



MEETING NOTICE AND AGENDA AMENDED

Notice is hereby given that the Kaysville City Council will hold a regular council meeting on **Thursday, October 15, 2026**, starting at 7:00 PM in the **Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT**. The meeting will be streamed live on YouTube, and the link to the meeting will be posted on www.KaysvilleLive.com.

Public comments during the meeting will be accepted only during Action Items, public hearings, and the Call to the Public portion of the meeting. The number of speakers for each item will be limited, and each speaker will be limited to three (3) minutes. **Individuals wishing to speak must sign up in person before the meeting begins.**

Comments may also be submitted to the City Council via email at publiccomment@kaysville.gov; however, emailed comments will not be read aloud during the meeting.

CITY COUNCIL Q&A – 6:30 PM

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

CITY COUNCIL MEETING – 7:00 PM

The agenda shall be as follows:

- 1) OPENING
 - a) Presented by Council Member Joshua McBride
- 2) CALL TO THE PUBLIC (3 MINUTE LIMIT; MUST SIGN UP IN PERSON BEFORE THE MEETING BEGINS)
- 3) PRESENTATIONS AND AWARDS
 - a) Kaysville Power Annual Report - Brian Johnson, Director
- 4) DECLARATION OF ANY CONFLICTS OF INTEREST
- 5) CONSENT ITEMS
 - a) Approval of Minutes from the September 17, 2026 Council Meeting
 - b) Approval of Minutes from the October 1, 2026 Council Meeting
 - c) A Resolution Authorizing Users to Access the Utah State Treasurer's Public Investment Fund Accounts
 - d) Acceptance of UDOT Grant Funds for the Mutton Hollow Roadway Improvements
- 6) ACTION ITEMS
 - a) Approval of an Ordinance Amending the Parking Citation Appeals Process and a Resolution Amending the Fiscal Year 2027 Consolidated Fee Schedule Related to Parking Citations
 - b) Award of a Contract to AJC Architects for Architectural Services for the Library Renovation
- 7) COUNCIL MEMBERS REPORTS
- 8) CITY MANAGER REPORT
- 9) CLOSED SESSION
 - a) Closed Session to Discuss the Character and/or Competency of Individual(s), Pending or Reasonably Imminent Litigation, the Purchase, Sale, Exchange, or Lease of Real Property, Water Rights or Shares, and/or the Deployment of Security Personnel, Devices, or Systems, as Permitted under Utah Code § 52-4-205

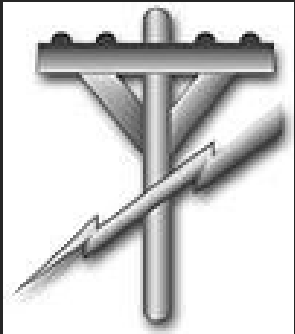
10) ADJOURNMENT

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

I hereby certify that I posted a copy of the foregoing Notice and Agenda at Kaysville City Hall, Kaysville City website at www.kaysville.gov, and the Utah Public Notice website at www.utah.gov/pmn. Posted on October 13, 2026.

A handwritten signature in black ink, appearing to read "Annemarie Plaizier", written over a horizontal line.

Annemarie Plaizier
City Recorder



Kaysville City Power and Light



Est. March, 1908

MISSION STATEMENT

Enhance the present and future quality of community life in Kaysville through the delivery of effective, efficient and equitable services.

Kaysville City Power and Light



- ❖ Serving a total of 11,110 customers
 - ❖ 9,971 Residential
 - ❖ 71 City owned net billed
 - ❖ 1,067 Commercial
 - ❖ 1 Industrial
- ❖ Power grid covers over 10.5 square miles
- ❖ 15 Employees
- ❖ Total Sales of 170,944,530 KWH in 2025
- ❖ 169.5 Miles of Transmission and Distribution Power Lines



Energy Resources



❑Coal - Hunter, IPA.....	31%
❑Natural Gas - Payson Project.....	38%
❑Wind - HBW & PVW.....	14%
❑Hydro - CRSP & Olmstea.....	5%
❑Heat Recovery - Veyo.....	2%
❑Pool - Purchases and sales with UAMPS.....	10%
❑Total.....	100%
❑Renewables - 12 Month Average in 2024.....	20%

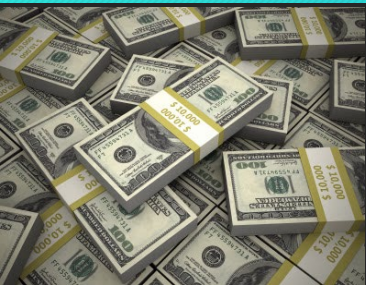


EDAM - Extended Day Ahead Market

- Pacific Corp is our balancing authority
 - EDAM Launched Spring 2026
- EDAM- Extended Day Ahead Market
 - Based on past 3 years of history
- Pool Project
 - New contract with the Pool Project was executed this year to accommodate the needed changes for EDAM.

Payson Project - Nebo

- The Payson Project represents the Nebo Power Station, a 140 megawatt combined cycle gas-fired generating facility in Payson City, Utah. The facility began operating in June 2004.
- Currently out of service and operating in Simple Cycle.
- UAMPS is working on the final stages of repairs, and the Turbine is expected to be back in service prior to high load demands return next year.
- Kaysville did have to procure power this year from other resources to accommodate the high demands of summer usages with Nebo being on simple cycle.



UAMPS Smart Energy Programs



➤ Home Energy Savings Program

- Refrigerator - \$100
- Clothes Washer, Portable Evaporative Coolers, Electric Water Heater - \$50
- Dishwasher, Freezer, Room Air Conditioners - \$20
- Lighting Fixtures - \$10

➤ Cool Cash Program

- Evaporative Cooler, Heat Pump - \$400
- Central Air Conditioning: 15 SEER - \$100, 17 SEER - \$150, 20 SEER - \$200
 - Proper Installation Form, Proper Sizing Form - \$50
- Smart Thermostats - \$25

