

**Sunset City Corporation
City Council Minutes
November 18, 2025
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Minutes of a regular meeting held November 18, 2025 at Sunset City Hall, 200 West 1300 North, Sunset, Utah; Mayor Wiggill presiding.

REGULAR SESSION

Mayor and Council Present:

Scott Wiggill	Mayor
Sam Bartling	Council Member
Ricky Carlson	Council Member
Nakisha Rigley	Council Member
Nancy Smalling	Council Member
Hope Thompson	Council Member

City Employees Present:

Recorder Supp	Recorder
Beau Fullmer	Public Works Ops Manager
Mark Becraft	North Davis Fire District Chief

Others Present:

Katherine Hunter	Sunset
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Excused:

Brett Jamison	Police Chief
Jason Monroe	Public Works Director

The regular session was called to order at 6:33 p.m. by Mayor Wiggill.

Council Member Bartling gave a prayer/inspirational thought and led the Pledge of Allegiance.

APPROVAL OF VOUCHERS: Mayor Wiggill asked if there were any questions or concerns about the voucher. Council Member Thompson stated that during the last meeting the Council approved one installation for Premier Installation, and before that they had done another. She noted that the City had completed two Durango's and had now approved three installations. Recorder Supp commented that she believed it had been one car and one installation together and one for the car by itself. This voucher would be the installation to the previous car that was by itself.

Council Member Thompson clarified that the car had been by itself, the installation had then been by itself, and the combination had been done last time. She asked how many installations were actually occurring.

Mayor Wiggill explained that this invoice was for the most recent Durango the City had purchased. That vehicle had been delivered, and the voucher had been submitted a couple of meetings earlier. This voucher was for the installation of the gear for that Durango. Council Member Thompson acknowledged that she might be misremembering and hoped someone else had checked, adding that it felt like there had been three installations and two Durango's.

Recorder Supp checked the prior agendas and stated that there had been one installation and one Durango on the 21st and that only the vehicle had been considered on the 7th, and that this appeared to make it two and two.

Mayor Wiggill thanked Recorder Supp and asked whether there were any further questions or concerns. Mayor Wiggill noted they wished the Chief Jamison had been present to help clarify. Before the motion was made, Chief Becraft explained that every vehicle purchased in the fire district went through Premier Installation. He described that the cost could reflect various equipment, such as upgraded sirens, bed covers, logos, and other accessories. Premier Installation was treated as a standard line item for nearly every vehicle purchased.

Council Member Rigley made a motion to approve the voucher for Premier Installation and Council Member Carlson seconded the motion. The motion passed unanimously with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

APPROVAL OF MINUTES: Council Member Rigley made a motion to approve the meeting minutes from October 21, 2025 as presented and Council Member Smalling seconded the motion. The motion passed unanimously with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

Public Comments: There were none.

PUBLIC HEARING: Council Member Bartling made a motion to go into a Public Hearing and Council Member Thompson seconded the motion. The motion passed unanimously with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

G. To Solicit Input from Sunset City Residents to Remove Chapter 12 Internal Accessory Dwelling Units from Title 10 of the Sunset City Municipal Code: Mayor Wiggill then asked Council Member Carlson if he had any information from the Planning Commission meetings to share. Council Member Carlson explained that there had been extensive discussion on the matter. He stated that the Commission agreed that external accessory dwelling units were acceptable, but internal accessory dwelling units were not appropriate for the City.

There were no Comments.

H. To Solicit Input from Sunset City Residents to Add Chapter 12 Accessory Dwelling Units to Title 10 of the Sunset City Municipal Code: Council Member Carlson stated that the Planning Commission had reviewed the matter extensively, and their recommendation was to add Chapter 12 to the code.

There were no Comments.

Council Member Smalling made a motion to go out of the Public Hearing and Council Member Bartling seconded the motion. The motion passed unanimously with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

Regular Meeting

1. **Discuss and Approve Ordinance 2025-04 Repealing Sunset City Code Section 10-12-1 Entitled Internal Accessory Dwelling Units:** Mayor Wiggill asked Council Member Carlson and Council Member Bartling if they wished to comment for further. Council Member Carlson stated he had nothing more to share. Council Member Bartling said he had nothing further to add, noting the Planning Commission had done the work to prepare the material.

Council Member Smalling made a motion to approve Ordinance 2025-04 and Council Member Rigley seconded the motion. The motion passed with a roll call vote with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

2. **Discuss and Approve Ordinance 2025-05 Adopting Chapter 12 Accessory Dwelling Units to Title 10: Zoning Regulations:** Mayor Wiggill asked if Council Member Carlson or Council Member Bartling had any comments. Neither had further comments.

Council Member Rigley made a motion to approve Ordinance 2025-05 and Council Member Carlson seconded the motion. The motion passed with a roll call vote with Council Members Bartling, Carlson, Rigley and Smalling voting yes and Council Member Thompson voting no.

