

**MINUTES OF THE
CITY OF HOLLADAY
CITY COUNCIL MEETING**

Thursday, January 8, 2026

7:00 p.m.

City Council Chambers

4580 South 2300 East

Holladay, Utah

ATTENDANCE:

Paul Fotheringham, Mayor
Emily Gray
Drew Quinn
Matt Durham
Natalie Bradley
Dave Sundwall

City Staff:

Gina Chamness, City Manager
Todd Godfrey, City Attorney
Stephanie Carlson, City Recorder

I. Welcome – Mayor Fotheringham.

Mayor Paul Fotheringham called the City Council Meeting to order at approximately 6:45 p.m.

II. Public Comments.

There were no public comments.

III. Consideration of Resolution 2026-01 – Appointing a New Mayor Pro-Tem.

Council Member Durham moved to APPROVE Resolution 2026-01 – Appointing a New Mayor Pro-Tem, with Drew Quinn serving as the Mayor Pro-Tem. Council Member Gray seconded the motion. Vote on Motion: Council Member Gray-Yes; Council Member Quinn-Yes; Council Member Bradley-Yes; Council Member Durham-Yes; Council Member Sundwall-Yes; Mayor Fotheringham-Yes. The motion passed with the unanimous consent of the Council.

IV. Consideration of Resolution 2026-02 – Approving a Lease Agreement with Woodbury Corporation for the Temporary City Hall Location.

Mayor Fotheringham explained that the current City Hall building will be closed on April 1, 2026, to start the seismic retrofit remodel project. The City has been engaged in negotiating a Lease Agreement for a temporary location, which is the former Millcreek City Hall. He noted that there are some outstanding issues that might need to be further negotiated within that lease.

City Attorney Todd Godfrey, reported that the lease has been reviewed, and comments were sent to Woodbury Corporation. There was a response received earlier in the day that was not completely satisfactory. There are a few terms left to be negotiated, one of which has a potential financial impact on the lease, while the other does not. The request is that the City Council approve the Lease Agreement, as presented in the Meeting Materials Packet, with the opportunity to make revisions to the agreement that do not financially impact the City's obligations under the lease. If

it is not possible to reach a comfortable place with the agreement, it will be brought back to the City Council for discussion.

City Manager, Gina Chamness, reported that the Lease Agreement is slightly under \$8 per square foot, with approximately \$4 per square foot for other charges, such as insurance and taxes. The lease assumes that occupancy can start in February, which will allow time for the minimal build-out that is needed. However, the payment will start in April, which means there are two months of use without payment at the beginning of the term. The lease will run for 18 months, from April 2026 to September 2027, with the option to add three additional months. It is estimated that the construction on the City Hall building will take 12 to 15 months. The assumption is that minimal storage off-site will be required. Most of what needs to be done in the space is associated with security for the Justice Court.

Council Member Durham asked for additional information about the negotiation of the terms. Mr. Godfrey reported that the next step is to respond to Woodbury Corporation, as their previous comments were received earlier today. Within the next week, it is expected that the terms will be finalized. He is fairly confident it is possible to resolve the outstanding issues. Discussions were had about motion language. Mr. Godfrey explained that if the City Council is comfortable from a policy standpoint, it would be beneficial for there to be approval of Resolution 2026-02, with additional language in the motion that it is possible to sign a revised Lease Agreement as long as the financial terms are not materially different than what has been presented in the Lease Agreement.

Council Member Gray moved to APPROVE Resolution 2026-02 – Approving a Lease Agreement with Woodbury Corporation for the Temporary City Hall Location, with the understanding that it is possible to sign a revised Lease Agreement as long as the financial terms are not materially different than what has been presented in the Lease Agreement. Council Member Quinn seconded the motion. Vote on Motion: Council Member Gray-Yes; Council Member Quinn-Yes; Council Member Bradley-Yes; Council Member Durham-Yes; Council Member Sundwall-Yes; Mayor Fotheringham-Yes. The motion passed with the unanimous consent of the Council.

V. *Consent Agenda.*

a. *Approval of Minutes – October 2 and 23, November 6 and 20, December 4, 11, and 18, 2025.*

Council Member Durham moved to APPROVE the Consent Agenda. Council Member Gray seconded the motion. The motion passed with the unanimous consent of the Council.

