



MEETING NOTICE AND AGENDA

Notice is hereby given that the Kaysville City Council will hold a regular council meeting on **Thursday, April 16, 2026**, starting at 7:00 PM in the **Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT**. The meeting will be streamed on YouTube, and the link to the meeting will be posted on www.KaysvilleLive.com.

Public comments during the meeting are only taken for Action Items, "Call to the Public", or public hearings. **Those wishing to speak during these times must sign up in person before the meeting begins.** Comments may also be submitted to the City Council via email to publiccomment@kaysville.gov. Emailed comments will NOT be read aloud at the meeting.

CITY COUNCIL Q&A – 6:30 PM

The City Council will be available to answer questions or discuss any matters the public may have.

CITY COUNCIL MEETING – 7:00 PM

The agenda shall be as follows:

- 1) OPENING
 - a) Presented by Council Member Joshua McBride
- 2) CALL TO THE PUBLIC (3 MINUTE LIMIT; MUST SIGN UP IN PERSON BEFORE THE MEETING BEGINS)
- 3) PRESENTATIONS AND AWARDS
 - a) Presentation of the Employee of the Quarter Award to Katie Ellis
 - b) Presentation to Linda Ross in Recognition of Her Dedication to Preserving Kaysville's History for Future Generations
 - c) Presentation from Travis Padilla with Grow the Flow Utah
 - d) A Proclamation Declaring Friday, April 24, 2026, as Arbor Day
- 4) DECLARATION OF ANY CONFLICTS OF INTEREST
- 5) CONSENT ITEMS
 - a) Approval of Minutes from the March 5, 2026 City Council Meeting
 - b) Approval of Minutes from the March 13, 2026 City Council Work Session
 - c) Appointment of Brandon Barnedt, Ian Johnson, and Melissa Robinson as RAMP Advisory Board Members
 - d) Bid Award for Kings Court Waterline Project
 - e) Approval of an Extension to the City's Contract with Robinson Waste Services for Sanitation Services
 - f) Approval of a Lease/Purchase Agreement for a Police Vehicle
 - g) Rezone Request for the Angel Street Soccer Complex, Located at 150 South Angel Street (Parcel #11-580-0376), from R-A Agricultural Residential to PU Public Use
 - h) Rezone Request for Parcel #08-009-0035, Located at the Southwest Corner of Flint Street and Webb Lane, from R-1-20 Single-Family Residential to PU Public Use
 - i) Rezone request for Hess Farms Park located at 1625 South 550 East (parcel number 08-033-0047) from R-1-8 Single Family Residential to PU Public Use
 - j) Rezone request for Gailey Park located at approximately 200 South 300 West (parcel numbers 11-107-0040, 11-107-0039, and 11-676-0024) from R-1-8 Single Family Residential to PU Public Use

6) ACTION ITEMS

- a) An Ordinance Amending Various Sections of Title 17 of the Kaysville City Code to comply with Senate Bill 179 titled "Local Regulation of Business Entities Amendments"

7) COUNCIL MEMBERS REPORTS

8) CITY MANAGER REPORT

9) ADJOURNMENT

KAYSVILLE BUSINESS PARK ARCHITECTURAL REVIEW COMMITTEE MEETING

The agenda shall be as follows:

1) OPENING

2) CONSIDERATION OF AN ILLUMINATED WALL SIGN AT 1121 WEST FLINT MEADOW DRIVE FOR MOSS VOMELA

3) ADJOURNMENT

Kaysville City is dedicated to a policy of non-discrimination in admission to, access to, or operations of its programs, services, or activities. If you need special assistance due to a disability, please contact the Kaysville City Offices at (801) 546-1235 at least 24 hours in advance of the meeting to be held.

I hereby certify that I posted a copy of the foregoing Notice and Agenda at Kaysville City Hall, Kaysville City website at www.kaysville.gov, and the Utah Public Notice website at www.utah.gov/pmn. Posted on April 10, 2026.



Annemarie Plaizier
City Recorder

Employee of the Quarter Award Q-1 2026

Congratulations to

Katie Ellis

Katie encompasses the spirit of outstanding employee service. As the Employee of the Quarter (EOQ), she is a credit to Kaysville City through her leadership, work relationships, achievement of objectives, service/customer relations, and excellent work performance.

Katie has been an outstanding addition to both the Legal Department and the City. She is highly insightful, responsive, and consistently eager to assist. Most notably, she recently drafted an ordinance that enabled Kaysville City to effectively address and eliminate illicit massage parlors that had been a persistent issue in the community.

Katie will be recognized at City Council Meeting and will receive \$100, 4 hours of PTO, an award certificate, and her name displayed on the Employee of the Quarter plaque at City Hall.

Other rock stars nominated for Employee of the Quarter (Q-1) are as follows:

**Brian Caldwell, Cody Thompson, Devan Rich, Gregg Phillips, Katie Nolan,
and Zach O'Brien**

Proclamation
“ARBOR DAY”
April 24, 2026

WHEREAS, Kaysville City, Utah has committed considerable time and resources to the urban forest and has chosen to set aside a special day for the planting of trees; and

WHEREAS, this Holiday called "Arbor Day" is observed in every state in the union and throughout the world; and

WHEREAS, trees can reduce the erosion of topsoil, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide a habitat for wildlife; and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify the community; and

WHEREAS, wherever they are planted, trees are a source of joy and spiritual and mental renewal.

NOW, THEREFORE, I, Tamara Tran, Mayor of Kaysville City, along with the Kaysville City Council, do hereby proclaim April 24, 2026, as Arbor Day in Kaysville City. I also urge all citizens to support efforts to protect our trees and woodlands and to support our urban forestry program.

FURTHER, I urge all citizens to plant trees to gladden hearts and promote the well-being of present and future generations.



Tamara Tran, Mayor

KAYSVILLE CITY COUNCIL
March 5, 2026

Minutes of the regular Kaysville City Council meeting held on March 5, 2026, at 7:00 p.m. in the Council Chambers of Kaysville City Hall, located at 23 East Center Street, Kaysville, Utah.

Council Members Present: Mayor Tamara Tran, Council Member John Swan Adams, Council Member Mike Blackham, Council Member Abbigayle Hunt, Council Member Nate Jackson, and Council Member Joshua McBride

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Fire Chief Paul Erickson, Police Chief Sol Oberg, Asst. Police Chief Seth Ellington, Lt. Preston Benoit, Sgt. Lacy Turner, Ofc. Kassidee Stewart, Information Systems Assistant Ardi Harsano, David Erhart, Susan Erhart, Lance Kester, Mandy Kester, Chauntil Nelson, Ivan Trevino, McKinley Stewart, Derrick Stewart, Josh Belnap, Justin Metcalfe, Andy Oblad, Laurene Starkey, Jill Dredge, Tom Kerr, Cindy Kerr

OPENING

Mayor Tamara Tran called the Kaysville City Council meeting to order and welcomed those in attendance.

Council Member Blackham discussed Utah’s caucus/convention system and signature-gathering process, noting concerns about representation due to the limited number of delegates involved in conventions. He encouraged participation in neighborhood caucuses while supporting signature gathering to expand voter involvement in primary elections. He also emphasized the value of local government experience among candidates seeking higher office and expressed appreciation for those who pursue both pathways. He then led the Pledge of Allegiance.

CALL TO THE PUBLIC

Josh Belnap addressed the Council. He clarified that although he is employed by the City, he was speaking in his capacity as a resident. Mr. Belnap shared a personal experience involving a serious family accident in which supplemental accident insurance played a critical role in covering significant medical expenses. He used this experience as an analogy to illustrate the importance of preparedness and advocated for consideration of a second fire station as a form of “insurance” for the community. He referenced emergency response times for residents on the west side of the city, stating that current response times are longer and emphasizing the potential risks associated with delayed emergency services. He used the remainder of his allotted time to underscore the duration of those response times and concluded by thanking the Council for their service.

PRESENTATIONS AND AWARDS

SWEARING-IN OF NEW KAYSVILLE POLICE OFFICER KASSIDEE STEWART

Police Chief Sol Oberg introduced Kassidee Stewart as the newest member of the Kaysville Police Department. He reported that Officer Stewart joined the department with all required certifications already completed, which allowed her to begin active duty immediately. Chief Oberg noted that she performed well during her time at the police academy, including both testing and scenario-based evaluations, and indicated that she had already begun field work and was performing well in her duties.

Mayor Tran invited Officer Stewart to share her motivation for entering law enforcement. Officer Stewart explained that she has long been interested in investigative work and expressed a desire to help others, particularly individuals who may not be able to advocate for themselves.

City Recorder Annemarie Plaizier administered the oath of office to Officer Kassidee Stewart. Following the oath, Officer Stewart's family was invited to participate in a badge pinning, and photographs were taken with the Council and family members.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts of interest were declared.

CONSENT ITEMS

Council Member Adams made a motion to approve the following Consent Items:

- a) Approval of Minutes from the February 19, 2026 City Council meeting.
- b) A Resolution Approving an Interlocal Agreement with Davis County for the Angel Street Extension Grant.
- c) A Resolution Approving an Interlocal Agreement with UDOT for a Concept Study Evaluating the 200 North Interchange Area.
- d) Rezone Request for Pioneer Park Property at 1285 South Angel Street (Parcels #080220044 and #084320836) from R-A (Agricultural Residential) to PU (Public Use).
- e) Rezone Request for Trappers Park Property at 2185 West 200 North (Parcels #115920229, #115910150, #11593001, and #151680439) from R-1-LD and R-A to PU (Public Use).

Council Member Hunt seconded the motion.

The vote on the motion was as follows:

Council Member Jackson, Yea
Council Member Adams, Yea
Council Member Blackham, Yea

Council Member McBride, Yea
Council Member Hunt, Yea

The motion passed unanimously.

ACTION ITEMS

REZONE REQUEST FOR PROPERTY LOCATED AT 1 WEST 100 SOUTH FROM PB (PROFESSIONAL BUSINESS) TO CC (CENTRAL COMMERCIAL) FOR JUSTIN METCALFE

Community Development Director Melinda Greenwood presented the request to rezone the property, explaining that it originated from discussions between Mr. Metcalfe and planning staff regarding signage limitations under the existing Professional Business (PB) zoning. Staff had identified two potential options for the applicant: pursuing a text amendment to expand permitted signage in the PB zone or applying for a rezone to Central Commercial (CC). The applicant elected to pursue the rezone.

Ms. Greenwood provided an overview of the property's location near 50 West and Main Street and reviewed surrounding zoning, including adjacent Professional Business and residential zones, as well as nearby Central Commercial areas. She noted that the Future Land Use Map designates the property for commercial use, and both the existing and proposed zoning align with the General Plan.

She outlined key differences between the zones, explaining that the PB zone limits uses primarily to professional offices, while the CC zone allows a broader range of uses, including retail, service, and entertainment-related uses. Although the applicant indicated no intent to change the current use, staff noted that rezoning would allow for more intensive uses in the future if ownership or development changes occur.

Ms. Greenwood emphasized that signage was the primary driver of the request. Under the PB zone, signage is limited to monument and wall signs, with a maximum height of five feet for monument signs. In contrast, the CC zone allows a wider variety of sign types, including pole signs up to 30 feet in height. Based on the property frontage, the maximum allowable sign area would be approximately 127.5 square feet. She also noted that electronic message centers are permitted in both zones but require conditional use approval.

Additional differences discussed included building height limits and setbacks. The PB zone includes setback requirements intended to buffer adjacent residential uses, while the CC zone does not require setbacks. Ms. Greenwood reported that the Planning Commission held a public hearing on February 12, during which one resident expressed concern about potential signage impacts on nearby residential properties. The Planning Commission voted 4-0 to recommend approval but noted concerns regarding potential impacts, particularly related to signage and suggested that a development agreement could be used to establish limitations.

Mayor Tran invited the applicant, Justin Metcalf, to speak. Mr. Metcalf confirmed that he has

operated his business at the location for over 20 years and explained that limited visibility has affected public awareness of his business. He described a proposed sign approximately 10 feet tall and 5 to 10 feet wide, oriented toward Main Street, and explained that the property's lower elevation reduces visibility. He noted that previous attempts to install a monument sign were unsuccessful due to right-of-way and utility constraints. He explained that the need for updated signage is further driven by a recent transition from a branded insurance provider to an independent business model, requiring rebranding and increased visibility. He also stated that he had communicated with a neighboring property owner to ensure the proposed sign would not obstruct existing signage.

Mr. Metcalf indicated that no final decision had been made regarding whether the sign would be electronic and stated that cost considerations would likely determine that decision. He expressed willingness to consider limitations and noted that the sign would primarily be visible from Main Street and would not significantly impact nearby residential properties.

Council Member Jackson expressed concern that rezoning would allow signage up to 30 feet in height and stated that he would prefer to limit that through a development agreement. He suggested a height limitation of approximately 15 feet and additional restrictions on sign size to maintain compatibility with surrounding uses. Council Member McBride asked about setbacks and sign placement. Ms. Greenwood clarified that the CC zone does not require setbacks for buildings but that sign placement must comply with setback requirements and cannot encroach into the public right-of-way. She indicated that the existing building appears to meet minimum buffering requirements with adjacent residential zoning.

Mayor Tran added that she had visited the site and observed that the property is somewhat recessed from Main Street, which limits visibility. She indicated that this helped explain the applicant's desire for improved signage. Mr. Metcalf reiterated that he values operating his business in Kaysville and expressed a desire to remain at the current location, emphasizing that the proposed changes are intended to improve visibility and make the site more functional for his business.

Council Member Hunt sought clarification on current signage allowances under the existing PB zoning. Ms. Greenwood confirmed that the current zoning permits only a monument sign with a maximum height of five feet, although electronic message centers may be incorporated within that limitation. Ms. Greenwood further clarified that the PB zone was intended to allow lower-intensity commercial uses while minimizing impacts on adjacent residential properties. Mr. Metcalf added that his property had never installed a monument sign, as its location would not provide sufficient visibility, and instead previously relied on signage mounted on the building.

Council Member McBride revisited questions regarding the intent of the PB zone, asking whether it was designed to provide a buffer for adjacent residential areas. Ms. Greenwood responded that the zone was generally intended to allow adaptive reuse of residential properties for lower-intensity commercial uses, particularly in areas where residential use along major corridors was less desirable. She noted that such zoning aimed to minimize impacts on nearby residential properties but could not speak specifically to the original zoning decision for this parcel.

Council Member McBride raised concerns about a nearby city-owned parking area and questioned

whether the placement of a business sign near that area could create confusion about ownership of that property, particularly given existing parking challenges along Main Street. Mr. Metcalf clarified that he does not intend to claim the area and supports its continued use as public parking. He further stated that the proposed sign location would be clearly situated on his property and would not create confusion regarding ownership of the adjacent parking area. Council Member Blackham expressed concern about installing signage identifying the area as public parking, noting it could encourage long-term use by nearby residents.

Ms. Greenwood recommended that the applicant consult a sign company to refine the proposal and ensure any limitations would still allow adequate visibility. Mr. Metcalf agreed and indicated that a sign between 10 and 15 feet would likely meet his needs. Mayor Tran summarized that the Council was generally supportive of moving forward with a development agreement to establish limitations but was not prepared to finalize details without additional information.

Council Member Jackson made a motion to table the rezone request for the property located at 1 West 100 South pending a development agreement, which was seconded by Council Member Adams.

The vote on the motion was as follows:

Council Member Adams, Yea
Council Member Blackham, Yea
Council Member McBride, Yea
Council Member Hunt, Yea
Council Member Jackson, Yea

The motion passed unanimously.

A RESOLUTION AMENDING THE KAYSVILLE CITY PERSONNEL RULES AND REGULATIONS REGARDING INTRODUCTORY PERIODS FOR NEWLY HIRED AND PROMOTED EMPLOYEES

City Attorney Nic Mills presented the proposed resolution to amend the City's Personnel Rules and Regulations regarding introductory (probationary) periods. He explained that the amendment would retain the standard six-month introductory period but allow for an extension up to one year for positions requiring extensive training. He noted that the change would apply to both newly hired employees and employees promoted into new positions. Mr. Mills stated that the purpose of the amendment is to provide adequate time for the City to evaluate employee performance, particularly in departments such as police and fire, where required training significantly reduces the time available for evaluation during the initial six-month period.

Mayor Tran expressed support for the proposed amendment and indicated that it was a practical adjustment. She invited comments from the Council; none were offered.

Council Member Adams made a motion to approve the resolution amending the Kaysville City Personnel Rules and Regulations regarding introductory periods for newly hired and promoted

employees. The motion was seconded by Council Member McBride.

The vote on the motion was as follows:

Council Member Blackham, Yea
Council Member McBride, Yea
Council Member Hunt, Yea
Council Member Jackson, Yea
Council Member Adams, Yea

The motion passed unanimously.

PLACING A GENERAL OBLIGATION BOND ON THE BALLOT FOR A FIRE STATION

City Manager Jaysen Christensen provided an update on the ongoing consideration of a general obligation bond to fund construction of a second fire station. He explained that the Council has discussed the need for a westside fire station for several years and referenced a November strategic work session in which the Council expressed preliminary support for pursuing a bond to allow residents to vote on the project. He reported that staff has initiated preliminary steps, including issuing a request for qualifications for architectural services to develop a high-level schematic design and cost estimate. He indicated that results are expected within approximately two months and that the current estimated project cost of \$16 million is not anticipated to change significantly.

Mr. Christensen clarified that the item was not a formal action to place the bond on the ballot but a checkpoint to confirm whether the Council wished to continue moving forward. He explained that formal action, including adoption of ballot language and tax impacts, would occur at the August 20 meeting, after which the measure would be submitted for the November ballot. He reviewed preliminary financial estimates, noting annual debt service of approximately \$1.1 to \$1.2 million each year, resulting in an estimated annual impact of \$114.90 for a home valued at \$690,000. He further explained that full staffing of the station would cost approximately \$2 million annually, adding an estimated \$195 per year, for a combined estimated impact of approximately \$310 annually. He emphasized the importance of clearly communicating both capital and operational costs of this project.

Mayor Tran acknowledged the importance of clearly communicating the full financial impact to residents. She then asked for public comments.

David Erhart, a resident living in Kaysville's west-side, addressed the Council and emphasized the public safety concerns associated with current response times in that area. He stated that westside residents face elevated risk due to longer emergency response times and referenced prior Council discussions and fire department data indicating that response times in those areas exceed established standards. He expressed concern that relying solely on a ballot initiative could delay or prevent necessary action and urged the Council to commit to pursuing alternative solutions if the bond were not approved by voters. He emphasized the importance of leadership in addressing public safety needs and encouraged the Council to ensure that the issue would not remain unresolved.

Following public comments, Council Member McBride confirmed that the financial estimates were based on market value. Council Member Blackham emphasized the need for clearer communication of financial impacts across a range of home values and suggested phasing costs over multiple years to reduce the immediate burden on residents. Mr. Christensen confirmed that initial design costs would likely require a budget amendment in the next fiscal year, while construction and staffing costs would occur in subsequent years, and stated that staff would provide additional materials illustrating cost impacts and timelines. He reiterated the complexity of balancing public safety needs with broader financial considerations and confirmed that staff would prioritize transparency in future outreach materials.

Council Member Adams asked whether there had been any discussion regarding the possibility of Fruit Heights contracting again with the Kaysville Fire Department, and whether staff were aware of the timeline for their current contract with Farmington. Fire Chief Paul Erickson stated that he was not familiar with the specifics of the contract, including its duration. Mr. Christensen added that, based on conversations, the agreement was believed to have approximately two years remaining, though he had not personally reviewed the contract.

Council Member Adams noted that he had spoken with some newer members of the Fruit Heights City Council who expressed interest in potentially reestablishing a service agreement with Kaysville. He suggested that such an arrangement could help offset operational costs for the proposed fire station, estimating that it could reduce annual staffing expenses. Chief Erickson acknowledged that while such a partnership could be beneficial, those discussions would primarily occur at the administrative level between city leadership. He also noted that as neighboring cities expand westward, service dynamics and response considerations may become more complex.

Mayor Tran acknowledged the concerns raised regarding response times and public safety. She clarified that while there is an increased level of risk associated with current response times on the west side, the situation does not constitute an immediate lack of emergency coverage. Chief Erickson supported this clarification and noted that approximately 25% of the department's call volume occurs on the west side, indicating growing demand in that area, and emphasized that continued development will likely increase service needs.

Council discussion included the importance of carefully considering the bond on the ballot and public expectations. Council Member Blackham noted potential public perception issues based on past experiences with voter-rejected bonds, which led to public concern and criticism. Mayor Tran added that if a general obligation bond for the fire station were placed on the ballot and subsequently failed, it would be difficult for the city to pursue the same project through an alternative funding mechanism without undermining public trust. She emphasized the need for the Council to make a deliberate and transparent decision regarding whether to move forward with placing the bond before voters.

Chief Erickson explained that a failed bond could significantly delay the progress on a new fire station and would likely result in substantially higher construction costs over time. He also referenced the relatively modest long-term financial savings associated with using a general obligation bond compared to other funding mechanisms, suggesting that the financial benefit

should be weighed against the potential risks of delay.

Council Member Blackham reiterated that, while public safety is critical, many residents are currently experiencing financial strain, which must be considered in the decision-making process. He expressed concern about the cumulative financial impact of multiple recent and anticipated increases, including utility rates and potential tax adjustments.

Council Member Adams suggested a potential interim solution if the general obligation bond were not approved, suggesting consideration of a smaller-scale solution focused primarily on emergency medical services. He indicated that such an approach could serve as an interim measure to improve response times for paramedic services without constructing a full fire station.

Chief Erickson responded that a single unit stationed on the west side would lack redundancy, meaning that once the ambulance was dispatched or transporting a patient, there would again be no coverage in that area. Many emergency calls require multiple personnel and resources, which cannot be adequately addressed by a single ambulance crew. It would also not resolve broader response time issues, as fire engines and additional personnel would still need to respond from the existing station. A standalone ambulance deployment would not provide the necessary infrastructure for personnel needs such as equipment storage, decontamination, or rest periods, and would not improve the City's insurance rating in the same way a full station would.

Council Member Adams acknowledged those limitations but reiterated that even a partial solution could provide some benefit by improving initial response times. Chief Erickson responded that while earlier arrival of initial responders could provide some benefit, effective response to critical incidents requires a full team of personnel and equipment, which would still be delayed without a fully staffed station.

Council Member Adams sought clarification on the purpose of the current agenda item. Mayor Tran clarified that the current item was for discussion only and that formal action would occur later. Mr. Christensen emphasized the value of early discussion to allow time for public education and Council consideration.

Council Member Adams expressed that he would be more comfortable proceeding after additional financial analysis and discussion, specifically requesting input from the Finance Director to better understand how the proposed costs would be phased over time and how they would align with the City's broader budget considerations.

Mayor Tran sought informal feedback from the Council regarding whether to continue pursuing a ballot approach. Mayor Tran also expressed that, based on community conversations, there appeared to be value in pursuing a ballot initiative to allow for broader public input, particularly given the scale and cost of the project. Council Members Adams, Blackham, and McBride indicated general support for proceeding in that direction.

