

KAYSVILLE CITY COUNCIL
January 15, 2026

Minutes of the regular Kaysville City Council meeting held on January 15, 2026, at 7:00 p.m. in the Council Chambers of Kaysville City Hall, located at 23 East Center Street, Kaysville, Utah.

Council Members Present: Mayor Tamara Tran, Council Member John Swan Adams, Council Member Mike Blackham, Council Member Abbigayle Hunt, Council Member Nate Jackson, and Council Member Joshua McBride

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Fire Chief Paul Erickson, Police Chief Sol Oberg, Assistant Police Chief Seth Ellington, Lt. Paul Thompson, Lt. Preston Benoit, Officer Noelia Wallace, Officer Kenneth Nelson, Officer Castle Leota, Parks and Recreation Director Cole Stephens, Cemetery Sexton Jackie Hubbard, Information Systems Assistant Ardi Harsano, David Erhart, Susan Erhart, Bruce Nelson, Erin Nelson, Maryn Nelson, Aiden Nelson, Cole VanBeekum, Emmerson VanBeekum, Jill Dredge

OPENING

Mayor Tran opened the meeting and welcomed those in attendance. Council Member Hunt then provided opening remarks highlighting recent positive developments in the city. She referenced a meeting with residents who expressed interest in the possibility of a skate park and noted the enthusiasm and civic engagement demonstrated. She also highlighted a current art exhibit featuring the work of Connie McCormick Borup, a Kaysville resident, which was scheduled to remain on display at City Hall through March. Council Member Hunt further reflected on observing Public Works employees, along with police and fire personnel, working on Christmas Day, noting that this demonstrated the dedication and commitment of City staff. She expressed appreciation for resident involvement and City employees and welcomed Council Member McBride at his first meeting, acknowledging his willingness to serve and the commitment required of elected officials. Council Member Hunt then led the Pledge of Allegiance.

CALL TO THE PUBLIC

Jill Dredge addressed the Council regarding agenda item number seven, which involved proposed amendments to the City's GRAMA (Government Records Access and Management Act) code. She provided an overview of GRAMA under Utah Code Title 63G, Chapter 2, explaining its role in defining record classifications, establishing request procedures, and providing an appeals process. Ms. Dredge expressed concern that the proposed amendments would reduce local control and limit public access to records, stating that existing City provisions already comply with state law while providing clearer access. She referenced increased public use of GRAMA requests beginning in 2020, particularly related to elections, and cited prior legislative efforts that she believed sought to restrict GRAMA access. She also questioned the removal of a provision addressing penalties for denying or ignoring valid requests and asked the Council not to adopt the

amendments at that meeting, urging the preservation of transparency and the relationship between City officials and residents.

PRESENTATIONS AND AWARDS

SWEARING-IN OF NEW KAYSVILLE POLICE OFFICERS: KENNETH TODD NELSON AND OFFICER CASTLE LEOTA

Police Chief Sol Oberg introduced two newly hired officers of the Kaysville Police Department. He first introduced Officer Kenneth Todd Nelson, stating that Officer Nelson had recently graduated from the police academy and was scheduled to begin field training with the department in the coming weeks. Chief Oberg acknowledged the presence of Officer Nelson's family and noted that his son would assist with the badge pinning. City Recorder Annemarie Plaizier administered the Oath of Office to Officer Nelson. Following the oath, Chief Oberg noted Officer Nelson's early involvement in community events, including Shop with a Cop and other public activities, and stated that his engagement and performance at the police academy demonstrated strong potential as a new officer.

Chief Oberg then introduced Officer Castle Leota, explaining that Officer Leota joined the department with prior law enforcement experience. He stated that Officer Leota was hired from the Davis County Sheriff's Office and had an established professional reputation within Davis County, noting that his experience was a valuable addition to the department given recent hires of entry-level officers. City Recorder Annemarie Plaizier administered the Oath of Office to Officer Leota. Mayor Tran congratulated both officers and expressed appreciation for their willingness to serve the community, stating that the city was pleased to welcome them to the department.

