

**Sunset City Corporation
City Council Minutes
April 21, 2026
Page 1 of 9**

Minutes of a regular meeting held April 21, 2026 at Sunset City Hall, 200 West 1300 North, Sunset, Utah; Mayor Wiggill presiding.

REGULAR SESSION

Mayor and Council Present:

Scott Wiggill	Mayor
Ricky Carlson	Council Member
Katherine Hunter	Council Member
Nakisha Rigley	Council Member
Nancy Smalling	Council Member

City Employees Present:

Brett Jamison	Police Chief
Jason Monroe	Public Works Director
Recorder Supp	Recorder

Excused:

Hope Thompson	Council Member
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Others Present:

Robert F. Smalling	Sunset
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The regular session was called to order at 6:34 p.m. by Mayor Wiggill.

Council Member Rigley gave a prayer/inspirational thought and led the Pledge of Allegiance.

Public Comments: There were none.

PUBLIC HEARING: Council Member Smalling made a motion to go into a Public Hearing and Council Member Carlson seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Rigley and Smalling voting yes.

E. To Solicit Input from Sunset City Residents to Amend 10-5A-7: Chickens in Single-Family Residential Zones; Ownership and Maintenance: Council Member Hunter stated support for fewer restrictions on residents and commented positively about chickens, noting that people took good care of them and enjoyed having them as part of her family.

Regular Meeting

1. **Consider and Approve Amendments to 10-5A-7: Chickens in Single-Family Residential Zones; Ownership and Maintenance:** Council Member Carlson reviewed the proposed amendments to the chicken ordinance. The proposed changes included reducing the minimum lot size requirement from 8,000 square feet to 6,000 square feet, allowing more hens on larger lots with a maximum of up to 15 depending on lot size, reducing the setback requirement from neighboring homes to 25 feet, increasing the maximum enclosure size to 200 square feet, increasing the maximum coop height to 10 feet, and adding more detailed standards related to coop size, construction, enclosure

requirements, and cultural requirements. Mayor Wiggill asked if there were any questions or concerns regarding the proposed amendments. There were none.

Council Member Rigley made a motion to approve Ordinance 2026-01 amending 10-5A-7 Chickens in Single Family Residential Zones; Ownership and Maintenance and Council Member Carlson seconded the motion. The motion passed with a roll call vote with Council Members Carlson, Hunter, Rigley and Smalling voting yes.

Mayor Wiggill expressed appreciation for the changes, stating that the amendments would provide residents with greater opportunities to enjoy the things they valued.

2. **Consider and Approve Amendment to Planning Commission Bylaws, Page 4 from Third to Second:** Council Member Rigley stated that the amendment appeared to be only a date or day change and indicated no concerns with the adjustment. Recorder Supp confirmed that the amendment was to change the date from the third Thursday of the month to the second Thursday of the month. Mayor Wiggill asked if there were any additional questions or concerns. There were none.

Council Member Hunter made a motion to approve the Planning Commission's Bylaws and Council Member Smalling seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Rigley and Smalling voting yes.

Mayor Wiggill thanked the Council for approving the amendments and recognized the Planning Commission for its work on both the bylaw amendment and the chicken ordinance revisions.

3. **Mayor, Council and Department Head Reports:** Council Member Hunter reported that the senior committee had been working on organizing events and building a committee structure to relieve pressure from a single organizer. She also discussed efforts to improve communication and outreach regarding senior events in order to strengthen the senior community in Sunset. Additionally, Council Member Hunter stated that research was being done on possible park and playground improvements and shared that conversations had taken place with a Clearfield City Council Member regarding beautification projects, including murals and public art. Council Member Hunter stated that these discussions could help provide ideas for long-term beautification projects within Sunset City.

