



## MEETING NOTICE AND AGENDA

Notice is hereby given that the Kaysville City Council will hold a regular council meeting on Thursday, March 3, 2022, starting at 7:00 P.M. in the **Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.**

The meeting will be streamed on YouTube, and the link to the meeting will be posted on [www.KaysvilleLive.com](http://www.KaysvilleLive.com). For those wishing to direct comments to the City Council can do so in-person, or email comments to [publiccomment@kaysvillecity.com](mailto:publiccomment@kaysvillecity.com). Emailed comments will NOT be read out-loud at the meeting. Members wishing to speak during an Action Items or during Call to the Public must sign-up in person before the meeting to speak.

### **MOCK YOUTH CITY COUNCIL MEETING – 6:00 P.M.**

*The Youth City Council will be holding a “mock” city council meeting.*

### **CITY COUNCIL Q&A – 6:30 P.M.**

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

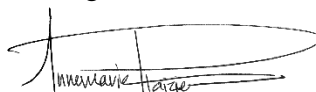
### **CITY COUNCIL MEETING – 7:00 P.M.**

The agenda shall be as follows:

1. OPENING
  - a. Provided by Mayor Tamara Tran.
2. CALL TO THE PUBLIC (3 MINUTE LIMIT, MUST SIGN UP IN PERSON)
3. PRESENTATIONS AND AWARDS
  - a. Employee of the Quarter – Rustin Shupe.
4. DECLARATION OF ANY CONFLICTS OF INTEREST
5. CONSENT ITEMS
  - a. Approval of Minutes of February 17, 2022.
6. ACTION ITEMS
  - a. An Ordinance enacting Section 4-10-7 regarding a Recreation, Arts, Museum, and Parks (RAMP) Advisory Committee.
7. COUNCIL MEMBER REPORTS
8. CITY MANAGER REPORT
9. 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 and emailed copies to media representatives on February 25, 2022.

  
Annemarie Plaizier  
City Recorder

KAYSVILLE CITY COUNCIL  
February 17, 2022

Minutes of a regular Kaysville City Council meeting held on February 17, 2022 at 7:00 p.m. in the Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.

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 Perry Oaks

Others Present: City Manager Shayne Scott, Finance Director Dean Storey, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Information Technology Assistant Jordan Hansen, Fire Chief Paul Erickson, Chief of Police Sol Oberg, Assistant Chief of Police Seth Ellington, Lt. Paul Thompson, Parks and Recreation Superintendent Cole Stephens, Assistant Finance Director Levi Ball, Dianne Stewart, Larry Montgomery, Leslie Montgomery, Shani Nelson, Jason Taylor, Kyle Wood, Spencer Brothers, Todd Smith, Mitchell Probert, Steve McCallum

**OPENING**

Council Member Blackham opened the meeting with a prayer and led the audience in the pledge of allegiance.

**CALL TO THE PUBLIC**

Nothing was brought under this item.

**PRESENTATIONS AND AWARDS**

**FIREFIGHTER OF THE YEAR PRESENTATION**

Fire Chief Paul Erickson presented the “2021 Firefighter of the Year Award” to Christopher Montgomery and explained that recipients of the award are nominated by their peers. Firefighter Montgomery was hired at the Kaysville Fire Department in December 2020, but had previously worked part-time for the department. He has been a paramedic for a few years and took the initiative to get Kaysville’s paramedic program started. He has become an asset to the department and the city. Recently the Fire Department was dispatched to the Kaysville Ponds where a dog had fallen through the ice, and Firefighter Montgomery was able to successfully save the dog from the water. His crew also recently responded to a childbirth at a residence call, and arrived just in time to help deliver the baby.

**DECLARATION OF ANY CONFLICTS OF INTEREST**

No conflicts were disclosed.

## **CONSENT ITEMS**

Council Member Oaks made a motion to approve the following consent items:

- a. Approval of Minutes of January 20, 2022.
- b. Approval of Minutes of January 28, 2022.
- c. Approval of Minutes of February 3, 2022.
- d. Appointment of Liesl McMurray as a Parks and Recreation Advisory Board Member.

The motion was seconded by Council Member Hunt.

The vote on the motion was as follows:

Council Member Oaks, yea  
Council Member Blackham, yea  
Council Member Adams, yea  
Council Member Hunt, yea  
Council Member Jackson, yea

The motion passed unanimously.