VI. *City Manager Report – Gina Chamness.*

Ms. Chamness shared updates with the City Council. She discussed the status of the potential earmark for the building retrofit. The Senate released its funding proposal yesterday and it included funding for the Holladay project, but it is slightly lower than the House version at \$1.65 million. The fact that the project is included in both bills makes it more likely that it will be included in a final bill. The current deadline for passage of the Federal budget is January 30, 2026.

Ms. Chamness explained that there are a number of grant application updates to share with the City Council. The first application is for a sidewalk extension on 5600 South, which has been a

priority for several years. This application is for a grant through the Transportation Alternatives Program (“TAP”). The grant requires a 60/40 split of the project costs. Ms. Chamness reported that the total project cost for this sidewalk extension work is approximately \$525,000. Ms. Chamness pointed out that the match for this grant is significantly different than most of the grants the City normally applies for. It would require a City investment of approximately \$300,000. If the grant application is successful, then this would be brought to the City Council in the budget for next year.

Mayor Fotheringham asked how far east the sidewalk extension would be. Ms. Chamness reported that it would run midway through the golf course on the north side. Mayor Fotheringham would like to see a sidewalk in the area but noted that this would not extend it much further. Council Member Natalie Bradley stated that the current sidewalk coverage is patchy. Mayor Fotheringham asked if the sidewalk to the east would connect with the existing sidewalk, which was confirmed. It is important to focus on public safety as this is a major school access. Ms. Chamness stated that the staff will move forward with the application if there is City Council support.

Ms. Chamness reported that there is another application that Staff is working on. She explained that for the Highland Drive project, there has been a little over \$7 million secured in funding for the reconstruction, but there is a delta of approximately \$15 million. There is work being done on an application for a Federal grant through what is called the Better Utilizing Investments to Leverage Development (“BUILD”) Grant Program. That could be a large source of funding for this kind of project. Ms. Chamness hopes that the City of Holladay will have a high-quality application, but this is a competitive program nationally, which means the City might need to apply more than once. The application is complex and would require at least 200 hours of Staff time, which is the reason there is work being done with a consultant who is familiar with complex applications for grant programs.

The BUILD Grant Program application is due at the end of February. Assistant City Manager, Holly Smith, shared information about the application process so far. Council Member Durham asked about the scope of the Highland Drive project. Ms. Chamness reported that it would extend from Arbor Lane to Van Winkle. Mayor Fotheringham asked about the other grants that have been secured. It was confirmed that there are deadlines on the grants that have already been secured, but that work has already begun. The funds will be used for design costs and right-of-way acquisition.

VII. *Council Report and District Issues.*

Council Member Emily Gray reported that she represented Holladay at the Central Wasatch Symposium, which was held at Millcreek City Hall. The symposium included presentations about economic development, environmental protection, traffic, and the protection of recreation. There are a lot of issues that impact Holladay residents, but the main one that has been discussed recently is a proposal for a Millcreek Canyon shuttle. There was a Feasibility Study conducted by Fehr & Peers. Council Member Gray is grateful that the City of Holladay has a seat at the table, because these are important issues.

Council Member Quinn mentioned the Comfort Drive that was held in November and December. She was able to visit The Road Home shelter in Midvale back in December with former Holladay

Mayor, Rob Dahle. The items that were collected were delivered, as well as the cash that had been collected. It was a wonderful event, and there were over 3,800 items donated by Holladay residents. In addition, there was \$1,900 in cash that was donated, which was tripled by private donors. In the end, there was \$5,700 worth of cash donations to The Road Home shelter. Council Member Quinn spoke to someone who runs the shelter and was informed that the donations were very much needed.

Council Member Durham reported that there are a lot of traffic issues in his District. He thanked Staff for their assistance. The intention was to continue to discuss possible resolutions.

VIII. *Recess to a Work Meeting.*

Council Member Quinn moved to RECESS the City Council Meeting and RECONVENE in a Work Meeting. Council Member Gray seconded the motion. The motion passed with the unanimous consent of the Council.

a. Open and Public Meetings Training – Todd Godfrey.

