

Minutes of the Special Meeting of the Syracuse City Council and Board of Canvass, held on November 18, 2025, at 6:00 p.m., in a hybrid in-person/electronic format via Zoom, meeting ID 872 7944 0471, in-person in the City Council Chambers at 1979 W. 1900 S., and streamed on the Syracuse City YouTube Channel in accordance with House Bill 5002, Open and Public Meetings Act Amendments, signed into law on June 25, 2020.

Present: Councilmembers: Jennifer Carver
Brett Cragun
Julie Robertson
Jordan Savage
Paul Watson

Mayor Dave Maughan
City Manager Brody Bovero
Administrative Services Director/City Recorder Cassie Brown

City Employees Present:

Assistant City Manager Stephen Marshall
City Attorney Colin Winchester
Police Chief Garret Atkin
Parks and Recreation Director Kresta Robinson
Public Works Director Robert Whiteley
Community and Economic Development Director Noah Steele
Deputy Fire Chief Jo Hamblin
Communications Specialist Kara Finley

1. Meeting Called to Order

Mayor Maughan called the meeting to order at 6:00 p.m. as a special meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember. Councilmember Robertson provided an invocation. Councilmember Watson led the audience in the Pledge of Allegiance.

COUNCILMEMBER CARVER MOVED TO ADOPT THE AGENDA. COUNCILMEMBER SAVAGE SECONDED THE MOTION, ALL VOTED IN FAVOR.

2. Canvass and consideration of certification of the results of the Syracuse City General Election held November 4, 2025

An administrative staff memo explained the Syracuse City General Election was held November 4, 2025; the election was conducted using a vote-by-mail hybrid approach whereby all registered voters were mailed a ballot in advance of the General Election with the option of returning that ballot via mail, via a ballot box at City Hall, or surrendering it on Election Day to vote in person at the Syracuse Library. The unofficial results of the General Election are as follows:

Syracuse City Mayor

Dave Maughan – 4,401 votes
Brett Cragun – 1,937

Syracuse City Council

Andrea Brown – 4,171
Abraham Pollard – 3,826
Gretchen Ivy Ruelan – 1,813
Jasmine Martinez – 1,662.

Official results and the full canvass reports were available the day of the canvass and were emailed to the Mayor, all Councilmembers, and each candidate prior to the start of the City Council meeting.

COUNCILMEMBER WATSON MADE A MOTION TO CERTIFY THE RESULTS OF THE SYRACUSE CITY GENERAL ELECTION HELD NOVEMBER 4, 2025. COUNCILMEMBER CARVER SECONDED THE MOTION; ALL VOTED IN FAVOR.

3. Public comment

There were no public comments.

4. Mayor/Council reports and announcements

Councilmember Cragun, the Council's appointed representative to the Mosquito Abatement District (MAD) Board of Trustees, provided a report on the taxing entity's consideration of a property tax increase. He referred to the official tax increase

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notice that has been published by the District, which cites the proposed increase amount and the justification for the increase. For a copy of the notice in its entirety, see the information packet for the meeting.

The Council and Mayor then provided announcements about recent and upcoming community events, and other opportunities for public involvement.

5. Approval of minutes

The following minutes were reviewed by the City Council: October 14, 2025 City Council Regular Meeting and October 28, 2025 City Council Work Session.

COUNCILMEMBER ROBERTSON MADE A MOTION TO APPROVE THE MINUTES LISTED ON THE AGENDA AS PRESENTED. COUNCILMEMBER SAVAGE SECONDED THE MOTION; ALL VOTED IN FAVOR.

6a. Consent agenda: Authorize Mayor Maughan to execute Youth Court Agreement extension; and

6b. Consent agenda: Proposed Ordinance 25-38 repealing and reenacting Syracuse Municipal Code (SMC) Section 2.10.190 pertaining to the establishment and governance of the Youth Court.

A memo from the City Attorney explained the City operates a youth court to which minor offenders are referred by law enforcement officers and the Syracuse City Justice Court.

