

CITY OF NORTH SALT LAKE
CITY COUNCIL MEETING-WORK SESSION
CITY HALL-10 EAST CENTER STREET, NORTH SALT LAKE
NOVEMBER 18, 2025

FINAL

Mayor Horrocks welcomed those present at 6:15 p.m.

PRESENT: Mayor Brian Horrocks
Councilmember Lisa Watts Baskin
Councilmember Tammy Clayton
Councilmember Suzette Jackson
Councilmember Ted Knowlton
Councilmember Alisa Van Langeveld

STAFF PRESENT: Ken Leetham, City Manager; David Frandsen, Assistant City Manager; Heidi Voordeckers, Finance Director; Jon Rueckert, Public Works Director; Sherrie Pace, Community Development Director; Karyn Baxter, City Engineer; Todd Godfrey, City Attorney; Wendy Page, City Recorder.

Craig Black, Police Chief, was not present at this meeting.

OTHERS PRESENT: Dee Lalliss, Heidi Smoot, Barry Bryson, Larry Pontarelli, Jean Montanero, John Edwards, Ryan Holbrook, Jon Marsh, Carolyn Jacobson, Karen Bradford, Clif Bradford, Trish A., Becky Edwards, Lisa Midgley, Dallas Golden, residents; AJ Green, Jordan Solomon, Sarah Solomon.

1. REPORT ON ACTION ITEM RELATED TO THE CREATION OF A CITY APP

Ken Leetham stated creation of a City app was part of the City Council's strategic plan. He reported that staff had been creating cost estimates as well as researching companies that could assist in creating the app. He noted that the prices ranged from \$7,000 to \$20,000 with annual costs for maintenance and staffing. He shared sample images of apps used by other cities (including Riverton) with options for reporting a crime, request for maintenance services, utility billing, etc. Mr. Leetham said it appeared that the app replicated the City's website in a more efficient way with links to specific services or questions. He spoke on having City services available in a more convenient way through the app.

Ken Leetham spoke on other aspects of the app including community engagement (reporting potholes, lost pets, etc.). He asked for feedback on what the Council would like to see and mentioned Councilmember Jackson's request for notifications related to train delays.

Mayor Horrocks was concerned that residents reporting a problem that may use the app for emergency requests and the City may not be able to respond that quickly. Ken Leetham said the current "report a concern" feature on the City's website had been successful. He continued that this would be a good feature for the app and would provide the chance to educate the public on what constitutes an emergency versus non-emergency including providing different phone numbers on the app that residents could call based on the severity of the situation/concern.

Councilmember Jackson said her intent with the app was to provide residents with a railroad/commute aid and to potentially utilize AI to predict routes. She also suggested that the report a concern, community chat, or other features be monitored by staff.

Councilmember Jackson also asked if staff had researched how well the app was utilized or downloaded in other cities. Sherrie Pace replied that she had requested information from Syracuse city but had not received a reply to date.

Jon Rueckert commented that he was unsure of the exact number of downloads in other cities.

Ken Leetham commented that he would like to reach out to Riverton City on the effectiveness of the app and feedback from their residents. He felt an improvement in communication between the City and residents would be a plus and spoke on the need to set ambitious goals related to the app.

Councilmember Jackson also mentioned a cost benefit analysis for the annual expense and that success equaled utilization.

Councilmember Knowlton was in favor of the City app. He spoke on the ability for the City to send information to those who utilized the app such as a link to the newsletter, events, etc. He was not in favor of a chat feature through the app and suggested redirection to the City's social media page.

Councilmember Van Langeveld shared her priorities including city information, bill pay, permits, FAQ with information (animal, County), calendar, text and email notifications, and "report a concern" with redirection to the appropriate place. She also mentioned AI modeling for trains and/or a link with a camera showing live traffic conditions. She also suggested a section

dedicated to community involvement including City committees and volunteer opportunities through JustServe.

Councilmember Clayton stated it would be good to have technical services available at the City booth at City events to help the public download and use the app.

Councilmember Baskin suggested sharing UTA schedules, 9-1-1 contact information, South Davis Metro, etc. through the app. She was opposed to having a social media piece as part of this app. She also suggested links to A Bolder Way Forward and One Kind Act a Day.

Ken Leetham noted that Civic Plus provided the City's website and provided apps as well. He said the examples he shared were the type of product that Civic Plus provided. He expressed appreciation for the Council's feedback and indicated staff would continue to work on this important Council priority.

2. ARTS COMMITTEE REPORT AND RECOMMENDATIONS TO THE CITY COUNCIL

Sherrie Pace shared the Arts Committee presentation and the 2025 goals including launching the mural program, public art, programs/events, and submit a budget estimate/request to the Council. She recognized that Heidi Smoot was in attendance and had recently been elected to the City Council which would require the vacancy on the Arts Committee to be filled.

