

Minutes of the Special Meeting of the Syracuse City Council and Board of Canvass, held on December 9, 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 Savage provided an invocation. Councilmember Carver led the audience in the Pledge of Allegiance.

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

2a. Recognition item: Syracuse Girls Soccer Team, 6a Utah State Champions.

The Mayor and City Council recognized the Syracuse High School Titan Ladies 6A State Champion Soccer Team. The Mayor expressed appreciation for how the team's accomplishments brought positive recognition to the City. Each team member and coach received Syracuse City water bottles as tokens of appreciation, and photos were taken for the City website.

2b. Recognition item: Outgoing City Councilmembers Carver and Savage.

Savage. City Manager Brody Bovero recognized the service of outgoing Councilmembers Jennifer Carver and Jordan Savage. He acknowledged the sacrifice involved in public service and thanked Councilwoman Carver for leading with her heart and fighting for what she believed in. He praised Councilmember Savage for helping maintain civility on the Council during challenging times, noting that he often served as "the glue" that kept the Council together. Each Councilmember was presented with a token of appreciation from the City.

### 3. Public comment

Public comment Mike Smedley addressed the Council regarding damage to headstones at the Syracuse cemetery, including those of his parents and his granddaughter. He requested the city consider installing security cameras to help identify those responsible for the damage.

Matthew Page read a statement from Blair, Mr. Smedley's daughter, whose infant daughter is buried in the cemetery. The statement described the heartbreak of seeing her daughter's grave damaged by groundskeepers during maintenance. The family requested better protection and security for the cemetery grounds, which they consider sacred.

John Atkin introduced himself as a candidate for Davis County Sheriff. He outlined his priorities including protecting children, being relentless on crime, upholding the constitution, and preparing for cybercrime and artificial intelligence. He expressed his desire to work collaboratively with elected officials at all levels.

#### 4. Mayor/Council reports and announcements

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: November 18, 2025 City Council/Board of Canvass Special Business Meeting and November 18, 2025 City Council Work Session.

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

##### 6a. Consent agenda: Proposed Ordinance 25-42, amending Syracuse Municipal Code to include the adoption of the Utah Wildland Urban Interface Code as required by House Bill (HB) 48.

A staff memo from the Fire Chief and City Attorney explained Wildland Urban Interface (WUI) is defined as the line, area, or zone where structures or other human development (including critical infrastructure that if destroyed would result in hardship to communities) meet or intermingle with undeveloped wildland or vegetative fuel. HB 48 requires municipalities, no later than December 31, 2025, to adopt the 2006 edition of the Utah Wildland Urban Interface Code. It is proposed that the 2006 edition of the Utah Wildland Urban Interface Code be adopted by adding it to the list of adopted construction codes found in SMC Title 9 Chapter 15.

COUNCILMEMBER SAVAGE MADE A MOTION TO ADOPT ORDINANCE 25-42, AMENDING SYRACUSE MUNICIPAL CODE TO INCLUDE THE ADOPTION OF THE UTAH WILDLAND URBAN INTERFACE CODE AS REQUIRED BY HOUSE BILL (HB) 48. COUNCILMEMBER CARVER SECONDED THE MOTION; ALL VOTED IN FAVOR.

##### 6b. Consent agenda: Proposed Resolution R25-44 appointing members to the Syracuse City Architectural Review Committee.

An administrative staff memo explained there are currently five vacant seats on the City's Architectural Review Committee. Mayor Maughan has advertised the openings and is recommending appointees to fill the vacancies.

COUNCILMEMBER SAVAGE MADE A MOTION TO ADOPT RESOLUTION R25-44 APPOINTING MEMBERS TO THE SYRACUSE CITY ARCHITECTURAL REVIEW COMMITTEE. COUNCILMEMBER CARVER SECONDED THE MOTION; ALL VOTED IN FAVOR.

