

Minutes of the Regular Meeting of the Syracuse City Council, held on March 10, 2026, at 6:00 p.m., in a hybrid in-person/electronic format via Zoom, meeting ID 811 8408 1513, in-person in the City Council Chambers at 1979 W. 1900 S., and streamed on the Syracuse City YouTube Channel in accordance with House Bill 5002, Open and Public Meetings Act Amendments, signed into law on June 25, 2020.

Present: Councilmembers: Andrea Brown
Brett Cragun
Abraham Pollard
Julie Robertson
Paul Watson

Mayor Dave Maughan
City Manager Brody Bovero
Administrative Services Director/City Recorder Cassie Brown

City Employees Present:

Assistant City Manager Stephen Marshall
City Attorney Colin Winchester
Police Chief Garret Atkin
Parks and Recreation Director Kresta Robinson
Public Works Director Robert Whiteley
Community and Economic Development Director Noah Steele
Deputy Fire Chief Jo Hamblin

1. Meeting Called to Order

Mayor Maughan called the meeting to order at 6:00 p.m. as a regular meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember. Councilmember Robertson provided an invocation. Councilmember Brown led the audience in the Pledge of Allegiance.

COUNCILMEMBER CRAGUN MOVED TO ADOPT THE AGENDA. COUNCILMEMBER WATSON SECONDED THE MOTION, ALL VOTED IN FAVOR.

2. Public comment

Lorraine Too, 1595 South Bluff Road, addressed the Council regarding flagpole lots. She explained that she owns property with an odd shape consisting of two parcels, with one being landlocked. She inquired about the Council's feelings on potentially amending the code to allow flagpole lots for long, deep lots like hers.

The Mayor explained that flagpole lots are not currently allowed in the City Code and it would be necessary to amend that Code to allow the requested land use. He noted that this topic had been discussed and denied within the last two years, but indicated he would poll the Council to see if they wished to consider it again.

3. Proposed Resolution R26-13 appointing Dillon Merchant and Gage Thomas to the Syracuse City Planning Commission.

An administrative staff memo explained Mayor Maughan has conducted interviews in an effort to fill two vacant positions on the Planning Commission. He is recommending the appointment of Dillon Merchant to fill the position previously held by Jace Burk, which expires June 2029 and the appointment of Gage Thomas to fill the position previously held by Peter Anderson, which expires June 2027.

COUNCILMEMBER POLLARD MADE A MOTION TO ADOPT RESOLUTION R26-13 APPOINTING DILLON MERCHANT AND GAGE THOMAS TO THE SYRACUSE CITY PLANNING COMMISSION. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

4. Approval of minutes.

The following minutes were reviewed by the City Council: February 10, 2026 City Council Business Meeting.

COUNCILMEMBER ROBERTSON MADE A MOTION TO APPROVE THE MINUTES LISTED ON THE AGENDA AS PRESENTED. COUNCILMEMBER CRAGUN SECONDED THE MOTION; ALL VOTED IN FAVOR.

5a. Common consent: Proposed Ordinance 26-05 amending Title Two of the Syracuse Municipal Code (SMC) pertaining to government records retention.

An administrative staff memo explained local governments are required by state law to adopt retention schedules. Retention schedules dictate the length of time the local government must retain a record before it can destroy the record. Syracuse has, with one exception to date, adopted the retention schedules promulgated by the State's Division of Archives and

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Records ("Archives"). See SMC 2.40.020. That exception relates to the retention of audio recordings of Council meetings; in 2012 the City Council amended the Code to call for permanent retention of audio recordings, but staff now feels that requirement is onerous and should be eliminated. The Administrative Services Director/City Recorder feels that relying upon the State of Utah General Retention Schedule (GRS) of three years for audio recordings is sufficient. Audio recordings are rarely accessed after the written minutes of a meeting are approved and requiring retention of the recordings permanently is taking a significant amount of file storage space on the City's servers. Additionally, there is no way to ensure migration of the records in a format that will always be accessible. Any questions regarding this recommendation can be referred to Administrative Services Director/City Recorder Brown. Additionally, Archives' retention schedule for prosecution files for all non-felony court cases is 10 years after the court case is closed. It is proposed that Syracuse adopt a much shorter retention schedule for infraction cases – 2 years after case closure rather than 10 years after case closure. FYI, infractions are Utah's lowest level of criminal offenses and consist mostly of minor traffic offenses. Archives does not have a retention schedule for non-felony offenses that are declined for prosecution by a prosecutor. It is proposed that Syracuse adopt a retention schedule of 2 years after declination for non-felony cases that are declined for prosecution. Both of these proposals have been vetted by Archives and tentatively approved for adoption by the Syracuse City Council. Any questions regarding these two recommendations can be referred to City Attorney Winchester.