Ms. Pace then introduced Jean Montanero who painted her father's, David Montanaro, work as the first mural in the City. She showed progress pictures of the mural located on a building which was adjacent to Hatch Park. She shared the positive feedback from residents that had been received during the progress and completion of this mural. She noted that the Discover Davis logo would be added to the mural along with an anti-graffiti surfactant.

Sherrie Pace continued that the City had received the Discover Davis grant for the mural. She noted the mural dedication would occur on December 1st during the Winter Lights Fest event with comments by the Mayor and Montanaro family. She shared that information about the mural would be available on the City's website. Ms. Pace reviewed the mural program budget of \$10,000 with a cost of \$8,800 and a grant award of \$4,250 for a remaining budget of \$5,450.

Sherrie Pace reviewed the mural program for fiscal year 2027 including:

- Commitment of a \$5,000 donation (private donor)
- Establishment of a 501(c)(3)

- Two additional murals in the Town Center
- Website/story map/QR code
- Continuation of grant applications

She continued with the goal to identify public art locations for 2026 and shared the proposed locations:

- Hatch Park
- Town Center/City Hall
- Veteran's Memorial Plaza
- City Entrance Monuments
- Eagleridge Roundabout
- Foxboro Drive Roundabout
- Golf Course

Sherrie Pace shared that the Arts Committee had also advised the Hatch Park Steering Committee on the tower/pavilion graphic art. She said the Arts Committee also discussed and was in support of the street trees/beautification efforts proposed by the City Council. She continued that the Committee had also reviewed the following public art ideas:

- Big Chair art piece (Hatch Park and other parks)
 - Small chair/tea party playground
 - Tokens
 - Bench/swing in pavilion or living room at Hatch Park
- Little free library
- Hatch Park tree art
- Sculptures
- Utility box wraps

Ms. Pace explained that St George hosted the Art Around the Corner program which included a buy or lease program which allowed the public to view and the City to purchase or lease the art. She noted that this would require a budgetary item for staff/Arts Committee to attend this event in St George. She continued that the Committee reviewed the City's branding and Wayfinding plan and were eager to provide feedback. She reviewed the programs and events for 2026 including:

- NSL Reads
 - 2026 fantasy theme

- America 250 reading challenge
- Collaboration with Events Committee
 - photo contest
 - America 250 Events
- Art exhibits
 - local artists
 - students
- Community concerts
 - Eaglewood Event Center
 - Recitals
 - Concerts
 - Veteran's Plaza
 - Concerts in the Parks
- Storytelling Festival

Sherrie Pace focused on the Arts Committee annual budget proposal:

- | | |
|----------------------------------|----------------------------------|
| ● Murals (two per year) | \$10,000 (in addition to grants) |
| ● Sculptures | \$20,000 (purchase/lease) |
| ● Utility boxes (\$750 per box) | \$3,000 |
| ● Big Chair art | \$15,000 (per park) |
| ● Annual art maintenance | \$2,500 |
| ● Travel (Art Around the Corner) | \$2,500 |
| ● NSL Reads | \$2,000 |
| ● Photo contest | ? |

She then reviewed one time expenditures:

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|-------------------------------------|---------------|
| ● Art exhibit display/equipment | \$5,000 |
| ● Small table/chairs (Hatch Park) | \$4,000 |
| ● Little free library (Hatch Park) | \$5,000 |
| ● Other projects: | |
| ● Entry monuments | \$15,000 each |
| ● City beautification tree planting | \$10,000 |
| ● Portable stage (concerts) | ? |

Mayor Horrocks commented that the City rented a stage each year for Liberty Fest and that those funds could be used to purchase a stage.

Councilmember Baskin commended the Arts Committee for their ideas. She mentioned the Poet Laureate program in Logan City as a potential idea. She also noted the Bamberger/Railroad theme and the potential to nominate a conductor.

Councilmember Jackson mentioned that Heidi Smoot had fundraised heavily for the Bountiful Davis Arts Center. She spoke on the potential for performances at the Eaglewood Events Center and the benefit this would be to the community. Sherrie Pace commented on the varied talents and interests of the Arts Committee members.

Councilmember Van Langeveld spoke on the positive energy and action of the Committee. She was in favor of creating a space for recitals in the City and suggested City Hall to avoid conflicts with paid events at the Eaglewood Events Center. Sherrie Pace commented that Eaglewood Events Center had a grand piano while City Hall did not and potentially utilizing the Events Center once a month when there were not paid events.

Councilmember Van Langeveld said offering the Events Center once a month would only allow for twelve events a year. She suggested that if the Event Center was not being rented it should be open for public recitals more often. Sherrie Pace replied that she would love to pursue this option with further discussion.

3. ADJOURN

Mayor Horrocks adjourned the meeting at 7:11 p.m. to begin the regular session.

