Docusign Envelope ID: 846A666C-A5B1-4713-82D0-35DDBD60FA0D

CITY OF KEARNS COUNCIL MEETING MINUTES
June 9, 2025

COUNCIL MEMBERS PRESENT:
Kelly Bush, Chair
Chrystal Butterfield
Patrick Schaeffer
Alan Peterson
Tina Snow

COUNCIL MEMBERS EXCUSED:

STAFF PRESENT:
Diana Baun, Recorder
Nathan Bracken, City Attorney
Dan Torres, Economic Development Manager

Others Present:

1. CALL TO ORDER

Mayor Bush, presiding, called the meeting to order at 6:00 PM.

2. DETERMINE QUORUM

Mayor Bush announced that a quorum was present allowing the meeting to proceed.

3. VISITING PUBLIC OFFICIALS

Chris Harding, County Auditor, explained that each June, property tax notice evaluations were sent out to residents on paper, providing a snapshot of property tax details for the county and Municipal Services District. Harding stated that a new initiative was being implemented to include a QR code on these paper notices. This QR code would allow residents to sign up for electronic notifications and access a digital version of their notice. The electronic format aimed to offer more transparency by enabling residents to see detailed information about who was raising property taxes and for what purpose. For example, if a school district needed additional buses or counselors, residents could click a link to visit the district's website for more context.

Docusign Envelope ID: 846A666C-A5B1-4713-82D0-35DDBD60FA0D

Harding emphasized that the electronic version would also include hyperlinks to the legally required truth-in-taxation meetings. Residents could add these meetings to their calendars, get directions through Google Maps, and easily attend to voice their support or opposition. Additionally, Mr. Harding mentioned that the back of the notice would have a QR code for submitting reports if residents noticed any discrepancies with the county's operations. Cards with this QR code would be made available for attendees to take. He also addressed common mistakes in property tax assessments, such as sheds being misclassified as alternative dwelling units, which could lead to higher taxes. To streamline the appeals process, Harding described plans for a tracking system similar to an online pizza order tracker. This system would let residents see the status of their appeal in real time, from submission through various departmental reviews, so they would not be left waiting without updates.

Mayor Kelly Bush expressed strong support for these transparency measures and asked whether Mr. Harding's office could provide materials that the city could post on its website and Facebook page to help educate residents. Harding confirmed that they would prepare and share this information so that residents could easily access it through the city's online platforms.

4. CITIZEN PUBLIC INPUT

Darren Nerdin brought up the recent passing of Paul Walker, a former town council member, and shared that Mr. Walker's wife had spoken to him about the condition of Walker Park, where Darren Nerdin had previously assisted with maintenance and tree planting. Mr. Nerdin noted that there was a dead spruce tree at the park, which had originally been planted during the park's early development. He proposed that the dead spruce be removed and replaced with a new tree in honor of Paul Walker's contributions to the community.

Mayor Kelly Bush supported the idea of planting a new tree but emphasized that any replacement should be a water-wise species to align with the park's updated landscaping approach. Mr. Nerdin confirmed he would look into appropriate options and mentioned that he had been coordinating with county contacts regarding the maintenance responsibilities for the park. Mayor Kelly Bush clarified that Roth Landscaping, not the county, was responsible for maintaining the park's grounds, including the restrooms, and instructed him to work through Roth Landscaping for any maintenance or planting plans moving forward.

5. CONSENT AGENDA

A. Approve Council Meeting Minutes
- **a.** November 12, 2024
- **b.** May 12, 2025

Council Member Tina Snow moved to approve the November 12, 2024 and May 12, 2025 City Council Meeting Minutes as published. Council Member Butterfield seconded the motion; vote was 5-0, unanimous in favor.

