

# DRAFT

## KAYSVILLE CITY COUNCIL MARCH 31, 2016

Minutes of a regular meeting of the Kaysville City Council held MARCH 31, 2016 at 7:00 p.m. in the City Council Chambers of the Kaysville City Municipal Center.

Council Members present: Mayor Steve Hiatt, Susan Lee, Chris Snell, Larry Page, David Adams (via tele-conference) and Jake Garn.

Others present: City Manager John Thacker, Finance Director Dean Storey, Engineer Andy Thompson, Zoning Administrator Lyle Gibson, City Recorder Maria Devereux, Lorene Kamalu, Beth Rhoads, Katie Witt, Sarah Galeboloke, Erin Johnson, Gregory Frank, Carole Walker, Vance Garfield, Ellen Payne, Clay Allen, Kay Allen, Marc Robinson, and David E. Robinson.

### **VOLUNTEER OF THE MONTH RECOGNITION**

Council Member Snell recognized Beth Rhoads as the Volunteer of the Month. She was praised for providing hours of selfless work within the community. She was presented with a plaque as a token of appreciation.

Mayor Hiatt praised her efforts and extended his appreciation.

### **PARKING ON 225 EAST STREET**

This item was cancelled.

### **DISCUSSION OF WAYS TO IMPROVE RELATIONS WITH SMALL BUSINESSES AND THE INFORMATION GIVEN TO CONSUMERS**

Erin Johnson with Comeshop, LLC, explained the importance of improving relations with small businesses. She encouraged the City to contribute to the increase in sales and growth of small businesses within the City by creating a plan to encourage sustainable growth. She encouraged the City Council to learn more about small businesses in Kaysville and asked for feedback.

Council Member Garn referred to the Play Unplugged Program and he explained Grab Badges and how the City is trying to bring awareness of City businesses as well as promote community involvement.

Council Member Lee complimented Erin Johnson for being proactive and offered her assistance. She praised her creativity and suggested the City may promote businesses in the City newsletter.

Erin Johnson thanked the City Council.

### **CALL TO THE PUBLIC**

Gregory Frank suggested the City Council change the format of the Council meetings to allow the public to ask questions on agenda items before the final vote.

Lorene Kamalu suggested a way to help small businesses. She stated that there will be a Guest Speaker on Thursday, April 14, 2016. The Speaker will show businesses how to have a stronger online presence with marketing. She hopes this Speaker series will be ongoing and that business owners will continue to participate.

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Mayor Hiatt stated that he and the City Council will consider taking questions and will try to incorporate a time for questions into the meeting.

In regard to the Guest Speaker, Mayor Hiatt noted the benefit to businesses. He suggested the City can email the event information to the business owners and that Council Member Lee can assist her with that process.

### **REZONE OF 4.05 ACRES OF PROPERTY AT APPROXIMATELY 880 SOUTH SUNSET DRIVE FROM A-1 TO R-1-LD.**

Andy Thompson explained the need to rezone the property to accommodate a six (6) lot single family development on a cul-de-sac street. The property is surrounded by A-1 (light agriculture) zoning to the north where the Jr. High and Elementary schools are located. The existing zoning on most of Sunset Equestrian Estates to the south is residential agriculture. He explained that staff has reviewed the request and finds the preliminary plat to be compliant with the requested zoning.

Council Member Snell made a motion to adopt Ordinance No.16-3-1, rezoning 4.05 acres of property at approximately 880 S Sunset Dr. from A-1 to R-1-LD, second by Council Member Lee.

The vote on the motion was as follows:

Council Member Snell, yea  
 Council Member Page, yea  
 Council Member Adams, yea  
 Council Member Lee, yea  
 Council Member Garn, yea

The motion passed unanimously.

### **SUNSET EQUESTRIAN ESTATES PHASE 19 SUBDIVISION PRELIMINARY PLAT**

Council Member Page made a motion to approve Sunset Equestrian Estates Phase 19 Subdivision preliminary plat at approximately 880 South Sunset Drive, consisting of six lots on a cul-de-sac street, second by Council Member Lee.

The vote on the motion was as follows:

Council Member Snell, yea  
 Council Member Page, yea  
 Council Member Adams, yea  
 Council Member Lee, yea  
 Council Member Garn, yea

The motion passed unanimously.

### **COUNCIL MEMBER REPORTS**

- Council Member Snell provided a list of 4<sup>th</sup> of July events with dates, times, activities and contact information.