➤ See Ya Later Refrigerator Recycle Program

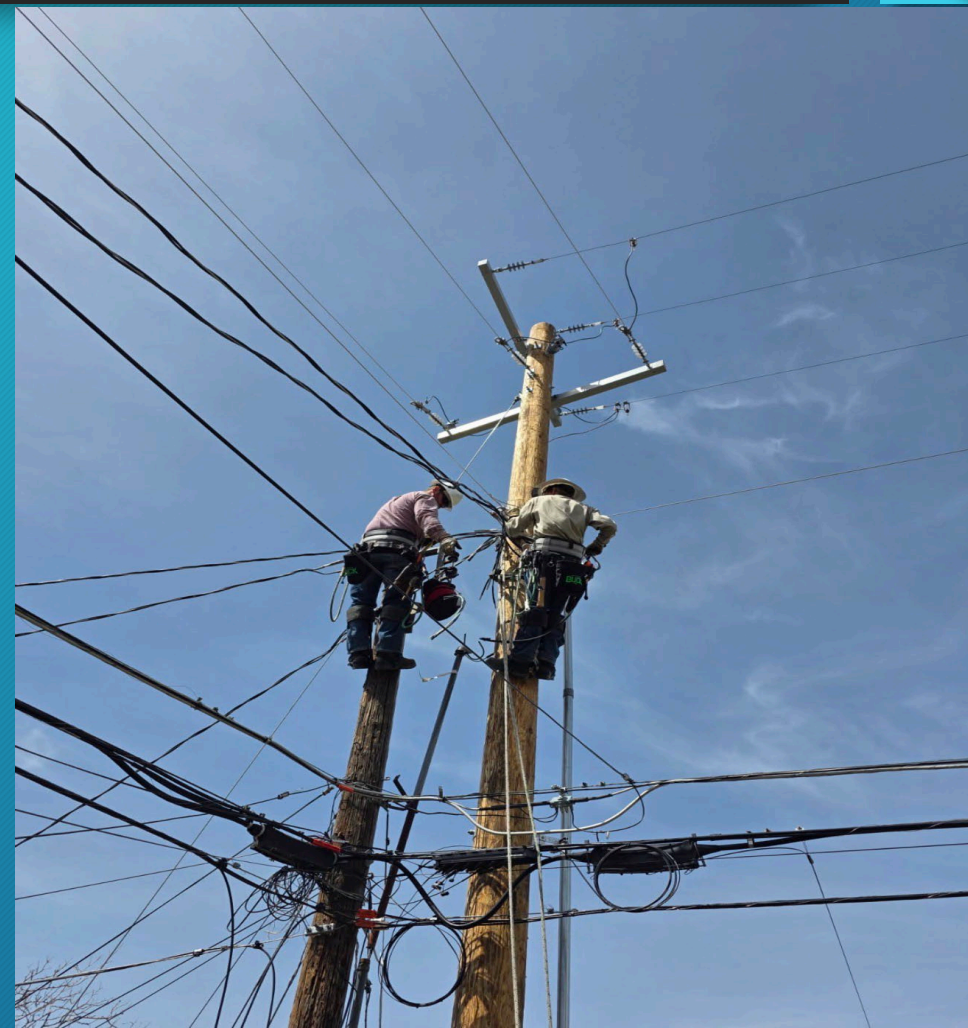
- Fridge/Freezer - \$30



Current Projects

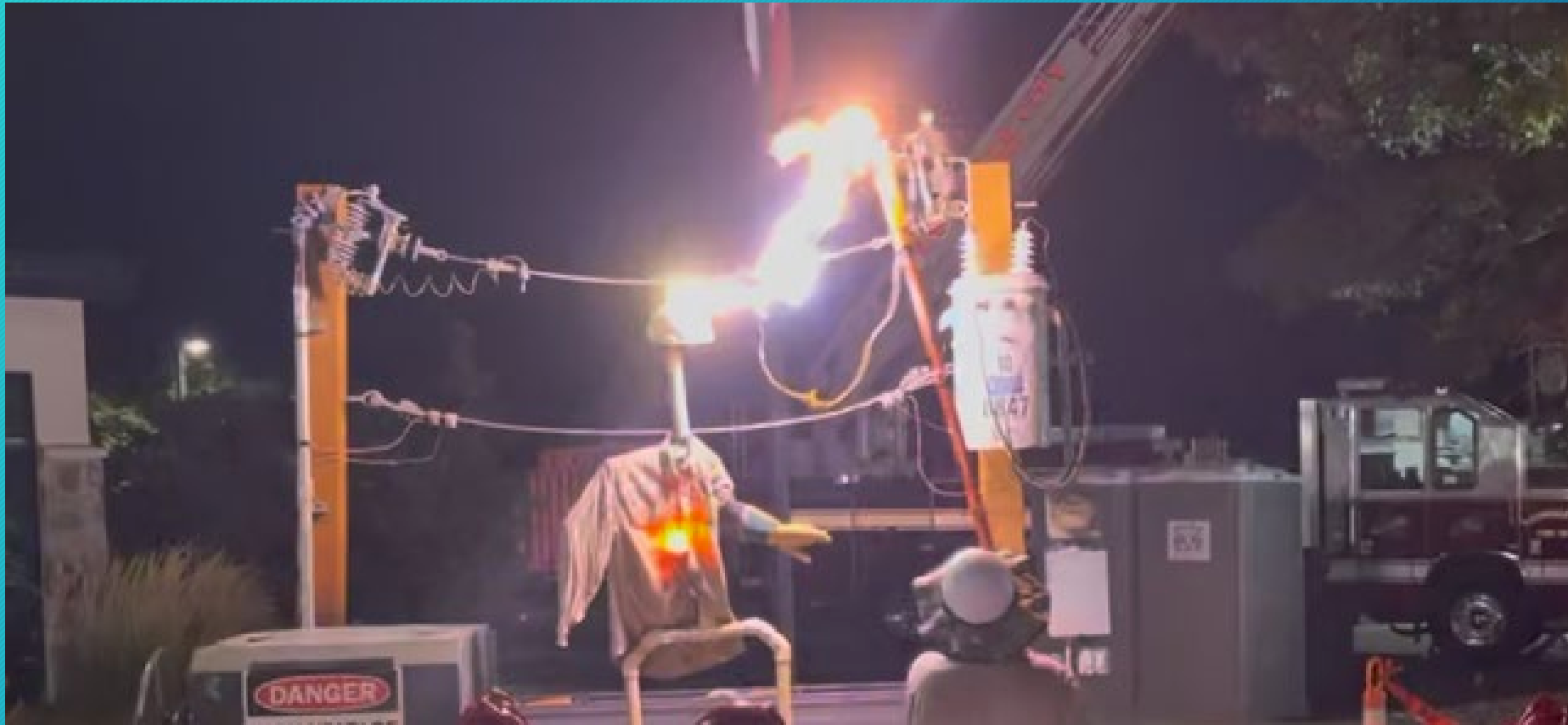


- DATC underground rebuild
- Subdivisions - New Build
 - Encore Estates
 - Holly Subdivision
 - Central Davis Sewer District Expansion
 - DTC Welding Building
 - Rebuild of Infrastructure feeding DTC
- Maintenance and Rebuild
 - Boring project - replaced first section of 2400 system
 - Boring Project - Direct Bury Wire Replacement
 - Rebuild of King Clarion
 - 50+ New poles set, over 6,000 ft of rebuild
- Burton Substation New Bay Construction
- Tree and Vegetation Control
- Installation of Wildland fire Prevention Equipment





Power Department at Work







Backyard Machine Work



Near Future Projects



- Direct Bury Cable Replacement
- Upsize wire on main feeder lines
 - Burton Lane and Sunset Drive
- Rebuild of King Clarion
 - Open drops
 - Trouble areas
 - Porcelain insulators
- Kaysville City Long Range Study Plan
- Identify and Repair - Damaged Infrastructure
- Wildland fire mitigation efforts



KAYSVILLE CITY COUNCIL
September 17, 2026

Minutes of the regular Kaysville City Council meeting held on September 17, 2026, at 7:00 p.m. in the Council Chambers of Kaysville City Hall, located at 23 East Center Street, Kaysville, Utah.

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

Absent: Council Member Nate Jackson

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, Planning Commission Secretary Mindi Edstrom, Community Development Director Brad McIlrath, Fire Chief Paul Erickson, Fire Captain Tyler Reece, Parks and Recreation Director Cole Stephens, Information Systems Director Ryan Judd, Youth City Council Advisor Marny Clark, Youth Court Advisor Randi Von Bose, Youth Court Advisor Natalie Clemens, Elizabeth Braithwaite, Garrett Braithwaite, Matt Sleeman, Sawyer Sleeman, Colton Bascom, Miranda Bascom, Garrett Gross, Charlie Hicks, Michelle Hicks, Gil Miller, David Erhart, Susan Erhart, Jeffrey Ostler, Darlene Schons, Megan Smock, Sandra Vanta, Jason Vanta, Cindy Kerr, Tom Kerr, Russ Lindberg, Jen Lindberg, Lea Johnson, Makenzy Johnson, Matthew Lemmon, Paul Morrison, Kimberly Morrison, Dallin Hull, Stephanie Hull, Mary Lindberg, Laurene Starkey, Jill Dredge, Lincoln Haycock, Megan Haycock, Forster Paget, Abigail Nelson, Catherine Morrison, Darren Morrison, Gemma Denison, Lucie Ecliy(illegible), Emma Hull, Wade Hull, Kate Layton, Bevan Haycock, McCoy Erickson, Chris Stephens, Gannon O'Malley, Joshua David Gardner, Brandon Cooven, Eric Burney, Oscar Sundoval, Brent Toller

OPENING

Mayor Tamara Tran called the Kaysville City Council meeting to order, welcomed those in attendance, and invited Council Member Blackham to provide the opening.

Council Member Blackham shared remarks about former Phoenix Fire Chief Alan Brunacini and his philosophy of treating those served by the fire department with kindness and respect. He explained that despite Chief Brunacini's significant contributions to incident command, firefighter accountability, and fireground safety, he emphasized that people often remembered how they were treated during an emergency. His "Mrs. Smith" philosophy focused on customer service, kindness, trust, teamwork, listening, continued learning, and supporting one another. Council Member Blackham said the underlying message was to "be nice" and encouraged everyone to consider how they could treat others with greater kindness. He then offered the invocation and led the Pledge of Allegiance.

CALL TO THE PUBLIC

Matthew Lemmon, a Kaysville resident, addressed the Council regarding political accountability. He stated that a group of northern Utah voters had organized around concerns regarding corruption and government accountability rather than political party affiliation. He referenced several elected officials whom he said voters had recently removed from office, expressed opposition to Congressman Blake Moore, and stated his support for Carlton Bowen of the Independent American Party as a congressional candidate. He encouraged support for candidates he believed represented integrity and accountability and also expressed opposition to the proposed data center, which he characterized as a symbol of corruption.

Brent Toller, a resident of Kays Drive, addressed the Council regarding accessory dwelling units and recent discussions concerning changes to City regulations in response to state requirements. He reiterated concerns regarding the size and height of detached accessory dwelling units and advocated limiting them to one story and approximately 1,000 square feet. He expressed concern regarding two-story structures, balconies, window placement, neighborhood privacy, and potential effects on surrounding property values. Mr. Toller stated that a real estate professional had advised him that a recently constructed two-story structure near his property could negatively affect his property value. He asked the Council to consider beginning with more restrictive standards, including a single-story limitation, and adjusting the regulations in the future if warranted.

PRESENTATIONS AND AWARDS

PRESENTATION OF THE SUPERVISING FIRE OFFICER AWARD TO COLTON BASCOM

Fire Chief Paul Erickson invited Captain Tyler Reece, B Shift Captain, to make the presentation.

Captain Reece explained that Colton Bascom had earned the Supervising Fire Officer designation through the Utah Fire Officer Designation Program after meeting criteria developed by the International Association of Fire Chiefs and additional Utah-specific requirements. The designation required career development courses, higher education, certifications, training, and fire service experience. Captain Reece described it as the first level in a career preparation pathway and a significant professional milestone demonstrating Mr. Bascom's commitment to professional development and service. He recognized Mr. Bascom for his work and continued dedication.

