

**NORTH OGDEN CITY COUNCIL
WORK SESSION MINUTES**

September 1, 2026

The North Ogden City Council convened on September 1, 2026, at 6:00 p.m. at the North Ogden City Public Safety Building at 515 East 2600 North. Notice of time, place, and agenda of the meeting was posted on the bulletin board at the municipal office and posted to the Utah Public Notice Website on August 27, 2026. Notice of the annual meeting schedule was posted on the bulletin board at the municipal office and posted to the Utah Public Notice Website on December 10, 2025.

Note: The timestamps indicated in blue correspond with the recording of this meeting, which can be located on YouTube: <https://www.youtube.com/channel/UCriqbePBxTucXEzRr6fclhQ/videos> or by requesting a copy of the audio file from the North Ogden City Recorder.

CITY COUNCIL MEMBERS PRESENT:

Ryan Barker	Mayor (Zoom)
Tera Carney	Council Member
Jay D Dalpiaz	Council Member
Chris Pulver	Council Member
Christina Watson	Council Member
Steven Nabor	Council Member

STAFF PRESENT:

Jon Call	City Manager/Attorney
Rian-Paige Strand	City Recorder
David Espinoza	Public Works Director/Assistant City Manager
Scott Hess	Community and Economic Development Director
Timm Dixon	City Engineer
Brian Eynon	Chief of Police
Peter Brown	Finance Director

VISITORS:

Kevin Burns

Susan Clements

Susan Kilborn

0:00:00 Mayor Pro Tem Dalpías called the meeting to order at 6:00 p.m. Council Member Watson shared a quote from Susan B. Anthony regarding the courage required to bring about meaningful reform. Council Member Watson reflected on the Council's shared responsibility to help the City develop and grow, noting that although conflicts and differing opinions may arise, it is important to follow what is right and consider the long-term best interests of the City. Council Member Watson then led the audience in the Pledge of Allegiance.

CONSENT AGENDA

1. CONFLICT OF INTEREST DISCLOSURE

0:02:09 No conflicts of interest were disclosed.

ACTIVE AGENDA

2. PUBLIC COMMENTS

No public comments were made.

3. CHERRY DAYS METRICS DEBRIEF

Presentation and review of 2026 Cherry Days Celebration metrics, outcomes, community feedback, and recommendations for future events.

0:03:38 City Recorder Rian-Paige Strand presented a 2026 Cherry Days after-action review, including attendance, parade and vendor feedback, volunteer participation, public safety, staffing, preliminary finances, and recommendations for 2027. Discussion focused on retaining the strongest July 4 events, improving vendor selection and event coordination, reconsidering the Luau due to declining attendance and cost, and reducing the overall burden on staff. Council also discussed the successful rodeo, possible additional family activities, moving the Car Show to Night Out Against Crime, and potentially condensing Cherry Days into fewer primary days.

Council discussed scheduling challenges for 2027 because July 4 falls on a Sunday and considered different options for the parade, market, fireworks, and other events. No final decisions were made. Mayor Barker requested that Cherry Days return to Council in November so Council can provide formal direction before 2027 planning begins.

See Attachment A: Cherry Days Debrief

4. **OPEN PUBLIC MEETINGS TRAINING**

Annual training regarding Utah Open And Public Meetings Act requirements and discussion of meeting procedures, including Robert's Rules Of Order, agenda practices, and public comments.

0:55:20 City Manager/Attorney Jon Call provided the annual Open and Public Meetings Act training. Jon reviewed public bodies, meetings, quorums, electronic communications, public deliberation, site visits, interactions with residents and applicants, conflicts of interest, disclosure, recusal, and GRAMA considerations. He emphasized that Council Members may gather information and communicate with residents and applicants but should avoid deliberating with a quorum outside a public meeting, committing to a position before Council action, or attempting to build consensus privately. Council discussed emails, site visits, developer communications, ex parte contacts, conflicts of interest, and abstentions. Jon emphasized transparency, disclosure of significant communications or potential conflicts, maintaining an open mind until the public meeting, and conducting the public's business openly.

