



# *Sunset City Corporation*

200 West 1300 North • Sunset City, Utah 84015 • 801-825-1628

Mayor:

Scott Wiggill

Council:

Nancy Smalling

Nakisha Rigley

Hope Thompson

Ricky Carlson

Sam Bartling

## **CITY COUNCIL AGENDA REGULAR MEETING**

PUBLIC NOTICE IS HEREBY GIVEN that the Sunset City Council will hold a regular meeting at 6:30 p.m. on Tuesday, August 5, 2025 at the Sunset City Office Building, 200 West 1300 North, Sunset, Utah. Any information or items for the Council's consideration must be furnished at least ten (10) working days prior to the scheduled meeting to give the needed time to study the request. Agenda shall be as follows:

### REGULAR SESSION

- A. CALL TO ORDER & WELCOME
- B. INVOCATION OR INSPIRATIONAL THOUGHT AND PLEDGE OF ALLEGIANCE by Council Member Carlson
- C. APPROVAL OF MINUTES – July 15, 2025
- D. APPROVAL OF VOUCHERS – Cool Covers in the amount of \$21,500 for the final payment for the bowery at the Veterans Park
- E. PUBLIC COMMENTS

### AGENDA ITEMS

1. Mayor, Council and Department Head Reports
2. Adjourn Regular Session and move into Work Session

### WORK SESSION

1. Discuss Playground Equipment for Rachael Runyan Park
2. Discuss Safety Rock Features in North Park
3. Adjourn

Possible closed meeting for reasons allowed by Utah State Code 52-4-205.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the Sunset City Offices, (801) 825-1628, at least three (3) working days prior to this meeting. Anchor location for electronic meetings by telephone device is 200 W 1300 N, Sunset UT 84015. With the adoption of Ordinance 1-6-3, the Council may participate per Electronic Meeting Rules. Please make arrangements in advance. Posted and e-mailed to local newspaper – August 1, 2025

Nicole Supp, Recorder

**Sunset City Corporation  
City Council Minutes  
July 1, 2025  
Page 1 of 9**

Minutes of a regular meeting held July 1, 2025 at Sunset City Hall, 200 West 1300 North, Sunset, Utah; Mayor Wiggill presiding.

**REGULAR SESSION**

**Mayor and Council Present:**

Scott Wiggill	Mayor
Sam Bartling	Council Member
Ricky Carlson	Council Member
Nancy Smalling	Council Member
Nakisha Rigley	Council Member
Hope Thompson	Council Member

**City Employees Present:**

Recorder Supp	Recorder
Brett Jamison	Police Chief
Jason Monroe	Public Works Director
Mark Becraft	North Davis Fire District Fire Chief

**Others Present:**

Katherine Hunter	Sunset
Cornel Thomas	Sunset

The regular session was called to order at 6:31 p.m. by Mayor Wiggill.

Council Member Bartling gave a prayer/inspirational thought and led the Pledge of Allegiance.

**APPROVAL OF MINUTES:** Council Member Thompson made a motion to approve the meeting minutes from July 1, 2025 as presented and Council Member Rigley seconded the motion. The motion passed unanimously with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

**APPROVAL OF VOUCHERS:** Pay Request #2 for Workhorse Excavation in the amount of \$29,054.33 for the Sprinkler Vault at Central Park.

Council Member Thompson asked for clarification regarding the pay request, noting confusion between the amounts listed on the first and second pages. The first page appeared to indicate a request for \$34,000, while the second page showed \$29,000.

Recorder Supp explained that Workhorse had already been paid approximately \$4,000, and this current request represented the second payment. A retainer of a little over \$1,000 was being withheld pending testing and verification of the work. Once this second payment was made, there would be a warranty period (possibly one year) before the remainder was released. Council Member Thompson asked for confirmation that the remainder was around \$1,000. Recorder Supp referred to the first page for the exact retention amount. Council Member Thompson noted that the total was \$61,175 and that the breakdown included amounts of \$30,583.50 and \$34,791. After accounting for payments of \$4,200 and other deductions, the current amount due was



\$29,054.33. Council Member Thompson clarified that this payment was for completed work and there would be an additional payment request later for the remaining work. Director Monroe confirmed that not all work had been completed. The installed vault section had been built, but removal of the existing section was still pending approval from UDOT. Council Member Thompson reiterated that this payment covered completed work and future work would result in another request. Director Monroe confirmed and added that UDOT would be reimbursing the City 100% for the costs.

