



REQUEST FOR COUNCIL ACTION

Action: Need Council to take action

Meeting Date Requested : 7/14/2021

Presenter: Alan Anderson

Deadline of item : 7/14/2021

Department Sponsor: Council Office

Agenda Type: Business Item

Time Requested: 5 minutes presentation, 10 minute Council

(Council may elect to provide more or less time)

Approval Signatures *(required for all transmittals)*

Submitter: 

Dept. Head: _____

Reviewed as to Form:  Duncan Murray Jul 8, 2021 08:05 MDT

Executive: _____

Council Office: 

Council Committee: _____

1. AGENDA SUBJECT

Consider approving Resolution No. 21-035 appointing Jenny Knudsen to serve on the General Plan Committee.

2. SUMMARY

West Jordan City Code [1-6C-3](#) states that, "The City Council shall appoint qualified persons to be voting members of the general plan committee. The committee shall be composed of an odd number of voting members not to exceed fifteen (15) members. (2001 Code § 2-6-1603; amd. Ord. 18-22, 7-11-2018; §2-4-3, Ord. 19-53, 12-11-2019, Effective at 12 noon on January 6, 2020)" The entire code can be found in [Title 1 Chapter 6C](#).

One of the General Plan Committee members has resigned for personal reasons which has created a vacancy on the committee. The council office received an application, the General Plan Subcommittee reviewed the application and recommends the appointment of Jenny Knudsen to serve on the General Plan Committee. She is a resident in District 2.

3. TIME SENSITIVITY / URGENCY

The General Plan Committee is actively meeting to prepare an updated General Plan.

4. BUDGET IMPACT

No anticipated budget impact.

5. DEPARTMENT RECOMMENDATION

This action is under the purview of the City Council

6. PLANNING COMMISSION RECOMMENDATION

N/A

7. MOTION RECOMMENDED

I move to approve Resolution No. 21-035 appointing Jenny Knudsen to serve on the West Jordan General Plan Committee."

8. MAYOR RECOMMENDATION

N/A

9. PACKET ATTACHMENT(S)

Resolution No. 21-035

Application

10. OTHER INFORMATION

THE CITY OF WEST JORDAN, UTAH
A Municipal Corporation

RESOLUTION NO. 21-035

A RESOLUTION APPOINTING JENNY KNUDSEN TO THE CITY OF WEST JORDAN GENERAL PLAN COMMITTEE

WHEREAS, City Code § 1-6C-3 vests the City Council with the duty to appoint qualified individuals to be voting members of the General Plan Committee; and

WHEREAS, the City Council desires to appoint Jenny Knudsen to serve as a voting member on the General Plan Committee.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF WEST JORDAN, UTAH :

Section 1. Pursuant to the provisions of City Code § Sections 1-6-13, 1-6C-3, and 1-6C-4, the City Council hereby appoints Jenny Knudsen to serve on the General Plan Committee.

Section 2. Jenny Knudsen is being appointed to fill a vacancy on the committee and his term expires on October 14, 2022.

Section 3. The City Council's appointment is contingent upon the completion of all required and necessary City forms and procedures.

Section 4. This Resolution shall take effect immediately upon passage.

Adopted by the City Council of West Jordan, Utah, this 14th day of July 2021.

CITY OF WEST JORDAN

By: _____
Zach Jacob
Council Chair

ATTEST:

Cindy M. Quick, MMC
Council Office Clerk

Voting by the City Council

"YES"

"NO"

Council Chair Zach Jacob

☐☐

Council Vice Chair Kelvin Green

☐☐

Council Member Chad R. Lamb

☐☐

Council Member Chris McConnehey

☐☐

Council Member David Pack

☐☐

Council Member Kayleen Whitelock

☐☐

Council Member Melissa Worthen

☐☐



West Jordan City General Plan Committee Application

The General Plan Committee assists the Planning Commission and City Council in the preparation and adoption of a comprehensive, long-range general plan for land use and growth and development. Appointments are for two-year terms and may be extended. Up to 15 citizens will be appointed to this committee.

Full Name (First and Last Name) Jenny Knudsen

Email Address:

Cell Phone Number

Other Phone Number

Address (including Zip Code)

, West Jordan UT 84088

Please explain why you want to serve on the General Plan Committee: (Please attach extra sheet if necessary)

I was born and raised in Utah and could not be more proud to call this beautiful state my Home. I have been in the Real Estate and Education industries for over 20 years. Seeing the massive growth and changes in Utah has peaked my civic responsibility and interests in the preservation and regulated growth of wonderful communities. I have lived all of my life in the salt lake valley and with the current new construction of my home in West Jordan, I am looking forward to being a responsible and socially active and supportive member of our society and community.

Please tell us about How long you have lived in West Jordan and what you think the long-range goals of West Jordan should be: (Please attach extra sheet if necessary)

I have only recently built a home in West Jordan, although the process started about 9 months ago.

Please tell us about yourself or attach a resume: (Please attach extra sheet if necessary)

This committee will meet (first 6-8 months) 2-3 times a month to update the General Plan and the Future Land Use Map and then meet periodically to ensure those items stay current. Do you commit to that time frame? ☒ YES ☐ NO

Signature:

Date:

06/03/2021

Professional Skills and strengths

- *Exceptional administrative support
 - *Organization, communication and scheduling, including preparing correspondences, arranging meetings and calendars
 - *Customer Service: exhibiting compassion, empathy and caring for others
 - *Strong research and computer skills
 - *Tech savvy and knowledgeable
 - *Practice high standards of integrity, accountability, passion for work, and professionalism.
-

Work History

February 2020 - Present – Licensing Specialist Utah Division of Real Estate

- *Provide telephone, email and live chat support for all aspects of Real Estate Licensing and Enforcement
- *Ensure accuracy, verify qualifications and background check information as it pertains to licensees.
- *Accurate data entry for license information, and changes.
- *Coordinate and gather evidence and correspondence for Investigations regarding Appraisal Complaints

May 2018 – February 2019 – Utah Property Solutions

Office Assistant/Assistant Property Manager

- *Manage day to day back office and maintenance.
- *Customer service and relations liaison and support. Answering calls, providing solutions and assistance.
- *Scheduling, managing workflow

Administrative Assistant/Customer Service - Dispatch/Billing September 2017 - March 2018

- *Routing and assisting drivers
- *Scheduling and route setting, contacting proper personnel in the event of traffic or emergency situations and
- *Providing liaison support between schools, administrators and parents.
- *General administrative assistance and office duties.

Attendance Secretary November 2012 - November 2016 – Albion Middle School 801-826-6700

- *Administrative assistant office duties
- *Customer service and coordination of schedules
- *Track enrollment, communicate effectively with parents, students and other office staff, teachers and administrators

March 2011 - March 2018 Canyons School District 801-826-5500

Office Assistant March 2011 - November 2012 - Assistant to head secretary. Filing, answering phones, greeting parents, customers, deliveries. Accounting including receipting and collections for fees. Inputting into accounting system for reconciliation. Assisting Principals and Vice Principals with assigned duties.

Education

SLCC – Associates AS - Criminal Justice

6b GPC Appointment

Final Audit Report

2021-07-08

Created:	2021-07-07
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"6b GPC Appointment" History

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