1:24:37 City Recorder Rian-Paige Strand presented practical recommendations for improving Council meeting efficiency and clarity. Rian encouraged Council Members to review agenda packets and direct factual or technical questions to staff before meetings while reserving policy deliberation for the public meeting. She also reviewed best practices for clear motions and discussed the Mayor's role in managing discussion and keeping meetings focused.

Rian presented proposed revisions to the public agenda and Mayor/Council shell, including plain-language agenda descriptions, target start times, clearer motion guidance, and simplified public comment procedures. Council discussed whether to retain one or two general public comment periods, whether to reduce comments from five minutes to three minutes, and how Council responses should be handled. Council Member Watson supported one three-minute comment period with a separate Council response period, while Council Member Dalpiaz supported retaining a second comment period. Council generally supported clearer procedures and target start times as planning tools. No changes were adopted. Staff will provide the current City Council Rules and Procedures and bring proposed revisions back to Council for future consideration and formal action.

1:43:08 CED Director Scott Hess continued the training with a discussion of balancing long-term vision, policy, and implementation. Scott encouraged the Council to evaluate decisions against the City's General Plan and other adopted plans and to consider how individual decisions may shape North Ogden over several decades.

He discussed the use of development agreements and suggested that recurring development issues may be better addressed through clear, consistent zoning standards rather than repeated project-specific agreements.

Scott also discussed site visits, enforceable ordinances, the distinction between administrative and legislative land use decisions, and the need to periodically update the City Code and General Plan. Council discussed opportunities to streamline land use review and reduce staff and Planning Commission workload while maintaining transparency. Scott emphasized that the Council's role is to establish the City's vision and policies and staff's role is to consistently implement those policies.

See Attachment B: Open Public Meeting Act Training and Handouts

5. PUBLIC COMMENTS

2:27:50 Kevin Burns, North Ogden resident, commented on the Cherry Days presentation and suggested that the Council consider staff time when evaluating the overall cost of the celebration. Kevin estimated that staff time could represent a significant additional cost and supported holding the primary 2027 activities on Saturday.

Kevin complimented staff on the Open and Public Meetings Act training and stated that the discussion was thorough and productive. He also suggested that the Council consider allowing public comment following individual presentations during work sessions, as had been done in the past.

6. MAYOR/COUNCIL/STAFF COMMENTS

2:31:04 Public Works Director/Assistant City Manager Dave Espinoza informed the Council that temporary traffic-counting devices are being installed at various locations throughout the City as part of a long-term traffic study.

Dave explained that the devices collect traffic counts only and do not record images. Council Member Nabor suggested providing public information about the devices, and Dave stated that staff would consider posting an explanation.

Council Member Pulver asked for an update on the 3100 North construction project. Dave reported that the current paving timeframe had not changed, although weather, utility work, signal installation, and coordination among multiple contractors could affect the schedule. Dave thanked residents for their patience during construction.

8. ATTACHMENTS

Attachment A: Cherry Days Debrief

Attachment B: Open Public Meeting Act Training and Handouts


Ryan M. Barker, Mayor


Rian-Paige Strand
City Recorder




Date Approved



CHERRY DAYS 2026 METRICS DEBRIEF

Participation • Operations • Financials • 2027 Planning

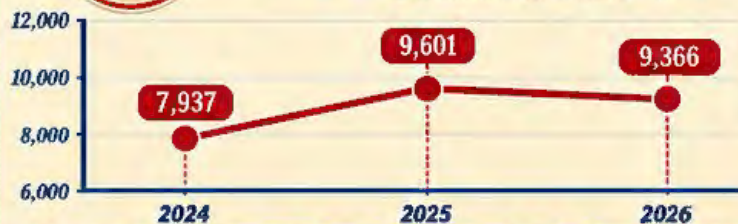


ATTENDANCE & EVENT PERFORMANCE



BIG PARADE

Direct event count



-2.4% vs. 2025
+18.0% vs. 2024

Direct Placer.ai event counts.

Attendance remained strong and essentially level with 2025 while still above 2024.



LUAU

Direct event count



-5.9% vs. 2025
-40.7% vs. 2024

Direct Placer.ai event counts.