Council Member Hunt expressed that the decision regarding the fire station and potential general obligation bond presents no ideal solution, noting the financial and public safety challenges involved. She explained that while she initially supported the bond as a way to move the project

forward after years of delay, she has become less comfortable with that approach over time due to the risks associated with voter approval. She stated that, while she would support the bond if the Council ultimately chose that path, she would personally prefer a more direct approach in which the city commits to completing the project on a defined timeline without relying on a ballot outcome.

Council Member Jackson shared that he had concerns about the cumulative financial impact of multiple anticipated utility and tax increases and noted that combining those with the fire station costs could result in a significant overall increase. He emphasized the importance of developing a clear contingency plan and additional financial projections, including a comprehensive view of anticipated costs and infrastructure needs over several years.

Chief Erickson agreed that a contingency plan would be appropriate if the bond were to fail but reiterated that any interim solution should still meet operational requirements for personnel and equipment, rather than relying on minimal or temporary arrangements. He also cautioned that proceeding with a project after a failed bond could create negative public perception.

The Council agreed to continue the item as a work item for further discussion and refinement. Council Member Blackham made a motion to return the item to a Work Item format for ongoing discussion, which was seconded by Council Member Adams and passed unanimously. Mayor Tran indicated that the item would remain on future agendas for continued updates and discussion.

COUNCIL MEMBER REPORTS

Council Member Adams reported on his attendance at a Sunset City Council meeting, where he observed similar challenges related to increasing service costs, including higher expenses associated with dispatch services. He noted that the discussion reflected issues comparable to those facing Kaysville, particularly the difficulty of balancing service levels with financial constraints.

Council Member McBride reported on the completion of Kaysville University, a multi-week program that provided council members and staff with an opportunity to visit City departments and gain a comprehensive understanding of operations. He expressed appreciation to staff for their time and efforts in providing insight into departmental functions and collaboration.

Council Member Blackham added that the program reinforced his appreciation for City employees, noting their professionalism, dedication, and commitment to service. He stated that employees consistently demonstrate a strong work ethic and maintain a positive approach, even when Council decisions do not align with departmental preferences.

Council Member Hunt provided an update on the Youth Court program, reporting that 37 cases were handled during the past year, including offenses such as criminal mischief, substance-related violations, and shoplifting. She emphasized the program's role in allowing youth to address mistakes without long-term consequences and recognized the contributions of volunteers.

Council Member Jackson reported on legislative activity, noting the City's coordination with the Utah League of Cities and Towns in tracking and responding to proposed legislation. He

highlighted a bill related to outdoor advertising that would have limited municipal authority over billboard placement and height and reported that the bill was not advanced following opposition from cities and the League.

Mayor Tran provided additional legislative updates, recognizing Representative Ariel Defay for sponsoring legislation addressing “micro schools.” She explained that prior law allowed such schools in residential areas without local control, and the new legislation provides municipalities with authority to establish reasonable location parameters. She noted that the bill passed and expressed appreciation for collaboration between local and state officials. Mayor Tran also thanked residents for their engagement and City staff for their ongoing work supporting City operations.

CITY MANAGER REPORT

City Manager Jaysen Christensen announced a budget work session scheduled for March 13, where preliminary budget projections and updated financial planning approaches would be presented. He also provided an update on the joint Field House project with the school district, stating that although bids exceeded initial estimates, value engineering efforts reduced costs and the City’s contribution will remain capped at approximately \$10.5 million, with the school district covering the additional amount. Construction is expected to begin the following month, with completion anticipated in fall 2027.

Mr. Christensen also encouraged community participation in upcoming events related to the America 250 celebration and Independence Day activities, including the City’s parade. Mayor Tran expressed appreciation for volunteers assisting with event planning.

ADJOURNMENT

Council Member Adams made a motion to adjourn the meeting at 8:44 p.m. The motion passed unanimously.

KAYSVILLE CITY COUNCIL
WORK SESSION
March 13, 2026

Minutes of a special Kaysville City Council work session held on Friday, March 13, 2026, at 9:00 a.m. at Kaysville City Hall, 23 East Center Street, Kaysville, Utah.

Council Members present: Mayor Tamara Tran, Council Member John Adams, Council Member Mike Blackham, Council Member Abbigayle Hunt, Council Member Joshua McBride

Excused: Council Member Nate Jackson

Staff Present: City Manager Jaysen Christensen, Finance Director Maryn Nelson, Assistant Finance Director Paker Godwin, City Recorder Annemarie Plaizier, Fire Chief Paul Erickson, Assistant Police Chief Seth Ellington, Parks and Recreation Director Cole Stephens, Public Works Director Josh Belnap, Power Director Brian Johnson, Community Development Director Melinda Greenwood, Information Systems Manager Ryan Judd, David Erhart

OPENING

Mayor Tran opened the work session and welcomed those in attendance.

REVIEW AND DISCUSSION OF THE TENTATIVE FY 2027 BUDGET

City Manager Jaysen Christensen began the meeting by reading the Kaysville City mission statement. Finance Director Maryn Nelson then provided an introduction to the budget discussion, explaining that although departments have different roles and priorities, all are working toward the shared goal of improving quality of life in Kaysville. She expressed appreciation for the collaboration of department heads during the budget preparation process and invited feedback and questions from the Mayor and Council.

Mr. Christensen outlined the budget process and thanked staff for their work in preparing the proposed budget. He explained that staff had taken a more strategic and creative approach this year to address City needs while limiting impacts on residents and avoiding a significant truth-in-taxation increase. He reminded the Council that the City had planned for a previously approved 32 percent truth-in-taxation increase in the prior year; however, due to changes in Utah State law and resulting technical issues affecting multiple municipalities, including Kaysville, that revenue was not received. As a result, the city is entering the current budget cycle with a funding gap associated with ongoing costs. He reviewed the anticipated budget timeline, noting that the current session would focus on the general fund and personnel, with enterprise funds to be discussed in April, a tentative budget in May, a public hearing in early June, and final adoption or truth-in-taxation action anticipated by August.

Mr. Christensen reviewed the City's budget priorities, which focus on operations, employees, and capital. He explained that the objective is to maintain service levels for residents, recruit and retain qualified employees, and stay ahead of infrastructure and maintenance needs. He noted that

personnel is being addressed first due to its significance as the largest portion of the general fund and its importance in delivering City services.

The personnel section included a review of staffing requests and proposed changes. Mr. Christensen explained that many of the requested positions have been discussed over several years and that, following a period of limited staffing increases, the city is again evaluating departmental needs. The proposal includes not filling a previously budgeted utility billing supervisor position and eliminating one of the two front counter cash receiving clerk positions in the Administration Department, with a final determination on the affected employee yet to be made. Proposed additions include a Deputy Fire Chief position, identified as a long-standing need, and increasing the Fire Department administrative assistant position from 30 to 40 hours per week. In the Administration Department, staff proposed adding a human resources support position to assist with payroll and recruitment functions. Mr. Christensen noted that payroll is currently managed by a single employee, creating challenges for backup coverage. He explained that while the budget reflects a full-time position, staff intends to first attempt recruitment as a part-time position, with the option to adjust if necessary. In response to a question from Mayor Tran, he clarified that earlier considerations of shifting payroll duties to front counter staff are no longer being pursued due to the specialized nature of the work.

Mr. Christensen also reviewed key assumptions related to employee compensation. He explained that health insurance projections were refined to more accurately reflect actual enrollment patterns rather than assuming universal family coverage. He also discussed the City's approach to market comparisons, noting that Davis County municipalities serve as the primary benchmark, with adjustments made for specialized departments where needed. The City's goal remains to maintain compensation within 5 percent of the market average, requiring an estimated salary average adjustment of approximately 2.65 percent this year. He further noted that staff evaluated the possibility of offering health insurance to elected officials and found that several larger Davis County cities provide this benefit. A proposal reflecting this option, estimated at approximately \$141,000 annually if fully utilized, is included in the draft budget for Council consideration.

Discussion also focused on clarifying the City's annual employee pay adjustments. Mr. Christensen explained that the term "merit increase" has created confusion in the past and proposed renaming it as a "step increase" to more accurately reflect its function. He stated that employees are expected to receive regular annual increases as they gain experience and progress through their salary range, provided performance expectations are met. He noted that the city previously used a structured step system prior to transitioning to a merit-based approach in 2017, but that the intended progression remained similar. The proposed change would formalize a 3 percent annual step increase until employees reach the top of their pay range, providing greater clarity and predictability. Mayor Tran expressed support for the change, noting that it improves consistency and aligns with common public sector practices.

Public Works Director Josh Belnap stated that the staffing and compensation proposals are consistent with the City's mission and goals, particularly those related to maintaining a competent workforce and properly supporting employees. He emphasized that the City's ability to deliver services depends on adequately supporting staff across all departments.

Mr. Christensen explained that staff developed the proposed budget based on prior Council feedback, strategic planning discussions, and identified departmental needs. He noted that staff

worked to present recommendations intended to position the city well moving forward, while emphasizing that all items presented remain open for Council discussion and adjustment.

Mr. Christensen further explained that this year's budget presentation is focused on major changes rather than a detailed review of every line item. He stated that most expenditures remain consistent from year to year, aside from inflationary adjustments, and that the purpose of the work session is to highlight significant changes and guide discussion toward those items. He noted that the full budget document would be available for detailed review.

Council Member Hunt expressed concern regarding the proposed addition of health insurance for elected officials, citing the estimated annual cost of approximately \$141,000. She stated that, given the City's current financial challenges and prior funding shortfall, she would prefer to delay or reconsider adding this benefit. Mayor Tran added that the item was being presented for discussion and noted that not all Council Members may require or utilize the benefit.

Josh Belnap commented that compensation and benefits should be considered as part of recognizing the value of all roles within the organization, including elected officials. He stated that providing appropriate benefits can support recruitment and retention and emphasized that doing so aligns with the City's mission and overall leadership structure. Mr. Christensen added that other cities offering this benefit have reported similar outcomes, including improved ability to attract and retain qualified elected officials, particularly those who may otherwise be unable to commit the time required for public service.

Council Member Adams asked whether alternatives, such as offering a payment in lieu of health insurance, had been considered. He noted that some individuals may prefer a stipend rather than enrolling in the City's insurance plan. Jaysen Christensen indicated that this option is being researched in consultation with the City's insurance broker but noted that it presents complexities. Mr. Christensen explained that offering cash incentives could create additional costs, particularly if provided to individuals who are not currently enrolled in the City's insurance plan, and may not result in overall savings. Council Member Adams clarified that he was not suggesting changes for all employees but noted that this approach could be considered for elected officials if it reduces costs.

Mr. Christensen then returned to the discussion of budget assumptions. He reviewed the proposal to rename the annual "merit" increase as a "step" increase to more accurately reflect its function as a structured progression through salary ranges. He also reviewed the proposed cost-of-living adjustment (COLA), noting that the proposed 2.5 percent increase for this upcoming budget year aligns with current inflation indicators and helps maintain the City's competitive position relative to other municipalities. He explained that without regular adjustments, employee compensation would gradually fall below market levels.

He also discussed projected increases in health insurance costs, noting that the current estimate reflects a 9.5 percent increase based on initial renewal rates. He stated that staff is actively working with the City's insurance broker to market the plan and seek more competitive options, with the goal of reducing the increase if possible. He added that current industry trends for health insurance increases are generally higher, making the estimate consistent with broader conditions.

Mr. Christensen further noted that employer retirement contribution rates are expected to decrease

slightly due to strong investment performance, resulting in some cost savings. He also stated that staff continues to research potential employee retention strategies but is not yet prepared to present a formal proposal.

The discussion then transitioned to special revenue funds, beginning with the RAMP fund.

Parks and Recreation Director Cole Stephens provided an overview of the RAMP (Recreation, Arts, Museums, and Parks) fund. He explained that the RAMP board had not yet formally convened this year, but members were expected to be appointed at an upcoming Council meeting, with the first meeting anticipated in early April. He noted that the board reviews submitted applications and provides funding recommendations to the City Council for final approval.

Mr. Stephens stated that the city typically receives approximately \$568,000 annually in RAMP funding, which was used as the basis for this year's projections. He explained that a portion of those funds has already been committed through prior Council action, including allocations for the Kaysville Field House project in partnership with the Davis School District. After accounting for those commitments, approximately \$200,000 remains available for new funding recommendations.

He identified the proposed skate park as one of the primary applications for this year. He clarified that RAMP funding for the skate park would be a one-time allocation and would not create an ongoing funding obligation. Any future phases or expansions would require additional applications in subsequent years. He also noted that RAMP funding would be combined with other sources, including park impact fees, and that the requested \$150,000 would fund only a portion of the total project cost due to current construction expenses.

Mr. Stephens also described additional applications grouped under what staff referred to as "scholarships," clarifying that this category includes grant-type funding requests for community programs and organizations. Examples included Mercy Housing, Creekside Elementary, the Historic Preservation Commission, and other local arts-related programs. He explained that these requests support recreation, arts, museum, and park-related programming within the community. Council Member Blackham suggested that future presentations could provide more detailed breakdowns of these categories rather than grouping them together.

Mr. Stephens then provided an update on the cemetery perpetual care fund. He explained that this fund is supported by fees collected with each burial and is restricted for long-term maintenance of the cemetery. Planned expenditures include continuation of a multi-year project to repair and refurbish the cemetery's perimeter fence, including repairs to deteriorating brick columns, re-welding fence panels, and restoration of masonry elements. He indicated that this work is expected to be completed within the year.

Mr. Christensen then introduced the road utility fund and noted that the primary changes relate to the ongoing 200 North project. He explained that the proposed increase of approximately \$352,000 in operating costs reflects a shift in funding allocation. In previous years, some road-related operating expenses were funded through the general fund; however, staff is now proposing to move those costs to the road utility fund, where they more appropriately align.

Josh Belnap provided additional context regarding current project demands. He explained that the

200 North project has required more staff time than anticipated due to frequent utility conflicts encountered during construction. He noted that these issues require ongoing coordination with multiple departments, including police and fire, which has limited staff capacity to address other planned maintenance projects. He emphasized that while funding is important, project completion is also dependent on available staff resources.

Mr. Belnap reported that construction on 200 North is ongoing, with recent completion of an 8-inch water line and current work underway on a 16-inch water line. He indicated that utility conflicts, including unmarked or improperly located lines, are expected to continue throughout the project. Despite these challenges, he anticipates the project will be completed by November.

Mr. Christensen also noted that \$16,000 has been included in the budget for an updated transportation utility fee study. Mr. Belnap explained that the current fee structure was established in 2018 and does not reflect significant increases in construction and maintenance costs since that time. He stated that updating the study would help ensure the fee remains aligned with current conditions and supports ongoing transportation needs. Mr. Christensen added that recent state legislation continues to support the use of this funding mechanism.

Mr. Christensen then introduced the RDA (Redevelopment Agency) fund. He explained that the city budgets a modest amount each year for potential RDA-related expenses, including consulting services associated with redevelopment efforts, such as the possible reestablishment of a Community Reinvestment Area (CRA). He noted that the current RDA fund balance is approximately \$1.2 million and emphasized that the use of these funds is restricted to specific, allowable purposes.

Council Member Blackham suggested that a portion of the RDA funds could be used to support small businesses through low-interest loan programs, particularly for improvements along Main Street. He stated that this type of investment could strengthen the downtown area while also generating a financial return. Mayor Tran noted that such efforts could support building improvements and revitalization. Council Member Adams added that future development projects, such as a potential hotel, may seek financial participation or incentives from the City.

Council Member Hunt requested clarification regarding the RDA budget. Maryn Nelson explained that approximately \$70,000 is budgeted annually for potential expenditures and is funded through RDA-specific revenue sources, including property tax increment. Mr. Christensen added that while there are specific guidelines governing the use of RDA funds, the City retains some flexibility to respond to opportunities, such as property acquisition or economic development initiatives.

The discussion then moved to the Municipal Building Authority (MBA) fund, which is used to repay bonds associated with City facilities, including City Hall and the police station. Mr. Christensen explained that staff identified an opportunity to utilize existing fund balances, along with public safety impact fee revenues, to offset bond payments. This approach would reduce the amount of funding required from the general fund. He noted that the police station bonds are eligible for partial payment using public safety impact fees, as outlined in the impact fee study. Mr. Christensen emphasized that this strategy uses a portion of available fund balances without fully depleting them, helping to address current budget pressures while maintaining future flexibility.

Mr. Christensen also explained that a similar strategy is being applied to the debt service fund, where a portion of the fund balance will be used to cover debt payments and reduce general fund transfers. Ms. Nelson noted that while the full balance could be utilized, the proposed approach applies only a portion in order to maintain flexibility in future budget cycles.

The discussion then shifted to the capital projects fund. Mr. Christensen introduced the operations center project, explaining that most of the cost would be funded through enterprise funds, with a portion allocated from the general fund. He outlined two options for consideration: proceeding with the full operations center improvements, estimated at approximately \$966,000 for the general fund portion, or completing only the required fuel island upgrades at a significantly lower cost. He emphasized that the fuel island improvements are mandatory due to the state of the underground fuel system and state regulations on these facilities.

Mr. Stephens explained that the existing underground fuel system is outdated and no longer meets current standards. He stated that if the upgrades are not completed, the facility risks being shut down and the city losing access to fuel deliveries. He noted that while the compliance deadline is approaching, a short extension may be available. He emphasized that the fuel system upgrades must be completed regardless of whether the full operations center project moves forward. Mr. Christensen added that although the full operations center project could be deferred, construction costs are expected to increase over time. Mr. Stephens further noted that other infrastructure at the site, including aging asphalt, will also require future attention.

Mr. Stephens then reviewed additional capital items. He discussed funding associated with the West Davis Corridor Trail project, explaining that the city has been awarded approximately \$630,000 from UDOT for landscaping, signage, and related improvements. He noted that half of the funding will be provided upfront, with the remainder reimbursed after expenditures are incurred. The project must be completed by September 2027, and staff is currently in the process of selecting a consultant to develop design concepts.

Mr. Stephens also outlined smaller park-related improvements funded through impact fees. These include additional funding for the skate park project, improvements to an HOA park that has been incorporated into the city system, and upgrades such as benches, trash receptacles, and minor site enhancements. He explained that these improvements are part of ongoing efforts to bring facilities up to City standards.

Following this discussion, the Council recessed for a short break at 10:13 a.m. and reconvened at 10:21 a.m.

Upon reconvening, Mr. Christensen presented a summary of the overall budget outlook, describing it as the “bottom line” of the discussion. He explained that the city began the budget process with an estimated \$3.5 million funding gap. A significant portion of that gap—approximately \$1.7 million—resulted from the prior year’s approved truth-in-taxation increase that was not implemented due to state-related non-compliance issues. As a result, the City is entering the current budget cycle without revenue that had been anticipated to fund ongoing costs.

He noted that this initial shortfall reflects existing obligations, including inflationary cost increases, previously added staffing positions, and ongoing commitments such as the gymnasium project. In addition, the city faced an additional approximately \$1.7 million in costs related to

inflation, service demands, and new requests.

Mr. Christensen explained that staff worked to reduce the overall gap through a combination of strategies. These included utilizing available fund balances from sources such as the Municipal Building Authority fund and the debt service fund, as well as applying public safety impact fees where appropriate. He also noted that the proposal includes the use of \$1 million from general fund reserves, consistent with what had been considered in the prior year.

After accounting for these adjustments, Mr. Christensen presented a proposed truth-in-taxation increase of approximately 33.95 percent to balance the budget and fund the proposed needs. He noted that this would support previously discussed items, including staffing adjustments and increased operational costs.

Mayor Tran emphasized that the city did not receive the anticipated tax increase in the prior year and that the tax rate had actually decreased slightly. She stated that the proposed increase should not be viewed as a “double increase” and noted the importance of clearly communicating to residents that the city is addressing a prior funding gap rather than layering new increases on top of previously collected revenue.

Mr. Christensen then reviewed revenue assumptions included in the budget. He stated that sales tax growth is conservatively projected at 2 percent, consistent with recent trends. He also highlighted additional revenue sources, including wildfire deployment reimbursements and fire inspection fees.

Fire Chief Paul Erickson explained that wildfire deployments have provided a net financial benefit to the City. He stated that after accounting for wages and overtime, a typical two-week deployment can generate approximately \$35,000 in net revenue. He noted that the department sends paramedic units, which are reimbursed at higher rates, and that the program also provides valuable experience for staff. He added that initial startup costs for equipment have already been incurred, allowing future deployments to generate increased net revenue.

Chief Erickson also noted that while the city has had fire inspection fees in place, they have not been consistently enforced in the past. He stated that the department is now implementing those fees, which will generate additional ongoing revenue based on the number of inspections conducted.

Mr. Stephens added that the fire inspection program has also provided internal benefits, noting that inspections of City facilities have helped identify and address safety-related issues.

Mr. Christensen then reviewed how the proposed budget would affect the City’s tax rate compared to other cities in Davis County. He explained that Kaysville has historically maintained one of the lowest tax rates in the county, ranking third lowest among 15 cities. If the proposed 33.95 percent truth-in-taxation increase is adopted, the city would likely move to approximately the middle of the group, around eighth out of 15 cities. He noted that this comparison assumes no changes by other cities, although it is likely that many will also adjust their tax rates, meaning Kaysville could still remain relatively competitive.

Mr. Christensen then outlined the proposed use of fund balance for one-time expenditures. He emphasized that fund balance should not be used to support ongoing operational costs, and therefore the proposed uses are limited to specific capital projects and defined needs.

Cole Stephens reviewed several facility-related projects under government buildings. He explained that repairs are needed at the fire station due to ongoing water runoff issues that have caused damage to the stucco on a portion of the building. Although roof drainage improvements have been completed to redirect water away from the structure, the exterior wall still requires repair. He noted that additional underlying damage may be discovered once the stucco is removed. He also discussed several HVAC replacements and upgrades across City facilities, noting that some equipment is aging or no longer functioning properly, including units at the recreation center, fire station, and operations center. He stated that these replacements are part of ongoing efforts to maintain building systems and prevent larger failures.

Fire Chief Paul Erickson briefly discussed a proposed camera installation at the fire station. He explained that cameras would be added to areas not currently covered, including the south side of the building and areas facing the street where accidents occasionally occur. He noted that the additional coverage would improve safety and monitoring around the facility.

Mr. Christensen then transitioned the discussion to information systems and related project areas.

Information Systems Manager Ryan Judd presented several technology-related capital needs. He first discussed the need to replace the audio-visual (AV) system in the council chambers. He explained that the current system, installed in 2021 during the City Hall renovation, has experienced ongoing technical issues since its installation. Despite multiple attempts to repair and reprogram the system, including work by outside vendors, the problems have not been fully resolved.

Mr. Judd noted that some of the equipment installed was near the end of its lifecycle at the time, which has contributed to continued system failures. He stated that the system frequently requires reboots prior to meetings and has occasionally failed during meetings, including instances where recordings did not function properly. He explained that resolving the issues will require replacement of key hardware components rather than continued repair efforts.

He also noted that improvements are planned as part of the replacement, including updated microphone systems to reduce echo and improve audio clarity, which has been a recurring concern. The estimated cost for the replacement is approximately \$115,000, which he described as a mid-range system. He added that staff will continue refining the estimate but anticipates moving forward with the project during the upcoming fiscal year.