Council Member Rigley reported attending a Wasatch Integrated board meeting and discussed a recent board retreat that newer members attended to become more familiar with operations and personnel. Council Member Rigley also reported that discussions were taking place regarding the possibility of providing additional green waste cans to residents through the Solid Waste Infrastructure for Recycling (SWIFR) grant program. She stated that more information would be provided following the next meeting in May. Council Member Carlson questioned if Layton City still planned on leaving the district. Council Member Rigley informed the Council the new Director at Wasatch Integrated has mended the relationship and Layton is no longer leaving.

Council Member Rigley also reported that preparations for Fun Days were underway. A Facebook flyer had been created and included in the City newsletter, and updates had been made to the JotForm vendor signup process. Council Member Rigley stated that vendor information would soon be distributed and that preparations for the event were progressing well.

Council Member Smalling reported on efforts related to financing options for a new building project for the Mosquito Abatement District. She explained that a group called Flag Star had presented favorable options and was interested in expanding similar services within Utah. Council Member Smalling also discussed the Mosquito Abatement's services and noted that residents could request spraying for special events such as birthday parties at no additional cost. She further shared information about educational outreach efforts involving elementary schools, where approximately 4,300 students participated in activities involving caterpillars transforming into butterflies. Home-schooled students were also being offered opportunities to participate in the educational program. Council Member Smalling further stated that the District were working diligently to remain proactive and stay ahead of potential issues this summer.

Council Member Carlson reported that the Planning Commission had been working steadily on zoning matters regarding group homes and that completed work was currently under review with the City Attorney. Regarding the Fire District's budget, Council Member Carlson stated that the Budget Committee had been making good progress and anticipated needing approximately \$30,000 from the General Fund to balance the budget while still accommodating a new Emergency Preparedness Director position and three additional firefighters.

Director Monroe reported that Public Works projects were moving forward, including 12 water patches in two months, sweeping and installation of a new water line for sprinklers at Central Park after Sunset Jr. High school removed the upper ball field area. Director Monroe also discussed upcoming installation of lighting poles at South Park for the pickleball courts. Council Member Hunter asked if the pickleball courts were completed yet. Director Monroe stated they were not.

Police Chief Jameson reported tomorrow he will be holding interviews for Sgt. Baca's position. He currently has 7 interviewees on the docket. Council Member Hunter asked whether the department was interviewing more experienced applicants or fresh from the academy. Chief Jamison stated he is interviewing both experienced and non-experienced officers.

Council Member Smalling commented on cleanup efforts occurring on the corner lot near 475 W and 2300 N and thanked Chief Jamison for helping in getting it cleaned up. She asked about the property ownership.

Mayor Wiggill explained that the property had been acquired by a different developer who intended to proceed with the original plan, which eliminated the need to return through the Planning Commission for significant adjustments. He stated that cleanup efforts had already significantly improved the appearance of the property.

Recorder Supp reported that Utility Billing Clerk Weatherston would be out of the office until the 30th due to surgery. Recorder Supp also stated that staff had been heavily involved in Fun Days preparations, including creating flyers and promotional materials.

Mayor Wiggill provided an update on the pickleball courts and stated that Public Works staff would soon begin installing anchors for the lighting system, which had already been delivered. He anticipated that installation of the netting and fencing would also occur within the next few weeks and expressed optimism that the courts would soon be completed.

Mayor Wiggill also thanked members of the 250 Committee and announced an upcoming meeting to discuss plans for the nation's 250th anniversary celebration and Sunset City's participation in those events. He invited members of the public to attend and participate in planning efforts.

Mayor Wiggill then thanked Recorder Supp, Director Monroe, and Chief Jameson for their extensive work on the City budget process. Mayor Wiggill acknowledged the work and expressed appreciation for staff efforts in preparing the budget for review.

Council Member Smalling stated that she plans to incorporate the America250 celebration into the Veterans Program to celebrate all military branches collectively as part of future activities and mentioned efforts to gather military uniforms from different eras for displays or presentations.

Council Member Rigley made a motion to move into a Work Session and Council Member Hunter seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Rigley and Smalling voting yes.