PROCLAMATION DECLARING OCTOBER 4–10, 2026, AS FIRE PREVENTION WEEK

Chief Erickson addressed the Council regarding Fire Prevention Week, explaining that the annual observance had historical connections to significant fires in the United States and had been sponsored by the National Fire Protection Association since 1922. He explained that the 2026 theme focused on safe charging practices and fire risks associated with batteries and charging devices, including those used for electric vehicles, scooters, and portable power packs.

Chief Erickson also announced that the Kaysville Fire Department would hold its annual open house on October 7 from 5:00 to 8:00 p.m. He then read the proclamation declaring October 4 through October 10, 2026, as Fire Prevention Week in Kaysville City. The proclamation

encouraged residents to remain aware of their surroundings, identify available exits during fires and other emergencies, and immediately leave a building when a smoke alarm sounded.

SWEARING-IN OF THE 2026–2027 KAYSVILLE YOUTH CITY COUNCIL

Mayor Tran invited the Kaysville Youth City Council members and their advisors forward and congratulated the youth on being selected to serve. She discussed several activities in which Youth City Council members participate, including Day at the Legislature, the Scarecrow Walk at the USU Botanical Center, Fable Forest, and other community service activities. Youth City Council Advisor Marny Clark added that members participate in Kaysville Gives, cemetery cleanup, and approximately one volunteer service activity each month. Mayor Tran also noted their previous assistance with the City’s “Lunch with the Mayor” elementary school program and described the Youth City Council as an opportunity to serve the community while learning about municipal government and City operations.

Mayor Tran administered the oath of office and congratulated the Youth City Council members on their appointments.

SWEARING-IN OF THE 2026–2027 KAYSVILLE YOUTH COURT

Mayor Tran invited members of the Kaysville Youth Court and their advisors forward. Youth Court Advisor Randi Von Bose explained that although five members were present that evening, the program included approximately 25 youth court judges. Participants volunteer approximately two and one-half hours per week for about 25 weeks during the year, with each member potentially contributing approximately 50 hours of service.

Ms. Von Bose explained that the Kaysville Police Department could refer certain minor juvenile offenses to Youth Court rather than the juvenile court system, providing an opportunity for local intervention intended to redirect youth toward better behavior. She noted that Kim Smith had established the Kaysville Youth Court approximately 26 years earlier and that the program had handled many cases since that time. She added that Youth Court had already experienced a substantial caseload during the current year and commended the youth judges for their service.

Mayor Tran emphasized that Youth Court membership required responsible conduct, confidentiality, impartiality, and good citizenship at school, at home, and in the community. She administered the oath of office, formally appointed the members, and thanked them for their service.

DAVIS COUNTY ANIMAL CARE PRESENTATION

Michelle Hicks, Director of Animal Care of Davis County, provided an overview of the agency’s services and Kaysville-specific data. She identified core services including pet adoption and owner surrenders, field enforcement, volunteer and foster programs, the community cat program, and emergency preparedness. She explained that ten field officers respond to nuisance complaints, barking dogs, animal fights, agency-assist requests, and other animal-related incidents. The agency

also operates a community cat program through which stray or feral cats are trapped, vaccinated, spayed or neutered, and generally returned to their colonies when they are not suitable for adoption.

Ms. Hicks highlighted community support services, including a donation-supported pet food pantry intended to help residents experiencing financial difficulties keep their pets, as well as efforts to reunite lost animals with their owners.

Ms. Hicks reviewed Kaysville-specific data from January through June 2026. Agency-assist requests from the Police and Fire Departments were the most common calls involving Kaysville, and park patrols were another significant service. During the reporting period, 34 animals from Kaysville were surrendered to the shelter, 42 were adopted, and 16 community cats were trapped, neutered, and returned. Ms. Hicks said nuisance complaints frequently involved barking dogs and explained that officers generally attempt education and other solutions before enforcement. Bite investigations included both animals biting people and animal-on-animal incidents, with many animal conflicts involving unleashed animals.

Ms. Hicks recommended additional animal-related signage at Heritage Park, particularly along the walking path and near the splash pad. She identified Barnes Park as an area of concern because dogs continued to be brought into the park despite City rules prohibiting them. She recommended additional signage near parking and entrance areas to assist with education and enforcement. She also recommended garbage cans at trailheads where appropriate because officers had observed pet waste bags left along trails when disposal facilities were unavailable.

Ms. Hicks reported that volunteers contributed more than 7,000 hours of service to the shelter during 2025. Kaysville residents accounted for 90 volunteers and more than 700 volunteer hours. She also described short-term programs that allow residents to take shelter dogs on outings or temporarily into their homes, providing the animals with time outside the shelter and helping staff learn more about their behavior.

Mayor Tran asked whether the agency handled large animals, including horses. Ms. Hicks confirmed that Animal Care of Davis County accepts livestock owner surrenders and works with livestock rescue organizations or other placement options when necessary.

KAYSVILLE PARKS AND RECREATION ANNUAL REPORT

Parks and Recreation Director Cole Stephens presented an overview of the Parks and Recreation Department, which includes the recreation, parks, and cemetery divisions, as well as responsibility for City facilities. He explained that the department's mission supports the City's goal of enhancing quality of life by providing and maintaining parks, open spaces, recreation programs, facilities, and cemetery services.

Mr. Stephens reported that the Kaysville City Cemetery was officially established in 1865, with the first burial occurring in 1857. He discussed efforts to preserve cemetery capacity for Kaysville residents and noted that recent policy changes had shifted the proportion of interments toward residents after nonresident interments had previously outpaced resident interments. Approximately 150 new headstones are installed each year, and staff maintains approximately 8,000 headstones

and 187 trees. There had been 98 interments year-to-date, and the City had recently completed its first two sales in the new cremation garden. Approximately 1,400 veterans are interred in the cemetery and are recognized each Memorial Day through the placement of flags by the City, American Legion, and community volunteers.

Mr. Stephens reported that the City maintains approximately 163 acres of developed park property and 205 acres of undeveloped property, including approximately 139 acres at Wilderness Park. The department also maintains more than 17 miles of trails and sidewalks, approximately 2,200 trees, and more than 100 acres of turf. Planned or designed projects included the future reimagining of Trappers Field and Quail Crossing, improvements at 950 North Sunset Escape, and the UDOT-funded West Davis Corridor landscape enhancement project. Recent improvements included water conservation projects at several City properties, including removal of approximately 4,000 square feet of turf at the fire station, for which the City anticipated receiving more than \$10,000 through a Weber Basin water conservation program. Other improvements have been completed at Barnes Park and City Hall, along with upgrades to the sand volleyball court lighting.

Mr. Stephens reported that approximately 10,500 youth and adults participate in the City's primary recreation programs. He highlighted the Super Sport summer program, which allows children to experience multiple activities in a noncompetitive setting. He said the opening of the new Field House Gymnasium would significantly expand the department's ability to offer programming, particularly for adults.

Mr. Stephens also reviewed the department's involvement with several City boards and commissions and explained that the department oversees maintenance of approximately 80,100 square feet of City buildings, in addition to park structures and amenities. Upcoming or potential facility projects included improvements to the former library building, renovation of the Operations Center, and a potential second fire station.

Council Member Hunt asked what adult recreation programs were being considered for the Field House. Mr. Stephens said staff anticipated opportunities such as men's and women's basketball, volleyball, yoga and fitness classes, and walking programs for seniors. Consistent access to the Field House would allow staff to develop programs that had not previously been possible because of limited facility availability. Council Member Adams also expressed appreciation for Mr. Stephens' work and service to the city.

DECLARATION OF ANY CONFLICTS OF INTEREST

Mayor Tran asked whether any Council members had conflicts of interest to declare. No conflicts were identified.

CONSENT ITEMS

Council Member Adams then moved to approve the following consent items:

- a) Approval of Minutes from the August 20, 2026 Council Meeting.
- b) Approval of Minutes from the August 20, 2026 Kaysville Business Park Architectural Review Committee Meeting.

- c) Approval of Minutes from the September 3, 2026 Council Meeting.
- d) Approval of Additional Work Under the King's Court Waterline Project Contract.

Council Member Blackham seconded the motion.

The vote on the motion was as follows:

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

The motion passed unanimously.

ACTION ITEMS

AN ORDINANCE REPEALING ORDINANCE 26-08-02, ESTABLISHING A TEMPORARY LAND USE REGULATION ON ACCESSORY STRUCTURES

Community Development Director Brad McIlrath presented an ordinance repealing Ordinance 26-08-02, which had established a temporary land use regulation (TLUR) on accessory structures. He explained that the TLUR had been adopted following concerns raised by staff and the Planning Commission. Staff had since reviewed several provisions with the Building Official and City Manager, including building height, setbacks, lot coverage, and terminology within the existing code.

Mr. McIlrath clarified that the regulations applied to accessory structures generally, not detached accessory dwelling units. Under the existing code, accessory structures larger than 200 square feet may be up to 12 feet high at or within one foot of a property line. Structures exceeding 12 feet require an additional one-foot setback for each additional foot of height, up to a maximum height of 30 feet, measured to the average roof height. He explained that the graduated setback and roof-pitch requirements were intended to reduce the impact of taller structures on neighboring properties. He also identified code language referring to required side and rear yards that could be clarified to specify setback areas.