Council members asked questions regarding prior costs and potential warranties associated with the system. Mr. Judd explained that while the City attempted to work with the original vendor to resolve the issues, those efforts were not successful, and the underlying problems remain.

Mr. Judd also discussed a proposed upgrade to the fuel system software, which would coincide with the fuel island improvements. He explained that the current software is outdated and has difficulty integrating with the City's fleet management system. The proposed upgrade would modernize the system, improve functionality, and transition it to a web-based platform. He added that this change aligns with the City's broader effort to discontinue use of Citrix, which currently supports the existing system.

Mr. Judd then reviewed the need to replace uninterruptible power supply (UPS) battery backup systems at the police station. He explained that these systems provide short-term power during the transition between a power outage and generator activation. The current batteries, installed when the building was constructed in 2018, have begun to fail and have required temporary solutions. He stated that replacement is necessary to ensure continued reliability of critical systems at the police facility.

Mr. Stephens continued the discussion with additional parks-related capital projects. He explained that funding is being requested to continue improvements at Barnes Park, specifically addressing ongoing concrete issues at the elevated "tower" area. Originally constructed in the early 1990s, the area has experienced significant settling, resulting in uneven surfaces and tripping hazards. While the most critical areas were addressed in the current year, he noted that the project will need to continue over multiple years due to its scope and cost.

He also outlined maintenance needs at other park facilities, including replacing deteriorating shingles on the older restroom building at Barnes Park and addressing failing decorative rock at Pioneer Park. He explained that the rock at Pioneer Park is deteriorating due to installation issues, and proper repair will require removal and reinstallation rather than surface patching.

Mr. Stephens also discussed ongoing water conservation efforts, particularly at the fire station. He explained that certain landscaped areas are no longer practical to maintain as turf grass and are being converted to more efficient materials such as concrete, shrubs, or other low-water landscaping. These changes are intended to reduce maintenance demands and water usage while maintaining the overall appearance of the site.

Assistant Police Chief Seth Ellington then reviewed public safety-related capital requests. He explained that vehicle replacements are part of the department's ongoing fleet management plan and are necessary to maintain reliable operations. He noted that older vehicles are becoming increasingly unreliable and costly to maintain, with some requiring major repairs such as engine and transmission replacements. Replacing these vehicles helps reduce downtime, improve reliability, and manage long-term maintenance costs.

Assistant Chief Ellington also discussed improvements needed in the Emergency Operations Center (EOC). He explained that the EOC is used regularly for training, coordination, and emergency response, and serves as a critical facility during major incidents. However, the current audio-visual system has experienced ongoing issues, including malfunctioning equipment and

damaged wiring caused by moisture intrusion in floor connections. Ryan Judd added that much of the equipment is outdated and no longer supported, and that the system cannot reliably support meetings or emergency operations in its current condition.

Both Assistant Chief Ellington and Mr. Judd emphasized that the EOC would not function effectively during a major emergency without these upgrades. Council Member Blackham noted that the facility was originally designed to serve as the City's central command location during emergencies, making it important to maintain its intended functionality. Chief Erickson added that communication breakdowns are a common issue in emergency response situations and that maintaining reliable systems is essential for effective operations.

Mr. Judd further noted that there may be cost savings if the EOC and council chamber audio-visual systems are upgraded simultaneously, due to similarities in equipment and programming.

Assistant Chief Ellington also discussed a state requirement related to mobile biometric scanners. He explained that recent legislation will require law enforcement agencies to equip patrol vehicles with fingerprint scanning devices. Although the implementation deadline has been extended to 2027, the requirement remains in place, and funding will be needed to comply. He also mentioned the purchase of a proposed storage shed at Bountiful's firing range, where Kaysville officers train, to allow for more efficient storage and access to equipment.

Mr. Christensen summarized that these capital requests are intended to address one-time needs using available fund balance. He acknowledged that the costs are significant but emphasized the importance of maintaining facilities and infrastructure to prevent more costly repairs in the future.

The discussion then moved to items that had been deferred in the proposed FY 2027 budget. Mr. Stephens explained that an increase in funding for holiday lighting had been considered but ultimately was not included. He noted that the city will continue its current holiday lighting program at existing levels, but no additional enhancements will be implemented at this time.

Mr. Judd reviewed several additional items that were considered but not included in the proposed budget. He first discussed a potential upgrade to the City's document management system (OnBase) using artificial intelligence tools. He explained that integrating AI could improve how staff search for and access documents, making information retrieval more efficient. While he noted that this technology is becoming increasingly useful, he confirmed that this upgrade is not included in the current budget but may be considered in the future.

Mr. Judd also discussed a proposed support contract for the City's door access and camera systems. He explained that the city currently operates multiple servers to manage security cameras, and that the system would benefit from additional optimization and specialized support. The contract would help improve system performance and simplify management of user access and security features. This item was also not included in the current proposal.

He then reviewed new items included in the proposed budget. One of these is a request to bring the City's website into compliance with updated federal accessibility standards under the Americans with Disabilities Act (ADA). He explained that recent Department of Justice requirements mandate that government websites meet specific accessibility standards, including ensuring that documents, images, and videos are accessible to individuals using assistive technologies such as screen readers. This effort would involve implementing software to evaluate and update the City's website to meet compliance standards. He noted that this is a legal requirement and presents a potential liability if not addressed.

Mr. Judd also discussed a proposed upgrade to the City's internet capacity, increasing service from 1 gigabit to 10 gigabits. He explained that this request is largely driven by the Police Department's needs related to body camera and dash camera video, which is recorded in high-resolution formats and stored in the cloud. Assistant Chief Ellington provided additional context, explaining that officers currently experience significant delays when uploading video, sometimes requiring vehicles to remain running for extended periods while data transfers. He also noted that staff responsible for processing and redacting videos, particularly for records requests and court deadlines, can spend many hours or even days downloading and uploading files.

Assistant Chief Ellington stated that these delays impact operations, including officer availability in the field and the ability to meet legal deadlines for evidence submission. Mr. Judd explained that while the need originates with the Police Department, upgrading to a 10-gig connection would benefit all City operations by improving overall network speed and system performance.

In response to questions, Mr. Judd clarified that local storage is no longer a viable option for video systems, as most vendors now require cloud-based storage. He noted that while cloud systems reduce some internal maintenance, they also increase reliance on internet bandwidth. He further explained that the City's existing fiber infrastructure supports higher-speed connections, making the proposed upgrade feasible.

Mr. Christensen then reviewed a proposed allocation of \$10,000 for public relations (PR) services. He explained that the city is seeking to improve communication with residents and noted that many cities have dedicated staff or departments focused on public information and outreach. Currently, these efforts are handled on a limited basis across departments. He stated that the City contracts with the Langdon Group for occasional communication support and may use them to assist with developing messaging and content, such as storyboards.

He also shared that the city is working with the Davis School District's Catalyst Center to produce a series of short videos highlighting different City departments. These videos will be created at no cost and are intended to help inform residents about City services. Mr. Christensen noted that outside PR support could help guide and enhance these efforts.

Mr. Christensen then reviewed a summary of efficiencies and cost adjustments. He explained that some apparent increases and decreases in the budget reflect shifts in how costs are allocated rather than actual changes in spending. For example, certain operational expenses have been moved from

the general fund to the road utility fund, and available fund balances are being used to reduce transfers from the general fund to other funds. He also noted savings associated with the current year being a non-election year.

Mr. Christensen then presented a list of deferred capital items—projects and purchases that were considered but are not included in the current budget proposal. He explained that these were difficult decisions, as many of the items are still needed, but were postponed to help manage overall costs.

Deferred items included equipment purchases such as a scissor lift, which can be rented as needed, and refinishing fire station bay floors, which has been delayed despite aging conditions. Planned funding for potential fire station expansion was also postponed pending further direction on a potential future fire station project.

Within Community Development, several larger planning efforts were deferred, including a comprehensive update to the City's code and a five-year update to the City's general plan. Mr. Christensen noted that the current general plan was adopted in 2022 and that while an update would be beneficial, it represents a significant expense. He indicated that this item could be reconsidered based on Council priorities. A study related to business licensing and planning and zoning fees will instead be conducted in-house to reduce costs.

Additional deferred items in Parks included equipment replacements such as mowers and a sprayer, which staff will attempt to delay if possible. Larger capital projects, including improvements to the Trappers Field Park area and streetscape enhancements near 950 North and the West Davis Corridor, were also postponed due to their high cost. Mr. Christensen noted that while these projects align with prior Council discussions about improving City aesthetics and gateway areas, they may need to be deferred until funding is available.

In the Police Department, deferred items included replacing a malfunctioning parking lot gate and purchasing a drone. These items were identified as operational needs but were not included in the current budget due to funding constraints.

Mr. Christensen emphasized that all deferred items remain under consideration for future budgets.

Assistant Chief Ellington provided additional context regarding the deferred drone program. He explained that while the Police Department has been able to rely on assistance from other departments, such as Public Works and Fire, the primary limitation is response time. He emphasized that drones are most effective when they can be deployed immediately and noted that many agencies now have drones available on every shift.

Assistant Chief Ellington described how drone technology is increasingly used in public safety operations, including searching for missing persons, responding to incidents, and improving both officer and public safety. He also noted that newer technology includes interior drones capable of navigating within buildings and continuing to operate even after being knocked down. He stated

that Kaysville is currently the only agency in the county without a drone program and that most agencies have adopted them as a standard operational tool.

Mr. Christensen then briefly reviewed additional deferred items, including equipment and technology upgrades such as a vehicle alignment system and cybersecurity software. He noted that staff is exploring alternative solutions where possible to reduce costs.

Mr. Stephens provided additional detail on deferred equipment needs within Parks. He explained the need for a specialized mower designed for rough terrain, noting that existing equipment is not well-suited for maintaining non-manicured areas such as open lots and roadway corridors. He also discussed the need to replace a utility cart at Barnes Park that is nearing the end of its useful life.

Fire Chief Erickson confirmed the need for a dedicated response vehicle for the proposed Deputy Fire Chief position, explaining that the role requires a vehicle equipped to respond to emergency situations.

Mr. Christensen noted that the full budget materials would be provided to the Council for further review. He invited additional questions and offered to meet individually with Council Members if needed. He also asked whether the Council would prefer additional work sessions or continue discussions during regular meetings.

Mayor Tran expressed appreciation for the work that went into preparing the budget and noted that staff had taken a thoughtful and creative approach to addressing the City's financial challenges. She acknowledged the difficulty of the prior year's budget process and indicated that avoiding a similar situation while still meeting City needs was a positive outcome.

Council Member Blackham raised a concern regarding staffing support in the Police Department, specifically related to the workload associated with video redaction and records requests. He noted that the current employee responsible for this work has no backup and that the process can take several days to complete for a single case. He suggested exploring the addition of a part-time position, potentially starting with a limited number of hours per week, to provide support and evaluate the need before considering a full-time role.

Mayor Tran supported the concept of part-time staffing as a way to provide coverage for absences and reduce reliance on a single employee. Assistant Chief Ellington confirmed that additional support would be beneficial and explained that, in the event of an absence, other staff must absorb these responsibilities while maintaining their existing duties, which can create operational challenges.

Maryn Nelson discussed the potential cost of a part-time position and indicated that it could be a relatively low-cost option compared to hiring a full-time employee. Council Member Blackham recommended beginning with one part-time position and evaluating its effectiveness before considering any expansion.

Council Member Adams encouraged department heads to also consider alternative approaches to addressing staffing needs, such as redistributing responsibilities among existing employees and providing additional compensation where appropriate, rather than immediately adding new positions. He noted that this approach could offer flexibility and help control costs while still addressing workload demands. Chief Erickson acknowledged that while this strategy may be effective in some situations, it may not serve as a long-term solution in all cases.

The discussion then returned to previously deferred items, including the Police Department's request for a drone program. Assistant Chief Ellington reiterated the importance of drones for timely response, search and rescue operations, and overall public safety. He noted that Kaysville is currently the only agency in the county without a drone program and that most agencies have integrated drones into their standard operations.

Mayor Tran expressed support for prioritizing the drone program and suggested that funding could potentially be reallocated from other proposed items, such as elected official health insurance. Council Members discussed the cost, capabilities, and training requirements associated with drone implementation and generally indicated support for moving forward with the program.

Additional discussion highlighted the operational benefits of drones, including their use in emergency response, accident investigation, and coordination with other agencies. Staff noted that proper training and equipment would be necessary to implement the program effectively.

Ms. Nelson asked for direction on whether to include the drone purchase in the budget, and there was general agreement among Council Members to incorporate it into the proposed budget.

Mr. Christensen concluded the meeting by thanking staff for their extensive work on the budget, noting that the presentation reflected only a portion of the effort involved in developing the proposal. He confirmed that the next budget work session is planned to be held on Friday, April 17 at 9:00 a.m., and indicated that an additional meeting previously considered later in the month would not be necessary.

The meeting concluded 11:38 a.m.

CITY COUNCIL STAFF REPORT



MEETING DATE: April 16, 2026

TYPE OF ITEM: Consent Items

PRESENTED BY: Josh Belnap. Public Works Director

SUBJECT/AGENDA TITLE: Bid Award for Kings Court Waterline Project

EXECUTIVE SUMMARY:

Public Works has seen a significant increase in the number of water leaks on Bishops St, Kings Court, and Knights Way between Webb Lane and Tyler's Way in the last few years.

The City Engineer started working on plans for a line replacement last fall and completed those in February of this year. We bid the project out earlier this month and received 9 bids. The apparent low bidder was Leon Poulsen Construction Company.

Following this review, staff is recommending negotiating a contract with Leon Poulson Construction for the completion of this work. Leon Poulson's bid was for \$686,428.00, and the funds will largely come from water enterprise funds, with a small portion of road utility funds to help repave the entire roadway after completion of the waterline.

City Council Options:

1) Approve, 2) Approve with suggested changes, 3) Table

Staff Recommendation:

Approve

Fiscal Impact:

Water enterprise funds and road utility funds

ATTACHMENTS:

1. Kings Court Waterline Bid Tabulation

THE CONSTRUCTION OF THE KINGS COURT WATERLINE PROJECT				Leon Poulsen Const. Co.		Great Basin Development and Construction		Randy Marriott Construction		Brinkerhoff Excavating		Skyview Excavation and Construction		Kinkaid Civil Construction		BHI, Inc.		Condie Construction Company		RJT Excavating	
BID ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization	LS	1	\$ 25,000.50	\$ 25,000.50	\$ 66,670.00	\$ 66,670.00	\$ 15,000.00	\$ 15,000.00	\$ 40,000.00	\$ 40,000.00	\$ 100,000.00	\$ 100,000.00	\$ 98,125.00	\$ 98,125.00	\$ 122,250.00	\$ 122,250.00	\$ 202,850.00	\$ 202,850.00	\$ 104,746.01	\$ 104,746.01
2	Traffic Control	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 7,490.00	\$ 7,490.00	\$ 45,000.00	\$ 45,000.00	\$ 11,000.00	\$ 11,000.00	\$ 100,000.00	\$ 100,000.00	\$ 25,000.00	\$ 25,000.00	\$ 11,200.00	\$ 11,200.00	\$ 33,823.00	\$ 33,823.00	\$ 47,941.41	\$ 47,941.41
3	Storm Water Control	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 3,500.00	\$ 3,500.00	\$ 5,500.00	\$ 5,500.00	\$ 8,000.00	\$ 8,000.00	\$ 18,000.00	\$ 18,000.00	\$ 10,250.00	\$ 10,250.00	\$ 36,350.00	\$ 36,350.00	\$ 15,803.00	\$ 15,803.00	\$ 9,588.29	\$ 9,588.29
4	4" Asphalt Mill	SY	8,290	\$ 3.00	\$ 24,870.00	\$ 6.40	\$ 53,056.00	\$ 7.01	\$ 58,112.90	\$ 4.35	\$ 36,061.50	\$ 7.00	\$ 58,030.00	\$ 5.20	\$ 43,108.00	\$ 3.65	\$ 30,258.50	\$ 5.30	\$ 43,937.00	\$ 4.63	\$ 38,382.70
5	Remove and Dispose of Existing Asphalt	SY	1,535	\$ 5.50	\$ 8,442.50	\$ 6.40	\$ 9,824.00	\$ 7.50	\$ 11,512.50	\$ 9.50	\$ 14,582.50	\$ 12.00	\$ 18,420.00	\$ 37.50	\$ 57,562.50	\$ 14.35	\$ 22,027.25	\$ 20.80	\$ 31,928.00	\$ 5.33	\$ 8,181.55
6	Remove and Dispose of Existing Valve	EA	5	\$ 185.00	\$ 925.00	\$ 725.00	\$ 3,625.00	\$ 117.31	\$ 586.55	\$ 700.00	\$ 3,500.00	\$ 1,200.00	\$ 6,000.00	\$ 1,718.00	\$ 8,590.00	\$ 360.00	\$ 1,800.00	\$ 2,057.00	\$ 10,285.00	\$ 1,704.00	\$ 8,520.00
7	Remove and Dispose of Existing Fire Hydrant	EA	6	\$ 625.00	\$ 3,750.00	\$ 575.00	\$ 3,450.00	\$ 150.02	\$ 900.12	\$ 400.00	\$ 2,400.00	\$ 1,800.00	\$ 10,800.00	\$ 3,696.00	\$ 22,176.00	\$ 1,150.00	\$ 6,900.00	\$ 1,997.00	\$ 11,982.00	\$ 1,910.98	\$ 11,465.88
8	Install 8" PVC C-900	LF	2280	\$ 72.00	\$ 164,160.00	\$ 81.00	\$ 184,680.00	\$ 66.44	\$ 151,483.20	\$ 145.00	\$ 330,600.00	\$ 86.00	\$ 196,080.00	\$ 115.00	\$ 262,200.00	\$ 114.00	\$ 259,920.00	\$ 99.30	\$ 226,404.00	\$ 333.91	\$ 761,314.80
9	Install 8" Gate Valve	EA	6	\$ 2,550.00	\$ 15,300.00	\$ 3,191.00	\$ 19,146.00	\$ 2,766.17	\$ 16,597.02	\$ 3,800.00	\$ 22,800.00	\$ 3,500.00	\$ 21,000.00	\$ 4,041.00	\$ 24,246.00	\$ 3,850.00	\$ 23,100.00	\$ 4,454.00	\$ 26,724.00	\$ 4,162.09	\$ 24,972.54
10	Install 8" Tee	EA	2	\$ 1,500.00	\$ 3,000.00	\$ 1,476.00	\$ 2,952.00	\$ 1,310.22	\$ 2,620.44	\$ 2,900.00	\$ 5,800.00	\$ 1,800.00	\$ 3,600.00	\$ 2,024.00	\$ 4,048.00	\$ 1,750.00	\$ 3,500.00	\$ 1,992.00	\$ 3,984.00	\$ 3,046.41	\$ 6,092.82
11	Install 8" 45° Bend	EA	4	\$ 1,100.00	\$ 4,400.00	\$ 1,013.00	\$ 4,052.00	\$ 776.67	\$ 3,106.68	\$ 1,700.00	\$ 6,800.00	\$ 1,800.00	\$ 7,200.00	\$ 1,446.00	\$ 5,784.00	\$ 1,375.00	\$ 5,500.00	\$ 849.00	\$ 3,396.00	\$ 1,550.18	\$ 6,200.72
12	Install 8" 22.5° Bend	EA	3	\$ 1,100.00	\$ 3,300.00	\$ 1,006.00	\$ 3,018.00	\$ 795.32	\$ 2,385.96	\$ 2,135.00	\$ 6,405.00	\$ 1,800.00	\$ 5,400.00	\$ 1,159.00	\$ 3,477.00	\$ 1,350.00	\$ 4,050.00	\$ 801.00	\$ 2,403.00	\$ 1,314.56	\$ 3,943.68
13	Install Fire Hydrant Assembly	EA	6	\$ 8,650.00	\$ 51,900.00	\$ 9,333.00	\$ 55,998.00	\$ 7,832.92	\$ 46,997.52	\$ 10,400.00	\$ 62,400.00	\$ 9,600.00	\$ 57,600.00	\$ 11,099.00	\$ 66,594.00	\$ 12,150.00	\$ 72,900.00	\$ 12,084.00	\$ 72,504.00	\$ 10,228.54	\$ 61,371.24
14	Connect to Existing 8" Tee	EA	1	\$ 2,000.00	\$ 2,000.00	\$ 4,087.00	\$ 4,087.00	\$ 3,839.26	\$ 3,839.26	\$ 3,820.00	\$ 3,820.00	\$ 2,500.00	\$ 2,500.00	\$ 1,572.00	\$ 1,572.00	\$ 4,675.00	\$ 4,675.00	\$ 2,050.00	\$ 2,050.00	\$ 12,510.90	\$ 12,510.90
15	Connect to Existing 8" Waterline	EA	1	\$ 2,000.00	\$ 2,000.00	\$ 3,537.00	\$ 3,537.00	\$ 6,275.75	\$ 6,275.75	\$ 4,500.00	\$ 4,500.00	\$ 3,000.00	\$ 3,000.00	\$ 1,572.00	\$ 1,572.00	\$ 4,350.00	\$ 4,350.00	\$ 2,078.00	\$ 2,078.00	\$ 12,857.47	\$ 12,857.47
16	Cap and Block Existing Waterline	EA	2	\$ 850.00	\$ 1,700.00	\$ 581.00	\$ 1,162.00	\$ 494.65	\$ 989.30	\$ 1,235.00	\$ 2,470.00	\$ 1,500.00	\$ 3,000.00	\$ 4,082.00	\$ 8,164.00	\$ 1,300.00	\$ 2,600.00	\$ 3,327.00	\$ 6,654.00	\$ 3,825.96	\$ 7,651.92
17	HMA Utah APWA Class II SP-1/2" PG58-28, 15% RAP	TON	1805	\$ 96.00	\$ 173,280.00	\$ 101.00	\$ 182,305.00	\$ 101.13	\$ 182,539.65	\$ 108.00	\$ 194,940.00	\$ 120.00	\$ 216,600.00	\$ 97.00	\$ 175,085.00	\$ 112.30	\$ 202,701.50	\$ 102.00	\$ 184,110.00	\$ 141.09	\$ 254,667.45
18	Untreated Base Course	TON	1100	\$ 22.00	\$ 24,200.00	\$ 27.00	\$ 29,700.00	\$ 19.32	\$ 21,252.00	\$ 38.00	\$ 41,800.00	\$ 32.00	\$ 35,200.00	\$ 40.00	\$ 44,000.00	\$ 38.00	\$ 41,800.00	\$ 56.90	\$ 62,590.00	\$ 52.93	\$ 58,223.00
19	Install 3/4" Service Line and Meter Box (Long Side)	EA	20	\$ 2,400.00	\$ 48,000.00	\$ 2,414.00	\$ 48,280.00	\$ 3,660.93	\$ 73,218.60	\$ 3,540.00	\$ 70,800.00	\$ 3,000.00	\$ 60,000.00	\$ 4,900.00	\$ 98,000.00	\$ 2,350.00	\$ 47,000.00	\$ 4,246.00	\$ 84,920.00	\$ 5,990.18	\$ 119,803.60
20	Install 3/4" Service Line and Meter Box (Short Side)	EA	20	\$ 1,750.00	\$ 35,000.00	\$ 1,759.00	\$ 35,180.00	\$ 2,238.28	\$ 44,765.60	\$ 2,370.00	\$ 47,400.00	\$ 2,500.00	\$ 50,000.00	\$ 2,950.00	\$ 59,000.00	\$ 1,650.00	\$ 33,000.00	\$ 3,355.00	\$ 67,100.00	\$ 3,027.62	\$ 60,552.40
21	Remove and Replace Curb and Gutter	LF	100	\$ 80.00	\$ 8,000.00	\$ 60.00	\$ 6,000.00	\$ 49.48	\$ 4,948.00	\$ 108.00	\$ 10,800.00	\$ 75.00	\$ 7,500.00	\$ 60.00	\$ 6,000.00	\$ 119.95	\$ 11,995.00	\$ 70.00	\$ 7,000.00	\$ 68.25	\$ 6,825.00
22	Remove and Replace Concrete Sidewalk	SF	80	\$ 30.00	\$ 2,400.00	\$ 20.00	\$ 1,600.00	\$ 13.73	\$ 1,098.40	\$ 39.00	\$ 3,120.00	\$ 75.00	\$ 6,000.00	\$ 27.75	\$ 2,220.00	\$ 51.30	\$ 4,104.00	\$ 25.00	\$ 2,000.00	\$ 26.42	\$ 2,113.60
23	Landscape Restoration	SF	300	\$ 4.50	\$ 1,350.00	\$ 4.00	\$ 1,200.00	\$ 11.68	\$ 3,504.00	\$ 8.00	\$ 2,400.00	\$ 5.00	\$ 1,500.00	\$ 20.50	\$ 6,150.00	\$ 29.75	\$ 8,925.00	\$ 11.50	\$ 3,450.00	\$ 13.70	\$ 4,110.00
24	Remove and Dispose of Existing Meter Box	EA	40	\$ 200.00	\$ 8,000.00	\$ 55.00	\$ 2,200.00	\$ 1,026.29	\$ 41,051.60	\$ 635.00	\$ 25,400.00	\$ 850.00	\$ 34,000.00	\$ 409.00	\$ 16,360.00	\$ 375.00	\$ 15,000.00	\$ 833.00	\$ 33,320.00	\$ 901.05	\$ 36,042.00
25	Install 18" HDPE Pipe Casing	LF	40	\$ 350.00	\$ 14,000.00	\$ 665.00	\$ 26,600.00	\$ 1,247.67	\$ 49,906.80	\$ 1,480.00	\$ 59,200.00	\$ 200.00	\$ 8,000.00	\$ 600.00	\$ 24,000.00	\$ 2,660.00	\$ 106,400.00	\$ 328.00	\$ 13,120.00	\$ 864.56	\$ 34,582.40
26	Soft Spot Repair	SY	200	\$ 60.00	\$ 12,000.00	\$ 52.00	\$ 10,400.00	\$ 24.00	\$ 4,800.00	\$ 74.00	\$ 14,800.00	\$ 68.00	\$ 13,600.00	\$ 50.00	\$ 10,000.00	\$ 118.75	\$ 23,750.00	\$ 80.50	\$ 16,100.00	\$ 94.04	\$ 18,808.00
27	Pre-lower Valve	EA	14	\$ 225.00	\$ 3,150.00	\$ 300.00	\$ 4,200.00	\$ 480.00	\$ 6,720.00	\$ 280.00	\$ 3,920.00	\$ 1,200.00	\$ 16,800.00	\$ 625.00	\$ 8,750.00	\$ 390.00	\$ 5,460.00	\$ 401.00	\$ 5,614.00	\$ 753.37	\$ 10,547.18

