

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

Thursday, February 5, 2026

6:00 p.m.

City Council Chambers

4580 South 2300 East

Holladay, Utah

Briefing Session 5:30

ATTENDANCE:

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

City Staff:
Gina Chamness, City Manager
Jonathan Teerlink, Community and Economic
Development Director
Todd Godfrey, City Attorney

Ahead of the City Council Meeting, Mayor Paul Fotheringham called the Briefing Session to order at 5:30 p.m. The agenda was reviewed and discussed. He asked that the Pledge of Allegiance portion of the meeting be more ceremonial in the future. It is possible to invite constituents to lead the Pledge of Allegiance at future meetings. There can be a rotation where a member of the City Council is responsible for either finding someone or leading the Pledge of Allegiance. At the current City Council Meeting, Trudy Jorgensen-Price from the library has been invited to lead the Pledge of Allegiance. Mayor Fotheringham suggested using the same calendar for the newsletter article moving forward. Whoever is writing an article that month can be the one to handle the Pledge of Allegiance.

Council Member Gray asked if there can be a certificate or something similar presented to those who attend a meeting to lead the Pledge of Allegiance. Mayor Fotheringham liked the idea of something being presented. City Manager, Gina Chamness, reported that she knows someone who could create a certificate for those willing to lead the Pledge of Allegiance at future meetings.

City Council will recess into a Redevelopment Agency (“RDA”) Meeting. Council Member Gray will run the RDA Meeting and the Resolution for the Budget Amendment will be considered. Following the RDA Meeting, there will be a Work Meeting.

Ms. Chamness reported on the AI Policy, that provides guidance to Staff about how to interact with AI. It is not a perfect policy, but it is a place to start. AI is evolving quickly, so it is necessary to have a policy in place. This policy will let Staff know about potentially appropriate uses and what there will need to be discussion about. The policy tries to set broad guardrails for Staff, but this is something that will have to be returned to in the next year and in the future as AI continues to evolve.

Council Member Gray thought the draft policy provided a good starting point. She asked about the disclosure policy. For instance, if AI was used to draft an email, she wanted to know if that disclosure needed to be included, which was confirmed. City Attorney, Todd Godfrey, did not believe it was necessary to extend the policy beyond employees of the City. Currently, the draft policy would not

apply to elected officials. Council Member Gray wondered if it could in the future. Ms. Chamness believed that is something the City Council could consider. Council Member Gray mentioned the emails that she has received that appear to have been written by ChatGPT and wondered whether there should be disclosures. There was additional discussion about the draft policy for AI use.

Mr. Godfrey explained that if the City Council decides to implement something for elected official communications, he would like to create a separate policy to the one that has been drafted for employees. He would need to consider whether it should be incorporated into the Council Rules of Order and Procedure. Mayor Fotheringham thought it made sense for something to apply to the Mayor, given that the Mayor is a spokesperson. Ms. Chamness reported that there can be research conducted to see if other City Councils have adopted policies around their own communications. T

Council Member Bradley pointed out that the City of Holladay is an art-friendly City. She wondered if there should be language to clarify that AI will not be used to create artwork. A lot of artists have an issue with AI and there are a lot of artist-related programs in the City of Holladay. Ms. Chamness reported that the City currently uses Canva. It was noted that this is different than generative AI used to create artwork. Ms. Chamness offered to draft some additional language for the AI policy section.

The calendar items were reviewed. Mayor Fotheringham reported that a City Council Meeting is scheduled for February 19, 2026. The Council Retreat will take place on February 12, 2026. The Fine Art show will run from February 6 to 12, 2026. Mayor Fotheringham encouraged Council Members to attend. It was noted that there is no Closed Session needed at the City Council Meeting.

The Briefing Session ended at approximately 5:50 p.m.

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I. *Welcome – Mayor Fotheringham.*

Mayor Fotheringham called the City Council Meeting to order at approximately 6:00 p.m.

II. *Pledge of Allegiance.*

Trudy Jorgensen-Price led the Pledge of Allegiance.

