINUTE LIMIT, MUST SIGN UP IN PERSON)
- 4) DECLARATION OF ANY CONFLICTS OF INTEREST
- 5) CONSENT ITEMS
 - a) Approval of Minutes of January 18, 2024 City Council Work Session
 - b) Approval of Minutes of January 18, 2024 City Council Meeting
 - c) Approval of Minutes of January 18, 2024 Kaysville Business Park Architectural Review Committee Meeting
 - d) Approval of Minutes of February 1, 2024 City Council Meeting
 - e) Approval of Minutes of February 2, 2024 City Council Work Session
 - f) Approval of Minutes of February 15, 2024 City Council Meeting
 - g) Appointment of RAMP Advisory Board Members
 - h) Approval of Sanitation Contract Extension
- 6) ACTION ITEMS
 - a) An amendment to the Kaysville City Consolidated Fee Schedule related to development review fees
- 7) COUNCIL MEMBERS REPORTS
- 8) CITY MANAGER REPORT


9) CLOSED SESSION

- a) Discussion of the character, professional competence, or physical or mental health of an individual in conformance with Utah State Code §52-4-205

10) ADJOURNMENT

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

I hereby certify that I posted a copy of the foregoing Notice and Agenda at Kaysville City Hall, Kaysville City website at www.kaysville.gov, and the Utah Public Notice website at www.utah.gov/pmn. Posted on March 18, 2024.



Annemarie Plaizier
City Recorder

PROCLAMATION
PROCLAIMING FEBRUARY 9th AS
KALAWAI DELOS SANTOS DAY
IN KAYSVILLE CITY

WHEREAS, Officer Kalawai Delos Santos, has been employed with Kaysville City since January 19, 2021; and

WHEREAS, on April 15, 2022, Kalawai Delos Santos displayed exceptional bravery and swift action in stopping a wrong-way driver on I-15, thereby preventing potential tragedies and saving lives; and

WHEREAS, in October of 2022 the Utah Department of Public Safety awarded Officer Delos Santos the Medal of Valor for his action on April 15; and

WHEREAS, in May of 2023 the Kaysville Police Department also awarded Officer Delos Santos the Medal of Valor for his actions on April 15; and

WHEREAS, on February 9th, Officer Delos Santos yet again displayed remarkable bravery in stopping another wrong-way driver on I-15, and

WHEREAS, Kalawai Delos Santos's courageous efforts have exemplified the highest standards of heroism and public service, inspiring our community; and

WHEREAS, through his selfless actions, Kalawai Delos Santos has brought honor to himself, his family, and our community, demonstrating unwavering dedication to the safety and well-being of others; and

WHEREAS, it is fitting and proper to recognize and honor individuals who exhibit extraordinary bravery and commitment to public safety.

NOW, THEREFORE, I, Mayor Tamara Tran, along with the Kaysville City Council, do hereby proclaim February 9th as "Kalawai Delos Santos Day" in Kaysville in recognition of his outstanding bravery and heroism in stopping wrong-way drivers on April 15, 2022, and February 9, 2024. Let us join together in expressing our deepest gratitude and admiration for Kalawai Delos Santos's remarkable actions, which have undoubtedly saved lives and made our community a safer place for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Kaysville, Utah to be affixed this 21st day of March 2024.



Mayor Tamara Tran



Kaysville City Fire Department

***Paul J. Erickson
Fire Chief***

Overview

Station/Staffing

Vehicles

Training

Fire Prevention/Public Education

Safety, Health and Wellness

Fire Response Districts/Mutual Aid

Responses/Coverage-5 years

Requirements/Standard

Failed to Meet Standard

Day of the week and time of day

Benchmarks

Staffing/Station

- (1) fire Station-15,618 sq. ft.
- 22 full-time firefighters
 - (1) Fire Chief
 - (3) Captains
 - (3) Engineers
 - (15) Firefighters
- 13 part-time Firefighters
- 1 part-time Junior Fire Setter Counselor
- 1 part-time administrative assistant
 - 37 total

Vehicles

- (2) Command vehicles
- (1) Support vehicle
- (3) Engines/Heavy rescue engine
- (1) Medic Rescue
- (3) Ambulances
- (2) Brush trucks
- (1) Aerial apparatus/Ladder truck
- (1) HazMat trailer

*(1) New medic rescue ordered est. May 2024

*(1) Ambulance ordered est. September 2025

*(1) Engine ordered est. September 2025

Training

- Annual Training Plan (ATP)
 - 60+ firefighter specific class
 - 45 medical specific class, + 113.5 hours continuous education
 - 96% training complete for 2023

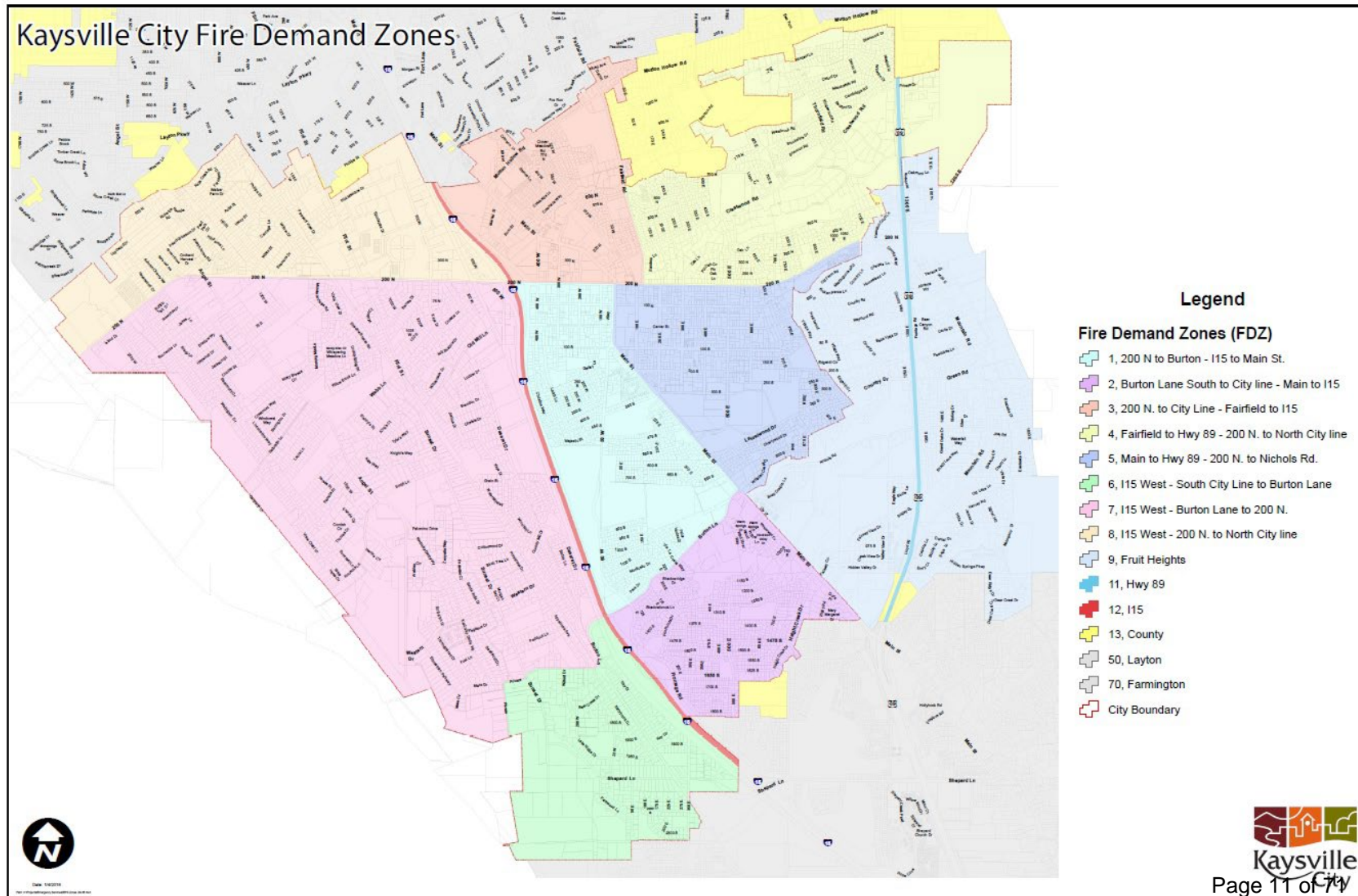
Fire Prevention/Public Education

- Annual Inspections – 1,020
 - 439 commercial businesses
 - 576 home
 - 8 food trucks
- Events – Trunk or Treat, Easter egg hunt, school visits and field days, multiple station tours, CPR classes, public education

Safety, Health and Wellness

- Monthly safety meetings
- Annual physical exams
- Annual fitness evaluation
- Near Miss reports
- After Action reports
- Firefighter Safety Stand-Down

(12) FRD's and (3) mutual aid areas



Mutual Aid

	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
Incident Type Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	
1 - Fire	1	1	0	0	1	1	2	2	1	1	2	0	12	
3 - Rescue & Emergency Medical Service Incident	1	3	10	5	10	5	8	8	9	5	8	4	76	
4 - Hazardous Condition (No Fire)	1	0	0	0	1	0	0	0	2	0	0	0	4	
5 - Service Call	0	1	0	0	0	0	0	0	1	0	1	0	3	
6 - Good Intent Call	5	4	4	8	6	13	6	11	4	5	3	8	77	
7 - False Alarm & False Call	3	2	0	2	1	0	0	0	1	0	1	2	12	
Grand Total	11	11	14	15	19	19	16	21	18	11	15	14	184	

	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
Fire Department	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	
Farmington Fire Dept	2	4	1	3	4	0	1	4	0	3	2	2	26	
Hill Air Force Base	2	2	1	1	4	0	1	3	0	2	1	1	18	
Layton Fire Dept	7	3	5	4	4	0	4	5	1	3	2	1	39	
South Davis Metro Fire Dept	1	0	0	0	0	0	0	0	0	0	0	0	1	
Syracuse Fire Dept	0	0	0	0	0	0	0	0	0	0	0	0	0	
Grand Total	12	9	7	8	12	0	6	12	1	8	5	4	84	

	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
Fire Department	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	
Clinton Fire Dept	0	0	0	0	0	0	1	0	0	0	0	0	1	
Farmington Fire Dept	9	6	10	12	19	16	12	15	17	9	11	11	147	
Hill Air Force Base	0	0	0	0	0	0	0	0	0	0	0	0	0	
Kaysville City Fire Department	1	2	3	1	0	0	0	0	1	1	0	0	9	
Layton Fire Dept	1	3	1	2	0	2	3	6	0	0	2	3	23	
North Davis Fire District	0	0	0	0	0	0	0	0	0	0	0	0	0	
Smithfield Ambulance	0	0	0	0	0	0	0	0	0	0	0	0	0	
South Davis Metro Fire Dept	0	0	0	0	0	1	0	0	0	1	2	0	4	
Syracuse Fire Dept	0	0	0	0	0	0	0	0	0	0	0	0	0	
Grand Total	11	11	14	15	19	19	16	21	18	11	15	14	184	

Responses/Coverage

10.5 sq. miles/33,900 residents served

2019 – 1542

2020 – 1678

2021 – 1963

2022 – 2032

2023 - 1950

58% EMS responses – 1,128

42% Fire responses - 822

18.3% responses in West Kaysville - 358

13.5% overlap response – 263

** 44 reported fires, 12 were mutual aid

** 20 saves = 10 cardiac arrests, 4 bleeds, 4 head injuries, 2 breathing problems

Requirements/Standard

- NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*. Chapter 4, Organization drives the time standard, 6:04 for EMS response and 6:24 for fire and/or special operations.
- NFPA 1710, chapter 4, 4.1.2.3.3 alarm processing of not more than 64 seconds for dispatch, then 4.1.2.1 (2) 80 seconds for fire and special operations and 60 seconds for EMS, then 240 seconds for travel time = 6:04 for EMS and 6:24 for fire/special operations responses, at least 90% of the time.

****Failed to Meet Standard****

- **All calls** including mutual-aid and non-emergent runs: 1,950 responses, we were compliant with NFPA response times on 968 runs, putting us at 49% compliant.
- Busted calls **minus mutual-aid responses**, and **minus non-emergent calls**: 533 busted. We were complaint with NFPA response times on 1,950 responses, putting us at 73% compliant.

DAY OF WEEK/TIME OF DAY

- 2019 – Tues-Wed-Sat – 0800-2300
 - 46% of total response
- 2020 – Tues-Wed-Fri – 0800-2300
 - 46% of total response
- 2021 – Mon-Wed-Thurs – 0800-2200
 - 46% of total responses
- 2022 - Mon-Tues-Thurs – 0800-2200
 - 46% of total responses
- 2023 – Tues-Wed-Fri – 0800-2200
 - 46% of total responses
 - *September busiest month – 184 responses
 - *Tuesday and Friday busiest days – 303 responses each day

Benchmarks

- **Certifications – Benchmark 100%**
 - All minimum qualifications met
- **PPE Inspections – Benchmark 100%**
 - 98% full time employees, approx. 80%
- **Training – Benchmark 80%**
 - 96% complete for full time
- **Response Times – Benchmark 90%**
 - 73%



QUESTIONS??

KAYSVILLE CITY COUNCIL
WORK SESSION
January 18, 2024

Minutes of a special Kaysville City Council work session held on Thursday, January 18, 2024 beginning at 4:30 p.m. in Kaysville City Hall at 23 East Center Street, Kaysville, UT.

Council Members present: Mayor Tamara Tran, Council Member John Swan Adams, Council Member Mike Blackham, Council Member Abbigayle Hunt, Council Member Nate Jackson and Council Member Perry Oaks

Staff Present: City Manager Jaysen Christensen, Finance Director Dean Storey, Assistant Finance Director Levi Ball, City Recorder Annemarie Plaizier

Others Present: Val Starkey, Josh Belnap

OPENING

Mayor Tran opened the work session and welcomed everyone present.