PRESENTATION OF EMPLOYEE OF THE QUARTER AWARD TO JACKIE HUBBARD

Parks and Recreation Director Cole Stephens presented the Employee of the Quarter award to Jackie Hubbard, the City's Cemetery Sexton. Mr. Stephens stated that Ms. Hubbard had served in the position since September 2024 and described the role as particularly challenging due to its frequent interaction with individuals and families during times of loss. He noted that Ms. Hubbard consistently demonstrated compassion, professionalism, and strong communication skills, and that she performed her duties above expectations. Mr. Stephens stated that despite a demanding start in the position, Ms. Hubbard had adapted quickly, taken ownership of her responsibilities, and exceeded expectations. Mayor Tran echoed the recognition, noting that she had received positive feedback regarding Ms. Hubbard's work and thanking her for her service to the community.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts of interest were declared by any members of the City Council.

CONSENT ITEMS

Council Member Adams made a motion to approve the following Consent Items:

- a) Approval of the Purchase of Lifepak Equipment for Wildland Deployments for the Kaysville Fire Department.
- b) A Resolution Approving an Agreement with J-U-B Engineers for Professional Services.

Council Member Jackson seconded the motion.

The vote on the motion was as follows:

Council Member Jackson, Yea
Council Member McBride, Yea
Council Member Blackham, Yea
Council Member Adams, Yea
Council Member Hunt, Yea

The motion passed unanimously.

Following the vote, Mayor Tran provided a brief clarification regarding consent agenda procedure, explaining that any discussion of a consent item would require its removal from the consent agenda and a separate motion and vote.

ACTION ITEMS

A RESOLUTION AMENDING THE KAYSVILLE CITY RULES OF PROCEDURE AND ORDER

City Attorney Nic Mills introduced the resolution and reminded the Council that the item had been discussed previously as a work item during the December Council meeting and was now presented for formal action. He explained that the proposed amendments clarified limitations on materials that may be distributed by members of the public during Council meetings, designated an appropriate location for distributing materials, and addressed limitations on signs brought into meetings. Mr. Mills stated that no substantive changes had been made since the December discussion.

Council Member Hunt asked for confirmation that no changes had been made since the prior discussion. Mr. Mills confirmed that the only change was the correction of a minor typographical error previously identified.

Council Member Hunt made a motion to approve the Resolution amending the Kaysville City Rules of Procedure and Order, which was seconded by Council Member Adams.

The vote on the motion was as follows:

Council Member McBride, Yea
Council Member Blackham, Yea
Council Member Adams, Yea
Council Member Hunt, Yea

Council Member Jackson, Yea

The motion passed unanimously.

WORK ITEMS

DISCUSSION ON KAYSVILLE CITY GRAMA CODE AND FEE AMENDMENTS

City Attorney Nic Mills introduced the item and explained that staff was recommending adoption of the state GRAMA code in place of maintaining duplicative provisions in the City Code. He stated that during a review related to proposed fee amendments, staff identified that many existing City GRAMA provisions were identical to state law, requiring ongoing review and updates whenever state code changed. Mr. Mills explained that this resulted in unnecessary administrative work and that adopting the state code would simplify the process while still allowing the City to adopt local provisions in the future if a departure from state law was desired.

Mr. Mills addressed concerns raised during public comment regarding the removal of local provisions related to denials and penalties. He explained that state law already included enforcement mechanisms and penalties for noncompliance with GRAMA requests, including sanctions against local governments. He also noted that the proposed amendments would remove the City Council as the appeal authority and instead rely on the state-level appeals board. Mr. Mills stated that the City had not previously received GRAMA appeals and that the state appeals board was better equipped to handle such matters due to its experience and established processes, which would reduce the burden on the Council and staff.

Mr. Mills further explained that the proposed amendments included adjustments to GRAMA-related fees, which would be incorporated into the City's consolidated fee schedule. He emphasized that the intent was not to discourage public access to records but to account for staff time required to fulfill requests, particularly given the City's limited staffing resources. He noted that fees would be calculated using the lowest-paid qualified staff member available to perform the work, consistent with state law.

Council Member Blackham asked for clarification regarding fee calculations, and Mr. Mills confirmed that staff time would be billed at the lowest applicable rate. Council Member Blackham also referenced long-standing provisions in the City Code stating that state or federal law would control in the event of a conflict, noting that this principle was not new, and Mr. Mills agreed.

Council Member Hunt asked several questions regarding the volume and nature of GRAMA requests. Mr. Mills explained that while the City did receive requests from individual residents, the majority—estimated at approximately 80 percent—came from corporate entities, particularly insurance companies requesting police reports and body camera or dash camera footage related to traffic accidents. He also described requests from out-of-state companies seeking records related to code enforcement activity and noted that staff worked to redact private citizen information when required.