III. *Public Comments.*

Trudy Jorgensen-Price shared updates about the library. She reported that it is tax time and the volunteers from the American Association of Retired Persons (“AARP”) had their first set of appointments this week. Anyone in the community in need of assistance with their taxes is asked to make an appointment. There will be tax appointments on Tuesdays and Wednesdays through April 14, 2026. The library will be hosting a program called Guiding Good Choices, and it is a five-week program for parents of children who are nine and older. The library will also host Tree Talks for the Holladay Tree Committee. Some changes have been made to the Knots and Thoughts program, which will be on the first and third Saturday of the month from 1:00 p.m. to 3:00 p.m. On Saturday, February 21, 2026, a staff member who is a knitting expert will teach knitting. All of the other regular library programs will continue this month.

IV. *Public Hearing to Amend Title 13.86.020 by Adding 2394 East Murray Holladay Road to the Historic Designation List.*

Mr. Teerlink presented the Staff Report and explained that the amendment proposes to add 2394 East Murray Holladay Road to the list as a historic site. The application was brought forward by Ron Hilton. Staff reviewed the application and determined that it meets the criteria. As a result, Staff recommended approval of the amendment.

Mayor Fotheringham opened the public hearing.

Ron Hilton - 2397 East Murray Holladay Rd and identified himself as the applicant. It has been an enjoyable experience to learn more about the home at 2394 East Murray Holladay Road. He has always been interested in local history and decided to learn more about the house included in the application. The Casper Family previously owned the home. Mr. Hilton reported that Duncan Spears Casper was an LDS pioneer, and the house was completed the year that he died, 1898. He shared information about the Casper Family and their presence in the City of Holladay. It has been fascinating to learn more about the home. He would like to see this specific house preserved and also expressed a desire for the entire area to be designated as a historic district in the future.

Kim Duffy serves as Chair of the Holladay Historical Commission. One of the purposes of the Commission is to provide advice and information to the City Manager regarding the identification and protection of local historic and archaeological resources. She was able to tour the cottage this week. It was noted that Martha Bradley-Evans is also on the Commission. She is a professor and has written several books on Utah architecture and community. Ms. Bradley-Evans was unable to attend the meeting, but provided comments after conducting her own tour of the property. The Executive Committee of the Historical Commission recommends that the Casper Cottage be included in the Historic Designation List. This intact 1898 property is significant for its association with the original owner, Duncan Spears Casper, and is an example of a simple type of home most early residents of the City of Holladay would have lived in. The Casper house is important because it is an increasingly rare remaining property type that should be preserved in the community.

There were no further comments. The public hearing was closed.

V. *City Manager Report – Gina Chamness.*

Ms. Chamness shared updates with the City Council. She reported that two weeks ago when the City Council last met, there was encouraging news shared about the earmark. However, after some tragic events in Minneapolis, the Senate decided that the Homeland Security appropriation needed to be taken out. There were appropriations bills passed earlier this week, with the exception of Homeland Security, which will be considered in two weeks. There is some uncertainty about what the process will look like. Ms. Chamness explained that there is a bit of a time crunch, because if the award has not been received before construction starts on the City Hall building, the project may be ineligible.

In past discussions, the City Council provided direction about the two main projects the City is currently focused on: the City Hall building and Spring Lane Park. It has been made clear that the priority needs to be the City Hall building, so a budget has been worked out for park development. It could involve a phased development if that becomes necessary. Ms. Chamness hopes to have more information to share with the City Council soon. Mayor Fotheringham asked what event would make the project ineligible for the earmark. Ms. Chamness reported that it is the beginning of construction.

Ms. Chamness reported that the City Council had previously expressed an interest in traveling to DC. There were two members of the City Council last year who traveled to DC to meet with the Congressional Delegation. There were times identified with the Federal Lobbyist for a group to travel, which are from April 20 to 23, 2026. However, that is the same timeframe as the Utah League of Cities and Towns (“ULCT”) Mid-Year Conference in St. George, which is on April 22, 2026. She asked if there are any Council Members interested in visiting DC or if the Council would rather look into the ULCT conference. Mayor Fotheringham was intending to attend the conference, but he could attend either the DC visit or the ULCT conference. Council Member Gray noted that a lot is

dependent on whether the earmark goes through. Ms. Chamness believed Council Members wanted to wait a couple of weeks before making a final decision on travel, which was confirmed.

Information about the current Legislative Session was shared. Ms. Chamness reported that at the last meeting, a number of concerning bills were highlighted, including one that would place a limit on property tax growth in any year to 5%. That bill is still active and she will continue to track it. Another bill is one that would change the current right of first refusal for any real property that school districts are selling. This is also continuing to be tracked. She noted that the bill includes some short timeframes. There were bills highlighted previously that do not appear to be moving, including House Bill (“H.B.”) 196, which is the ability to rename Class C Roads and H.B. 184, which is a local land use bill. There is also a billboard bill that would allow a billboard to be moved anywhere, which is something she had concerns about as well. There was additional discussion about the Session.

