

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

Thursday, March 5, 2026

6:00 p.m.

City Council Chambers

4580 South 2300 East

Holladay, Utah

ATTENDANCE:

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

City Staff:

Gina Chamness, City Manager
Jayme Blakesly, Legal Counsel
Stephanie Carlson, City Recorder

Briefing Session – 5:30 pm

Mayor Fotheringham called the Briefing Session to order at 5:30 pm. He reported that the Pledge would be led by Maren Erickson. The Council reviewed the agenda

Mayor Fotheringham reviewed the Work Meeting agenda items. It was noted that some items can be covered in this session, including Items D and E from the Work Session agenda.

Assistant City Manager, Holly Smith, shared information about the Fee Schedule for the sports field rentals. She reported that Holladay officially took the lease ownership for Spring Lane on January 1, 2026. The City is allowing the site to be used this season until construction work starts.

Discussion on Fee Schedule for Sports Field

Ms. Smith reviewed the proposed Fee Schedule for the sports field rentals and noted that each group will need to pay a \$500 deposit at the beginning of the season. This is in the event of damage or another issue. She reported that Olympus Youth Baseball is currently using one of the storage bays in the storage shed. There will be a \$50 per month charge for a total of \$600 per year. New software will be implemented, which will allow the sports fields to be brought online as a rentable space. There were no concerns expressed by the various sports groups. Mayor Fotheringham did not have an issue with the Fee Schedule as it is currently proposed. As long as Holladay is comparable to similar cities, it makes sense to proceed with what has been outlined.

Proposed Software RFP Update – Holly.

Ms. Smith explained that there was a comprehensive software audit conducted last fall, and there were 61 different tools identified. Through the audit process, it was determined that it is possible to improve the services provided to residents and make Staff time more efficient. Community and Economic Development Director, Jonathan Teerlink, reported that there is a desire to issue an RFP for software that can be used in different departments. Since 2014, there has been primarily been

one software used, but there are limitations. In an effort to modernize some processes, a list of goals and objectives was created. The RFP will likely be posted at the end of next week.

Council Member Emily Gray asked about the cost of new software. Mr. Teerlink explained that the current cost is approximately \$27,000 per year, but the cost of new software would be at least \$70,000. Council Member Gray believed what is currently being used is less expensive, but does not handle everything that needs to be done. Mr. Teerlink confirmed this and explained that there are more efficient ways to handle certain tasks. Council Members expressed support for issuing the RFP.

City Manager Report

Ms. Chamness shared the City Manager Report with those present. She reported that the Legislative Session is coming to an end. The property tax cap does not appear to be moving forward, but it does appear there will be some changes to the Truth in Taxation process. As for the billboard bill, there were Council Member concerns as it does not appear to be moving forward. Mayor Fotheringham asked about the Fund Balance-related bill. There was no additional information to share about the earmark, as the Department of Homeland Security Appropriations bill is still pending.

Ms. Chamness reported that a few months back, she informed the City Council that the Knudsen Family was interested in donating an arch for Knudsen Park. There were engineering questions about whether the placement was possible, but those have since been resolved. If there is still Council Member support for the donation, there will be a Donation Agreement brought forward. Ms. Chamness stated that judges are needed for the Bake Off that will be held on March 6, 2026, from 1:00 p.m. to 2:00 p.m. She asked Council Members if there was any interest in volunteering.

The Briefing Session ended at approximately 5:52 p.m.

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

Thursday, March 5, 2026

6:00 p.m.

City Council Chambers

4580 South 2300 East

Holladay, Utah

ATTENDANCE:

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

City Staff:

Gina Chamness, City Manager
Jayme Blakesly, Legal Counsel
Stephanie Carlson, City Recorder

I. Welcome – Mayor Fotheringham.

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

II. Pledge of Allegiance – Maren Erickson.

The Pledge of Allegiance was led by Maren Erickson, who was invited by Council Member Emily Gray. Council Member Gray reported that she spoke to the Principal at Bonneville Junior High School, and he recommended that Ms. Erickson lead the Pledge of Allegiance at a City Council Meeting. She is humble, hard-working, and supports students, families, and all staff members at the school.