CITY OF NORTH SALT LAKE
CITY COUNCIL MEETING-REGULAR SESSION
CITY HALL-10 EAST CENTER STREET, NORTH SALT LAKE
NOVEMBER 18, 2025

FINAL

Mayor Horrocks welcomed those present at 7:28 p.m. Tammy Clayton provided a thought and led those present in the Pledge of Allegiance.

PRESENT: Mayor Brian Horrocks
Councilmember Lisa Watts Baskin
Councilmember Tammy Clayton
Councilmember Suzette Jackson
Councilmember Ted Knowlton
Councilmember Alisa Van Langeveld

STAFF PRESENT: Ken Leetham, City Manager; David Frandsen, Assistant City Manager; Heidi Voordeckers, Finance Director; Jon Rueckert, Public Works Director; Sherrie Pace, Community Development Director; Karyn Baxter, City Engineer; Todd Godfrey, City Attorney; Wendy Page, City Recorder.

Craig Black, Police Chief, was not present at this meeting.

OTHERS PRESENT: Dee Lalliss, Heidi Smoot, Barry Bryson, Larry Pontarelli, Jean Montanero, John Edwards, Ryan Holbrook, Jon Marsh, Carolyn Jacobson, Karen Bradford, Clif Bradford, Trish A., Becky Edwards, Lisa Midgley, Jon Marsh, Dallas Golden, AJ Green, Jordan Solomon, Sarah Solomon, Madison Golden, Anna Lin, residents.

1. PRESENTATION OF NSL PHOTO CONTEST AWARDS FOR 2025-ADULT CATEGORY; JOHN EDWARDS, 1ST PLACE; CLIF BRADFORD, 2ND PLACE; JORDAN SOLOMON, 3RD PLACE; YOUTH CATEGORY: MADISON GOLDEN, 1ST PLACE; ANNA LIN, 2ND PLACE; MOLLY BUNNELL, 3RD PLACE

Dallas Golden, chair of the Arts Committee, reported that the theme for the 2025 NSL photo contest was the semiquincentennial. He presented the adult winners John Edwards 1st place, Clif Bradford, 2nd place, Jordan Soloman 3rd place. He said the youth winners were Madison Golden 1st place, Anna Lin 2nd place, and Molly Bunnell 3rd place. He shared upcoming Civic Events

Committee scheduled events including the Winter Lights Fest on December 1st and the Kite Festival on May 2nd.

2. CITIZEN COMMENT

Jon Marsh, resident, thanked Councilmember Baskin for her service on the City Council and commended those who ran in the recent election. He also encouraged the City to readdress the recently annexed area and to request funds from the County to do so.

Dee Lalliss, resident, spoke on the Hatch Park remodel and the negative comments from residents who were upset about the removal of the trees, the proposed plan for the park, the cost, the proposed tower feature, and the “living room” feature. He suggested the City increase communication and public awareness of what was planned for the park.

3. COUNCIL REPORTS

Councilmember Clayton reported on the Spooktacular event and thanked those who volunteered including the Public Works department. She spoke on the Senior Lunch Bunch event on November 12th. She said the next event would be the Winter Lights Fest on December 1st with Santa and Mrs. Claus.

Councilmember Van Langeveld reported on the press conference regarding the proposed homeless shelter. She said there would be a meeting of the Utah Homeless Shelter Board on November 19th for those interested in attending. She spoke on the new school bus route on Recreation Way and how the students who previously missed months of school were now attending school every day. She mentioned voter turnout during the last election and suggested an item on a future agenda to discuss a push by the City to increase voter outreach by sharing information.

Councilmember Van Langeveld also requested an agenda item to discuss the Hatch Park design and revisiting the tower feature. She mentioned the graphic arts sign by the pavilion and updating it to North Salt Lake rather than Hatch Park.

Councilmember Baskin applauded those who ran for office and the free and open elections process. She spoke on the benefit of the fall cleanup and mentioned how busy the Public Works location had been on Saturday and Sunday. She commended the Public Works staff for their efforts on the cleanup.

Councilmember Jackson reported on the Veterans event held in conjunction with the Senior Lunch Bunch and commended Conrad Jacobson for his efforts in personalizing the event.

Dee Lalliss commented that there were approximately 80 attendees and 16 were veterans and their guests who were recognized at the event. He thanked the City for sponsoring this event and the efforts by staff and volunteers.

Councilmember Jackson commented that she brought her parents to the Senior Lunch Bunch event as well as the County Veterans Day event. She spoke on the Arts Committee progress over the year. She reported on the Green Way meeting which was the creation of a corridor from NSL to Kaysville. She concluded with the South Davis Recreation Center meeting and the truth in taxation meeting and said a small tax increase was passed.