COUNCILMEMBER WATSON MADE A MOTION TO ADOPT ORDINANCE 26-05 AMENDING TITLE TWO OF THE SYRACUSE MUNICIPAL CODE (SMC) PERTAINING TO GOVERNMENT RECORDS RETENTION. COUNCILMEMBER CRAGUN SECONDED THE MOTION; ALL VOTED IN FAVOR.

5b. Common consent: Proposed Ordinance 26-06 amending Title Two of the Syracuse Municipal Code (SMC) pertaining to appointments to local districts.

A memo from the City Attorney explained the process for appointing persons to special district boards (such as the mosquito abatement district board, the sewer district board, and the waste management district board) currently requires a work meeting and a public hearing before the Council may consider/appoint a person to fill the vacancy. The Council recently indicated its desire to streamline the process and to provide for nomination by the Mayor followed by advice and consent of the Council. It is proposed that SMC Section 2.45.060 be amended to eliminate the work session discussion, eliminate the public hearing, and provide for nomination by the Mayor followed by advice and consent of the Council.

COUNCILMEMBER WATSON MADE A MOTION TO ADOPT ORDINANCE 26-06 AMENDING TITLE TWO OF THE SYRACUSE MUNICIPAL CODE (SMC) PERTAINING TO APPOINTMENTS TO LOCAL DISTRICTS. COUNCILMEMBER CRAGUN SECONDED THE MOTION; ALL VOTED IN FAVOR.

5c. Common consent: Proposed Resolution R26-11 amending the Syracuse City Personnel Policies and Procedures Manual.

An administrative staff memo explained that periodically City Administration and Department Heads propose changes to the personnel policies and procedures manual. The following proposed changes were discussed by the City Council and staff during the February City Council work session.

5.080. Position Adjustments.

(e) Advancements An Advancement is defined as an extra pay increase that recognizes an employee's improved skill, knowledge, or capability. Some advancements also include a change in title to a higher position in the wage scale but typically does not include a significant increase in the employee's responsibilities or supervisory duties (e.g., Maintenance Worker I to a Maintenance Worker II) Frontline (non-supervisory) employees who meet the requirements for an advancement established in each department will receive an automatic 5% wage increase. Employees that also move to a higher titled position will receive at least the minimum of the wage scale of the new position. Each employee in a frontline position is eligible for a maximum of two advancements, if the position allows Employees are not eligible for an advancement if they have received disciplinary suspension within the last six (6) months or are currently on disciplinary probation. The wage increase becomes effective on the first pay period following the final approved date of the advancement

7.080. Retirement Program.

(d) Deferred Compensation Plan. Eligible employees shall be allowed to contribute to the deferred compensation plans provided by the Utah Retirement Systems. The City may match, dollar for dollar, up to four percent (4%) of an employee's base wages that the employee contributes to his or her deferred compensation plan(s), for qualifying and eligible employees. Such City contributions shall not exceed a total of four percent (4%) of the employee's base wages and shall be contributed directly into a URS 401(k) or Roth 401(k) plan account. The determination as to whether or not the City will match deferred compensation contributions will be based on the availability of funds and will be re-evaluated on an "as needed" basis.

COUNCILMEMBER WATSON MADE A MOTION TO ADOPT RESOLUTION R26-11 AMENDING THE SYRACUSE CITY PERSONNEL POLICIES AND PROCEDURES MANUAL. COUNCILMEMBER CRAGUN

5d. Common consent: Proposed Ordinance 26-07, zone change for property located at approximately 2600 W. Quail Bluff Dr, Residential (R-1) to Professional Office (PO).