##### 7. Action items pertaining to Syracuse City's participation in the State-wide America250 celebration:

- a. Authorize Administration to execute American250 Logo Usage Agreement.
- b. Proposed Resolution R25-43 supporting America250 Utah and recognizing and approving of the Syracuse Utah250 Community Committee.
- c. Authorize Mayor Maughan to execute Memorandum of Understanding (MOU) between the America250 Utah Commission and Syracuse City.

A memo from the City Manager explained the purpose of this agenda item is to discuss and decide on the City's participation in the state-wide America250 program, which is a celebration of the nation's 250<sup>th</sup> anniversary. The State of Utah is encouraging counties, cities, and tribes to join the Utah250 Community initiative, which promotes a unified brand for the Semi quincentennial. Cities that wish to participate must complete several onboarding steps and sign the attached licensing agreement. Upon doing so, the State will provide a Syracuse-specific America250 Utah logo and a \$1,500 stipend to support local celebration and commemoration activities. In order to accomplish this, there are three initial steps for the City to take, including:

1. Approve the America250 Utah Logo Usage Agreement between Syracuse City and the Utah Department of Cultural and Community Engagement.
2. Pass a resolution establishing a local committee that will focus on events and activities celebrating America250.
3. Approve the memorandum of understanding (MOU) with the America250 Utah Commission indicating, in general terms, that the City will promote the America250 initiative.

The memo further summarized the terms of the logo usage agreement and MOU with the Commission. It also expounded on the creation of the Syracuse Utah250 Community Committee; the committee's role includes:

- Focusing on the important events, people, and places within Syracuse that contribute to the broader story of the nation's founding and development.
- Developing local projects and celebrations that connect residents with the Semi quincentennial.

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The Mayor has asked for two council members, and 5 staff members to be on the initial committee. He would like to open the committee up to the citizens once a resolution to have said committee is passed. The committee will include Julie Robertson, Andrea Brown, Kara Finley, Leslie Draper, Kresta Robinson, Neldon Hamblin, and Shauna Greer. The Mayor will appoint citizens from applications with advice and consent of council after the initial formation of the committee. The Mayor will oversee the formation of the committee, but the plan is that they will elect their own chair and report to the city council to approve planned city activities.

COUNCILMEMBER WATSON MADE A MOTION TO AUTHORIZE ADMINISTRATION TO EXECUTE AMERICAN250 LOGO USAGE AGREEMENT. COUNCILMEMBER CRAGUN SECONDED THE MOTION; ALL VOTED IN FAVOR.

COUNCILMEMBER WATSON MADE A MOTION TO ADOPT RESOLUTION R25-43 SUPPORTING AMERICA250 UTAH AND RECOGNIZING AND APPROVING OF THE SYRACUSE UTAH250 COMMUNITY COMMITTEE. COUNCILMEMBER CRAGUN SECONDED THE MOTION; ALL VOTED IN FAVOR.

COUNCILMEMBER WATSON MADE A MOTION TO AUTHORIZE MAYOR MAUGHAN TO EXECUTE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE AMERICA250 UTAH COMMISSION AND SYRACUSE CITY. COUNCILMEMBER CRAGUN SECONDED THE MOTION; ALL VOTED IN FAVOR.

8. Presentation of Fiscal Year (FY) 2024-2025 Audit report by Gilbert & Stewart, CPA's.

A memo from the Assistant City Manager explained Ron Stewart, Audit Partner from Gilbert & Stewart, will be attending this meeting via zoom and will give a presentation about this year's audit and will be able to answer any questions. The memo also referred to the Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2025; it provides very good information on the financial position of the City. The City has been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for the fifteen previous years and staff will be submitting the latest ACFR for the award again this year with the expectation that the City will be awarded the same recognition. A lot of hard work has gone into the preparation of this report; the memo recognized Brooke Gerfen, Finance Manager for her hard work putting together this report, and the City's Department Heads for their collaborative efforts.

Assistant City Manager Marshall reviewed his staff memo and introduced Mr. Stewart.