Councilmember Knowlton reported the Wasatch Choice Vision plan workshop would be held on November 24th. He noted this plan would include a statement of aspirations from each community for land development and the regional transportation plan.

4. CITY ATTORNEY'S REPORT

Todd Godfrey had nothing to report.

5. MAYOR'S REPORT

Mayor Horrocks reported that he received compliments on the fall cleanup. He mentioned that the numbers for Utah were the second worst this year with 48 West Nile cases and four deaths in 2025. He spoke on the National League of Cities (NLC) annual City Summit to be held on November 20th through the 22nd in Salt Lake City.

6. CITY MANAGER'S REPORT

Ken Leetham reported on the National League of Cities City Summit and the conference agenda. He encouraged the Council to attend and noted there would be thousands in attendance.

7. THE CITY COUNCIL, ACTING AS THE NORTH SALT LAKE BOARD OF MUNICIPAL CANVASSERS, ACCEPTANCE OF THE CITY OF NORTH SALT LAKE 2025 MUNICIPAL ELECTION RESULTS AS PREPARED BY THE DAVIS COUNTY CLERK'S OFFICE

Wendy Page reported that Davis County had provided the final ballot information and shared the following highlights:

- Registered voter totals: 11,014
- Ballots cast total: 3,717
- Voter turnout: 33.75%
- 3,592 votes cast by mail in ballot
- 2 in person early voters
- 117 in person election day voters
- 6 provisional voters

She presented the official results of the municipal general election:

Votes for Mayor

| | |
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| Brian Horrocks | 2,712 |
| Barry Bryson | 866 |

Votes for City Council

| | |
|--------------------------|-------|
| Alisa Van Langeveld | 2,272 |
| Heidi Smoot | 1,866 |
| Ryan Holbrook | 1,726 |
| Conrad Jacobson | 862 |
| Garry Widders (write in) | 64 |
| Write in totals | 102 |
| Not assigned | 38 |

Ms. Page explained that there were 59 total ballots not counted with 49 votes which were not timely and 8 with signatures that did not match. She then shared the statement of votes cast by precinct in the City. She noted other items from the County report including ballot reconciliation, canvass statistics, and statements of votes cast. She mentioned attending the County's post audit election and felt confident that every vote was counted and certified.

Mayor Horrocks asked if he was on the Board of Municipal Canvassers. Wendy Page replied affirmatively that Mayor Horrocks would vote and was part of the Board of Municipal Canvassers which was comprised of the elected officials of the City.

Councilmember Baskin asked what an undervote entailed. Wendy Page replied that an undervote meant that an individual did not cast a vote on their ballot for that particular race. She explained

this meant that 595 voters did not vote for two city councilmembers and 139 who did not vote for a mayoral candidate.

Councilmember Knowlton moved that the City of North Salt Lake Board of Canvassers accept the City's 2025 Municipal General Election results as presented. Councilmember Jackson seconded the motion. The motion was approved by Board Members Baskin, Clayton, Horrocks, Jackson, Knowlton, and Van Langeveld.

8. CONSIDERATION OF RESOLUTION 2025-57R: A RESOLUTION APPROVING AN AGREEMENT WITH A.J. GREEN FOR USE OF AN ACCESS EASEMENT ON LOT 1310, EAGLEWOOD COVE

Sherrie Pace presented an aerial map showing Lot 1310 located in Eaglewood Cove Phase 13. She noted the easement that ran through Lot 1310 accessed the City's water tanks. She said a note was placed on the plat at approval that the City's access could not be used for a home to be built on Lot 1310. She continued that the lot has been purchased by A.J. Green and he requested use of a portion of the City's access for the driveway.

Sherrie Pace continued that the City has since entered into negotiations and explained that there was an existing gate located on the access road. She said part of the proposed agreement would be to move and replace this gate, approximately 50 feet up the access, with a mechanical gate that would lift vertically to avoid snow blockage. She shared that the property owner would be able to install the fencing and gate per their aesthetic with the stipulation that the gate must open upward and can be controlled by the City. Ms. Pace detailed that as part of the agreement snow removal of the first portion of the access and maintenance of the driveway would also be required by the property owner. She highlighted that the road would be built as a fire apparatus road with a hammerhead turnaround and the ability to accommodate a fire truck.

Sherrie Pace concluded that the Development Review Committee (DRC) recommended approval of the proposed access agreement for 1525 East Wood Oaks Loop Eaglewood Cove Subdivision Lot 1310 for shared access of the City's easement across the lot. She shared that the City would receive a maintenance agreement and an improved gate while the property owner would receive better access and less cuts and fills on the property. She noted that the City Attorney had reviewed the agreement and recommended one change from "Denton County" to "Davis County".

Councilmember Jackson moved that the City Council approve Resolution 2025-57R authorizing an agreement with A.J. Green for use of an access easement on Lot 1310 of Eaglewood Cove Subdivision Phase 13, located at 1525 East Wood Oaks Loop.