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- Council Member Snell provided a list of community events for 2016. He noted the Parks Dept. is planting trees and taking donations for more trees to be planted.
- Mayor Hiatt explained that the City Council meetings are being recorded and being streamed live via YouTube and noted the recordings are being broadcast on the internet. The City has now set up Kaysville Live.com. He commented that Ryan Judd, the City's IT Administrator, is knowledgeable about YouTube and is presenting at the ULCT conference. He noted that the City made an initial \$2500 investment for the camera. He expressed his appreciation to Ryan Judd for his hard work.
- Mayor Hiatt explained the City Manager interview process; the top three individuals will be called in for an interview. He suggested the Council submit questions to ask the candidates. He proposed one hour interviews with each of the candidates. The Council agreed to hold the interviews on Wednesday, April 13, 2016 at 5:30 p.m., 6:45 p.m., and 8:00 p.m. He will make the candidates aware of the date.
- Council Member Snell noted that Utah State University Botanical Center is holding Baby Animal Days, on May 6<sup>th</sup> and May 7<sup>th</sup>.
- Council Member Lee discussed document retention. She stated the City should stop shredding of documents for a minimum of six months. Dean Storey noted that a document management system is in the budget, easier for retention since it takes up less space.  
Mayor Hiatt noted that if it is the consensus of the council to retain documents following the retention schedule, plus six months, the council could agree to support that.

Council Member Lee made a motion that a hold be placed on shredding any documents within the City for a six month period, and after that time the City can continue with their procedures already in place, second by Council Member Page.

The vote on the motion was as follows:

Council Member Snell, yea  
 Council Member Page, yea  
 Council Member Adams, yea  
 Council Member Lee, yea  
 Council Member Garn, yea

The motion passed unanimously.

Council Member Adams stated that paperwork should be aligned with specific projects.

Council Member Lee stated that requests for a large volume of documents should be presented through the Council and given to the City Manager.

Council Member Lee made a motion to give approval for Council Member Adams to make a request for information to John Thacker that will be complied with, second by Council Member Page.

Council Member Garn noted that he cannot support the motion as presented. He is concerned with the volume of requests, the time frame given to request documents and what their purpose

is. The City Council has received a list from Council Member Adams but doesn't understand what the purpose of the list is. He is hesitant to give one Council Member carte blanche. If requests are voluminous, he suggests the requests come before the Council to discuss.

Council Member Adams stated that he is working on updating the Procurement Policy, he needs additional information in regard to past transactions to accurately update the document.

Council Member Snell noted that he would like requests from City personnel to be easily forthcoming. He noted that requests take time and voluminous requests have been made. He stated that City staff have had to dedicate personnel to make copies and research the many requests. He noted the request from City staff is that the Council make the request rather than only one Council member. He feels this is a legitimate request from staff.

Council Member Adams stated that he received a letter from the head of Public Works denying all requests for documentation.

Council Member Snell stated that is a mischaracterization of the letter from the Department head of Public Works. It was not a denial for documentation, but the Council should consider any excessive or cumbersome requests go through the Council and the Public Works will comply.

Council Member Garn stated that in regard to voluminous requests, the Council needs to be advised of the purpose of the documents.

Council Member Lee made a substitute motion that the City Council gives authorization to the City Manager to research the original list of documents that Council Member Adams requested, second by Council Member Page.

The vote on the motion was as follows:

Council Member Snell, nay  
Council Member Lee, yea  
Council Member Page, yea  
Council Member Adams, yea  
Council Member Garn, nay

The motion passed three (3) to two (2).

Council Member Lee made a motion that any request for information that is determined to take two (2) hours or more to research and prepare needs to go to the City Council, through the City Manager, second by Council Member Garn.

The vote on the motion was as follows:

Council Member Snell, yea  
Council Member Lee, yea  
Council Member Page, yea  
Council Member Adams, yea  
Council Member Garn, yea

The motion passed unanimously.

**CLAIMS**

Council Member page made a motion approving the claims in the amount of \$841,000.53 with the exception of claim No. 5383 which would be paid in the amount of \$1000.00, second by Council Member Lee.

After a lengthy discussion, Council Member Snell made a substitute motion to pay the claims except Claim No. 5383, second by Council Member Garn.

The vote on the substitute motion was as follows:

Council Member Snell, yea  
Council Member Lee, nay  
Council Member Page, yea  
Council Member Adams, nay  
Council Member Garn, yea

The motion passed three (3) to two (2).