THE CONSTRUCTION OF THE KINGS COURT WATERLINE PROJECT				Leon Poulsen Const. Co.		Great Basin Development and Construction		Randy Marriott Construction		Brinkerhoff Excavating		Skyview Excavation and Construction		Kinkaid Civil Construction		BHI, Inc.		Condie Construction Company		RJT Excavating	
BID ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
28	Pre-lower Manhole	EA	12	\$ 345.00	\$ 4,140.00	\$ 600.00	\$ 7,200.00	\$ 960.00	\$ 11,520.00	\$ 435.00	\$ 5,220.00	\$ 1,500.00	\$ 18,000.00	\$ 1,272.00	\$ 15,264.00	\$ 500.00	\$ 6,000.00	\$ 516.00	\$ 6,192.00	\$ 924.59	\$ 11,095.08
29	Pre-lower Survey Monument	EA	6	\$ 285.00	\$ 1,710.00	\$ 600.00	\$ 3,600.00	\$ 480.00	\$ 2,880.00	\$ 370.00	\$ 2,220.00	\$ 1,000.00	\$ 6,000.00	\$ 863.00	\$ 5,178.00	\$ 390.00	\$ 2,340.00	\$ 401.00	\$ 2,406.00	\$ 1,506.73	\$ 9,040.38
30	Raise Valve	EA	14	\$ 525.00	\$ 7,350.00	\$ 473.00	\$ 6,622.00	\$ 711.67	\$ 9,963.38	\$ 600.00	\$ 8,400.00	\$ 1,450.00	\$ 20,300.00	\$ 625.00	\$ 8,750.00	\$ 1,285.00	\$ 17,990.00	\$ 1,318.00	\$ 18,452.00	\$ 1,079.17	\$ 15,108.38
31	Raise Manhole	EA	12	\$ 1,100.00	\$ 13,200.00	\$ 1,190.00	\$ 14,280.00	\$ 960.88	\$ 11,530.56	\$ 1,300.00	\$ 15,600.00	\$ 1,850.00	\$ 22,200.00	\$ 1,272.00	\$ 15,264.00	\$ 1,395.00	\$ 16,740.00	\$ 1,433.00	\$ 17,196.00	\$ 1,434.83	\$ 17,217.96
32	Raise Survey Monument	EA	6	\$ 650.00	\$ 3,900.00	\$ 873.00	\$ 5,238.00	\$ 960.88	\$ 5,765.28	\$ 740.00	\$ 4,440.00	\$ 1,500.00	\$ 9,000.00	\$ 863.00	\$ 5,178.00	\$ 1,285.00	\$ 7,710.00	\$ 1,318.00	\$ 7,908.00	\$ 1,835.48	\$ 11,012.88
33	Full Water Loop	EA	1	\$ 6,500.00	\$ 6,500.00	\$ 4,793.00	\$ 4,793.00	\$ 5,804.28	\$ 5,804.28	\$ 13,000.00	\$ 13,000.00	\$ 15,000.00	\$ 15,000.00	\$ 12,000.00	\$ 12,000.00	\$ 8,150.00	\$ 8,150.00	\$ 10,604.00	\$ 10,604.00	\$ -	\$ -
Totals				\$	686,428.00	\$	815,645.00	\$	852,175.35	\$	1,084,599.00	\$	1,150,330.00	\$	1,153,667.50	\$	1,170,446.25	\$	1,238,887.00	\$	1,795,491.24

CITY COUNCIL STAFF REPORT



MEETING DATE: April 16, 2026

TYPE OF ITEM: Consent Items

PRESENTED BY: Maryn Nelson, Finance Director

SUBJECT/AGENDA TITLE: Approval of an Extension to the City’s Contract with Robinson Waste Services for Sanitation Services

EXECUTIVE SUMMARY:

Robinson Waste Services has requested an extension to the waste collection contract for an additional term of one year of Service with updated pricing.

The proposed rates are as follows:

Kaysville City	Current First Can	Proposed First Can	Current Additional Can	Proposed Additional Can
Trash	\$4.85	\$5.06	\$2.16	\$2.25
Recycle	\$2.90	\$3.02		
Green Waste	\$4.10	\$4.28		

Robinson has been a great service partner, and provided exceptional service for many years and we are paying a very fair and equitable price. The rate adjustment averages 2.0% annually since the last rate increase in 2024.

Our purchasing policy requires that we go out to bid for this service, so to allow us time to prepare for the RFP, staff recommends extending the contract for an additional one year with the plan to do an RFP early 2027.

City Council Options:

Approve, Table

Staff Recommendation:

Approve

Fiscal Impact:

A small rate adjustment to the sanitation rates

ATTACHMENTS:

1. Robinson Waste Agreement
 2. Resolution
 3. Davis County Sanitation Collection Rates
-

WASTE COLLECTION AGREEMENT

KAYSVILLE CITY CORPORATION, a municipal corporation at 23 East Center Street, Kaysville, Davis County, State of Utah, hereinafter referred to as “City”, and Robinson Waste Services, LLC, 2719 N. Fairfield Road, Layton, Davis County, State of Utah, hereinafter referred to as “Contractor”, hereby agree as follows:

RECITALS

I

The City is a municipal corporation of the State of Utah and provides waste removal services by agreement to the residents and inhabitants of the City.

II

The Contractor is in the business of collecting and removing garbage and waste, recyclable material and green waste hereinafter referred as “waste” for appropriate disposal.

III

The City has implemented an automated waste removal system using City provided refuse containers designed for automatic curbside collection.

IV

The City and the Contractor desire to enter into an agreement under the terms and provisions of which the Contractor will pick up and dispose of waste, recyclables and green waste placed at curbside in City provided containers by the residents and inhabitants of the City.

AGREEMENT

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and conditions contained herein and other good and valuable considerations, the parties do hereby agree as follows:

1. WASTE COLLECTON

- A. The contractor shall make at least weekly trash collection and bi-weekly; every other week recyclable collection and weekly green waste collection, (beginning the first full week of April through the last full week of November) at all residences within the City on a schedule and route mutually agreed to by the City and the Contactor
- B. Pickup shall be not less than once a week, for trash. once a week for green waste, once every other week for recycling, all on the same day of each week, starting at

5:00 am, except where special circumstances exist and the City has granted advanced permission to make pickups on a different day of the week or time of day.

- C. The service will include a collection from the Kaysville City Municipal Building located at 23 East Center Street, Kaysville, Utah and all other City owned properties to be designated in writing from the City to Contractor.
- D. Service shall also include a Spring clean-up and annual Christmas tree pickup as hereinafter described.
- E. Contractor shall provide special assistance to elderly and handicapped residents as hereinafter described.
- F. During the term of this Agreement, the Contractor is granted an exclusive right to collect all residential solid waste covered by this Agreement and generated within the City.

2. COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL ESTABLISHMENTS

Contractor may deal directly with business, commercial, industrial and institutional establishments on the same basis as other commercial waste contractors, and all sums collected by the Contractor from such entities shall be paid directly to the Contractor as compensation for servicing such entities and Contractor shall not be required to account to the City for such accounts.

3. CLEAN AND WORKMANLIKE MANNER

Contractor agrees that waste pickup provided in this Agreement shall be done by Contractor in a clean and workmanlike manner and with as little inconvenience as possible to the inhabitants of the City.

Any waste spilled, dropped or scattered in any manner by the Contractor or its employees or agents thereof shall be gathered or picked up immediately by the Contractor and not allowed to remain in the street. If waste is missed at any collection stop through no fault of the occupant, the Contractor agrees to return to the collection stop and make a collection as requested to do so by the City. Contractor agrees that all collection under this Agreement shall be done in accordance with the ordinances, rules and regulations of the City and the State of Utah, to the satisfaction of the City.

4. CONTAINER LOCATION AND CARE

- A. Waste put out for collection will be placed on the curb line or within two feet of the pavement where no curb exists.
- B. The containers shall be designed specifically for automated collection, and Contractor shall not be obligated or required to collect waste in any other form, or from any other type or size container.
- C. The Contractor shall use care in handling such containers to ensure that they are not damaged during the collection process.
- D. The containers provided for herein shall be furnished by the City at no cost or expense to the Contractor, except in the case of damage to such containers through negligence on the part of the Contractor.

5. TERMS

- 6. The term of this Agreement shall be for a period commencing July 1, 2026, and ending June 30, 2027. **PAYMENT**

- A. As consideration for the faithful performance of the Contractor’s obligations hereunder, the City agrees to the following services rates:

First Trash Can:	\$5.06
Second Waste Cart:	\$2.25
First Recycle Can:	\$3.02
Additional Recycle can:	\$3.02
First Green Waste can:	\$4.28
Additional Green Waste Can:	\$4.28

- B. Fuel Protection. The parties acknowledge that fuel costs are a significant factor in the residential collection rates. Therefore, the compensation payable to the Contractor shall be subject to a fuel surcharge adjusted monthly beginning with the August 1st invoice and each month thereafter. The calculation shall be tied to the prior month’s average of the Highway Diesel Price Index published by the U.S. Office of Energy Statistics’ weekly retail on-highway diesel prices for the Rocky Mountain Region (PADD 4). The parties agree that a base fuel price for the purpose of establishing the current solid waste collection rate, set forth above, is \$3.25 per gallon. Any changes in diesel fuel prices, either up or down, would then impact the monthly residential

rate, if and only if, the prior month's average exceeds \$3.25 per gallon or goes below \$2.75 per gallon. The rate will be adjusted up by \$0.025 for every \$0.10 per gallon above \$3.25 per gallon and down by \$0.025 for every \$0.10 per gallon below \$2.75 per gallon.

- C. Payment for services provided for herein shall be made by the City on or before the 15th day of each month for services rendered during the prior calendar month.

7. CLAIMS AND INSURANCE

- A. It is understood and agreed that the Contractor performs the services covered by this Agreement as an independent contractor and not as an employee or agent of the City. The purpose of this Agreement is to secure, for the City the collection of waste within the City as more fully described in Section 1(A) of this Agreement, in a clean orderly and workmanlike manner. Subject to the terms herein, Contractor shall perform and carry out the responsibilities of this Agreement in its discretion and without interference to or direction from the City.
- B. The Contractor shall indemnify and hold harmless, the City and its officers, agents, servants, and employees from claims, damages, costs, expenses, and attorney's fees incident to any work done in the performance of this Agreement or by or in consequence of any negligence or act or omission of the Contractor or its employees, agents or subcontractors in fulfilling this contract except to the extent the claims, damages, costs or expenses result from the negligence of the City. The Contractor shall also obtain and maintain in effect during the term of this Agreement vehicle liability insurance, together with a comprehensive general liability policy covering its operations pertaining to the City, both with liability limits not less than \$2,000,000 per occurrence and an aggregate of \$4,000,000, naming the City as an additional insured. Certificates of insurance shall be filed with the City before work is commenced by the Contractor. The Contractor shall maintain in force sufficient Workers Compensation Insurance on all employees, in accordance with the requirements of Title 35, Chapter 1, Utah Code Annotated, 1953, and amendments thereto.
- C. The Contractor shall obtain and present to the City as stated above, insurance to be in effect or furnish as a condition precedent to the commencement of the effective date of this Agreement, which coverage must remain in effect for the duration of this Agreement or any extension thereof. Failure to maintain continuous coverage as stated herein shall give the City the option to terminate this Agreement without obligation to the Contractor.

8. EQUIPMENT AND LABOR

Contractor shall furnish all of its own labor, material and equipment of any kind and description necessary for the performance of the obligations of this Agreement.

9. VEHICLE DUMPING

All vehicles used by the Contractor shall be sanitary and of leak resistant construction and shall not be overloaded so as to create the likelihood of spilling or dropping waste. All vehicles shall be in safe operable condition and shall conform to all applicable Federal, State and local safety requirements.

Contractor shall deliver all waste and green waste to Wasatch Integrated Waste Management District. The City will pay all tipping fees charged by Wasatch Integrated Waste Management District for general waste, recyclables and green waste delivered under the terms of this Agreement.

10. DEFINITION OF WASTE

- A. The term “waste” shall be construed to include, but not limited to, any organic refuse or waste, animal or vegetable matter (except body waste), cans, bottles, rubbish, wastepaper, refuse, rags, crockery, trash, cut up Christmas trees, and household non-hazardous refuse or debris of any description or kind. Hazardous waste of any quantity is not allowed.

- B. Material that may be damaging to equipment may not be picked up at the discretion of Contractor. In the event Contractor elects not to pick up material as described in this Section 10(A), Contractor shall document the date and location and provide said information to the City.

- C. All waste shall be placed in the containers described herein.

11. SPRING CLEANUP COLLECTION

- A. Contractor shall provide a spring cleanup service and agrees to pick up yard debris and dispose of such material at the Wasatch Integrated Waste Management District. Such materials shall include, but are not limited to hedge and shrub trimmings, limbs and branches no longer than four (4) feet and four (4) inches in diameter, leaves, weeds, grass clippings, wastepaper, household scrap wood and metal. Yard debris shall be placed in plastic bags or tied in bundles not to exceed 48” in length, 18” in diameter and weigh less than 50 lbs. All material must be manageable by hand without the use of heavy equipment and placed so as to be accessed without entering a resident’s property. Such collection shall not include commercial construction

materials, discarded appliances, sod, soil, rocks, hazardous waste (such as motor oil, batteries, anti-freeze and all other toxic or poisonous materials). "Waste" as defined in paragraph 10 hereof is also specifically exclude and shall not be collected as part of the Spring clean-up collection.

- B. The Spring cleanup shall be performed and completed entirely within a period of two (2) consecutive weeks to be mutually agreed upon by the City and Contractor, during the Spring season.

12. CHRISTMAS TREE REMOVAL

The Contractor shall pickup from curbside all Christmas tress disposed of within the City and do so within the period of the first full week of January.

13. SUPERVISION BY CITY FINANCE DIRECTOR

All work, including points of collection, shall be carried out in accordance with the general directions of the City Finance Director or a designee of the City Finance Director; however, it is specifically understood and agreed that Contractor is performing all work as an independent contractor, as herein stated, and that the City is not entitled to specify in detail the manner or method by which Contractor shall perform the work provided for in connection with this Agreement, except to the extent stated herein.

14. ASSISTANCE TO ELDERLY AND HANDICAPPED

When directed by the City, the Contractor shall provide special assistance to elderly and handicapped residents in taking and returning refuse containers to the street. If the number of residents seeking assistance exceeds one percent (1%) of the total number of containers collected, Contractor and City shall negotiate payment for this additional service.

15. NON-ASSIGNMENT

Neither the duties nor benefits to Contractor under this Agreement shall be assignable by the Contractor without the prior written consent of the City, nor shall any attempt by Contractor to assign the same without the prior written consent of the City give the City the option to terminate this agreement without obligation to the Contractor or any third party.

16. PAYMENT OF CLAIMS BY CITY

The Contractor agrees to pay the City for any damages caused by Contractor to the City's waste containers that result from anything other than normal and reasonable wear and tear. Contractor agrees that in the event Contractor fails to pay any such claims, the City may deduct the same from the next payment due from the City to Contractor.

17. ABANDONMENT

In the event Contractor cannot fulfill the obligations as set forth herein, it shall be determined by the City that the Contractor has abandoned this Agreement and is in breach thereof.

18. TERMINATION

This Agreement can be terminated with the consent of both parties, or in the case one party substantially breaches this Agreement, the other party may terminate the Agreement. In such case, the party terminating this Agreement shall give ninety (90) days written notice by certified mail, whereupon the Agreement shall terminate at the expiration of ninety (90) days unless the default is remedied to the satisfaction of the defaulting party.

19. MODIFICATION

This Agreement may be modified by agreement of the parties, but only if such modification is in writing and executed with the made formalities as this original Agreement.

20. ATTORNEY FEES

In the event that suit is brought to enforce the terms of the Agreement, the defaulting party agrees to pay all damages or loses resulting from breach of Agreement caused by the defaulting party, together with reasonable attorney fees and court costs.

21. ENTIRE AGREEMENT CONTAINED IN AGREEMENT

This Agreement sets forth the entire agreement and understanding by and between the parties and supersedes all prior discussions or representations by either part, oral or written. No subsequent modification to this Agreement shall be deemed binding unless in writing and approved by both parties.

22. EFFECTIVE DATE

The effective date of this Agreement shall be July 1, 2026, notwithstanding the date of actual signing by the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the _____ day of March, 2026.

ROBINSON WASTE SERVICES, LLC.
a Utah corporation

KAYSVILLE CITY,
a Utah municipal corporation

By: _____
C. Lance Allen
General Manager

By: _____
Jaysen Christensen
City Manager

RESOLUTION 26-XX-XX

AUTHORIZING THE EXTENSION OF THE CITY'S CONTRACT WITH ROBINSON WASTE FOR ONE YEAR

WHEREAS, Kaysville City (hereinafter "City") has a contract with Robinson Waste for garbage collection services; and

WHEREAS, the City would like to extend this contract for one year so that we can go issue a request for proposals for waste services and thoroughly vet any responses for fiscal year 2027; and

WHEREAS, the City's purchasing policy dictates that acquisition of items of this value must be authorized by the City Council; and

WHEREAS, the City Council finds that it is in the best interest of the public to extend this contract.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KAYSVILLE, UTAH:

1. The City Manager, or his designee, is directed to conduct negotiations to extend the Robinson Waste Contract (hereinafter "Contract") for an additional year. The contract shall comply with the City's purchasing policy. The Contract shall include such other provisions as are deemed necessary to accomplish the purposes of the City.

2. At such time as the Contract is in a form acceptable to the City Manager and City Attorney and after the purchasing party has properly executed said Agreement, the City Manager is authorized to execute the Agreement on behalf of the City. Execution of the Agreement by the purchasing party shall constitute acceptance of the vehicle, pursuant to the terms and conditions of the Agreement. Execution of the Agreement by the City Manager shall constitute the City's acceptance of the offer pursuant to the terms and conditions of the Agreement.

3. The contract shall not exceed the proposed prices in the staff report without further authorization from the City Council.

PASSED AND ADOPTED by the City Council of Kaysville, Utah, this **16th day of April, 2026**.

Tamara Tran, Mayor

ATTEST:

Annemarie Plaizier, City Recorder

Davis County - Sanitation Collection Rates

City	First Can	Second Can	Recycle	Green	Proposed Pricing Includes 2026 CPI Increase - Effective July 1, 2026	Hauler
Bountiful	\$6.56	\$6.56	\$4.37	N/A		Bountiful City
Woods Cross	\$5.30	\$2.36	\$4.41	\$4.78		Waste Management
Layton	\$6.83	\$3.98	\$7.47	N/A		Waste Management
Clearfield	\$6.85	\$3.88	\$6.48	N/A		Waste Management
West Bountiful	\$5.79	\$3.16	\$4.23	N/A		Ace
North Salt Lake	\$6.21	\$3.28	\$3.81	N/A		Ace
West Point	\$6.12	\$1.74	\$4.98	\$3.85		Ace
Clinton	\$5.99	\$1.84	N/A	N/A	X	Robinson Waste
Fruit Heights	\$6.89	\$3.98	\$3.14	\$4.71	X	Robinson Waste
Farmington	\$5.75	\$2.86	\$3.09	\$4.03	X	Robinson Waste
Syracuse	\$5.34	\$1.97	\$3.55	\$5.21	X	Robinson Waste
Souh Weber	\$5.88	\$2.19	\$3.20	N/A	X	Robinson Waste
Kaysville	\$5.06	\$2.25	\$3.02	\$4.28	X	Robinson Waste

CITY COUNCIL STAFF REPORT



MEETING DATE: April 16, 2026

TYPE OF ITEM: Consent Items

PRESENTED BY: Maryn Nelson, Finance Director

SUBJECT/AGENDA TITLE: Approval of a Lease/Purchase Agreement for a Police Vehicle

EXECUTIVE SUMMARY:

The Fiscal Year 2026 Budget includes the ongoing replacement of police vehicles purchased with cash. Those vehicles have been purchased, and now a detective vehicle requires replacement. We are requesting to lease a new vehicle that was not originally budgeted for in FY26. After some research, it was determined a lease would be a better option to save money and provide quality equipment for the officer.