Attendance continued its three-year decline; reevaluate the annual format.



MARKET IN THE PARK / JULY 4 PARK ACTIVITY

Shared visitation/activity



+5.1% vs. 2025

Shared visitation measure.
Not a single-event count.

July 4 North Ogden Park visitation increased; count includes the Market and other park activity.



CONCERT & FIREWORKS

Shared visitation/activity



-29.6% vs. 2025

Shared visitation measure.
Not a single-event count.

Event-day visitation declined; 2026 also shifted from July 5 to July 4.

Measured visitation was strongest among the July 4 anchors: the Big Parade remained stable and July 4 North Ogden Park activity increased, while Luau attendance and Barker Park evening visitation declined.

BIG PARADE

City Council Debrief

★ ★ **85** PARADE
ENTRIES ★ ★

★ ★ **APPROX.**
9,400 ATTENDEES ★ ★

★ BIGGEST OVERALL THEMES ★



★ **LOCAL
BUSINESSES** ★



★ **LOCAL
SCHOOL GROUPS** ★



★ **COMMUNITY
ORGANIZATIONS** ★

★ TYPES OF PARADE ENTRIES / GROUPS ★

- ★ Patriotic and military groups
- ★ Elected officials, civic groups, and community organizations
- ★ Youth and school organizations
- ★ School bands, choirs, cheer, and performing-arts groups

- ★ Sports and recreational teams
- ★ Churches and faith-based organizations
- ★ Political organizations and candidates
- ★ Local businesses and corporate sponsors

- ★ Professional, medical and wellness organizations
- ★ Restaurants, food, and retail businesses
- ★ Construction and home-service businesses
- ★ Automotive, antique-car and specialty-vehicle entries

- ★ Equestrian/horse-related entries
- ★ Entertainment and theatrical organizations
- ★ Family and individual entries
- ★ Community event/celebration entries

★ COMPARISON TO PRIOR YEARS ★

★ **2026** ★

85 parade entries | approx. 9,400 attendees

★ **2025** ★

79 parade entries | approx. 9,600 attendees

★ **2024** ★

approx. 8,000 attendees

★ KEY TAKEAWAY ★

Strong flagship event — attendance remained near 2025 levels while parade participation grew; retain the successful format and improve staging space for large groups in 2027.

★ PARADE ENTRY FEEDBACK ★

City Council Debrief



Final survey responses: **7**

Small sample - directional feedback



100%

RECEIVED ENOUGH
PRE-PARADE INFO

★ 7/7 ★



100%

OFFICIAL INSTRUCTIONS
WERE CLEAR

★ 7/7 ★



100%

SAFETY PROCEDURES
WERE CLEAR

★ 7/7 ★



7/7

POSITIVE PARADE-DAY
COMMENTS

ORGANIZED • FUN • CROWD

★ ★

★ TOP SUGGESTIONS ★



KEEP PARADE
ON JULY 4



Email instead of
pre-parade meeting



Easier driver
changes +
faster answers



Review length, capacity
+ route spacing



Entries strongly praised organization, communication and community turnout.
2027 improvements are mostly process and route details - not a redesign of the parade.





CHILDREN'S PARADE

★ City Council Debrief ★



★ **300** ★
BAGS PREPARED



★ **42** ★
REMAINING



★ **≈ 258** ★
PARTICIPANTS

★ WHAT WORKED ★



★ Families responded positively



★ Giveaway bags were a hit

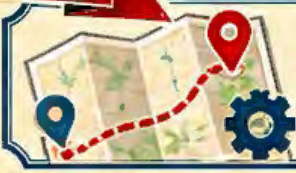
★ 2027 IMPROVEMENTS ★



★ One helper at the start



★ One helper at the finish



★ Review Kirt's bottleneck / route configuration



★ KEY TAKEAWAY ★

Keep the event and use the same counting method every year so we finally get a trend.