Mr. McIlrath explained that the combined area of accessory structures cannot exceed 20 percent of the lot area remaining after subtracting the footprint of the primary building, and no single accessory structure may exceed 10 percent of that yard area. He used diagrams to illustrate the relationship between building height, roof pitch, property lines, and setbacks. In response to Mayor Tran, he explained that the 12-foot standard was developed in part to accommodate detached garages capable of storing trailers or boats while limiting impacts on neighboring properties and allowing sufficient maneuvering space.

Council Member Hunt supported continuing the review initiated through the TLUR rather than repealing it. She noted that residents had raised concerns from differing perspectives and said the review could determine whether the existing balance remained appropriate. She identified issues

for further consideration, including whether regulations should differ based on zoning or lot size, whether taller structures should receive Planning Commission review, whether height and setback requirements adequately addressed neighboring impacts, and whether ambiguous provisions such as side-yard requirements should be clarified. She believed the Council should complete the review process it had begun.

Council Member McBride recognized the work that had gone into the existing regulations and noted that the City had a scale model demonstrating how the height and setback requirements functioned. He said the existing ordinance already addressed several concerns, including windows on certain sides of accessory structures.

Council Member Adams asked about notifying applicants of applicable homeowners association requirements or private covenants, conditions, and restrictions. Mr. McIlrath clarified that the issue had primarily been discussed in connection with detached accessory dwelling units but said staff intended to consider language or a checkbox on City applications reminding applicants of their responsibility to comply with applicable private restrictions. He noted that the City does not enforce private CC&Rs.

Council Member Blackham moved to approve the ordinance repealing Ordinance 26-08-02, ending the temporary land use regulation on accessory structures. Council Member Adams seconded the motion.

The vote on the motion was as follows:

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

The motion passed with a vote of three to one.

AN ORDINANCE AMENDING KAYSVILLE CITY CODE § 17-31-3, INTERNAL ACCESSORY DWELLING UNITS, TO COMPLY WITH SENATE BILL 284 REGARDING DETACHED ACCESSORY DWELLING UNIT

Community Development Director Brad McIlrath presented proposed amendments to Kaysville City Code Section 17-31-3 to comply with Senate Bill 284, which established statewide requirements for detached accessory dwelling units (DADUs) effective October 1, 2026. He reviewed the process leading to the proposed ordinance, including an August 13 Planning Commission public hearing, Council review on August 20, and a special Council work session on September 4.

Mr. McIlrath explained that the existing code section governing internal accessory dwelling units (IADUs) would be expanded to address both internal and detached ADUs. General standards applicable to both included limiting properties to one ADU, requiring owner occupancy of either the primary dwelling or ADU, compliance with applicable building, health, and fire codes,

licensing and parking requirements, and prohibiting separate utilities. Required parking displaced by an ADU would have to be replaced elsewhere on the property, parking surfaces would be required to be asphalt or concrete, and ADU parking could not be provided in tandem with parking for the primary dwelling.

Standards specific to DADUs included a minimum lot size of 11,000 square feet. An existing accessory structure could only be converted to a DADU if it complied with applicable DADU standards. Maximum size would be 50 percent of the footprint of the primary dwelling, including its garage, or 1,200 square feet, whichever was less. DADUs would not be permitted in the front yard and generally would be required to meet the same setbacks as the primary dwelling. A two-story DADU would require a 15-foot side setback in addition to the 15-foot rear setback. Maximum height would be the lesser of 25 feet or the height of the primary dwelling. Required off-street parking would vary based on the size of the DADU. DADUs would also be prohibited where infrastructure was insufficient and could not consist of recreational vehicles, travel trailers, mobile homes, or other temporary structures.

Mr. McIlrath explained that second-story decks and balconies would be subject to applicable setbacks.

Mayor Tran opened the item for public comment.

Paul Toller addressed the Council and supported retaining the primary dwelling setbacks for DADUs. He suggested clarifying language regarding the design and construction of DADUs, noted a typographical error, questioned the difference between the 30-day minimum rental period for IADUs and 90-day minimum for DADUs, and asked the Council to reconsider regulating window orientation to protect neighboring properties.

Mr. McIlrath explained that the different minimum rental periods reflected state law. Mayor Tran noted that the Council had previously discussed window orientation but had chosen not to restrict windows because bedrooms require windows and such restrictions could limit the functionality of a DADU.

The Council discussed whether additional restrictions should apply to second-story balconies and decks to reduce potential privacy impacts on neighboring properties. Council Member Adams expressed concern about balconies or decks located directly along a side of a DADU facing an adjacent property. After considering several approaches and the need for a standard that could be clearly administered, the Council agreed that a second-story balcony or deck should be located on a facade facing an interior yard area and extend no more than one-half the width of that facade, measured from the interior corner. Staff was directed to incorporate language reflecting that direction into the ordinance.

Council Member Hunt revisited whether windows facing neighboring properties should be frosted or otherwise obscured. The Council and staff discussed potential enforcement difficulties. Mr. McIlrath also noted that the 15-foot side setback for a two-story DADU provided greater separation from the property line than could be required for the primary dwelling, which could

similarly contain second-story windows. The Council did not add additional restrictions on window placement or require windows to be obscured.

Council Member Adams moved to approve the ordinance amending Section 17-31-3 of Kaysville City Code, including the changes discussed regarding second-story balconies and decks. Council Member McBride seconded the motion.

The vote on the motion was as follows:

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

The motion passed unanimously.

CONSIDERATION OF THE ADOPTION OF A RESOLUTION AUTHORIZING THE
ISSUANCE AND SALE OF NOT MORE THAN \$6,500,000 AGGREGATE PRINCIPAL
AMOUNT OF SALES TAX REVENUE BONDS, AND RELATED MATTERS

City Manager Jaysen Christensen introduced a resolution authorizing the issuance and sale of up to \$6.5 million in sales tax revenue bonds for improvements to the City's Operations Center. He recognized Garrett Gross of Gilmore Bell, the City's bond counsel, who was present to answer questions.

Mr. Christensen explained that the approximately 34-year-old Operations Center houses Public Works, Power, and Parks operations and no longer adequately accommodates the City's growth or current operational needs. The project had been discussed for several years and had been scaled back from an earlier concept estimated at approximately \$39 million to a project currently estimated at approximately \$6.4 million. The proposed project would renovate and expand the existing facility, provide covered storage for City vehicles and equipment, and bring the fuel island into compliance with current requirements.

Mr. Christensen explained that the bonds would be repaid through utility revenues rather than property taxes. He referenced previously adopted average monthly rate increases of approximately \$1.63 for water, \$0.31 for electric, and \$2.40 for stormwater, clarifying that those increases supported broader citywide utility infrastructure needs and were not solely attributable to the Operations Center project.

Mayor Tran opened the item for public comment.

Laurene Starkey, a Kaysville resident, requested clarification regarding the financing. She noted that the resolution authorized up to \$6.5 million over as many as 21 years at an interest rate not to exceed six percent and referenced an estimated total debt service of approximately \$9.1 million. She asked about the total cost of borrowing, including interest; why the project had increased from an approximately \$5.4 million estimate discussed in November 2025; and why the financing

structure had changed. Mrs. Starkey also asked whether the renovation represented a long-term solution or primarily delayed the need for additional expansion and how the debt would fit with other significant City financial commitments. She stated that she recognized the need for the project but requested clarity regarding its cost, anticipated useful life, and overall financial impact.

Mr. Gross explained that the resolution established maximum parameters rather than final borrowing terms. The \$6.5 million principal amount and six percent interest-rate ceiling provided flexibility for market conditions, construction contingencies, and ordinary project adjustments without requiring further Council action. The authorization did not obligate the City to issue the full amount or proceed with the bonds if market conditions were not favorable. The resolution also authorized the pledged revenue source and delegated authority to designated City officials, working with the City's financial advisor and bond counsel, to establish final terms. Mr. Gross explained that the sales tax pledge was expected to support a stronger bond credit rating.

Council Member Adams noted that the project would still be competitively bid and that authorization of up to \$6.5 million did not establish the amount the City would ultimately spend or borrow. Mr. Gross agreed and stated that maximum bond parameters are commonly set higher than the amount ultimately issued.

Parks and Recreation Director Cole Stephens explained that the earlier approximately \$5.4 million figure primarily represented construction costs and did not include expenses such as design, construction documents, permits, furniture, fixtures, and equipment. Mr. Christensen emphasized that the project scope had not materially changed.

Mr. Christensen acknowledged that additional expansion could eventually be necessary as the City continued to grow but emphasized that the improvements included in the current project would remain useful and necessary if future expansion occurred. He described the project as a financially manageable step toward addressing long-term operational needs rather than constructing the substantially larger facility previously considered.

Mayor Tran asked about the anticipated construction schedule. Mr. Stephens reported that design and construction documents were expected to take approximately four to five months, with the City targeting a construction bid in February or March 2027. Construction was anticipated to begin around April or May and take approximately 12 to 18 months.

Council Member Hunt moved to approve the resolution authorizing the issuance and sale of not more than \$6.5 million aggregate principal amount of sales tax revenue bonds and related matters. Council Member McBride seconded the motion.

The vote on the motion was as follows:

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

The motion passed unanimously.