## **ACTION ITEMS**

### **PROPOSED BUDGET AMENDMENT FOR POLICE SALARIES**

Shayne Scott explained that the council was presented with this request and discussed in previous meetings. Staff is looking for direction from the council regarding if they would like to approve an immediate increase in police salaries with one-time funds. Because these salary increases will be an ongoing cost going forward, Staff is recommending that taxes be increased to help to cover that obligation. It would not be best to continue to use one-time funds on an ongoing basis item. Other city needs will be brought before the council for FY 2023. Our main focus is to try to retain the staff we currently have. We have asked department directors to be careful and conservative with our operational cost requests, and they have been asked not to request additional staff to be hired over the next fiscal year. If something essential were to come up, that request would be brought before the council for approval. If this initial request were approved tonight, the next step would be to go through the process of officially amending the current budget.

Council Member Adams asked about the amount needed if taxes were raised.

Dean Storey responded that we are still early in determining what the FY 2023 budget will look like and there are many unknowns. With all of the upcoming needs of the city, the council needs to be aware that a tax increase will likely be our best option to cover our financial needs.

Council Member Oaks commented that eventually the city would have to raise the taxes because the city's one-time funds will only go so far. Council Member Oaks asked if the city could wait until FY 2024 to raise taxes.

Dean Storey said that they could potentially wait, but it really depends on what the budget numbers look like. The council could chose to put it off another year, but you can only put a tax increase off for so long. A portion of the fund balance is already being used to help fund paramedic services.

Council Member Blackham said that he appreciates what the police do and agrees that there are some police positions that need a salary increase. There are a lot of city projects that need to be done, but he is concerned about raising taxes this year. We are considering a salary increase for our police, but every city employee deserves a cost of living and merit increase as well. These items alone will require a substantial amount of money, but he feels there is likely available funds within our current budget. In the audit given to the council recently about the city, it said that the city gained \$2.4 million dollars in unrestricted funds. It also said that our needs dropped about \$300,000. Council Member Blackham said he feels that the city would be okay if we waited a year or two to raise taxes.

Dean Storey said that the unrestricted net position includes capital assets. The council needs to focus on the general fund and enterprise funds independently to get a better idea of where the city's funds increased. In the general fund alone, there was only an increase of about \$150,000 from the previous year. Staff and the council can look at other avenues during our upcoming budget discussions to see if there are funds available to reallocate, but we need to focus on the fund balances and other resources that are unrestricted and available, rather than value.

Council Member Adams asked how many current officer would be given an increase.

Chief Sol Oberg responded that they currently have thirty-two sworn officers.

Council Member Adams suggested that if the officers are approved for and given a salary increase now, maybe we should hold off on giving them a cost of living increase this year.

Dean Storey responded that typically employee compensation is considered as a whole. It's determined what kind of market adjustment or cost of living adjustment needs to be applied to the entire compensation plan. The council could consider having different employee areas to be siloed, but that is not something we have ever done previously. If that is how the council would like to proceed, the compensation plan will need to be amended to reflect those changes.

Sol Oberg commented that some of our surrounding cities are considering a 7% cost of living increase for their officers. If the city decides to hold that back from our officers, we are just putting them further behind, which is defeating the purpose of this request.

Council Member Adams said that last year the council approved a tax increase for paramedics. It feels that we should show our support and do the same for our police department by approving a salary increase. Council Member Adams said that he would like to see the police chief report back to the council in a year to show how increasing salaries benefitted the department and if we were able to better retain our officers. Council Member Adams said that he would also like to see the city consider implementing a retention bonus for our officers, even on a temporary basis.

Council Member Jackson said that in the previous meeting, Chief Oberg indicated that it is a big expense to the city to train a new officer. This is a key point that we need to keep in mind as we consider our budget.

Sol Oberg commented that we are struggling to get officers from other agencies to apply for our open position, which means we will likely need to hire someone and send them through the police academy. If we were to hire someone right now, the earliest police academy we could get our officers into would be in May. They likely would not finish the academy until the end of the summer, and wouldn't be out of training until closer to the end of the year. We will end up paying for their salary and training for a significant amount of time. This doesn't include the overtime that it will cost us to fill the vacant shifts with our current officers. We are a small department and we don't have a lot of overage.