FY2025 BUDGET INTRODUCTORY WORK SESSION

Finance Director Dean Storey explained that it had been suggested that the budget review process be started earlier in the year, which was why they had scheduled this work session with the council. Staff will not be proposing any recommendations for decisions or directions to take on the budget at this time. The intent of the meeting is to give an update to the council the city's financial position from Fiscal Year 2023, review our financial status of Fiscal Year 2024 budget, and introduce the Fiscal Year 2025 budget. Mr. Storey added that this year, staff has decided to present the budget a little differently, which was one reason for beginning the review process early. Staff would like to hold multiple work sessions, with each session focused on a specific area of the budget. Staff also encouraged the council to provide staff with any of their priorities and objectives for the upcoming budget. Mr. Storey presented a proposed timeline for the budget review process to the council, including proposed dates for work sessions.

Council Member Adams arrived.

Dean Storey provided a brief explanation about governmental accounting, including the funds involved and their purposes. He reviewed the FY 2023 budget, the financial position of the city within the budget, and financial operations of the budget. Mr. Storey mentioned that there was approximately \$7 million in the general fund and about \$1.4 million in the capital projects fund, with the council having discretion over how to allocate those funds for capital projects. He also discussed the existence of restricted funds that could only be spent on certain project areas. The fund balances in the governmental funds were considered healthy. The city received ARPA funds, which have been utilized for the City's fiber project. That fiber project is almost complete and there is a possibility of having some extra funds that the city could allocate towards another qualifying project, with the requirement that those funds be spent prior to June 30, 2024. Mr.

Storey also reviewed the enterprise funds of the city, such as those for the power, water, and storm drain departments, all of which are also considered healthy. Within these enterprise funds, there are both restricted and unrestricted fund budgets.

Council Member Adams suggested creating an incentive for developers whereby if they provide a plan to the city for a development that would create more affordable houses, then the city would be willing to reduce their impact fees by a certain amount.

Dean Storey responded that it was something the city could look into. However, the city would need to develop a capital facilities plan, stipulating that if a developer were to submit a development plan with affordable housing, they could receive a reduction in impact fees because those homes were likely to attract smaller households. Mr. Storey reviewed governmental activities that the city has committed to paying for, including the revenue bond for Pioneer Park, revenue bonds for the city hall renovation and the police station building, a fire truck, wide-area mower, and an ambulance. When examining the city's business-type activities, the city currently does not have debt in this area. In FY 2023, the city saw more revenue than what was budgeted for in many categories. However, there were some areas where the city ended up paying much more than expected, such as court fines. This increase was attributed to court fees and fines raising nationwide. Mr. Storey added that in almost every area, departments did not spend their entire budget for the year, contrary to the misconception that departments spend every dollar allocated to them. In the city's experience, departments have been very conscientious of their budgeted money and only spent what was necessary. This does not mean that the council should cut the budgets for the following year if they did not spend the full balance the previous year. Mr. Storey reviewed the RAMP Fund and explained that the city had anticipated receiving \$300,000 from RAMP tax earnings but ended up receiving over \$500,000. Each year the city plans to set aside about \$200,000 from RAMP tax earnings to build up that fund balance for a potential larger project in the future.

Council Member Oaks added that last year was the first year that the city went through the process of accepting RAMP applications and awarding RAMP funds for projects. The city was able to provide funds for all of the RAMP applications received.

Dean Storey said that as we look at the FY 2024 budget, one of the biggest issues we are facing are inflationary costs.

Levi Ball reviewed the revenue trends in the city's budget since June 30, 2023, comparing those trends to what the city had expected to see. We have observed a slight increase, ranging between 1%-5%, in sales tax revenues received in the previous year, and it is anticipated that this trend will continue throughout the remainder of the fiscal year. Revenues from energy sales and use charges, as well as from franchise and telecommunications, trended slightly higher than what had been budgeted. Building permit revenue is trending lower than anticipated, which may result in less revenue than budgeted for if this trend persists. Regarding power costs, FY 2023 experienced a significant increase in expenses, resulting in a substantial loss to cover power costs. From 2022 to 2023, the cost of power rose by over \$4 million. Since the end of 2023, there has been a slight decrease in the cost of power. The amount budgeted for FY 2024 was based on a UAMPS projected number, and has closely aligned with the projected number for the remainder of FY 2024. The \$12.9 million budgeted for FY 2024 was only feasible because \$2.66 million from the general fund balance had to be utilized.

Dean Storey added that while there has been a slight decrease in the cost of power in the last six months, the amounts are still not close to what the city was paying in 2022, and it is unlikely that they will ever return to those levels. In 2023, the city council approved a 5% power rate adjustment due to the substantial increase in power costs. In considering the costs from FY 2022 to FY 2024, there is justification for another 5% power rate adjustment to help cover the cost of power. UAMPS has predicted that the cost for power resources will increase by 40% over the next ten years. Mr. Storey continued and stated that Kaysville still has the fourth-lowest property taxes in the county. He then introduced the FY 2025 budget and reiterated that the city's mission statement is to "enhance the present and future quality of community life in Kaysville through the delivery of effective, efficient and equitable services". The aim of the city is to create a budget that achieves balance, sustainability and accountability, manages the use of the city's assets and resources for cost-effective and efficient delivery of services while maintaining the expected level of service. Additionally, the city also aims to improve and maintain its capital investments and infrastructure of the city, providing the highest level of service delivery and staying ahead of the maintenance curve. Employees are considered the most valuable resource.

Council Member Jackson asked about the city's fleet replacement program and the projected cost for FY 2025.

Dean Storey responded that staff did not have the projected numbers yet, but the cost doesn't change much from year to year. The fleet replacement program is a great use of fund balance, and it is anticipated that spending will slow down at some point. Police vehicles are traded in, while all other vehicles are sold at auction. As long as our fund balance continues to be considered healthy, the program should be continued as it has significantly reduced vehicle maintenance.

Council Member Hunt asked if the city staff could provide the council some data showing that this program has caused our maintenance costs to go down.

Dean Storey reviewed the capital projects and infrastructure planned for FY 2025, including large equipment or project costs in excess of \$4,000. The costs presented for FY 2025 are merely projected costs and would be discussed in future work sessions with the council to determine their inclusion in the upcoming fiscal year budget. Some of the projected costs presented today will likely change to reflect increases in costs. As the FY 2025 budget is reviewed and prepared, the numbers would continue to be updated accordingly.

Council Member Jackson asked if there is money in the budget to resurface and restripe roads.

Dean Storey responded that there were some funds allocated for those types of projects, listed under operations for ongoing maintenance. Regarding projected costs for Operations for FY 2025, not much information had been included yet, as staff has not heard from departments about projected needs for the upcoming year. Mr. Storey highlighted some factors to consider, such as inflation costs impacting the budget. The city will see an increase in cost for dispatch services, which will be discussed further later on. It is anticipated that the city will not need to pay for those increased costs for dispatch services until January 1, 2025, which would help the budget. Additionally, another cost increase that will impact the budget are rising costs for software subscriptions. Staff has already been informed that licenses for Microsoft would triple compared to previous costs.

Council Member Blackham asked if the city had old subscriptions for software that isn't being used that could be disposed of.

Dean Storey responded that most subscriptions are now web-based. The city currently has a program called MyMeter, where people can log onto the website and view their utility usage. However, less than 1% of users are utilizing the program, prompting the consideration of its removal. Mr. Storey then reviewed the FY 2025 budget regarding personnel and explained that the city typically follows the market adjustment rates that URS provides each year as a benchmark for salary adjustments. Last year, URS proposed a market adjustment of 8%, but the council decided on a 6% increase, reallocating 2% to employees furthest from their market salary rate. This approach was considered successful. Although the city does not have the numbers for this year's URS proposal yet, staff anticipates that it will be around 3-4%. If so, staff would propose a 1-2% market adjustment for everyone, with the additional 2% allocated to bring positions furthest from their average market salary closer to where they should be. Regarding health insurance, there was a 3% increase in costs last year. Staff met with the city's broker recently and was told that there has been a high trend in premiums in the city in the first three months of FY 2024, indicating a likely increase in health insurance costs for the city this year.

Levi Ball reviewed the results of the compensation study over the last two fiscal years. Due to the council's decision on employee compensation implementation last year, the majority of employees were found to be either 0-5% below the average of where their positions stand in the market. In the previous year, the salaries of five employees were 10-20% below their market rates. However, since last year, there is currently only one salary remaining that that 10% below range.

Jaysen Christensen added that the position currently in the 10% below market range for their salary is the city engineer position. The city needs to consider giving that position a significant increase to ensure the salary is competitive with the market, or else risk losing the current city engineer. If that were to happen, the position's salary would need to be increased, otherwise it will likely be challenging to find someone willing to fill the role.

Council Member Blackham stated that he would like to compare the salary of the city engineer position with other cities of similar size.

Jaysen Christensen said that staff has already done a comparison of that position in other cities, and the average market salary for the position is about \$128k a year.

Dean Storey continued, stating that last year the council decided to implement a freeze on any new staff positions, despite several departments requesting additional staffing. It is anticipated that similar requests for additional staffing will be seen in this year's budget. However, due to lack of a significant difference in revenue compared to last year's budget, it would likely be challenging to approve any kind of additional staffing.

Levi Ball added that eleven positions were requested in last year's budget, and three have already been earmarked to be proposed for this year.

Dean Storey asked the Mayor and Council to consider what their priorities and objectives were for the FY 2025 budget. The next work session to discuss the budget would be held on Friday,

February 2 beginning at 8:00 a.m. to review and discuss capital projects and infrastructure related to Public Works.

Mayor Tran thanked all who were in attendance and adjourned the work session at 6:15 p.m.

DRAFT

KAYSVILLE CITY COUNCIL
January 18, 2024

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Council Members present: Mayor Tamara Tran, Council Member John Swan Adams, Council Member Mike Blackham, Council Member Abbigayle Hunt, Council Member Nate Jackson, and Council Member Perry Oaks

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Public Works Director Josh Belnap, Information Systems Assistant Ardi Harsano, Gardner Crane, Crista Crane, Paul Murphy, Emily Murphy, Shanna Barker, Mindi Edstrom, Trevor Edstrom, Tami Olsen, Robert Gennaro, Christopher Holfeltz, Kimber Talbot, Darlene Schons, Laurene Starkey, Val Starkey, Jill Dredge

OPENING

Mayor Tran opened the meeting by welcoming everyone present. BSA Pack 35, Troop 27g and Troop 407 provided a prayer and led the audience in the Pledge of Allegiance.

CALL TO THE PUBLIC

Jill Dredge expressed concern over the increasing government overreach seen in Kaysville and beyond. She began attending city council meetings after last year's legislative session to understand how the city functions and voice her concerns. Dredge recounted an incident at the Capitol where attendees were forced to remove stickers advocating for certain bills, highlighting a lack of representation. Public participation is limited to one minute at sessions, making citizens feel unheard. She noted the removal of public comments from planning commission meetings, raising concerns about transparency. Dredge also highlighted issues with the Public Infrastructure District Act, which grants extensive powers to private landowners, potentially leading to unchecked development. She called for better representation for taxpayers in city governance.

Laurene Starkey commented about the importance of public participation in government, citing an example where their community felt that their input led to the denial of a high-density development request in their neighborhood. She expressed concerns over proposed city bylaws and text amendments to Title 19, which seems to diminish the role of elected officials in representing citizens. If the city council, city engineer, and planning commission is removed from the subdivision process through the approval of these text amendments, who will represent the citizens? Ms. Starkey emphasized the need for inclusive representation and cautioned against limiting public expression, and encouraged the council to allow citizens to participate. People want to spend their efforts on something that will make a difference, and they will participate when they feel heard and included. It is important to preserve and encourage public comment as a

fundamental aspect of democracy.

PRESENTATIONS AND AWARDS

KAYSVILLE GIVES 2023 REPORT

Mindi Edstrom, Director of Kaysville Gives, gave a presentation about the Kaysville Gives program and explained that the program was started seven years ago as a way for the community to help those in need during the holiday season. In the beginning, the program started by helping ten families through the Family Enrichment Center in Kaysville, Mountain high students, the Bountiful Food Pantry, and Safe Harbor. Residents would select tags with gift requests from a tree in City Hall. With every year the program has continue to grow substantially, and have are helping more families through local schools, Mercy Housing, and the Kaysville Police Department with their Victim Advocate program. The program's growth necessitated a need for additional space, which Young Truck and Trailer has provided the last couple of years.

Crista Crane, Co-Director of Kaysville Gives, reported that in 2023, the program provided gift to 147 families and 50 items to Mercy Housing, totaling approximately 160 boxes of gifts. They handled 1,900 gift tags, fulfilling approximately 3,000 gift requests, an increase of 400 tags from 2022. Volunteers shopped for around 1,800 of the requested items, and the program received about \$37,000 in financial donations, estimating a total of \$80,000 in combined financial donations and items.

Mindi Edstrom emphasized the crucial role of volunteers in the success of the Kaysville Gives program, noting their dedication and commitment each year. She highlighted the active participation of residents, including children who sang at the Fill the Firetruck event, drawing in more attendees. Local residents volunteered as Santa, Mrs. Claus, and the Grinch, while many others contributed donations. The Mayor, City Council, and City employees played key roles in assisting in helping to handle logistics and provide support where needed. The Youth City Council contribute to the Fill the Firetruck Event and promoted Kaysville Gives at local businesses. Significant support was received from Kaysville businesses, particularly Young Truck and Trailer, who helped enable the program to be able to expand and reach more families. They also helped to not only provide space, but donations, logistics support, and vehicles for gift distribution.

Robert Gennaro, the Service Advisor of Young Truck and Trailer in Kaysville, said that their employees have been excited to get involved and volunteer their time.

Tami Olsen, Recruiting & YCY Director, said that Randy Gennaro is a strong advocate for their foundation, Young Caring for our Young, and he introduced the idea of supporting Kaysville Gives to their foundation. Most of their dealerships choose an event they are passionate about supporting, and the Kaysville Gives experience is one of their favorites. The Kaysville Gives team works hard and are committed to the citizens. Despite Kaysville being perceived as an affluent community, there is still significant need present, which surprises many. Olsen expressed belief in the potential for the program to expand further.

