

OGDEN VALLEY CITY COUNCIL
 MINUTES FOR OGDEN VALLEY COUNCIL WORK SESSION MEETING
 January 26, 2026, 2:00 p.m.
 Huntsville Town Hall, Council Chambers, 7474 East 200 South, Huntsville, Utah

Name	Title	Status
Janet Wampler	Mayor	Present
Tia Shaw	Council Member	Present
Peggy Dooling-Baker	Council Member	Present
Kay Hoogland	Council Member	Present
Chad Booth	Council Member	Absent
Don Hickman	Council Member	Present
Sharon Robbins	Recorder	Present
Kathy Zindel	IT Director	Present

Agenda

1. Call to Order by Mayor Wampler at 2:00pm
 - a. Pledge of Allegiance led by Mayor Wampler
 - b. Moment of Silence for approximately one minute

2. Excavation Permits: Review and Comment Draft Resolution (20 Minutes)

Council member Hickman indicated that he does not have a resolution to be discussed in this meeting. Initially, it was thought that Weber County permitting system included all types of building permits. It was discovered later that excavation permits were not included. The decision was made that Ogden Valley City should create its own system. Council member Hickman decided the initial system can be an Excel spreadsheet. Council member Hoogland and Kay Larrison, the Treasurer, will be involved in this process for payment and since these permits require bonds. Council member Hickman will have a resolution to review next week. Title 14 of the municipal code will need to be changed, and constraints with the moratorium will be reviewed.

Nate Smith, the City Engineer, provided additional details of the excavation permit process. It will include a tracking sheet to show where the permit is in the process – paid, approved, bonded. There will be an input form to identify the square foot impact to evaluate the scope and to generate the fee. Several cities processes have been reviewed to determine the necessary process. This process is expected to cover the cost of the permit, including the administration, inspections, and restoration.

Council member Hickman asked if an ordinance is needed to set up the fee structure, and that a process will be needed to process payments and set up the bonds. He also asked if we can change the fee structure after implementation if the fees do not cover the costs. The response was that Corbin would need to provide the answer.

Some excavation permits with Comcast/Infinity are active and already vested. We will need this process for any new permit requests.

Jeanette Harris was asked if a study is required for this type of fee. The response was No. For the costs and impacts to development project budgets, excavation costs are included with the build estimates.

An action plan will be needed for long term, with a more robust system. Our CPA has advised us to look at several systems, including the Caselle software. We will need a system that replicates the process currently completed by the Frontier software that Weber County uses. This will include a form to complete to look at impact, including how to apply to roads in subdivisions, right of way and utilities.

Council member Hickman indicated he receives an invoice at the end of the month to give the details of tasks completed by the City Planner and City Engineer. He will be able to break out tasks completed for the excavation permitting.

3. JUB Land Use Proposal: 5 Month Plan to get out of Moratorium (30 minutes)

Council member Dooling-Baker indicated requests for proposal were sent to JUB and to MSD to develop the general plan and zoning codes, etc. MSD did not respond to the proposal request.

Brian Carver, the City Planner, outlined the proposal to provide a month by month plan with a big push from February 1 through March 31 to review and document the codes. He indicated that JUB partners with Landen Group and can provide a Communication Plan for public education and feedback. This proposal will be complete by the end of the week.

He indicated the Planning Commission will be given assignments to complete in 5 months, by June 1st. By July 2nd the General Plan, Zones and Ordinances will be ready for the end of the moratorium.

Additionally, maps will need to be drafted. There are questions whether we need additional GIS software to complete these maps, or if we can use Weber County's system.

Council member Hickman indicated the initial placeholder for the cost of this effort is \$40K to \$50K. He was asked to provide a maximum cap on the project. Mayor Wampler reminded everyone that we do not know our revenue numbers, and that sales tax proceeds may be underestimated. She also reminded that there are other costs with this project, such as legal costs and the cost to send a mailer to all residents.