VENDOR PROGRAM & FOOD TRUCKS

City Council Debrief



44

UNIQUE BUSINESSES



65

TOTAL PLACEMENTS



22

FOOD-TRUCK PLACEMENTS



43

BOOTH PLACEMENTS

★ ★ EVENT BREAKDOWN ★ ★



Car Show/
Kids Market

13



Lauu

9



Market
in the Park

34



Concert /
Fireworks

9

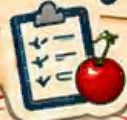
 Unique businesses and total placements must stay separate because some vendors participated more than once.

★ KEY TAKEAWAY ★

Market in the Park was the major vendor event; unique businesses and placements should be tracked separately because vendors can participate more than once.

VENDOR FEEDBACK

City Council Debrief



Final survey responses: **13**



100%

**FAVORABLE
OVERALL EXPERIENCE**

★ 13/13 ★



100%

**WOULD PARTICIPATE
AGAIN**

★ 13/13 ★



84.6%

**SAID EVENTS WERE
WELL OR VERY WELL ATTENDED**

★ 11/13 ★



75%

**FAVORABLE VENDOR /
ACTIVITY MIX**

★ 9/12 ★

★ TOP SUGGESTIONS ★



Reduce duplicate
food/product types



Improve parking /
* setup access



Add family
activity



Finalize placement
earlier



The vendor program was strongly liked; 2027 work should focus on vendor mix and logistics rather than reinventing the program.



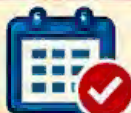
VOLUNTEER PROGRAM

City Council Debrief



27

VOLUNTEERS
SCHEDULED



65

TOTAL
ASSIGNMENTS



22

VOLUNTEERS WITH
DOCUMENTED CHECK-IN

At least one documented
check-in • 81%



130

POOL PASSES
ALLOCATED



102
CLAIMED



28
UNCLAIMED



6 volunteers • 22%
of 130 allocated passes



27

SHIRTS

~\$324
estimated shirt cost



★ IMPORTANT NOTE ★

★ An unclaimed incentive does not prove someone failed to volunteer.

Some volunteers had documented check-ins but never collected pool passes.

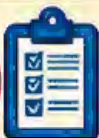


Pool-pass face value:

\$1,300

★ 2027 TRACKING PRIORITIES ★

1



ASSIGNMENT



2



ACTUAL
CHECK-IN



3



INCENTIVE
PICKUP

★ KEY TAKEAWAY ★

★ In 2027, track three separate things: assignment, actual check-in, and incentive pickup. ★

PUBLIC SAFETY

City Council Debrief



21

OFFICERS /
CSOs



54

ON-DUTY
HOURS

(low estimate)



134

OVERTIME
HOURS



1

ENFORCEMENT
INCIDENT



4

FOUND CHILDREN
REUNITED

all reunited with family
in under 3 minutes

★ IMPORTANT NOTE ★

On-duty hours are a low estimate.

★ KEY TAKEAWAY ★

Significant staffing supported a very low incident level and rapid reunification response.

CITY OPERATIONS

Public Works / Parks / Recreation

PUBLIC WORKS / PARKS



25

FT + 8
Seasonal



250

Barricades



6

Plow Trucks



5

ATVs



2

Golf Carts



ADDITIONAL EQUIPMENT

tractor, water truck and trailers

REPORTED SUPPORT WINDOWS

	Car Show	— 8 hrs
	Luau	— 7 hrs
	Rodeo	— 4.5 hrs
	Parade / Sunrise	— 9 hrs
	Market / Fireworks	— 9 hrs

Note: These are reported support windows, not multiplied staff-hours.

RECREATION



3

FT + 17
Seasonal



Skate Event
— 4 hrs



Flick n Float
— 3 hrs



5K
— 3 hrs

KEY TAKEAWAY

Cherry Days requires substantial behind-the-scenes City support; 2027 should standardize both staffing-hour and participation tracking.