A staff memo from the Community and Economic Development (CED) Department explained the City has received a rezone application from Chris Lessig of Rake LLC for approximately 2.205 acres located approximately 2600 W. Quail Bluff Drive. The request includes one parcel. The applicant provided the following reasons for the requested change: "We would like to build Professional Office space." The property is located on the south side of Antelope on the new frontage road. The north edge of the property has access on the frontage road. The frontage road is named Quail Bluff Drive. The road is a continuation of Bluff Road that was re-routed when the West Davis Highway was constructed. In 2021, UDOT demolished three homes to make room for the widening of Antelope Drive. To the south of the property is single family residential and a detention basin. The east is vacant surplus UDOT property and single family. The West is additional vacant UDOT property, Bluff Road, and West Davis Corridor. To the North is Antelope Drive and north of that, is more vacant surplus UDOT and single family residential. The current zoning on the parcel is R-1. Zoning to the west is PO and R-1. Zoning to the south is R-1. Zoning to the east is R-2. Zoning to the north is commercial and R-1. The requested zoning is PO. The PO zone's purpose is "to provide appropriate locations for the development, maintenance, and protection of professional and administrative establishments. The regulations of this zone shall promote a quiet environment for business administration, professional/medical, and government activities, free from the congestion and traffic of the usual commercial business district. The professional office zone is intended to provide a buffer or transition along minor or major collector streets adjoining residential neighborhoods. To this end, the regulations permit professional office buildings, medical, and appropriate non-automobile oriented financial facilities primarily for the service of the area residents. The intensity of development of such a district shall reflect its environmental setting with building height and coverage generally similar to and harmonious with those of neighboring residential districts." The property is general planned for 'Commercial'. The PO zone is a permitted zone within the Commercial general plan designation and is therefore consistent with the General Plan. General Plan to the north of the property is Commercial and to the south is Low Density Residential. To the east is Low Density Residential, and to the west is Commercial. As explained in 10.20.070 (D)(3-4), Planning Commission is the advisory body to the City Council for zoning and general plan map amendments. The Planning Commission is required to hold a public hearing and forward a recommendation to approve, approve with modifications, or deny the request. The City Council will then review the recommendation and make a decision. During the public meeting, the City Council can approve, approve with modifications, or deny the proposal. 10.20.070 (E) explains that amendments to the zoning map are matters of legislative discretion by the City Council after considering if the application would be harmonious with the overall character of the existing development, the extent to which it may adversely affect adjacent property, and the adequacy of facilities and services intended to serve the subject property, including but not limited to roadways, parks and recreation facilities, police and fire protection, schools, storm water drainage systems, water supplies, and waste water and refuse collection. The Planning Commission held a public hearing on February 3, 2026 and is forwarding a recommendation for approval. The City Council discussed this item during the February 24, 2026 work meeting.

COUNCILMEMBER WATSON MADE A MOTION TO ADOPT PROPOSED ORDINANCE 26-07, ZONE CHANGE FOR PROPERTY LOCATED AT APPROXIMATELY 2600 W. QUAIL BLUFF DR, RESIDENTIAL (R-1) TO PROFESSIONAL OFFICE (PO). COUNCILMEMBER CRAGUN SECONDED THE MOTION; ALL VOTED IN FAVOR.

6. Authorize Administration to execute Lease agreement with Antelope BMX.

A memo from the Assistant City Manager explained the initial Memorandum of Understanding (MOU) with Antelope BMX included design, specifications, location, and features for the BMX park and pump track. It also included responsibilities for the City as well as Antelope BMX for ongoing use and maintenance. The initial agreement stated: "*The BMX Track will be owned and operated as a private recreational use that occupies publicly owned land. In consideration for the use of such land, Antelope BMX shall lease the property from the City through a separate lease agreement. It is anticipated that the annual lease-rate will be negotiated at a later time, and that the initial lease period shall be ten (10) years in length.*"