A price breakdown provided by Unified Fleet Services shows we can sell our existing Detective unit (2019 Durango) for approximately \$11,000. If we lease a newer vehicle and sell/rotate it after 3 years, the vehicle will have a market value of approximately \$41,000. This lease is a trial run to see if a fleet leasing program makes sense for all Police Vehicles in Kaysville City. Staff will continue researching options.

The total purchase price of the vehicle including equipment is \$64,391.42.

FY26 obligation - \$2,410.82

FY27 obligation - \$14,464.92

The lease documents are prepared and ready to process pending approval tonight.

City Council Options:

Approve, Table

Staff Recommendation:

Approve

Fiscal Impact:

\$64,391.42 from Debt Service Fund

ATTACHMENTS:

1. Lease Purchase Agreement
2. POA Agreement
3. Resolution



2627 KFB PLAZA, SUITE 110E | 877-587-4054
MANHATTAN, KS 66503

SENT VIA EMAIL: mnelson@kaysville.gov; jchristensen@kaysville.gov

April 8, 2026

Dean Storey
Kaysville City, Utah

Re: Financing for Kaysville City, Utah for One (1) 2026 Toyota 4Runner SR5, VIN: JTEVA5BR2T5107193

To Whom it May Concern:

Thank you for choosing KS StateBank as your financing source. Attached hereto, please find the Contract and documentation for your review and completion. Included is a Documentation Instruction sheet to guide you through the process. **All required documentation must be received by 3:00pm CST in order to fund the following business day.**

The interest rate you have been quoted is valid through April 20, 2026 (subject to the Conditions to Funding on the attached Documentation Instructions).

Please note that depending on circumstances, we reserve the right to charge a reasonable fee to Obligor/broker, if this transaction is not funded. This fee is for expenses incurred and services performed related to the processing of the transaction. This fee will NOT be charged if the transaction is funded by Obligee.

If you have any questions regarding the documentation please feel free to contact me at (877) 587-4054.

Sincerely,

Jamie Hoffman
Processing - Team Lead

DOCUMENTATION INSTRUCTIONS

The instructions listed below should be followed when completing the enclosed documentation. ***Please sign in blue ink and print on single sided paper only.*** Documentation completed improperly will delay funding. If you have any questions regarding the Conditions to Funding, instructions or the documentation, please call us at (801) 889-2038.

1. Attached Documentation

1. Exhibit A - Description of Equipment

- *Review equipment description. Complete serial number/VIN if applicable.
- *List the location where the equipment will be located after delivery/installation.

2. Exhibit B - Payment Schedule

- *Sign and print name and title.

3. Exhibit C - Certificate of Acceptance

- *Sign and print name and title.

4. Exhibit D - Obligor Resolution

- *Type in the date of the meeting in which the purchase was approved.
- *Print or type the name and title of the individual(s) who is authorized to execute the Contract.
- *The board chairman or other authorized member of the Obligor's Governing Body must sign the Resolution where indicated.
- *The board secretary or board clerk of Obligor must attest the Resolution where indicated.

5. Exhibit E - Bank Qualified Certificate

- *Sign and print name and title.

6. Insurance Requirements

- *Complete insurance company contact information where indicated.

7. Debit Authorization - (Required)

- *Complete form and attach a voided check.

8. 8038GC IRS Form

- *Please read 8038 Review Form.
- *In Box 2, type Employer Identification Number.
- *Sign and print name and title.

2. Additional Documentation Required

1. Insurance certificate as stated on the Insurance Requirements Form
2. Vendor Invoice for the amount to finance listing applicable SN/VIN, down payment, trade, etc.
3. Front and back copies of MSO or title listing "KS StateBank AOIA" as first lien holder

3. Condition to Funding

If, for any reason: (i) the required documentation is not returned by August 06, 2026, is incomplete, or has unresolved issues relating thereto, or (ii) on, or prior to the return of the documentation, there is a change of circumstance, including but not limited to changes in the federal corporate income tax rate or reducing/capping the tax-exempt interest benefit, which adversely affects the expectations, rights or security of the Obligee or its assignees; then Obligee or its assignees reserve the right to withdraw/void its offer to fund this transaction in its entirety. *Neither KS StateBank nor Baystone Government Finance is acting as an advisor to the municipal entity/obligated person and neither owes a fiduciary duty pursuant to Section 15B of the Exchange Act of 1934.*

All documentation should be returned to:

Unified Fleet Services, LLC
3038 Specialty Circle
South Lake, Utah 84115

EXHIBIT A

DESCRIPTION OF EQUIPMENT

RE: Government Obligation Contract dated as of August 15, 2024, between Unified Fleet Services, LLC (Obligee) and Kaysville City, Utah (Obligor)

Below is a detailed description of all the items of Equipment including quantity, model number and serial number where applicable:

One (1) 2026 Toyota 4Runner SR5, VIN: JTEVA5BR2T5107193

Physical Address of Equipment after Delivery: 80 Main St., Kaysville, UT 84037

PAYMENT SCHEDULE

RE: Government Obligation Contract dated as of August 15, 2024, between Unified Fleet Services, LLC (Obligee) and Kaysville City, Utah (Obligor)

Date of First Payment May 07, 2026
 Original Balance \$64,391.42
 Total Number of Payments Sixty (60)
 Number of Payments Per Year Twelve (12)

Pmt No.	Due Date	Contract Payment	Applied to Interest	Applied to Principal	*Purchase Option Price
1	07-May-26	\$1,205.41	\$312.30	\$893.11	\$63,960.63
2	07-Jun-26	\$1,205.41	\$307.97	\$897.44	\$63,049.44
3	07-Jul-26	\$1,205.41	\$303.61	\$901.80	\$62,134.06
4	07-Aug-26	\$1,205.41	\$299.24	\$906.17	\$61,214.47
5	07-Sep-26	\$1,205.41	\$294.84	\$910.57	\$60,290.65
6	07-Oct-26	\$1,205.41	\$290.43	\$914.98	\$59,362.58
7	07-Nov-26	\$1,205.41	\$285.99	\$919.42	\$58,430.24
8	07-Dec-26	\$1,205.41	\$281.53	\$923.88	\$57,493.61
9	07-Jan-27	\$1,205.41	\$277.05	\$928.36	\$56,552.67
10	07-Feb-27	\$1,205.41	\$272.55	\$932.86	\$55,607.40
11	07-Mar-27	\$1,205.41	\$268.02	\$937.39	\$54,657.78
12	07-Apr-27	\$1,205.41	\$263.48	\$941.93	\$53,703.80
13	07-May-27	\$1,205.41	\$258.91	\$946.50	\$52,745.43
14	07-Jun-27	\$1,205.41	\$254.32	\$951.09	\$51,782.65
15	07-Jul-27	\$1,205.41	\$249.71	\$955.70	\$50,815.44
16	07-Aug-27	\$1,205.41	\$245.07	\$960.34	\$49,843.78
17	07-Sep-27	\$1,205.41	\$240.41	\$965.00	\$48,867.65
18	07-Oct-27	\$1,205.41	\$235.73	\$969.68	\$47,887.03
19	07-Nov-27	\$1,205.41	\$231.03	\$974.38	\$46,901.90
20	07-Dec-27	\$1,205.41	\$226.30	\$979.11	\$45,912.24
21	07-Jan-28	\$1,205.41	\$221.56	\$983.85	\$44,918.03
22	07-Feb-28	\$1,205.41	\$216.78	\$988.63	\$43,919.24
23	07-Mar-28	\$1,205.41	\$211.99	\$993.42	\$42,915.86
24	07-Apr-28	\$1,205.41	\$207.17	\$998.24	\$41,907.86
25	07-May-28	\$1,205.41	\$202.33	\$1,003.08	\$40,895.23
26	07-Jun-28	\$1,205.41	\$197.46	\$1,007.95	\$39,877.94
27	07-Jul-28	\$1,205.41	\$192.58	\$1,012.83	\$38,855.97
28	07-Aug-28	\$1,205.41	\$187.66	\$1,017.75	\$37,829.30
29	07-Sep-28	\$1,205.41	\$182.73	\$1,022.68	\$36,797.90
30	07-Oct-28	\$1,205.41	\$177.77	\$1,027.64	\$35,761.76
31	07-Nov-28	\$1,205.41	\$172.78	\$1,032.63	\$34,720.85
32	07-Dec-28	\$1,205.41	\$167.78	\$1,037.63	\$33,675.16
33	07-Jan-29	\$1,205.41	\$162.74	\$1,042.67	\$32,624.66
34	07-Feb-29	\$1,205.41	\$157.69	\$1,047.72	\$31,569.32
35	07-Mar-29	\$1,205.41	\$152.60	\$1,052.81	\$30,509.13
36	07-Apr-29	\$1,205.41	\$147.50	\$1,057.91	\$29,444.06
37	07-May-29	\$1,298.62	\$142.37	\$1,156.25	\$28,280.88
38	07-Jun-29	\$1,298.62	\$136.76	\$1,161.86	\$27,112.35
39	07-Jul-29	\$1,298.62	\$131.12	\$1,167.50	\$25,938.45
40	07-Aug-29	\$1,298.62	\$125.46	\$1,173.16	\$24,759.15
41	07-Sep-29	\$1,298.62	\$119.77	\$1,178.85	\$23,574.42
42	07-Oct-29	\$1,298.62	\$114.06	\$1,184.56	\$22,384.24

PAYMENT SCHEDULE

RE: Government Obligation Contract dated as of August 15, 2024, between Unified Fleet Services, LLC (Obligee) and Kaysville City, Utah (Obligor)

Pmt No.	Due Date	Contract Payment	Applied to Interest	Applied to Principal	*Purchase Option Price
43	07-Nov-29	\$1,298.62	\$108.31	\$1,190.31	\$21,188.59
44	07-Dec-29	\$1,298.62	\$102.54	\$1,196.08	\$19,987.44
45	07-Jan-30	\$1,298.62	\$96.74	\$1,201.88	\$18,780.76
46	07-Feb-30	\$1,298.62	\$90.91	\$1,207.71	\$17,568.53
47	07-Mar-30	\$1,298.62	\$85.05	\$1,213.57	\$16,350.73
48	07-Apr-30	\$1,298.62	\$79.16	\$1,219.46	\$15,127.32
49	07-May-30	\$1,298.62	\$73.25	\$1,225.37	\$13,898.29
50	07-Jun-30	\$1,298.62	\$67.31	\$1,231.31	\$12,663.60
51	07-Jul-30	\$1,298.62	\$61.33	\$1,237.29	\$11,423.23
52	07-Aug-30	\$1,298.62	\$55.33	\$1,243.29	\$10,177.16
53	07-Sep-30	\$1,298.62	\$49.30	\$1,249.32	\$8,925.35
54	07-Oct-30	\$1,298.62	\$43.24	\$1,255.38	\$7,667.79
55	07-Nov-30	\$1,298.62	\$37.16	\$1,261.46	\$6,404.44
56	07-Dec-30	\$1,298.62	\$31.04	\$1,267.58	\$5,135.28
57	07-Jan-31	\$1,298.62	\$24.89	\$1,273.73	\$3,860.28
58	07-Feb-31	\$1,298.62	\$18.71	\$1,279.91	\$2,579.42
59	07-Mar-31	\$1,298.62	\$12.51	\$1,286.11	\$1,292.67
60	07-Apr-31	\$1,298.62	\$6.29	\$1,292.33	\$0.00

Kaysville City, Utah

Signature

Maryn Nelson, Finance Director

Printed Name and Title

*Assumes all Contract Payments due to date are paid

EXHIBIT C

CERTIFICATE OF ACCEPTANCE

RE: Government Obligation Contract dated as of August 15, 2024, between Unified Fleet Services, LLC (Obligee) and Kaysville City, Utah (Obligor)

I, the undersigned, hereby certify that I am a duly qualified representative of Obligor and that I have been given the authority by the Governing Body of Obligor to sign this Certificate of Acceptance with respect to the above referenced Contract. I hereby certify that:

1. The Equipment described on Exhibit A has been delivered and installed in accordance with Obligor's specifications.
2. Obligor has conducted such inspection and/or testing of the Equipment as it deems necessary and appropriate and hereby acknowledges that it accepts the Equipment for all purposes.
3. Obligor has appropriated and/or taken other lawful actions necessary to provide moneys sufficient to pay all Contract Payments required to be paid under the Contract during the current Budget Year of Obligor, and such moneys will be applied in payment of all Contract Payments due and payable during such current Budget Year.
4. Obligor has obtained insurance coverage as required under the Contract from an insurer qualified to do business in the State.
5. No event or condition that constitutes or would constitute an Event of Default exists as of the date hereof.
6. The governing body of Obligor has approved the authorization, execution and delivery of this Contract on its behalf by the authorized representative of Obligor who signed the Contract.
7. Please list the Source of Funds (Fund Item in Budget) for the Contract Payments that come due under Exhibit B of this Contract.

Source of Funds: General

By signing below, Obligor hereby authorizes the General Fund of the Obligor as a backup source of funds from which the Contract Payments can be made.

Kaysville City, Utah

Signature

Maryn Nelson, Finance Director

Printed Name and Title

EXHIBIT D

OBLIGOR RESOLUTION

RE: Government Obligation Contract dated as of August 15, 2024, between Unified Fleet Services, LLC (Obligee) and Kaysville City, Utah (Obligor)

At a duly called meeting of the Governing Body of the Obligor (as defined in the Contract) held on _____ the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Obligor as follows:

- 1. **Determination of Need.** The Governing Body of Obligor has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of the Government Obligation Contract dated as of August 15, 2024, between Kaysville City, Utah (Obligor) and Unified Fleet Services, LLC (Obligee).
- 2. **Approval and Authorization.** The Governing Body of Obligor has determined that the Contract, substantially in the form presented to this meeting, is in the best interests of the Obligor for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Contract by the Obligor and hereby designates and authorizes the following person(s) to execute and deliver the Contract on Obligor's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Contract.

Authorized Individual(s): Maryn Nelson, Finance Director

(Typed or Printed Name and Title of Individual(s) authorized to execute the Contract)

3. **Adoption of Resolution.** The signatures below from the designated individuals from the Governing Body of the Obligor evidence the adoption by the Governing Body of this Resolution.

Signature: _____
(Signature of Board Chairman or other authorized member of the Obligor's Governing Body)

Printed Name & Title: Maryn Nelson, Finance Director

(Printed Name and Title of individual who signed directly above)

Attested By: _____
(Signature of Obligor's Board Secretary or Board Clerk)

Printed Name & Title: Jaysen Christensen, City Manager

(Printed Name of individual who signed directly above)

EXHIBIT E**BANK QUALIFIED CERTIFICATE**

RE: Government Obligation Contract dated as of August 15, 2024, between Unified Fleet Services, LLC (Obligee) and Kaysville City, Utah (Obligor)

Whereas, Obligor hereby represents that it is a "Bank Qualified" Issuer for the calendar year in which this Contract is executed by making the following designations with respect to Section 265 of the Internal Revenue Code of 1986, as amended (the "Code"). (A "Bank Qualified Issuer" is an issuer that issues less than ten million (\$10,000,000) dollars of tax-exempt obligations other than "private activity bonds" as defined in Section 141 of the Code, excluding certain "qualified 501(c)(3) bonds" as defined in Section 145 of the Code, during the calendar year).

Now, therefor, Obligor hereby designates this Contract as follows:

1. **Designation as Qualified Tax-Exempt Obligation.** Pursuant to Section 265(b)(3)(B)(i) of the Code, the Obligor hereby specifically designates the Contract as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code. In compliance with Section 265(b)(3)(D) of the Code, the Obligor hereby represents that the Obligor will not designate more than \$10,000,000 of obligations issued by the Obligor in the calendar year during which the Contract is executed and delivered as such "qualified tax-exempt obligations".
2. **Issuance Limitation.** In compliance with the requirements of Section 265(b)(3)(C) of the Code, the Obligor hereby represents that the Obligor (including all subordinate entities of the Obligor within the meaning of Section 265(b)(3)(E) of the Code) reasonably anticipates not to issue in the calendar year during which the Contract is executed and delivered, obligations bearing interest exempt from federal income taxation under Section 103 of the Code (other than "private activity bonds" as defined in Section 141 of the Code and excluding certain "qualified 501(c)(3) bonds" as defined in Section 145 of the Code) in an amount greater than \$10,000,000.

Kaysville City, Utah

Signature

Maryn Nelson, Finance Director

Printed Name and Title

INSURANCE REQUIREMENTS

Pursuant to Article 5 of the Government Obligation Contract, you have agreed to provide us evidence of insurance covering the Equipment.

A Certificate of Insurance listing the information stated below should be sent to us no later than the date on which the equipment is delivered.

Insured:

Kaysville City, Utah
23 East Center Street
Kaysville, Utah 84037

Certificate Holder:

KS StateBank AOIA (and/or Its Assigns)
1010 Westloop Place
Manhattan, Kansas 66502-0069

1. Equipment Description

- * One (1) 2026 Toyota 4Runner SR5, VIN: JTEVA5BR2T5107193
- * Please include all applicable VIN's, serial numbers, etc.

2. Deductible

- * The deductible amounts on the insurance policy should not exceed \$50,000.00.

3. Physical Damage

- * All risk coverage to guarantee proceeds of at least \$64,391.42.

4. Liability

- * Minimum Combined Single Limit of \$1,000,000.00 on bodily injury and property damage.

5. Additional Insured and Loss Payee

- * KS StateBank AOIA (and/or Its Assigns) MUST be listed as additional insured and loss payee.

Please forward certificate as soon as possible to: Email chelsi@unifiedfleetservices.com

Please complete the information below and return this form along with the Contract.

Kaysville City, Utah

Insurance Company: _____

Agent's Name: _____

Telephone #: _____

Fax #: _____

Address: _____

City, State Zip: _____

Email: _____

REQUIRED

* By completing this form, Obligor is authorizing Obligee to withdraw said payment amount on said date.

DEBIT AUTHORIZATION

I hereby authorize KS StateBank Government Finance Department to initiate debit entries for the Payment Amount (including, but not limited to, any late fees, rate changes, escrow modifications, etc.). I acknowledge that KS StateBank Government Finance Department may reinstate returned entries up to two additional times, to the account indicated below at the financial institution named below and to debit the same to such account for:

Contract Number 3368723	Payment Amount 1-36 @ \$1,205.41 , 37-60 @ \$1,298.62	Frequency of Payments Monthly
Beginning _____ Month Year	Day of Month Debits will be made according to Exhibit B of the Contract	

I acknowledge that the origination of ACH transactions to this account must comply with the provisions of U.S. law.

Financial Institution Name		Branch	
Address	City	State	Zip
Routing Number		Account Number	

Type of Account Checking Savings

If the account does not have sufficient funds, KS StateBank Government Finance Department may attempt, but shall have no obligation to continue to attempt to deduct the payment from the account. If the account has insufficient funds when KS StateBank Government Finance Department attempts to deduct a payment, KS StateBank Government Finance Department may terminate the automatic deduction of payments upon notice to borrower and me. Until such time as payment is made, borrower shall be responsible to make such payments, and all other payments that may be due to KS StateBank Government Finance Department regarding the above-referenced loan.

This authority is to remain in full force and effect until KS StateBank has received written notification from any authorized signer of the account of its termination in such time and manner as to afford KS StateBank a reasonable opportunity to act on it.

Obligor Name on Contract Kaysville City, Utah	
Signature	Printed Name and Title Maryn Nelson, Finance Director
Tax ID Number 46-3936343	Date

PLEASE ATTACH COPY OF A VOIDED CHECK TO THIS FORM!

USA Patriot Act

USA Patriot Act requires identity verification for all new accounts. This means that we may require information from you to allow us to make a proper identification.

8038 REVIEW FORM

The 8038 form attached hereto is an important part of the documentation package and must be properly filled out and submitted to the Department of the Treasury in order for you to receive the lower tax-exempt rate. Unless you instruct us otherwise, we have engaged a Paid Preparer to assist in the filling out of this form. The Paid Preparer has filled out the relevant portions of this form based on the current understanding of what is required by the Department of the Treasury. The responses on this 8038 form are based on the dates and amounts which you have requested (structure of the transaction) and which are on the Payment Schedule.

1. Please review our responses for accuracy. If anything is inaccurate, please contact our office so that we can make proper revisions.
2. If the information provided to you on this form is accurate, please sign where indicated and return with the document package.
3. If there are any changes to the structure of the transaction that occur prior to funding which require a change to the 8038 form, we will make such changes and provide notification to you.
4. We will return to you a copy of the 8038 form that was mailed to the Department of the Treasury.

For additional guidance on this 8038 form, you can refer to the Documentation Instructions located on the following government website:
<http://www.irs.gov/app/picklist/list/formsInstructions.html>, or contact your local IRS office.

**Information Return for Small Tax-Exempt
Governmental Bond Issues, Leases, and Installment Sales**

► **Under Internal Revenue Code section 149(e)**
Caution: If the issue price of the issue is \$100,000 or more, use Form 8038-G.
► **Go to www.irs.gov/Form8038GC for instructions and the latest information.**

Part I Reporting Authority		Check box if Amended Return <input type="checkbox"/>	
1 Issuer's name Kaysville City, Utah		2 Issuer's employer identification number (EIN) 46-3936343	
3 Number and street (or P.O. box if mail isn't delivered to street address) 23 East Center Street		Room/suite	
4 City, town, or post office, state, and ZIP code Kaysville, UT 84037		5 Report number (For IRS Use Only) [] [] []	
6 Name and title of officer or other employee of issuer or designated contact person whom the IRS may call for more information Dean Storey, Finance Director		7 Telephone number of officer or legal representative (801) 546-1235	

Part II Description of Obligations		Check one box: <input type="checkbox"/> Single issue <input type="checkbox"/> Consolidated return	
8a Issue price of obligation(s) (see instructions)		8a	64,391.42
b Issue date (single issue) or calendar date (consolidated). Enter date in MM/DD/YYYY format (for example, 01/01/2009) (see instructions) ► 4/7/2026			
9 Amount of the reported obligation(s) on line 8a that is:			
a For leases for vehicles		9a	
b For leases for office equipment		9b	
c For leases for real property		9c	
d For leases for other (see instructions)		9d	64,391.42
e For bank loans for vehicles		9e	
f For bank loans for office equipment		9f	
g For bank loans for real property		9g	
h For bank loans for other (see instructions)		9h	
i Used to refund prior issue(s)		9i	
j Representing a loan from the proceeds of another tax-exempt obligation (for example, bond bank)		9j	
k Other		9k	
10 If the issuer has designated any issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check this box			<input checked="" type="checkbox"/>
11 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check this box (see instructions)			<input type="checkbox"/>
12 Vendor's or bank's name: Unified Fleet Services, LLC			
13 Vendor's or bank's employer identification number: 86-2898001			

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person(s) that I have authorized above.