FINANCE

Financial Overview

★ INCOME ★

\$79,600

★ EXPENSES ★

\$56,900

★ NET INCOME ★

\$22,700

★ INCOME BREAKDOWN ★

5K — \$8,800
Concessions — \$10,200
Donations — \$29,500
Interest — \$100
Transfer — \$31,000

Approx. \$700 additional interest expected through FY27

★ EXPENSE BREAKDOWN ★

General Cherry Days — \$11,400
5K — \$5,000
Luau — \$9,400
Concert and Fire — \$28,800
Vendor — \$100
Parade — \$2,200

★ Preliminary figures. Final amounts will not be finalized until the end of FY27 and completion of the audit. ★

2027 SUGGESTIONS & PLANS



★ KEEP ★

- ★  Big Parade
- ★  Children's Parade
- ★  Market
- ★  successful Information Booth concept



★ MODIFY / TEST ★

- ★  vendor mix
- ★  parade staging / route
- ★  volunteer tracking
- ★  Council Information Booth shifts
- ★  individual event measurement
- ★  evening programming / promotion



RECONSIDER / ROTATE

- ★  annual Luau format
- ★  consider alternate-year Luau or different headline entertainment
- ★  Staff after-action feedback suggested a different show or alternating the Luau.

★ 2027 planning priorities for Cherry Days ★

★ What should we retain, change, or test for Cherry Days 2027? ★

Open & Public Meetings Act

A practical framework for engaging residents, landowners, and developers in healthy ways — outside the council chamber, and inside the law.

Why This Training Matters

The Open and Public Meetings Act requires that members of a public body receive annual training on its requirements (§ 52-4-104). This session satisfies that requirement — and gives you a working framework for the everyday moments the statute doesn’t spell out line by line.



Public Trust

Residents deserve confidence that decisions are made in the open — not worked out in private hallway or driveway conversations.



Legal Exposure

Violations can void council action, trigger lawsuits, and carry personal liability — even a misdemeanor for knowing violations.



Better Decisions

Full, public deliberation surfaces more perspectives and produces more informed, more defensible outcomes.

What the Act Covers

SCOPE

Utah Code Title 52, Chapter 4

- Applies to “public bodies” — any administrative, advisory, executive, or legislative body of the state or a political subdivision, created by statute or ordinance, with two or more members.
- Covers city councils, planning commissions, boards of adjustment, and development review committees — basically any board that acts on the public’s behalf.
- Certain legislative committees, political parties, and school community councils are specifically exempt.

THE STATED GOAL

“The state, its agencies, and its political subdivisions must deliberate and take action openly.”

Utah Code § 52-4-102

Everything else in this training — notice, minutes, closed sessions, and how you talk to people outside the meeting — exists to serve this one goal.

Four Definitions Worth Memorizing

Public Body

A 2+ member administrative, advisory, executive, or legislative body created by statute or ordinance — your council qualifies.

Meeting

A convening of a public body, with a quorum present, to discuss, receive public comment on, or act upon a matter within its jurisdiction.

Quorum

Usually a majority of the body's members — though the number can also be set by statute or ordinance.

Convene

Happens when someone authorized to do so calls members together to discuss a matter the body has authority over.

Quorum + deliberation on city business = a meeting

— *regardless of where, when, or how it happens.*

- It doesn't have to be in person — phone, text, email, and social media all count.
- It doesn't have to be scheduled — a hallway conversation can trigger the same risk.
- It doesn't have to be intentional — “we didn't mean to decide anything” isn't a defense.

If a quorum ends up discussing or deciding city business outside a posted meeting, that's a violation risk — no matter how casual it felt in the moment.

What Isn't a "Meeting"



Chance or social gatherings of council members do NOT count as a meeting — as long as city business isn't discussed or decided as a body.

EXAMPLES THAT STAY SAFE

Running into each other at the grocery store

Sitting together at a wedding or funeral

Attending a conference, ribbon-cutting, or ballgame as private citizens



The Line Moves Fast

The moment city business substantively enters the conversation among a quorum — even at a purely social event — the protection disappears and it starts to look like a meeting.

Engaging with Residents in Healthy Ways

One-on-one conversations with individual residents are a normal, valuable part of representing your district. Here's how to keep them healthy and compliant.

1

Listen First

Take good notes. You don't have to commit to a position on the spot — and you shouldn't need to.

2

Don't Speak for the Council

Avoid saying "here's how the rest of us feel" — you likely don't know, and it can look like consensus-building.