3. **Discuss and Approve Resolution 2025-19 Sunset City Council Acting as the Board of Canvassers Certifying the Results of the November 4, 2025 Municipal General Election:** Recorder Supp shared that Sunset City had 2,265 registered voters. A total of 731 ballots were cast, for a voter turnout of 32.27%. For the seat of Mayor, Scott S. Wiggill received 403 votes and Sam Bartling received 318 votes. For the Sunset City Council seats, Nancy Greco Smalling received 419 votes; Catherine R. Hunter received 417 votes; Cornell Wilkes Thomas received 323 votes; and Ronald Fish Wilson received 181 votes. Recorder Supp thanked the Council, stating that this had been her first full election process.

Council Member Rigley made a motion to approve Resolution 2025-19 and Council Member Carlson seconded the motion. The motion passed with a roll call vote with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

4. **Mayor, Council and Department Head Reports:** Mayor Wiggill began with Public Works, he asked Ops Manager Beau Fullmer if he had anything to report. He did not. Mayor Wiggill asked whether a new employee had been hired that week and it was confirmed yes, his name was Tyson.

Mayor Wiggill also mentioned having worked recently with another new hire from Public Works who had performed extremely well and offered appreciation for that effort. Mayor Wiggill asked if anyone had questions for Public Works.

Council Member Bartling asked whether sidewalk repairs would begin in December. Ops Manager Fullmer did not know and suggested getting with Director Monroe for an explanation. Mayor Wiggill informed he had some insight to share on this matter. Roughly 1,400 items had been identified for repair and about 47 for replacement. The

company handling the work expected to begin sometime in December and would start with priority areas identified by Director Monroe.

Council Member Thompson asked if Public Works staff would complete the work. Mayor Wiggill explained it would be done by a separate company.

There was brief discussion among Mayor Wiggill and staff about the extensive mapping involved and the criteria used for determining repair needs.

Council Member Carlson asked when asphalt would be poured on 250 West where a water main break had occurred. Ops Manager Fullmer explained that the work should begin the next morning, depending on asphalt availability. He discussed asphalt plant schedules and temperature limitations, noting that colder temperatures required switching to cold patch.

Fire Chief Becraft stated that call volume was normal but increasing, with 36 medical calls and 9 fire-related calls in the previous month. He reported no working structure fires. Fire Chief Becraft also noted two retirements: Darrin Coleman with 38 years with the district and Harold Weekes, an employee of 37 years. Promotions included a new battalion chief and a new captain. The district had hired 2 full-time and 2 part-time staff and had three individuals in paramedic school. The district was preparing for its fiscal audit, and board appointments would be reviewed in January. Fire Chief Becraft also shared information about the delivery of a new 107-foot ladder truck scheduled for August of the next year.

Council Member Smalling asked to confirm who had retired, and Fire Chief Becraft provided the names. He informed Council this year would be his 40th year with the district. Mayor Wiggill thanked the Chief for the update.

Council Member Bartling reported that he had been reviewing emergency preparedness materials to prepare for his transition out of Council, and noted that many items dated back to 1996 or earlier. He was working on identifying updated materials and training. Council Member Bartling also commented that the Veterans Day program appeared to have been a success even though he couldn't attend and thanked Council Member Smalling for organizing it.

Council Member Rigley said she had the opportunity to attend the Veterans program, which she described as an awesome event. She noted that it was exciting to see the City featured in the news for the video of the Agent Orange Memorial dedication. Council Member Rigley complimented the work done by Council Member Smalling, particularly Hannah Turk from the Agent Orange Foundation, along with all of the organizations involved. She felt the event had been very well put together.

Council Member Rigley explained she had missed the previous Council meeting because of the Wasatch Integrated board meeting was scheduled close to the same time. She shared that there was not much news to report, but Preston Lee, the new executive

director, was doing a great job. She mentioned hearing that Mr. Lee had better communication with Layton City and that they might not leave the district after all. Council Member Rigley added that the board's Christmas party would be held at the Timbermine and described it as a fun event that included an ugly sweater contest.

Council Member Rigley said she was working on preparations for the bingo night tied to the food and winter clothing drive. She had seen the donation box downstairs and hoped it would fill up. She planned to use the boxes for the bingo night donations and reported that she had already ordered around fourteen or fifteen prizes. Council Member Rigley explained that, for snacks, she intended to keep things simple and cost-effective by purchasing donut holes from Walmart and arranging them on platters, along with hot chocolate. She stated she had submitted a work order to have the room set up similarly to the Veterans program because she liked the table arrangement and felt it allowed everyone to be seen while calling bingo. Council Member Thompson was planning to call numbers but that there would be plenty of opportunities for others to help as well. She encouraged any Council Member available to attend so they could assist with handing out bingo cards as people brought donations.

Council Member Rigley said the electronic bingo app used last year had worked well, displaying numbers on the screen and making the process easier than calling numbers manually. She noted that chairs or tables might need to be moved to ensure the screen was visible. The preparations were nearly complete and she planned to create a children's corner like the previous year. Council Member Rigley explained her goal of keeping one bingo card per person to keep things fair and manageable, especially since young children might not follow along with multiple cards.