COUNCIL MEMBER REPORTS

Council Member Hunt recognized Constitution Day and noted that it was fitting that Youth Court members had taken their oath of office that evening. She also provided an update on the Central Three Communities That Care Coalition, explaining that the coalition continued to focus on prevention efforts and family activities intended to strengthen relationships between youth and their families. The coalition was working to establish a youth component to provide greater input from young people, and she encouraged interested youth to become involved.

Mayor Tran announced the upcoming Scarecrow Walk at the Utah State University Botanical Center and encouraged residents to attend. She noted that the Kaysville Youth City Council would be contributing a scarecrow.

CITY MANAGER REPORT

City Manager Jaysen Christensen provided an update on the former library building project. He reported that the City had received 15 architectural proposals, narrowed them to three finalists, and completed final interviews. AJC Architects had been selected, and the next phase would include preliminary design, cost estimates, and financial analysis. Mr. Christensen said the City was also working with Colliers on preliminary market rent estimates and was optimistic that leasing space within the building could fund a significant portion of the project costs. Mayor Tran said the City hoped to have sufficient information to make a decision regarding the project before the end of the year.

Council Member Blackham recognized Community Development Director Brad McIlrath for his first Council meeting presentation and thanked him for his professionalism and preparation.

ADJOURNMENT

Council Member Adams moved to adjourn the meeting at 9:15 p.m. The motion passed unanimously.

KAYSVILLE CITY COUNCIL
October 1, 2026

Minutes of a Kaysville City Council public hearing and regular meeting held on October 1, 2026, in the Council Chambers of Kaysville City Hall, located at 23 East Center Street, Kaysville, Utah. The public hearing began at 7:00 p.m., followed by the regular City Council meeting.

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

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, Deputy City Recorder Chelsie Fromeyer, Community Development Director Brad McIlrath, GIS Administrator Jordan Hansen, Camille Galbraith, H. Lynn Galbraith, Dave Black, Marvin Thurn, Dan Memmott, Mike Schubert, Erika Valdivia, Greg Burgoyne, Margene Burgoyne, Dick Bourne, Loraine Bourne, Susan Erhart, David Erhart, Jeanette Harris, Garrett Gross, John Leary, Jay Davis, Laurene Starkey, Matthew Lemmon, Channing Licon, Tim Hoyt, Bekah Hoyt, Rick Shaw, John Deker, Brigg Lewis, Connie Gough, Brian Gough

PUBLIC HEARING - 7:00 PM

PUBLIC HEARING TO RECEIVE INPUT FROM THE PUBLIC WITH RESPECT TO (A) THE ISSUANCE OF APPROXIMATELY \$16,500,000 OF GENERAL OBLIGATION BONDS AND (B) THE POTENTIAL ECONOMIC IMPACT THAT THE IMPROVEMENTS, FACILITIES, OR PROPERTIES TO BE FINANCED IN WHOLE OR IN PART WITH THE PROCEEDS OF SAID BONDS WILL HAVE ON THE PRIVATE SECTOR

Mayor Tran opened the public hearing regarding the proposed issuance of general obligation bonds to construct a new fire station. She explained that the bond proposition would be presented to Kaysville voters at the November 3, 2026 election. The hearing was held pursuant to Utah Code Section 11-14-318 to receive public input regarding the proposed bond issuance and any potential economic impact of the improvements financed by the bonds on the private sector.

Mayor Tran reviewed the public hearing procedures and explained that the Council's purpose was to receive public input rather than engage in discussion or debate with individual speakers. She stated that questions and concerns would be documented and addressed through additional information or follow-up as appropriate. She encouraged attendees to provide their contact information so the City could respond to questions and provide updates.

Jay Davis, a Kaysville resident, stated that he supported the need for an additional fire station but believed a suitable facility could be constructed for substantially less than the proposed \$16 million. Drawing on his experience working on Salt Lake City fire stations, he suggested a pre-engineered steel building with additional insulation and radiant floor heating as a more economical alternative. He also opposed borrowing for the project, stating that the City should have begun

setting aside funds when the need for another station was identified in 2018. He encouraged the City to reduce expenditures and save toward construction rather than incur long-term interest expenses.

Lynn Galbraith expressed concern regarding the information provided to voters and the financial impact of the proposed bond. He stated that the City's informational materials did not include an opposing argument, which he believed was important for an informed decision. He referenced the City's existing debt obligations, including approximately \$13 million at the beginning of 2025 and additional obligations associated with the Kaysville Field House, and questioned the potential for total indebtedness to approach \$40 million if the bond were approved. He estimated that his annual property taxes could increase by approximately \$700 when considering the bond and other tax increases. He emphasized the burden on residents with fixed or limited incomes and encouraged the City to delay the project until existing debt had been reduced.

Brigg Lewis, a Kaysville resident, questioned the proposed location and necessity of a second fire station. He suggested that existing or proposed fire stations in neighboring communities, including Layton and Farmington, might provide emergency response coverage to portions of western Kaysville. He expressed concern about the impact of increased property taxes on homeowners and renters, as well as the estimated annual staffing and operating costs of an additional station. He encouraged the City to evaluate regional resources and consider saving for construction rather than borrowing.

Dave Black, a Kaysville resident, suggested evaluating City-owned property as an alternative location, noting that selling the proposed site could potentially reduce project costs. He also questioned whether the reported average of approximately seven emergency calls per day citywide justified constructing and staffing a full second station. He recommended considering a smaller ambulance-only facility staffed by emergency medical personnel or a basic station designed for future expansion as demand increased.

John Deker, a Kaysville resident, raised concerns regarding financial planning for residential growth and the costs of providing additional municipal services. He requested a breakdown of the proposed \$16.5 million bond amount, including construction, design, furnishings, equipment, and related expenses, and questioned how the City would oversee project expenditures.

Mr. Deker also questioned whether the projected emergency call volume justified staffing a second station and whether the estimated \$2 million in additional annual staffing costs represented the full operating expense. He referenced the Fire Department's existing budget of approximately \$4.3 million and asked whether additional tax increases could be necessary to support ongoing operations. He also requested information regarding a proposed additional administrative position and the percentage of residents and emergency calls located on the west side of the City.

Mike Schubert, a Kaysville resident, expressed dissatisfaction with the City's financial decisions, particularly its participation in the Field House project. He opposed the proposed fire station bond, characterizing it as another example of excessive municipal spending.

Brian Gough, a Kaysville resident, expressed opposition to the proposed bond based on its financial implications. He raised concerns regarding property tax increases, inflation, and the cost of constructing a facility to meet National Fire Protection Association standards, which he noted were not mandatory. He encouraged the Council to consider the City's financial capacity and the impact of additional taxes on lower-income residents.

Greg Burgoyne, a resident of Autumn Park Circle, questioned the estimated property tax impact of the proposed bond and asked whether the approximately \$306 annual increase would be added to his existing City property taxes. He referenced the City's financial statements and asked whether a portion of its approximately \$7.58 million unrestricted fund balance could be used toward construction. He also questioned changes in reported population figures and expressed concern about the affordability of continued property tax increases.

Dan Memmott, a Kaysville resident, requested clarification regarding the City's existing bond obligations, including bonds he understood would mature in 2031 and 2033. He also questioned how existing interlocal fire protection agreements with Davis County and neighboring jurisdictions had been considered in evaluating the need for a second station.

Mr. Memmott suggested several alternatives for further consideration, including delaying construction while establishing a dedicated capital reserve, constructing a smaller facility, phasing construction, developing a regional fire and emergency medical services model, contracting for services, and pursuing other response-time improvements without immediately constructing a full station. He distinguished existing mutual aid arrangements from a regional model involving jointly staffed facilities. He also expressed concern about public awareness of the proposal and the absence of an opposing argument in the election materials. He acknowledged the importance of adequate emergency services while encouraging further evaluation of costs and alternatives.

Matthew Lemmon, a Kaysville resident, expressed opposition to what he considered excessive City spending. He referenced previous comments regarding residents becoming more involved in local elections and encouraged Council Members to consider constituent concerns when making financial decisions. He stated that a group of residents intended to increase voter participation in the 2027 municipal election.

John Leary, a longtime Kaysville resident, expressed concern that residential development had increased demand for public safety services without sufficient financial planning for additional facilities. He suggested that development-related revenues should have been accumulated to help fund future public safety needs. He also questioned whether the proposal originated from residents and estimated that the bond would increase the City portion of his property taxes by approximately 68 percent.

Mr. Leary asked whether an independent evaluation had been conducted to establish the need for a second fire station and requested additional emergency response statistics. He questioned whether the number of structure fires and overall call volume justified constructing a full station and purchasing additional apparatus. He suggested considering a smaller ambulance facility and requested information regarding the size and cost of the existing and proposed stations. He also

questioned the voting process for general obligation bonds, noting that all eligible voters could participate although property owners would bear the direct property tax obligation.

Rick Shaw, a longtime Kaysville resident, asked how changes in fire service arrangements involving Fruit Heights and Farmington affected the emergency call statistics used to support the proposal. Mayor Tran confirmed that Fruit Heights had changed its service arrangement.