6. PUBLIC HEARING ITEMS

Docusign Envelope ID: 846A666C-A5B1-4713-82D0-35DDBD60FA0D

A. ***Ordinance 2025-O-12*****,** An Ordinance Adjusting Compensation for Mayor and City Manager

Nathan Bracken addressed the council regarding updates to the ordinance governing compensation for the mayor, potential future city manager, and planning commissioners. He explained that when the ordinance was originally discussed and passed in February, the estimates for total compensation were not fully accurate because the anticipated costs of benefits had been underestimated. For example, the mayor's total compensation had been set at $70,000, with the assumption that the salary would be $55,000 and benefits around $15,000, but actual benefit costs turned out to be closer to $20,000, raising the total compensation beyond the intended amount. Mr. Bracken noted that any changes to council or senior staff compensation required a public hearing, which was the purpose of this discussion. He displayed a revised draft of the ordinance that clarified the breakdown between salary and benefits, proposing that the total compensation for the mayor be explicitly capped while recognizing that benefit costs fluctuate due to market rates.

Mayor Kelly Bush asked whether it was necessary to set a specific number for health benefits, given that insurance rates change annually.

Mr. Bracken confirmed it was not required and that the ordinance could simply state the salary amount, excluding benefits, which would be provided in addition. He also discussed the future city manager position, explaining that a salary figure of $180,000 had been included in the draft ordinance to give a future council the option to hire for that role if desired. He clarified that under the city code, the position did not have to be filled but was included in the budget planning to give flexibility to a new mayor and council after upcoming elections. He emphasized that budgeting for the position did not commit the city to hiring a manager, but ensured the funding would be available if needed. Additionally, Mr. Bracken pointed out that the ordinance passed in February had also included a $70 per meeting stipend for each planning commissioner. He recommended that, since the council was already revising the compensation ordinance, they should repeal the entire previous ordinance and adopt a new one that maintained the planning commission stipend as originally set. He confirmed that no separate public hearing was needed for that specific stipend but that it should be included in the new ordinance to avoid confusion.

Council Member Snow moved to open the Public Hearing and Council Member Butterfield seconded that motion. Vote was 5-0, unanimous in favor.

Janet Nerdin asked for clarification about whether the mayor's position would be considered full-time or part-time going forward.

Mayor Kelly Bush responded that it depended largely on the individual holding the office and the structure they chose. She explained that while the role had the potential to be full-time, the workload often varied widely, and the position did not operate like a standard eight-to-five job. She shared personal experience of performing mayoral duties at all hours, responding to calls and emails as needed, and explained that although the role could technically be part-time, in practice it functioned as a full-time commitment.

Docusign Envelope ID: 846A666C-A5B1-4713-82D0-35DDBD60FA0D

Ms. Nerdin compared this to other municipalities, noting that cities like Salt Lake City and South Salt Lake City had full-time mayors, while many smaller municipalities operated with a part-time mayor and a full-time city manager.

Mayor Bush acknowledged this difference and emphasized that in this city's form of government, whether the mayor worked full-time or part-time depended on the division of responsibilities between the mayor and the council and whether a city manager was hired.

Nathan Bracken further clarified that under the city's five-member council form of government, the mayor had the option to take on more or less responsibility depending on the presence of a city manager. He explained that unlike cities with a "strong mayor" form of government, the current structure included the mayor as part of the council, with shared decision-making authority, meaning that the allocation of work to the mayor could vary significantly based on what the council decided. He also noted that historically, Mayor Kelly Bush had essentially been fulfilling the role of a city manager, which was why the compensation discussion arose, since the pay had been more reflective of a part-time role despite full-time duties. He confirmed that there was no requirement for the city to formally declare the mayor's role as full-time or part-time under the current form of government. He added that the inclusion of a salary line item for a possible city manager in the budget was simply to ensure that, after the election, the new council and mayor would have the flexibility to hire a city manager if they chose to do so, without needing to revise the budget.

Mayor Kelly Bush concluded by noting that the city's chosen governance structure ensured the mayor did not operate unilaterally but rather remained accountable to the council, preserving the collaborative dynamic the city valued.

Council Member Snow moved to close the Public Hearing with Council Member Butterfield and Council Member Butterfield seconded that motion. Vote was 5-0, unanimous in favor.

Mayor Bush and City Attorney Nathan Bracken reviewed how to clearly word the ordinance to reflect the council's intentions while accounting for fluctuating benefit costs. They confirmed that the mayor's compensation would specify a salary of $55,000 per fiscal year, with health insurance provided in addition, but not included in that salary figure.