Mindi Edstrom emphasized the strong support system behind Kaysville Gives, noting that

volunteers not only generously donate their time but also receive support from their families, who are willing to assist as needed. She mentioned dedicated volunteers such as Crista Crane, Tami Tran, Shanna Barker, Karen Dent, Emily Murphy, and Shannivee Frasure, who have been actively involved in the program for many years.

Emily Murphy, a lifelong resident of Kaysville, expressed her deep affection for the city and its community spirit. Through her involvement with Kaysville Gives, she has witnessed the city's growth and generosity firsthand. Observing the significant contributions made through the program has only strengthened her love for Kaysville. Despite the hard work involved, she believes that Kaysville Gives serves as a unifying force, bringing everyone together for a common cause.

Shanna Barker highlighted the community unity fostered by Kaysville Gives and praised Young Truck and Trailer for their support in hosting the program. She emphasized the heartwarming sight of people coming together to donate and serve. Barker stressed the program's focus on individual children's needs, emphasizing her role in collaborating with local schools' counselors or family advocates to ensure every child in need is accounted for. Despite the anonymity of the process, each tag represents a child's specific needs and desires, underscoring the program's significance within the community.

Mayor Tran expressed gratitude for everyone who participates in the program, noting that its success relies on the dedication of volunteers and their families. Receiving \$80,000 worth of donations within three weeks is an outstanding achievement, especially during uncertain times.

The City Council expressed appreciation to the Kaysville Gives team and all those who participate in the program to give back to the community.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts were disclosed.

CONSENT ITEMS

Council Member Oaks made a motion to approve the following consent items:

- a) Approval of Minutes of December 7, 2023

Council Member Hunt seconded the motion.

The vote on the motion was as follows:

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

The motion passed unanimously.

ACTION ITEMS

TEXT AMENDMENTS TO ORDINANCES WITHIN TITLES 17, 18 AND 19 OF THE KAYSVILLE CITY CODE (TABLED ITEM)

Josh Belnap explained that during the 2023 Utah Legislative Session, SB 174 was passed, requiring all cities to amend their subdivision codes and development review processes. Staff has reviewed internally, and deliberated with the Council on January 4, 2024 about the proposed changes. In particular, Staff and Council had specific questions about how to still allow for public comment in the development review process. After further internal review and coordination with elected officials, Staff is now recommending a process where instead of sending the development to the Planning Commission, Staff will instead post a physical notice at the development site, and that notice will link to a City web page where stakeholders can review development details and submit a comment. Staff would serve as the Administrative Land Use Authority, so they would review these comments as part of the subdivision review and incorporate wherever possible.

Mayor Tran opened the public comment period for this item.

There were no comments or questions from the public.

Council Member Adams echoed earlier public sentiments about the importance of maintaining a channel for the public to voice concerns to the council. The council does their best to represent the citizens and listen to their feedback. However, it is a challenge to continue holding public meetings for proposed subdivisions during planning commission meetings, when the commission cannot take any action. The city council does not want to remove public comment from the due process, and what is being proposed will still allow for public input on proposed developments. It will enable citizens to engage with city representatives about their concerns if they wished to do so.

Council Member Blackham said that in the past there have been valuable contributions made by members of the public, often bringing forward ideas that had not been thought about before. Some individuals may have valuable insights, but are hesitant to speak publicly. The proposed approach would provide an avenue for these individuals to share their comments, which would be relayed to both the council and planning commission. It will help to enhance the process and provide individuals with a more personal opportunity to communicate with staff and developers.

Council Member Oaks said that when this was previously discussed as a work item, the council agreed that they all wanted to continue to allow the public an avenue to continue to be heard. Adjustments can be made to the proposed approach as necessary in the future.

Council Member Hunt asked about in the text amendments when it is referring to “city”, whom it is referring.

Josh Belnap responded that the city staff would function as the administrative land use authority. The “City” does not necessarily refer to a single individual, but rather encompasses various city staff members, including the city engineer, department heads, or any relevant authority involved

in the development review process.

Council Member Hunt asked when the public notice sign would be placed on the property as part of the subdivision review process.

Josh Belnap responded that the sign indicating a new development proposal would be erected as promptly as possible, ideally within twenty-four hours of receiving the application because timeliness is important. The sign would remain during the initial fifteen-day review of the preliminary plat. If comments are received after this review period, they could potentially be submitted along with the city's final comments submitted to the developer later in the process.

Council Member Hunt said that it was mentioned in their previous council meeting the idea of presenting comments during a city meeting, and asked if that was something that was still being considered.

Josh Belnap responded that after careful consideration, city staff concluded that the most effective method for gathering public input would likely be through online or written comments submitted to the city. While there was some discussion about holding a meeting, it was deemed more time-efficient to focus on reviewing and submitting comments during the fifteen-day period allotted for feedback to the developer. This approach ensures that the public still has the opportunity to provide input while streamlining the review process. Once comments are received, they will be summarized and reported back to the city council and planning commission via electronic communication.

Council Member Hunt proposed implementing a mechanism for the public to receive feedback or acknowledgment regarding their comments submitted to the city. The public is often unaware of the behind-the-scenes processes, and providing feedback would help enhance transparency and engagement.

Josh Belnap said that there are different ways that some entities provide feedback to the public after receiving comments.

Council Member Adams proposed including a summary of public comments in city council and planning commission packets. Additionally, he suggested that staff respond to commenters by providing them with the same summary sent to the council and commission, ensuring that their comments were acknowledged and included. A generic response to commenters could also be prepared as a reply.

Council Member Hunt commented that although this new way of having a public forum to take comments will look differently, it can still be a good way to gather comments, and we are hopeful that this new process will work well.

Council Member Blackham made a motion to approve the text amendments to Ordinances within Titles 17, 18 and 19 of the Kaysville City Code, seconded by Council Member Oaks.

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.

WORK ITEMS

AMENDMENTS TO TITLES 6 AND 8 OF THE KAYSVILLE CITY CODE

Josh Belnap explained that when reviewing other ordinance changes, Staff identified additional ordinances that they felt needed to be amended. The first amendment is to Section 5-2-10 and is in regards to emergency access gates. Currently the Fire Chief uses the Fire Code to prevent the installation of new obstacles or barricades, such as gates or barriers, which would impact their department's ability to respond to emergencies. The proposed amendment will further clarify that the Fire Chief and the City do not allow these items, and to provide a means for evaluating potential hazards on previously approved items. This amendment was drafted with the help of the Police and Fire Chiefs. The second amendment item is housekeeping on the City's street designation plan. With US-89, several new frontage roads were added, the connector roads near the Farmington border have been added, and the West Davis Corridor has changed from SR-67 to SR-177. Staff wanted to reflect these, as well as other, changes in the plan, as it has not been updated in over a decade. This plan, among other things, helps solidify what road widths need to be maintained with future development projects.

Mayor Tran asked if the City deemed that an existing gate needed to be removed, who would be the responsible party to remove the gate?

Josh Belnap responded that these types of items are privately owned and maintained, and the city would collaborate with the property owners to try to make sure they come into compliance.

Nic Mills stated that the city's code refers to the International Building Code and Fire Code. Adding this text amendment would be beneficial as it would enhance transparency, considering that access to the code sometimes requires a purchase. This amendment would provide clarity regarding what regulations are permitted within the city.

Council Member Hunt made a motion to move the Amendments to Titles 6 and 8 of the Kaysville City Code to an Action Item. The motion was seconded by Council member Jackson.

The vote on the motion was as follows:

Council Member Jackson, yea
Council Member Oaks, yea
Council Member Blackham, yea

Council Member Adams, yea
Council Member Hunt, yea

The motion passed unanimously.

AMENDMENTS TO PERSONNEL APPEAL PROCEDURES

Nic Mills explained that recently city Staff attended training regarding personnel appeals. There, the presenter advocated for cities using an outside hearing officer to determine personnel appeals. This does several things. It eliminates the appearance of bias against employees. Often, the process involves Department Heads, City Managers, and City Councils hearing these appeals. This leads to an argument that the process is biased against the employee, as City administrators frequently enjoy collegial relationships. It improves confidentiality for the employee. A Hearing Officer limits the number of people that hear about the alleged misconduct drastically. The Hearing Officer has more flexibility in how and when they hear the appeal. The Hearing Officer does not need to meet noticing requirements or closed meeting requirements. The Hearing Officer gives the parties a solid legal analysis of the issue. The Hearing Officer will issue a written opinion. This opinion helps frame the legal issues and helps to limit litigation costs if the administrative appeal does not resolve the case. It avoids potential conflicts of interest. In some cases, the City Council may be required to sanction and authorize severance efforts early on. This may create an awkward situation should the council later become the appeal authority in that situation. For these reasons, Staff believes that this amendment would be in the City's best interest.

Mayor Tran clarified that it would be inappropriate for the mayor or council to involve themselves in employee matters, as such decisions fall outside their jurisdiction as a legislative body. The proposed amendment aims to underscore this boundary and eliminate any perceived bias in such matters.

Council Member Jackson expressed a preference for maintaining the current personnel appeal procedures or potentially including the mayor in the process.

Council Member Oaks stated that he feels that we need someone who has expertise in human resources policies and positions. It is important to keep emotions and personal biases out of personnel matters. Involving the legislative body in such issues is inappropriate and would be better handled by a professional in this field. These types of situations are infrequent and would not have a significant fiscal impact.

Council Member Blackham said that it is important to consider that there is often more to a situation and a history with an employee, which may not be fully captured if the council is removed from the personnel appeal process. Our employees are part of who make up our city, and sometimes we need to take into account an employee's history. There has been only one personnel appeal over several years, and the process shouldn't be changed based on a single occurrence.

Council Member Adams said that the current process places the council in an unfavorable position to make decisions regarding personnel matters. The role of the council is to represent the residents of the city, rather than evaluate the performance of city employees. There is limited presence of

council members in city offices, and we likely do not have sufficient insight into individual employees' job performance.

Council Member Oaks said that the issue lies not in the council's ability to make decisions about personnel appeals, but rather in the lack of qualifications among council members to adequately assess such matters. The council may not possess the expertise to determine whether all procedures were properly followed by the employee and supervisor, including understanding the nuances involved.

Council Member Hunt asked who the hearing officer would be.

Nic Mills responded that the city would contract with someone not affiliated with the city or its employees.

Council Member Hunt stated that involving an outside entity in personnel matters prevents the council from acting capriciously. The council are not professionals in handling such issues.

Mayor Tran commented that it is beneficial to have an outside party handle personnel matters, as they would not be influenced by emotions or personal attachments. These types of decisions are administrative, not legislative. Our employees are important in the city's functioning and our relationships with them matter. However, decisions in this regard should be driven by policy and data, rather than emotions.

Council Member Jackson expressed that he feels that the council is qualified to handle personnel decisions as they can approach situations from a neutral standpoint. The council, being elected and qualified, is capable of making decisions on behalf of the city. Council Member Jackson stated that he would be opposed to removing the council from such decisions, because he feels they can maintain objectivity and should remain aware and involved in these matters.

Council Member Oaks made a motion to move the amendments to Personnel Appeal Procedures to an Action Item, seconded by Council Member Hunt.

The vote on the motion was as follows:

Council Member Oaks, yea
Council Member Blackham, nay
Council Member Adams, yea
Council Member Hunt, yea
Council Member Jackson, nay

The motion passed with a vote of three to two.

Council Member Oaks asked what other cities do in these kinds of situations.

Nic Mills responded that many cities employ outside hearing officers, similar to the proposal discussed. Layton City has a unique approach, where a committee is comprised of employees

from various departments and the mayor makes decisions. There has been a trend among cities to shift personnel appeal processes to outside hearing officers to prevent the council from being subpoenaed in employment lawsuits. Hearing officers can provide legal opinions and research, which the city could use in potential litigation situations.

COUNCIL MEMBER REPORTS

Council Member Mike Blackham said that the Mayor and he attend a development review meetings with staff, and it is a huge benefit to him to be able to attend. Lately the Assistant Police Chief has been attending, and that has been very beneficial.

Council Member Hunt commented that Communities that Care met that week and they are working towards creating a vision statement. It is exciting to see people from the community come together to find ways to help support our youth, specifically with mental health and in avoiding substance abuse and other risky behaviors.

Council Member Adams said that the ULCT hosted Local Officials Day at the Legislature, and our youth city council were excited to meet Senator Adams, who gave them a tour of the house floor. They were also able to meet the governor and enjoyed being able to speak with him. It is a great activity and something that our youth city council looks forward to every year.

Mayor Tran expressed gratitude to all council members for their service in various capacities. She informed the council about the amendment to HB 499, which mandates Davis County to establish a code blue and winter homeless shelter. The task force recommended and approved a proposal to the state for a permanent shelter location within the county, requesting \$30 million in funding, along with \$2 million for ongoing support. It is uncertain regarding the state's decision on exempting the county from funding a temporary shelter. If the exemption or funding is not granted, the only identified county-owned property available for a temporary shelter is the emissions center in Kaysville. Since the land is owned by the county, the city cannot dictate whether the shelter can be placed there. Currently the HB is written so the city would only have to provide a temporary shelter for a two-year period, and then it would rotate to another city. However, that law also expires in two years, and there is a change the temporary shelter could become permanent.

CITY MANAGER REPORT

City Manager Jaysen Christensen reported that he and Melinda recently met with Jerry Goodspeed, from the Utah State Botanical Center. Initially, they had considered converting their marquee sign by I-15 into a digital sign. However, they have decided to retain the marquee sign and construct the digital sign as a separate entity on the property. Since they are a part of the State, they are not required to seek approval from the city. While the timeline for the sign's construction remains uncertain, the city anticipates minimal issues given the lack of nearby neighbors.

Council Member Jackson asked if Utah State had talked about working with UDOT to put a sound barrier along their property by I-15.

Jaysen Christensen said that he was unaware of any discussions about a sounds wall at this

location.

Council Member Jackson commented that the noise from I-15 is disruptive and he would like to see a sound barrier be advocated in this area.

RECESS OF CITY COUNCIL MEETING AND CONVENE A MEETING OF THE KAYSVILLE BUSINESS PARK ARCHITECTURAL REVIEW COMMITTEE

The council recessed the city council meeting at 8:41 p.m. and convened into a meeting of the Kaysville Business Park Architectural Review Committee.

