

BOARD OF DAVIS COUNTY COMMISSIONERS MINUTES

Board of Davis County Commissioners - Regular Meeting Minutes

Tuesday, December 16, 2025

The Board of Davis County Commissioners met for their regularly scheduled meeting at 10:00 AM on December 16, 2025, in room 303 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Required legal notice of this meeting was given.

All documents from this meeting are on file in the Davis County Clerk's Office. The agenda for this meeting is incorporated into the minutes as item headers.

Following the approved Davis County policy, artificial intelligence (AI) was utilized in the preliminary creation of these minutes. The final minutes were edited and completed by Davis County Clerk's Office staff.

PRESENT

Davis County Commission Chair Lorene Kamalu
Davis County Commission Vice Chair John Crofts
Davis County Commissioner Bob Stevenson [arrived at 10:23 AM]
Clerk Brian McKenzie

PLEDGE OF ALLEGIANCE

The meeting convened at 10:00 AM and Matt Brady, County Treasurer, led the Pledge of Allegiance.

PUBLIC COMMENTS

Public comments were invited; none were given.

RECOGNITION, PRESENTATION, AND INFORMATIONAL ITEMS

- 1 **#2025-1290. Presentation of Monetary Assistance to Miss Northern Utah Organization, Under the Umbrella of the Miss Utah Scholarship Organization, a Non-profit Organization - recommended by John Crofts, Davis County Commission Vice Chair**

Presented after Item #2, Commissioner Crofts introduced the Miss Northern Utah Organization, describing the titleholders as the "epitome" of the best in society and a "beacon of hope" for the future of Davis County and the Nation. He said he has never been more impressed with youth than he was with this group of people. Melissa Payne, Director of Miss Northern Utah Organization, explained that the organization is a nonprofit, volunteer-run scholarship program, not a "beauty pageant." It is "not about appearance", but rather about "education, leadership, service, and developing well-rounded women prepared to lead and serve in their communities." She explained that the Miss America opportunity is the largest provider of scholarships for young women in the nation. This year, with their partnership with Weber State University and others, such as Davis County, they awarded \$22,000.00 in local scholarships. In this organization, "service is not optional, it is foundational," and each participant leads their own Community Service Initiative (CSI), working year-round in partnership with local entities to "address real community needs." Melissa highlighted the organization's partnership with the National Heart Association, stating that the Utah titleholders in her organization raised \$20,000.00 towards the cause. She expressed her hope that the information presented today will help change outdated perceptions that the organization is simply a beauty pageant, but rather is a "leadership program that changes the trajectory of young women's lives and delivers immeasurable impact across our communities."

Melissa shared a statement from the teen director, Eliza Turney, who explained the impact the program had on her, helping her to become a first-generation college graduate. This is the first year having the teen program in Davis County, and she thanked the Commissioners for their support, which is, in turn, "supporting the dreams and efforts of these girls." Melissa then introduced the titleholders, who were each given a chance to share a little about themselves and their service initiatives.

Noelle Condie, Miss Davis County, discussed her Community Service Initiative (CSI), "This Mind of Mine," which focuses on mental health awareness and resource education. She also volunteered herself for any upcoming County service initiatives. Commissioner Kamalu encouraged Noelle to help spread the word about davislinks.org, an online directory with free and low-cost mental health services.

Ava Mousley, Miss Davis County Teen, shared her CSI, "Inclusion Starts with ME!" inspired by a family friend with autism. She revealed that she has written a children's book and a jingle to teach elementary students how "simple inclusion can truly be."

Ciana Doxey, Miss Northern Utah Teen, spoke about her CSI, "C.A.R.E. 4 Caregivers," which she developed after witnessing her brother struggle with a six-year chronic illness. She highlighted her project to sponsor a local family's Christmas in Clearfield.

AnaLeigha Meek, Miss Northern Utah, detailed her project, "Crowns 4 Cancer," where she hand-makes headpieces and turbans for individuals fighting cancer. She shared a moving story about a 9-year-old girl named Jade whose struggle inspired the initiative. This project is part of her CSI called "Do Good, Feel Good."