Councilmember Baskin seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

9. CONSIDERATION OF ORDINANCE 2025-18: AN ORDINANCE REZONING 1.106 ACRES OF LOT 1 OF THE 1100 NORTH KRAUSE CROSSING SUBDIVISION AT 1096 NORTH REDWOOD ROAD FROM GENERAL COMMERCIAL (CG) TO MANUFACTURING DISTRIBUTION (MD)

Sherrie Pace reported on the rezone application for a portion of the property located at 1096 North Redwood Road. She explained that Lot 1 of Krause Crossing subdivision was originally slated to become a gas station which resulted in the subdivision of the property into two lots and a rezone of Lot 2 from General Commercial (CG) to Manufacturing Distribution (MD) due to proximity to the Skypark Airport.

Ms. Pace noted that Maverik has since purchased the property, Lot 1, which has remained vacant. She continued that earlier this year the City received a site plan application for a McDonalds to be located on the corner but the request has been put on hold temporarily while lots boundaries were reviewed. She shared that the property owner has confirmed the McDonalds would move forward but would only need one acre of the property with the remaining half of Lot 1 to remain vacant. She said the owners of Lot 2 were approached by adjacent neighbor Crete Carriers who would like to purchase the property for expansion of their operations including a parking lot.

Sherrie Pace shared how proximity to the airport had resulted in FAA restrictions on the property including low occupancy, height, and use restrictions. She noted that Crete Carriers also wanted an additional acre which could be accommodated in Lot 1. She explained that per State statute and City Code an uncontested lot line adjustment was handled administratively through staff. She continued that this requested lot line adjustment would move the existing lot line between Lot 1 and Lot 2 to accommodate the additional one acre. She noted the minimum lot size in the CG zone was one acre and a minimum of two acres in the MD zone.

Ms. Pace clarified that Crete Carriers would acquire a combined three and a half acres with a requested zone change to MD for the entire property. She explained that City Code specified that if a parcel was divided into two or more zones, then the more restrictive zoning would apply. She shared that the MD zone was more restrictive with a larger lot size (minimum two acres) and a lower height limit (45 feet). She said that as the MD zoning would be the default zoning that it was appropriate to rezone the entire property to one zone.

Sherrie Pace shared an aerial map of the property and said the Planning Commission reviewed and recommended approval of the rezone.

Councilmember Van Langeveld mentioned the site plan application for the McDonalds on Lot 1. Sherrie Pace replied that the applicant asked to have the application held until the lot was sold or they had resolved the franchise agreement. She said the property owner had a purchase contract which would move forward after the rezone occurred.

Councilmember Van Langeveld asked what would occur if the arrangement with McDonalds fell through after the property was rezoned. Sherrie Pace replied that the property met the minimum standards and other general commercial uses could occur there after the rezone.

Councilmember Baskin moved that the City Council approve Ordinance 2025-18 amending the City of North Salt Lake Zone Map and rezone 1.106 acres of Lot 1 of the 1100 North Krause Crossing Subdivision at 1096 North Redwood Road from General Commercial (CG) to Manufacturing-Distribution (MD) with no conditions. Councilmember Clayton seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

10. CONSIDERATION OF BID AWARD FOR CONSULTING SERVICES FOR A TRAILS MASTER PLAN IN THE AMOUNT OF \$65,000

Jon Rueckert reported that in early 2025 the City was awarded a grant from the Utah Division of Outdoor Recreation to hire a consultant to complete a Trails Master Plan. He noted that the City was awarded \$37,500 from the State with a \$12,500 City match with a total budget of \$50,000. He said the scope of work included:

- Master plan of the natural (unpaved) trail system
- Identify trails that should be sanctioned through the U.S. Forest Service (USFS)
- Re-route/enhance trails, closing of trails, development of new trails and trailheads
- Provide a maintenance plan with cost estimates

Mr. Rueckert continued that the request for proposals (RFP) was advertised on September 30th and closed on October 20th. He said the City received five proposals and a Selection Committee was formed comprised of the Public Works Director, Long Range Planner, and two members of the Trails & Active Transportation Committee. He noted that the Selection Committee met on October 28th to compile and rank the consultants with SE Group selected as the recommended consultant.

Jon Rueckert shared that the benefits of SE Group included two former (USFS) employees on staff that could assist with federal lands, partnership with the Utah Conservation Corps on the project, excellent references, and recent experience on the Salt Lake Foothill Trails Master Plan project. He said that the proposal was \$10,000 over budget which SE Group explained that their budget reflected a realistic and honest approach to the project. He continued that they had proposed optional services including stakeholder engagement, public engagement event, and an enhanced trails master plan for an additional \$5,000 which made the proposed trails more implementation ready.

