

**REGULAR SESSION OF THE
BRIGHAM CITY COUNCIL**

March 5, 2026

6:00 p.m.

PRESENT: DJ Bott Mayor
Dave Hipp Councilmember
Dave Jeffries Councilmember – *Arrived at 6:09 PM*
Matthew Jensen Councilmember
Ryan Smith Councilmember
Robin Troxell Councilmember

ALSO PRESENT: Tom Kotter Community and Economic Development Director
Derek Oyler City Administrator
Tyler Pugsley Power Director
Kristina Rasmussen City Recorder
Chief Reyes Police Chief
Jeff Schmitt Finance Director

EXCUSED: Nicole Cottle City Attorney

Mayor Bott called the meeting to order at 6:00 p.m. The invocation was offered by Bishop Sterling Marx of the Brigham City 2nd Ward. The Pledge of Allegiance followed.

CONSENT ITEMS

Mayor Bott introduced one consent items:

1. Approval of the February 19, 2026 City Council Meeting Minutes.

Councilmember Troxell made a motion to approve the consent items as presented. Councilmember Hipp seconded the motion. The vote was unanimous in favor.

EMPLOYEE RECOGNITION

Mayor Bott recognized Ariel Velasquez and Anjelica Montesdeoca as new Accounting Clerks in the Finance Department and Dayton Nicholas as a new Water Equipment Operator in Public Works.

PUBLIC COMMENT

There were no public comments.

COUNCILMEMBER COMMENTS

Councilmember Jensen – met with the Mosquito Abatement Board and it was great having representatives from every community.

Councilmember Smith – met with the Box Elder Chamber Meeting and reminded everyone that their Business Summit is coming up and to RSVP by March 13th if planning on attending.

Mayor Bott – updated on the bridge and the Penstock Line and that they are both moving along.

ACTION ITEMS

Consideration of Ordinance to Repeal Code Chapters 30, 31, and 32 and Re-Enact as Title 2 of the New Brigham City Code

Mr. Oyler explained that the materials provided in the Council packet included a comparison showing the differences between existing Chapters 30, 31, and 32 and the proposed Title 2 of the reorganized City Code.

Mr. Oyler stated that the primary purpose of the ordinance was to consolidate and reorganize the administrative provisions of the code while removing unnecessary detail. He explained that previous Chapter 32 included extensive descriptions of duties for several appointed City officials, including:

- City Treasurer
- Public Works Director
- Finance Director

Mr. Oyler noted that while those positions remain part of the City's organizational structure, the detailed descriptions of their responsibilities are not necessary within the municipal code. Those duties are more appropriately addressed through the City's Administrative Policies and Personnel Policies rather than being codified.

Mr. Oyler explained that the proposed Title 2 therefore removes those detailed descriptions and retains only the provisions required by state law regarding appointed officials. He noted that the City Recorder remains specifically referenced in the code because state law requires designation of a records officer under the Government Records Access and Management Act (GRAMA). The ordinance formally recognizes the City Recorder as the City's records officer for that purpose.

Mr. Oyler stated that aside from these changes, the sections addressing the roles and responsibilities of the City Council, the Mayor, the City Administrator, and the City Recorder remain substantively unchanged. He emphasized that the ordinance primarily reorganizes the administrative section of the City Code and removes unnecessary or duplicative language.

Mayor Bott added that when reviewing the code, Council Members may notice numbers and years listed in parentheses at the end of certain sections. He explained that those references provide the legislative history of the code, indicating when a provision was first enacted and any subsequent amendments. He noted that this allows readers to trace the genealogy of a section and understand the historical reasoning behind the language if questions arise.

Mr. Oyler stated that after reviewing the document again, he noticed an issue that had been missed in the final packet review. He explained that in Chapter 2 under "Mayor and Administration," within the list of appointed full-time City positions, the listing for the Public Works Director currently reads "Assistant City Administrator / Public Works Director." Mr. Oyler stated that the "/ Public Works Director" portion should be removed so the title would read simply "Assistant City Administrator."

Mayor Bott then asked the maker of the motion if he would accept an amendment to remove that portion of the language. Councilmember Jensen indicated that he would accept the amendment. Councilmember Smith, who seconded the motion, also confirmed that he would accept the amendment.

Mayor Bott stated that the Council therefore had an amended motion and an agreed-upon second reflecting the removal of the "Public Works Director" reference from that section.

MOTION: Councilmember Jensen made a motion to repeal Code Chapters 30, 31, and 32 and Re-Enact as Title 2 of the New Brigham City Code with one amendment in Chapter 2, Number 8, Letter N, removing the Public Works Director from that title. Councilmember Smith seconded the motion.

Roll Call:

Councilmember Hipp – Aye; Councilmember Jensen – Aye; Councilmember Smith – Aye;
Councilmember Troxell– Aye; Councilmember Jeffries – Aye

At 6:12 PM Councilmember Smith made a motion to proceed into closed session to discuss the purchase/exchange/lease of real property. The motion was seconded by Councilmember Hipp.

Roll Call:

Councilmember Hipp – Aye; Councilmember Jensen – Aye; Councilmember Smith – Aye;
Councilmember Troxell– Aye; Councilmember Jeffries – Aye

At 6:57 PM The council returned to opened and a motion was made by Councilmember Jensen to adjourn. Seconded by Councilmember Hipp and approved unanimously.

The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing is a true, accurate and complete record of the March 5, 2026 City Council Meeting.

Dated this 23rd of March, 2026.

Kristina Rasmussen

Kristina Rasmussen, City Recorder

** These meeting minutes were generated with the assistance of artificial intelligence and have been reviewed, edited and approved by Brigham City Staff.