Signature of issuer's authorized representative: _____ Date: _____ Type or print name and title: _____

Paid Preparer Use Only	Print/Type preparer's name H. Evan Howe	Preparer's signature	Date 4/8/2026	Check <input type="checkbox"/> if self-employed	PTIN P01438994
	Firm's name ► Baystone Financial LLC	Firm's EIN ► 48-1223987			
	Firm's address ► 10601 Mission Road, Suite 200, Leawood, KS 66206	Phone no. (800) 752-3562			

Future Developments
For the latest information about developments related to Form 8038-GC and its instructions, such as legislation enacted after they were published, go to www.irs.gov/Form8038GC.

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form
Form 8038-GC is used by the issuers of tax-exempt governmental obligations to provide the IRS with the information required by section 149(e) and to monitor the requirements of sections 141 through 150.

Who Must File
Issuers of tax-exempt governmental obligations with issue prices of less than \$100,000 must file Form 8038-GC.
Issuers of a tax-exempt governmental obligation with an issue price of \$100,000 or more must file Form 8038-G, Information Return for Tax-Exempt Governmental Bonds.
Filing a separate return for a single issue. Issuers have the option to file a separate Form 8038-GC for any tax-exempt governmental obligation with an issue price of less than \$100,000.
An issuer of a tax-exempt bond used to finance construction expenditures must file a separate Form 8038-GC for each issue to give notice to the IRS that an election was made to

pay a penalty in lieu of arbitrage rebate. See the instructions for line 11, later.
Filing a consolidated return for multiple issues. For all tax-exempt governmental obligations with issue prices of less than \$100,000 that aren't reported on a separate Form 8038-GC, an issuer must file a consolidated information return including all such issues issued within the calendar year.
Thus, an issuer may file a separate Form 8038-GC for each of a number of small issues and report the remainder of small issues issued during the calendar year on one consolidated Form 8038-GC. However, if the issue is a construction issue, a separate Form 8038-GC must be filed to give the IRS notice of the election to pay a penalty in lieu of arbitrage rebate.

VEHICLE PROCUREMENT POWER OF ATTORNEY

This LIMITED POWER OF ATTORNEY (the “**Agreement**”) is entered into on the date it has been fully executed by the parties (the “**Effective Date**”), between Kaysville City (“**Principal**”) and Unified Fleet Services LLC, a Utah limited liability company (the “**Agent**”). The Parties’ capacity as Principal in the legal capacity and Agent as Principal’s Agent

1. THE PARTIES. This Vehicle Power of Attorney made this (date) _____ is by and between:

Principal:

Kaysville City
23 East Center Street
Kaysville, UT 84037

who grants limited power of attorney to its Agent:

Unified Fleet Services, LLC
3038 South Specialty Circle
South Salt Lake City, UT 84115

who accepts such powers and agrees to act on behalf of the Principal.

2. POWERS GRANTED. The powers granted by the Principal include registration with the state and local authorities, change of ownership, titling of the vehicle or equipment, and any other related responsibilities. Such powers shall be for an indefinite period of time unless terminated by the Principal.

3. EXECUTION. WHEREAS the parties hereby sign and agree to this Agreement as of the Effective Date.

Principal: Kaysville City

By: _____
Name: _____
Title: _____
Date: _____

SWORN TO AND SUBSCRIBED before me this _____ day of _____ 20____.

Notary Public

RESOLUTION 26-XX-XX

AUTHORIZING THE LEASE OF A VEHICLE FROM UNITED FLEET SERVICES

WHEREAS, Kaysville City (hereinafter “City”) Staff have been exploring ways to efficiently manage City resources; and

WHEREAS, the City Staff believes that leasing may be an economical way to handle its vehicular fleet; and

WHEREAS, the City Staff would like to “pilot” this program by replacing one police vehicle that already needs to be replaced by utilizing the leasing services fo United Fleet Services.; and

WHEREAS, the City Council finds that it is in the best interest of the pilot this leasing program by authorizing this lease.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KAYSVILLE, UTAH:

1. The City Manager, or his designee, is directed to conduct negotiations to lease one vehicle from United Fleet Services (hereinafter “lease”). The lease shall comply with the City’s purchasing policy. The lease shall include such other provisions as are deemed necessary to accomplish the purposes of the City.

2. At such time as the lease is in a form acceptable to the City Manager and City Attorney and after the purchasing party has properly executed said lease, the City Manager is authorized to execute the Agreement on behalf of the City. Execution of the lease by the purchasing party shall constitute acceptance of the vehicle, pursuant to the terms and conditions of the lease. Execution of the lease by the City Manager shall constitute the City's acceptance of the offer by United Fleet Services pursuant to the terms and conditions of the lease.

3. The lease shall not exceed the proposed prices in the staff report without further authorization from the City Council.

PASSED AND ADOPTED by the City Council of Kaysville, Utah, this **16th day of April, 2026.**

Tamara Tran, Mayor

ATTEST:

Annemarie Plaizier, City Recorder



CITY COUNCIL STAFF REPORT

MEETING DATE: April 16, 2026

TYPE OF ITEM: Consent Items

PRESENTED BY: Melinda Greenwood, Community Development Director

SUBJECT/AGENDA TITLE: Rezone Request for the Angel Street Soccer Complex, Located at 150 South Angel Street (Parcel #11-580-0376), from R-A Agricultural Residential to PU Public Use

EXECUTIVE SUMMARY:

Following an analysis of city-owned parcels and their zoning designations, staff initiated this request to assign appropriate zoning district to these properties, including Angel Street Soccer Complex. This rezone request was presented at the Planning Commission meeting on March 12, 2026. During the meeting the Planning Commission held a public hearing, and no public comments were received.

To assist the Council in making an informed decision, the Planning Commission Staff report and relevant meeting minutes are attached. The Planning Commission recommends that the City Council approve the rezone request (Vote: 5-0).

City Council Options:

1. Approve the rezone request for Angel Street Soccer Complex at 150 South Angel Street (Parcel #11-580-0376) from R-A (Agricultural Residential) to PU (Public Use).
2. Deny the rezone request.

Recommended Option:

Based on the recommendation of approval from the Planning Commission, staff recommends the City Council approve the rezone for Angel Street Soccer Complex at 150 South Angel Street (Parcel #115800376) from R-A (Agricultural Residential) to PU (Public Use).

Fiscal Impact:

N/A

Attachments:

1. Planning Commission Staff report
2. Angel Street Soccer Complex RZN RA-PU Ordinance
3. PC Minutes Excerpt from March 12, 2026

PLANNING COMMISSION STAFF REPORT

To: Kaysville City Planning Commission
From: Anne McNamara, Senior Planner
Date: March 3, 2026

Agenda Item #3: Rezone request and public hearing for the Angel Street Soccer Complex located at 150 South Angel Street (parcel#11-580-0376) from [R-A Agricultural Residential](#) to [PU Public Use](#)

Meeting Date	March 12, 2026
Application Type	Rezone
Applicant Owner	Kaysville City
Address Parcel ID Number	150 South Angel Street 11-580-0376
Lot Size	16.9 acres 736,164 ft ²
Current Use	City Park
Current Zoning	R-A Agricultural Residential
Density Entitlement	33 Dwelling Units
Requested Zoning	PU Public Use
Density Entitlement	N/A

1. BACKGROUND

Kaysville City Community Development has identified a number of parcels within city limits that are owned by the City but zoned for uses other than Public Use. To facilitate zoning that better matches their respective uses, staff has determined that the parcels discussed in this report would be better served with a changed zoning designation. The property is currently developed as the Angel Street Soccer Complex facility, consisting of soccer fields for use by the Parks & Recreation Department. This application is requesting the zoning on this parcel be changed from [R- A Agricultural Residential](#) to [PU Public Use](#) to reflect the city’s ownership and the property’s current use as a park.



2. SURROUNDING LAND USE AND ZONING

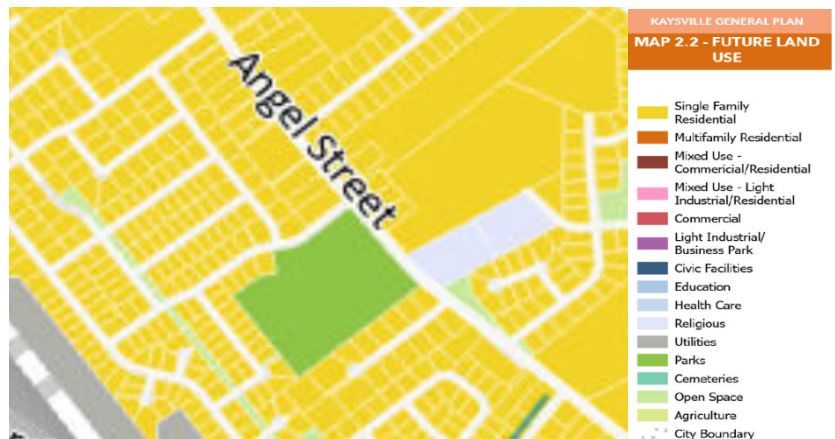
- **North** – To the north of the property is single family residential properties including Agricultural Residential (R-A), and several R-1-14 lots.
- **South** – To the south of the property is primarily Agricultural Residential, with a handful of R-1-20 residential lots.
- **East** – To the east of the property is a mixture of R-A, R-1-LD, and R-1-20 residential lots.
- **West** – To the west of the property is a large segment of R-A zoned single family residential lots.



3. GENERAL PLAN

A. FUTURE LAND USE MAP

Chapter 1 of the 2022 General Plan, which covers Land Use and Placemaking includes the Future Land Use Map. This map shows land use designations for areas across the city, as envisioned through public input. For these properties the Future Land Use Map indicates that the property is designated for parks. Therefore,



this rezone application is supported by this element of the 2022 General Plan.

B. GUIDING PRINCIPLES

In examining the guiding principles 2022 General Plan, staff found there are no guiding principles that speak directly to the handling of city owned parcels, so the General Plan is considered neutral on this matter.

C. GOALS, OBJECTIVES AND IMPLEMENTATION MEASURES

In examining the goals, objectives, and implementation measures provided in the 2022 General Plan, staff has found there is no guidance that speaks directly to the land use implementation preferences for park properties owned by the City. Therefore, the General Plan is considered neutral on this matter.

4. PUBLIC COMMENT

A total of 133 public notices were mailed to property owners within a 500' radius of the subject property. As of the date of this report, no comments have been received. A sign was placed on the property on March 6, 2026.

5. RECOMMENDATION

Staff is recommending that the Planning Commission forward a favorable recommendation to the City Council for approval of the proposed rezone for the Angel Street Soccer Complex located at 150 South Angel Street from R-A Agricultural Residential to PU Public Use.

The Planning Commission may make a recommendation to the City Council to approve or deny the rezone request.

ORDINANCE NO. 26-XX-XX

AN ORDINANCE REZONING PROPERTY AT 150 SOUTH ANGEL STREET, A CERTAIN 16.9 ACRE PORTION OF KAYSVILLE CITY KNOWN BY PARCEL ID 15-580-0376 TO THE PU ZONE DISTRICT; HEREINAFTER FULLY DESCRIBED AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on March 12, 2026, the Kaysville City Planning Commission, after notice and public hearing as required by law, reviewed a proposal to rezone 16.9 located at 150 South Angel Street and known as Parcel ID 15-580-0376 from R-A Agricultural Residential District to PU Public Use District; and

WHEREAS, the Planning Commission voted 5-0 to recommend approval of the rezone to the City Council; and

WHEREAS, the Kaysville City Council has concluded that it is in the best interest of the City to rezone such property;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF KAYSVILLE CITY, UTAH:

SECTION I: Rezone. The real property at 150 South Angel Street, and known by Parcel Identification Number 15-580-0376 containing 16.9 acres of land, shall be rezoned and the Zoning Map amended to PU Public Use District; and

SECTION II: Effective Date. This Ordinance shall take effect upon execution of the ordinance.

PASSED AND ADOPTED by the City Council of Kaysville City, Utah, this March 19, 2026.

Tamara Tran
Mayor

ATTEST:

Annemarie Plaizier
City Recorder

Kaysville City Planning Commission Meeting Minutes

March 12, 2026

MINUTES EXCERPT

The Planning Commission meeting was held on Thursday, March 12, 2026 at 7:00 p.m. in the Kaysville City Hall located at 23 East Center Street.

Planning Commission Members in Attendance: Chair Mike Packer, Commissioners Wilf Sommerkorn, Erin Young, Jeramy Burkinshaw, and Eries Cornelius

Staff in Attendance: Katie Ellis, Mindi Edstrom and Anne McNamara

3- REZONE REQUEST AND PUBLIC HEARING FOR THE ANGEL STREET SOCCER COMPLEX LOCATED AT 150 SOUTH ANGEL STREET (PARCEL#11-580-0376) FROM R-A AGRICULTURAL RESIDENTIAL TO PU PUBLIC USE

Anne McNamara presented a proposal to rezone the Angel Street Soccer Complex as part of the city's ongoing effort to reclassify city-owned properties to more appropriate zoning designations. The subject property, located at 150 South Angel Street, consists of approximately 16 to 17 acres and is currently zoned Agricultural Residential (RA). The proposed amendment would rezone the property to Public Use (PU) to reflect its ownership and use as a city park facility.

Ms. McNamara explained that the surrounding area is primarily zoned Agricultural Residential with some adjacent single-family residential zoning. The city's future land use map designates the property as parks, and the proposed rezone would align the zoning designation with both the current use and the general plan.

Regarding public notice, Ms. McNamara stated that 103 notices were mailed to surrounding property owners. Staff received one phone call requesting clarification on the purpose and implications of the rezone and one in-person inquiry from a resident seeking additional information. No formal objections were received.

Based on conformance with the 2022 General Plan and the existing use of the property, staff recommended that the Planning Commission forward a recommendation of approval to the City Council for the rezone from Agricultural Residential (RA) to Public Use (PU).

Chair Packer opened the meeting for a Public Hearing and there were no comments made. Chair Packer closed the Public Hearing.

Commissioner Burkinshaw made a motion to send a positive recommendation for the City Council to approve the rezone for Angel Street Soccer Complex located at 150 South Angel Street from R-A to PU. Commissioner Sommerkorn seconded the motion, and the vote was unanimous in favor of the motion (5-0).

Commissioner Packer: Yay
Commissioner Young: Yay
Commissioner Sommerkorn: Yay
Commissioner Burkinshaw: Yay
Commissioner Cornelius: Yay

CITY COUNCIL STAFF REPORT



MEETING DATE: April 16, 2026

TYPE OF ITEM: Consent Items

PRESENTED BY: Melinda Greenwood, Community Development Director

SUBJECT/AGENDA TITLE: Rezone Request for Parcel #08-009-0035, Located at the Southwest Corner of Flint Street and Webb Lane, from R-1-20 Single-Family Residential to PU Public Use

EXECUTIVE SUMMARY:

Following an analysis of city-owned parcels and their zoning designations, staff initiated this request to assign appropriate zoning district to these properties, including Webb Lane Trailhead. This rezone request was presented at the Planning Commission meeting on March 12, 2026. During the meeting the Planning Commission held a public hearing, and one public comment was received. The public comment requested clarification about the ownership of the strip of land between the parcel and the roadway. Staff clarified that the piece of land in question is public right of way and is not a separately owned parcel.

To assist the Council in making an informed decision, the Planning Commission Staff report and relevant meeting minutes are attached. The Planning Commission recommends that the City Council approve the rezone request (Vote: 5-0).

City Council Options:

1. Approve the rezone request for Webb Lane Trailhead Property at the southwest corner of Flint Street and Webb Lane (Parcel #08-009-0035) from R-1-20 to PU.
2. Deny the rezone request.

Recommended Option:

Based on the recommendation of approval from the Planning Commission, staff recommends the City Council approve the rezone for Webb Lane Trailhead Property at the southwest corner of Flint Street and Webb Lane (Parcel #08-009-0035) from R-1-20 to PU.

Fiscal Impact:

N/A

Attachments:

1. Planning Commission Staff report
2. Webb Lane Trailhead RZN R-120-PU Ordinance
3. PC Minutes Excerpt from March 12, 2026

PLANNING COMMISSION STAFF REPORT

To: Kaysville City Planning Commission
From: Anne McNamara, Senior Planner
Date: March 3, 2026

Agenda Item #4: Rezone request and public hearing for parcel #08-009-0035 located at the southwest corner of Flint Street and Webb Lane from [R-1-20 Single Family Residential](#) to [PU Public Use](#)

Meeting Date	March 12, 2026
Application Type	Rezone
Applicant Owner	Kaysville City
Parcel ID Number	08-009-0035
Lot Size	0.52 acres 22,651 ft ²
Current Use	City Park
Current Zoning	R-1-20 Single Family Residential
Density Entitlement	1 Dwelling Unit
Requested Zoning	PU Public Use
Density Entitlement	N/A

1. BACKGROUND

Kaysville City Community Development has identified a number of parcels within city limits that are owned by the City but zoned for uses other than Public Use. To facilitate zoning that better matches their respective uses, staff has determined that the parcels discussed in this report would be better served with a changed zoning designation. The property has an existing parking area for Rail Trail trailhead access, as well as a bathroom facility. This application is requesting the zoning on this parcel be changed from [R-1-20 Single Family Residential](#) to [PU Public Use](#) to reflect the city’s ownership and the property’s current use as a park.



2. SURROUNDING LAND USE AND ZONING

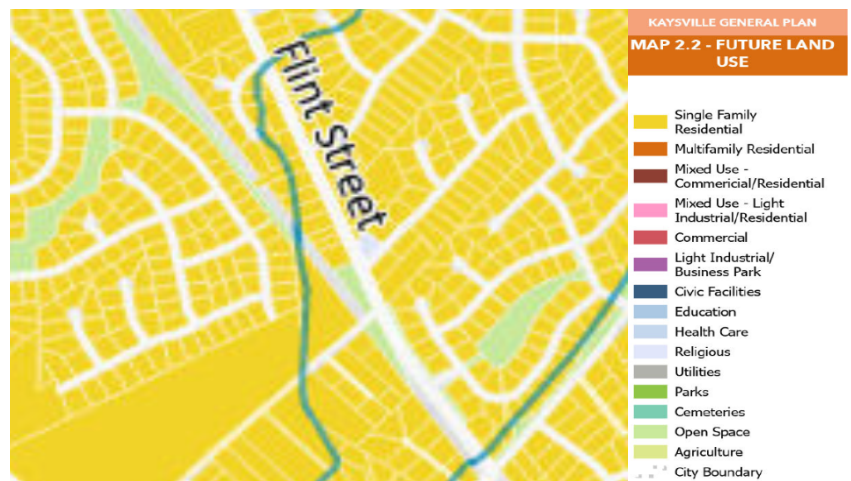
- **North** – To the north of the property is a R-A zoned lot as well as a larger segment of R-1-20 single family lots.
- **South** – To the south of the property is primarily R-A zoned single family lots.
- **East** – To the east of the property is a large segment of R-1-20 single family residential lots.
- **West** – To the west of the property is a mixture of single family lots including R-1-LD, R-1-20, and Agricultural Residential, as well as two lots zoned agricultural, with one having the A-1 designation for Light Agricultural, and the other designated as A-5 for Heavy Agricultural.



3. GENERAL PLAN

A. FUTURE LAND USE MAP

Chapter 1 of the 2022 General Plan, which covers Land Use and Placemaking includes the Future Land Use Map. This map shows land use designations for areas across the city, as envisioned through public input. For these properties the Future Land Use Map indicates that the property is designated for parks. Therefore, this rezone application is supported by this element of the 2022 General Plan.



B. GUIDING PRINCIPLES

In examining the guiding principles 2022 General Plan, staff have found there are no guiding principles that speak directly to the handling of city owned parcels, so the General Plan is considered neutral on this matter.

C. GOALS, OBJECTIVES AND IMPLEMENTATION MEASURES

In examining the goals, objectives, and implementation measures provided in the 2022 General Plan, staff found there is no guidance that speaks directly to the land use implementation preferences for park properties owned by the City. Therefore, the General Plan is considered neutral on this matter.

4. PUBLIC COMMENT

A total of 69 public notices were mailed to property owners within a 500' radius of the subject property. As of the date of this report, one phone call has been received. A sign was placed on the property on March 6, 2026.

5. RECOMMENDATION

Staff is recommending that the Planning Commission forward a favorable recommendation to the City Council for approval of the proposed rezone for the Webb Lane Trailhead located at the southwest corner of the intersection of Flint Street and Webb Lane from R-A Agricultural Residential to PU Public Use.

The Planning Commission may make a recommendation to the City Council to approve or deny the rezone request.

ORDINANCE NO. 26-XX-XX

AN ORDINANCE REZONING A CERTAIN 0.52 ACRE PROPERTY PORTION OF KAYSVILLE CITY KNOWN BY PARCEL ID 08-009-0035 TO THE PU ZONE DISTRICT; HEREINAFTER FULLY DESCRIBED AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on March 12, 2026, the Kaysville City Planning Commission, after notice and public hearing as required by law, reviewed a proposal to rezone 0.52 acres known as Parcel ID 08-009-0035 from R-1-20 Single Family Residential District to PU Public Use District; and

WHEREAS, the Planning Commission voted 5-0 to recommend approval of the rezone to the City Council; and

WHEREAS, the Kaysville City Council has concluded that it is in the best interest of the City that said PU Zone be approved;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF KAYSVILLE CITY, UTAH:

SECTION I: Rezone. The real property consisting of 0.52 acres, and known by Parcel Identification Number 08-009-0035, containing 0.52 acres of land, shall be rezoned and the Zoning Map amended to PU District; and

SECTION II: Effective Date. This Ordinance shall take effect upon execution of the ordinance.

PASSED AND ADOPTED by the City Council of Kaysville City, Utah, this March 19, 2026.

Tamara Tran
Mayor

ATTEST:

Annemarie Plaizier
City Recorder

Kaysville City Planning Commission Meeting Minutes
March 12, 2026

MINUTES EXCERPT

The Planning Commission meeting was held on Thursday, March 12, 2026 at 7:00 p.m. in the Kaysville City Hall located at 23 East Center Street.

Planning Commission Members in Attendance: Chair Mike Packer, Commissioners Wilf Sommerkorn, Erin Young, Jeramy Burkinshaw, and Eries Cornelius

Staff in Attendance: Katie Ellis, Mindi Edstrom and Anne McNamara

4- REZONE REQUEST AND PUBLIC HEARING FOR PARCEL #08-009-0035 LOCATED AT THE SOUTHWEST CORNER OF FLINT STREET AND WEBB LANE FROM R-1-20 SINGLE FAMILY RESIDENTIAL TO PU PUBLIC USE.

Ms. McNamara presented a proposal to rezone a city-owned property located near the intersection of Webb Lane, where a restroom facility has recently been constructed to serve the adjacent trail system. The subject property is approximately one-half acre in size and is currently zoned R-1-20 (single-family residential with a 20,000 square foot minimum lot size). The proposed amendment would rezone the property to Public Use (PU) to better reflect its current function and city ownership.