Council Member Adams made a motion to not pay King and King, Attorney, second by Council Member Lee.

Council Member Snell noted that there are no payments to King and King on the current set of claims.

Council Member Adams withdrew the motion.

**CALENDAR**

Mayor Hiatt noted that Wednesday, April 13, 2016 are City Manager interviews.

Mayor Hiatt stated that the next Council meeting will be held on Thursday, April 21, 2016.

Council Member Garn made a motion for adjournment at 9:20 p.m., second by Council Member Snell and passed unanimously.

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## KAYSVILLE CITY COUNCIL MARCH 17, 2016

Minutes of a special meeting of the Kaysville City Council held MARCH 17, 2016 at 5:30 p.m. in the City Council Chambers of the Kaysville City Municipal Center.

Council Members present: Mayor Steve Hiatt, Susan Lee, Larry Page, David Adams and Jake Garn.

Absent: Council Member Chris Snell

Others present: City Manager John Thacker, Finance Director Dean Storey, Engineer Andy Thompson, Zoning Administrator Lyle Gibson, City Recorder Maria Devereux, Ramona Porter, Carole Walker, Walt Parrish, Hazel Parrish, Cheryl Garbet, Margaret Brough, and Mike MacFarlane.

Mayor Hiatt explained the purpose of the special meeting is to review and discuss purchasing procedures. He allotted 90 minutes for the discussion, and noted that the meeting is a continuation of the Saturday work session. He noted that Council Member Snell isn't currently able to attend the meeting but will be able to join later via phone.

### **REVIEW AND DISCUSSION OF PURCHASING PROCEDURES**

Mayor Hiatt invited the Council to begin the discussion.

Council Member Lee stated that the Council temporarily modified the Council approval limit, from \$50,000 to \$15,000.

Council Member Garn stated that clarification is needed, since there were no materials provided before the Council meeting. He explained that the policy includes open market procedures, informal and formal procedures. He asked for clarification of how lowering the amount to \$15,000 is to be interpreted and applied. He suggested the Council consider workflow processes and how that impacts the process. He discussed balance and level of control, and the appropriate level of control in regard to the size of community in Kaysville City.

Council Member Adams and Council Member Garn agreed that finding the right balance of financial controls are important for the City with procedures, updatable, regularly revised and reviewed and in conformance with other statutory requirements.

Council Member Adams stated that purchasing procedures should be a living document.

Council Member Garn noted that competitive bids, are good for consistency, and promotes efficiency and level of quality.

Council Member Page noted that specifics are needed and the document cannot be too general with too much latitude. He stated that there is a need as a government entity to be specific, the City deals with taxpayer's money and the Council represents them. He discussed a concern that many have is the lack of opportunity to bid; everyone should be able to fairly bid and provide service. He suggested the Council give input and address items they have concerns about. He

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suggested that this is a good opportunity to review concerns and gather a consensus. Council Member Page agreed that a balance is needed with procurement procedures and doesn't feel the Council needs to be in charge of rewriting new procedures. He agreed with Council Members Garn and Adams that a balance is needed.

Council Member Adams discussed and referred to the State of Utah's Procurement Code and suggested that he would like the Council to find a medium between the State of Utah's document and Kaysville City's procurement policies. He suggested that the Council review the State Code and adopt the best procedures that would fit with Kaysville City.

Council Member Garn noted that controls are needed for RFP's and other bids. He suggested that it isn't necessary to adopt all the elements of Utah State Code in Kaysville since the applicable portions are already required by municipalities. He noted the advantage of a broad policy is that it is highly efficient, and noted the disadvantage of a broad policy is that there can be too much room for interpretation. He noted that the Council should make sure Kaysville city procedures are meeting minimum requirements under State Code.

Council Member Garn questioned who needed to be a part of the decision making process. Should the City Council have an advise and consent role and utilize city staff by having them do the jobs they are paid to do and have them bring a draft back to the Council for review rather than the Council writing the document.

Council Member Lee suggested the Council review the document and give their input and then meet or give to staff for compilation. She explained that this is a good starting point and gives an opportunity for this to be done right. She asked if there is a template for municipalities.

Finance Director, Dean Storey, explained the history of the purchasing procedures and policies that were adopted in 1989. At that time there was a flow chart. Based upon input from other cities purchasing procedures, in 2010, text was added and the flow chart was modified.