3

Route to Staff

Send detailed technical or procedural questions to staff, who can give consistent, complete answers.

4

Bring It to the Meeting

Invite residents to speak at the public meeting so their input becomes part of the official record.

If a matter is scheduled for a hearing, be careful about signaling your vote before you've heard the full public record.

Engaging with Landowners & Developers

Pre-application conversations and informal site meetings are common and useful — but they draw extra scrutiny. A few guardrails:

1

Route technical questions to staff

Planning staff can give consistent, code-based answers — you don't have to (and shouldn't) act as the applicant's guide through the process.

2

Keep an open mind

Avoid promising or predicting a specific vote before the public hearing and full record are in front of you.

3

Disclose significant conversations

Mention notable meetings or site visits at the public meeting so the full council and public share the same picture.

4

Watch for conflicts of interest

Property, financial, or family ties may trigger disclosure or recusal duties under Utah's separate municipal ethics rules — flag them to the city attorney.

Never let a private conversation substitute for the public hearing process — it exists to protect the applicant's and the public's due process alike.

Site Visits Are Public Meetings

If a quorum of the council visits or tours a site together — a proposed development, a park, a trailhead — that IS a public meeting under the Act. Members of the public may attend.

THE ONE EXCEPTION

Minutes and a recording are NOT required for a site visit or tour — but only if no vote or action is taken.

PRACTICAL TIP

Want to walk a development site with colleagues? Either keep the group under a quorum, or treat it exactly like any other posted public meeting.

Do's & Don'ts

DO

- Meet one-on-one with residents and developers
- Take good notes on what you hear
- Send policy questions to the public meeting
- Disclose significant contacts publicly
- Ask the city attorney when you're unsure

DON'T

- Discuss pending items in reply-all threads or group texts
- Relay other members' positions to build consensus
- Take a "field trip" with a quorum without treating it as a meeting
- Promise a vote outcome in a private conversation
- Assume a private conversation will stay private

What's at Stake

1

Void Action

Courts can void non-public final action, on suit by the Attorney General, a county attorney, or a private citizen.

2

Court Review

Courts may independently review the legality of any closed meeting.

3

Attorney Fees

Attorney fees may be awarded against the public body for a violation.

4

Misdemeanor

Knowing or intentional violations are a Class B misdemeanor for the individual involved.

The goal isn't to make you afraid to talk to constituents — it's to know exactly where the line is, so you never have to worry.

The best meeting starts before 6:00 PM

Prepare the facts before the meeting so Council time is used for public discussion and decisions.

1

READ

Review the packet before you arrive.

2

ASK

Send factual or technical questions to staff early.

3

FLAG

Raise needed document or contract changes before the meeting when possible.

4

DELIBERATE

Policy discussion belongs in the public meeting — not through staff as a go-between.

5

READY

Know the decision, concern, or missing information you still need.

THE GOAL Prepare outside → deliberate openly → decide cleanly.

BEST PRACTICE: Get facts early. Keep Council deliberation public; avoid reply-all or serial discussion.

Can we tell exactly what Council approved?

A motion is the final decision — not the place to keep figuring the decision out.

BAD MOTION — STILL DECIDING

“I move to approve Ordinance 2026-25 with the changes we talked about, and have staff bring back the hillside part after Legal looks at it.”

WHAT'S WRONG?

Which changes?

Approved now?

What comes back?

GOOD MOTION — CLEAR DECISION

“I move to adopt Ordinance 2026-25 with Section 4 amended to require a 15-foot rear setback, and direct staff to bring the hillside provision back as a separate amendment after Legal review.”

SAME DECISION — MADE CLEAR:

The action, the exact change, and what comes back are all stated.

ACTION + EXACT CHANGE + CLEAR FOLLOW-UP

IF THE ANSWER IS STILL CHANGING, YOU'RE STILL DISCUSSING.

Mayor: “I think we are still deciding. Let’s finish the discussion first.”

The Mayor controls the process — not the outcome

A strong chair protects everyone's opportunity to speak while keeping the Council focused on the agenda and the decision.