Director Monroe stated that another payment would be requested for a light pole relocation related to the UDOT project. Though a different company was involved, it was part of the same project. The City was paying initially to reduce delays and costs and would later be reimbursed. Mayor Wiggill confirmed that rerouting the project through the system to accommodate such changes would have added an entire year to the timeline. This solution allowed the project to proceed more efficiently.

Council Member Carlson made a motion to approve the voucher for Workhorse Excavation and Council Member Smalling seconded the motion. The motion passed unanimously with a roll call vote from Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

**Public Comments:** Katherine Hunter – 2104 N 300 W - Thanked the Council for a successful Fun Days event. She shared that she had heard numerous positive comments from citizens and that the event ran smoothly from a resident's perspective. Mayor Wiggill thanked Ms. Hunter for her comments.

### **Regular Meeting**

1. **Review Fun Days Event – Observations, Feedback and Potential Improvements for Future Events:** Council Member Thompson spoke first, saying the event was a success with many happy attendees. Though there were some minor issues with the car show—some due to her own oversight—overall, the event went very well. She had sent out a survey to car show participants and received mostly glowing feedback. Vendors enjoyed working with them, and the community appreciated the parade and fireworks. She noted that even Clearfield residents gave compliments. Council Member Thompson praised the Public Works staff for their hard work and shared that residents enjoyed seeing them engaged and even the Police for getting their faces painted. Council Member Rigley added that she saw the Police playing cornhole on the grass and commented on how fun it was. Mayor Wiggill interrupted briefly to share the backstory behind the face painting: the two officers had lost a cornhole game, and the losing team had to get their faces painted with designs chosen by the winners. The results were impressive and fun. Council Member Rigley commented that the pictures of the face painting were adorable. Council Member Thompson noted the unusually low number of complaints, which indicated a successful event, especially considering the use of a new park. Council Member Smalling added that social media helped boost parade attendance and thanked those who helped organize it. She suggested minor future changes, including switching to squeeze bottles for pancake syrup, assigning metal utensils to each grill, and setting up a combined Lost and Found and City booth. She also noted that the 5K ended before some Council Members returned to the park, suggesting an adjustment in timing



so more could see the conclusion. Chief Jamison announced plans for a police booth at next year's event with branded awnings, which could house the Lost and Found. Council Member Smalling expressed appreciation for the event overall and mentioned that her spouse, a veteran, was able to attend the fireworks and felt proud of that accomplishment.

Council Member Rigley shared that feedback on the parade was overwhelmingly positive and that vendors reached out afterward to share their satisfaction. She praised the food truck variety and how happy people were to have many choices. The cornhole tournament was also a big success, with a competitive spirit and even some pros participating.

Council Member Rigley thanked everyone who helped, commended the fireworks, and praised the fast response from Director Monroe and his team when some teenager's broke bottles in the park. She also highlighted how much the ballet folklorico dancers were enjoyed and the variety of candidates participating in the parade this year. She specifically commended Council Member Smalling for organizing the parade, referencing a Facebook post where even a known local critic, had nothing but positive things to say. Recorder Supp handed over printed public comments from the Facebook page, and Council Member Rigley encouraged others to read them.