- #1 – The youth court coordinator’s contract expired on October 31. The city attorney recommended that the contract be extended for one year subject to the same terms and conditions. This recommendation was discussed by the Council and advanced to the November 18 consent agenda.
- #2 – The city attorney recommends that the current youth court ordinance (SMC 2.10.190) be repealed and reenacted to more accurately identify those youth who can be referred to youth court and those youth who can serve as youth court volunteers. This recommendation was discussed by the Council and advanced to the November 18 consent agenda.

COUNCILMEMBER CARVER MADE A MOTION TO AUTHORIZE MAYOR MAUGHAN TO EXECUTE THE YOUTH COURT AGREEMENT EXTENSION. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

COUNCILMEMBER CARVER MADE A MOTION TO ADOPT ORDINANCE 25-38 REPEALING AND REENACTING SYRACUSE MUNICIPAL CODE (SMC) SECTION 2.10.190 PERTAINING TO THE ESTABLISHMENT AND GOVERNANCE OF THE YOUTH COURT. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

6c. Consent agenda: Proposed Ordinance 25-39 amending Syracuse Municipal Code (SMC) Section 4.25.010 to allow the Public Works Director to extend the secondary water season for up to two weeks under certain circumstances.

A staff memo from the Public Works Director explained this season the 30-day forecast on September 22 indicated hot temperatures and no rain. To offset the anticipated need, the season was extended to October 10. Heavy rainfall occurred October 4, with follow-up rainstorms afterward. The 30-day forecast did not acknowledge the large storm (13 days beforehand) and is not as accurate as a short-range forecast. Decisions to extend the season are best made with a more accurate forecast, which are generally short-range. To streamline the service, an ordinance update is proposed to extend the secondary water season based upon water availability and weather conditions.

The memo summarized the current ordinance as well as the proposed draft amendment:

Current ordinance:

4.25.010 Schedule, rates and charges.

Secondary water season begins May 1st and ends October 1st each year unless City Council extends or reduces the dates based upon the watershed conditions, delivery limitations from suppliers, or the City’s water system limitations.

The City Council shall, by resolution, establish such rates for the provision of pressure irrigation services as appropriate and necessary.

The pressure irrigation water service shall not be used to irrigate any area exceeding one acre.

Draft Amendment:

4.25.010 Schedule, rates and charges.

A. Season Schedule.

The secondary water season begins May 1st and ends October 1st each year unless:

- (1) The City Council extends or reduces the dates based upon watershed conditions, delivery limitations from suppliers, or the city's water system limitations; or
- (2) The public works director, upon determining that sufficient water supply remains available within the city's pressure-irrigation system and prevailing temperatures and short-term weather forecasts indicate relatively warm and dry conditions, may extend the irrigation season beyond October 1st, up to but not later than October 15th of the same year.

B. Rates and Charges.

The City Council shall, by resolution, establish such rates for the provision of pressure-irrigation services as appropriate and necessary.

C. Acreage Limitation.

The pressure-irrigation water service shall not be used to irrigate any area exceeding one (1) acre.

COUNCILMEMBER CARVER MADE A MOTION TO ADOPT ORDINANCE 25-39 AMENDING SYRACUSE MUNICIPAL CODE (SMC) SECTION 4.25.010 TO ALLOW THE PUBLIC WORKS DIRECTOR TO EXTEND THE SECONDARY WATER SEASON FOR UP TO TWO WEEKS UNDER CERTAIN CIRCUMSTANCES. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

6d. Proposed Ordinance 25-40 amending Syracuse Municipal Code (SMC) Section 4.15 to allow for reduction of water bills in the event of an identified leak fixed by the property owner.

A memo from the Administrative Services Director explained for many years the City has informally granted financial adjustments for excess water charges arising from leaks that were subsequently discovered and repaired by customers. It is proposed that the practice be formalized via ordinance. The proposal was previously discussed by the Council and advanced to the November 18 business meeting.