Mr. Shaw also questioned the proposed site's proximity to railroad tracks and expressed concern regarding potential noise and vibration affecting firefighters working and sleeping at the facility. He asked whether studies had been conducted to evaluate those conditions and whether the bond would fund new fire apparatus and equipment. He suggested considering locations farther west and questioned whether the proposed site would provide adequate freeway access and emergency response coverage.

Laurene Starkey, a Kaysville resident, expressed concern that the bond proposition would allow voters to approve or reject the proposed project without considering alternative locations, designs, or financing methods. She questioned the proposed site's proximity to railroad and freeway activity and requested information regarding site-specific noise and vibration studies, including whether the City's architects had experience designing fire stations under comparable conditions.

Mrs. Starkey also requested additional information regarding the long-term financial impact of the project, including projected operating costs beyond the estimated annual bond-related property tax increase of approximately \$306 for a home valued at \$711,000. She asked the City to identify alternative locations, designs, and financing methods that had been evaluated and provide comparative cost information. She emphasized the importance of considering emergency response needs alongside the project's financial implications.

Following the public comments, Mayor Tran thanked those who participated and acknowledged the questions and concerns raised. She reiterated that the Council and staff had documented the comments and would review the questions and provide additional information or follow-up responses as appropriate. After asking whether anyone else wished to speak and receiving no additional requests, Mayor Tran closed the public hearing.

The Council then proceeded to its regular City Council meeting.

OPENING – 7:37 P.M.

Council Member Jackson thanked those in attendance for participating in the public hearing and City Council meeting. He emphasized the importance of public involvement in helping the Council make difficult decisions and acknowledged that the proposed fire station had been discussed for several years. He encouraged residents to remain engaged in City government.

Council Member Jackson then offered the invocation and led the Pledge of Allegiance.

CALL TO THE PUBLIC

Matthew Lemmon, a Kaysville resident, expressed concerns regarding City Manager Jaysen Christensen's handling of a complaint involving Kaysville Police Officer Tyson Embley. Mr. Lemmon stated that he had reported what he believed were violations of his constitutional rights and was dissatisfied with Mr. Christensen's response. He questioned the City Manager's compensation and asserted that overseeing City employees and addressing concerns regarding their conduct were among his responsibilities.

Following Mr. Lemmon's comments, Council Member Adams disputed the compensation figure presented and expressed support for Mr. Christensen, describing him as an honorable and effective City Manager. He disagreed with Mr. Lemmon's characterization of Mr. Christensen and expressed confidence in his leadership and service to the city.

DECLARATION OF ANY CONFLICTS OF INTEREST

Mayor Tran asked whether any Council Members had conflicts of interest to declare. No conflicts were identified.

CONSENT ITEMS

Council Member Adams then moved to approve the following consent items:

- a) Approval of Minutes from the September 4, 2026 Council Work Session.
- b) Approval of a Resolution Authorizing a Water Equipment Facility Easement Agreement.
- c) Approval of an Interlocal Agreement with UDOT for Main Street Lighting.

Council Member Jackson seconded the motion.

The vote on the motion was as follows:

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

The motion passed unanimously.

ACTION ITEMS

AN ORDINANCE AMENDING SECTION 17-33, "SIGN REGULATIONS," REGARDING POLITICAL SIGN REQUIREMENTS TO COMPLY WITH HOUSE BILL 33

Community Development Director Brad McIlrath presented proposed amendments to Kaysville City Code Section 17-33, Sign Regulations, to comply with House Bill 33, adopted during the

2026 Utah Legislative Session. He explained that the legislation amended Utah Code Section 20A-17-103, requiring corresponding changes to the City's political sign regulations.

Mr. McIlrath reviewed the proposed amendments to Section 17-33-9, which would allow political signs on private property and in park strips adjacent to private property, as permitted under state law. The amendments would also relocate existing language requiring signs to be at least 10 feet from a driveway. The existing sign size and height requirements would remain unchanged.

Mr. McIlrath reported that the Planning Commission held a public hearing on September 10, 2026, during which no public comments were received. The Planning Commission voted unanimously, 5-0, to recommend approval, and staff concurred with that recommendation.

Council Member Jackson expressed support for the proposed amendments, describing them as reasonable. No additional questions or concerns were raised.

Council Member Jackson moved to approve the ordinance amending Section 17-33 of Kaysville City Code regarding political sign requirements to comply with House Bill 33. Council Member Hunt seconded the motion.

The vote on the motion was as follows:

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

The motion passed unanimously.

WORK ITEMS

DISCUSSION REGARDING PROPOSED AMENDMENTS TO PARKING CITATION REGULATIONS AND FEES

City Attorney Nic Mills presented proposed amendments to the City's parking citation regulations and consolidated fee schedule. He explained that staff had identified inconsistencies between the procedures outlined on the City's website, in the City Code, and on parking citations. The proposed amendments were intended to establish a consistent process for issuing, paying, and appealing parking citations and align the consolidated fee schedule with those procedures.

Mr. Mills explained that the Police Department would continue issuing citations and forwarding them to the Finance Department for processing. Under the proposed process, a representative of the City Attorney's Office would serve as an internal hearing officer for appeals, with residents also having the option of appearing before an administrative law judge to provide an additional level of independent review.

Council Member Blackham questioned whether the proposed amendments would increase citation fees. Mr. Mills clarified that the maximum fine would remain \$40, but the discounted amount for citations paid within the first ten days would increase from \$15 to \$20.

Council Member McBride identified an ambiguity regarding the discount available on the tenth day after a citation was issued. Mr. Mills clarified that the intended 50 percent discount would apply through the close of business on the tenth day, with a 25 percent discount beginning on the eleventh day. Council Member McBride suggested revising the language to clearly identify the applicable payment periods, and Mr. Mills agreed.

Council Member Blackham also noted that the payment instructions incorrectly referenced Kaysville.com rather than Kaysville.gov and requested that the address be corrected.

Following the discussion, Council Member Blackham moved to move the work item regarding proposed amendments to parking citation regulations and fees to an action item. Council Member McBride seconded the motion.

The vote on the motion was as follows:

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

The motion passed unanimously.

COUNCIL MEMBER REPORTS

Council Member Blackham asked how the City intended to respond to questions raised during the public hearing regarding the proposed fire station general obligation bond.

City Manager Jaysen Christensen explained that staff had documented the questions and would prepare additional information and responses. He encouraged attendees to provide their contact information on the meeting sign-up sheet so the City could respond directly. He stated that information would also be made available through the City's website and other communication channels.

Mayor Tran reiterated that the City intended to provide consistent information to residents through direct responses, updates to the fire station frequently asked questions webpage, and social media. She acknowledged the significant financial impact of the proposed bond and emphasized the importance of providing information to help residents make an informed decision.

Mayor Tran also addressed concerns regarding the City's previous financing of the police station following an unsuccessful bond election. She stated that the Council did not intend to pursue alternative financing to construct the proposed fire station if voters rejected the bond proposition.

She explained that construction would not proceed under the current proposal if the bond failed, although the need for an additional station could be revisited in future years.

Mayor Tran encouraged residents to review the City's newsletter and website for information regarding upcoming community activities in October.

Council Member Adams thanked residents for attending and encouraged them to review recordings of previous Council meetings and work sessions regarding the proposed fire station. He explained that the Council had discussed the project extensively over several months, including many of the questions and alternatives raised during the public hearing. These included constructing a smaller ambulance or paramedic substation, reducing construction costs, evaluating alternative locations, and considering fire service arrangements involving Farmington and Fruit Heights.

Council Member Adams noted that the Council had also reviewed emergency response statistics and that the Fire Chief had expressed concerns regarding response times that did not meet established standards. He explained that, after considering the information and alternatives, the Council had determined that the proposed bond should be presented to voters. He encouraged residents to review the previous discussions and contact Council Members with questions.

Mayor Tran reiterated the Council's willingness to communicate with residents and encouraged them to contact Council Members directly with questions or concerns. She noted that the bond proposition was already on the November 3 ballot and that ballots had begun reaching voters living outside the country. She emphasized the importance of residents reviewing the available information, discussing the proposal with others, and participating in the election, regardless of their position on the bond.

CITY MANAGER REPORT

City Manager Jaysen Christensen reminded residents of additional opportunities to learn about and provide input on the proposed fire station. He announced that the October 15, 2026 City Council meeting would include a public meeting to hear arguments for and against the proposed general obligation bonds. He also noted that the Kaysville Fire Department's annual open house was scheduled for October 7, from 5:00 to 8:00 p.m., where residents could ask questions and discuss the proposal.

Mr. Christensen stated that staff would continue reviewing questions raised during the public hearing and providing information through the City's website and other communication channels. He encouraged residents to contact City staff or Fire Chief Paul Erickson with additional questions.

CLOSED SESSION

Council Member Hunt then moved to recess the City Council meeting and convene a closed session to discuss the character and/or competency of individual(s), pending or reasonably imminent litigation, the purchase, sale, exchange, or lease of real property, water rights or shares, and/or the deployment of security personnel, devices, or systems, as permitted under Utah Code

§52-4-205. Council Member Jackson seconded the motion, and it passed unanimously.

Council Member Hunt moved to adjourn the closed session at 9:27 p.m. and reconvene the City Council meeting. Council Member Adams seconded the motion, and it passed unanimously.