Mayor Hiatt asked if the current purchasing manual was unchanged from 1989 to 2010. Dean Storey advised that it was unchanged.

Dean Storey noted that with input from citizens, contractors and the State Auditor's office, the City changed the text document to closely match the flow chart. The change was adopted in May 2012. The procedure in place is in line with other municipalities. He would like to know the level of oversight the Council would like to have. It was suggested that anything over \$15,000 should be brought to the City Council and that is what the City is currently operating under. He noted that there is still some confusion whether that is true with the formal contract procedure. Dean Storey suggested the Council determine what threshold the Council is comfortable with before expenditures are made.

Council Member Garn noted that he looked through other municipal agencies about purchasing agreements, he is looking for clarification, he noted that most Cities turn over the purchasing threshold decisions to their Mayor, in a strong Mayor form, or to the City Managers. He noted that it doesn't appear that other City Councils approve threshold decisions.

Dean Storey noted that it is similar to what the City currently has in place; \$50,000 and up needs to have direct Council approval, for service contracts, anything over \$25,000 needs to be approved by the Council.

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Council Member Page stated that we don't have contracts with professional services, technical services, etc. but knows that most cities have contracts. He would like to see yearly contracts and specialized contracts for specialized needs. He agrees with most everything being said here today and noted that the procedures need to be simple enough and strong enough to set borders for efficiency. He suggested that no major overhaul is needed; he wants to make it more efficient for everyone.

Council Member Garn discussed that any professional contract needs to have a deadline and noted that contract provisions, and a regular period where the contract is reevaluated is a good standard.

Council Member Garn discussed that hiring a City Attorney may be beneficial instead of contracting out legal services.

Council Member Page stated that in regard to legal services, we have had the same firm for quite some time. He asked if there is a contract and noted that other firms would like to bid on legal services in Kaysville City. He noted that the City could justify a City Attorney as long as it is efficient.

Council Member Garn and Council Member Adams discussed defining the scope of purchasing procedures and stating that as the government, they need to make the process less complex to prevent slowing processes and increasing cost.

Andy Thompson, City Engineer, stressed the importance of having the ability to get work done quickly and efficiently instead of going through lengthy approvals.

Council member Lee suggested the Council reconvene and make a solid document with input from all. She noted that in regard to policy and procedures it is helpful if they know what is expected. She stated another possible solution would be to pay someone else to put this together.

Council Member Page stated that the City Council should form a committee to create this policy that everyone can be happy with. He noted that it is important to be comfortable as a governing body to make sure it is done right. He suggested the City needs to be involved and that if the leadership of the City like it and help create it, it will be accepted by City personnel more readily.

Mayor Hiatt discussed a committee of staff and Council, to work with concerns that were addressed and bring a draft back for Council consideration.

Council Member Lee explained that the best idea is to work together and suggested a committee with staff and Council Members. She asked who would like to be on the committee.

Mayor Hiatt noted that he has heard discussion of tasking the new City Manager with it, but likes Council Member Page's suggestion that it would be appropriate to have a committee with staff members and members of the Council.

Council Member Page suggested that a committee be formed with the City Council and City staff members to collectively create a policy that the Council and staff are happy with.

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Council Member Garn and Council Member Adams agreed they both want a policy that protects the City and makes the City more efficient. They want a document that has been vetted, is well thought out and orderly created.

Mayor Hiatt asked that Council Member Adams and Council Member Garn be part of the committee, as well as Finance Director Dean Storey, to draft purchasing procedures, and report back to the Council for review and approval. He asked if there is a recommendation for other staff to be included.

Council Member Adams nominated Andy Thompson for the committee.

Mayor Hiatt mentioned it might be helpful to have others that might be directly affected on the committee.

Council Member Lee made a motion to form a committee as suggested, to draft Purchasing Procedures, second by Council Member Page.

The vote on the motion was as follows:

Council Member Lee, Yea  
Council Member Snell, (absent)  
Council Member Page, Yea  
Council Member Adams, Yea  
Council Member Garn, Yea

The motion passed unanimously.

Council Member Lee made a motion for adjournment at 6:45 p.m., second by Council Member Adams and passed unanimously

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Council Members present: Mayor Steve Hiatt, Susan Lee, Chris Snell (tele-conference), Larry Page, David Adams and Jake Garn.