THE CHAIR'S JOB

- 1 **FRAME** — State the item and what Council is deciding.
- 2 **PACE** — Use target times; notice when discussion starts circling.
- 3 **FOCUS** — Ask for new information and redirect side issues.
- 4 **CLOSE** — Restate, vote, announce the result, move on.

NEUTRAL PHRASES THAT WORK

- 1 **NEW?** "Does anyone have new information to add?"
- 2 **DECIDE?** "Are we ready for a motion?"
- 3 **FOLLOW-UP** "Let's capture that as a staff follow-up."
- 4 **TIME** "We're at our target time. What do we still need to decide?"

GIVE EVERYONE A FAIR CHANCE TO SPEAK — THEN REDIRECT REPETITION.

ULCT Rules of Meeting Procedure (David Church, 2017): the chair should pace the meeting, maintain order, restate motions, call the vote, announce the result, and move to the next business.

One roadmap — two purposes

Public agenda = clear roadmap. Mayor/Council shell = simple meeting script.

PUBLIC AGENDA

6:55 PM **4. PT Estates — Conditional Acceptance**

Council will consider starting the one-year warranty period for completed subdivision improvements.

Presenter: Dylan Hill, Public Works Inspector

Next target start: 7:05 PM

ACTION — Council may vote.

WHAT THE SHELL ADDS

- **Target times + Mayor cues**
- **One clean suggested motion**
- **Correct flow for action, discussion + hearings**

CONSENT + TIME

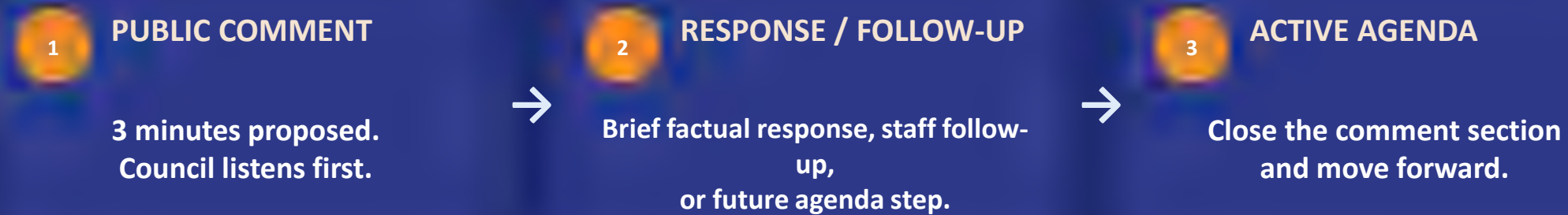
Routine + complete = one motion.
Pull only for real discussion/change.
9:15 = check. 9:30 = decide whether to extend or continue.

Shorter agenda instructions; full rules live in the adopted Rules of Procedure.

Built from the proposed North Ogden agenda + Mayor/Council shell.

One clear opportunity. One clear response point.

PROPOSAL: one general comment period → Response / Follow-Up → Active Agenda.



WHY I RECOMMEND IT

Less guessing. Less repeated back-and-forth. Required public hearings stay separate.

IF COUNCIL AGREES

Make the written rules match the training

Tonight = direction. Staff returns with the actual revised Rules of Procedure for adoption.

PREPARE

BEFORE THE MEETING

Read the packet. Ask factual questions early. Keep policy deliberation public.

CHAIR + MOTIONS

IN THE MEETING

Mayor paces and refocuses.
Finish discussion before the final motion.

CONSISTENT FLOW

AGENDA + RULES

Consent, public comment choice, vote method, target times — all written the same way.

COUNCIL DIRECTION TONIGHT → staff brings back the revised rules for formal adoption.

Authority: Utah Code §§10-3-506, 10-3-606; OPMA §52-4-202. ULCT model procedures are customizable.

Prepare. Decide. Chair.

That is the whole training.

1 PREPARE BEFORE THE DAIS

Read the packet.

Ask factual / technical questions early.

2 MOTION = THE FINAL DECISION

Discuss first. Then state one clean action.