Ms. McNamara explained that the surrounding properties are primarily zoned residential; however, the future land use map designates the site for park or open space use. The rezone would align the zoning designation with both the existing use of the property and the general plan.

Regarding public notices, staff reported that 69 notices were mailed to surrounding property owners. One phone call and one in person visit from a resident was received inquiring whether the rezone would impact public access to the trail. Staff clarified that the zoning change would not affect public access.

Based on consistency with the general plan and the existing public use of the site, staff recommended that the Planning Commission forward a recommendation of approval to the City Council for the rezone from R-1-20 to Public Use (PU).

Commissioner Sommerkorn asked whether the proposed rezone included the adjacent rail trail corridor.

Ms. McNamara clarified that the rezone applies only to the specific city-owned parcel and does not include the rail trail, which is a separate property.

Chair Packer noted that the parcel appears to overlap or connect closely with the trail and

asked about ownership of the rail trail.

Ms. McNamara indicated that while the trail is maintained by Utah Transit Authority and it is understood to be owned separately from the subject property.

Chair Packer opened the meeting up to the Public Hearing.

Eric Monson addressed the Commission to seek clarification regarding the extent of the proposed rezone. He noted that the parcel appears to connect to a strip of land running from Webb Lane to Old Mill and asked whether the entire strip would be included in the zoning change.

Ms. McNamara clarified that the rezone applies only to the specific city-owned parcel shown in the staff presentation. She explained that this is the only parcel along that segment currently owned by the city and therefore the only property included in the rezone request. She further noted that if additional city-owned parcels existed in the area, they would have been included in the proposal.

Mr. Monson then inquired about ownership of the adjacent strip of land between the trail and the roadway. Upon reviewing the Davis County parcel map during the meeting, staff found that the area in question did not appear as a separate parcel, which typically indicates that it is public right-of-way.

Mr. Monson stated for the record that he did not oppose the rezone and was simply seeking clarification on the boundaries and process. The Commission acknowledged his comments and thanked him for his participation.

Chair Packer closed the Public Hearing.

Commissioner Sommerkorn made a motion to send a positive recommendation for the City Council to rezone parcel number 08-009-0035, located at the southwest corner of Flint Street and Webb Lane, from R-1-20 to PU. Commissioner Burkinshaw seconded the motion, and the vote was unanimous in favor of the motion (5-0).

Commissioner Packer: Yay
Commissioner Young: Yay
Commissioner Sommerkorn: Yay
Commissioner Burkinshaw: Yay
Commissioner Cornelius: Yay

CITY COUNCIL STAFF REPORT



MEETING DATE: April 16, 2026

TYPE OF ITEM: Consent Items

PRESENTED BY: Melinda Greenwood, Community Development Director

SUBJECT/AGENDA TITLE: Rezone request for Hess Farms Park located at 1625 South 550 East (parcel number 08-033-0047) from R-1-8 Single Family Residential to PU Public Use

EXECUTIVE SUMMARY:

Following an analysis of city-owned parcels and their zoning designations, staff initiated this request to assign appropriate zoning district to these properties, Hess Farms Park. This rezone request was presented at the Planning Commission meeting on March 26, 2026. During the meeting the Planning Commission held a public hearing, and no public comments were received.

To assist the Council in making an informed decision, the Planning Commission Staff report and relevant meeting minutes are attached. The Planning Commission recommends that the City Council approve the rezone request (Vote: 7-0).

City Council Options:

1. Approve the rezone request for Hess Farms Park at 1625 South 550 East (Parcel #08-033-0047) from R-1-8 Single Family Residential to PU (Public Use).
2. Deny the rezone request.

Recommended Option:

Based on the recommendation of approval from the Planning Commission, staff recommends the City Council approve the rezone for Hess Farms Park at 1625 South 550 East (Parcel #08-033-0047) from R-1-8 Single Family Residential to PU (Public Use).

Fiscal Impact:

N/A

Attachments:

1. Planning Commission Staff report
2. Hess Farms Park RZN R-1-8-PU Ordinance
3. PC Minutes Excerpt from March 26, 2026

PLANNING COMMISSION STAFF REPORT

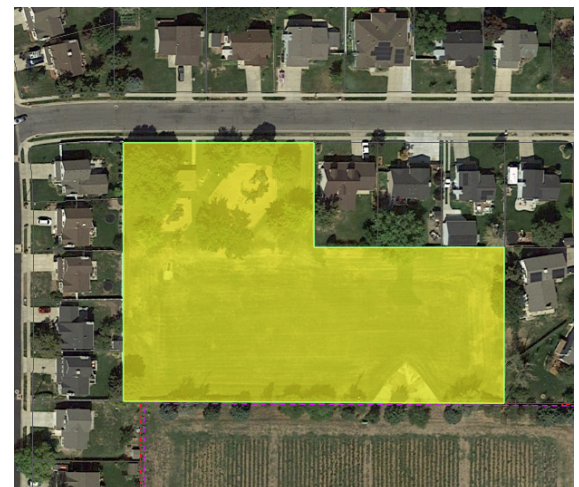
To: Kaysville City Planning Commission
From: Anne McNamara, Senior Planner
Date: March 17, 2026

Agenda Item #4: Rezone request and public hearing for Hess Farms Park located at 1625 South 550 East from R-1-8 to PU (parcel #08-033-0047) from [R-1-8 Single Family Residential](#) to [PU Public Use](#)

Meeting Date	March 26, 2026
Application Type	Rezone
Applicant Owner	Kaysville City
Address Parcel ID Number	1625 South 550 East 08-033-0047
Lot Size	2.19 acres 95,483 ft ²
Current Use	City Park
Current Zoning	R-1-8 Single Family Residential
Density Entitlement	11 Dwelling Units
Requested Zoning	PU Public Use
Density Entitlement	N/A

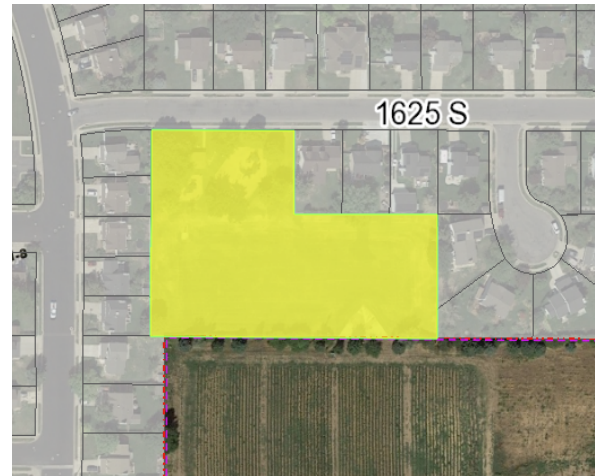
1. BACKGROUND

Kaysville City Community Development has identified a number of parcels within city limits that are owned by the City but zoned for uses other than Public Use. To facilitate zoning that better matches their respective uses, staff has determined that the parcels discussed in this report would be better served with a changed zoning designation. The property has an existing city park onsite, Hess Farms Park, and is managed by the Kaysville City Parks and Recreation department. This application is requesting the zoning on this parcel be changed from [R-1-8 Single Family Residential](#) to [PU Public Use](#) to reflect the city’s ownership and the property’s current use as a park.



2. SURROUNDING LAND USE AND ZONING

- **North** – To the north of the property is a large cluster of lots zoned R-1-8 single family residential.
- **South** – To the south of the property is the City’s southern border with the City of Fruit Heights.
- **East** – To the east of the property is a large cluster of lots zoned R-1-8 single family residential.
- **West** – To the west of the property is a large cluster of lots zoned R-1-8 single family residential.



3. GENERAL PLAN

A. FUTURE LAND USE MAP

Chapter 1 of the 2022 General Plan, which covers Land Use and Placemaking includes the Future Land Use Map. This map shows land use designations for areas across the city, as envisioned through public input. For these properties the Future Land Use Map indicates that the property is designated for parks. Therefore, this rezone application is supported by this element of the 2022 General Plan.

B. GUIDING PRINCIPLES

In examining the guiding principles 2022 General Plan, staff found there are no guiding principles that speak directly to the handling of city owned parcels, so the General Plan is considered neutral on this matter.



C. GOALS, OBJECTIVES AND IMPLEMENTATION MEASURES

In examining the goals, objectives, and implementation measures provided in the 2022 General Plan, staff has found there is no guidance that speaks directly to the land use implementation preferences for park properties owned by the City. Therefore, the General Plan is considered neutral on this matter.

4. PUBLIC COMMENT

A total of 100 public notices were mailed to property owners within a 500’ radius of the subject property. As of the date of this report, no comments have been received. A sign was placed on the property on March 20, 2026.

5. RECOMMENDATION

Staff is recommending that the Planning Commission forward a favorable recommendation to the City Council for approval of the proposed rezone for the Hess Farms Park located at 1625 South 550 East from [R-1-8 Single Family Residential](#) to [PU Public Use](#).

The Planning Commission may make a recommendation to the City Council to approve or deny the rezone request.

ORDINANCE NO. 26-XX-XX

AN ORDINANCE REZONING A CERTAIN ----- ACRE PROPERTY OF KAYSVILLE CITY KNOWN BY PARCEL ID 080330047 LOCATED AT 1625 SOUTH 550 EAST TO THE PU ZONE DISTRICT; HEREINAFTER FULLY DESCRIBED AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on March 26, 2026, the Kaysville City Planning Commission, after notice and public hearing as required by law, reviewed a proposal to rezone 2.19 acres located at approximately 1625 South 500 East and known as Parcel ID 080330047 from R-1-8 Single Family Residential to PU Public Use District; and

WHEREAS, the Planning Commission voted 7-0 to recommend approval of the rezone to the City Council; and

WHEREAS, the Kaysville City Council has concluded that it is in the best interest of the City to rezone such property;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF KAYSVILLE CITY, UTAH:

SECTION I: Rezone. The real property at approximately 1625 South 550 East , and known by Parcel Identification Number 080330047 containing 2.19 acres of land, shall be rezoned and the Zoning Map amended to PU Public Use District; and

SECTION II: Effective Date. This Ordinance shall take effect upon execution of the ordinance.

PASSED AND ADOPTED by the City Council of Kaysville City, Utah, this May 7, 2026.

Tamara Tran
Mayor

ATTEST:

Annemarie Plaizier
City Recorder

ORDINANCE NO. 26-XX-XX

Kaysville City Planning Commission Meeting Minutes
March 26, 2026

MINUTES EXCERPT

The Planning Commission meeting was held on Thursday, March 26, 2026 at 7:00 p.m. in the Kaysville City Hall located at 23 East Center Street.

Planning Commission Members in Attendance: Chair Mike Packer, Commissioners Wilf Sommerkorn, Megan Sevy, David Moore, Paul Toller, Jeramy Burkinshaw, and Eries Cornelius

Staff in Attendance: Katie Ellis, Mindi Edstrom and Anne McNamara

4- REZONE REQUEST AND PUBLIC HEARING FOR HESS FARMS PARK LOCATED AT 1625 SOUTH 550 EAST (PARCEL NUMBER 08-033-0047) FROM R-1-8 SINGLE FAMILY RESIDENTIAL TO PU PUBLIC USE

Ms. McNamara presented a proposal to rezone Hess Farms Park, located at 1625 South 550 East, from R-1-8 (Single-Family Residential) to Public Use (PU). The subject property is approximately two acres in size and is situated on the eastern side of the city near the boundary with Fruit Heights. Surrounding properties are zoned R-1-8.

Ms. McNamara explained that the rezone is part of the City's ongoing effort to apply more appropriate zoning designations to publicly owned park properties. The Future Land Use Map identifies the site as park space, and while the General Plan does not specifically address zoning classifications for parks, the proposed change is considered consistent and neutral in relation to the Plan.

Regarding public outreach, staff mailed 100 notices. Six residents contacted the City, primarily seeking clarification on the purpose of the rezone and whether any changes to the park were planned. Staff reported that, after residents received explanations, no concerns or objections were expressed.

Based on the consistency with the Future Land Use Map and the City's efforts to align zoning with actual land use, staff recommended that the Planning Commission forward a recommendation of approval to the City Council for the proposed rezone from R-1-8 to Public Use.

Chair Packer opened the public hearing; however, no public comment was received. The hearing was then closed.

Commissioner Toller made a motion to send a positive recommendation for the City Council to rezone Hess Farms Park from R-1 8 to PU. Commissioner Moore seconded the motion, and the vote was unanimous in favor of the motion (7-0).

Commissioner Packer: Yay
Commissioner Sevy: Yay
Commissioner Moore: Yay
Commissioner Toller: Yay
Commissioner Sommerkorn: Yay
Commissioner Burkinshaw: Yay
Commissioner Cornelius: Yay

CITY COUNCIL STAFF REPORT



MEETING DATE: April 16, 2026

TYPE OF ITEM: Consent Items

PRESENTED BY: Melinda Greenwood, Community Development Director

SUBJECT/AGENDA TITLE: Rezone request for Gailey Park located at approximately 200 South 300 West (parcel numbers 11-107-0040, 11-107-0039, and 11-676-0024) from R-1-8 Single Family Residential to PU Public Use

EXECUTIVE SUMMARY:

Following an analysis of city-owned parcels and their zoning designations, staff initiated this request to assign appropriate zoning district to these properties, including Gailey Park. This rezoning request was presented at the Planning Commission meeting on March 26, 2026. During the meeting the Planning Commission held a public hearing, and no public comments were received.

To assist the Council in making an informed decision, the Planning Commission Staff report and relevant meeting minutes are attached. The Planning Commission recommends that the City Council approve the rezoning request (Vote: 7-0).

City Council Options:

1. Approve the rezoning request for Gailey Park at 200 South 300 West (Parcel #11-107-0040, 11-107-0039, and #11-676-0024) from R-1-8 to PU (Public Use).
2. Deny the rezoning request.

Recommended Option:

Based on the recommendation of approval from the Planning Commission, staff recommends the City Council approve the rezoning for Gailey Park at 200 South 300 West (Parcel #11-107-0040, #11-107-0039, and #116-76-0024) from R-1-8 Single Family Residential to PU (Public Use).

Fiscal Impact:

N/A

Attachments:

1. Planning Commission Staff report
2. Gailey Park RZN R-1-8-PU Ordinance
3. PC Minutes Excerpt from March 26, 2026

PLANNING COMMISSION STAFF REPORT

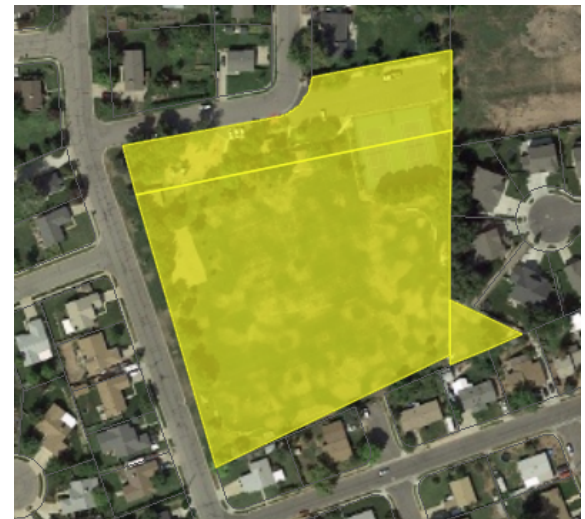
To: Kaysville City Planning Commission
From: Anne McNamara, Senior Planner
Date: March 17, 2026

Agenda Item #5: Rezone request and public hearing for Gailey Park located at approximately 200 South 300 West (parcels numbers 11-07-0040, 11-107-0039, and 11-676-0024) from [R-1-8 Single Family Residential](#) to [PU Public Use](#)

Meeting Date	March 26, 2026
Application Type	Rezone
Applicant Owner	Kaysville City
Address Parcel ID Number	200 S 300 W 11-07-0040, 11-107-0039, and 11-676-0024
Lot Size	5.71 acres 248,901 ft ²
Current Use	City Park
Current Zoning	R-1-8 Single Family Residential
Density Entitlement	31 Dwelling Units
Requested Zoning	PU Public Use
Density Entitlement	N/A

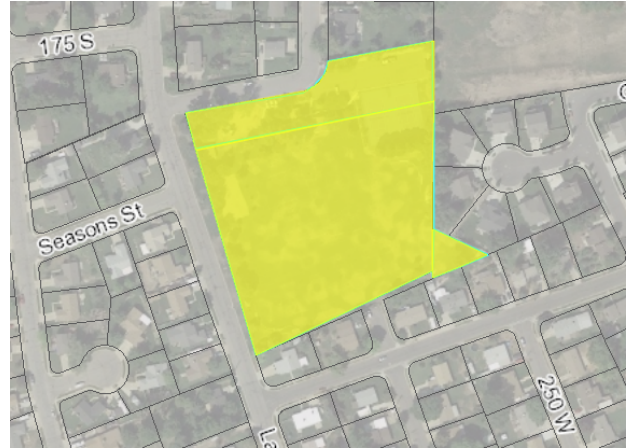
1. BACKGROUND

Kaysville City Community Development has identified a number of parcels within city limits that are owned by the City but zoned for uses other than Public Use. To facilitate zoning that better matches their respective uses, staff has determined that the parcels discussed in this report would be better served with a changed zoning designation. The property has an existing city park onsite, Gailey Park, which consists of three total parcels and is managed by the Kaysville City Parks and Recreation department. This application is requesting the zoning on these parcels be changed from [R-1-8 Single Family Residential](#) to [PU Public Use](#) to reflect the city’s ownership and the property’s current use as a park.



2. SURROUNDING LAND USE AND ZONING

- **North** – To the north of the property is a large segment of single family lots zoned as part of the R-T Residential Townsite zone.
- **South** – To the south of the property is a large cluster of lots zoned R-1-8 single family residential.
- **East** – To the east of the property is a large cluster of lots zoned R-1-8 single family residential
- **West** – To the west of the property is a large cluster of lots zoned R-1-8 single family residential as well as a portion of the I-15 corridor.



3. GENERAL PLAN

A. FUTURE LAND USE MAP

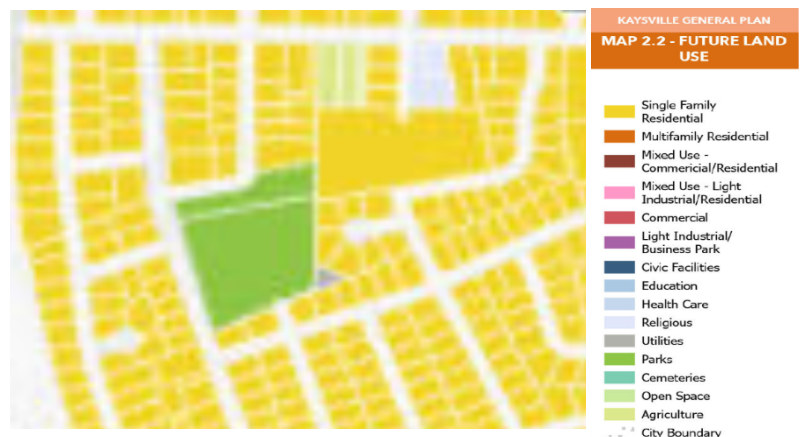
Chapter 1 of the 2022 General Plan, which covers Land Use and Placemaking includes the Future Land Use Map. This map shows land use designations for areas across the city, as envisioned through public input. For these properties the Future Land Use Map indicates that the property is designated for parks. Therefore, this rezone application is supported by this element of the 2022 General Plan.

B. GUIDING PRINCIPLES

In examining the guiding principles 2022 General Plan, staff found there are no guiding principles that speak directly to the handling of city owned parcels, so the General Plan is considered neutral on this matter.

C. GOALS, OBJECTIVES AND IMPLEMENTATION MEASURES

In examining the goals, objectives, and implementation measures provided in the 2022 General Plan, staff has found there is no guidance that speaks directly to the land use implementation preferences for park properties owned by the City. Therefore, the General Plan is considered neutral on this matter.



4. PUBLIC COMMENT

A total of 131 public notices were mailed to property owners within a 500' radius of the subject property. As of the date of this report, no comments have been received. A sign was placed on the property on March 20, 2026.

5. RECOMMENDATION

Staff is recommending that the Planning Commission forward a favorable recommendation to the City Council for approval of the proposed rezone for Gailey Park located at approximately 200 South 300 West from [R-1-8 Single Family Residential](#) to [PU Public Use](#).

The Planning Commission may make a recommendation to the City Council to approve or deny the rezone request.

ORDINANCE NO. 26-XX-XX

AN ORDINANCE REZONING A CERTAIN 5.71 ACRE PROPERTY IN KAYSVILLE CITY KNOWN AS GAILY PARK AND BY PARCEL ID'S 11-107-0040, 11-107-0039, and 11-676-0024 LOCATED AT 200 SOUTH 300 WEST TO THE PU ZONE DISTRICT; HEREINAFTER FULLY DESCRIBED AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on March 26, 2026, the Kaysville City Planning Commission, after notice and public hearing as required by law, reviewed a proposal to rezone 5.71 acres known as Gaily Park and located at 200 South 300 West and known as Parcel IDs 11-107-0040, 11-107-0039, and 11-676-0024 to PU Public Use District; and

WHEREAS, the Planning Commission voted 7-0 to recommend approval of the rezone to the City Council; and

WHEREAS, the Kaysville City Council has concluded that it is in the best interest of the City to rezone such property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF KAYSVILLE CITY, UTAH:

SECTION I: Rezone. The real property at approximately 200 South 300 West, and known by Parcel Identification Numbers 11-107-0040, 11-107-0039, and 11-676-0024 containing 5.71 acres of land, shall be rezoned and the Zoning Map amended to PU Public Use District; and

SECTION II: Effective Date. This Ordinance shall take effect upon execution of the ordinance.

PASSED AND ADOPTED by the City Council of Kaysville City, Utah, this May 7, 2026.

Tamara Tran
Mayor

ATTEST:

Annemarie Plaizier
City Recorder

Kaysville City Planning Commission Meeting Minutes
March 26, 2026

MINUTES EXCERPT

The Planning Commission meeting was held on Thursday, March 26, 2026 at 7:00 p.m. in the Kaysville City Hall located at 23 East Center Street.

Planning Commission Members in Attendance: Chair Mike Packer, Commissioners Wilf Sommerkorn, Megan Sevy, David Moore, Paul Toller, Jeramy Burkinshaw, and Eries Cornelius

Staff in Attendance: Katie Ellis, Mindi Edstrom and Anne McNamara

5- REZONE REQUEST AND PUBLIC HEARING FOR GAILEY PARK LOCATED AT APPROXIMATELY 200 SOUTH 300 WEST (PARCEL NUMBERS 11-107-0040, 11-107-0039, AND 16-766-0024) FROM R-1-8 SINGLE FAMILY RESIDENTIAL TO PU PUBLIC USE

Ms. McNamara presented a proposal to rezone Gailey Park, located at 200 South 300 West, from R-1-8 (Single-Family Residential) to Public Use (PU). The site is approximately 5.7 acres and consists of three separate parcels, including the main park area, a smaller triangular portion, and an additional northern segment. Surrounding properties are primarily zoned R-1-8.