Council Member Tina Snow raised the point that using general wording such as "benefits" could lead to ambiguity, so Mr. Bracken recommended specifically stating "plus health insurance" to avoid unintended interpretations like vehicle allowances or other forms of compensation.

Regarding the Planning Commission, it was confirmed that the stipend would remain at $70.00 for each meeting attended, maintaining consistency with the prior ordinance. Mr. Bracken pointed out that formatting and wording needed to be clear and consistent throughout the document, including the use of ".00" for dollar amounts.

Docusign Envelope ID: 846A666C-A5B1-4713-82D0-35DDBD60FA0D

Discussion then turned to the future city manager position.

Mayor Bush reiterated that the city's current approach was to set an appropriate ceiling for compensation, without obligating the city to hire a manager, but to ensure funds were available should the next council decide to fill the role. The council agreed to cap the total compensation package for a future city manager at $180,000 per fiscal year, inclusive of salary, health insurance, retirement, and any other standard benefits. Mr. Bracken emphasized that because this total figure included all benefits, the actual salary offered would need to be calculated by backing out the cost of benefits at the time of hire, which could fluctuate annually due to market rates. Mayor Bush noted that the city's URS retirement figures would be gathered to help the future council understand how much of that $180,000 would be available for salary versus benefits. Mr. Bracken reminded the council that if a future council wished to adjust this amount, they would need to hold another public hearing and amend the budget accordingly. He suggested that, moving forward, it would be best practice to align any compensation public hearings with the annual budget process to account for cost-of-living adjustments and market changes.

Mayor Bush concluded that this arrangement gave the next council a fair starting point for compensation planning and enough flexibility to hire a city manager early in the year if desired, without the need for immediate budget amendments. The council members agreed with the final language and structure for the ordinance as reviewed.

Council Member Snow moved to approved Ordinance 2025-O-12, Adjusting Compensation for the Mayor and City Manager. Council Member Butterfield seconded the motion; vote was 5-0, unanimous in favor.

7. COUNCIL BUSINESS – ACTION ITEMS

A. Ordinance 2025-O-09, An Ordinance Adopting the FY2026 City of Kearns Fee Schedule

Nathan Bracken provided an update to the council regarding the annual fee schedule review and its alignment with the city's budget process. He explained that while the city was ahead of schedule with budget adoption — which must be finalized by the end of the fiscal year, the end of the month — it was also good practice to review and adopt the city's fee schedule concurrently to ensure consistency. He noted that although the fee schedule did not technically have to be approved by the same deadline, keeping it aligned with the budget ensured clarity and transparency. Mr. Bracken described that this year, the approach to the fee schedule had been slightly modified due to recent legislative changes. Specifically, any fees related to building permits, zoning changes, or other land use matters were now being formally treated as land use regulations, since state code defined land use regulation to include fees. To comply with this requirement, these fees had been reviewed by the Planning Commission, which issued a favorable recommendation for their adoption. However, he noted that the Planning Commission recommended removing certain language related to "mountainous" or "mountain" planning zones from the standard Municipal Services District preparedness template. He clarified that such language was more relevant for cities like Brighton and Emigration Canyon, which do have mountainous canyon zoning needs, but was unnecessary

Docusign Envelope ID: 846A666C-A5B1-4713-82D0-35DDBD60FA0D

for this city. Diana Baun assisted by locating sections of the draft fee schedule where the mountainous zone references still appeared, so they could be identified and removed as part of the final adoption process. Mr. Bracken stated that the Ordinance adopting the fee schedule would direct staff to complete these final edits, removing all remaining references to the mountainous planning zones to match the Planning Commission's recommendation.

Council Member Snow moved to approve Ordinance 2025-O-09, Adopting the FY2026 City of Kearns Fee Schedule. Council Member Schaeffer seconded the motion; vote was 5-0, unanimous in favor.