The city council reconvened into the city council meeting at 8:55 p.m.

CLOSED SESSION

Council Member Blackham made a motion to recess the city council meeting at 8:55 p.m. and convene into a closed session to discuss the purchase, exchange, or lease of real property, in conformance with Utah State Code §52-4-205. The motion was seconded by Council Member Oaks and passed unanimously.

Council Member Oaks made a motion to adjourn the closed session at 9:27 p.m. and reconvene into the city council meeting, seconded by Council Member Adams. The motion passed unanimously.

ADJOURNMENT

Council Member Oaks made a motion to adjourn the city council meeting at 9:27 p.m. The motion passed unanimously.

KAYSVILLE BUSINESS PARK
ARCHITECTURAL REVIEW COMMITTEE MEETING
January 18, 2024

Minutes of a Kaysville Business Park Architectural Review Committee Meeting held on January 18, 2024 at 8:46 p.m. in the City Council Chambers of the Kaysville City Municipal Center at 23 East Center Street, Kaysville, UT.

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

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Information Systems Assistant Ardi Harsano

OPENING

Chairperson Tran opened the meeting by welcoming those present.

APPROVAL OF A SIGN REPLACEMENT FOR CAMPING WORLD AT 780 NORTH KAYS DRIVE, KAYSVILLE BUSINESS PARK

Community Development Director Melinda Greenwood explained that Camping World has submitted a building permit for a replacement of the sign currently on their property. The proposed sign is 44 feet tall and measures 12 feet by 17 feet. While the new sign will maintain the same height as the existing one, it will be 32% smaller. The existing pole will be used for the new sign, ensuring no change in height. The current sign features digital messaging capabilities, but these will be removed and replaced with 3M Panaflex material, which will not cause damage if a wind storm were to take the sign out of the sign cabinet. Staff has reviewed the sign plan and found it to be in compliance with the Kaysville Business Park Development Guidelines.

Committee Member Oaks made a motion to approve the sign replacement for Camping World located at 780 North Kays Drive, seconded by Committee Member Hunt.

The vote on the motion was as follows:

Committee Member Blackham, yea
Committee Member Oaks, yea
Committee Member Jackson, yea
Committee Member Adams, yea
Committee Member Hunt, yea

The motion passed unanimously.

APPROVAL OF SIGNS AT 498 NORTH KAYS DRIVE FOR AG KAYSVILLE BUILDING LLC

Melinda Greenwood explained that AG Kaysville Building LLC is a two-story office building that is 22,670 square feet in size, and houses multiple tenants. The property owner has submitted an application to mount signs on the building for three tenants: NextBranch Financial Self Service, Gold Counseling, and Aspire Counseling. The sign for NextBranch Financial Self Service sign measures 20.4 square feet, while Aspire Counseling's sign measures 37.7 square feet. According to city code, such signs cannot exceed 40 square feet in size. However, the planned sign for Gold Counseling currently measures at approximately 45 square feet. The applicant has been notified of this non-compliance issue and has expressed willingness to reduce the sign size to meet code requirements. Staff recommends approving the signs under the condition that they do not exceed 40 square feet each.

Committee Member Jackson made a motion to approve the signs at 498 North Kays Drive for AG Kaysville Building LLC with the condition that all three signs measure no more than 40 square feet each. The motion was seconded by Committee Member Adams.

The vote on the motion was as follows:

Committee Member Oaks, yea
Committee Member Jackson, yea
Committee Member Adams, yea
Committee Member Hunt, yea
Committee Member Blackham, yea

The motion passed unanimously.

ADJOURNMENT

Committee Member Adams made a motion to adjourn the Kaysville Business Park Architectural Review Committee Meeting at 8:55 p.m. seconded by Committee Member Hunt and passed unanimously.

KAYSVILLE CITY COUNCIL
February 1, 2024

Minutes of a regular Kaysville City Council meeting held on February 1, 2024 at 7:00 p.m. in the Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.

Council Members present: Mayor Tamara Tran, Council Member John Swan Adams, Council Member Mike Blackham, Council Member Abbigayle Hunt, Council Member Nate Jackson, and Council Member Perry Oaks

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Public Works Director Josh Belnap, Information Systems Manager Ryan Judd, Fire Chief Paul Erickson, Rob Dansie, Jennifer Borup, Marlon Borup, Kerry Hutchings, Janet Hutchings, Autumn Martinez, Angie Martinez, Kelly Martinez, Gordon Kraus, Emilie Egan, Brent Egan, Shari Nelson, Tyler Reece, Aaron Shupe, Cameron McKinnon, Colton Alvey, Kolten Smith, Cameron Bledsoe, Kasey Adams, Dallin Peck, Jason Taylor, Chad McCleery, Dawna McCleery, Laurene Starkey, Jason Largey, Russell N. Condie, Tarren Smoot

OPENING

Council Member Perry Oaks opened the meeting with a prayer and led the audience in the Pledge of Allegiance.

Mayor Tran commented that there has been some misinformation being spread about the potential temporary cold blue winter homeless shelter. Mayor Tran went on to give a report about the numerous discussions that have occurred, her involvement in the county task force, what action the county task force has been taking to address the state's mandates for a temporary homeless shelter, how the city is involved, and what plans the county task force has at this point for the future.

CALL TO THE PUBLIC

Tarren Smoot, a resident of Kaysville for fourteen years and a registered nurse in Utah for twenty-five years, shared her perspective on the homeless population. Having worked with the underserved in communities for decades, she understands their struggles, including substance abuse and untreated mental illness. These individuals face challenges in maintaining sobriety and participating in rehab programs successfully. These individuals are not consistent in maintaining a medical treatment program and it contributes to the exacerbation of their illnesses. They cannot complete the necessary tasks required to thrive well in daily life. Issues that go on within shelters include theft, illicit drug use, sexual assault, and the spread of illness and infections. If we are being tasked by the State to contribute to the homeless relief effort, what can Kaysville do to improve upon existing efforts that have been tried to help aid the homeless population? Ms. Smoot suggested leveraging resources from our local healthcare organizations, religious groups, humanitarian organization and educational institutions. The task force needs to work with

individuals with expertise in these areas to receive valuable input from them.

Jason Largey, a resident of Kaysville since 2010 who lives in a neighborhood near the emissions center, expressed concerns about the proposal to establish a homeless shelter in the emissions center. The safety and community environment in this area is what attracted his family to move here. Kaysville is not suitable for housing the homeless population. Mr. Largey raised concerns about potential impacts on nearby homes and businesses, as well as the risk of attracting homelessness to nearby Barnes Park, under the 200 North overpass, and other areas nearby. Mr. Largey shared insights from a friend in the hotel industry regarding challenges with accommodating homeless individuals in that they seem to leave rooms messy and vandalized. If the emissions center is turned into a temporary shelter, it will not remain temporary. If Kaysville is forced to have a temporary shelter here, a comprehensive plan needs to be put into place, including having transportation arrangements for individuals to be transported back to overflow shelters, if that is where they came from. There is no public transit available for the homeless in this area. The busing at the park and ride lot is not consistent, reliable, and does not run at convenient times for when the shelter would be open. Many residents would be willing to speak with the task force to contribute additional insights and ideas.

Russell Condie, a resident of Kaysville since 2001, said that he works with West Valley City and serves on a homeless task force and is familiar with issues that the city faces with homelessness. Because of the emissions center's close proximity to I-15, Kaysville will face a challenge of dealing with panhandling at the freeway on and off ramps, which will disrupt the flow of traffic. We will see more of it occurring along 200 North as well, and it is a very big safety concern.

Jennifer Borup, a resident of Kaysville for twenty years, stated that she is against having a homeless shelter in Kaysville, as well the process in considering a homeless shelter. Ms. Borup said that she had not received an email stating that the city council was in favor of a homeless shelter. Their neighborhood was unaware of any considerations for a shelter, and she had not heard about it until that evening. Their neighborhood has huge concerns about having a shelter here.

PRESENTATIONS AND AWARDS

PRESENTATION TO KALUB LEWIS FOR RECEIVING HIS SUPERVISING FIRE OFFICER DESIGNATION

Fire Chief Paul Erickson said that Kalub Lewis, a full-time firefighter with UFA who has also worked as a part-time firefighter for Kaysville Fire Department, is being awarded the Supervising Fire Officer Designation. This designation is achieved by documenting a comprehensive body of career development classes, higher education, certifications, competencies and experiences, as per the criteria developed by the IAFC. Kalub demonstrates his dedication to professionalism and ongoing path of continuing education. Chief Erickson emphasized the difficulty of being able to receive this designation and we are proud of Kalub and the work he has done to achieve it.

Chief Erickson presented Kalub Lewis his Supervising Fire Officer Designation award.

PRESENTATION TO CAMERON MCKINNON FOR FIREFIGHTER OF THE YEAR AWARD

Chief Erickson explained that the Kaysville Fire Department's "Firefighter of the Year" award operates on a peer-nominated basis. This year, out of three nominated employees, Cameron McKinnon stood out with two nominations from his peers. With over a decade of service under his belt, Cameron is an indispensable asset to the city and the department alike. Cameron's contributions to the department are multifaceted. He plays a crucial role in data collection for justifications, has helped in crafting their career development plan to guide their firefighters towards a successful future, and assists in compiling their annual report each year. Additionally, Cameron taught an ADO (Apparatus Driver/Operator) class which resulted in the certification of three individuals. Despite their department's size, Cameron's wit on their social media sites has helped them to become one of the most liked fire departments in the state. Furthermore, Cameron's part-time position at Davis county Dispatch adds value and is an asset to their department. His commitment to personal and professional growth is evident in his pursuit of continuous learning through additional classes. Cameron's recent promotion to Captain on January 29 underscores his exemplary work ethic and leadership qualities. It is with great pride that we honor Cameron McKinnon as the Firefighter of the Year for 2023, recognizing his outstanding contributions and unwavering commitment to excellence.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts were disclosed.

CONSENT ITEMS

Council Member Oaks made a motion to approve the following consent items:

- a) Approval of Minutes of January 4, 2024.
- b) A Resolution Appointing the Kaysville City Parade Chairperson.
- c) Acquisition of property and easements for a box culvert on Parcel No. 08-614-0311.

Council Member Jackson seconded the motion.

The vote on the motion was as follows:

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

The motion passed unanimously.

ACTION ITEMS

AN ORDINANCE AMENDING TITLES 6 AND 8 OF THE KAYSVILLE CITY CODE

Josh Belnap explained that when reviewing other ordinance changes, Staff identified additional ordinances that they felt needed to be amended. The first amendment is to Section 5-2-10 and is in regards to emergency access gates. Currently the Fire Chief uses the Fire Code to prevent the installation of new obstacles or barricades, such as gates or barriers, which would impact their department's ability to respond to emergencies. The proposed amendment will further clarify that the Fire Chief and the City do not allow these items, and to provide a means for evaluating potential hazards on previously approved items. This amendment was drafted with the help of the Police and Fire Chiefs. The second amendment item is housekeeping on the City's street designation plan. With US-89, several new frontage roads were added, the connector roads near the Farmington border have been added, and the West Davis Corridor has changed from SR-67 to SR-177. Staff wanted to reflect these, as well as other, changes in the plan, as it has not been updated in over a decade. This plan, among other things, helps solidify what road widths need to be maintained with future development projects.

Mayor Tran opened the public comment period for this item.

There were no comments or questions from the public.

Council Member Blackham made a motion to approve an Ordinance amending Titles 6 and 8 of the Kaysville City Code, seconded by Council Member Hunt.

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.

AMENDMENTS TO PERSONNEL APPEAL PROCEDURES

City Attorney Nic Mills explained that recently city Staff attended training regarding personnel appeals. There, the presenter advocated for cities using an outside hearing officer to determine personnel appeals. This does several things. It eliminates the appearance of bias against employees. Often, the process involves Department Heads, City Managers, and City Councils hearing these appeals. This leads to an argument that the process is biased against the employee, as City administrators frequently enjoy collegial relationships. It improves confidentiality for the employee. A Hearing Officer limits the number of people that hear about the alleged misconduct drastically. The Hearing Officer has more flexibility in how and when they hear the appeal. The Hearing Officer does not need to meet noticing requirements or closed meeting requirements. The

Hearing Officer gives the parties a solid legal analysis of the issue. The Hearing Officer will issue a written opinion. This opinion helps frame the legal issues and helps to limit litigation costs if the administrative appeal does not resolve the case. It avoids potential conflicts of interest. In some cases, the City Council may be required to sanction and authorize severance efforts early on. This may create an awkward situation should the council later become the appeal authority in that situation. For these reasons, Staff believes that this amendment would be in the City's best interest. Mr. Mills added that city Staff researched what other cities and the county do in these types of situations. Their investigation revealed that five cities in the County have adopted an approach involving a hearing officer, akin to what is being proposed in the ordinance. Among these cities, West Bountiful offers a little flexibility in their approach where the mayor may hear the appeal, or a hearing officer may be appointed. Alternatively, both the mayor and the hearing officer could preside over the appeal. In contrast, four cities employ a mixed panel consisting of two members from the city council and three employees from different departments. In three cities, the matter was not explicitly addressed in their code, while in three others the city council serves as the appeal board. It is city staff's belief that appointing an external hearing officer would be most advantageous for the city, aligning with the prevailing trend observed across organizations.

Mayor Tran opened the public comment period for this item.

There were no comments or questions from the public.

Council Member Hunt said that she had spent some time considering this proposed amendment and feels that keeping the city council as the appeal board would bring many issues. It could appear that the council may have a conflict of interest, particularly during election years, which could create a negative appearance on the council's impartiality. Council Member Hunt proposed granting appellants the option to have their cases heard by a mixed board or a hearing officer. This flexibility could empower appellants and potentially lead to fairer outcomes. It is important that the council maintain public trust in the city by keeping the council removed from personnel-related matters.

Council Member Jackson expressed concern about removing authority from the council in such situations, even if they are rare. The council is accountable to both the people and the employees of Kaysville. What makes Kaysville great is because we are like a big family. The council can remain impartial, has the capacity to reach decision through majority vote, and can handle personnel appeals effectively. Council Member Jackson said that while he feels strongly that the retention of power should remain within the council, he would also be in favor of having a mixed board with some council members involved, or having the mayor hear appeals. It is important to ensure that our employees have a voice in the process.