Mr. Stewart presented the FY2024-2025 annual audit report; he explained that the audit examined financial statements, internal controls, state compliance, and federal compliance due to the City spending over \$750,000 in federal funds. The audit resulted in an unmodified (clean) opinion on the financial statements, indicating they fairly represent the City's financial position and meet accounting standards. The auditors found that internal controls were properly designed and effective. For state compliance, there was one finding: the culinary water fund was over budget by \$300,000; the culinary water fund did not align with the approved budgetary limits, and this serves as a reminder of the need for regular review and amendments of budget forecasts to maintain alignment with expenditure patterns and avoid similar discrepancies in the future. For federal compliance, no issues were found. Mr. Stewart acknowledged the excellent work of City staff, particularly Mr. Marshall and Finance Manager Gerfen, in facilitating the audit process.

9. Authorize Administration to award contract for Bluff Drive Improvement Project.

A memo from the Public Works Director explained this project consists of installation of new culinary water, secondary water, and sewer at the following locations:

1. Bluff Drive subdivision
2. 1275 South and 2100 West
3. 1025 South and 2200 West
4. 1000 West and Yamada Court

The Bluff Drive Improvement Project consists of:

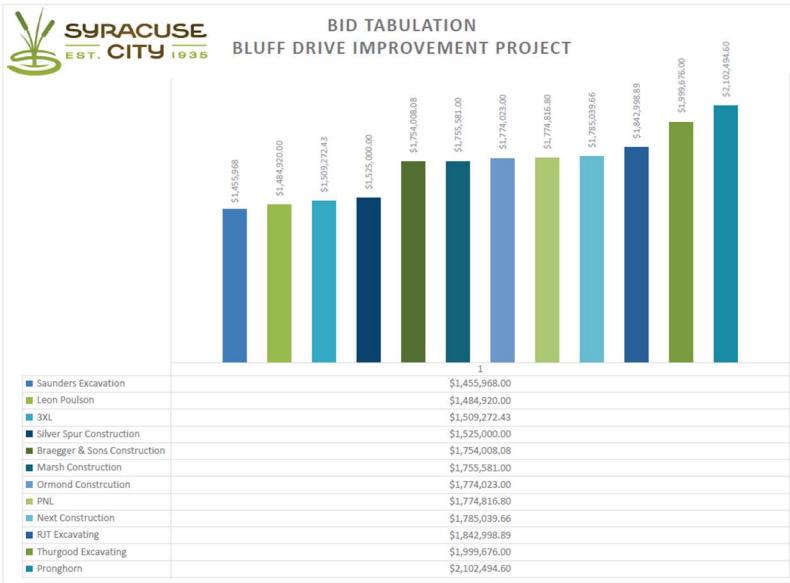
- Installation of approximately 2,233 LF of culinary and secondary main and associated appurtenances
- Installation of approximately 1,536 LF of sewer main and associated appurtenances
- Installation of approximately 87,794 SF of asphalt

The project will begin once contracts are in place and will be complete by October 2026. Bids were opened on November 19, 2025. There were 27 plan holders, and 12 bids were received. The low bidder is Saunders Excavation. with a total bid amount of \$1,455,968.00. The approved budget supports this bid amount. The funding for this project is proposed as follows:

	<b>20-40-70 Class C</b>	<b>50-16-70 Culinary Capital</b>	<b>30-16-70 Secondary Capital</b>	<b>53-16-70 Sewer Capital</b>	<b>41-40-70 Storm Drain Impact</b>
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Bid	\$609,311.00	\$423,506.00	\$192,335.00	\$330,700.00	\$21,400.00
Budget	\$700,000.00	\$880,000.00	\$240,000.00	\$400,000.00	\$150,000.00
Difference	\$90,689.00	\$456,494.00	\$47,665.00	\$69,300.00	\$128,600.00



Mr. Whiteley reviewed his staff memo and recommended the contract be awarded to Saunders Excavation.

