

OGDEN VALLEY CITY COUNCIL
MINUTES OF OGDEN VALLEY COUNCIL WORK SESSION MEETING
September 28, 2026, 2:00 p.m.

Name	Title	Status
Janet Wampler	Mayor	Present
Tia Shaw	Council Member	Present
Peggy Dooling-Baker	Council Member	Present
Kay Hoogland	Council Member	Present via Zoom
Chad Booth	Council Member	Present
Don Hickman	Council Member	Present
Sharon Robbins	Recorder	Present
Kathy Zindel	IT Director	Present
Corbin Gordon	City Attorney	Present via Zoom

1. Call to Order by Mayor Wampler at 2:03 p.m.

a. Roll Call – All Council Members were present.

b. Pledge of Allegiance was led by Mayor Wampler.

c. Moment of Silence was observed for approximately one minute.
of Silence

2. Review the Interlocal Agreement with Weber County Elections

Lauren Shafer from Weber County Elections has offered to come present to the City Council but was not available for today's meeting. She shared an Interlocal Agreement with Mayor Wampler that is standard with Cities. Legal has indicated it is OK. This agreement provides a flat rate billed per resident for elections support.

3. Reminder and Update on Switch from Zoom to Teams

This is the last week the City will be using Zoom for its meetings. There will be additional communications this week to residents about the switch.

4. Discussion on Business Licenses: Ordinance and Fee Schedules

Council member Shaw indicated there is a new draft ordinance and fee schedule posted in the meeting packet for City Council review. This is a simplified version of the ordinance. Sherrie Broadbent completed a study to develop a schedule to cover the cost of the business licenses.

Ron Gleason will work with Beacon Code to make checklists. Beacon Code has super user in City Inspect to get it set up and will ask IT to create a new landing page.

Sherrie Broadbent put together a list of tasks and fees to help people understand the time and cost needed. Weber County fee is \$150 for the business license and includes a land use fee. Ogden Valley fee will not include land use.

Mayor Wampler asked if the fire inspections have been worked out. She indicated the Fire District has moved fire inspections to the top of the list. Businesses will pay for fire inspections separately, with a link to pay.

Council member Dooling-Baker asked for an explanation of home occupation licenses. Ron Gleason indicated there are 4 types of licenses: day care, work out of home low impact, work out of home high impact, and administration fees.

5. Discussion on Critical Steps to Initiate Hiring Process

- a. Portfolio SOP 1-Pager – Due September 30
 - i. Status reports and Questions on Council Notebook Summaries

Mayor Wampler reminded City Council members the SOP 2-pages are due in two days.

Council member Hoogland indicated she used Madison Avile's template and simplified it.

Council member Dooling-Baker indicated she needed clarity on the Planning portfolio. She and Council member Booth have not completed tasks on Planning since the resolution that assigned the planning commission meeting agenda to the Mayor. There was confusion about additional tasks and responsibilities for this portfolio. There was discussion about what the additional tasks entailed for this portfolio.

- b. Update on City Administrator and Huntsville Town Interlocal Agreement

An Interlocal Agreement has been drafted between OVC and Huntsville to staff the City Administrator position. Huntsville will provide some critical services, such as payroll. The interlocal agreement is still under review with the City Attorney.

Council member Dooling-Baker asked how advice and consent would be handled. Her preference is to have additional City Council members on the screening committee. She personally would like to see the applications and chat with the nominees.

Council member Hoogland indicated that additional committee members review of applications and interviews would need to be limited due to privacy concerns. The full City Council

membership would be able to chat with the Mayor's nominee at a work session prior to advice and consent vote.

c. Staffing Update:

- i. Active: Public Works Posting

The application due date is October 7. There are several candidates that have applied.

- ii. Proposed: Community Development Director – discussion was tabled.
- iii. New: Administrative Assistant Proposal: PT employee? Volunteers? – discussion was tabled.
- iv. New: Office Counter Planner: Intern? Volunteer? PT employee? – discussion was tabled.

6. Discussion on Draft Resolution Intent to Create Special Service District

City Attorney Gordon is working on several documents to support creating a Special Service District, including a resolution regarding the intent to create the new special district, and resolution to create the special district. He suggested the resolution include utilities beyond sewer. This provides future flexibility instead of going through the entire process again.

Council member Hickman indicated the City will need to choose a name for this Special District. He indicated OVC is the body politic responsible for the Special District and can al be the Board of Directors or create a new Board of Directors.

7. General Plan Project - Discuss Stakeholder Groups

Council member Hickman showed a document that separated the resident engagement into different types to provide for good engagement. He indicated that on October 15-16 the Design Workshop staff will meet with each Council member and get tours of their district.

There will be a joint meeting with the Planning Commission to meet with the stakeholder groups and to nominate representatives to the City for each group. Council member Hickman indicated City Council members know key individuals to be involved that have the passion and commitment. He indicated the Council should brainstorm lists of residents, two people per district, that can provide good insights for each of the stakeholder groups.

8. Discussion of Engine Brake Signage on State Routes 39 and 158

This topic was tabled for discussion.

9. Council Comments

Council member Shaw indicated the cost for an A-frame sign for the office is less than \$200. She agreed to request it to be put on a work session agenda.

Council member Dooling-Baker stated the website is undergoing some updates. She stated there are a number of agritourism events in her district this week. She also indicated there is a tour of Port Ramp tomorrow and invites the Council members to attend.

Council member Hoogland stated the price of the League of Cities and Towns October conference will go up next week. She wants to check with the Finance Director to identify budget funds to attend.

She indicated there was a truck on Hwy 158 with a brake issue. The truck contained an uncovered load that spilled dirt on the road.

Council member Booth stated he is receiving complaints from residents about Eden Crossing. He indicated the Eden Balloon Festival was a good event.

Council member Hickman said he should be made aware of road issues. He has approved some striping, large stop signs and cross walks to improve the road by Snowcrest.

Mayor Wampler indicated the office may need to be closed on October 15, since the Design Workshop team will be hosting an event that day.

She stated she responded to a resident that had provided information about Peter Skene Ogden to the City Council.

She indicated that if residents are aware of their neighbors or others in the valley that receive the tax break without being residents, this information should be sent to the county assessor office.

She restated the Public Works position will not accept applications after October 7th.

She informed the Council there is a FLOCK meeting at the Sheriff's office and that she provided a slide deck from the Utah Dept of Agriculture and Food about a webinar for Agtourism.

10. Closed Meeting (As needed for any purpose as allowed in UCA 52-4-25).

No closed meeting was requested.

11. Adjournment

Council member Hickman moved to adjourn the meeting. Council member Shaw seconded the motion. All members voted aye. The meeting adjourned at 4:27pm.

The September 28, 2026 work session minutes were Approved by the Ogden Valley City Council on the 6th Day of October, 2026.

Signature: *Sharon Robbins*

Printed Name: Sharon Robbins