Council Member Blackham echoed Council Member Jackson's sentiments, expressing similar concerns. He acknowledged the rarity of such situations and raised doubts about the efficacy of a hearing officer, noting their lack of familiarity with the employee's history and contributions to the city, which may lead to a narrow consideration of the incident at hand. The council has the ability to take a more comprehensive view of the situation, aligning with the city's character of maintaining a familial organizational culture. He argued against the need to engage external resources for personnel matters, asserting the council's capability to handle discretionary issues

internally.

Council Member Oaks disagreed, asserting his belief that the city manager and department heads ability to adhere to disciplinary procedures. However, it is necessary to involve someone with human resource expertise in such personnel appeals. It is important to have thorough consideration of all pertinent details, including the incident itself, employee actions and compliance, the efficacy of any improvement plans, and resulting recommendations. We need an individual who is experienced in reviewing appeal cases, because the council members have little to no experience in this regard. It is unpredictable who our future city councils will be, and it is more beneficial to establish a process that involves professionals because it will lead to more professional decision-making outcomes.

Council Member Adams concurred with Council Member Oaks and emphasized the need to consider whether the council possesses the expertise necessary to handle appeals effectively. Council Member Adams expressed concern that emotional factors might influence council decisions if they remain the hearing board, which is a risk. Maintaining the council in this role could compromise their position. From a legal standpoint, it would be best to have a professional review appeals. Council Member Adams suggested allowing council members to submit comments or opinions to the hearing officer.

Nic Mills said that it would be possible to allow the council to submit comments to the hearing officer for consideration.

Council Member Oaks asked about liability issues.

Nic Mills responded that if the council were to remain the hearing board, they could be subject to being deposed and might have to testify in an employment trial. They would also be responsible for responding to any subpoenas. A hearing officer, on the other hand, would strictly adhere to what is w and apply it accordingly. They would produce findings of fact and conclusions of law, thus limiting the scope of any potential lawsuit to errors in the hearing officer's process. Otherwise, any lawsuit would be more broadly open-ended.

Council Member Jackson expressed concern about having the necessary advanced notice and support for employees, and providing them with the necessary tools for success and following proper procedures before legal action becomes necessary. Council Member suggested considering the retention of a hearing officer in addition to involving the council or mayor. He added that he approved of Council Member Hunt's suggestion of granting appellants the choice of having their appeal heard by an internal mixed board, the council, or a hearing officer. He proposed moving the item back to a Work Item to allow further review and discussion.

Council Member Adam disagreed with the idea of allowing employees to choose who hears their appeal, expressing concern that it could potentially expose the city to risks. Such a system might lead to perceived biases and legal complications. There needs to be a predetermined plan in place to address these situations when they arise so we have an exact procedure to follow.

Mayor Tran stated that personnel appeals are administrative matters, and the council, as a

legislative body, should be separate from that process. It is important to delineate roles and responsibilities clearly to establish a better legal precedent and ensure transparency. This separation will result in a cleaner process for the city, while still showing value to the relationships and sense of belonging with city employees.

Council Member Oaks made a motion to approve the proposed amendments to Personnel Appeal Procedures. The motion was seconded by Council Member Adams.

The vote on the motion was as follows:

Council Member Jackson, nay
Council Member Oaks, yea
Council Member Blackham, nay
Council Member Adams, yea
Council Member Hunt, yea

The motion passed with a vote of three to two.

WORK ITEMS

CHANGES TO EMPLOYEE DISCIPLINARY PROCEDURES

Nic Mills explained that the proposed amendment would expand the ability to give written reprimands to authorized supervisors. City policy anticipates graduated sanctions for employee misconduct. The current sanctions (ordered from least to most severe) are verbal warning, written reprimand, suspension, demotion, and dismissal. Under the current policy, supervisors can give verbal warnings only. This amendment would allow department heads to authorize supervisors to give written reprimands. The proposed policy includes two oversight functions. First, department heads need to authorize which supervisors may issue written reprimands. Second, the department head needs to agree that the misconduct warrants a written reprimand. City Staff believes that this change appropriately balances the need to maintain high-standards of employee conduct, whilst freeing department heads from having to handle every situation requiring this low-level of discipline.

Council Member Oaks asked about verbal reprimands.

Nic Mills responded that verbal reprimands would still be documented by the department head.

Council Member Oaks asked about disciplinary actions after written reprimands.

Nic Mills said that anything after a written reprimand requires the department head's determination. A decision to terminate would require would require the department head with the city managers authorization.

Council Member Blackham added that now if that employee were to submit an appeal, it would go to a hearing officer.

Council Member Adams made a motion to move the changes to Employee Disciplinary Procedures to an action item, seconded by Council Member Hunt.

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 Mike Blackham mentioned that he had been attending legislation meetings at the capitol alongside Council Member Jackson and the Mayor. With numerous bills under consideration by the legislature, he expressed gratitude for the efforts of the ULCT. Many of the bills are being written to be detrimental to cities, and attending these meetings enables cities to engage in discussions with legislators and advocate for the city.

Council Member Jackson expressed appreciation to the Mayor for efforts in strongly advocating for what is best for Kaysville in regards to the proposed temporary homeless shelter. He added that if residents had any concerns about any of the bills being considered by the legislature, they should reach out to the council so that they could be a voice for them.

CITY MANAGER REPORT

City Manager Jaysen Christensen reported that the city's Historic Preservation Committee has been exploring the possibility of creating a space for a city museum. Their proposal involves converting some space in City Hall's lobby area into a dedicated museum space. They are also considering installing display cases throughout the building to display more items. The Committee intends to fundraise for the construction of the space, but is seeking permission from the City to proceed. This proposal has been shared with department heads, but they are seeking feedback from the council.

Rob Dansie, representing the Historic Preservation Committee, commented that Kaysville holds the distinction of being the first incorporated city in Davis County, yet lacks a dedicated museum. It is important to preserve the city's history or we may lose it without proper preservation measures. They were able to find an architect who drew up construction drawings for free. Currently, the Committee possesses more items than the proposed space can accommodate, but having the space would enable them to begin to preserve and display items for public viewing. Their long-term objective is to secure a permanent location where items can be stored indefinitely, rather than being kept in storage units as they are currently. The Committee feels that by obtaining a commitment from the City to remodel the space in City Hall for museum, they will have more

success in their fundraising efforts.

Jaysen Christensen stated that additional details are currently being gathered about the museum space, which will be brought back to the council for further discussion. He mentioned that earlier in the week, Davis Technical College held a meeting where they officially announced the termination of the sandbox they had planned to build for their equipment program. They are still seeking solutions for their CDL program and actively exploring alternative sites within the county. Mr. Christensen added that the Mayor and Melinda Greenwood had a meeting with the county regarding the proposed community reinvestment area. This item will be listed as an Action Item on the agenda for the next month. He also mentioned that the city had received a proposed agreement with Alchemy Group, who will be constructing a food hall inside the old library building. Due to the uniqueness of the situation, the city has engaged an outside attorney to review the extensive agreement. Once the details are finalized, the agreement will be presented to the Council for consideration. Mr. Christensen announced that the city council would be holding a work session on Friday, February 2, starting at 8:00 a.m. to review and discuss the tentative FY 2025 budget, particularly focusing on capital projects and infrastructure related to Public Works.

CLOSED SESSION

Council Member Jackson made a motion to recess the city council meeting at 8:10 p.m. and convene into a closed session to discuss pending or reasonably imminent litigation, in conformance with Utah State Code §52-4-205. The motion was seconded by Council Member Oaks and passed unanimously.

Council Member Oaks made a motion to adjourn the closed session at 8:44 p.m. and reconvene into the city council meeting, seconded by Council Member Hunt. The motion passed unanimously.

ADJOURNMENT

Council Member Hunt made a motion to adjourn the city council meeting at 8:44 p.m. The motion passed unanimously.

KAYSVILLE CITY COUNCIL
WORK SESSION
February 2, 2024

Minutes of a special Kaysville City Council work session held on Friday, February 2, 2024 beginning at 8:00 a.m. in Kaysville City Hall at 23 East Center Street, Kaysville, UT.

Council Members present: Mayor Tamara Tran, Council Member John Swan Adams, Council Member Mike Blackham, Council Member Abbigayle Hunt (via video conference), and Council Member Perry Oaks

Excused: Council Member Nate Jackson

Staff Present: City Manager Jaysen Christensen, Finance Director Dean Storey, Assistant Finance Director Levi Ball, City Recorder Annemarie Plaizier, Public Works Director Josh Belnap, City Engineer Dexter Fisher, Public Works Foreman Cody Thompson

Others Present: Randy Smith

OPENING

Mayor Tran opened the work session and welcomed everyone present.

REVIEW AND DISCUSSION OF THE TENTATIVE FY 2025 BUDGET IN REGARDS TO CAPITAL PROJECTS AND INFRASTRUCTURE RELATED TO PUBLIC WORKS

Finance Director Dean Storey explained that this year's budget review process would be conducted differently, with multiple work sessions focusing on specific areas of the budget. Today's session will concentrate on reviewing the capital projects and infrastructure in the Public Works budget. The goal is to examine planned projects for the next couple of years, their financing, and to consider the city's priorities for the future. Mr. Storey reviewed the upcoming budget schedule to review Fiscal Year 2025.

Public Works Director Josh Belnap said that at the end of 2023, he, Dexter Fisher, and Cody Thompson met to discuss the multitude of projects awaiting completion in the city and their associated costs. They questioned how the city could afford these endeavors. Dexter and Cody collaborated to assess forthcoming projects for the next few years, including long-term ones, and identified top priorities. It is imperative to strategize for these projects, considering potential challenges and limitations we will face. Dexter and Cody have compiled a list of maintenance projects anticipated over the next 20-30 years, such as road resurfacing and waterline replacements, with estimated costs, revealing significant expenses. While consultants are relied upon for major projects, the city aims to internalize construction management and simpler design aspects to curb costs. Projects can be executed at various levels, as exemplified by the Burton Lane Roundabout, initiated four years ago to address pedestrian safety and vehicle speeds, prioritizing essential elements over aesthetic features. Mr. Belnap said that there would be many upcoming discussions held concerning water projects, particularly addressing aging underground

utilities or those that are being affected by high-iron, high water content ferric soil. Oftentimes when the city must replace a waterline in a certain area, in order to maximize their efforts and reduce future cost, they will try to coordinate their efforts on the same street at the same time. In some cases, the city has temporarily repaved trenches instead of resurfacing entire streets post-pipe replacement due to budget constraints. The upcoming Crestwood Road project is going to be a complex endeavor, and it is important that project levels and costs be assessed. Dexter and Cody have also been working with Randy Smith, with Sunrise Engineering, to consider future project evaluations and the costs associated.

Randy Smith, with Sunrise Engineering, said that when the city had approached them, they were provided with a list of improvements desired for the Crestwood Road project. This project spans approximately 1.2 miles of roadway, stretching from about 300 East to Highway 89. The project aims to conduct a full-depth reconstruction of the road while replacing water lines, sewer lines, storm drains, and considering additional components such as a multi-use trail. They also aim to address existing road issues. As their analysis progressed and they tackled one problem, others emerged. Their goal is to develop plans for the most effective long-term roadway solution for the community, addressing aging infrastructure, resolving ADA compliance issues, and enhancing safety in the Brookshire Road area.

Josh Belnap added that this area of the city experiences approximately six to twelve accidents in the Brookshire Road area during the winter alone. The primary issue appears to be vehicles traveling too fast down Crestwood. Thus, as part of the design process, we are evaluating the need to address these issues in this specific area of the road. However, implementing changes here would entail a significant cost impact.

Randy Smith said that in order to bring this road into a compliant state and create a roadway that would genuinely last decades, there cost would be approximately \$19.8 million. Randy Smith stated that in order to bring this road into compliance and ensure it lasts for decades, the estimated cost would be approximately \$19.8 million. Recognizing that construction of this roadway isn't scheduled for this year but is anticipated for the future due to existing projects already in the budget queue, these costs have been projected out to FY 2026 and FY 2029. It is probable that the cost of constructing this roadway could reach \$27 million due to inflation adjustments, though this involves some guesswork. However, they are using a database that spans decades, and while contractors may deviate from the estimated cost, some contingencies are included in this approximation. They are also considering a modular approach to determine project priorities, creating a full design for a best-case scenario. If the city decides to break down the project and focus only on certain aspects, this will obviously reduce costs. The city needs to consider its priorities. Regardless of the modular approach taken, budget constraints remain an issue. They have been collaborating with staff to create the best scenario for the necessary work, but it remains uncertain whether this can be achieved. If it is not feasible, they need to determine the available budget and what can be accomplished with it. Again, one issue often affects another. If we are already going to inconvenience the residence, we want to do it in minimal fashion so we do not have to come back in following years to fix the next issue.

Josh Belnap added that the focus on multi-use trails is significant in Davis County. The Wasatch Front Regional Council has been commissioned by Davis County to develop a comprehensive active transportation plan for the entire county, with a major emphasis on creating more east/west trail connections. Currently, there are few to no east/west trails in Kaysville. Establishing a ten-

foot wide multi-use trail along Crestwood Road could help address this gap, while also enhancing pedestrian and cyclist safety by removing them from the roadway. The city actively pursues grants, and there is already a grant from UDOT for this project to aid in design. However, grant competition is fierce, and there is no guarantee of receiving additional grants. This project focuses on the segment of Crestwood lacking full street improvements and housing the oldest and most vulnerable sections of waterline. Given that the waterline, composed of asbestos concrete, serves as a primary water artery from Highway 89 to the west of the city, its replacement is the primary focus, with street improvements being secondary.

Randy Smith said that Sunrise Engineering assists several municipalities across the state with similar projects, enabling them to provide fairly accurate projected prices. We need input from the council regarding their priorities for this project. There are potential funding sources that could assist the city in regularly supplementing its budget.

Council Member Adams asked about the proposed cemetery parking improvements.