2 #2025-1303. Presentation of the Animal Foster of the Year Award to Cindy Blanchard -
recommended by Michelle Hicks, Director, Animal Care

Michelle Hicks, Director of Animal Care, expressed deep appreciation for the diligent work foster volunteers perform, noting that upon starting her role in August, she quickly learned that the fosters are "amazing" and vital to the department's success. Pam Nolen, Foster and Rescue Coordinator, said that the foster program currently includes approximately 250 active fosters. She spoke about Cindy Blanchard's service, saying Cindy was the first person she asked, upon assuming her new role, to be a foster mentor. Her medical knowledge and experience is invaluable. Cindy has fostered 57 animals in the last two years. She specifically detailed Cindy's willingness to take in one-day-old bottle-fed kittens, as well as animals with ringworm and other health issues. In October 2025, Cindy provided care for a mama dog who had been dumped in a remote location and her five puppies that had been thrown from a moving vehicle.

Commissioner Kamalu expressed her gratitude to Cindy and all other foster volunteers, saying the recent case garnered a lot of media attention and for good reason.

Cindy Blanchard accepted the award by emphasizing that she does not work alone. She credited the "huge foster network" for sharing "tips and tricks and ideas" and supporting her with tasks like meal prep and cleaning, allowing Cindy to focus on high-needs cases, such as the recently rescued puppies.

Commissioner Kamalu provided context on the program's origins, noting that it was an innovative response to a "dog tsunami" during the pandemic. She remarked that volunteers like Cindy save the County a "ton of money" while significantly improving the mental health of animals in the shelter.

3 #2025-1293. December Employee Service Awards -
recommended by Lorene Kamalu, Davis County Commission Chair

Commissioner Kamalu expressed her gratitude for Davis County employees and said they are the greatest asset to the County.

Sheriff

Tanna Dyer, 30 Years - Amanda Glezos, Communications Center Manager, honored Tanna Dyer and noted her multiple roles, working in South Davis Fire, the Bountiful Police Department, being a Peace Officer Standards and Training (POST) instructor, and as a certified instructor for Rape Aggression Defense (RAD) for kids and women. Tanna's two adult children have also entered the public safety field. In Tanna's time off, she enjoys camping, hiking, riding horses and ATVs, reading, hanging out with friends and her kids, and catering to her little dog.

Steve Burke, 25 Years - Brandon Ottley, Assistant Maintenance Manager, praised Steve for his meticulous equipment notes and his "green thumb," which is responsible for the blooming rose bushes and planter boxes at the Justice Complex. He maintains a garden at home and brings some produce to the office for salsa. Steve uses his own system to curate what seems like an "endless supply of canna lilies." He is a hard worker and leaves things better than he found them.

Cyndy Riggs, 5 Years - Sergeant Jensen recognized Cyndy's service on the Honor Guard and her current role in the transportation department as a Physical Training (PT) Committee member. When she's away from work, Cyndy enjoys binge-watching Netflix and spending time with her two dogs and cat.

Michelle Hoskins, 20 Years - Lieutenant Olsen described Michelle as a highly reliable employee with a "witty sense of humor," who is set to retire soon.

Clerk

Amber Miller, 25 Years - Brian McKenzie, County Clerk, presented Amber as a third-generation County employee who "grew up walking the halls" of the Administration Building. She possesses extensive knowledge in crucial areas, including voter registration, precinct management, technology services, and office support. He praised her leadership, saying she leads by example with commitment, dedication, and kindness. Clerk McKenzie read a note by Rebecca, Amber's supervisor, saying that Amber is a truly remarkable employee who is smart, forward-thinking, and an incredible asset to the team and the County. Outside of work, Amber enjoys traveling with her husband and kids, and maintains a wide network of friends.

Assessor

Amanda Croft, 5 Years - Shanae Coe, Personal Property Team Lead, highlighted Amanda's transition from COVID relief work to becoming a designated personal property appraiser. Amanda is always willing to help the taxpayers with their mobile home or property filings and works on the larger leasing account. She has a spunky personality that keeps everyone on their toes. In her free time, she enjoys spending time with her husband and their three dogs in their new motorhome.

Health Administration

Austin Andrews, 5 Years - Austin was not in attendance, but was recognized with a round of applause.

Nirmal Chahal, 5 Years - Sarah Willardson, Division Director, praised Nirmal's dedication as the lead tuberculosis (TB) control nurse who sacrificed recent holiday time to manage new urgent TB cases. She started as a nurse in 2020, just in time to administer COVID vaccines at the mass vaccination clinic. Nirmal is a committed, empathetic, bright, and dedicated employee.