III. Public Comments.

Trudy Jorgensen-Price shared updates about the library. There have been 421 appointments completed so far this tax season. As for the Human Library, it is open to the entire community and anyone who would like to be highlighted can reach out to the library. On March 18, 2026, there will be a class held in conjunction with Intermountain Health that is sponsored by the Happy Healthy Holladay Coalition. The class will be focused on how to administer naloxone. This is a valuable class, as naloxone can save lives. She encouraged those interested to attend. On March 25, 2026, there will be a Letter Writing Social, which is the first in a series. On March 30, 2026, there will be Music Bingo held at 6:00 p.m., and that is a family event. Attendees can sing along and win prizes. Mayor Fotheringham pointed out that there are a lot of events happening at the library this month. Ms. Jorgensen-Price confirmed that there is a busy calendar.

IV. Public Hearing on Proposed 2025-2026 Budget Amendments.

Finance Director, Christian Larsen explained that this is the third Budget Amendment for Fiscal Year 2026 and reviewed the amendments. He shared the Budget Amendment document with the City Council and pointed out the General Fund section. There is an increase shown in the Appropriated Fund Balance of \$226,252. This is connected to the bottom line of the Expenditures section, where there is a reduction in the contribution to Fund Balance listed as \$85,997. The

combination of the two is \$312,249. Mr. Larsen explained that this money will fund a few different items. The City previously contracted for prosecution services with an independent contractor, but that contract is ending, and the services will be brought in-house. This results in an increase in salaries, benefits, training, and software.

The Building Inspection Contract has been increased by \$40,000. Mr. Larsen explained that there was originally a plan to hire a part-time inspector to assist with some of the inspections, but that position has proven to be difficult to fill. As a result, the City has had to rely more on contracted services than originally anticipated. Mr. Larsen reported that there is a Transfer to the Local Building Authority (“LBA”) for \$201,150, which is for the 2025 LBA bond. That is the first debt service payment for the LBA bond for the renovation of the City Hall building and Spring Lane site.

Mayor Fotheringham opened the public hearing. There were no comments. The hearing was closed.

V. *Consideration of Resolution 2026-07 – Adopting the 2026 Salt Lake County Hazard Mitigation Plan.*

Emergency Management Coordinator, Allison Jester, reviewed the amendments. She explained that last year, the City adopted the Hazard Mitigation Plan, which is redone every five years and is updated through the County. During the State and Federal review, a few of the Holladay action items were found to be extraneous or not strictly related to mitigation. Additional revisions were made to increase clarity with four main changes.

Council Member Durham moved to APPROVE Resolution 2026-07 – Adopting the 2026 Salt Lake County Hazard Mitigation Plan. Council Member Gray seconded the motion. Vote on Motion: Council Member Gray-Yes; Council Member Quinn-Yes; Council Member Bradley-Yes; Council Member Durham-Yes; Council Member Sundwall-Yes; Mayor Fotheringham-Yes. The motion passed with the unanimous consent of the Council.

VI. *Consideration of Resolution 2026-08 – Approving an Interlocal Agreement with Salt Lake County for the Use of the Holladay Skate Park.*

Mayor Fotheringham reported that the above item relates to an Interlocal Agreement with Salt Lake County for the use of the Holladay Skate Park. The Salt Lake County Recreation Department has previously run a program in the park in late summer. The Resolution will continue that agreement.

Council Member Gray moved to APPROVE Resolution 2026-08 – Approving an Interlocal Agreement with Salt Lake County for the Use of the Holladay Skate Park. Council Member Quinn seconded the motion. Vote on Motion: Council Member Gray-Yes; Council Member Quinn-Yes; Council Member Bradley-Yes; Council Member Durham-Yes; Council Member Sundwall-Yes; Mayor Fotheringham-Yes. The motion passed with the unanimous consent of the Council.

VII. *Consent Agenda.*

a. *Approval of Minutes – January 9 and February 5, 2026.*

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

VIII. *City Manager Report – Gina Chamness.*

It was noted that the City Manager Report was shared during the Briefing Session.