ADJOURNMENT

Council Member Hunt moved to adjourn the meeting at 9:28 p.m. The motion passed unanimously.

DRAFT

CITY COUNCIL STAFF REPORT



MEETING DATE: October 15, 2026

TYPE OF ITEM: Consent Items

PRESENTED BY: Jaysen Christensen, City Manager

SUBJECT/AGENDA TITLE: A Resolution Authorizing Users to Access the Utah State Treasurer's Public Investment Fund Accounts

EXECUTIVE SUMMARY:

The Assistant Finance Director needs access to PTIF accounts and needs to be listed as an authorized contact. The City Manager and Finance Director are also listed as authorized contacts.

This authorizes at least two individuals to make changes to the PTIF account such as:

- Add or delete users to access and/or transact with PTIF accounts.
- Add, delete, or make changes to the bank accounts tied to PTIF accounts.
- Open or close PTIF accounts.
- Complete any necessary forms in connection with such changes.

City Council Options:

Approve, Deny

Staff Recommendation:

Approve

Fiscal Impact:

None

ATTACHMENTS:

1. PTIF Resolution
 2. Utah State PTIF Certificate of Authorized Individuals
-

RESOLUTION NO.

**A RESOLUTION AUTHORIZING USERS TO ACCESS THE UTAH STATE TREASURER’S PUBLIC
INVESTMENT FUND ACCOUNTS.**

WHEREAS, The Utah State Treasurer’s Office has requested that each public entity provide a Certificate of Resolution authorizing individuals to access the Public Treasurers Investment Fund (PTIF).

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

1. The attached copy of Certification of Authorized Individuals for the Public Treasurer’s Investment Fund [Exhibit A] is hereby issuing authority to the named individuals to act in behalf of Kaysville City.
2. This Resolution shall be effective upon adoption and shall remain in effect until repealed by another resolution authorizing different users to access the PTIF.

ADOPTED AND PASSED by the Kaysville City Council this 15th day of October 2026.

Tamara Tran
Mayor

ATTEST:

Annemarie Plaizier
City Recorder



1. Certification of Authorized Individuals

I, Jaysen Christensen (Name) hereby certify that the following are authorized: to add or delete users to access and/or transact with PTIF accounts; to add, delete, or make changes to bank accounts tied to PTIF accounts; to open or close PTIF accounts; and to execute any necessary forms in connection with such changes on behalf of Kaysville City (Name of Legal Entity). Please list at least two individuals. Each individual must have a unique email.

Name	Title	Email	Signature(s)
Jaysen Christensen	City Manager	jchristensen@kaysville.gov	
Maryn Nelson	Finance Director	mnelson@kaysville.gov	
Steven Judd	Assistant Finance Director	sjudd@kaysville.gov	

The authority of the named individuals to act on behalf of Kaysville City (Name of Legal Entity) shall remain in full force and effect until written revocation from Kaysville City (Name of Legal Entity) is delivered to the Office of the State Treasurer.

2. Signature of Authorization

I, the undersigned, City Manager (Title) of the above named entity, do hereby certify that the forgoing is a true copy of a resolution adopted by the governing body for banking and investments of said entity on the 15th day of October, 2026, at which a quorum was present and voted; that said resolution is now in full force and effect; and that the signatures as shown above are genuine.

Signature	Date	Printed Name	Title
	10/15/2026	Jaysen Christensen	City Manager

STATE OF UTAH)
)
COUNTY OF _____)

Subscribed and sworn to me on this 15th day of October, 2026, by
Jaysen Christensen (Name), as City Manager (Title) of
Kaysville City (Name of Entity), proved to me on the basis of
satisfactory evidence to be the person(s) who appeared before me.

(seal)

Signature_____

CITY COUNCIL STAFF REPORT



MEETING DATE: October 15, 2026

TYPE OF ITEM: Consent Items

PRESENTED BY: Josh Belnap, Public Works Director

SUBJECT/AGENDA TITLE: Acceptance of UDOT Grant Funds for the Mutton Hollow Roadway Improvements

EXECUTIVE SUMMARY:

Kaysville City submitted multiple grant applications for the project to repave Mutton Hollow and install traffic signals at Main St and Fairfield. We were recently contacted by UDOT about one of those applications that was previously not successful. UDOT has approved it after the fact, and the City just needs to submit the invoices as proof of payment for the project.

Staff needs authorization from Council to officially accept the funds, which are \$1,530,000.

City Council Options:

1) Approve, 2) Table

Staff Recommendation:

Approve

Fiscal Impact:

Road funds

ATTACHMENTS:

None

CITY COUNCIL STAFF REPORT



MEETING DATE: October 15, 2026

TYPE OF ITEM: Action Item

PRESENTED BY: Nic Mills, City Attorney

SUBJECT/AGENDA TITLE: Approval of an Ordinance Amending the Parking Citation Appeals Process and a Resolution Amending the Fiscal Year 2027 Consolidated Fee Schedule Related to Parking Citations

EXECUTIVE SUMMARY:

This item stems from recent issues with parking enforcement. First, city code, the consolidated fee schedule, parking citations, and the city website conflict regarding the amount of parking fines. Second, the city does not have a clear process for parking citation appeals. These issues have contributed to inconsistent and ineffective parking enforcement. The attached amendments to the parking ordinance and fee schedule are the first step to addressing these issues.

The proposed ordinance clarifies the process for contesting parking citations and the City's authority to collect unpaid civil penalties. Specifically, the ordinance provides that a person contesting a parking citation may submit a written appeal for review by a designated hearing officer. The ordinance also clarifies the City's ability to pursue lawful collection of unpaid civil penalties, including the recovery of reasonable costs of collection.

The proposed resolution amends the fee schedule to mirror the language of the parking ordinance.

Together, the proposed ordinance and resolution are intended to provide greater clarity regarding the parking citation appeal process, establish a consistent administrative framework for civil penalties, and ensure that the City's fee schedule accurately reflects the fees authorized by the ordinance.

Once these amendments are adopted, staff will make needed changes to the website and citations as well as ensure that administrative processes are in place for appeals.

City Council Options:

Approve, table, or deny.

Staff Recommendation:

Approve

Fiscal Impact:

We anticipate that the amendments will have a positive fiscal impact by leading to more consistent

and effective enforcement of parking violations.

ATTACHMENTS:

1. Parking Amendments Ordinance
 2. Fee Schedule Resolution
-

ORDINANCE __-__-__

AN ORDINANCE AMENDING THE PROCESS FOR PARKING CITATION APPEALS; PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Council of Kaysville City, Utah, is authorized by law to enact ordinances governing parking regulations and to establish civil penalties and procedures for the enforcement and collection of such penalties; and

WHEREAS, Kaysville City has established procedures for the issuance and enforcement of civil penalties for violations of Title 6, Chapter 2b of the Kaysville City Code relating to parking; and

WHEREAS, the City Council desires to clarify that written appeals of Notices of Parking Violations may be reviewed by a Hearing Officer; and

WHEREAS, the City Council desires to clarify that, when civil penalties remain unpaid, the City may pursue lawful collection remedies and recover reasonable costs of collection, including collection agency fees, attorney's fees, and court costs, to the extent permitted by law; and

WHEREAS, the City Council finds that the amendments set forth herein are in the best interests of Kaysville City and its residents and will promote consistent, fair, and efficient administration of civil parking penalties.

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

SECTION I: Repealer. If any provisions of the City's Code previously adopted are inconsistent herewith they are hereby repealed.

SECTION II: Amendment. Title 6, Chapter 2b, Section 9 shall be amended to read as follows:

6-2b-9 Payment of Civil Penalty.

Payment of a ~~€~~civil penalty for violation of any provision of this ~~€~~chapter may be made ~~by~~through the city website or

- ~~1. Making payment on line at kaysvillecity.com and selecting the "Parking violation" payment option; or~~
- ~~2. Making payment~~ by mail or in person at the Kaysville City Hall at 23 East Center Street, Kaysville, Utah 84037.

SECTION III: Amendment. Title 6, Chapter 2b, Section 10 shall be amended to read as follows:

6-2b-10 Appeal.