Council Member Carlson thanked the Mayor and said he enjoyed the skate park competition and seeing the support from everyone. He appreciated the presence of Police, Fire and Public Works staff. He enjoyed serving breakfast and preferred grilling ham over pancakes. He suggested avoiding the term "dusk" for fireworks and instead selecting a specific time, such as 9:45 or 10:00 p.m. Council Member Carlson appreciated the free inflatable rides for children and recalled a family's joy when they learned the rides were free. He thanked Council Member Smalling for the parade and recalled how he and the Police Chief played multiple rounds of cornhole. Council Member Carlson suggested possibly streamlining the tournament in the future with a single elimination format. Council Member Rigley liked how the tournament kept people engaged into the evening. Council Member Rigley also commented on the matching shirts worn by Mayor Wiggill and his grandson, which read "All American corn dogs!" Council Member Carlson recalled past events where Fire and Police departments played softball and suggested a similar idea for the cornhole competition. Council Member Carlson praised the food truck and vendor efforts, saying he tried to visit all the vendors. Council Member Rigley added that she does the same every year, even if it meant missing events like cornhole. They both remarked that they tried so much food and it was worth it. Council Member Rigley laughed and noted that some food was even gifted by the trucks.

Council Member Bartling added it was nice to have North Davis Fire District participate. Chief Becraft said the Fire Department wanted to extend a big thank you to everyone involved with Fun Days. He said it's always great to see the whole community out, and thanked Public Works, Police Department, and elected officials for making the event happen. The Fire Department had a great time.

Council Member Rigley followed up, saying she had forgotten one thing—the scavenger hunt. She suggested reconsidering whether to pair it with Fun Days again in the future. North Davis CTC had initially offered to help, but it ended up just being Council Member Rigley running it. She had a representative named Andrea that had helped with breakfast, but the other expected helper, Jess, got busy. It became a lot to manage solo, and she noted that only about half of the signed-up teams actually participated. Some arrived late, thinking it ran longer than it did. In previous years, running it, all week had proven to be too much work, like a full-time job. Council Member Rigley suggested trying the scavenger hunt another time of year, as July was already busy for many. Despite the turnout, the participants did a great job. Tomahawks took first place, Hunters and Gatherers took third, and J Webs Two took second. Everyone who participated received a little something. Council Member Rigley expressed appreciation to all who put in the effort and noted the challenges of the event.

Council Member Bartling said Fun Days had been awesome. He noticed good participation and appreciated seeing so many residents involved. Council Member Bartling echoed the need to set a specific time for the fireworks—dust was too vague. He explained that the fireworks had started at 9:45 p.m. because the band had finished at 8:45 p.m., and he didn't want to keep the crowd waiting. The bands were generally good, though the first one had been a bit unusual. He expressed regret that the first performer had dismissed someone from the stage unexpectedly. While in his opinion that band wasn't great, the remaining ones were phenomenal. Council Member Bartling suggested ending the bands closer to the fireworks time and starting them later to avoid performing to an empty field. He also suggested integrating food vendors with other vendors for better flow and engagement, though acknowledged there might be logistical challenges. Council Member Rigley added that she had tried that idea, but some vendors preferred to be near the food area instead.

Council Member Bartling noted that the cornhole tournament had been great, with strong participation. He wished he had been able to join more activities instead of working behind the scenes for the fireworks. Fortunately, the only mishap had been a small grass fire, located about 40 feet from the lighting area. There had been no major issues with fireworks and thanked everyone who helped organize the event and the community for participating.

Council Member Carlson mentioned the movie in the park and having a good turnout.

Council Member Thompson brought up community suggestions, including the idea of bringing back the auction, which hadn't been held in several years. She expressed support even if it wasn't tied to D.A.R.E., mentioning how much her family had enjoyed participating in it in the past. She also brought up the baby contest, karaoke, and a potential family game night or bingo night. Council Member Thompson supported the idea of fire dancers and loved the suggestion of a dunk tank with the mayor and police chief participating. She mentioned that Clinton Days had done something similar.



Mayor Wiggill discussed he and Public Works Director Monroe had been in communication with Doxey Elementary which is in combination with the Rachael Runyan park. It turned out the school's irrigation system had only been watering for one minute per station, causing the field to dry up. Director Monroe had offered to take over watering and cover the cost, but the school declined. Mayor Wiggill acknowledged that this was part of a learning process, especially with the Rachel Runyan park experiment, and emphasized the need to step in earlier in the future if issues arise.