Mr. Rueckert also noted the enhanced plan would have the effect of resolving issues up-front rather than having to hire another consultant in the future to do additional work prior to permitting from the USFS, and would be an overall cost savings and more efficient use of funds. He said the Trails and Active Transportation Committee met on November 10, 2025 and recommended approval to the City Council of selecting SE Group as the consultant and increasing the budget for the project to \$65,000 to include the optional “enhanced trails master plan” with the reasoning described above regarding long-term cost savings.

Councilmember Van Langeveld commented that previous discussion of the City’s Trails Master Plan included paved trails in the City. She asked when this planning would occur and if the proposed Trails Master Plan should be renamed as it did not include all City trails. Jon Rueckert replied that the grant was only for the unpaved trails.

Sherrie Pace commented that paved trails were part of the City’s Active Transportation Plan.

Councilmember Knowlton said that historically the word “trail” meant soft trails but increasingly entities like UDOT presented their “Utah Trails Network” as predominantly hard trails.

Councilmember Van Langeveld commented that the City was budgeted and receiving grants for consultant services to create plans. She said it was worthwhile for the Council to consider if funds were being spent on consultation that implementation funding should also be prioritized in a way that would support the plan. She asked if implementation was planned to occur right away or if it was better to wait until the funds were available without raising taxes.

Councilmember Knowlton responded that if the City committed to a plan that they were committed to implementation. He noted that implementation could then occur on the City’s timeline and budget.

Councilmember Jackson added that after meeting with Bountiful City that Kate Bradshaw had recommended preparing a comprehensive plan for trails development. She suggested this was

due to the time it would take to apply and receive grants and U.S Forest Service approval which could take years. Jon Ruckert commented that the timeline for the plan was to start in January and finish in July followed by grant seeking.

Councilmember Van Langeveld clarified that her concern was hiring consultants and the creation of a comprehensive plan without ever moving forward to support the plan.

Councilmember Van Langeveld moved that the City Council approve SE Group as the consultant for the Trails Master Plan project and direct staff to prepare a budget amendment to include an addition of \$15,000 for the project. Councilmember Knowlton seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

11. CONSIDERATION OF BID AWARD FOR CENTER STREET SIDEWALK PROJECT
ON THE SOUTH SIDE OF CENTER STREET BETWEEN ORCHARD DRIVE AND
340 EAST IN THE AMOUNT OF \$212,605

Karyn Baxter reported that this project consisted of installing new sidewalk on the south side of Center Street from Orchard Drive to 340 East, new pedestrian ramps at street crossing, and connecting to existing sidewalk on both ends. She showed an aerial view of the sidewalk and highlighted that the purpose of the project included:

- Crosswalks at Orchard Drive at the signal
- Crossing guard location for elementary school children
- Eliminate need to cross north side for east/west walking path
- Crosswalks at 350 East with RRFB
- Remove crosswalks at 200 East and 250 East (replace with one mid-block crossing)

Ms. Baxter noted that this project was being designed and built to avoid damage to large existing trees, minimize impacts to existing yard, and adjust sidewalk grade to protect tree roots and match yard slopes. She explained that the existing budget for this project was \$253,600 which was based on a potential grant award. She continued that UDOT had advised the proposed project would exceed the value of the grant due to property acquisition and time delay. She shared that staff was able to revise the project and the bids came in at less than the existing budget. She concluded that staff recommended awarding the project to the low bidder W.M. Green Inc. at \$212,605.

Councilmember Clayton moved that the City Council award the Center Street Sidewalk Project, Orchard Drive to 340 East, to W.M. Green Inc. for the bid price of \$212,605. Councilmember Jackson seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

12. CONSIDERATION OF RESOLUTION 2025-56R: A RESOLUTION APPROVING AN AGREEMENT WITH ROCKY MOUNTAIN POWER FOR ELECTRICAL SERVICES RELATED TO THE HATCH PARK REDEVELOPMENT

Karyn Baxter reported that this agreement included the requested power infrastructure improvements at Hatch Park by Rocky Mountain Power (RMP). She shared images of the proposed redesign of the park and examples of the lighting and electrical plans. She said the agreement with RMP would accomplish the following goals:

- Remove power poles along Main Street and run lines underground
- Provide new services to various locations in Hatch Park
- Relocate existing power infrastructure within existing right of way to accommodate planned improvements

Ms. Baxter shared images of the location with the existing overhead power lines. She continued with the cost breakdown:

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| Franchise agreement location | \$215,000 |
| Rocky Mountain Power cost | \$493,252 |
| City cost | \$267,310 |

She noted that a portion of the work was being covered under the franchise agreement with Rocky Mountain. She said the removal of power poles were already being performed as part of a separate project and a credit was being applied to placing the lines underground. She explained that the proposed work was already part of the approved budget for Hatch Park.

Councilmember Baskin noted that the contract included the requested service date of November 13, 2023 which would need to be updated.