Human Resources

Nathalia Cornell, 5 Years - Nathalia was not in attendance, but was recognized with a round of applause.

Hollie Holley, 25 Years - John Robinson, Deputy Director, called Hollie a "problem solver" and an "I-9 expert" who serves as a vital business partner to multiple departments. She is a friend to many, a delight to work with, has an impact on people, and Deputy Director Robinson said he is "honored just to know her."

Information Systems

Rob Hall, 10 Years - Cheryl Larson, Geographic Information System (GIS) Team Lead, honored Rob Hall, noting his funny personality and his successful "pivot" to the GIS team a year ago. Rob is a team player, helping out and willing to volunteer in the GIS team and the development team. He loves board games and will often forego sleep to play late into the night.

Library

Jon Ludwig, 10 Years - Jon was not in attendance, but was recognized with a round of applause.

Hillary Schmutz, 15 Years - Hillary was not in attendance, but was recognized with a round of applause.

Treasurer

Linda Okuda, 20 Years - Matt Brady, County Treasurer, praised Linda for her ability to tactfully handle stressed taxpayers, and noted she has the most tenure in the Treasurer's Office. She spent 15 of her years with the County in the Human Resources Department.

Commissioner Kamalu introduced Shawn Choate, the new Human Resources Director, noting Director Choate's background in Ogden City and the "glowing" recommendations received from Ogden's previous Mayor Caldwell, who worked alongside her.

BUSINESS/ACTION

ANIMAL CARE

4 **#2025-1298. Approval of a Proposal to Create an Amazon Wishlist for Donations for Animal Care - recommended by Michelle Hicks, Director, Animal Care**

Financial Information:

- Type: Receivable
- Amount: N/A

Terms:

- Beginning Date: 12/16/2025
- Ending Date: TBD

The purpose is to coordinate and streamline unsolicited donations to prevent overstocking, which is an issue in the current small Animal Care building.

VOTING:

Motion to Approve Item 4: John Crofts. Second: Lorene Kamalu. All present voted aye.

5 **#2025-1304. Approval of Letter of Support for Salt Lake County Animal Services - recommended by Michelle Hicks, Director, Animal Care**

Financial Information: N/A

Terms: N/A

New information received from the Commission prompted Director Hicks to request that Item #5 be postponed.

VOTING:

Motion to Postpone Item 5: Bob Stevenson. Second: John Crofts. All present voted aye.

6 **#2025-1319. Approval of an Agreement with Pathway Group for a Fundraising Feasibility Study for Animal Care - recommended by Michelle Hicks, Director, Animal Care**

Financial Information:

- Type: Payable
- Amount: \$28,000.00

Terms:

- Beginning Date: 12/16/2025
- Ending Date: 07/31/2026

Director Hicks proposed a study by Pathway Group to assess the philanthropic capabilities of the community and to create realistic fundraising plans for Animal Care. The study will include a prepared case for support, 20–25 confidential interviews with potential major donors, and a final report that will assess the Animal Care's campaign readiness and suggested campaign plans. Director Hicks believes this to be a "critical first step" for transformative fundraising efforts for the animal shelter. Commissioner Stevenson asked Director Hicks if she believes this will "pan out" for the County, since it wasn't a huge success when done by the Western Sports Park. She responded that she believes this will allow the shelter to funnel the philanthropic donations more efficiently. Commissioner Stevenson also asked who would handle these efforts internally, to which she replied that she and the current Deputy Director are now in a place to take on this responsibility, along with the newly hired digital content creator. Commissioner Stevenson asked where the money would be allocated from, and Director Hicks answered that, after review with County Controller Scott Parke, it was decided it would come from either the Profit and Tech Budget or the Fund Balance, but not the General Fund.

Commissioner Crofts expressed reticence, suggesting local volunteers could perform the work to save funds and potentially have a more accurate outcome. He admitted he is not sold on feasibility studies. Director Hicks argued that a professional contract ensures a firm four-month timeline that volunteers cannot guarantee. She said that while her department could assume the responsibility in the future, they are not equipped for it at this time, as they prepare to move into the new Animal Care building.