Ms. Chamness reported that a public comment was received from children in District 1. She read the letter and explained that it was from a group of young girls who love to ride their bicycles. The comment expressed a desire for more bicycle trails and parks. It also stated that dogs need to have their own space. Images were included in the submission to illustrate what there is a desire to see.

VI. Council Report and District Issues.

Council Member Durham expressed appreciation for a column in the latest *Holladay Journal*.

Council Member Bradley reminded those present that the Fine Art Show starts tomorrow night and it is run by the Holladay Arts Council. There will be a gala from 6:00 p.m. to 8:00 p.m. on February 6, 2026. The show will then run daily from 12:00 p.m. to 6:00 p.m. except on Sunday. She reported that on February 12, 2026, from 6:30 p.m. to 8:00 p.m. there will be an after-hours concert hosted.

Council Member Quinn encouraged those present to view the Utah Renewable Communities website, as there will be a new website in the next few weeks. She hopes there will be feedback from the Public Service Commission soon. Once that happens, Council Members will likely receive questions from residents. She suggested reviewing the Frequently Asked Questions section of the Utah Renewable Communities website before that happens. As far as the program itself, the Request for Proposals (“RFP”) bids have been narrowed down to four. Those four bidders will begin negotiations with Rocky Mountain Power. The work is continuing to move forward, but the cost of the program will not be known until the decision from the Public Service Commission is issued.

Council Member Gray shared information about Wasatch Front Waste and Recycling. One of the bills there is concern about is H.B. 429, which would allow municipalities to exit a district without the current safeguards that are in place. It also limits the ability for a district to incur debt or make any financial decisions during the withdrawal period. There is work being done to address this matter.

Mayor Fotheringham reported that H.B. 429 will impact all Special Service Districts. He shared information about the Unified Fire Authority (“UFA”) and the Unified Police Department (“UPD”) budget discussions. In the last few years, the UFA increases have been modest. He believes this year might see a less modest increase, but there has not been a final decision made at this time. Mayor Fotheringham took a tour of the new UPD headquarters in Kearns and it was interesting to learn more about records management, evidence gathering, collection, and preservation. It is impressive how UPD as an organization has continued to move forward. He is proud of what has been done.

VII. *Recess to RDA Meeting.*

Council Member Durham moved to RECESS the City Council Meeting and RECONVENE in an RDA Meeting. Council Member Quinn seconded the motion. The motion passed with the unanimous consent of the Council.

VIII. *Reconvene City Council in a Work Meeting.*

a. *AI Policy Discussion – Gina Chamness.*

The above matter was discussed during the Briefing Session.

b. *Continued Business License Fee Study Discussion.*

Mayor Fotheringham reported that there are two new City Council Members. As a result, it would be beneficial for background information to be shared. A presentation was provided by Fred Philpot from LRB Public Finance Advisors. LRB was engaged to look at Business License Fees and conduct an analysis to determine whether the fees are reasonable. Some information was presented at a previous Work Meeting, and it was determined that a decision would be postponed until the new Council Members officially joined the City Council. Mr. Philpot explained that the purpose and methodology will be reviewed and then some of the previous discussion items will be highlighted.

UCA 10-1-203 is the Code reference related to the authorization and implementation of Business License Fees. It essentially shows that it is possible to assess fees and raise revenue to regulate businesses within the community. There are also some limitations. Mr. Philpot explained that there has to be an ordinance in place and the fees must be determined to be reasonable. It is not possible to charge a Business License or assess a License Fee to a business that is operated only occasionally or by minors. There were some changes to the Statute for Home-Based Businesses, so those also have to be taken into consideration. It was noted that there are other administrative requirements.

The process information was reviewed. Mr. Philpot explained that the study included a Cost Analysis and a Process Analysis. The process includes work with Staff to identify the steps that a license goes through. That is then paired with the cost research, which includes base employee costs, department overhead costs, and administrative overhead costs. In addition, there are disproportionate service costs taken into account. Mr. Philpot reviewed some of the Cost Analysis information:

The Process Analysis chart was shared with the Council. Mr. Philpot explained that it shows each step that a Business License will go through. The chart breaks down the time allocation and the personnel involved. The Proposed Base Fee chart was shared. He reported that it looks at the different types of Business Licenses evaluated. In addition to the base fee analysis, there was a disproportionate analysis conducted to consider the disproportionate impacts. Both police and fire call data were used to conduct an analysis that looks at the average calls for service by businesses. Normally, there is an average of three to five calls for service per year for a business use. There are some limitations to the data, but there was a more robust dataset received from the Police Department.