Mayor Wiggill also commended the skate park event, describing it as outstanding and noting that the kids showcased some impressive tricks. He acknowledged the risks with kids not wearing protective gear. The Fire Department had been present just in case.

Mayor Wiggill expressed stress over potential incidents, citing examples of recent firework-related incidents elsewhere in the state. So, when the fireworks were finally finished, he was able to rest easy.

Mayor Wiggill noted the crowd enjoyed the final band performance and that the movie in the park was a hit.

Mayor Wiggill mentioned the car show and meeting with the group Wasatch Rods who attended Fun Days and also put on the car show in Sunset in August called "Under the Sun." The group suggested a first-come, first-served model for parking and emphasized individual responsibility for prize registration. Council Member Thompson responded that she had already begun to implement a similar idea, giving each club a designated section and letting latecomers fill in the rest. Mayor Wiggill acknowledged the risk of people not showing up for reserved spots and said it was something to work through.

Mayor Wiggill also expressed interest in vendor feedback and suggested fewer, more diverse food vendors to ensure profitability. Council Member Thompson said they could provide feedback from both a food truck and vendor perspective.

Mayor Wiggill emphasized the need to provide fans or shade for staff working in high-heat areas. He praised the 5K event's turnout and variety of age groups, including an eight-year-old participant and the parade's Grand Marshal who is in his eighties. Participants wanted a finish line and water stations, which would be good to provide in the future.

Mayor Wiggill mentioned he had tried to be present at the start of as many events as possible and thanked Director Monroe's team for all the hard work in getting the event ready. He thanked the Fire department for being a part of the day and the Police department for their work. He praised the public safety staff for being friendly and involved.

Mayor Wiggill appreciated all the Council and the part they played in making Fun Days happen. He reiterated the importance of everyone's contributions, noting the past year

had been an experiment in a new park and hoped future events would run even smoother and the event will continue to grow.

**2. Mayor, Council and Department Head Reports:** Mayor Wiggill noted the Council had spoken majority of what they were going to say during the agenda item and he would call on department heads now to get their reports.

Chief Jamison then reported that the City's secretary, Judy Hampton, had announced her retirement after almost 33 years due to her husband's health issues. The position would be opened internally for a week, followed by a public posting if needed. He also described a serious incident involving a resident throwing objects and threatening a public works employee with a large butcher knife. While the resident was eventually taken into custody, Davis County Jail initially refused to book them, leading to complications. The individual was later pink-slipped and evaluated for mental health concerns. Chief Jamison emphasized concerns for neighborhood safety and planned to work with Davis Behavioral to ensure proper handling in the future. Mayor Wiggill said they were grateful no one was seriously harmed. Chief Jamison explained that the individual's behavior had escalated due to frustration over not selling handmade bracelets during Fun Days. He expressed concern that this person knew exactly what they were doing and should be held accountable. Mayor Wiggill thanked him and moved to Chief Becraft.

Chief Becraft apologized for missing Fun Days but noted that his crew had done a great job. Sunset experienced 45 calls the previous month and the district was seeing an 8–10% increase in calls compared to the prior year. Two major basement fires occurred in Clearfield but were handled well. Chief Becraft also announced that Chief Weeks would retire in October after 36 years and that internal promotions were being planned. Council Member Smalling acknowledged having taken classes with Chief Weeks in the past and noted his long tenure.

Council Member Bartling expressed appreciation for the professionalism of the fire department during fireworks coordination and thanked them for their help. Chief Becraft added that other cities started fireworks promptly at 10 p.m., suggesting Sunset might consider the same. Mayor Wiggill said this year had been a learning experience and hoped next year would go more smoothly.