IX. *Council Report and District Issues.*

Council Member Gray shared information about the Wasatch Front Waste and Recycling District. The Holladay dates for the Bulky Waste Public Drop-Off Program will be September 2 through 10 and September 11 through 18. There are some optional services being added that residents can choose to opt into as well. For instance, if there is a desire to have tires, mattresses, and appliances picked up, then residents can schedule a one-time pick-up with a fee. People with questions or concerns about the fee changes that are proposed can attend the public hearing on March 23, 2026.

Council Member Drew Quinn reported that the Public Service Commission has issued their opinion on the Community Renewable Energy program. The program has been approved, which she is happy about, but the details are still not known. The City now has 90 days to adopt an Ordinance stating that there is a desire to participate. Council Member Quinn attended a meeting of the Historical Commission, as she is the new liaison. She reported that there are new programs underway, including visits to the fourth-grade classes in Holladay to share information about historical buildings. She expressed appreciation for the volunteers on the Historical Commission and elsewhere in the City.

Council Member Natalie Bradley informed those present that the Tiny Art Show starts tomorrow at noon. On Friday at 6:30 p.m., there will be a free after-hours concert, and the concert will have dance instructions. Next Thursday, there will be a closing concert held, and that will have a \$5 charge.

Council Member Matt Durham met with the Tree Committee earlier in the day, and there are some events planned for the summer. This year, the Arbor Day program is at the Wasatch Waldorf Charter School. There have also been discussions about more collaboration with the other Committees in the City. He also reported that Google Fiber has been installing lines in his neighborhood. A few constituents have passed along their dissatisfaction with the spray paint markings that have been left behind. He wanted to share that feedback with the City Council so it can be considered.

Council Member Dave Sundwall did not have anything to report.

Mayor Fotheringham reported that there will be a Collection of Hard to Recycle Materials (“CHaRM”) event from the Utah Recycling Alliance held at the end of March. It is a wonderful event, and volunteers are needed. Council Member Quinn added that the next Speaker Series will take place on March 16, 2026. She reported that former Holladay Mayor Rob Dahle will be speaking.

Mayor Fotheringham recently had the opportunity to be a guest speaker in a fifth-grade class at Woodstock Elementary School. It was an outstanding experience, and there was an engaging

discussion with the students. Earlier in the day, Council Member Durham and Mayor Fotheringham hosted a group of homeschooled teenagers from Holladay, Millcreek, and surrounding areas.

Last week, Kiln held a grand opening event in the community. In addition, Mayor Fotheringham took a tour of the training facility for the Unified Fire Authority (“UFA”) this week. Over the last five to seven years, there have been planning processes underway to design an upgrade to the training facilities. It was an informative tour and Staff will likely visit the facility in the future. Mayor Fotheringham reported that Fire School is held annually and will take place on March 27, 2026.

X. *Recess City Council in a Work Meeting.*

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

a. *NIMS Training – Allison.*

Ms. Jester shared NIMS training information with the City Council. NIMS is a scalable, flexible, standardized approach to managing incidents. The guiding principles for NIMS are flexibility, standardization, and unity of effort. NIMS is the system, but the National Response Framework is the structure. The local government is the first response, with the State government able to provide support if needed and the Federal government acting as the last resort. Mayor Fotheringham asked for additional clarification about local government. Ms. Jester clarified that local government includes the City as well as the County. NIMS components were reviewed

In NIMS, command is delegated to an on-scene Incident Commander by the Executive or Senior Official. Coordination allows all levels of government and disciplines to work together more efficiently and effectively. Ms. Jester provided several examples of coordination activities.

NIMS is made up of the Incident Command System (“ICS”), Emergency Coordination Center (“ECC”), and Multi-Agency Coordination Group (“MAC Group”). Ms. Jester reported that MAC Groups include agency administrators, executives, or their designees from stakeholder agencies or organizations. In Holladay, this would include the City Manager and the Executive Group, which includes some of the department heads. The MAC Group assists in identifying high-level priorities, provides policy support, supports resource allocation and prioritization, and makes cooperative multi-agency decisions. There is a lot that depends on the actual incident that occurs.

In Holladay, the Senior Official is Ms. Chamness, but in some cities, it is the Mayor that serves in that role. Ms. Jester shared information about the City Council roles:

- Ensure continuity of local government;
- Support response and recovery;
- Establish financial directives and spending parameters;
- Participate in emergency policy decision-making;
- Coordinate with neighboring Senior Officials and governmental partners;
- Support the Public Information Officer (“PIO”);

- Visit impacted areas and shelters as appropriate.