Commissioner Stevenson said he would feel more comfortable waiting a few weeks to decide after sitting down with Director Hicks to discuss the study in more depth. Commissioner Kamalu brought up the feasibility study that was done for the animal shelter, saying that since construction prices have increased since it was completed, some parts of the building may have to remain empty until the County has the money to finish it. Director Hicks said that is part of the reason for the timing of the study, to determine the incoming philanthropic funds in time to decide what can be built out for the shelter. Commissioner Kamalu remarked that Pathways Group did a great job on the study done for Safeway Harbor, and said that a contract makes more sense to her than hiring a salaried position to handle the fundraising. She expressed her comfort in approving the study at this time, but Commissioner Stevenson voted to postpone the item.

VOTING:

Motion to Postpone Indefinitely Item 5: Bob Stevenson. Second: John Crofts. Aye: John Crofts, Bob Stevenson. No: Lorene Kamalu. Motion Passed.

COMMISSIONERS' OFFICE

7 **ORD #2025-10. Approval of an Ordinance Adopting Chapter 3.09 Property Tax Reductions, Waivers, and Adjustments, of the Davis County Code - recommended by Lorene Kamalu, Davis County Commission Chair**

Financial Information: N/A

Terms:

- Beginning Date: This Ordinance Shall Take Effect on the Earliest Date Possible After Davis County Fulfills the Provisions of Section 17-64-502 (2025) of the Utah Code
- Ending Date: N/A

VOTING:

Motion to Approve Item 7: Lorene Kamalu. Second: John Crofts. All present voted aye.

COMMUNITY & ECONOMIC DEVELOPMENT

8 **#2025-1310. Acceptance of a Special Warranty Deed from NU Property, Inc., Conveying Property at 49 East 200 South, Clearfield, Utah (Tax ID 15-100-0002) to Davis County. This Property Purchase Was Ratified on October 21, 2025, as Davis County Commission Agenda Item #2025-1122 - recommended by Kent Andersen, Director, Community & Economic Development - Planning**

Financial Information: N/A

Terms:

- Beginning Date: One Time
- Ending Date: Runs With The Land

The property will be turned into Northern Utah Counciling Center's Aging Services location.

9 **#2025-1311. Approval to Issue a Temporary Access License to Utah State University, Utah Water Research Laboratory - recommended by Kent Andersen, Director, Community & Economic Development - Planning**

Financial Information: N/A

Terms:

- Beginning Date: 12/16/2025
- Ending Date: 12/31/2026

The license will allow Utah State University to assess the inflows to the Great Salt Lake ecosystem. Adam Wright, Public Works Director, has reviewed the license and approves.

10 **#2025-1313. Approval of Amendment #3 to Contract #2019-0505 with Western States Lodging Management to Extend the Contract Terms through December 31, 2026 - recommended by Kent Andersen, Director, Community & Economic Development - Tourism**

Financial Information:	Terms:
<ul style="list-style-type: none">• Type: Payable• Amount: 5% Of Gross Revenue Sales	<ul style="list-style-type: none">• Beginning Date: 01/01/2026• Ending Date: 12/31/2026

This one-year contract intends to assess the economic impact of this partnership. If it is beneficial to the County, a five-year contract will be pursued.

11 **#2025-1316. Approval of a Contract with Utah Cultural Alliance Foundation for Calendar Export Feed - recommended by Kent Andersen, Director, Community & Economic Development - Tourism**

Financial Information:	Terms:
<ul style="list-style-type: none">• Type: Payable• Amount: \$30,000.00	<ul style="list-style-type: none">• Beginning Date: 12/16/2025• Ending Date: 10/31/2028

This is a state-wide resource and is how all events are coordinated in one location.

12 **#2025-1321. Approval of a Professional Services Contract with Planning Outpost, LLC for Comprehensive Revision and Updates to the Davis County General Plan, Resource Management Plan, and Title 14, Development and Roadways, and Title 15, Land Use and Development Management - recommended by Kent Andersen, Director, Community & Economic Development - Planning**

Financial Information:	Terms:
<ul style="list-style-type: none">• Type: Payable• Amount: \$ 135,700.00	<ul style="list-style-type: none">• Beginning Date: 12/16/2025• Ending Date: 12/31/2026

It is required by State law to update the County's Resource Management Plan, and since the General Plan hasn't been updated since 2006, it is time for some big changes. It will take quite the effort from the Community and Economic Development Office, specifically Jeff Oyler, and will include engagement from the community, the Commissioners, and the Planning Commissioners.