Council Member Jackson said that it costs the city at least \$50,000 each time we lose one of our officers, and that is something we can't afford to lose. Council Member Jackson said that he had spoken with several different agencies in our area and many agencies are struggling to fill their positions. It's a huge problem and it gets to be more of a problem the further north from the Wasatch Front. Young officers are being drawn to those agencies that are paying better. There seems to be an increase in theft in our communities and there is something to be said about having experienced officers in our city, and we could lose the ones we have quickly to another agency. We need to think about this long-term so we can continue to keep our officers. If we keep using our one-time funds, we will always be behind the curve and we will continue to see officers leaving.

Sol Oberg said that there is currently only one city in the county that is fully staffed in their police department. Other cities have held interviews several times and haven't been able to fill their positions. We put a lot of training into our officers, just to have another city benefit from that when our officers leave. Trying to replace the officers with years of experience is very difficult. Kaysville is trying to replace two positions right now, and we are faced with two other officers applying for other agencies.

Council Member Jackson said that we have great employees in our city. Our public safety employees are conducting a specialty and we should take that into consideration and see if there are creative ways to save money in other areas of the budget so we don't get behind the curve with our public safety.

Sol Oberg said that while he can't control what salaries are on the market, he can control the environment his employees work in and he can continue to make it a place that people want to work in. Our community has been great to our police department through the pandemic and our officers have been able to build a strong relationship with our community.

Dean Storey commented that if this item were approved, the current fiscal year budget would need to be amended as well as the compensation plan.

Council Member Adams made a motion to approve the proposed budget amendment for police salaries, seconded by Council Member Hunt.

Council Member Blackham made a substitute motion to approve the proposed budget amendment for police salaries with the comment that the council is not committing to a tax increase at this time. The motion was seconded by Council Member Oaks.

The vote on the substitute motion was as follows:

Council Member Blackham, yea  
Council Member Adams, yea  
Council Member Hunt, yea  
Council Member Jackson, yea  
Council Member Oaks, yea

The motion passed unanimously.

Dean Storey added that before the end of this fiscal year, staff would bring before the council a proposed amendment to the current budget as well as the compensation plan. The council will begin to review the FY 2023 budget on April 15 in a work session. The tentative budget will be adopted in May and a public hearing will then be held in June.

### **WORK ITEMS**

#### **DISCUSSION ABOUT THE CREATION OF A RECREATION, ARTS, MUSEUM, AND PARKS COMMITTEE**

Cole Stephens explained that in the November 2021 General Election, Kaysville residents approved a Recreation, Arts, Museum and Parks (RAMP) tax as allowed in Utah State Code 59-12. Municipalities use many different options to allocate RAMP funds, such as an advisory committee, percentage-based, grant process, etc. Each is unique to that municipality. The “Citizens for Kaysville RAMP” and the City Council discussed different options and felt that an advisory committee was the preferred option. Layton City was referenced on their process during these meetings and this proposal presented tonight mimics the RAMP Commission for Layton City. The Kaysville Parks and Recreation Board reviewed the proposed ordinance and has given a favorable recommendation for the adoption of the creation of the RAMP Advisory Committee. The proposed RAMP advisory committee would make recommendations to the City Council during the budget process on how to expend the funds. The City Council has ultimate authority in the allocation of RAMP funds. The Utah State Tax Commission estimates that Kaysville RAMP will generate around \$400,000 annually.

Council Member Blackham said that in this draft ordinance it is being proposed that there be three standing members and six at-large members. However, he would like to see that each division of RAMP be represented in the committee and therefore four standing members would be needed.

Cole Stephens responded that when he drafted the ordinance it was with the idea that we have a committee for parks, museum and recreation in place and we could use one of their members for the RAMP committee. While he agrees there needs to be a member representing the arts, the city doesn’t currently have a committee representing the arts. Which is why only three standing members were included. However, the ordinance can be amended to include that fourth standing member within the ordinance. The standing members help to keep continuity going from year-to-year.

Council Member Adams asked about the staff members who would be participating.

Cole Stephens responded that the Recreation Superintendent and he, as the Parks and Recreation Director, would be standing members of the committee.

Council Member Adams asked if there was any organizations within our city we could consider asking to represent the arts.