Council Member Hunt also asked whether state GRAMA law functioned as a minimum or

maximum standard when it comes to what records are considered public. Mr. Mills explained that state law presumed records to be public unless they fell into specific protected, private, or controlled categories, including medical and mental health records, personal identifiers, financial information, and security-related records. He stated that while the City could theoretically designate additional records as public, staff did not believe it would be appropriate to release records classified by the state as private or protected. Council Member Hunt further asked about the impact of increased fees on transparency and whether fee waivers were available. Mr. Mills stated that he did not believe state law provided for waivers but explained that the fees were intended to encourage more narrowly tailored requests and to address requests that required significant staff time, such as broad requests spanning multiple years. He noted that even with fees, the City would continue to subsidize the cost of processing requests and that staff routinely worked with requesters to clarify and narrow requests when possible.

Mayor Tran asked clarifying questions regarding the rationale for the amendments, and Mr. Mills summarized that the primary purpose was to simplify the City Code by eliminating duplicative provisions and to address the resource impacts of high-volume and corporate requests through appropriate fees. Mayor Tran acknowledged concerns regarding transparency and noted that some of the issues raised might be more appropriately addressed at the state level.

Council Member Blackham asked whether records involved in litigation could be withheld absent a subpoena. Mr. Mills explained that certain private, protected, or controlled records could not be released under GRAMA but could be produced pursuant to a subpoena, which constituted a court order and superseded GRAMA restrictions.

Mayor Tran asked whether staff had recommendations for improving how residents submit GRAMA requests. Mr. Mills responded that staff generally worked collaboratively with residents to clarify and expedite requests and that most requesters were cooperative. He explained that staff often contacted requesters to better understand their needs, which frequently resulted in faster and more efficient responses, although requests would be processed as submitted if a requester chose not to narrow the scope.

Council Member Adams commented on the workload associated with reviewing police body camera footage, noting that staff were required to review footage in full to ensure that minors or sensitive information were not disclosed. He stated that this process was time-intensive, could not yet be reliably automated, and often fell on limited staff who also handled front-desk responsibilities. He expressed concern about using general tax revenues to cover extensive review work generated by large or broad requests and stated that reasonable fees helped ensure that costs were borne by those requesting the records rather than by taxpayers.

Council Member Adams then made a motion to this item to an Action Item.

Council Member Adams then made a motion to move the item forward as an Action Item. Council Member Hunt proposed a friendly amendment requesting that staff explore the possibility of a fee waiver under limited circumstances. Mr. Mills agreed to research the issue and, if not addressed in state law, to draft potential local language for Council consideration. Council Member Adams accepted the friendly amendment, and the motion was seconded by Council Member Jackson.

The vote on the motion was as follows:

Council Member Blackham, Yea
Council Member Adams, Yea
Council Member Hunt, Yea
Council Member Jackson, Yea
Council Member McBride, Yea

The motion passed unanimously.

COUNCIL MEMBER REPORTS

Mayor Tran reported on the open house held earlier that evening for the Connie McCormick Borup art exhibit and commented on the continued development of the museum space within City Hall. She also announced the upcoming Youth City Council visit to the Utah State Capitol for “Local Officials Day at the Legislature” scheduled for January 21, noting the educational value of the experience and expressing appreciation for the coordination efforts involved.

CITY MANAGER REPORT

City Manager Jaysen Christensen announced that Kaysville University would begin the following Wednesday at 6:00 p.m., marking the start of the City’s seven-week educational program. He explained that participation was flexible and that attendees were welcome to attend individual sessions based on interest. He stated that the first session would provide a general overview of City operations, presented by the City Manager, with City Attorney Nic Mills also providing legal background on how the City operates.

Mr. Christensen also announced that the City Council’s budget kickoff meeting was scheduled for the following Friday, January 23, at 9:00 a.m. He stated that the meeting would serve as a high-level introduction to the upcoming budget cycle, including a review of the prior year’s performance, the City’s current financial status, and initial strategic planning for the coming year.

ADJOURNMENT

Council Member Adams made a motion to adjourn the regular City Council meeting at 7:39 p.m. The motion passed unanimously.