COUNCILMEMBER SAVAGE MADE A MOTION TO AUTHORIZE ADMINISTRATION TO AWARD CONTRACT FOR BLUFF DRIVE IMPROVEMENT PROJECT. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

#### 10. Authorize Administration to award contract for grounds maintenance services.

A memo from the Public Works Director explained a Request for Proposal (RFP) was issued for grounds maintenance services for City Hall, Police, Museum, two fire stations, Sand Ridge Parkway, and two grass detention basins. Five bids were submitted for consideration on November 20, 2025. The lowest bidder is Franklin Sprinkler Repair, LLC. The bid tabulation is shown.

Bidder	Annual total	Hourly	Mulch CY
Franklin Sprinkler and Lawn Care	\$ 46,880.00	\$ 35	\$ 45
Terra Works Inc.	\$ 62,992.00	\$ 90	\$ 125
Brightview Landscape Services Inc.	\$ 68,283.24	\$ 75	\$ 95
Cutting Edge Landscape	\$ 70,355.30	\$ 75	\$ 85
Yardmasters Inc.	\$ 80,795.00	\$ 70	\$ 160

The season is an eight-month duration. \$2,930 monthly. This is a 2-year contract with options to renew up to a maximum of four renewal terms. The budget is \$18,640 per year from Facility Maintenance for city campus and \$4,800/yr from Storm Water for the detention basins. This proposal fits in the established budget.

Mr. Whiteley reviewed his staff memo and recommended the contract be awarded to Franklin Sprinkler and Lawn Care.

COUNCILMEMBER SAVAGE MADE A MOTION TO AUTHORIZE ADMINISTRATION TO AWARD CONTRACT FOR GROUNDS MAINTENANCE SERVICES. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

#### 11. Authorize Administration to award contract for park and ride lots grounds maintenance.

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A memo from the Public Works Director explained a Request for Proposal (RFP) was issued for park and ride lot grounds maintenance services for both park and ride lots in Syracuse. Two bids were submitted for consideration on December 4, 2025. The low bidder is Yardmasters. The bid tabulation is shown.

Bidder	Summer	Winter	Snowpush/ea	4yr avg snowdays			
BrightView Landscape	\$ 8,417	incl. w/ summer	\$ 1,460	6	\$ 8,760	\$ 17,177	
Yardmasters	\$ 6,775	\$ 1,950	\$ 1,200	6	\$ 7,200	\$ 15,925	

The winter season has a base bid for litter control and a cost per snowstorm for snow removal in the parking lot and nearby sidewalks. The growing season has a base bid for litter control, mowing and trimming. This is a one-year contract with options to renew up to a maximum of four renewal terms. The park and ride lot maintenance contract with UDOT was approved by city council on August 12, 2025. Maintenance work will be performed through this proposed contract and will require a budget opening.

Mr. Whiteley reviewed his staff memo and recommended the contract be awarded to Yardmasters.

Mayor Maughan briefly discussed the issue of funding the maintenance of park and ride lots located in the City. He explained that the Utah Department of Transportation (UDOT) has been turning over park and ride lots to cities, but class C road funds cannot legally be used for maintaining these parking lots. He asked Councilmembers to help advocate with State legislators to amend the law to allow use of class C funds for these parking areas.

COUNCILMEMBER ROBERTSON MADE A MOTION TO AUTHORIZE ADMINISTRATION TO AWARD CONTRACT FOR PARK AND RIDE LOTS GROUNDS MAINTENANCE. COUNCILMEMBER SECONDED THE MOTION; ALL VOTED IN FAVOR.

12. Proposed Ordinance 25-43, General Plan Map Amendment for property located at approximately 741 West 3700 South, from Commercial to Low Density Residential.