Others present: City Manager John Thacker, Finance Director Dean Storey, Engineer Andy Thompson, Zoning Administrator Lyle Gibson, City Recorder Maria Devereux, Ramona Porter, Carole Walker, Walt Parrish, Margaret Brough, Cheryl Garbet, Orvin Draney, Art Morley, Gregory Frank, Mike Macfarlane, Grant Richards, Kendall Hutchinson, Dax Lee, Mack Niederhauser, Paden Chamberlain, Ben Chamberlain, Katie Witt, Lorene Kamalu, Ruth Sabin, and Noel Sabin.

### **CALL TO THE PUBLIC**

Art Morley expressed his concerns regarding a flyer entitled 'The Bridge'. He questioned why it discussed Proposition 5 at this time. He discussed fluctuation in electric bills in regard to consumption and rate hikes. He stated that we are encouraged to use less power and electricity. Mr. Morley would like to see the reserves increased, and believes that the power company is acting more efficiently than before Prop. 5. Council Member Lee asked for a copy of the newsletter to review.

Cheryl Garbet addressed her concern about smart meters that were mentioned in a previous Council meeting. Mayor Hiatt explained that the City is currently in the process of updating water meters. The consensus from the Council is that they should become better educated about smart meters. No decisions have yet been made.

### **MILLER RANCH SUBDIVISION AMENDED PRELIMINARY AND FINAL PLAT**

Andy Thompson explained that changes were made to the position and size of the lot and is now ready to move forward. The size of the lot has extended 30 feet farther north which allowed for a home the position and size the people wanted. No other changes were made.

Council Member Lee made a motion to approve the Miller Ranch Subdivision Amended preliminary and final plat, second by Council Member Adams.

The vote on the motion was as follows:

Council Member Lee, Yea  
Council Member Snell, Yea  
Council Member Page, Yea  
Council Member Adams, Yea  
Council Member Garn, Yea

The motion passed unanimously.

**AWARD OF CONTRACT FOR 2016 STREET IMPROVEMENTS PROJECT**

Andy Thompson explained that Kaysville City recently bid a project to resurface several streets within Kaysville City. This project will consist of asphalt milling, grading, road base, and placement of 3-4 inches of new asphalt depending on the street. He stated the low bidder is Advanced Paving and Construction, LLC. Adjustment of the scope of work is at the discretion of the City. He recommended that the City award the bid to Advanced Paving and Construction.

Council Member Adams discussed the road project evaluation and the process. He suggested a storm drain is in need of repair on Burton Lane and asked if this can be included in the bid.

City Manager John Thacker explained that the problem with the storm drain was discovered after the City proceeded to bid. The storm drain repair will be formally bid.

Mayor Hiatt discussed the bidding process and asked if later in the season it would still be viable.

Council Member Garn and Council Member Adams suggested continuing the process of the bid this time and have the storm drain element bid separately.

Council Member Adams made a motion to award the bid to Advance Paving and Construction, LLC with the noted exception, second by Council Member Lee.

Council Member Lee, Yea

Council Member Snell, Yea

Council Member Page, Yea

Council Member Adams, Yea

Council Member Garn, Yea

The motion passed unanimously.

**AWARD OF CONTRACT FOR 2016 CHIP SEAL PROJECT**

Andy Thompson explained the proposed Chip Seal Project on Angel Street, Fairfield Road, and 200 North Street from the onramp to 900 W. The low bidder is Geneva Rock Products, Inc. and awarding the bid is recommended.

Council Member Page asked if there will be loose gravel, stating that there were complaints with the last chip seal project.

Andy Thompson noted that after the final coat was applied it took care of most complaints. He stated that the benefits outweigh concerns. Kaysville City doesn't put down much chip seal because of these concerns.

Mayor Hiatt asked if angled parking may be beneficial on the west side of Fairfield that abuts the park.

Council Member Page made a motion to award the bid to Geneva Rock Products, second by Council Member Snell.

The vote on the motion was as follows:

Council Member Lee, Yea  
Council Member Snell, Yea  
Council Member Page, Yea  
Council Member Adams, Yea  
Council Member Garn, Yea

The motion passed unanimously.