B. Economic Development Report: Transportation Master Plan Update and Kearns Impact Fee Study Update

Dan Torres provided a detailed presentation updating the council on two ongoing initiatives: the continued work on the Community Reinvestment Area (CRA) process and progress on both the preliminary impact fee study and the development of a comprehensive transportation master plan for Kearns. He explained that the lieutenant governor's office was moving forward with the CRA process, and at the same time, the Municipal Services District (MSD) staff had engaged an economic development firm to conduct a market study to better prepare for future development opportunities in Kearns, including projects tied to the airport and other local growth areas. Mr. Torres then discussed the preliminary impact fee study that began earlier in the year. He reported that the study confirmed impact fees were indeed feasible for Kearns, based on growth and infrastructure needs. This preliminary work helped the MSD and Kearns staff gain a clearer understanding of the community's assets, including the full inventory of parks, roads, and stormwater facilities. The findings not only supported the justification for a full impact fee study, which will likely be pursued after the next round of budget adoption, but also contributed valuable information for the city's moderate-income housing report and transportation planning. He then shifted to the transportation master plan, explaining that the plan would create a clear, data-driven framework for prioritizing road and transportation projects across the MSD while giving each jurisdiction its own tailored plan. Mr. Torres emphasized that the purpose of this effort was to make funding and maintenance decisions more transparent and strategic, aligning growth, safety, and connectivity with available funding sources. The plan would result in two master lists for Kearns — one for capital projects like new roads or major improvements and another for maintenance work — with projections stretching twenty years into the future. He credited the council and Mayor Kelly Bush for consistently securing significant state appropriations and grants, which he said demonstrated Kearns' strong ability to leverage funding for local needs. He described how the new plan would allow the city to continue this success by clearly justifying priorities with quantifiable data, while still leaving final funding decisions to the council. He stressed that the plan would remain flexible and could be updated as conditions changed or new issues arose.

Additionally, Mr. Torres outlined several potential funding tools that the council could consider in the future to further support road maintenance and improvements. These included implementing a transportation utility fee or a street impact fee, both of which would require

Docusign Envelope ID: 846A666C-A5B1-4713-82D0-35DDBD60FA0D

further city-specific studies and council action. He noted that stormwater management could also provide a funding mechanism since stormwater systems often intersect with road infrastructure. He concluded by describing the timeline for the transportation master plan: the request for proposals had been issued on June 2 and would close later in the month, with a contract expected to be awarded by August. He stated that although this work would largely be handled by staff, he strongly recommended that one or two council members participate in the planning process to ensure that the council's priorities and the community's interests were fully represented throughout. In response to a question from Council Member Tina Snow about whether committee meetings for this process would be held during the day or evening, Torres confirmed that meetings would be scheduled flexibly to accommodate council members' availability and ensure their input was included at every stage.

C. Scheduling Board of Canvass Meeting Dates

Diana Baun discussed the upcoming Primary Election and the need to schedule a Board of Canvassers Meeting for the council to accept the results of the Primary Election. After discussion, the council agreed to meet on August 19, 2025 at 6:00 pm at the UPD Precinct in Kearns. In addition, they scheduled the Board of Canvassers Meeting for the General Election for November 12 at 6:00 pm with the November City Council Meeting moved to the same date.

Before continuing the meeting, Council Member Al Peterson asked for those in attendance to stand and observe a moment of silence for Paul Walker, who was discussed earlier.

8. <u>WORKSHOP</u> - None

9. <u>Stakeholder Updates/Information</u>

A. Kearns Improvement District (KID) ***- Greg Anderson, General Manager***

Greg Anderson provided the council with an update on several key activities involving the Kearns Improvement District. He reported that the 5400 South Main project was nearing completion, with all major pipeline installation now in place. He explained that over the next month, the contractor would be sanitizing and pressure testing the new pipeline. Once testing was successfully completed, final tie-ins at the intersection of 5400 South and 5600 West would be done to connect the new pipe to the main water system, which explained the continued presence of steel plates at that intersection. Mr. Anderson also shared that the district had received advance notice from the Municipal Services District (MSD) about an upcoming alternate project in the Woodview Subdivision area, specifically along Clear Vista Drive and Sunrise Vista Drive. He expressed appreciation to Mayor Kelly Bush for working proactively with the district to coordinate service line connections ahead of the MSD's work, allowing the district to better manage the infrastructure and reduce potential disruptions for residents. Turning to more challenging news, Mr. Anderson discussed ongoing negotiations with the Jordan Valley Water Conservancy District. He noted that the district planned to impose a 7.6% rate increase for the upcoming year. Although a joint study had been