COUNCILMEMBER CARVER MADE A MOTION TO ADOPT ORDINANCE 25-39 AMENDING SYRACUSE MUNICIPAL CODE (SMC) SECTION 4.25.010 TO ALLOW THE PUBLIC WORKS DIRECTOR TO EXTEND THE SECONDARY WATER SEASON FOR UP TO TWO WEEKS UNDER CERTAIN CIRCUMSTANCES. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

6e. Proposed Resolution R25-42 amending the Syracuse City Personnel Policies and Procedures Manual.

A memo from the Assistant City Manager explained periodically City Administration and Department Heads propose changes to the personnel policies and procedures manual. Please read through and review the red line edits. Below is a summary of edits:

Summary of Redline Edits:

- **3.170** – Clarified that employees rehiring with the City within 1 year will only maintain their same anniversary date if they are being re-employed under the same status.
- **4.050** – changed wording to calendar days rather than workdays. Since everyone's work schedules are different, it can be difficult to figure out approval and when approval is needed by going off just workdays.
- **5.040** - Policy accidentally removed during one of the edits. Revised policy to clarify that the wage increase is "per fiscal year and if budgetary resources allow".
- **5.080 (e)** – changed wording to specify that the effective day of advancements will be on the first pay period after the final approval date of the advancement.
- **5.120** – updated the on-call pay policy, increase the on-call pay to align with benchmark cities, and adjusted procedure to better define compensation for work performed while on-call.
- **6.040** – Changed language to match our practice of rounding to the nearest 15-minute increments for time keeping.
- **6.040 (b)** – added a section that non-exempt employees shall not respond to afterhours emails or teams messages unless authorized and/or required to by their supervisor or department head. And that employees are expected to respond to work-related after-hours phone calls or text messages
- **7.130** – Fixing a referenced code to the Utah Code and a misspelled word.
- **8.090** – Changing the Juneteenth holiday to be observed the same time as the state observes it.
- **21.050** – Took out a sentence where we say an employee should use their best judgement when taking calls and emails to ensure they don't work unreasonable overtime.
- **Chapter 22** – added a new chapter for a new AI policy.
- **Appendix** – Appendixes removed due to having the QR code and link that directs employees to the most up to date forms on our website. Language throughout policy manual is updates to reference the forms is found at the Employee Forms Library

COUNCILMEMBER CARVER MADE A MOTION TO ADOPT ORDINANCE 25-39 AMENDING SYRACUSE MUNICIPAL CODE (SMC) SECTION 4.25.010 TO ALLOW THE PUBLIC WORKS DIRECTOR TO EXTEND THE SECONDARY WATER SEASON FOR UP TO TWO WEEKS UNDER CERTAIN CIRCUMSTANCES. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

7. Proposed Ordinance 25-41 amending Syracuse Municipal Code (SMC)
Section 5.35.060 prohibiting mobile businesses from locating in public
rights of way.

A memo from the Community and Economic Development (CED) Department explained Throughout the summer, mobile businesses have been setting up in the northwest corner of the six-way roundabout at 2000 W 2700 South. The six-way roundabout is a public right-of-way without designated ownership. Roundabouts are ill-suited for standing, stopping and parking. The attached ordinance proposes to prohibit mobile businesses in public rights-of-way without written permission from the highway authority having jurisdiction over the right-of-way. The attached ordinance also cleans up existing language without substantive changes. The attached ordinance was previously discussed by the Council and advanced to the November 18 business meeting.

COUNCILMEMBER SAVAGE MADE A MOTION TO ADOPT ORDINANCE 25-41 AMENDING SYRACUSE MUNICIPAL CODE (SMC) SECTION 5.35.060 PROHIBITING MOBILE BUSINESSES FROM LOCATING IN PUBLIC RIGHTS OF WAY. COUNCILMEMBER CARVER SECONDED THE MOTION; ALL VOTED IN FAVOR.

8. Authorize Administration to execute Real Estate Purchase Contract
(REPC) with Gailey Trustees for 2.454 acres of land at 963 South 2000
West.