Council member Hickman indicated the team will start next week develop a timeline. He asked where to start first, with land use, zoning or general plan. Then, the Planning Commission can get started.

The team will review the Weber County Land Use Codes with a mindset this is a good baseline and then look at suggestions for changes. Mayor Wampler recommended taking what is there and looking at areas people complained about on a prioritized basis for the map, general plan and zones. She recommended not starting new but doing enough to get out of the moratorium. A broader look at the general plan can be completed later if the grant funding becomes available.

Brian Carver was asked about who from JUB would be completing the work. He indicated that junior level people would be drafting the language to minimize the costs. He indicated the goal is to revise the language based on Weber County, since it is already tested. He would like to have the drafts written in six weeks to share with the Planning Commission, so the public hearings can be held in April and the language can be adopted in May. He indicated JUB will proceed with all due diligence to get this done for the residents quickly that want to build.

Mayor Wampler informed Brian the General Plan is in a good space and will not need to take a long time to complete. She also indicated she has knowledge of whandt codes are OK and what codes are controversial so she can help prioritize the work.

4. Ethics Disclosure Form: Finalize and Fill Out Form (15 minutes)

Jim O'Brien, pro bono Attorney for the city, discussed the revisions to the ethics policy and to the ethics form. He indicated this is a strong ethics policy. Council member Hoogland indicated the revised policy and form had been sent to the individuals that needed to complete it. Completing the form is the last step to finishing the ethics policy. Time was spent determining who the employees covered are and how to represent the city as a business entity and represent other business interests or other organizations the individual may conflict with.

Council member Hoogland indicated notarization is not required, and that signing the form is considered to be sworn under oath. If there are questions or need for help in

administration, reach out to Council member Hoogland. The completed and signed forms should be sent to Sharon Robbins, Recorder.

5. Admin/Finance/Legal: News Articles, Invoices, Office Visit Tracking, Volunteer Solicitation, Moratorium Question Tracking (25 minutes)

Council member Hoogland indicated she has set up a folder on SharePoint to collect ideas for stories and to collect written stories.

She also indicated that if people have received invoices, they should send them to her.

She has provided a form to collect information about visits to the office by residents to show what residents are interested in and to see what questions are asked.

She has provided a draft volunteer sign-up form to collect contact information about the volunteer and the categories of work they may be interested in helping with. There is also a job description template that will show the requirements for a particular volunteer position, time and schedule, and how to apply. The intent is to include these job descriptions on the website, the newspaper, and through constant contact.

Council member Hoogland asked that Council members to share the questions they are being asked. So that information can be collected to ensure the questions are understood, and to provide consistent answers. She provided an intake form to collect the information so that good answers can be formulated and distributed to the Council members. She indicated it will be helpful to identify categories of questions, such as change of use or zoning. She also added an area for office use only to track the process.

Council member Dooling-Baker asked if this is necessary and requires extra steps. She uses copy and paste in her email to answer questions that have been raised previously.

It was agreed that the Council will look at the form and discuss this item later.

6. Code Enforcement: Discussion and Feedback on How to Proceed (30 minutes)

Council member Dooling-Baker indicated she has started the procurement process to hire an enforcement officer for the city. Chapter 2.09 of the municipal code indicates the codes will be enforced. She expressed the code enforcement officer should be able to answer questions about the code and to coordinate with the Sherriff's department. She indicated the enforcement officer will not need to have specific credentials, but appropriate credentials to be hired for this role, such as Safety Specialist, and/or State Code Inspection certificates is preferred.

The budget will need to be considered. Council member Dooling-Baker indicated the hourly cost of an enforcement officer is \$28-30 per hour. Including mileage is being negotiated.

7. Adjournment - Council member Hickman motioned to adjourn the meeting. Council member Hoogland seconded the motion. All members voted aye (5-0).

The January 26, 2026 City Council work session minutes were Approved by the Ogden Valley City Council on the 17th day of February, 2026.

Signature: *Sharon Robbins*

Printed Name: Sharon Robbins

Title: Recorder