Cole Stephens that there is a community theater group that the city sponsors that we could ask if they would be willing to designate one of their members for the committee. A council representative would attend the meetings, but would not be a voting member of the committee.

Council Member Adams made a motion to move the creation of a Recreation, Arts, Museum and Parks Committee to an action item with the following amendment:

1. There be four standing members of the committee, with one of those four being represented by the arts community.
2. There be five at-large members.

The motion was seconded by Council Member Blackham.

The vote on the motion was as follows:

Council Member Adams, yea  
Council Member Hunt, yea  
Council Member Jackson, yea  
Council Member Oaks, yea  
Council Member Blackham, yea

The motion passed unanimously.

### **COUNCIL MEMBER REPORTS**

Council Member Jackson said that there have been some new businesses come into the city and encouraged all to support our businesses.

Council Member Oaks said that he had attended a CERT meeting the previous week. It was a small group but they are passionate about the program, being prepared in case of an emergency, and being able to help with emergency response. The CERT group has a great relationship with the Fire Chief and they are working to elicit more volunteers for training.

### **ADJOURNMENT**

Council Member Blackham made a motion to adjourn the City Council meeting at 8:05 p.m., seconded by Council Member Oaks and passed unanimously.

KAYSVILLE BUSINESS PARK  
ARCHITECTURAL REVIEW COMMITTEE MEETING  
February 17, 2022

Minutes of a Kaysville Business Park Architectural Review Committee Meeting held on February 17, 2022 at 8:06 p.m. in the City Council Chambers of the Kaysville City Municipal Center at 23 East Center Street, Kaysville, UT.

Board Members present: Tamara Tran, John Swan Adams, Mike Blackham, Abbigayle Hunt, Nate Jackson and Perry Oaks

Others Present: City Manager Shayne Scott, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Information Technology Assistant Jordan Hansen, Chief of Police Sol Oberg, Assistant Chief of Police Seth Ellington, Lt. Paul Thompson, Parks and Recreation Superintendent Cole Stephens, Steve McCallum

**OPENING**

Chairperson Tran opened the meeting by welcoming those present.

**SITE PLAN REVIEW FOR AN ADDITION AT CAMPING WORLD AT 780 NORTH KAYS DRIVE**

Melinda Greenwood explained that JB Journey and Crosjo, LLC submitted plans for a 3,780 square foot addition to the existing service bay at Camping World, located at 780 North Kays Drive. The addition will be located on the west end of the existing building and service bays. The proposed site plan indicates the location of the sewer easement and existing fire hydrant, and also shows that the building will not encroach into the easement. Their plans include a relocation of the fire hydrant. The applicant has also submitted plans which detail that the addition will match the existing architectural style, materials, and color scheme. The new bay door will be sixteen feet high, matching the existing bay doors, and the proposed building addition will match the existing height of twenty-six feet. The applicant is looking for approval from the committee before proceeding with further construction details.

Board Member Jackson asked if they are acquiring more land in order to do this addition on the building.

Steve McCallum responded that they are not acquiring any more land. This addition will be on their existing land.

Board Member Blackham made a motion to approve the site plan for an addition at Camping World located at 780 North Kays Drive, seconded by Board Member Oaks.

The vote on the motion was as follows:



Board Member Hunt, yea  
Board Member Jackson, yea  
Board Member Oaks, yea  
Board Member Blackham, yea  
Board Member Adams, yea

The motion passed unanimously.

**ADJOURNMENT**

Board Member Adams made a motion to adjourn the Kaysville Business Park Architectural Review Committee Meeting at 8:10 p.m., seconded by Board Member Jackson and passed unanimously.

DRAFT

# **CITY COUNCIL STAFF REPORT**

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**COUNCIL MEETING DATE:** March 3, 2022

**TYPE OF ITEM:** Action

**SUBJECT/AGENDA TITLE:** An Ordinance enacting Section 4-10-7 regarding a Recreation, Arts, Museum, and Parks (RAMP) Advisory Committee

**EXECUTIVE SUMMARY:** In the November 2021 General Election, Kaysville residents approved a Recreation, Arts, Museum and Parks (RAMP) Tax as allowed in Utah State Code 59-12. Municipalities use many different options to allocate RAMP funds such as an advisory committee, percentage based, grant process, etc. Each is unique to that municipality. As the Citizens for Kaysville RAMP and the City Council discussed in the spring and summer of 2021, an advisory committee was the preferred option. Layton City was referenced on their process during these meetings and this proposal mimics the RAMP commission for Layton City. The RAMP advisory committee would make recommendations to the City Council during the budget process on how to expend the funds. The City Council has ultimate authority in the allocation of RAMP funds.