The proposed lease agreement determines the lease rate, start date, escalation in price for future years, and a 10-year initial lease term limit. The City will collect the current year and next year's lease payment on March 1st and then payment will be due at the beginning of the lease year the following March 1st. Administration is proposing a base lease of \$1,200 with a 3% annual escalator. Below are some comparative lease rates at other BMX tracks:

- Santa Clara BMX in Santa Clara- Pays \$1200 per year, or \$100 a month to Santa Clara city.
- Virgin BMX in Virgin- Pays \$1 per year to the Bureau of Land Management.
- Rad Canyon BMX in South Jordan- Pays \$1 per year to Salt Lake County.
- Deseret Peak BMX in Tooele- Pays \$1000 per year to Tooele County.

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Mayor Maughan reviewed the staff memo and introduced the item.

COUNCILMEMBER CRAGUN MADE A MOTION TO AUTHORIZE ADMINISTRATION TO EXECUTE LEASE AGREEMENT WITH ANTELOPE BMX. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

7. Proposed Resolution R26-12 authorizing submittal of the 2025 Municipal Wastewater Planning Program annual report to Utah Division of Water Quality (DWQ).

A memo from the Public Works Director explained the Utah Department of Environmental Quality, Division of Water Quality has established the Utah Sanitary Sewer Management Program for the purpose of monitoring wastewater facilities throughout the State. The State requires that the City submit an annual Municipal Wastewater Planning Program Report. This resolution acknowledges that the City Council has received and reviewed the annual report prior to its submittal; It is due by April 15.

Public Works Director Whiteley presented the annual sewer system health report required by state law. He reported that the city had experienced no sewer overflows or backups, indicating a well-functioning system maintained through regular maintenance. The resolution ensures the Council has reviewed the report before submission to the state.

The Mayor highlighted his decade of experience studying wastewater in northern Davis County and expressed satisfaction that Syracuse had experienced no issues.

COUNCILMEMBER WATSON MADE A MOTION TO ADOPT RESOLUTION R26-12 AUTHORIZING SUBMITTAL OF THE 2025 MUNICIPAL WASTEWATER PLANNING PROGRAM ANNUAL REPORT TO UTAH DIVISION OF WATER QUALITY (DWQ). COUNCILMEMBER CRAGUN SECONDED THE MOTION; ALL VOTED IN FAVOR.

8. Authorize Administration to issue letter of support for Congressional Community Funding Projects for federal grant monies.

A memo from the City Manager explained that each year, members of Congress accept applications for Congressional Community Funding Projects (CFP) to support local infrastructure and community improvement initiatives. Syracuse City has the opportunity to submit project requests through the offices of Congressman Blake Moore and Senator John Curtis for potential federal funding consideration. In order to strengthen these applications, the City is requesting authorization for the administration to submit a **formal letter of support on behalf of Syracuse City** endorsing the proposed projects. The projects under consideration for submission include:

1. **Antelope Drive Improvements:** This project would provide improvements along the Antelope Drive corridor intended to enhance safety, mobility, and multimodal access. Proposed elements include:

- Construction of a **shared-use paved trail**
- **Safety enhancements** for pedestrians, cyclists, and motorists
- **Intersection performance improvements** to improve traffic operations and reduce congestion

These improvements would support regional connectivity, improve safety for non-motorized users, and enhance transportation infrastructure along a key corridor within Syracuse City.

2. **Police Station and Emergency Operations Center (EOC) Improvements:** This project would support modernization and operational enhancements within the Syracuse City Police Station and Emergency Operations Center. Proposed improvements include:

- **Communication and audio-visual system upgrades**
- **Associated furnishings and equipment**
- **Building security enhancements**
- **Victim interview room improvements** to better support sensitive investigations

These upgrades would strengthen the City's emergency management capabilities and improve the functionality and security of critical public safety facilities.

The Antelope Drive Improvements project would require a 20% local match if federal funding is awarded. At this time, the City has **not identified a funding source for the required match**. The estimate project cost is between \$3 million - \$6 million. It is Administration's understanding that the Police Station and Emergency Operations Center (EOC) Improvements project does not require a local funding match under the Congressional Community Funding Project program. Any project agreements or appropriations related to awarded funds would be presented to the City Council for approval through the normal budget and project authorization process.