VOTING:

Motion to Approve Items 8-12: Bob Stevenson. Second: John Crofts. All present voted aye.

PUBLIC HEARING: CONTROLLER'S OFFICE

13 **RES #2025-33. Public Hearing for and Approval of a Resolution to Approve Additional 2025 Budget Appropriations - recommended by Scott Parke, County Controller, Controller's Office**

Financial Information: N/A	Terms: N/A
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These are adjustments to our 2025 operating and capital budget. Dental expenses, utilities, payroll attrition savings, and inmate pharmacy costs have been higher than expected. In total, there is about \$991,000.00 of increases. The County's Golf Course brought in about \$80,000.00 more in revenue than anticipated. There are some additional grants where the revenues and grants cover themselves, and some inter-department swaps where both revenue and expenses net out.

VOTING:

Motion to Open a Public Hearing: Lorene Kamalu. Second: Bob Stevenson. All present voted aye.

Public comments were invited; none were given.

VOTING:

Motion to Close a Public Hearing and Approve Item 13: Bob Stevenson. Second: John Crofts. All present voted aye.

CONTROLLER'S OFFICE

14 **#2025-1307. Approval of Contract with Squire and Company, PC for Professional Auditing Services - recommended by Scott Parke, County Controller, Controller's Office**

Financial Information:

- Type: Payable
- Amount: \$295,000.00

Terms:

- Beginning Date: 01/01/2026
- Ending Date: 06/30/2030

This was evaluated as the best bid received.

VOTING:

Motion to Approve Item 14: Lorene Kamalu. Second: John Crofts. All present voted aye.

INFORMATION SYSTEMS

15 **#2025-1300. Approval of an Agreement with DEX MPS for Printer Management Services - recommended by Jeff Hassett, Director, Information Systems**

Financial Information:

- Type: Payable
- Amount: \$99,151.20 (\$8,262.60 Monthly)

Terms:

- Beginning Date: 01/01/2026
- Ending Date: 01/01/2027

The ending date should be 2029, as this is a three-year contract. This is the first agreement with a different provider, to see if it is more cost-effective. The price may fluctuate due to the volume of printing.

VOTING:

Motion to Approve Item 15: John Crofts. Second: Lorene Kamalu. All present voted aye.

16 **#2025-1308. Approval of a Renewal Agreement with Nearmap US, Inc. for Aerial Imagery for Use with Environmental Systems Research Institute (ESRI) and Arc Geographic Information System (ArcGIS) - recommended by Jeff Hassett, Director, Information Systems**

Financial Information:

- Type: Payable
- Amount: \$70,480.04

Terms:

- Beginning Date: 12/22/2025
- Ending Date: 12/22/2026

The captured imagery is used for various County systems, and saves the Assessor's Office money by negating the need to send an employee onsite for property assessments. Some of the money spent is recouped when the data collected is sold to local municipalities.

VOTING:

Motion to Approve Item 16: John Crofts. Second: Lorene Kamalu. All present voted aye.

CONSENT ITEMS

17 **#2025-1294. Approval of an Agreement with Weber State University for an Arena 1 Digital Sponsorship Package for a Duration of 12 Months - recommended by Kent Andersen, Director, Community & Economic Development - Western Sports Park**

Financial Information:

- Type: Receivable
- Amount: \$5,000.00

Terms:

- Beginning Date: 12/01/2025
- Ending Date: 12/01/2026

18 **#2025-1291. Approval of an Agreement with Rocky Mountain Gun Show for a Trade Show - recommended by Kent Andersen, Director, Community & Economic Development - Western Sports Park**

Financial Information:

- Type: Receivable
- Amount: \$12,003.38

Terms:

- Beginning Date: 06/04/2026
- Ending Date: 06/07/2026

19 **#2025-1292. Approval of an Agreement with Utah Ultimate Disc Association for the Daweea Ultimate Tournament** - *recommended by Kent Andersen, Director, Community & Economic Development - Western Sports Park*

Financial Information:

- Type: Receivable
- Amount: \$3,458.88

Terms:

- Beginning Date: 04/17/2026
- Ending Date: 04/18/2026

20 **#2025-1301. Approval of an Agreement with Tracy Aviary for Sponsorship of the 2026 Great Salt Lake Bird Festival** - *recommended by Kent Andersen, Director, Community & Economic Development - Tourism*

Financial Information:

- Type: Receivable
- Amount: \$1,500.00

Terms:

- Beginning Date: 05/14/2026
- Ending Date: 05/17/2026

21 **#2025-1314. Approval of an Incentive Agreement with Hype Nation Volleyball to Host Their Event in Davis County** - *recommended by Kent Andersen, Director, Community & Economic Development - Tourism*

Financial Information:

- Type: Payable
- Amount: \$1,000.00

Terms:

- Beginning Date: 12/01/2025
- Ending Date: 12/15/2025

22 **#2025-1312. Approval of an Agreement with Layton City for Utah Transit Authority (UTA) Ski Bus Service for the 2025-2026 Season** - *presented by Kent Andersen, Director*

Financial Information:

- Type: Receivable
- Amount: \$16,404.00

Terms:

- Beginning Date: 11/18/2025
- Ending Date: 04/11/2026

23 **#2025-1318. Approval of an Agreement with The Nature Conservancy in Utah for Sponsorship of the 2026 Great Salt Lake Bird Festival** - *recommended by Kent Andersen, Director, Community & Economic Development - Tourism*

Financial Information:

- Type: Receivable
- Amount: \$1,000.00

Terms:

- Beginning Date: 05/14/2026
- Ending Date: 05/17/2026

24 **#2025-1315. Approval of Updated Human Resources (HR) Policies and Utah Retirement Systems (URS) Service Agreement Form** - *recommended by Ric Higbee, Deputy Director, Human Resources*

Financial Information: N/A

Terms:

- Beginning Date: 01/02/2026
- Ending Date: N/A

Commissioner Kamalu pointed out that the Western Sports Park pays a lease amount of \$1.8 million to the County.

VOTING:

Motion to Approve Items 17-24: Lorene Kamalu. Second: John Crofts. All present voted aye.

VOTING:

Motion to Recess to Board of Equalization: Lorene Kamalu. Second: Bob Stevenson. All present voted aye.

BOARD OF EQUALIZATION

25 #2025-208. Property Tax Register 12-16-2025 - recommended by Scott Parke, County Controller, Tax Administration

The Property Tax Register for 12/16/2025 was presented and contained the following: Controller's Adjustments consisting of Appeals reports, Abatement reports, and Corrections; Assessor's Adjustments consisting of Corrections. This record is maintained by the Davis County Controller as the Clerk of the Board of Equalization.

VOTING:

Motion to Approve Item 25: Lorene Kamalu. Second: John Crofts. All present voted aye.

VOTING:

Motion to Reconvene Commission Meeting: Lorene Kamalu. Second: Bob Stevenson. All present voted aye.

CLOSING REMARKS

Commissioner Crofts invited the public to an open house on volunteerism at the historic County Courthouse on Thursday from 6:00 - 8:00 PM. He noted that the County's small scholarship donation to the Miss Northern Utah group equates to only "70 cents per hour," given the immense service hours they provide. He stated that volunteer hours, donated by the public, save County taxpayers millions of dollars.

Commissioner Kamalu praised Davis County's Fire Officers Association for its "inter-jurisdictional collaboration," which receives high praise compared to what other counties are doing. The Association is comprised of first responders and people who care deeply. She described the current Animal Care facility, built in the 1980s, as "incredibly crowded" and poorly designed for modern needs. She remarked that adoptions, donations, and administrative tasks all happen in one small entry space, and asserted that the County "can't get started" on the new building "soon enough." Several building sites were reviewed, but the one chosen was determined to be the most cost-effective option.

MEETING ADJOURNED

The meeting adjourned at 11:38 AM.

Minutes Prepared by:

Solana Guest
Deputy Clerk



Brian McKenzie (Jan 6, 2026 16:04:34 MST)

Minutes Approved on:

01/06/2026



John Crofts (Jan 6, 2026 12:25:49 MST)

Brian McKenzie
Davis County Clerk

John V. Crofts
Commission Chair