Josh Belnap said that he had approached their Parks and Recreation Director about installing cemetery parking improvements along this area since they would already be working on the road in this vicinity. The director expressed enthusiasm for adding additional parking and beautifying the frontage of the cemetery. Mr. Belnap added that adding parking along the cemetery here would help to slow cars down on Crestwood Road.

Council Member Oaks said that if the road were straightened, it would just encourage speeding in this area.

Randy Smith stated that straightening the road actually enhances safety by providing more room for adjustment or recovery. Currently, the road is very narrow in this area, posing a safety concern due to limited space for recovery or adjustment.

Council Member Blackham commented that if the road were not straightened as much to the south, not as much fill dirt would have to be brought in, making it a less expensive project.

Josh Belnap responded that this is a very conceptual design, and the cost has certainly increased. Moving the road further north would have major impacts on existing residential properties because we would have to cut into people's front yards. In addition, if the waterline is shifted along with the road, the new waterline will be sitting on fill dirt, and that is concerning.

Randy Smith said that when they had considered having the trail on the north side of the road, the impact on residents and the city's right-of-way acquisition would be significant. Additionally, it is challenging to have the trail cross the road, introducing conflicts between pedestrians and vehicles. What is being presented today is considered the best and easiest long-term solution, representing a 20-30% design. As the project progresses, they will explore the option of shifting the road and pedestrian trail, provided they can mitigate the risks associated with crossing the trail from one side of the road to the other. The current design aims to minimize right-of-way costs if property acquisitions are necessary. Furthermore, keeping the trail on the south side of the road enhances safety by avoiding conflicts with residential driveways along the north side.

Josh Belnap said that during each winter, about six to twelve times, vehicles veer off the road in this area and into people's yards. There was a fatality a few years ago when someone traveling at a high speed downhill lost control on this tight turn. If we want to mitigate traffic issues and collisions in this area, the proposed plan outlines how we could achieve that, albeit at a significant cost.

Randy Smith mentioned that they also considered adjusting the curve here slightly to enhance safety. Incremental shifts through this area could be implemented. Both horizontal and vertical curve issues exist, and a modular approach could be taken for each.

Josh Belnap emphasized that Crestwood Road is a primary focus for the Public Works Department during winter snow events.

Council Member Hunt stated that she lives in this area and finds the road very treacherous, especially during winter. It is a significant safety concern that requires high priority attention. Many pedestrians and bicyclists, including school children, use this road. Even when driving safely, hazards persist. This area is frequently patrolled by police. It is crucial to take measures to ensure this road is safe.

Josh Belnap added that besides increased police patrols, additional signage with flashing lights has been installed to provide drivers with advanced warning of the downhill curve. The aim is to make significant improvements here and explore alternative solutions that achieve similar outcomes but may vary in degree, while considering the project's impacts and costs.

Council Member Oaks asked when this project needs to be completed to address the water line replacement.

Josh Belnap responded that it would need to be done as soon as possible. We cannot predict what may happen in the future, but if these lines were to fail somehow, it would be catastrophic.

Dean Storey commented that the Crestwood Road project is a good example of how projects can be properly scaled to fit within the council's expectations while also aligning with the city's budget.

Josh Belnap remarked that the city's active transportation plan, adopted in 2017, calls for dedicated bike lanes on Crestwood Road. Several factors need consideration for implementation, such as right-of-way constraints, travel lanes, road widths, and shoulder space. Implementing dedicated bike lanes would mean losing shoulder parking ability on Crestwood Road.

Randy Smith added that if the city wanted to implement some kind of active transportation component as part of this project, it would open up more funding sources for the city that could help offset the cost.

Council Member Hunt said that Crestwood Road has been considered for an east/west active transportation trail, and the WFRC is interested in the possibility. We need to consider the budget, but we also need to be more forward-thinking. We need to consider the aesthetics of the street now for the future. We need to have foresight regarding what we want to provide our residents on the street. Introducing active transportation here would be beneficial to residents, not just for their health but also for their safety. We should not compromise any aspect of safety along this street,

especially since a fatality has occurred here.

Council Member Adams asked about grant funds.

Randy Smith responded that the availability of grant money depends on the funding source. Many grants focus on traffic safety compliance, whereas fewer grants are available for waterline or sewer line replacement. Integrating active transportation and ADA compliance safety components into the project offers better opportunities for structured grants.

Mayor Tran thanked Mr. Smith for his attendance and contributions to the Crestwood Project discussion. Mr. Smith was excused.

Dean Storey said that there are three primary sources of revenue that the city receives in public works, which include the road fund, water fund, and stormwater fund. The road fund is a special revenue fund, comprising revenue from the Class C Road funds, the road utility fee charged to our ratepayers, and the Local Option Active Transportation tax, which is a sales tax. Mr. Storey provided an overview of how city road projects are typically financed.

Levi Ball reviewed the list of projects listed as expenditures in the Road Fund budget, compiled by the Director, outlining estimated costs for each project and their timelines over the next few years.

Josh Belnap added that the city will be working with the contractor who constructed the Corridor on some cost-sharing for the repaving project due to the impact of their haul traffic and the road's deterioration.

Levi Ball mentioned that the fund balance will dip in 2025 due to these road projects but will build back up in the following years.

Council Member Blackham commented that a bill currently under review by the state legislature will likely impact how the city handles road impact fees.

Levi Ball presented the city's water fund and explained that the accounting for the water fund and power fund are done differently as enterprise accounting, which includes depreciation and spreads out the large capital costs.

Dean Storey added that revenue into the water fund comes from utility fees, which are used for operating costs, capital projects, maintenance and operations, purchasing water from Weber Basin Water, and other expenses.

Levi Ball noted that if we compare the water fund's base revenue to its operating expenses, it is operating at a loss, indicating the need for outside help to break even. This warrants a discussion with the council about the possibility of increasing water fees, as the fund is becoming reliant on outside funding from year to year.

Dean Storey stated that looking at projected projects for the next three years, there will be a cash deficit in this fund balance in a couple of years.

Levi Ball mentioned that the city anticipates needing to install a new water tank in 2027, which will be a substantial cost, potentially resulting in a negative fund balance unless changes occur.

Council Member Oaks asked if the city could receive grants for the water tank.

Dean Storey responded that grants are limited and hard to receive.

Josh Belnap mentioned that after reviewing the water fund budget, they decided to cancel a couple of planned projects due to ongoing water leaks on 200 North. The city plans to use \$1.4 million from ARPA funds to replace the 200 North waterline from 400 West to Main Street.

Dean Storey stated that the presented capital projects in the water fund are priority projects.

Jaysen Christensen noted that this list does not include extra funds for unanticipated projects or maintenance issues that may arise during the year.

Dean Storey presented the budget for the storm water fund, which is also funded through utility fees. This budget is similar to the water fund, in that the funds are used towards operating expenses, any capital projects, maintenance and operations, and other expenses.

Council Member Oaks asked why personnel expenses jumped over \$200k in 2023.

Dean Storey responded that it was to cover the cost of the staff needed as a result of the Orchard Ridge flooding that occurred, as well as the salary increase given as part of last year's budget.

Josh Belnap added that over a twelve-week period, they had two people staffed at Orchard Ridge working overtime after the flooding incident to monitor the area.

Levi Ball said that under contractual services in the storm water budget, \$125k of that is related to the Orchard Ridge flooding specifically.

Dean Storey mentioned that due to the costs resulting from the flooding, the numbers shown in this storm water fund are not what we would normally see. Looking at previous years, it still indicates that the council needs to consider adjusting storm water fund rates.

Levi Ball said that these numbers illustrate how the city is operating on a year-to-year basis, and again, if nothing changes, then we will likely see a deficit in this fund as well in the next few years.

Dean Storey reviewed the budget for what was spent in FY 2023 towards storm water capital projects, what has been budgeted for FY 2024, and the projected plans for FY 2025. Included in the projected projects for FY 2025 is a wetlands project; however, that project is planned to be funded by an outside source. If we do not receive those funds for that project, it will not occur. Mr. Storey presented a summary of all infrastructure projects included in the FY 2025 budget.

Mayor Tran commented that the way the budget is being presented is appreciated as they can focus on different sections of the budget one at a time.

Dean Storey said that the next budget work session is scheduled for Friday, March 1, beginning at 8:00 a.m. to review the budget for city buildings and parks improvements.

Council Member Oaks asked Mr. Belnap where he had the most concerns regarding public works.

Josh Belnap responded that it would be the city's water infrastructure. We have seen many advancements in the type of equipment used in the last twenty years. The city's technical standards had not been updated since the early 1990s, but they were updated four years ago. Things like bolts on water lines now have to be either stainless steel or epoxy coated. Instead of ductal iron pipe that is prone to corrosion, we are now requiring plastic c900 everywhere that is not susceptible to ferric soils. Part of the reason we are seeing some of our infrastructure fail in subdivisions that are only twenty years old is because of the standards that were used at the time, and construction technologies have improved since then. We find different soil types in different areas of the city as well. Asbestos concrete has been used in some areas, and it has worked fine for years if it remains encapsulated in soil. However, if it were to be exposed at all, the concrete just cracks down the pipe. The ferric soil issues that we have seen have mostly been located on the west side of the city. The water table is higher, and the soil composition is quite a bit different.

Cody Thompson added that the city is going to have to replace all of our lead joint pipes, cast iron lines, and any lead surfaces. It often takes a while to find out if some type of pipe or equipment used will not hold up in the future. You do not know what is going to happen to it the day you are installing it. We find out years down the road that it will need to be replaced.

Josh Belnap added that the federal government continues to get more restrictive every year with municipal water suppliers.

Mayor Tran thanked all who were in attendance and adjourned the work session at 9:51 p.m.

KAYSVILLE CITY COUNCIL
February 15, 2024

Minutes of a regular Kaysville City Council meeting held on February 15, 2024 at 7:00 p.m. in the Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.

Council Members present: Mayor Tamara Tran, Council Member John Swan Adams (via phone), Council Member Mike Blackham, Council Member Abbigayle Hunt, Council Member Nate Jackson, and Council Member Perry Oaks

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Public Works Director Josh Belnap, Information Systems Manager Ryan Judd, Business License Specialist Mindi Edstrom, Merilyn Johnson, Colleen Ostergaard, Laurene Starkey, Val Starkey, Russ Jensen, Kathy Jensen, Jon Spjut, Shawn Spjut, Trevor Edstrom, Chelsie Toone, Jami Robison-Healey, Dexter Fisher, Jason Largey, Robert McGuire, Ramona Porter, Carole Walker, Wenfei Yu, Kevin Hill, Genevieve Hill, Candice Miller, Hinckley Chase, Kimball Chase, Daniel Chase, Jill Dredge, Dale Webster

OPENING

Council Member Hunt opened the meeting with a thought and led the audience in the Pledge of Allegiance.

Mayor Tran informed the audience that the city had created a document with information in regards to a proposed homeless shelter, and stated that no formal decision had been made yet, but there have been discussions between the county and its cities. The final recommendation will come from the county task force. Mayor Tran reviewed House Bill 499, which mandates certain counties, including Davis County, provide a winter response shelter. Mayor Tran explained that she had volunteered to be on the county's task force for this matter to be a voice for Kaysville. While Kaysville wants to contribute towards finding a solution for homelessness, the city lacks resources such as mass transit, job opportunities, and social services for a shelter. The task force recently requested funding from the State Legislature to appropriate \$30 million in one-time funding towards planning for a shelter in Davis County, and \$2 million in ongoing funding for the shelter, as shelters have many ongoing expenses in order to fund the necessary maintenance and support needed. The task force hopes the Legislature will approve an amendment on HB 499 to exclude counties with shelter plans from being required to provide temporary shelters. Mayor Tran emphasized the need for a well-planned, permanent shelter rather than investing in temporary solutions. County Commissioner Lorene Kamalu is in charge of Health and Human Services, and homeless services falls under her responsibilities. She will be providing further details on the county's efforts at an upcoming meeting.

City Manager Jaysen Christensen added that the comments received from the task force mirror those from residents, indicating that the proposed location at the emissions center in Kaysville is

not ideal for a homeless shelter.

Council Member Jackson expressed appreciation to Mayor Tran for volunteering to be on the task force, and for her commitment to transparency so that the council was aware of the discussions regarding the potential placement of a temporary shelter in Kaysville. The council wants to help to find a solution for the homelessness issue in the county and find suitable locations that works for the county and that has all of the resources needed for a shelter.

CALL TO THE PUBLIC

Dan Chase, residing on Laurelwood Drive, shared his experience of working for the federal government for twenty-eight years in the Social Security Administration. As part of his job, he said he had conducted extensive outreach to the homeless community, acknowledging the challenges in assisting them for various reasons. Mr. Chase mentioned his career experience in both downtown Salt Lake and downtown Ogden, witnessing the migration and evolution of homelessness. He noted unintended consequences resulting from the closure of Rio Grande to the homeless in Salt Lake, leading to a dispersal of the homeless issue across various areas. Mr. Chase expressed appreciation for the council's forward-thinking approach and the Mayor's involvement in the task force convened in response to HB 499. He emphasized the desire of residents to contribute to finding the best solution to homelessness, recognizing the complexities and varied needs of those struggling with homelessness or housing insufficiency in Davis County. Mr. Chase offered his assistance and support to the council in addressing homelessness in the county.

Candice Miller stated that she resides within walking distance of the emissions center building where the temporary homeless shelter is being considered. She expressed concern, as one of her children will be walking to school next year. Ms. Miller shared her volunteer experience at homeless shelters in Illinois and Phoenix, noting that temporary shelters typically allow people in at 8:00 p.m. and require them to leave by 6:00 a.m. the next morning. She told of the issue of individuals loitering around the area during the day after leaving the shelter. Ms. Miller emphasized that Kaysville currently does not have a homeless population, and if the shelter is approved, it will attract homeless individuals to the area. With limited beds available, many of them will spend their days near the shelter, potentially congregating at Barnes Park due to inadequate transportation. She expressed concern that Kaysville would effectively become a daytime homeless shelter. Its proximity to adjacent neighborhoods poses risks to nearby residents. Ms. Miller highlighted the potential safety risks, citing mental health issues and substance abuse problems among the homeless population. She cautioned that the emissions center's proximity to million-dollar homes will likely lead to an increase in burglary and theft. Ms. Miller argued that placing a homeless shelter in Kaysville would undermine its reputation as a family-friendly area and could expose children to unsafe conditions and undesirable influences.