WORK SESSION (7:10pm)

- 1. Discuss Fiscal Year 2026 Budget Amendments:** Recorder Supp then opened the budget work session and began reviewing the proposed budget documents for FY2026. Recorder Supp explained adjustments made to General Fund revenues, including increases to building permits, plan check fees, state surcharges, excavation permits, and returned check charges based on current trends and actual revenues received.

Recorder Supp reviewed adjustments to Mayor and Council budgets, including reductions to training and public notice expenses due to decreased newspaper advertising requirements and increased reliance on online and public posting requirements.

Court-related budget adjustments were also reviewed, including reductions to book subscriptions, memberships, and training expenses. Court Supervisor Rodriguez explained that the Judge preferred to maintain updated judicial order books and related materials.

Recorder Supp reviewed Administration budgets and explained adjustments to insurance costs due to staffing and benefit changes. Training expenses were also discussed, including the impact of Caselle training and ongoing recorder and treasurer training requirements. Recorder Supp stated that planning for future staff transitions and training would be important, especially considering upcoming retirement timelines and the need for adequate overlap training periods for future employees.

Recorder Supp also discussed increases to the Building Inspector budget due to continued development activity within Sunset City.

Discussion then turned to City donation allocations. Recorder Supp explained that the city currently budgeted donations for organizations including Sunset Junior High School Red Ribbon Week, Northridge High School's all-night graduation party, the Military Affairs Committee, Hill Air Force Base Air Show activities, and Illumination. Recorder Supp stated that Clearfield High School had requested a donation and asked the Council whether adjustments should be made to include the request. Council discussion followed regarding the appropriateness of supporting organizations connected to Sunset residents and the Council agreed to donate to Clearfield High School.

Recorder Supp then reviewed additional budget categories, including Police, Streets, Buildings and Grounds, City Shops, Parks, and Recreation. The General fund balance would be 23.76% of the State Statute leaving \$541,637 the forwarding fund balance for the new year. Recorder Supp went over the Utilities Revenue and Water, Sewer, Garbage, Stormwater expenses. Noting the adjustments related to wages, engineering costs, contract cleaning, water purchases, and repair and maintenance costs.

In the Utility fund Director Monroe discussed future water rate concerns and explained that Sunset City was required to purchase a minimum amount of water annually regardless of usage. Director Monroe stated that while conservation remained important, future rate increases might be necessary to account for increasing water costs and contractual obligations. Council Member Carlson noted the challenges associated with encouraging conservation while also maintaining necessary utility revenues.

For the special funds: Emergency Preparedness, Liquor Control, DARE, Youth Council, Retirement, and Class C Recorder Supp went over the revenues and expenditures.

The Public Works Capital Project fund showed the revenues over expenditures at \$381,260. Leaving the fund balance at \$2,049,968.

Recorder Supp concluded the budget presentation by reviewing fund balance percentages and overall revenue and expenditure totals for both the General Fund and Utility Funds. Additional discussion followed regarding future budget projections and capital project transfers.

- 2. Discuss Fiscal Year 2027 Budget Requests:** Recorder Supp opened the budget work session and reviewed the proposed FY2027 budget documents with the Council.

The first item for discussion was for the COLA increase for Mayor and Council suggested by Council Member Hunter. She clarified the increase was directed more for the Mayor than the Council considering the additional work a Mayor has to put in at the City. The increase for the wage account would be \$1,015 and FICA would be \$80. Council Members Carlson, Hunter and Rigley agreed the amount was not too extenuating and wanted to see the increase. Council Member Smalling did not want to see the increase.

Recorder Supp then continued the budget review and stated that no changes had been made to the Court budget since the previous request.

Recorder Supp explained that no changes had been made to the Prosecution and Defense budgets beyond those previously discussed, aside from the \$650,000 transfer from Public Works Capital Projects fund to the General fund and a few minor adjustments already addressed in earlier meetings.