Ms. McNamara explained that the rezone is consistent with the City's broader effort to align zoning designations with actual land use for publicly owned park properties. The Future Land Use Map designates the area for park use, and while the General Plan does not specifically address zoning classifications for parks, the proposal is considered neutral and consistent with planning objectives.

Staff reported that 131 public notices were distributed. Two residents contacted the City seeking clarification on the purpose of the rezone and whether any physical changes to the park were planned. After receiving clarification, no concerns or objections were expressed.

Chair Packer opened the public hearing; however, no public comment was received. The hearing was then closed.

During Commission discussion, Commissioner Birkenshaw noted that the request was consistent with previous park rezones considered by the Commission and appeared straightforward.

Commissioner Burkinshaw made a motion to recommend approval of the rezone from R-1-8 to Public Use in accordance with the General Plan. Commissioner Sevy second the motion and the vote was unanimous in favor of the motion (7-0).

Commissioner Packer: Yay
Commissioner Sevy: Yay

Commissioner Moore: Yay
Commissioner Toller: Yay
Commissioner Sommerkorn: Yay
Commissioner Burkinshaw: Yay
Commissioner Cornelius: Yay

CITY COUNCIL STAFF REPORT



MEETING DATE: April 16, 2026

TYPE OF ITEM: Consent Items

PRESENTED BY: Melinda Greenwood, Community Development Director

SUBJECT/AGENDA TITLE: An Ordinance Amending Various Sections of Title 17 of the Kaysville City Code to comply with Senate Bill 179 titled "Local Regulation of Business Entities Amendments"

EXECUTIVE SUMMARY:

At the February 26, 2026, Planning Commission meeting, the Commission considered the adoption of a new chapter of the City's land use code Title 17-39- Ambiguous Use Classification, as well as amendments to various prohibited uses in other chapters of Title 17. A public hearing was held and no comments were received on this matter.

After discussion, the Planning Commission voted unanimously (7-0) to recommend the City Council adopt a new chapter of the land use code 17-39 Ambiguous Use Classifications, as well as the amendments to prohibited uses in other chapters of Title 17. To assist the Council in making an informed decision, the Planning Commission Staff report and relevant meeting minutes are attached.

City Council Options:

1. Approve amending and enacting various chapters of Title 17 regarding prohibited uses and enacting 17-39 - Ambiguous Use Classification to comply with Utah State Code 10-20-507 Classification of new and unlisted business uses.
2. Deny the proposed ordinance.

Recommended Option:

Based on the recommendation of approval from the Planning Commission, staff recommends the City Council approve the amending chapters of Title 17 regarding prohibited uses and enacting 17-39 - Ambiguous Use Classification to comply with Utah State Code 10-20-507 Classification of new and unlisted business uses.

Fiscal Impact:

N/A

Attachments:

1. Planning Commission Staff report
2. PC Minutes Excerpt from February 26, 2026
3. Ordinance 17-39 Ambiguous Use Classification



PLANNING COMMISSION STAFF REPORT

To: Kaysville City Planning Commission
From: Anne McNamara, Senior Planner
Date: February 11, 2026

Agenda Item #4: Public Hearing to amend and enact various chapters of Title 17 regarding prohibited uses and enacting 17-39 - Ambiguous Use Classification to comply with Utah State Code 10-20-507 Classification of new and unlisted business uses

Meeting Date	February 26, 2026
Application Type	Ordinance Text Amendment
Applicant	Kaysville City
Chapter Title Section	17-3-1 Zoning Administrator 17-8-7 Prohibited Uses 17-9-7 Prohibited Uses 17-10-7 Prohibited Uses 17-11-10 Prohibited Uses 17-12-7 Prohibited Uses 17-13-7 Prohibited Uses 17-14-7 Prohibited Uses 17-15-8 Prohibited Uses 17-16-8 Prohibited Uses 17-17-8 Prohibited Uses 17-18-8 Prohibited Uses 17-19-8 Prohibited Uses 17-20-8 Prohibited Uses 17-21-8 Prohibited Uses 17-22-8 Prohibited Uses 17-26- Prohibited Uses 17-27-8 Prohibited Uses 17-39 Ambiguous Use Classification

1. BACKGROUND

In November of 2025, the Utah State Legislature adopted 10-20-507, Senate Bill 179 titled “Local Regulation of Business Entities Amendments” which added new language and code requirements that detail how business uses that are not already addressed in a municipalities existing code should be classified, processed and reviewed. Therefore, to enable the City to fully comply with the requirements now adopted by the state, a new Chapter in Title 17 of the Kaysville City Code is

proposed to facilitate the new classification process, as well as updated language in the relevant zoning designation chapters where this new classification process would apply. The language in Chapter 39 as proposed outlines the process for review of these unclassified or new business uses, with the applicant now required to submit a request for classification to the Zoning Administrator (the Community Development Director serves in this capacity), who is then responsible for determining the similarity of the proposed use. If the applicant disagrees with determination of the Zoning Administrator, they can then submit an application for the matter to be reviewed by City Council, who determines the appropriate zones if the use is found to be suitable, or they may issue a denial if the use is found the use is not compatible with the zoning designation. Any uses denied by the City Council will subsequently be added as prohibited uses in the pertinent code chapters.

Consequentially, each of the relevant zoning district chapters, will with the adoption of this text amendment, include language stating that any use found to be “substantially similar to an existing permitted or conditional use” per the standards in Chapter 39 is now referenced directly in the prohibited uses section of each zoning district chapter.

2. PUBLIC NOTICING AND PUBLIC COMMENT

A public hearing notice for this item was posted on February 13, 2026. To date, no comments have been received.

3. GENERAL PLAN

The general plan does not speak in favor of or against the proposed amendments on the classification of business uses and is therefore considered neutral on this matter.

4. RECOMMENDATION

Staff recommends the Planning Commission send a recommendation of approval to the City Council for enacting the proposed chapter and the proposed text amendments as provided in the attached draft ordinance.

5. ATTACHMENTS

1. Draft redline ordinance changes.
2. State Code Requirements

Effective 11/6/2025

10-20-507 Classification of new and unlisted business uses.

- (1) As used in this section:
 - (a) "Classification request" means a request to determine whether a proposed business use aligns with an existing land use specified in a municipality's land use ordinances.
 - (b) "New or unlisted business use" means a business activity that does not align with an existing land use specified in a municipality's land use ordinances.
- (2)
 - (a) Each municipality shall incorporate into the municipality's land use ordinances a process for reviewing and approving a new or unlisted business use and designating an appropriate zone or zones for an approved use.
 - (b) The process described in Subsection (2)(a) shall:
 - (i) detail how an applicant may submit a classification request;
 - (ii) establish a procedure for the municipality to review a classification request, including:
 - (A) providing a land use authority with criteria to determine whether a proposed use aligns with an existing use; and
 - (B) allowing an applicant to proceed under the regulations of an existing use if a land use authority determines a proposed use aligns with that existing use;
 - (iii) provide that if a use is determined to be a new or unlisted business use:
 - (A) the applicant shall submit an application for approval of the new or unlisted business use to the legislative body for review;
 - (B) the legislative body shall consider and determine whether to approve or deny the new or unlisted business use; and
 - (C) the legislative body shall approve or deny the new or unlisted business use, within a time frame the legislative body establishes by ordinance, if the applicant responds to requests for additional information within a time frame established by the municipality and appears at required hearings;
 - (iv) provide that if the legislative body approves a proposed new or unlisted business use, the legislative body shall designate an appropriate zone or zones for the approved use; and
 - (v) provide that if the legislative body denies a proposed new or unlisted business use, or if an applicant disagrees with the land use authority's classification of the proposed use, the legislative body shall:
 - (A) notify the applicant in writing of each reason for the classification or denial; and
 - (B) offer the applicant an opportunity to challenge the classification or denial through an administrative appeal process established by the municipality.
- (3) Each municipality shall amend each land use ordinance that contains a list of approved or prohibited business uses to include a reference to the process for petitioning to approve a new or unlisted business use, as described in Subsection (2).

Renumbered and Amended by Chapter 15, 2025 Special Session 1

Kaysville City Planning Commission Meeting Minutes
February 26, 2026

MINUTES EXCERPT

The Planning Commission meeting was held on Thursday, February 26, 2026 at 7:00 p.m. in the Kaysville City Hall located at 23 East Center Street.

Planning Commission Members in Attendance: Chair Mike Packer, Commissioners Wilf Sommerkorn, Erin Young, Paul Toller, Megan Sevy, Jeremy Burkinshaw, David Moore and Eries Cornelius

Staff in Attendance: Melinda Greenwood, Katie Ellis, Mindi Edstrom and Anne McNamara

1- PUBLIC HEARING TO AMEND AND ENACT VARIOUS CHAPTERS OF TITLE 17 REGARDING PROHIBITED USES AND ENACTING 17-39 - AMBIGUOUS USE CLASSIFICATION TO COMPLY WITH UTAH STATE CODE 10-20-507 CLASSIFICATION OF NEW AND UNLISTED BUSINESS USES

Anne McNamara presented a proposed text amendment to the Kaysville City Zoning Ordinance in response to changes in state law adopted during the November 2025 Utah State Legislative Session. Staff explained that Senate Bill 179, codified in Utah Code Section 10-9a-507, requires municipalities to establish a formal process for reviewing and classifying business uses that are not specifically identified within existing zoning regulations.

Staff stated that the proposed amendment would create a new chapter outlining the procedure for reviewing unclassified or new business uses. Under the proposed process, an applicant would submit a request to the Community Development Department for classification of the proposed business use. The Community Development Director, or the Director's designee, reviews the request and determine whether the proposed use is substantially similar to existing permitted or conditional use within the zoning code. If the use is determined to be substantially similar, it would be allowed in the applicable zoning district consistent with the comparable use.

Ms. McNamara explained that if an applicant disagrees with the administrative determination, the applicant may appeal the decision to the City Council for review. Any uses ultimately denied by the City Council through that process would subsequently be added to the list of prohibited uses within the zoning code.

To implement the new process, the proposed amendment also updates language within each zoning district chapter. The revisions clarify that uses found to be substantially similar to an existing permitted or conditional use are allowed through the classification process and add cross-references within the prohibited uses sections directing applicants to the new classification procedure when a use is unclear or not specifically listed. Ms. McNamara also proposed updating the "Zoning Administrator" language in the code to clarify that the role is fulfilled by the Community Development Director or the Director's designee.

Ms. McNamara reported that a public hearing notice for the proposed amendment was posted on February 13, 2026, and no public comments were received. She further noted that the City's General Plan does not specifically address this type of procedural amendment and therefore the proposal is considered neutral with respect to the General Plan. Staff recommended that the Planning Commission forward a recommendation for approval to the City Council.

Commissioner Sommerkorn asked for clarification regarding the appeal process referenced in the proposed ordinance. He noted that the language indicated appeals could be made in accordance with Section 17-4-5 of the City Code and asked whether the proposed amendment introduced any changes to the existing appeal procedures.

City Attorney, Katie Ellis explained that Section 20 of the proposed enactment outlines the process for appealing to the City Council and indicated that the appeal process referenced in the ordinance aligns with the City's existing appeal procedures.

Commissioner Sommerkorn noted that current state code allows for appeals directly to the City Council but that the Legislature is considering amendments during the current legislative session that could modify that process. He referenced House Bill 477 and suggested staff review the relevant sections to ensure consistency once legislative updates are finalized.

Ms. Greenwood acknowledged that the City may need to update its appeal and variance procedures in the future to align with pending state legislative changes. Ms. Ellis added that once the legislative session concludes and statutory changes are finalized, staff would incorporate any required updates into the City's code revisions.

Commissioner Sommerkorn stated that, based on his review, the proposed ordinance appears consistent with current requirements but recommended staff verify alignment with upcoming legislative changes.

Chair Packer opened the meeting to the public for the public hearing. No comments were received and the public hearing was closed.

Commissioner Toller commented on the purpose of the amendment, stating that the state mandate appears intended to ensure municipalities do not summarily deny business applications simply because a use is new or not clearly defined in existing zoning regulations. He noted that new business models and uses arise over time, and the amendment provides a structured process for evaluating those uses rather than dismissing them due to ambiguity.

Commissioner Toller made a motion to approve the proposed text amendment. Commissioner Sommerkorn seconded the motion, and the vote was unanimous in favor of the motion (7-0).

Commissioner Packer: Yay
Commissioner Young: Yay
Commissioner Sommerkorn: Yay

Commissioner Moore: Yay
Commissioner Toller: Yay
Commissioner Sevy: Yay
Commissioner Burkinshaw: Yay



KAYSVILLE BUSINESS PARK

ARCHITECTURAL REVIEW COMMITTEE STAFF REPORT

ARC MEETING DATE: April 16, 2026

TYPE OF ITEM: Action

PRESENTED BY: Melinda Greenwood, Community Development Director

SUBJECT/AGENDA TITLE: Approval of sign for 1121 West Flint Meadow Drive

EXECUTIVE SUMMARY:

The Architectural Review Committee is responsible for approving all signs in the Kaysville Business Park. Moss Vomela has submitted a building permit to install an illuminated wall sign on the northern building façade on their property. Per KCC 17-33-9, wall signs are allowed to have a square footage total that is 25% of the wall area of the building. The applicant is proposing a 99 square foot sign which would be less than the allotted 666.5 square feet permitted by the code for a building fascia totaling 2,666 square feet.

The signs will be mounted to the side of the building and proposed sign details are:

1. Moss Vomela: 99 ft² (5'6" x 18'0")

Staff has reviewed the sign plans and finds it in compliant with [KCC 17-33 Sign Regulations](#) and the [Kaysville Business Park Development Guide](#).

Committee Options:

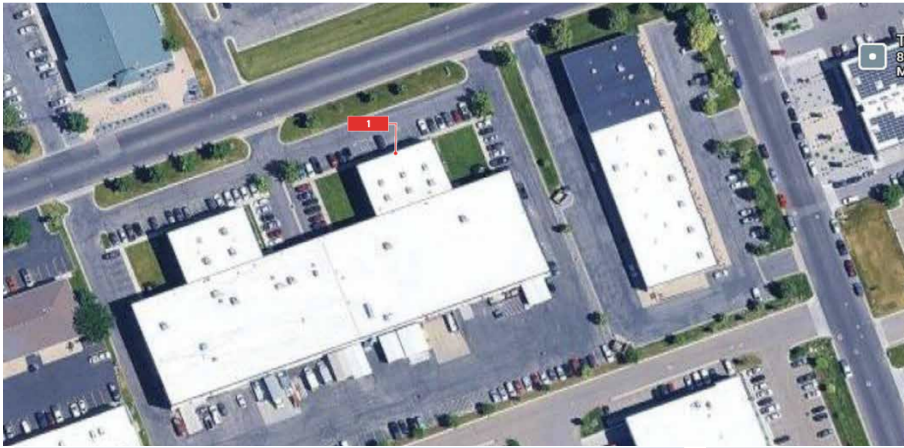
1. Approve the sign for 1121 West Flint Meadow Drive.
2. Deny the application for the sign.

Recommended Option: Option 1, approval of the signs for 1121 West Flint Meadow Drive.

Fiscal impact: None.

Attachments:

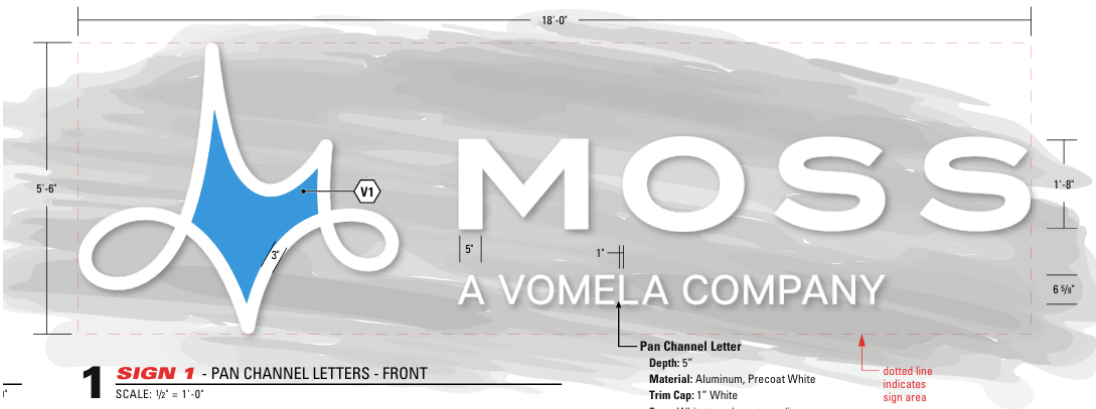
1. Sign Plans 1121 West Flint Meadow Drive



4 PROPOSED
SCALE: 1/16" = 1'-0"



5 EXISTING CONDITION
SCALE: 1/16" = 1'-0"



1 SIGN 1 - PAN CHANNEL LETTERS - FRONT
SCALE: 1/2" = 1'-0"

Pan Channel Letter
 Depth: 5"
 Material: Aluminum, Precoat White
 Trim Cap: 1" White
 Face: White translucent acrylic
 Graphics: V1, color corrected
 Lighting: Internal White L.E.D.
 Mounting: Flush to bldg.

dotted line indicates sign area



3 SIMULATED NIGHT RENDERING
SCALE: NTS

DESIGN

1605 South Gramercy Rd.
Salt Lake City, UT 84104
801.487.8481

www.yesco.com

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This drawing was created to assist you in visualizing our proposal. The original ideas herein are the property of YESCO LLC.

Permission to copy or revise this drawing can only be obtained through a written agreement with YESCO.

The colors shown are only approximated on any computer monitor, inkjet or laser print.

The final product may vary slightly in color from your computer monitor or print.

This sign is installed in accordance with the requirements of Article 600 of the National Electrical Code and / or other applicable local codes. This includes proper grounding and bonding of the sign.



Revisions

No.	Date / Description
Org.	2026.02.02
R1	2026.02.16 [LC]
R2	2026.02.17 [LC]
R3	---
R4	---
R5	---
R6	---
R7	---
R8	---
R9	---

JO #

Approval

A/E Sign / Date

Client Sign / Date

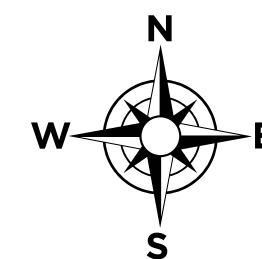
MOSS

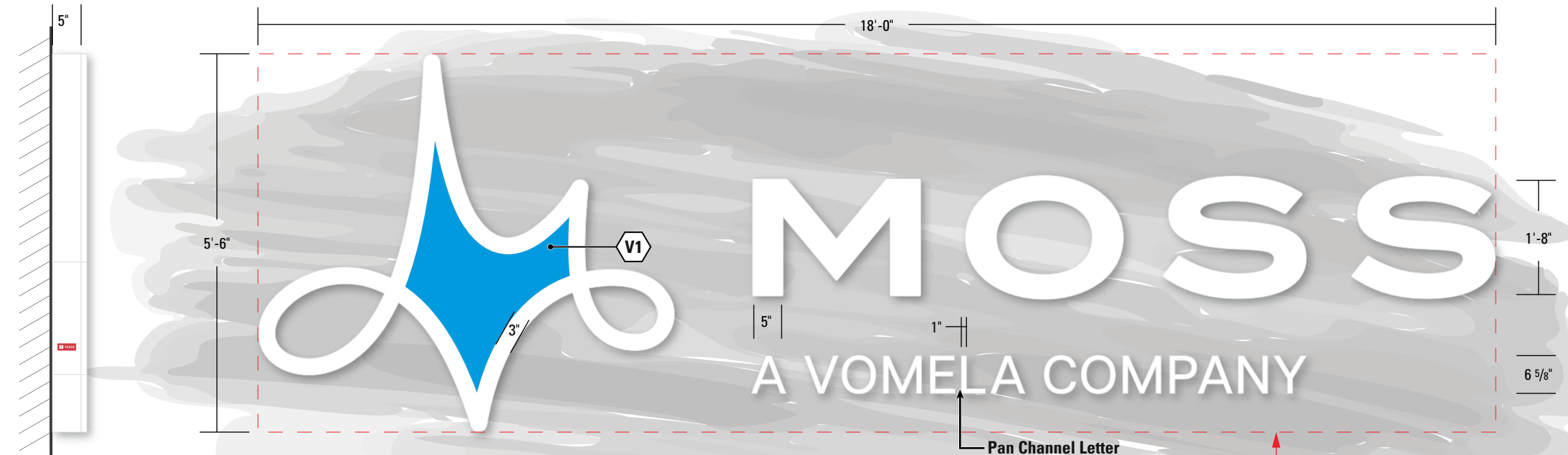
1121 Flint Meadow Dr,
Kaysville UT 84037

Acct. Exec: Aaron W Cain
Designer: Larry Cohen

OPY-76784 R2

ART 1.0





2 SIDE
SCALE: 1/2" = 1'-0"

1 SIGN 1 - PAN CHANNEL LETTERS - FRONT
SCALE: 1/2" = 1'-0"

Pan Channel Letter
Depth: 5"
Material: Aluminum, Precoat White
Trim Cap: 1" White
Face: White translucent acrylic
Graphics: V1, color corrected
Lighting: Internal White L.E.D.
Mounting: Flush to bldg.

dotted line indicates sign area



3 SIMULATED NIGHT RENDERING
SCALE: NTS

SCOPE OF WORK

TRIP ONE:
REMOVE & DISCARD **ONE [1]** SET OF PAN CHANNEL LETTERS.
CUSTOMER TO REPAINT / PATCH WALL.
TRIP TWO:
MANUFACTURE & INSTALL **ONE [1]** SET OF INTERNALLY ILLUMINATED PAN CHANNEL LETTERS

ELECTRICAL

POWER AT DISPLAY LOCATION TO BE PROVIDED BY CLIENT.

PERMITTING INFO

AREA: 99.0 FT² (Rounded to the nearest 0.1 ft²)
METHOD: BOUNDING BOX

COLOR KEY

V1 printed to match PMS 2925C
3M Translucent Vinyl

Note: Colors specified in this package are to match vendor supplied physical samples. Colors chosen based upon how they appear on a computer monitor or printed media are not guaranteed to match. Please consult your YESCO account executive for physical sample swatches.

DESIGN

1605 South Gramercy Rd.
Salt Lake City, UT 84104
801.487.8481

www.yesco.com
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This drawing was created to assist you in visualizing our proposal. The original ideas herein are the property of YESCO LLC. Permission to copy or revise this drawing can only be obtained through a written agreement with YESCO. The colors shown are only approximated on any computer monitor, inkjet or laser print. The final product may vary slightly in color from your computer monitor or print.

This sign is installed in accordance with the requirements of Article 600 of the National Electrical Code and / or other applicable local codes. This includes proper grounding and bonding of the sign.



Revisions

No.	Date / Description
Org.	2026.02.02
R1	2026.02.16 [LC]
R2	2026.02.17 [LC]
R3	---
R4	---
R5	---
R6	---
R7	---
R8	---
R9	---

J0 #

Approval

A/E Sign / Date

Client Sign / Date

MOSS

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Kaysville UT 84037

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4 PROPOSED
SCALE: 1/16" = 1'-0"



5 EXISTING CONDITION
SCALE: 1/16" = 1'-0"