Director Monroe then thanked everyone for their help during Fun Days. He noted that some team members were new and had never done Fun Days before, but handled it well. The only repeated complaint he heard had been the lack of pizza as a vendor. He also mentioned a productive meeting with Wasatch Rods ahead of the August 8 event. Director Monroe praised the layout and flow of the event at the new park and emphasized the need to add permanent power to the area to reduce reliance on expensive generators. He shared a concern about the recent knife incident and planned to follow up with the employee involved. Director Monroe also noted issues with glass bottles, which were being broken in the field and caused safety hazards, and suggested banning glass entirely next year. Council Member Rigley recalled seeing kids who looked like they were up to



no good and thanked Director Monroe for handling it. Director Monroe confirmed that Public Works handled cleanup and that the team would be returning to a normal schedule the following week.

Mayor Wiggill announced that bowery materials for the Veterans Park had arrived and construction had begun. He expressed excitement and said things were on track for completion by the 17<sup>th</sup> of this month. Council Member Thompson confirmed the date and thanked them. Director Monroe said that once the framework was up, assembly would move quickly.

Mayor Wiggill asked if there were any final questions or concerns. Hearing none, the Council would adjourn the regular session, take a short break, and then reconvene for the work session.

Council Member Smalling made a motion to adjourn the Regular Session and move into a Work Session with a short break in between and Council Member Thompson seconded the motion. The motion passed unanimously with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

#### **Work Session**

**1. Discuss North Davis Communities that Care “Strengthening Families Class”:**

Council Member Rigley suggested tabling the item, she could not get a representative from North Davis CTC to come to the meeting, she noted that there was no urgency at this time. She had been informed that it was already too late in the season to begin the Strengthening Families class and recommended discussing it in preparation for the following year. Mayor Wiggill acknowledged the suggestion and noted that, since there was no further discussion, the Council would move past item number one and proceed to item number two in the work session.

**2. Discuss Short Term Rentals & External Accessory Dwelling Units -Planning**

**Commission Update and Council Discussion:** Council Member Carlson explained that each Planning Commission member had been assigned two or three cities to research before their next meeting in regards to Accessory Dwelling Units and Short-Term Rentals.

Council Member Smalling asked whether the issue had been brought forward because of a comment made at a prior Council meeting about allowing Airbnb-type rentals. Mayor Wiggill said it was their understanding that the resident who raised the issue was not the only one operating that type of rental, but was the only one who had come forward. Mayor Wiggill noted that this individual seemed interested in following the rules, unlike others who may be operating under the radar. He also shared that this resident had attended the mayor’s fireside and seemed genuinely concerned because the income from the rental was a significant financial contribution. The resident lived in the basement and rented out the upper level of the home.



Council Member Bartling asked about another individual who had been part of an email chain and referred to Recorder Supp. Recorder Supp clarified that the individual in question was trying to convert a structure into an accessory dwelling unit. The building inspector had already provided guidelines indicating that certain requirements must be met to qualify as an ADU. These included minimum square footage for the bathroom, bedroom, and other living areas. Based on the current setup, the structure did not meet those standards, and Recorder Supp expressed doubt that the individual's plan would work. Mayor Wiggill acknowledged that there currently wasn't much in the code to effectively regulate these kinds of units.

Council Member Rigley pointed out that short-term rentals and ADUs were getting lumped together, even though they were separate issues. She noted that the Planning Commission's goal was to clearly distinguish between the two in the code. Mayor Wiggill agreed, saying that if either use was going to be permitted, it would ultimately be up to the five Council Members to decide. It would come down to their understanding of the rules and whether it was something they even wanted to allow in the City.

Council Member Carlson brought up the topic of lot size, which had been discussed in a prior meeting, he confirmed that 6,000 square feet had been proposed. Mayor Wiggill commented that if setbacks and other requirements could be met, it might be viable. Council Member Rigley said it would be interesting to see what the City currently had in place once the relevant information was gathered.

Council Member Smalling raised a question about how utility services—such as water and sewer—would be handled if people started building additional units on residential lots.