Recorder Supp stated that no additional changes had been made within the Administrative office, Planning and Zoning, or Building Inspection budgets.

Within the Police department budget, Recorder Supp explained that the only new change was the addition of \$5,000 to capital outlay for a more suitable desk and office setup for the Police Secretary, who was currently using older cubicle furniture from the previous City Hall building. Recorder Supp clarified that the adjustment would provide an upgraded workspace and replacement chairs.

Recorder Supp then reviewed the Streets budget and explained that wage accounts had increased due to a 4% adjustment related to storm water compliance responsibilities.

Director Monroe clarified that the adjustment was related to assigning an existing employee additional storm water administrative and compliance responsibilities. Director Monroe explained that the employee would be evaluated again after six months and that the budget reflected the full projected increase even though part of the raise would not take effect until after the evaluation period. Director Monroe further stated that younger employees within the department were continuing to develop professionally and take on additional responsibilities.

Recorder Supp noted that there had been no changes within the Buildings and Grounds or City Shops budgets since the prior review. Recorder Supp also clarified that the increase was formally identified within the budget as “storm water compliance rate increases.”

Recorder Supp reported that the General Fund balance would remain at approximately 12.9% even with the transfer adjustments included.

Recorder Supp moved into the Utility budget review and stated that no additional changes had occurred within the Mayor and Council utility budgets.

Recorder Supp explained the City’s vacation cash-out policy within the administration budget. She stated that employees with fewer years of service were generally allowed to cash out up to 20 hours of vacation time, while certain long-term employees, including Brett, Bruce, and Chrissy, qualified for larger cash-out amounts due to years of service. Recorder Supp clarified that the vacation cash-out budget line included all City employees and the amount each employee was eligible to receive.

Recorder Supp stated that no changes had been made within the Non-Departmental accounts.

Recorder Supp then reviewed wage-related increases within the Water, Sewer, Buildings and Grounds, City Shops, and Stormwater budgets, explaining that wage adjustments were the only changes made in those areas.

Recorder Supp returned to the Stormwater budget discussion and confirmed that no changes had occurred other than the wage adjustments previously discussed.

Director Monroe stated that if additional funding became necessary for the CDBG fund later in the fiscal year, staff would return to the Council with updated information. He explained that recent expenditures related to storm water compliance had significantly increased over the previous two months and that the current estimates reflected the department's best projections moving forward. Director Monroe stated confidence that assigning existing employees additional compliance responsibilities would remain more cost-effective than hiring outside engineering services.

Recorder Supp clarified that the Council had decided not to raise storm water rates and instead chose to promote employees internally to oversee the compliance program.

Director Monroe explained that the previously discussed \$2.75 increase estimate had been conservative and that contracting with outside engineers could have increased costs substantially higher, potentially by five or six times more. Director Monroe stated that delaying larger rate increases for another year would allow the City to better understand the long-term needs of the compliance program before making significant financial changes. Council Member Rigley acknowledged the explanation and agreed with the approach.

Recorder Supp then moved into the Dispatch fund review and corrected a labeling issue within the budget document after discussion with the Council. Recorder Supp noted that dispatch fees would increase the water bill amount to \$103.90, reflecting a \$4 increase for dispatch services.

Recorder Supp reviewed the Emergency Preparedness budget and stated that the requested \$2,500 adjustment had been included. Recorder Supp also noted that the Liquor Control budget remained unchanged and that the DARE fund had been zeroed out in the template and would be corrected as needed.

Recorder Supp asked Council Member Rigley whether the budget numbers discussed during the April 15th meeting were acceptable. She confirmed agreement with the proposed figures.