Councilmember Knowlton moved that City Council approve 2025-56R: A resolution approving an Agreement with Rocky Mountain for electrical services related to the Hatch Park redevelopment. Councilmember Jackson seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

13. CONSIDERATION OF RESOLUTION 2025-55R: A RESOLUTION APPOINTING A CITY TRUSTEE TO THE SOUTH DAVIS SEWER DISTRICT BOARD OF TRUSTEES

Ken Leetham reported that the City's representative on the Board of Trustees of the South Davis Sewer District would expire in January 2026. He continued that the South Davis Sewer District served the five south Davis cities and unincorporated areas. He said the Council could appoint the Mayor or any member of the City Council without additional public notice or a hearing.

Councilmember Baskin said that many of these boards and committees included mayors and spoke on considering the potential benefit to appoint a more qualified individual who was not part of the elected governing body. She mentioned the City had experienced trouble with the biodigester and these issues that had not seemed to be getting any traction. She suggested it might be worthwhile to see if there were members of the community that were sewer experts.

Mayor Horrocks commented on the steps being taken to correct the odor issue including selling the Wasatch Resource Recovery (WRR) facility to a more experienced company and budgeting \$2 million to address issues. He continued that he was open to another representative taking his place on the South Davis Sewer District Board or the Mosquito Abatement Board.

Councilmember Van Langeveld was in favor of the suggestion of broadening the bench of volunteers for the City Council assignments as a whole. She mentioned the OxEon Energy Open House and the partnership in capturing methane gas and creating fuel and a potential expansion. Mayor Horrocks commented that he did not think there was a potential expansion related to the methane gas project at this time. He spoke on the potential closure of the south plant.

Councilmember Clayton thanked Mayor Horrocks for his service and encouraged him to continue. Councilmember Jackson was in agreement and spoke on these unpaid and potentially time intensive board meetings.

Councilmember Baskin clarified that the biodigester problem had still not been solved and suggested asking for an expert from the community to serve on the Board. Mayor Horrocks commented that he hoped that the Board had hired the right people but time would tell.

Councilmember Van Langeveld moved that the City Council approve Resolution 2025-55R: A resolution appointing Brian J. Horrocks as the City's representative to the Board of Trustees of the South Davis Sewer District. Councilmember Clayton seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

14. QUARTERLY FINANCIAL REPORT FOR PERIOD ENDING SEPTEMBER 30, 2025
SEMI-ANNUAL FINANCE DEPARTMENT REPORT BY HEIDI VOORDECKERS

Heidi Voordeckers reported on the three months in the fiscal year that began July 1, 2025 through September 30, 2025. She included prior year to date in comparison with current year to date budget items, impact to fund balance, and projected budget. She started with a comparison of the General Fund with revenues and expenditures and noted that expenses were 25% spent and 7.8% of revenues collected. She presented a comparison of fiscal year 2025 to fiscal year 2026 revenues which included property tax, sales tax, licensing/permits, etc.

General Fund

Revenues

| | |
|---------|-------------|
| FY 2025 | \$1,392,927 |
| FY 2026 | \$1,291,135 |

Expenditures

| | |
|---------|-------------|
| FY 2025 | \$4,081,120 |
| FY 2026 | \$4,100,226 |

She reviewed the Fund Balance projection:

| | Beg Fund Balance | Net Change | Ending Fund Balance |
|-----------|------------------|--------------|---------------------|
| 7/31/2025 | \$5.44 million | 1.55 million | 3.89 million |
| 8/31/2025 | \$3.89 million | 778,000 | 3.11 million |
| 9/30/2025 | \$3.11 million | 497,000 | 2.6 million |
| 6/30/2026 | \$5.44 million | 1.53 million | 3.8 million |

She noted that the fiscal year 2026 projected fund balance use included the Hatch Park expansion at \$1.5 million and operating expenditures of \$33,175.

Councilmember Jackson asked about the approximately \$50,000 increase in expenditures from FY 2025 to FY 2026 for the General Government line item. Heidi Voordeckers replied that she would research this item and report back to the Council.

Heidi Voordeckers shared a new section of the annual financial report which she would present in a few weeks. She reported that this statistical section was compiled into a ten year comparison. She spoke on trends, anomalies, and how overall expenses had grown over time. She also reviewed government and business type activities and resources and net positions (cash, assets). She focused on the Golf Course and noted that 2017 was the last year the City loaned funds and explained that the City no longer subsidized the Course.

Councilmember Baskin focused on the improved operations at the Golf Course which made \$1.1 in 2016 compared to \$4 million on 2025.

Councilmember Jackson asked if the Golf Course had repaid their loan. Heidi Voordeckers replied that staff wanted to see several years of improvement to ensure the Golf Course did not run in a deficit before repayment of the loan began. She noted that staff would work with the Golf Course Director on a repayment schedule. She continued that this could be reviewed as part of the annual presentation with the auditors.