Mayor Maughan noted that this item has not been discussed in a work session meeting, but timely action on the matter is necessary; City Administration was considering applying for a congressional community funding grant requiring Council support. The primary project under consideration was using federal money to accelerate the expansion and widening of Antelope Drive, a project on the City's Master Plan for over 30 years. The grant would provide 80% funding with a 20% match

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requirement. While the Utah Department of Transportation (UDOT) has indicated they would not have funding until 2040 for this type of project, the Mayor outlined several alternative funding sources for the match, including Davis County's third quarter funding grant and the Wasatch Front Regional Council Transportation Fund. He noted that matching federal dollars typically receive favorable consideration from these sources.

The Mayor emphasized this was a State road serving over one million people visiting Antelope Island annually, with increasingly congested traffic. He stressed that notification of a grant award would not come until fall 2027 for funds released in spring 2028, providing time to secure matching funds or approach the legislature.

Council discussion of the proposal revealed the several key points; Councilmember Watson asked about project oversight and timelines. The Mayor confirmed UDOT would likely oversee the project and that it would probably be a 2027 project if awarded, though potentially extending into fiscal year 2028.

Councilmember Cragun expressed concern about the City's budget impact, estimating the match requirement between \$500,000 and \$1 million. The Mayor confirmed this estimate but emphasized the project would triple in cost if delayed to 2043, making it a strong argument for alternative funding sources.

Councilmember Pollard noted the project's importance for commercial development along Antelope Drive and referenced Clinton's business impacts during their road construction. He emphasized that timing was crucial, with minimal current impact but increasing consequences with delay.

Councilmember Cragun raised concerns about commitment, noting that declining the grant after acceptance could harm future opportunities. He stressed the need for consensus that the City would find funding somehow if other sources failed.

The discussion revealed strong Council support for pursuing the grant while acknowledging the funding challenges. Multiple Councilmembers expressed confidence that alternative funding sources would be available, particularly given the State road designation and regional benefit.

COUNCILMEMBER ROBERTSON MADE A MOTION TO AUTHORIZE ADMINISTRATION TO ISSUE LETTER OF SUPPORT FOR CONGRESSIONAL COMMUNITY FUNDING PROJECTS FOR FEDERAL GRANT MONIES. COUNCILMEMBER POLLARD SECONDED THE MOTION; ALL VOTED IN FAVOR.

9. Mayor/Council reports and announcements

The Council and Mayor then provided announcements about recent and upcoming community events, and other opportunities for public involvement.

10. Public comments

There were no public comments.

11. Consideration of adjourning into Closed Executive Session pursuant to the provisions of Section 52-4-205 of the Open and Public Meetings Law for the purpose of discussing the character, professional competence, or physical or mental health of an individual; pending or reasonably imminent litigation; or the purchase, exchange, or lease of real property (if necessary).

COUNCILMEMBER CRAGUN MOVED TO ADJOURN INTO CLOSED EXECUTIVE SESSION PURSUANT TO THE PROVISIONS OF SECTION 52-4-205 OF THE OPEN AND PUBLIC MEETINGS LAW FOR THE PURPOSE OF DISCUSSING THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL; PENDING OR REASONABLY IMMINENT LITIGATION; OR THE PURCHASE, EXCHANGE, OR LEASE OF REAL PROPERTY. COUNCILMEMBER WATSON SECONDED THE MOTION. ALL VOTED AYE.

The Closed Session began at 6:30 p.m.

The Business Meeting reconvened at 6:57 p.m.

COUNCILMEMBER WATSON MADE A MOTION TO ADJOURN. COUNCILMEMBER ROBERTSON SECONDED THE MOTION ALL VOTED IN FAVOR TO ADJOURN.

The meeting adjourned at 6:58 p.m.

Dave Maughan
Mayor

Cassie Z. Brown, MMC
City Recorder

Date approved: April 14, 2026