Recorder Supp reported that no Miscellaneous grants were currently included and then reviewed Retirement budget adjustments. She explained that the City was preparing for future insurance obligations related to the Utility Billing Clerk's upcoming retirement and stated that the City typically paid up to 18 months of insurance benefits or allowed employees to cash out an amount of accrued sick leave toward after retirement. Recorder Supp noted that a prior insurance expense had likely reflected payments made for the prior Treasurer's retirement benefits.

Recorder Supp stated that no further changes had been made to the remaining accounts and noted that in the Local County Option Highway budget item had been lowered because the Council had already approved a vehicle purchase during the current budget year.

Recorder Supp reviewed the Public Works Capital Project fund and explained that the transfer to the General Fund would leave a projected balance of approximately \$1,076,873.

Recorder Supp then summarized the General Fund totals, reporting projected revenues of \$3,294,685 and expenditures of \$3,349,992, leaving projected revenues under expenditures by approximately \$55,237. Recorder Supp explained that several budget increases had been incorporated and acknowledged that some wage calculations may still require adjustment.

Recorder Supp clarified that the transfer amount reflected the full projected amount discussed by the Council.

Recorder Supp reviewed the total combined funds for all City accounts, reporting projected revenues of \$6,534,820 and expenditures of \$8,147,127, leaving a projected deficit of approximately \$1,612,307. Recorder Supp explained that much of the deficit reflected planned use of existing reserves rather than unanticipated overspending.

Recorder Supp asked the Council whether there were any additional discussions regarding the tentative budget and noted that the Council appeared comfortable moving forward with the proposed figures.

Council Member Hunter stated that the General Fund often initially appeared to operate at a deficit early in the budget process and explained that final figures would not be known until after the close of the fiscal year and completion of the annual audit.

Director Monroe agreed and explained that audits often revealed adjustments and reimbursements that improved final balances. Director Monroe also noted that rising fuel costs and inflationary pressures continued to impact City operations and stated that the City constantly worked to stay ahead of increasing operational expenses.

Mayor Wiggill discussed the long-term financial challenges facing the City and stated that reducing services or delaying equipment replacement might temporarily balance budgets but often resulted in significantly larger expenses later when vehicles or infrastructure failed. He emphasized the importance of proactive budgeting and maintaining City equipment and services before major failures occurred.

Mayor Wiggill further explained that while the City had historically tried to avoid increasing taxes or fees due to concerns about residents on fixed incomes, the cost of doing business had steadily increased for all departments over many years. Mayor Wiggill stated that the City needed to remain fair both to residents and to the long-term financial stability of City operations. Mayor Wiggill referenced research indicating that the median age of Sunset residents may not be as high as previously believed and stated that reasonable adjustments to fees and taxes might ultimately prevent much larger increases in the future.

Mayor Wiggill stated that the current budget could be made to work but warned that delaying necessary adjustments could eventually require much larger increases later. He explained that smaller annual increases would likely be less burdensome than major increases after years of postponement.

Council Member Smalling commented positively regarding the City's efforts and overall management despite ongoing financial pressures.

Recorder Supp asked for final clarification from the Council and confirmed that the budget presented would serve as the tentative budget for approval at the next meeting. Recorder Supp expressed relief that the tentative budget appeared acceptable to the Council, noting that tentative budgets had previously been rejected during public hearings after significant preparation work had already been completed. She explained that many formulas and calculations were built into the budget documents to assist with projections and financial

Sunset City Corporation
City Council Minutes
April 21, 2026
Page 9 of 9

planning. Recorder Supp concluded by reminding the Council that even after adoption of the tentative budget, another budget meeting would still occur and additional changes could still be made before final approval.

Council Member Hunter made a motion to move out of a Work Session and Council Member Rigely seconded the motion. Council Member Carlson made a motion to adjourn and Council Member Smalling seconded the motion. The motion passed unanimously with Council Members Carlson, Hunter, Rigley, Smalling and Thompson voting yes.

The Regular meeting adjourned at 8:13 p.m.

Approved – June 2, 2026

Scott Wiggill, Mayor

Nicole Supp, Recorder