Council Member Rigley said they hoped to collect enough donations to fill the City's blessing box and suggested that any surplus non-perishable food could be stored for future use or donated to Open Doors. She expressed support for keeping donations within Sunset when possible. Mayor Wiggill stated that they regularly contributed to the blessing box and had noticed it was sometimes low. He agreed that storing items to refill it as needed would be helpful.

Council Member Smalling shared that the weekend's Veterans Day events had gone very well and had been a great moment for Sunset City. She mentioned that the news had covered the event, including the Agent Orange groundbreaking, and said turnout had been strong—even to the point that some people had to watch from outside. Council Member Smalling described it as nerve-wracking but ultimately successful event. She reported the Agent Orange monument was moving forward and that the site excavation had already begun. Council Member Smalling noted how meaningful the project was, particularly for individuals like Larry Kerr, who had worked hard to make the monument a reality despite health challenges. She said Sunset City should feel honored to host the monument in its park. Council Member Smalling thanked City staff, Public Works, the office team, and Council Members for supporting the event. She expressed pride in how everything had turned out and in being part of the community.

Council Member Thompson said she planned to continue the Christmas decoration contest for homes this year, but hoped to switch to a nomination-based process rather than the Council selecting winners directly. She said this approach had worked well for Halloween and reduced concerns about favoritism on social media. Council Member Thompson reported that now that the federal government had reopened, the RAB meeting would likely be held at the end of the month, with the MIDA meeting planned for early December. She stated that six companies had already submitted proposals for land on top of 1800, including one proposing another gas station across from Maverik. She added that Maverik planned to submit its own proposal as well.

Council Member Carlson said they had also attended the Veterans event and the Agent Orange groundbreaking. He said the programs was emotional and he appreciated talking with the Veterans in attendance. He praised the individual who played Taps, describing them as sharp and well-suited for the role. Council Member Carlson stated he had watched the news coverage and noted that Hannah Turk had received positive recognition for speaking about her father and Agent Orange. Council Member Carlson congratulated Scott Wiggill, Nancy Smalling, and Katherine Hunter as the Council reviewed the election numbers that evening. He noted that the North Davis Fire board meeting would be held on Thursday and that more information would follow.

Recorder Supp reported that the City was very close to transitioning utility bills from postcards to mailed statements. She said there had been recurring issues with raw data that placed information in the wrong fields, but she was working with Caselle and Freedom Mailing to resolve it. She expressed confidence that the transition would be ready by January.

Council Member Carlson asked whether information was displaying incorrectly. Recorder Supp clarified that missing numbers needed to be added, but otherwise the layout looked good. Recorder Supp noted that the new bill format included a large box that would allow the City to include messages and event information. Council Member Thompson questioned the amount paid for the mailing services. Recorder Supp stated she could not remember the exact amount but thought it was around \$12,000 - \$13,000.

Recorder Supp confirmed that the City could not send postcards anymore due to privacy concerns and that the privacy auditor had advised the City to make the change as soon as possible.

Mayor Wiggill added that employee time required for printing and preparing postcards also had to be considered. He noted that the new system would be faster, safer, and compliant with new requirements.

Council members discussed the cost differences between postcards and mailed bills. Recorder Supp said she believed the budgeted amount was around \$13,000 per year but would need to verify the exact figure.

Recorder Supp then announced that the City's new employee, Katie Lasceter, would begin on December 1. Mayor Wiggill shared that he had observed the interview process and were impressed by the number of applicants—sixteen in total—which he felt spoke highly of Sunset City as a place to work. Mayor Wiggill said he had reviewed the test bill with Recorder Supp earlier that day and believed the improvements looked excellent. He reiterated that the new bills would allow for important City information to be shared more easily.

Mayor Wiggill said he was excited for the upcoming bingo event and encouraged checking through the available supplies downstairs. He also emphasized the importance of getting donations distributed promptly. Mayor Wiggill expressed pride in the Veterans Program turnout and appreciation for the stories shared by attendees. He noted that the Agent Orange committee had been great to work with and credited Hannah Turk for her coordination. He estimated that approximately 250 people had attended the combined events, which ended with standing room only. Mayor Wiggill praised the event's speaker, Captain Chambers, for delivering a powerful message.

Mayor Wiggill thanked Nancy for her work, expressed enthusiasm for bingo night, and congratulated the newly elected Council Members. He also thanked Council Member Bartling for his service.

Mayor Wiggill announced that the Council would move into a brief closed session at the end of the meeting. He said a short recess would be taken before starting to allow time for socializing.

Council Member Rigley made a motion to take a short break and then move into a Closed Session at 7:14 p.m. and Council Member Bartling seconded the motion. The motion passed unanimously with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

Council Member Smalling made a motion to adjourn and Council Member Carlson seconded the motion. The motion passed unanimously with Council Members Carlson, Smalling and Thompson voting yes.

The Regular meeting adjourned at 7:40 p.m.

Approved – December 2, 2025

Scott Wiggill, Mayor

Nicole Supp, Recorder