A memo from the Community and Economic Development (CED) Department explained the City has received a request to amend the General Plan map from Commercial to Low Density Residential. Applicant is property owner Mabel Moss. Property size is approximately .668 acres, located approximately 741 W. 3700 S. The request includes two parcels. The applicant provided the following reasons for the requested change: "There has been no interest in commercial development, and the property owner wishes to maintain the property as residential. The justification for the change is that the current dimensions of the property prohibit the lot line from being moved between the two houses while still maintaining the A-1 lot width. The parcels are also small and isolated on the south side of the road, so it would be desirable to maintain them as residential. This change is to ensure that splitting the existing houses will comply with the City's zoning ordinance."

The property is located east of the roundabout on Bluff road and Gentile. The property includes two single family homes built in 1938 and 1951. The south edge of the property has frontage on the West Davis Corridor and the future Bluff Road extension. The east edge of the property is single family residential and a field. Land use to the north of the property is agriculture and single family residential. West of the property is the highway overpass, wetlands, pasture, and single family residential. The current zoning on the parcel is A-1 agriculture. The A-1 zone's minimum lot size is 21,780 square feet. The subject parcel is 27,050.76. Zoning to the east is A-1 and R-2. Zoning to the west is A-1, GC, and Industrial. Zoning to the north is A-1 and R-2. Zoning to the south is unincorporated Davis County. The applicant has applied to change zoning to R-2. This would allow them to split the parcel, so each home is sitting on its own lot. Minimum lot size of the R-2 is 10,000 sf. If the rezone is successful, a subsequent subdivision application would be required to split the lot. The property is general planned for Commercial. General Plan designations to the north are Commercial and Low Density Residential. General Plan designations to the south are Commercial and Open Space. General Plan designations to the east are Commercial, Medium Density Residential, and Low Density Residential. General Plan designations to the west are Open Space and Low Density Residential. Commercial is anticipated at this location because it is the intersection of two collector roads. Also, the properties have high visibility to cars traveling on highway 177. The requested zoning of R-2 is not consistent with the General Plan designation of Commercial. For this reason, the applicant has submitted a request to amend the General Plan from Commercial to Low Density Residential and requested to run both applications simultaneously. The R-2 zone would be consistent with the General Plan designation of Low Density Residential.

As explained in 10.20.070 (D)(3-4) of the Syracuse Municipal Code (SMC), the Planning Commission is the advisory body to the City Council for zoning and General Plan map amendments. The Planning Commission is required to hold a public hearing and forward a recommendation to approve, approve with modifications, or deny the request. The City Council will then review the recommendation and make a decision. During the public meeting, the City Council can approve, approve with modifications, or deny the proposal. SMC Section 10.20.070 (E) explains that amendments to the zoning map are matters of legislative discretion by the City Council after considering if the application would be harmonious with the overall character of the existing development, the extent to which it may adversely affect adjacent property, and the adequacy of facilities and

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services intended to serve the subject property, including but not limited to roadways, parks and recreation facilities, police and fire protection, schools, storm water drainage systems, water supplies, and waste water and refuse collection. The Planning Commission held a public hearing on November 4, 2025 and is forwarding a recommendation for approval. The City Council discussed the item during their November 18, 2025 work session meeting.

CED Director Steele reviewed his staff memo.

Councilmember Savage expressed a desire to keep the General Plan designation as commercial while still approving the R-2 zoning to allow the property owners to proceed with their subdivision. He argued that commercial use remains the highest and best use for the area given its location at a busy intersection. Other Councilmembers agreed that this approach would preserve future commercial options while accommodating the current owners' needs. Mr. Steele confirmed that while consistency between the General Plan and zoning was preferable, the discrepancy would not cause legal issues. The Mayor and City Attorney Winchester agreed that it is always better if the General Plan and zoning are consistent but agreed the Councilmember Savage's proposal would not present legal problems for the City.

COUNCILMEMBER SAVAGE MADE A MOTION TO DENY ORDINANCE 25-43, GENERAL PLAN MAP AMENDMENT FOR PROPERTY LOCATED AT APPROXIMATELY 741 WEST 3700 SOUTH, FROM COMMERCIAL TO LOW DENSITY RESIDENTIAL. COUNCILMEMBER CARVER SECONDED THE MOTION; ALL VOTED IN FAVOR.