Mr. Philpot reviewed the Disproportionate Analysis information included in the Meeting Materials Packet. The bolded sections indicate a call ratio that exceeds the average, which means a disproportionate fee could be assessed for those businesses. He highlighted several business types, such as Banking/Credit Union and Hotels. There were some additional considerations discussed. It was acknowledged that the study does not consider other revenues generated by business activity,

such as sales taxes and property taxes. Mr. Philpot also noted that increasing disproportionate fees may result in certain unintended consequences, such as failure to report criminal activity at a site.

During the Work Meeting on this item in November 2025, there were questions raised about the study. Mr. Philpot shared additional information about the items that were discussed, which includes:

- What is the true cost benefit?
 - The analysis is the true cost benefit;
 - Review of the base process maps finds that 72% of the Business License Official time is spend on Business Licenses;
 - There are limitations to the disproportionate fees due to differing methodology.
- Capture whatever the delta is and create a disproportional cost matrix that captures that cost.
 - Re-review disproportionate fees if needed.
- Do an adjustment to this fee schedule across the board to make it budget neutral.
 - 25% adjustment to all disproportionate fees results in neutrality.

Mr. Philpot shared a Budget Neutral Scenario chart with the City Council and reviewed additional Work Meeting items that were discussed during the last City Council discussion on the fees:

- A scenario that includes revenue recognition of revenue contribution:
 - Data limitations;
 - The true cost is not captured, only public safety. For instance, roads, General Fund, and so on are not captured.
- A ramp up scenario over a period of time:
 - 10% incremental increases from 20% to 50%.
- Provide a column to the right that shows a couple of examples for reference:
 - There are limitations, as it is not always an “apples to apples” comparison.

Mr. Philpot shared a Ramp Up Scenario chart that shows the numbers based on 20%, 30%, 40%, and 50%. He explained that 20% would be slightly below budget neutral. The fees would increase if something at a higher level was adopted. In his experience, entities that go through this exercise often limit their fees at the 30% to 40% threshold, but he has seen some adopt the maximum. The City Council discussed the percentages shown. Mr. Philpot shared several example scenarios.

The Cost Recovery Calculations Comparison chart information was shared. Mr. Philpot explained that at 20%, it is slightly below average. 25% is considered budget neutral. There was discussion about base fees. Mr. Philpot reported that the base new fee will increase, but the renewal fee will decrease. For the majority of businesses, the base fee will look different. Mayor Fotheringham asked if this study process created the different categories or if the categories already existed on the disproportionate side. Mr. Philpot clarified that the process identified the categories based on the current environment. Data produced the categories rather than the categories being pre-determined.

Comparison information was shared for the base fees. The charts include information from different communities in the area. Mr. Philpot reported that the new maximum for the base fees would be higher than those of surrounding communities, but the renewal amount would be lower than Cottonwood Heights and Millcreek. The majority of the processing in the City of Holladay is for renewal businesses. Mayor Fotheringham would like to see a comparison to the current fees that are

in place within the City of Holladay. It is hard to tell how much the proposal would change things when compared to the current conditions.

Ms. Chamness reported that the last study was conducted in 2012, and the fees were updated in 2014. Mr. Philpot shared some comparisons between the disproportionate fees in surrounding communities. There was additional discussion about the business types listed and the information shown on the comparison chart. Mr. Philpot took time to review some of the next steps in the fee study process.

c. Other Business.

There was no additional business discussed.

d. Calendar.

- Council Meetings – February 19.
- Council Retreat – February 12.
- Fine Art Show – February 6-12.

The calendar items were discussed during the Briefing Session.

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 Durham seconded the motion. The motion passed with the unanimous consent of the Council.

The City Council Meeting adjourned at approximately 7:20 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the Holladay City Council Meeting held Thursday, February 5, 2026.

Stephanie N. Carlson, MMC
Holladay City Recorder

Paul Fotheringham, Mayor

Minutes approved: **March 5, 2026**