15. SEMI ANNUAL FINANCE DEPARTMENT REPORT

Heidi Voordeckers reported on the Finance Department and focused on the department values which included a focus on service, stewardship, compliance, and being proactive. She provided an overview of each position City Treasurer (Stacey Steckler), Payroll Clerk (Sue Cole), Utility Billing Clerk (April Bernabe), Accounts Payable Clerk P/T (Alysia Halls), and Finance Director (Heidi Voordeckers).

City Treasurer

- Appointed by the Mayor
- Provided cash handling and receipting
- Collection on past due accounts
- Disbursement of public funds
- Monitoring of the City's cash position
- Coordinating on investing City's idle funds
- Manages business licensing
- Manages parking citations

FY 2025 numbers

- | | |
|-------------------------------|--------------|
| • Cash balances managed | \$28,540,200 |
| • Business licenses issued | 810 |
| • Parking citations issued | 176 |
| • Parking citations collected | 146 |
| • Years of service | 17.5 |
| • Annual training hours | 30+ |

Payroll Clerk

- Timekeeping and bi-weekly payroll processing
- Onboarding and new hire paperwork

- Employee benefits administrator
- Payroll reconciling and reporting (federal and state)
- FMLA processing
- Workers Comp claims administration
- Compliance reporting (URS, ACA)
- Assisting employees with life event changes
- Employee records management and preservation

FY 2025

- New hires 165
- Terminations 87
- FMLA 4
- W-2s processed 285
- Years of service 6.5

Utility Billing Clerk

- Utility customer account setup and administration
- Monthly utility bill processing
- Meter read usage/leak review
- Utility reporting
- Shutoff and payment arrangements
- Utility customer service and support
- Bilingual customer support

FY 2025

- New utility accounts 319
- Monthly utility bills 6,511
- Annual phone calls immeasurable
- Years of service 3.5

Accounts Payable Clerk

- Weekly check runs
- Citywide purchase cards management
- New vendor set-up
- City property insurance
- Purchase order authorization/compliance
- 1099 reporting

- Unclaimed property reporting
- Travel reimbursements

FY 2025

- Vendor payments 3,509
- 1099 processed 27
- Years of service 12

Finance Director

- Oversee Finance Team
- Budget preparation and amendment
- Manage external audit process and audit committee
- Year end schedule, journal entries, and ACFR preparation
- Monthly bank reconciliation
- Capital assets additions and disposals
- Debt services and liability balance tracking
- Compliance reporting
- Internal controls, policy development, implementation, and training

FY2025

- Monthly bank account reconciliation 21
- Budgetary oversight \$97 million
- Debt service management \$25 million
- Years of service 3.5
- Annual training hours 40+

Heidi Voordeckers continued that the new auditors checked to ensure the annual continued education hours were met by staff in the financial department. She shared that the audit would be complete by November 15th. She concluded with the department initiatives for FY 2024-2025:

- Implementation of new business licensing portal
- Implementation of new parking citation process
- Solicitation of new external auditing firm
- Sweep account setup
- Automated annual ethical pledge form
- Begin implementation of tower read system
- Policy work

- Purchasing policy updates
- Hardship assistance program implementation
- Utility late fee implementation

FY 2025-2026 initiatives

- Continued work on Sensus Analytics launch
- Hatch Park debt service refinancing
- Website update
- Additional ACFR reporting schedules
- Develop Popular Annual Financial Report (PAFR)
- Identify new investment strategies
- Policy work
 - Cash handling
 - Investment strategy
 - Fund balance reserves

16. APPROVAL OF JOINT CITY COUNCIL AND PLANNING COMMISSION MINUTES

The City Council and Planning Commission joint meeting minutes of October 14, 2025 were reviewed and approved.

Councilmember Jackson moved the City Council approve the minutes of October 14, 2025 joint meeting as written. Councilmember Van Langeveld seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

17. APPROVAL OF CITY COUNCIL MINUTES

The City Council minutes of October 21, 2025 were reviewed and approved.

Councilmember Jackson moved the City Council approve the minutes of October 21, 2025 meeting as written. Councilmember Clayton seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, and Van Langeveld.
Councilmember Knowlton abstained from voting.

18. DISCUSSION OF ACTION ITEMS

The action items list was reviewed. Completed items were removed from the list.

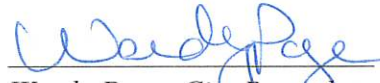
19. ADJOURN

Mayor Horrocks adjourned the meeting at 9:43 p.m.

The foregoing was approved by the City Council of the City of North Salt Lake on Tuesday December 2, 2025 by unanimous vote of all members present.



Brian J. Horrocks, Mayor



Wendy Page, City Recorder