13. Proposed Ordinance 25-44, Zoning Map Amendment for property located at approximately 741 West 3700 South, from Agriculture (A-1) to Residential (R-2).

A memo from the Community and Economic Development (CED) Department explained the City has received a rezone application from property owner Mabel Moss for approximately .668 acres located approximately 741 W. 3700 S. The request includes changing two parcels from A-1 to R-2. The applicant provided the following reasons for the requested change: "Maintain existing residential uses and move property line to the east to divide the two existing houses." The property is located east of the roundabout on Bluff road and Gentile. The property includes two single family homes built in 1938 and 1951. The south edge of the property has frontage on the West Davis Corridor and the future Bluff Road extension. The east edge of the property is single family residential and a field. Land use to the north of the property is agriculture and single family residential. West of the property is the highway overpass, wetlands, pasture, and single family residential. The current zoning on the parcel is A-1 agriculture. The A-1 zone's minimum lot size is 21,780 square feet. The subject parcel is 27,050.76. Zoning to the east is A-1 and R-2. Zoning to the west is A-1, GC, and Industrial. Zoning to the north is A-1 and R-2. Zoning to the south is unincorporated Davis County. The requested zoning is R-2. This would allow them to split the parcel, so each home is sitting on its own lot. Minimum lot size of the R-2 is 10,000 square feet. If the rezone is successful, a subsequent subdivision application would be required to split the lot. The property is General Planned for "Commercial". General Plan designations to the north are Commercial and Low Density Residential. General Plan designations to the south are Commercial and Open Space. General Plan designations to the east are Commercial, Medium Density Residential, and Low Density Residential. General Plan designations to the west are Open Space and Low Density Residential. Commercial is anticipated at this location because it is the intersection of two collector roads. Also, the properties have high visibility to cars traveling on highway 177. The requested zoning of R-2 is not consistent with the general plan designation of Commercial. However, the applicant has also submitted a request to amend the General Plan from Commercial to Low Density Residential and requested to run both applications simultaneously. R-2 zone would be consistent with the General Plan designation of Low Density Residential.

As explained in 10.20.070 (D)(3-4) of the Syracuse Municipal Code (SMC), Planning Commission is the advisory body to the City Council for zoning and General Plan map amendments. The Planning Commission is required to hold a public hearing and forward a recommendation to approve, approve with modifications, or deny the request. The City Council will then review the recommendation and make a decision. During the public meeting, the City Council can approve, approve with modifications, or deny the proposal. 10.20.070 (E) explains that amendments to the zoning map are matters of legislative discretion by the City Council after considering if the application would be harmonious with the overall character of the existing development, the extent to which it may adversely affect adjacent property, and the adequacy of facilities and services intended to serve the subject property, including but not limited to roadways, parks and recreation facilities, police and fire protection, schools, storm water drainage systems, water supplies, and waste water and refuse collection. Planning Commission held a public hearing on November 4, 2025 and is forwarding a recommendation for approval. City Council discussed the item during their November 18, 2025 work session meeting.

COUNCILMEMBER SAVAGE MADE A MOTION TO ADOPT ORDINANCE 25-44, ZONING MAP AMENDMENT FOR PROPERTY LOCATED AT APPROXIMATELY 741 WEST 3700 SOUTH, FROM AGRICULTURE (A-1) TO RESIDENTIAL (R-2). COUNCILMEMBER CARVER SECONDED THE MOTION; ALL VOTED IN FAVOR.

Mayor Maughan recessed the business meeting to convene in a work session at 6:44 p.m. The business meeting reconvened at 6:47 p.m.

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9. Public comments

There were no public comments.

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

The meeting adjourned at 6:48 p.m.

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Dave Maughan  
Mayor

Cassie Z. Brown, MMC  
City Recorder

Date approved: January 13, 2026