1. The Mayor shall appoint a hearing officer to ~~hear appeals relating to violations of this Chapter~~review written appeals and conduct hearings under this section.
2. Any person affected by a Notice of Parking Violation may ~~appear before a Hearing Officer to contest the alleged violation~~ submit a written appeal through. ~~The request for a hearing must be made on~~ the Kaysville City website or ~~by filing written notice of appeal~~ at the Kaysville City Hall within ten ~~(10)~~ days after issuance of the Notice of Violation. The appellant may submit written statements, photographs, affidavits, receipts, or other relevant evidence.
3. ~~The burden to prove any excuse for payment of the civil fee shall be on the person claiming the excuse.~~

3. The Hearing Officer shall review the written appeal and issue a written decision. If the hearing officer upholds the citation, the written decision shall advise the appellant that they may request an administrative hearing by filing a written request within ten days after the decision. Upon timely request, an Administrative Law Judge shall conduct an informal administrative hearing in accordance with Title 2, Chapter 8.
4. If the Hearing Officer finds that no unauthorized use occurred or an unauthorized use occurred but one ~~(1)~~ or more of the excuses set forth in this ~~S~~section is applicable, the Hearing Officer may dismiss the Notice of ~~unauthorized use~~Parking Violation and release the owner or driver from liability. Such excuses are:
 - a. ~~At the time of the receipt of the Notice, possession of the subject vehicle had been acquired in violation of the criminal laws of the State~~the Notice of Parking Violation was issued, the subject vehicle had been reported as stolen;
 - b. Compliance with the subject ordinances would have presented an imminent and irreparable injury to persons or property;
 - c. At the time of receipt of the Notice, possession of the subject vehicle had been acquired pursuant to written lease agreement or similar written agreement;
 - d. The subject vehicle was mechanically incapable of being moved from such location; provided, however, such excuse shall not apply to any vehicle which remains at such location ~~in excess of more than~~ six ~~(6)~~ hours;
 - e. Any markings, signs or other indication of parking use regulation were not clearly visible or comprehensible;
 - f. Such other mitigating circumstances as may be approved by the Hearing Officer.
5. The burden to prove any excuse shall be on the person claiming the excuse.
- ~~56.~~ If the Hearing Officer finds that an unauthorized use occurred and no applicable excuse exists, the Hearing Officer may, in the interest of justice and on behalf of the City, enter into an agreement for the timely or periodic payment of the applicable civil fee.

SECTION IV: Enactment. Title 6, Chapter 2b, Section 11 shall be enacted to read as follows:

6-2b-11 Collection.

- ~~6.—If the civil fee imposed pursuant to this chapter remains unpaid after 40 days from the date of the Notice, or ten days after the due date established in any payment agreement approved by the hearing officer or Administrative Law Judge, the City may use any lawful means to collect the unpaid civil fee, including referral to a collection agency or commencement of a civil action. The person responsible for the civil fee shall be liable for the unpaid civil fee together with all reasonable costs of collection, including collection agency fees, attorney's fees, court costs, and any other costs incurred by the City in collecting the unpaid civil fee, to the extent permitted by law.~~

~~If the civil fee imposed pursuant to this Chapter remains unsatisfied after forty (40) days from the receipt of Notice, or ten (10) days from such date as may have been agreed to by the Hearing Officer, the City may use such lawful means as are available to collect such fee, including attorney's fees and costs.~~

SECTION V: Severability. If any section, subsection, sentence, clause or phrase of this ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, said portion shall be severed and such declaration shall not affect the validity of the remainder of this ordinance.

SECTION VI: Effective Date. This ordinance being necessary for the peace, health and safety of the City, shall become effective immediately upon posting.

PASSED AND ADOPTED by the City Council of Kaysville, Utah, this ____ day of _____, 20__.

—

ATTEST:

Tamara Tran, Mayor

Annemarie Plaizier, City Recorder

RESOLUTION __-__-__

A RESOLUTION AMENDING THE KAYSVILLE CITY CONSOLIDATED FEE SCHEDULE FOR FISCAL YEAR 2027 RELATED TO PARKING CITATIONS.

WHEREAS, the current fee schedule regarding parking citations conflicts with code provisions in Kaysville City Code Section 6-2b-7; and

WHEREAS, the amended provisions further clarify the City's authority to pursue lawful collection of unpaid civil fees and provide that the person responsible for an unpaid civil fee may be liable for reasonable costs of collection, to the extent permitted by law; and

WHEREAS, the City finds that establishing a consistent and clearly defined parking fee structure will promote uniform enforcement, provide greater clarity to the public, and improve the administration and collection of parking-related civil fees; and

WHEREAS, the City finds that the amendments set forth herein are in the best interest of the City and its residents.

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

1. **AMENDMENT:** The “Parking Citation Fees” section of the consolidated fee schedule is amended as follows:

Parking Citation	
~~Overtime, Improper — and after — hours parking~~	~~\$15.00 (within 7 days) \$30.00 (after 7 days) \$40.00 (after summons)~~
~~Prohibited, restricted, — and double-parking~~	~~\$15.00 (within 7 days) \$30.00 (after 7 days) \$40.00 (after summons)~~
<u>Parking citation</u>	<u>\$40 (50% discount if paid within 10 days; 25% discount if paid within 11-30 days. If the civil fee imposed pursuant to this chapter remains unpaid after 40 days from the date of the Notice, or ten days after the due date established in any payment agreement approved by the hearing officer, the City may use any lawful means to collect the unpaid civil fee, including referral to a collection agency or commencement of a civil action. The person responsible for the civil fee shall be liable for the unpaid civil fee together with all reasonable costs of collection, including collection agency fees, attorney's fees, court costs, and any other costs incurred by the City in collecting the unpaid civil fee, to the extent permitted by law.)</u>

PASSED AND ADOPTED by the City Council of Kaysville, Utah, this ____ day of _____, 20__.

—
ATTEST:

Tamara Tran, Mayor

Annemarie Plaizier, City Recorder

CITY COUNCIL STAFF REPORT



MEETING DATE: October 15, 2026

TYPE OF ITEM: Action Item

PRESENTED BY: Cole Stephens, Parks and Recreation Director

SUBJECT/AGENDA TITLE: Award of a Contract to AJC Architects for Architectural Services for the Library Renovation

EXECUTIVE SUMMARY:

BACKGROUND

The City issued a Request for Qualifications (RFQ) to select an architectural firm to assist with the future renovation and use of the Old Kaysville Library building.

The City received **15 Statements of Qualifications**. A review committee evaluated each submission based on the criteria included in the RFQ:

- Relevant Project Experience – 30%
- Project Team and Key Personnel – 25%
- Technical Approach and Methodology – 25%
- Public-Sector Experience and References – 15%
- Schedule and Availability – 5%

After the initial review, the 3 highest-ranked firms were invited to participate in interviews with City staff and representatives. The interviews focused on the firm's project team, experience with existing historic buildings, approach to the Old Library project, and design process.

Following the interviews and final evaluation, **AJC Architects was selected as the preferred firm.**

AJC ARCHITECTS

AJC demonstrated a strong understanding of the Old Kaysville Library project and the challenges associated with working with an existing building. Their team has experience with public projects and demonstrated an approach that will allow the City to evaluate the building, develop options, consider costs, and work with the community as the project moves forward.

Staff also felt that AJC's team would be a good fit to work with City staff and the City Council throughout the design process.

The final scope, fee, and schedule will be negotiated with AJC Architects following Council approval of the selection.

PROJECT SCOPE

The initial work will include reviewing the existing Phase 1 report, evaluating the existing building, developing design options, establishing project priorities, proforma and analysis of options, and developing preliminary cost information.

As the project progresses, the scope may include architectural and engineering design, public engagement, construction documents, bidding assistance, and construction administration.

FISCAL IMPACT

Staff will negotiate the scope and fee with AJC Architects in accordance with the City's purchasing requirements. Attached resolution with the not to exceed amount of \$55,000.

RECOMMENDATION

Staff recommends that the City Council approve the selection of **AJC Architects** to provide architectural and design services for the Old Kaysville Library project and authorize staff to negotiate a professional services agreement with AJC Architects.

City Council Options:

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

Staff Recommendation:

Approve

Fiscal Impact:ATTACHMENTS:

1. Resolution

RESOLUTION 26-~~XX-XX~~

**AUTHORIZING AN AGREEMENT WITH AJC ARCHITECTS FOR WORK ON
THE HISTORIC LIBRARY BUILDING**

WHEREAS, Kaysville City desires to rehabilitate the historic library building and repurpose it for viable city uses; and

WHEREAS, the City received proposals for an architectural firm to conduct work that will allow the city to accomplish their desires; and

WHEREAS, City Staff have reviewed and evaluated each proposal and has found it to be in the best interest of the City and citizens of Kaysville City to conditionally select AJC Architects as the firm to develop the plan to accomplish the City's vision for the library building.

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

1. AJC Architects is conditionally selected as the firm with whom the City Manager should conduct negotiations for the work to rehabilitate the library.

2. The City Manager is directed to conduct negotiations for an agreement (herein the "Agreement") with AJC Architects to do this work and prepare any necessary plans, reports, or other documents. The terms of the Agreement shall address the terms and conditions including price, city requirements, and the other terms contained in the proposal submitted by AJC Architects that are consistent with the intent of the City. The Agreement shall include such other provisions as are deemed necessary to accomplish the purposes of the City in entering an Agreement to rehabilitate the library.

3. The Contract shall have a clause that does not allow AJC Architects to exceed a total of \$55,000 in costs to the City.

4. At such time as the Agreement is in a form acceptable to the City Manager and City Attorney and after AJC Architects has properly executed said Agreement, the City Manager is authorized to execute the Agreement on behalf of the City. Execution of the Agreement by AJC Architects shall constitute their offer for the completion of the project, pursuant to the terms and conditions of the Agreement. Execution of the Agreement by the City Manager shall constitute the City's acceptance of AJC Architects offer and the formal award of the contract to AJC Architects to study the feasibility and design of the library project, pursuant to the terms and conditions of the Agreement.

PASSED AND ADOPTED by the Redevelopment Agency of Kaysville, Utah, this **15th day of October, 2026**.

Tamara Tran, Mayor

ATTEST:

Annemarie Plaizier, City Recorder