3 MAYOR CONTROLS THE PROCESS

Fair chance to speak → refocus → decide → move on.

MAYOR'S THREE GO-TO LINES

1

NEW?

“Does anyone have new information?”

2

DECIDE?

“What do we still need to decide?”

3

MOTION?

“Are we ready for a motion?”

CONTROL THE PROCESS — NOT THE VIEWPOINT

10-20 MINUTE DISCUSSION

Balancing Policy, Vision, and Implementation

How Council decisions move from long-term vision to practical, enforceable rules.



Where are we going?



What rules support it?



How do we apply it?

A vision without a plan is just a wish.

Long-Term Vision vs. Short-Term Reaction

Decisions compound over time to shape the entire City's future development pattern.

1

Ask the horizon question

What are we trying to become over the next 10, 20, or 30 years?

2

Test against adopted plans

Does this decision support the General Plan, transportation plans, housing goals, and capital priorities?

3

Avoid temporary fixes

Are we solving today's issue in a way that creates a long-term problem?

**Council's role is not only to solve the issue in front of them.
It is to protect the future pattern of the City.**

Visit Development Sites – Boots On the Ground

Aerials and staff reports help. The ground tells you what the map cannot.



Look for physical context

Topography, drainage, access, sidewalks, trails, neighboring uses.



Observation is not deliberation

Avoid discussing pending decisions with a quorum outside a posted meeting.



UNEXPECTED CONDITION



Share the context

Disclose significant site visits or conversations at the public meeting.

Write Rules The City Can Enforce

The City can write nearly any standards. The better question is whether the rules can be administered consistently.

A good ordinance is:

- **Clear to applicants** They should know what “yes” requires.
- **Objective for staff** Different reviewers should reach the same result.
- **Defensible if challenged** Standards need a rational, documented basis.
- **Practical to inspect** If no one can measure it, enforcement gets weak.
- **Consistent with capacity** Do not adopt rules the city cannot maintain.

Can we administer this standard five years from now — with different staff, a different applicant, and a different Council?

DECISION TYPE

Administrative vs. Legislative Decisions

Different decisions give City Council, Planning Commission, or the Land Use Authority different levels of discretion.

ADMINISTRATIVE

Apply adopted rules

If the application meets the code, the City applies the code as written. This is not the time to rewrite policy or add preferences not found in adopted standards.

Examples: site plans, subdivisions, business licenses, building permits.

LEGISLATIVE

Set policy direction

Council has broad discretion to decide what policy best serves the community, subject to legal process and public hearing requirements.

Examples: rezones, code amendments, General Plan amendments, development agreements.

If the Council dislikes the outcome of an administrative approval, the ordinance must be amended for future decisions. “Letter of the law the day you apply”

Five Questions Before You Make Decisions

Use these questions to stay grounded, consistent, and defensible.

1

What type of decision is this?

Legislative Policy-making or Administrative code application?

2

What adopted plan or rule applies?

General Plan, City Code, DA, Capital Plan or Standards?

3

What is the long-term pattern?

What does this create if repeated?

4

What can we **actually* enforce?

Is the basis of decision clear and measurable?

5

What belongs in public deliberation?

Keep the record complete and shared openly.

→

What is the outcome?

Monitor how decisions shape the community

Council sets the vision. Staff administers the adopted rules.

From Policy Direction to City Action

A good discussion should end with a clear next step.

1

Separate direction from decision

Not every discussion ends in a vote, but staff needs to know what comes next.

2

Make direction implementable

Move from general concern to a draftable work item.

3

Use adopted policy consistently

Until policy changes, staff administers the code as written.

4

Tie policy to capacity

Every rule creates review, inspection, and enforcement work.



Avoid one-off policymaking

Use difficult projects to improve citywide standards, not create reactive exceptions.

Clear direction becomes an ordinance, standard, budget item, or future agenda item.

CLOSING SLIDE

Balancing Policy, Vision, and Implementation

Council's role is to set the vision and adopt the rules. Staff's role is to implement those rules consistently.

The best outcomes happen when policy direction is clear, enforceable, legally defensible, and connected to the City's long-term plans.