### **REPORT ON GEOTECHNICAL TESTING POLICIES AND PROCEDURES**

Andy Thompson explained that for the past several years, Kaysville City has contracted and directed the geotechnical testing for subdivisions. The developer has been assessed a fee, based on the number of lots, to reimburse the City for the cost of testing. The fees are periodically reviewed to assure that the developers are paying the cost of the geotechnical testing. He explained the process has worked well. The City controls the testing, and helps produce a better product. This reduces the long-range maintenance costs of the infrastructure. The fixed fee allows the City adequate discretion to obtain the proper amount of testing for each subdivision. He recommends that the fees be reviewed each year as part of the budget process and adjustments made as appropriate to assure that the existing system is functioning as efficiently as possible. Andy noted that in reviewing the fee schedule, it appears that the current fees are only covering approximately 78% of the cost of geotechnical testing. He further recommended that the fees be increased 28% to \$320 per lot when the Consolidated Fee Schedule is adopted.

Council Member Adams stated that no fees were raised since last year. He appreciated assistance from Andy Thompson to research fees and costs.

Council Member Adams suggested to modify the process and have the developer pay the actual cost. He explained after reviewing 27 projects, it appears that the City had a loss on inspection fees.

Andy Thompson stated that if the Council desires, he will require developers to be in charge of their own Geotechnical testing. He suggested we research surrounding cities and their fees.

Council Member Snell concurred, stating that he is in agreement with the decisions made regarding geotechnical testing.

Mayor Hiatt clarified that the staff can be directed to prepare the changes in the regulations to require that developers be responsible for geotechnical work and reevaluate fees.

Council Member Adams made a motion to direct staff to prepare changes to require that developers be responsible for their own geotechnical work, to adhere to the standards of Kaysville City, and to reevaluate fees after performing additional research, second by Council Member Garn.

The vote on the motion was as follows:

Council Member Lee, Yea  
 Council Member Snell, Yea  
 Council Member Page, Yea  
 Council Member Adams, Yea  
 Council Member Garn, Yea

The motion passed unanimously.

### **APPOINTMENT OF CITY RECORDER**

Mayor Hiatt recommended Maria Devereux to be appointed as City Recorder to fill the vacancy caused by Linda Ross' retirement. He welcomed Maria Devereux as the new City Recorder.

Council Member Snell made a motion to appoint Maria Devereux as City Recorder, second by Council Member Lee.

The vote on the motion was as follows:

Council Member Lee, Yea  
 Council Member Snell, Yea  
 Council Member Page, Yea  
 Council Member Adams, Yea  
 Council Member Garn, Yea

The motion passed unanimously.

### **COUNCIL MEMBER REPORTS**

- Council Member Garn noted the youth educational event went well and thanked Mayor Hiatt for being in attendance. He noted that the Youth City Council interacted well.
- Council Member Lee noted they are in the process of getting sponsorships for the 'Play Unplugged Program'. She will be contacting elementary schools and will attend assemblies; a representative is needed at each meeting. Once sponsorships are solidified, they will go to businesses and ask them to sponsor a brag badge. Sponsorship will include 400 brag badges, if they need more they can order more.
- Council Member Adams noted that he is involved with Baseball teams around town. A concern has been that baseball fields have been used on a first come first serve basis. However, some teams are placing gear on fields early in the morning. At times, reservations are disregarded. Council Member Snell stated he will speak with the Parks staff about this issue.
- Andy Thompson noted the last several months the City has been working on an Active Transportation Plan (ATP) that addresses biking and walking needs throughout the City. The planning commission plans to go through it in detail at their next meeting.
- Council Member Lee asked for clarification of City tree trimming services, she asked if they are under contract. City Manager John Thacker noted that a notice to terminate (30 days) has been given and soon the City will have only one contracted company.
- Council Member Lee asked for a status of new Kaysville City logos; Dean Storey stated the logos are being printed and should be available within the next week.

**MINUTES**

Council Member Lee noted a correction on Pg. 9, the Minutes state, '\$400 for a badge'. She clarified that it should say 'for badges'.

Council Member Garn made a motion to approve the minutes from March 3, 2016 with the correction noted by Council Member Lee, second by Council Member Adams.

The vote on the motion was as follows:

Council Member Lee, Yea  
Council Member Snell, Yea  
Council Member Page, Yea  
Council Member Adams, Yea  
Council Member Garn, Yea

The motion passed unanimously.

**CLAIMS**

Mayor Hiatt noted that with a key employee out of town, a review of claims will be approved at the next City Council meeting.

**CALENDAR**

Mayor Hiatt stated that due to the conference in early April, the next Council meeting will be held on March 31, 2016.

Council Member Lee made a motion for adjournment at 9:00 p.m., second by Council Member Adams.