Docusign Envelope ID: 846A666C-A5B1-4713-82D0-35DDBD60FA0D

conducted to review and potentially minimize some of the charges, he conveyed that the district was dissatisfied with how their partner agency had approached this year's rate adjustments and would continue efforts to negotiate more favorable terms for the following year. He also provided an update on local water usage, reporting that Kearns residents had used about 10% more water this year than last year, a trend that ran counter to conservation goals, despite broader conservation efforts in the Jordan Valley Water Conservancy District. He encouraged continued outreach and resident awareness to improve water conservation, adding that many residents were just starting up their sprinkler systems for the season and might need reminders to set timers correctly. Mr. Anderson informed the council that the 2024 Water Quality Report, which is legally required each year, had been completed and posted on the district's website, and he urged residents to review it to see the standards and quality of the water being provided. Finally, he noted that, as of the close of business that evening, five individuals had declared candidacy for the two open trustee positions on the district's board.

B. Kearns Library ***- Lee Whiting, Librarian***

Lee Whiting addressed the council and residents to share updates on current and upcoming programs at the Kearns Library. He highlighted a key summer initiative, the Job Works Program, which had just started that day and would continue on Mondays in the library meeting room. This program, run by the Fathers and Families Coalition, offered life skills training for youth ages 14 to 18 who might not have summer employment or other structured activities. Participants would gain practical skills, learn about healthy relationships, and develop employability skills through real-world experiences such as earning a food handler's permit and working at local community events, including running a snow cone booth. He noted that the library had previously hired these youth for past events but that the program had been inactive last summer due to organizational challenges. He expressed excitement that the program was now back on track and encouraged residents to spread the word to any youth who might benefit. Mr. Whiting also shared information about other ongoing programs at the library, including the summer reading program, which was open to all ages and provided participants with opportunities to win books, prizes, and vouchers to local attractions like the Tracy Aviary. He encouraged community members to visit the library's information desk to pick up calendars and learn more about the various events. Additional upcoming events included weekly programs for younger children, Zoom gaming classes, and special activities such as henna tattoos on Tuesday, the 24th, from 6:30 to 7:30 p.m. He also mentioned that local firefighters would be visiting the library for a themed story time on Wednesday, the 25th, at 10:30 a.m. Whiting thanked the council and residents for their support and encouraged everyone to participate in and help promote these community-focused programs.

C. Wasatch Front Waste Recycling District (WFWRD) ***- Renee Plant, Manager***

Renee Plant discussed the SCRAP Program and their efforts being currently put into marketing materials, bill stuffers and information on online payments.

D. Unified Fire Authority (UFA) ***- Chief Russell***

No updates available at this point in the meeting – staff was involved in training off site.

Docusign Envelope ID: 846A666C-A5B1-4713-82D0-35DDBD60FA0D

E. Unified Police Department (UPD) ***– Lt. Nelson***

Lt. Nelson provided an update to the council on recent public safety trends and developments within the precinct. He began by noting that their team had been working on building updates and improvements. He then shared that the overall number of cases in May had shown a seasonal increase compared to April, which was typical as warmer weather brought more people outdoors and juveniles, now out of school for the summer, were more active in the community. Despite the uptick for the month, he reported that overall caseload numbers for the year were down by approximately 150 cases compared to the previous year. He attributed this positive trend to progress in resolving ongoing issues that previously generated high volumes of cases. Lt. Nelson did highlight that the area had experienced a homicide and an attempted homicide last month. However, he emphasized that all individuals involved in both incidents were identified and taken into custody within seventy-two hours, which he credited to the capabilities of the Unified Police Department's Violent Crimes Unit. He explained that having a dedicated unit with multiple detectives, a full forensic team, and access to investigative tools made it possible to resolve these serious cases quickly, whereas in other areas, such cases might remain open for much longer. He also reported an increase in graffiti incidents across the valley, noting that this was common during summer when juveniles had more free time. He urged residents to report graffiti as soon as it appeared so the department could photograph it for investigative purposes and have it removed quickly. Lt. Nelson reminded residents that if they chose to clean graffiti themselves, they should first take a photograph to aid in tracking tagging patterns and identifying those responsible. Regarding staffing, he shared that the precinct had recently added several new officers who were settling into their roles and becoming more proactive, which had contributed to an increase in citations issued. He announced that the precinct would soon welcome two new sergeants, both highly regarded and experienced, with one having previously worked in the area and the other having overseen training for new officers. He stated they would be introduced to the council at a future meeting in July. Lt. Nelson concluded by expressing appreciation for the council's support in funding new positions that would take effect July 1. He explained that adding a digital crimes detective would help the precinct expand its capacity to handle digital investigations and related case work, easing the burden on existing staff and allowing more focus on community events and other proactive policing efforts. Mayor Kelly Bush reminded the team to coordinate necessary invoicing for the new positions with Chief Hughes to ensure timely approval and payment.