Mayor Wiggill said that various-sized options existed, and the Council would need to figure out at what point it was safe to allow them and what the structures should look like. He emphasized that consistency was important since many lots in the City were similarly sized. Mayor Wiggill expressed concern that, if regulations weren't in place, the City could end up with commercial investors buying up homes, fixing them, and using them as short-term rentals—especially with the upcoming Olympics. He stressed that such activity could pose code enforcement and safety issues and underscored the need to ensure development met the City's standards. Council Member Rigley acknowledged the risk of speculative house flipping.

Mayor Wiggill added that people often rented places short-term, creating instability and increased burdens for public safety personnel. The mayor noted that there were still many unresolved questions for the Planning Commission, but that the final decision would come down to a Council vote. He encouraged Council Members to submit suggestions or concerns to the Planning Commission, either through Council Member Carlson the liaison or directly to the Commission.

Council Member Carlson stated that the Commissioners were working hard and expressed confidence that good recommendations would result.

Mayor Wiggill concluded that the Council had planted the seed for discussion and would wait to see what the Planning Commission ultimately presented. He encouraged members to continue sharing questions and concerns via email and suggested compiling input before the next Planning Commission meeting. Council Member Smalling emphasized the importance of using email threads rather than text messages because they were easier to track. Mayor Wiggill reiterated that email was the preferred method of communication and added that even if Council Members decided that ADUs or short-term rentals should not be allowed, that clarity would help the City adopt enforceable code. Council Member Thompson proposed starting an email thread so everyone would be on the same page regarding their response.

Council Member Carlson made a motion to adjourn and Council Member Bartling seconded the motion. The motion passed unanimously with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

The Regular meeting adjourned at 7:53 p.m.

Approved – August 5, 2025

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Scott Wiggill, Mayor

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Nicole Supp, Recorder



SUNSET CITY CORPORATION

VOUCHER APPROVAL FOR INVOICES OVER \$15,000.00

Date: July 15, 2025 – August 4, 2025

DATE	VENDOR	DESCRIPTION	DEPARTMENT	AMOUNT
07/29/25	Cool Covers	Final payment on Pavilion	Public Works	\$21,500.00
			Total	\$21,500.00

Mayor

Council Members

City Recorder

City Treasurer

Date



## Cool Covers

3083 North Fairfield Road | Layton, Utah 84041  
801-866-4198 | coolcoversutah.com

### RECIPIENT:

#### Jason Monroe (Timber Frame)

200 West 1300 North  
Sunset, Utah 84015

### SERVICE ADDRESS:

200 West 1300 North  
Sunset, Utah 84015

### Timber Frame Utah

Product/Service	Description	Qty.	Total
Timber Frame Pavilion	Install a 24' X 24' Timber Frame Pavilion. Dark brown stain, Black hardware, Black standing seam roof with style # 6 tails.  *Pending final design approval.	1	\$43,000.00*

### Invoice #3402

Issued Jul 29, 2025

Due Jul 29, 2025

**Total \$43,000.00**

Account Balance \$21,500.00

\* Non-taxable

Thank you for your business.

As a reminder, should the balance not be paid within 30 days, a finance charge of 1.5% of the unpaid balance will be charged. (18% per annum) Should collection become necessary, the responsible party agrees to pay a collection fee of up to 40% and all legal fees of collection, with or without suit, including attorney fees and court costs.

Deck Kings, LLC 82-2267989

Subtotal \$43,000.00

**Total \$43,000.00**

Deposit collected - \$21,500.00

**Invoice balance \$21,500.00**

Account balance \$21,500.00

**Pay Now**





## Cool Covers

3083 North Fairfield Road | Layton, Utah 84041  
801-866-4198 | coolcoversutah.com

PAST DUE

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**Jason Monroe (Timber Frame)**  
200 West 1300 North  
Sunset, Utah 84015

**Timber Frame Utah**

**Invoice #:** 3402  
**Due date:** Jul 29, 2025  
**Amount due:** \$21,500.00  
**Amount enclosed:** \_\_\_\_\_

Mail to:  
**Cool Covers**  
3083 North Fairfield Road  
Layton, Utah 84041