Mr. Godfrey reported the training is required to take place annually. It is the intent of the Legislature that the State, its agencies, and its political subdivisions take their actions openly and conduct their deliberations openly. The Open and Public Meetings Act addresses what a meeting is. Unless a meeting is closed for a lawful purpose, the public can attend, an agenda has to be published at least 24 hours in advance and must state the topics that will be considered with reasonable specificity. It does not mean that the City Council has to hear from the public at each meeting, but the public has a right to attend.

The Open and Public Meetings Act speaks to the characteristics of a meeting. Several Council Members running into one another at the store is not considered a meeting, as long as Council business is not discussed. Mr. Godfrey reported that meetings must have 24 hours of notice provided and an agenda that states the date, time, and location.

The City is required to have Meeting Minutes and a recording of the meetings. Mr. Godfrey explained that the Meeting Minutes are intended to be a summary and are not a word-for-word record of the meeting. In other cities, he has seen Council Members ask to revise draft Meeting Minutes to reflect what they meant to say rather than what was actually said. That is not what the approval of the Meeting Minutes is for, because the Meeting Minutes are a record of what happened. Mr. Godfrey reported that the recording must start at the beginning of the meeting and run through the end of the meeting. Both Meeting Minutes and the recordings have a perpetual retention obligation.

The law allows meetings to be closed and the public sent away from discussions in limited circumstances. This is intended to aid in public business rather than detract. It is possible to close a meeting to discuss reasonably imminent or pending litigation matters, to discuss the character, professional competence, or physical or mental health of an individual, and to discuss the purchase, disposition, or lease of property or property interests. Mr. Godfrey reported that a meeting must be closed by a two-thirds vote. Closed Meetings are recorded, but those recordings are protected records. The only time a Closed Meeting is not recorded is if there is a discussion about the character, professional competence, or physical or mental health of an individual. In that case, the

City Recorder will prepare an affidavit to be signed by the Mayor or the Mayor Pro-Tem. It confirms that the only discussion that occurred during the Closed Session was consistent with the purpose of the Act.

The Open and Public Meetings Act has a specific provision that states a quorum may not act together outside a meeting in a concerted and deliberate manner to pre-determine an action to be taken by the City Council at a meeting. As an example, four City Council Members cannot meet and then decide how an item will be voted on. One of the new provisions of the Act prohibits the Council from exchanging electronic messages during a meeting. Mr. Godfrey explained that he has seen City Council Members texting during meetings in some other cities. Whether the messages are to a member of the public or a family member, electronic messages during meetings should be avoided.

- ***Ethics & Conflict of Interest***

Mr. Godfrey shared information about the Municipal Officers' and Employees' Ethics Act. This has an impact on the City Council work. If there is a conflict of interest or something the public might perceive as a conflict of interest, there is a legal obligation to disclose that and make the disclosures openly. There are written disclosure forms that need to be filled out. He reported that the law now requires Council Members to fill out a disclosure statement before January 31, 2026. That disclosure statement includes employment information for the Council Member and their spouse. If a Council Member fails to file a disclosure statement, the City Recorder is obligated by law to notify the Lieutenant Governor's Office of the failure to do so. If a Council Member feels there might be a potential conflict of interest, it is possible to reach out to him to discuss the situation further.

Mayor Fotheringham asked to discuss the emails that are sent to Council Members. Mr. Godfrey reported that a meeting is a quorum of Council Members. When an email is received from a constituent, it is often sent to the entire City Council. He has a fear that responding to those in a substantive manner and copying every member of the City Council could start an electronic meeting. His suggestion is that when those emails come to the entire City Council, the Council Member responds individually to the constituent and copies the Mayor and City Manager on the response. This will avoid a rolling electronic meeting. It is important to be cautious about replies that include everyone.

Mr. Godfrey asked Council Members to be mindful of private email addresses versus City email addresses. If there is a response to a citizen, Staff, or a Council Member from a private email address, it can be used as a discoverable record if there is litigation. The communications on City emails are public records, so it is also important to be mindful of what is shared. Mr. Godfrey reported that two or three Council Members talking is not prohibited by the Act, but in the City of Holladay, four Council Members can create an issue. He reiterated that it is important to be mindful of all communication.