Ms. Jester reported that a short guide in the packet that outlines the basic responsibilities and processes. She explained that if no notification could be sent out, there would be a meeting at City Hall or the Fire Station. Council Member Quinn pointed out that the City Hall work will start soon. Ms. Jester clarified that during the 18 months the City works from the temporary space in Millcreek, it would be possible to meet at that location instead.

Information about ICS was provided. Ms. Jester explained that ICS is an all-hazard management system that is scalable to fit the needs of all incidents. It is standard for emergency management across the country. She next shared the priorities, which include life safety, incident stabilization, protecting property, and environmental conservation. Those are always the four main priorities.

The ECC Structure chart was shared with the City Council. Ms. Jester next reviewed the Section Roles chart. ECC activation could have everyone physically located in the ECC, there could be virtual attendance, or there could be a hybrid approach. Ms. Jester reported that most of the time, it is virtual or hybrid. All of the information is available in physical binders and is also available virtually. The ECC locations are City Hall, Fire Station #104 in the Community Room, and virtual.

b. Continued Business License Fee Study Discussion – Fred Philpot.

Fred Philpot shared additional information with the City Council. The packet includes background information about the Business License Fee Study, which analyzes the direct and indirect costs of issuing licenses. The Proposed Base Fees chart was presented to the Council. Mr. Philpot explained that there are two components to the fee structure, which includes the fee to process an application and the disproportionate fee that reflects the public safety services.

The Proposed Base Fees chart shows a new General Business License with a \$298 base fee and a General Renewal with an \$87 base fee. Currently, there is no difference between a new business and a renewal. The different base fees that are proposed will reflect the actual time spent. Mr. Philpot explained that it takes more time to process a new application compared to a renewal.

The first column in the Proposed Base Fees chart is tied to the cost of processing an application. The second column focuses on the disproportionate fee associated with the use. For the Assisted Living/Nursing, Residential, and Personal Care line item, there is an increase shown due to the nature of the services that are provided to those types of establishments. Mayor Fotheringham asked for information about the Home Occupation Regulated line item. Mr. Philpot explained that most Home Occupations will not have a Business License, but there are some that are regulated. Council Member Gray asked for examples of businesses that fall under Home Occupation Regulated. It was clarified that this would include daycare businesses and businesses that require certain inspections. Businesses in this category have additional administrative oversight, so the intention is to recoup some of the costs associated with those administrative tasks.

Discussions were had about the disproportionate fees and the services that are provided. Mr. Philpot explained that there is a per-bed number for the Assisted Living line item, so smaller establishments will have a smaller fee. Council Member Gray asked if the number is based on occupancy or the number of available beds. Mr. Philpot reported that it is based on the bed count.

Council Member Gray wanted to know if there is information available for some of the surrounding cities. It was noted that comparative data was provided to the Council previously.

Mayor Fotheringham reported that the City Council previously discussed making smaller changes over five years. Mr. Philpot stated that the fees shown in the presentation slides are comparable to other communities that are updating their policies. He explained that Convenience Stores/Gas, Grocery Stores, and Nursing, Residential, and Personal Care tend to have higher associated costs. There is an adjustment shown for nursing facilities. Cost Recovery Analysis information was reviewed. In 2021 to 2024, the average collections were approximately \$300,000. The proposed amount on the Cost Recovery Analysis table is approximately \$360,000.

Mr. Philpot explained that it is possible to track information over time to see whether the implemented policies result in changes in behavior. Regular updates to the Business License Fees can capture the changes that occur. Mayor Fotheringham thought it made sense to consider what is being done in other communities. Mr. Philpot reiterated that the largest increase shown on the chart is in the Assisted Living line item. Ms. Chamness reminded Council Members that there are certain reductions shown in other line items, such as renewals and restaurants. Mr. Philpot offered to send a document to Council Members following the meeting with the full list of categories.