F. Kearns Community Council ***– Roger Snow***

Roger Snow provided the council with an update on preparations for the upcoming Hometown Days event, which would be held at Boulder Park on August 9. He shared that the event was shaping up to include a variety of family-friendly attractions, such as inflatables, a petting zoo with twenty animals, four ponies for rides, snow cones, a car show, three food trucks, and a Las Vegas–style fireworks display. He mentioned that the fireworks show could draw people from outside the area and reminded everyone to be mindful of animals that might be affected by the noise. He also noted that although an attempt was made to bring in a special performance act, the arrangements fell through, but he expressed appreciation for Council Member Patrick Schaeffer's efforts to try to secure it. Mr. Snow added that a DJ would provide music and karaoke, jokingly suggesting that some council members could participate. He also

Docusign Envelope ID: 846A666C-A5B1-4713-82D0-35DDBD60FA0D

shared progress on the historical memorial project at Camp Kearns. He announced that ten new plaques had been installed to highlight the history of Camp Kearns and the surrounding area had been completed. He described the new panels as very durable and designed to withstand graffiti or damage, making them easy to maintain and replace if needed. Dan Torres and Mayor Kelly Bush both commented that the new installation gave the site a feel similar to walking through a Washington, D.C. memorial. The unveiling of the Camp Kearns History Parkway was scheduled for the same day as Hometown Days, with the dedication set for 11:00 a.m. Mr. Snow noted that while the panels were currently wrapped for protection, they would remain covered until the unveiling.

Council Member Tina Snow asked about the timing of the parade on the same day, expressing concern that it might overlap with the planned unveiling. Mr. Snow acknowledged the tight timing and indicated that the team would revisit the schedule to ensure there was no conflict. Mayor Kelly Bush asked about the availability of chairs for the unveiling ceremony, and it was clarified that a trailer containing chairs had previously been stolen, so the need to replace them would be addressed before the event.

Finally, a brief update was given on a skateboarding project proposed by a local young resident. Council Member Patrick Schaeffer and Roger Snow confirmed that the young man was still actively working on the project with the support of another community member to secure sponsorship and finalize plans. They reassured the council that this project remained on track for its planned date of July 19 and that no progress had been lost.

10. Other Business

A. Future Agenda Business

Council Member Snow moved to recess the City Council Meeting and moved to Closed Session for the reasons indicated below. Council Member Schaeffer seconded the motion; vote was 5-0, unanimous in favor.

11. Closed Session if Needed as Allowed Pursuant to Utah Code §52-4-205

A. Discussion of the character, professional competence or physical or mental health of an individual
B. **Strategy sessions to discuss pending or reasonably imminent litigation**
C. **Strategy sessions to discuss the purchase, exchange, or lease of real property**
D. Discussion regarding deployment of security personnel, devices, or systems; and/or
E. Other lawful purposes as listed in Utah Code §52-4-205

12. Adjourn

Council Member Snow moved to adjourn the June 9, 2025 City Council Meeting. Council Member Schaeffer seconded the motion; vote was 5-0, unanimous in favor.

Docusign Envelope ID: 846A666C-A5B1-4713-82D0-35DDBD60FA0D

The June 9, 2025 meeting adjourned at 7:34 PM

This is a true and correct copy of the June 9, 2025 Town Council Meeting Minutes, which were approved on July 14, 2025.

Attest:

Signed by:

5A3A98DE8BC64A6...

Diana Baun, City Recorder

Signed by:

D05600E139A0452...

Kelly Bush, Mayor