A memo from the City Manager explained the purpose of this agenda item is to seek City Council authorization for the Administration to execute the attached Real Estate Purchase Contract (REPC) for the acquisition of property located at 963 South 2000 West. The primary intent for the purchase is to hold it in reserve for a future Syracuse City fire station. The Council has previously discussed the need to secure suitable land in this area of the City in anticipation of long-term public safety service demands. As part of the City's long-range public safety infrastructure planning, staff have evaluated potential sites for a future fire station intended to serve the southwest portion of the City. The subject property has been identified as an optimal location based on response-time modeling, accessibility, and land availability. The property is currently owned by the Ferrel S. Gailey Revocable Trust – Family Trust. The City engaged in negotiations with the owners, resulting in the preparation of the attached REPC for Council consideration.

The memo offered a summary of the terms of the REPC:

1. **Property:** Real property located at *963 S 2000 W, Syracuse, Utah* (Tax ID 12-050-0124), including three water shares in the Davis & Weber Counties Canal Company.
2. **Purchase Price:** **\$1,295,000**, to be paid in cash at closing.
3. **Included Items:** All fixtures, improvements, and landscaping on the property are included. No excluded items have been identified.
4. **Appraisal:** Seller has obtained an appraisal supporting the agreed purchase price; no additional appraisal is required. Seller will reimburse the City **\$1,800** for the appraisal cost at closing.
5. **Due Diligence:** The City will have until **December 15, 2025** to complete all due diligence, including inspections, environmental evaluation, and review of seller disclosures.
6. **Seller Disclosures:** Seller is required to provide property condition disclosures, title commitments, CC&Rs (if any), HOA documents (if any), water share documentation, and notice of any known environmental or code issues by **December 1, 2025**.
7. **Closing Timeline:** Settlement must occur no later than **December 22, 2025**, with closing to follow within four calendar days of settlement.
8. **Title and Insurance:** Seller will convey marketable title by general warranty deed and provide an ALTA Homeowner's Policy of Title Insurance at their cost.
9. **Condition of Property:** The property is being purchased as-is, subject to the City's right to inspect and evaluate during the due diligence period.

Below is an outline of the estimated maintenance costs for the property until it is developed:

- **Upfront One-Time Costs**
- Demolition of House:
 - Asbestos Inspection: \$2,000
 - Asbestos Removal: \$1,500
 - Demolition: \$9,500
- Total Upfront Cost: \$13,000

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- **Annualized Maintenance Costs**
- Weed Control: \$4,500 - \$5,500 (estimate)

Councilmember Watson inquired as to the funding source for this property acquisition. Mayor Maughan stated that the reason to purchase the property is to preserve the area for future construction of an additional Fire Station; for that reason, impact fee revenue is being used to acquire the property. Councilmember Watson asked if the existing home on the property is livable and if it will be rented out. City Manager Bovero stated that the proposal is to demolish the home due to age of the structure and potential costs of ongoing maintenance; additionally, the City is not built to operate as a property landlord and Administration felt demolition would be more economical.

COUNCILMEMBER CARVER MADE A MOTION TO AUTHORIZE ADMINISTRATION TO EXECUTE REAL ESTATE PURCHASE CONTRACT (REPC) WITH GAILEY TRUSTEES FOR 2.454 ACRES OF LAND AT 963 SOUTH 2000 WEST. COUNCILMEMBER SAVAGE SECONDED THE MOTION; ALL VOTED IN FAVOR.

9. Public comments

There were no public comments.

Mayor Maughan recessed the business meeting to convene in a work session at 6:13 p.m. The business meeting reconvened at 6:22 p.m.

COUNCILMEMBER SAVAGE MADE A MOTION TO ADJOURN. COUNCILMEMBER CARVER SECONDED THE MOTION ALL VOTED IN FAVOR TO ADJOURN.

The meeting adjourned at 6:22 p.m.

Dave Maughan
Mayor

Cassie Z. Brown, MMC
City Recorder

Date approved: December 9, 2025