Council Member Gray is comfortable moving forward but is interested in hearing feedback from businesses in the community. Mayor Fotheringham wants to double-check that some of the increased line items shown, such as Assisted Living, are comparable to what is seen in other cities. Council Member Gray agreed that it makes sense to look at how the numbers compare to other communities. Mr. Philpot reported that he will send out additional information. It was determined that the Business License Fee Study discussion will continue during a future Work Meeting.

c. Highland Drive Update – Jared.

Ms. Smith shared background information about the Highland Drive project. She shared information about the typical cross-section that was chosen. She explained that what is envisioned in the area enhances connectivity and strengthens the economic stability of the City.

Ms. Smith reported that there is a grant associated with this project. There are currently three grants, including one from the Federal Highway Administration (“FHWA”) Community Project Fund. The Community Project Fund dollars are specifically for design and right-of-way. Right-of-way acquisition can take a lot of time, so those phases are starting to move forward.

Public Services Director, Jared Bunch, explained that there were some recommendations made in 2022 and those were updated in 2024. The recommendation is for the five-lane cross section, which would include two lanes north, two lanes south, and then the turn lane in the center. He reviewed additional cross-section details and shared an example image. The total is 80 feet, but the current right-of-way width for is 66 feet. That means 7 feet needs to be acquired on each side.

Mr. Bunch explained that relocating transmission poles and power lines is an expensive option. The plan that is proposed still requires relocation of some power poles, but not all of them. He noted that approximately six of the poles would be difficult to work around. Mr. Bunch reported that several trees will need to be removed as a result of the project. It is not possible to shift from

a 66-foot right-of-way to an 80-foot right-of-way without certain impacts. Optimization of the right-of-way was done to minimize the overall impacts and a consultant was hired to create some graphics. The images prepared by the consultant were reviewed by the City Council.

Discussions were had about the needed land acquisition. It is anticipated that there will be some property owners who do not want to sell. In the past, when there was work done on Highland Drive, the City Council was not comfortable with eminent domain and preferred to negotiate on pricing. In this case, it is possible that there might be a few property owners who will not sell. If that happens, the Council will need to decide if there is comfort with eminent domain.

Council Member Durham encouraged Staff to speak to the Tree Committee about what is proposed, especially if there are trees that will need to be removed because of the project work. Additional example images were reviewed and Mr. Bunch pointed out the proposed landscaping. Mr. Bunch believed there will be trees planted to offset what will be removed. Council Member Durham stressed the importance of speaking to the Tree Committee about the proposal.

Mr. Bunch reported that a number of fences and walls will need to be relocated as well. There is normally a like-for-like replacement, so if there is a vinyl fence, then it would be replaced with a vinyl fence. However, he noted that part of the negotiations might have to do with replacement materials. That could increase the project costs, but it could also make impacted residents happier with the outcome. Concrete walls make a notable difference when it comes to sound.

Council Members further reviewed the images in the packet and discussed the properties that could be impacted by the Highland Drive project work. Ms. Chamness pointed out that the work is a number of years away, so there is time to work on the right-of-way. She noted that there is a defined process in place. Mayor Fotheringham suggested that there be some public education about the proposed project and the results of growth in the area. Mr. Bunch explained that the intention is to create a usable corridor for thousands of users. In addition, the Highland Drive project will significantly increase safety in the area as well as the overall functionality.

d. Discussion on Fee Schedule for Sports Field – Holly.

This item was discussed during the Briefing Session.

e. Proposed Software RFP Update – Holly.

This item was discussed during the Briefing Session.

f. Calendar

- *Council Meetings – March 19, April 16, April 23 or 30.*
- *Tiny Art Show – March 6-12*
- *Speaker Series – March 16*

The calendar items were reviewed and discussed. The next City Council Meeting will be on March 19, 2026. Mayor Fotheringham reported that the move out of the City Hall building will take place in April, so the meeting schedule will be different that month. It was determined that the City Council will meet on April 16 and 23, 2026. It was noted that the Tiny Art Show is taking place from March 6 to 12, 2026, and the next Speaker Series will be held on March 16, 2026.

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

There was no Closed Session.

XII. Adjourn.

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

The City Council Meeting adjourned at approximately 8:22 p.m.

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

Stephanie N. Carlson, MMC
Holladay City Recorder

Paul Fotheringham, Mayor

Minutes approved: **May 21, 2026**