Utah State Tax Commission estimates that Kaysville RAMP will generate around \$400,000 annually.

Council Options: 1) Approve 2) Deny 3) Return to staff to rework

Recommended Options: Approve

Fiscal Impact & Fund Source for Recommended Action: RAMP Tax revenue

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**ORDINANCE 22-XX-XX**

**AN ORDINANCE ENACTING TITLE 4, CHAPTER 10, SECTION 7 REGARDING  
A RAMP ADVISORY COMMITTEE, PROVIDING FOR REPEALER;  
PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE  
DATE**

**WHEREAS**, Kaysville City recently passed a RAMP tax to help fund recreation, arts, museums, and parks in the city; and

**WHEREAS**, the City would like to utilize city staff and the citizenry to vet and recommend potential uses for these funds; and

**WHEREAS**, the City Council of Kaysville City finds it to be in the best interest of its citizens to enact this section of the City Code.

**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: Enactment.** Title 4, Chapter 10, Section 7 shall be enacted to read as follows:

**4-10-7 RAMP Advisory Committee**

1. There is hereby created an advisory board known as the RAMP Advisory Committee. Its members shall be appointed as set forth herein and in accordance with statutory requirements.
2. The RAMP Advisory Committee shall function as a planning and advisory body for the City Council in all matters pertaining to the expenditure of the RAMP Revenues. The RAMP Advisory Committee is not empowered to bind or obligate the City or any of its departments.
3. The RAMP Advisory Committee shall consist of 9 members with 4 standing members and 5 at large members. The Mayor may appoint one City Council member to serve as a non-voting liaison to the RAMP Advisory Committee.
4. Alternate members may be appointed to the RAMP Advisory Committee. Such appointments shall be in the same manner as the appointment of a RAMP Advisory Committee member. Alternate members will only participate in regular meetings when needed to fill a vacancy during the temporary absence of a RAMP Advisory Committee Member
5. The 4 standing members shall include; Kaysville City's Parks and Recreation Director or designee (Parks Representative), Kaysville City's Recreation Superintendent or designee (Recreation Representative), Kaysville Community Theater Committee member (Arts Representative) and a Kaysville Historic Preservation Committee member (Museum Representative). The 5 at large members shall be appointed, by the Mayor after counsel with and the consent of the City Council, from among the residents of Kaysville City.
6. The RAMP Advisory Committee shall select annually, during the first regularly scheduled meeting in January, a Chairperson, Vice Chairperson, and any other officers deemed necessary, all of whom may be selected to succeed themselves. Such officers shall be elected from among the at large members of the

RAMP Advisory Committee by majority vote of the total membership, with their duties and responsibilities being set forth in the RAMP Advisory Commission Bylaws and Rules of Procedure.

7. The term of office for each at large member shall be 2 years. The terms will be staggered so that 2 at large members' terms of office will expire on December 30th of a given year, the other 3 at large members' terms of office that will expire on December 30th of the second year, and then continuing each year in that order. No at large member shall serve more than 3 consecutive terms.

8. Appointed members of the RAMP Advisory Committee may be removed from office with or without cause by a majority vote of the City Council. A member may be removed for failure to attend 3 consecutive committee meetings or failure to attend 75% of the meetings in a 6 month period. Vacancies occurring in an unexpired term are to be promptly filled as an original appointment, and are only appointed for the remainder of the unexpired term.

9. The minutes of each meeting of the RAMP Advisory Committee shall be recorded and preserved. Minutes of each meeting shall be approved by the Committee and signed by the Chairperson. All official actions shall be recorded therein, and copies of all letters to and from the Committee shall be preserved. All records of the Committee are considered public records, unless designated otherwise.

10. The RAMP Advisory Committee shall advertise for, collect, review, and prioritize all grant applications and make a yearly recommendation to the City Council for the expenditure of all RAMP funds.

**SECTION III: 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 IV: 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 3rd day of March, 2022.**

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Tamara Tran, Mayor

ATTEST:

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Annemarie Plaizier, City Recorder