- b. Fraud Training and Assessment – Christian.***

Finance Director, Christian Larsen, provided a review of the annual Fraud Risk Assessment. The assessment is required to be performed each year, and the purpose is to review the separation of duties the City has, the internal controls, and the financial policies. There are points granted and

then there is a score that determines the overall risk level. Holladay is currently in the low-risk category with a score of 345 points. There are certain items on the list that are more difficult for an entity the size of Holladay to achieve, specifically Item 8, which calls for a formal internal audit function. Mr. Larsen reviewed the completed Fraud Risk Assessment document with Council Members. He reported that the fraud hotline is something that was added relatively recently. The hotline number that is used is on the City website.

c. Review of Council Policies – Gina.

Ms. Chamness shared information about the City Council policies and noted that there is information included in the packet. The way the policy is currently written states that Council Members are entitled to group life insurance and could purchase additional life insurance through the City policy. After speaking to the insurer, this is not recommended for Council Members. When this policy is re-adopted, she would suggest that the reference to that be eliminated. The policy also looks at how a vacancy on the City Council would be filled, the election of a Mayor Pro-Tem, and participation on Boards and Commissions. She mentioned language about speaking to colleagues on the Council before adopting an official position for the City on major budget or policy items.

Ms. Chamness referenced Section 11 of the policy document, which relates to Council Member requests for Staff assistance. If there is a quick question for Staff, it can be asked, but if there is a desire for more detailed research or support, it is preferable that those conversations start with the City Manager.

d. Review of Committee Assignments and Role of Council Liaison – Gina.

Mayor Fotheringham reported that there is a preliminary list of Committee Assignments and City Council Liaisons included in the packet. Council Member Gray pointed out that the Central Wasatch Commission (“CWC”) is not listed and needs to be added. She would like to stay on the CWC Board. It was noted that the Mayor Pro-Tem for 2026 will be Council Member Quinn.

Mayor Fotheringham asked that Council Member Gray take over the Redevelopment Agency (“RDA”) Chair position. The Council reviewed other assignments and liaison positions for city committees. The Community Council liaison information was reviewed.

e. Newsletter Assignments – Stephanie.

Mayor Fotheringham shared information about an issue that occurred with the last newsletter. The December section was replicated in the January newsletter. City Recorder Stephanie Carlson reported that the newsletter assignments will be moved around for 2026 as a result of this issue. It was reported that articles are due on the 15th of the month before the release of the newsletter.

f. Review of 2025 Retreat Goals – Gina.
• **Set Retreat Date for 2026.**

Ms. Chamness shared the Priorities and Issues information included in the packet. She explained that the priorities have remained fairly consistent. Ms. Chamness reviewed some of the specific goals listed under each of the priorities. She would like to have the retreat held in the next month or so. In recent years, the City Council has chosen to have a retreat on the same night there would be a City Council Meeting. Previously, there was a retreat held on a Saturday. If the City Council would like to hold the retreat on a Thursday, then February 12, 2026, would be available. Mayor Fotheringham liked the idea of it being on a Thursday. It could start earlier in the afternoon in order to reduce the amount of Staff time that is involved.

g. Legislative Update Process – Gina.

Ms. Chamness reported that the Legislative Session will occur in the near future. She shared information about the process with the City lobbyists. The ULCT puts together a list of critical bills to follow and the lobbyists do the same. Staff will review the lists and look at as many bills as possible. There are Legislative Policy Committee Meetings and meetings with the lobbyists in order to finalize positions on critical bills. The list of bills can be shared with Council Members, if that is desired. There is a folder that Council Members can be given access to during the Legislative Session.

h. Other Business.

There were no additional items discussed.

IX. Closed Session for the Purposes Described in U.C.A. 52-4-204-and 205.

There was no Closed Session.

X. Adjourn.

Council Member Gray moved to ADJOURN. Council Member Sundwall seconded the motion. The motion passed with the unanimous consent of the Council.

The City Council Meeting adjourned at approximately 8:13 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the Holladay City Council Meeting held on Thursday, January 8, 2026.

Stephanie N. Carlson, MMC
Holladay City Recorder

Robert Dahle, Mayor

Minutes approved: **February 19, 2026**