Jill Dredge quoted information from the Davis County website regarding project proposals and planning within the county. Ms. Dredge raised concerns about locating a homeless shelter in Kaysville due to the lack of a nearby hospital and mental health facilities, as well as safety concerns regarding its proximity to railroad tracks and a park, and its impact on nearby residents and businesses. Ms. Dredge asked about the current locations of homeless populations within the county, and the potential influx from other counties. We need to have these statistics before

making an informed decision about the shelter's location. The shelter should ideally be situated where homeless populations already exist. Currently, there is not a homeless situation within Kaysville and Fruit Heights. Ms. Dredge suggested that there are likely other county-owned properties that would be a more suitable location for a shelter.

Val Starkey presented a letter he had written to the council, which included technical information in regards the effect diesel particles has on humans, and raised questions about the use of the emissions center building as a homeless shelter. There are safety concerns about using a former pollution-monitoring environment, now likely contaminated, as housing for destitute individuals. He questioned the rationale behind considering the emissions center building, given the contamination issues. While remediation is possible, it is costly. Mr. Starkey cited three documented resources indicating that workers in this specialized industry face a significantly higher risk of cancer, up to ten times more. Diesel engine exhaust has been linked to lung cancer in humans, and exposure to such chemicals should be minimized. It appears odd that this building would be considered for a shelter, given the evidence of its potentially harmful impact.

Jason Largey stated that he resides in the neighborhood west of the emissions center, where the proposed homeless shelter is located. He believes that the council and mayor are actively working to prevent any type of shelter in Kaysville. Mr. Largey expressed appreciation for the efforts made to garner citizen support in preventing potential developments beyond their control. Mr. Largey said that he had reached out to Commissioner Kamalu to inquire specifically about the emissions center's consideration as a shelter, to which she responded that it had not been identified as a possible location for either a permanent or temporary shelter, and also mentioned that operations by the health department inside the emissions center are scheduled through 2024. However, Commissioner Kamalu's email did not definitively rule out the possibility of consideration in the future. Mr. Largey acknowledged that while it may have been considered at some point, Commissioner Kamalu indicated it is not currently being identified for a shelter. Mr. Largey said that he had reviewed HB 499, which he found similar to other bills nationwide, potentially indicating this bill is part of a broader agenda aimed at centralizing power away from local jurisdictions. Mr. Largey also noted discrepancies in the Davis County Local Homeless Council Strategic Plan for 2024-2028, particularly concerning statistics indicating 12,000 children classified as homeless in the Davis School District, which vastly exceeds the total homeless population estimate for the county of 912 individuals.

Mayor Tran thanked the public for their comments and encouraged residents who have conducted research on the homeless issue to email it to the city council.

PRESENTATIONS AND AWARDS

PRESENTATION OF EMPLOYEE OF THE QUARTER

Community Development Director Melinda Greenwood expressed appreciation for the opportunity to commend one of her employees and explained the city's program where employees can nominate their peers for the Employee of the Quarter Award. Mindi Edstrom, Business License Specialist, received six nominations from her coworkers, who described her as someone unafraid to learn new skills to tackle challenging tasks, always willing to assist others, kind to everyone she

encounters, and a blessing to the community for her work with Kaysville Gives. Mrs. Greenwood added that she often receives emails from the Mayor about receiving compliments about Mindi from the business community, and new business owners have expressed gratitude for her willingness to assist in their obtaining a business license. Mindi also coordinates the city's monthly Business Supporting Business meetings, fostering a supportive environment for local businesses to connect. She consistently goes above and beyond to assist everyone who contacts their department, displaying warmth and friendliness to all. Furthermore, Mindi initiated the Kaysville Gives program several years ago and remains its driving force, contributing to its ongoing success and growth each year.

Melinda Greenwood presented Mindi Edstrom with the Employee of the Quarter Award.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts were disclosed.

CONSENT ITEMS

Council Member Hunt made a motion to approve the following consent items:

- a) Authorization of FY 2025 Road Maintenance Project on 200 North Street.
- b) Approval of 200 North/Main Street Betterment Agreement with UDOT.

Council Member Oaks seconded the motion.

The vote on the motion was as follows:

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

The motion passed unanimously.

ACTION ITEMS

REQUEST TO REZONE 7.74 ACRES OF PROPERTY AT 367 SOUTH ANGEL STREET FROM A-5 (HEAVY AGRICULTURE) TO R-1-14 (SINGLE FAMILY RESIDENTIAL) FOR DW MANAGEMENT

Community Development Director Melinda Greenwood explained that in late 2023, this property was under consideration for a rezone to the R-1-20 zone district, but the applicant withdrew their application prior to the City Council meeting. They have since submitted an application to rezone this property, located at 367 South Angel Street, from A-5 (Heavy Agriculture) to R-1-14 (Single Family Residential). There is currently an existing single-family dwelling on the property. This request was presented to the Planning Commission on January 25, 2024. A public hearing was held and during the hearing a resident spoke on behalf of the neighboring subdivision, and expressed opposition to the R-1-14 zoning. No reason was provided for their opposition. One

other comment was submitted to the Planning Commission via email, opposing the development in hopes of keeping the property rural and expressing concerns about traffic on Angel Street. The proposed rezone meets city regulations, and is appropriate for this location. The Planning Commission voted 6-0 to send a recommendation of approval of the rezone application to the City Council.

Mayor Tran opened the public comment period for this item.

Jason Largey commented that he was not familiar with the rezone request until tonight. He referenced the Davis County Homeless Plan, which identifies both a supply and price issue regarding affordable housing in Davis County. It says that not much can be done to influence home prices as they are largely driven by market dynamics, but there are things that could be done to subsidize home prices so that lower-income families could afford to purchase a home. It also states that more needs to be done to incentivize construction of high-density housing, such as zoning changes, grants, or loans to developers to lower development costs. Mr. Largey expressed disagreement with this County Plan and stated that he understood why the adjacent neighborhood would prefer the area to be rezoned to R-1-20 rather than the current R-1-14 zone, as it may lower home values. Mr. Largey voiced concern about the development of single-family housing over the past years, recalling a proposal during his time on the Planning Commission to redefine the term "family" in city definitions, potentially allowing unrelated individuals to live together. He emphasized the importance of preserving the city's current character and protecting existing residents. Mr. Largey also expressed apprehension about state-level recommendations that appear to push for converting single-family housing into high-density housing, limiting the city's ability to resist such changes and govern itself.

There were no further comments or questions from the public.

Council Member Oaks asked if Willow Brook Lane would be connected to this property.

Melinda Greenwood commented that the road configuration would be determined with the subdivision plans, and the city engineer will be able to determine what road connections there should be. However, the city always planned to have Willow Brook Lane connect to this subject property. The city often prefers more road connections, so the city will likely also require that a stub road be planned to the south within this development.

Council Member Hunt said that residents had conveyed to the Planning Commission their desire for a stub road to be planned to connect to the undeveloped land to the south, and she emphasized the importance of ensuring that the city engineer oversees its implementation. Road connectivity, particularly for first responders, is crucial. Concerns about traffic flow are frequently voiced by residents. Council Member Hunt highlighted that there is not a significant difference between the R-1-20 zone and the R-1-14 zone, and visually, the lots will resemble existing ones. While some residents worry about the new development increasing the number of children and burdening schools, the School District's projections indicate that each single-family home would likely add 0.89 children, resulting in a maximum of twenty-two additional children in the schools. Furthermore, Council Member Hunt mentioned that Angel Street would undergo full improvement with curb, gutter, and sidewalk as part of this development, enhancing safety in the area.

Council Member Jackson agreed that increased road connectivity is important and expressed support for including a stub road in the development. The proposed development is similar to what already exists in the area and will complement the existing neighborhoods, while also introducing a slightly different housing option to the area.

Dale Webster, the applicant, mentioned that this property was his grandfather's farm, and his father tasked him with overseeing its development. He was instructed to ensure that the development blended in with the surrounding neighborhood, which is why he is proposing the R-1-14 zone. The homes to be constructed will resemble those already present in the area but may offer slightly more affordable housing options.

Council Member Blackham said that upon comparison, the R-1-14 lots would be similar in size to those in the area. This is because neighboring subdivisions were developed as Planned Residential Unit Developments (PRUDs), allowing for smaller lots than what was originally zoned, provided enough open space was included in the subdivision. All setback requirements will align with those of neighboring properties.

Council Member Oaks made a motion to approve the request to rezone 7.74 acres of property at 367 South Angel Street from A-5 (Heavy Agriculture) to R-1-14 (Single Family Residential) for DW Management. The motion was seconded by Council Member Blackham.

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.

A RESOLUTION AMENDING SECTION 5.01 OF THE PERSONNEL RULES & REGULATIONS REGARDING DISCIPLINARY PROCEDURES

City Attorney Nic Mills explained that this amendment would expand the ability to give written reprimands to authorized supervisors. City policy anticipates graduated sanctions for employee misconduct. The current sanctions (ordered from least to most severe) are verbal warning, written reprimand, suspension, demotion, and dismissal. Under the current policy, supervisors can give verbal warnings only. This amendment would allow department heads to authorize supervisors to give written reprimands. The proposed policy include two oversight functions. First, department heads needs to authorize which supervisors may issue written reprimands. Second, the department head needs to agree that the misconduct warrants a written reprimand. City Staff believes that this change appropriately balances the need to maintain high-standards of employee conduct, whilst freeing department heads from having to handle every situation requiring this low-level of discipline.

Mayor Tran opened the public comment period for this item.

There were no comments or questions from the public.

Council Member Hunt made a motion to approve the Resolution amending Section 5.01 of the Personnel Rules and Regulations regarding disciplinary procedures. The motion was seconded by Council Member Jackson.

The vote on the motion was as follows:

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

The motion passed unanimously.

WORK ITEMS

DISCUSSION ON PROPOSED CONSOLIDATED FEE SCHEDULE AMENDMENT RELATED TO DEVELOPMENT REVIEW FEES

Public Works Director Josh Belnap explained that with last year's legislative changes regarding development review, Staff began engaging with other cities and consultants representing smaller cities as we started identifying what Kaysville's code changes and development process would look like. One item that was identified in this coordination was that cities have started implementing ways to assign the cost impacts for the review and coordination process to the developers creating the impact, rather than just being absorbed by the existing residents. Staff has focused in on an option that would assign a fixed cost based on the number of units in a proposed development. That alleviates the cost burden experienced by the City, but also gives the developer a clear idea up front of what they can expect when planning their projects. Staff plans to review the development process and propose an applicable cost to the council as an Action Item to amend the Consolidated Fee Schedule. With the recent focus on development review time, and the potential for new developments approaching, we feel it is prudent to make this adjustment now, rather than waiting for the start of the new fiscal year.

Mayor Tran added that there are mandates from the state requiring cities to be more responsive to developers. While the city aims to encourage development within our communities, certain fees are still required to expedite the development review process.

Council Member Blackham suggested implementing a flat fee that developers are aware of from the outset, along with set fees for additional reviews if needed.

Council Member Oaks expressed a preference for including the fees in the Consolidated Fee Schedule, rather than involving outside consultants and ensuring that developers pay them.

Council Member Jackson agreed that outlining the fees in the Consolidated Fee Schedule would streamline the process and enhance efficiency.

Josh Belnap commented that Staff would continue to reach out to other cities to understand their processes and fee structures for developers. They will also review the development process internally and explore external consultant options. The goal is to ensure an accurate representation of costs in the Fee Schedule. They hope to utilize outside consultants on a short-term basis while working to hire a city engineer, who will eventually assume the responsibilities of the consultants.

Council Member Oaks made a motion to move the proposed Consolidated Fee Amendment related to development review fees to an Action Item, seconded by Council Member Jackson.

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.

DISCUSSION ON KAYSVILLE CITY CENTER COMMUNITY REINVESTMENT AREA AND THE REDEVELOPMENT AGENCY ROLES

Melinda Greenwood provided an overview of the Community Reinvestment Agency Act in State Code 17A to the city council, explaining its utilization of tax increment financing (TIF) to address development impediments. City Staff has been working on establishing a Community Reinvestment Area (CRA) since 2021, which aligns with the City Center area outlined in the city's General Plan. The project area spans 261.5 acres, comprising 66.2% commercial, 18.3% residential, and 15.5% vacant land, with key streets including Main Street, 200 North Street, and Flint Street. Though larger than typical, the project area's acreage aims to generate a meaningful amount of tax revenue increment. Since its presentation to the City Council in September 2022, Staff has collaborated with Davis County and the Davis School District, revising the plan based on their feedback. The CRA plan received favorable reception from the County Commission, prompting its reintroduction to the Council for review, alongside the revised budget. Kaysville seeks participation from taxing entities, including the Mosquito Abatement District, Davis School District, and Davis County, at a 60% rate, with the city contributing at an 80% rate. The proposed CRA duration is fifteen years, with tax increment collection scheduled to begin in 2025. The Kaysville City Center CRA anticipates generating up to \$5.1 million in revenue for the Redevelopment Agency (RDA) within the project area, with a \$10 million TIF cap. The allocated TIF funds are earmarked for various projects within the project area, including streetscape enhancements, beautification, infrastructure development, pedestrian facilities, public open space,

parking improvements, historic preservation, utility upgrades, fiber optic networks, and façade improvements. Mrs. Greenwood reviewed the projected incremental tax revenues, noting administrative costs deductions and the 10% set-aside for affordable housing mandated by state code. While TIF revenues must benefit the project area directly, housing funds offer flexibility within city boundaries. Upon adopting the 2022 General Plan and the Modern Income Housing Plan, the city made a commitment to establish a down payment assistance program for its employees. We intend to utilize the housing funds generated from TIF revenue to develop and support this program, with the aim of helping more of our employees to reside within Kaysville boundaries. Additionally, the CRA facilitates infrastructure funding as property values rise, encourages private investment, enhances City Center aesthetics, and boosts business recruitment efforts. Further steps toward establishing the CRA include interlocal agreements between RDA and taxing entities, a work session with the School District, the posting of a public notice and holding of a public hearing on the plan and budget and the adoption of both, City Council ordinance adoption, and a 30-day protest period. Staff is optimistic that the CRA will be approved as it will create opportunities to improve our City Center area.

The City Council further discussed how revenue would be generated by the incremental tax with the CRA.

Melinda Greenwood commented that the project area is unlikely to see a significant increase in school-aged children. Any residential development within the area would likely focus on higher density housing, and single-family dwelling developments tend to attract more school-aged children. If this project area were anticipated to generate a substantial number of school-aged children, the School Board might be more cautious about participating. Redevelopment within the area is expected to prioritize commercial or mixed-use developments. One positive aspect of the project is the potential for job creation. Mrs. Greenwood added that their presentation to the School District and the County included some of the steps the city has taken in recent years to position itself favorably to propose this CRA. The city has been collaborating with multiple entities and applying for grants to leverage external funding resources, maximizing the investment from taxing entities. City staff has also been updating city code to ensure alignment with the community's vision outlined in the 2022 General Plan. One significant project involves repurposing the old library building into a food hall. By compiling these efforts, staff aims to demonstrate to taxing entities that the city is fully committed to the proposed CRA.

Council Member Hunt mentioned that during the Main Street Project, the city conducted several meetings with business owners along Main Street to determine the best ways to support them. The city plans to continue holding similar public meetings to gather input from business owners and involve the community in deciding how best to allocate funds for the city's benefit.

COUNCIL MEMBER REPORTS

Council Member Hunt remarked that the Communities that Care group is still expanding and making progress.

Council Member Jackson stated that he and Council Member Blackham have been attending legislative meetings at the capital, advocating for the city and seeking to influence potential state

legislation.

Mayor Tran expressed gratitude to the residents for their engagement and feedback to the council. The council is closely monitoring the bills under consideration by the legislature and striving to represent the citizens to ensure their voices are heard.

CITY MANAGER REPORT

City Manager Jaysen Christensen announced that the council would be meeting for a work session on Friday, March 1 at 8:00 a.m. to review the budget for capital planning for city buildings and parks.

ADJOURNMENT

Council Member Oaks made a motion to adjourn the city council meeting at 8:47 p.m. The motion passed unanimously.

CITY COUNCIL STAFF REPORT



MEETING DATE: March 21, 2024

TYPE OF ITEM: Consent Items

PRESENTED BY: Cole Stephens

SUBJECT/AGENDA TITLE: Appointment of RAMP Advisory Board Members

EXECUTIVE SUMMARY:

The Kaysville Recreation, Arts, Museum and Parks (RAMP) Advisory Board recently had 3 at-large member seats open. Applications were received and the Mayor held interviews to fill those vacant board seats. Mayor Tran is proposing to appoint David Weaver, Ellen King, and Derek Raynor as RAMP Advisory Board members.

The RAMP Advisory Board is composed of 9 members, 4 standing members and 5 at large members. The Mayor may appoint one City Council member to serve as a non-voting liaison to the RAMP Advisory Committee. The 4 standing members include: Kaysville City's Parks and Recreation Director or designee (Parks Representative), Kaysville City's Recreation Superintendent or designee (Recreation Representative), Kaysville Community Theater Committee member (Arts Representative), and a Kaysville Historic Preservation Committee member (Museum Representative). The 5 at-large members must be residents of Kaysville, and serve a term of 2 years.

The Board collects, reviews and prioritizes all requests received and makes a yearly recommendation to the city council on how to expend the funds received. The council has the ultimate authority in the allocation of RAMP funds. ([KCC 4-10-7](#))

City Council Options:

Approve or Reject

Staff Recommendation:

Approve

Fiscal Impact:

None

ATTACHMENTS:

None

CITY COUNCIL STAFF REPORT



MEETING DATE: March 21, 2024

TYPE OF ITEM: Consent Items

PRESENTED BY: Dean Storey

SUBJECT/AGENDA TITLE: Approval of Sanitation Contract Extension

EXECUTIVE SUMMARY:

Robinson Waste Services has requested an extension to the waste collection contract for an additional term of two years of service with updated pricing. A two-year extension is provided for in the current contract.

The proposed rates are as follows:

Kaysville City	Current First Can	Proposed First Can	Current Additional Can	Proposed Additional Can
Trash	\$4.25	\$4.85	\$1.70	\$2.16
Recycle	\$2.90	\$2.90		
Green Waste	\$4.10	\$4.10		

Robinson has been a great service partner and provided exceptional service for many years, and we are paying a very fair and equitable price. The rate adjustment averages 2.0% annually since the last rate increase in 2020. We believe it is in the best interest of the city to grant a two-year extension with the proposed rate adjustment to Robinson Waste Services and provide our citizens with the continuity of services at favorable rates.

Staff has compared the rates paid to contractors by other Davis County cities. Robinson's proposed rate is one of the lowest in the County. The purpose of an RFP is to secure the best possible service at the lowest cost to the taxpayer. We don't believe a Request for Proposals (RFP) will result in any savings or additional service benefit from our current position.

City Council Options:

Approve the request for a two-year extension or direct staff, table for more information or provide additional direction to City Staff.

Staff Recommendation:

Approve

Fiscal Impact:

A slight rate adjustment to the sanitation rates.

ATTACHMENTS:

1. Robinson Waste Services Proposal
 2. Comparison of Hauler Rates – Davis County Cities
-



February 12, 2024

Jaysen Christensen, City Manager
Dean Storey, Finance Director
Kaysville City
23 East Center Street
Kaysville, Utah 84037

Robinson Waste Services, (RWS) values our partnership with Kaysville City and we are very pleased to provide the enclosed response to the City's request for pricing for residential solid waste, recycling, and green waste collection services. It is our sincere desire to continue providing reliable services for Kaysville City residents.

RWS would like to highlight a few of the benefits that the residents of Kaysville City have enjoyed and come to expect from their waste hauler.

- Reliability – We understand what is expected from our customers and successfully deliver in all conditions and circumstances. We have contingency plans in place for every possible scenario. RWS also has experienced, in-house maintenance facilities and systems to ensure timely repairs and compliance.
- Experience and qualifications – RWS currently provides waste, recycling and green waste collection services for 10 municipalities, (including Kaysville City) in Davis, Morgan and Weber Counties. RWS services nearly 50,000 homes weekly. We have serviced some of our municipal contracts for over 30 years and have maintained positive working relationships with each of them. RWS also services several thousand commercial, industrial, and construction customers.
- Continuity and Stability – RWS has been in business for 34 years (and Steve's father before him since 1955). Our management team presently has over 175 years of combined experience in multiple facets of the waste industry.
- Safety – At RWS safety is paramount, we understand the responsibility we have to our employees and their families, to our customers and the general public. RWS maintains a favorable rating with the Federal Motor Carriers Safety Association and conforms to all local, State and Federal laws.
- RWS is locally owned – RWS is locally owned and debt free, reducing the impact of an economic downturn and eliminating outside influence on how we operate our business. All decisions are local and are made with a customer centric approach.



2719 North Fairfield Road • Layton, UT 84041
Ph: (801) 825-3800 • Fax: (801) 825-3850
www.robinsonwasteservices.com

For your consideration, we are pleased to offer the following proposed rates to Kaysville City going forward:

Kaysville	Current 1st Can	Proposed 1st Can	Current Addl Can	Proposed Addl Can
Trash	\$4.25	\$4.85	\$1.70	\$2.16
Recycle	\$2.90	\$2.90		
Green Waste	\$4.10	\$4.10		

It is our sincere desire to remain your service provider; we believe that RWS provides the highest quality of service in our industry. RWS is committed to always look for ways to constantly improve and stay the leader in waste collection services in Northern Utah and to always reflect positively on Kaysville City.

Regards,

A handwritten signature in black ink, appearing to read "Steve Robinson".

Steve Robinson
President
Robinson Waste Services

Davis County - Sanitation Collection Rates

City	First Can	Second Can	Recycle	Green	Proposed Pricing Includes 2024 CPI Increase - Effective July 1, 2024	Hauler
Bountiful	\$6.00	\$6.00	\$4.00	N/A		Bountiful City
Woods Cross	\$4.85	\$2.16	\$4.03	\$4.37		Waste Management
Layton	\$6.25	\$3.64	\$6.83	N/A		Waste Management
Clearfield	\$6.27	\$3.55	\$5.93	N/A		Waste Management
West Bountiful	\$5.30	\$3.16	\$4.23	N/A		Ace
North Salt Lake	\$5.68	\$3.00	\$3.49	N/A		Ace
Centerville	\$4.98	\$3.34	\$4.08	\$6.23	X	Ace
West Point	\$5.60	\$1.59	\$4.56	\$3.52	X	Ace
Clinton	\$5.48	\$1.69	N/A	N/A	X	Robinson Waste
Fruit Heights	\$6.57	\$3.80	N/A	\$4.24	X	Robinson Waste
Farmington	\$5.50	\$2.74	\$2.96	N/A	X	Robinson Waste
Syracuse	\$5.17	\$1.91	N/A	\$5.06	X	Robinson Waste
Souh Weber	\$5.61	\$2.09	N/A	N/A	X	Robinson Waste
Kaysville	\$4.85	\$2.16	\$2.90	\$4.10	X	Robinson Waste

CITY COUNCIL STAFF REPORT



MEETING DATE: March 21, 2024

TYPE OF ITEM: Action Item

PRESENTED BY: Josh Belnap

SUBJECT/AGENDA TITLE: An amendment to the Kaysville City Consolidated Fee Schedule related to development review fees

EXECUTIVE SUMMARY:

With last year's legislative changes regarding development review, staff discussed the potential need to adjust the development review fees to ensure that the City time and resources expended during development review are appropriately accounted for.

With input from elected officials and residents, we settled on additional fees that would be applied depending on the action being requested (subdivision review, lot line adjustments, easement vacations etc.) combined with the complexities of the site (steep terrain, streams/ditches, coordination required with other cities/agencies, FEMA floodplain).

While the City has worked hard to maintain a good fiscal standing through high inflation, the rate of projects and increased costs has continued to make this more and more difficult, so we feel it is prudent to make this adjustment now.

A table of the proposed changes is attached.

City Council Options:

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

Staff Recommendation:

Approve

Fiscal Impact:

General Fund

ATTACHMENTS:

1. Base development review fees (current)
2. Proposed development review fees
3. Resolution - Consolidated Fee Schedule FY24

Current Dev Review Fees

SITE DEVELOPMENT REVIEW

Lot line adjustment by plat	\$200.00
Preliminary plat	\$380.00 Plus, per lot or unit \$10.00
Final plat	The greater of \$500.00 or \$32.00 per lot or unit
Preliminary or final plat extension request	The greater of \$320.00 or \$32.00 per lot or unit
Development improvement drawings	The greater of \$320.00 or \$32.00 per lot or unit
Easement Vacation	\$200.00
Site plan review	\$400.00

Additional Amounts from Factors	Lot line adjustment by plat	Preliminary plat	Final plat	Preliminary or final plat extension request	Development improvement drawings	Easement Vacation	Site plan review (commercial)
Streams, creeks, or ditches on, along or impacted by the site	50% of lot line adjustment	50% of the base for Prelim Plat	50% of the base for Final Plat	NA	50% of the base for Dev Imp Drawings	50% of Easement Vacation	50% of the base for Site Plan
City requires a consultant to assist with review (retaining walls, water model, drainage etc)	Actual cost, if required						
Pioneering agreement being created	The greater of \$300 or \$16 per lot/unit						
Existing or finish grades for roads/lots exceeds 6%	NA	50% of the base for Prelim Plat	50% of the base for Final Plat	NA	50% of the base for Dev Imp Drawings	NA	50% of the base for Site Plan
East of 89 (Weber Basin, Backflow etc)	The greater of \$250 or \$16 per lot/unit						
Coordination with other municipalities or agencies required	3 hrs at \$50/hr	2 hrs at \$50/hr	1 hr at \$50/hr	2 hrs at \$50/hr	3 hrs at \$50/hr	2 hrs at \$50/hr	2 hrs at \$50/hr
Not all City required infrastructure available adjacent to the site currently	NA	50% of the base for Prelim Plat	50% of the base for Final Plat	50% of the base for Final Plat	50% of the base for Dev Imp Drawings	NA	50% of the base for Site Plan
Traffic study required (Reqd on sig local or higher, generating >300 daily trips, or commercial on a corner lot with dual access)	The greater of \$200 or \$16 per lot/unit						
School x-ings/routes potentially require modifications	NA	6 hrs at \$50/hr	2 hrs at \$50/hr	NA	NA	NA	8 hrs at \$50/hr
Site in a fema floodplain? (no rise)	2 hrs at \$50/hr	2 hrs at \$50/hr	1 hr at \$50/hr	NA	NA	NA	2 hrs at \$50/hr
Fema lomar	Actual cost, if required						
Temp turnaround needing to be removed later?	NA	1 hr at \$50/hr	1 hr at \$50/hr	NA	1 hr at \$50/hr	NA	1 hr at \$50/hr

RESOLUTION NO. XX-XX-XX

A RESOLUTION AMENDING THE KAYSVILLE CITY CONSOLIDATED FEE SCHEDULE FOR FISCAL YEAR 2024 RELATED TO DEVELOPMENT REVIEW FEES

WHEREAS, Kaysville City charges various fees which are collected by different departments and divisions of the City; and

WHEREAS, these fees are collected to offset the expense of providing certain municipal services and to pay the cost of regulating certain businesses; and

WHEREAS, some additions and changes need to be made to the Consolidated Fee Schedule; and

WHEREAS, the City Council of Kaysville City desires to change the amount of some of the fees; and

WHEREAS, the City Council of Kaysville City finds that the fees set forth herein are reasonable, and should be adopted.

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

1. The City Council hereby amends the Consolidated Fee Schedule for Fiscal Year 2024.
2. The amendment to the Schedule is attached hereto as Exhibit A and incorporated herein by this reference.
3. The effective date of this ordinance shall be March 21, 2024.

APPROVED and ADOPTED this 21st day of March 2024.

Tamara Tran
Mayor

ATTEST:

Annemarie Plaizier
City Recorder