

KAYSVILLE CITY COUNCIL
September 1, 2022

Minutes of a regular Kaysville City Council meeting held on September 1, 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, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Information Systems Manager Ryan Judd, Public Works Director Josh Belnap, City Engineer Dexter Fisher, Steven Haws, Kelly Nielson, Lincoln Shurtz, Maizee Thompson, Kerry Gibson, Brian Saddler

OPENING

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

CALL TO THE PUBLIC

Nothing was brought under this item.

PRESENTATIONS AND AWARDS

LEGISLATIVE LOBBY UPDATE

Lincoln Shurtz, representing Lincoln-Hill Partners, explained that they are a lobbying firm that the city has contracted with. Mr. Shurtz made a presentation to the city council regarding their lobbying efforts over the last year. They were successful in applying for and receiving a million dollars in grant money for fiber projects inside the city. There will be further opportunities that will be opening up soon for the city to apply for additional grant monies that could be used towards some of the city's projects. The next opportunity to apply for grant money will be opening up on September 20, 2022 and will be open for seven days. After the review process, monies would be awarded later in the fall. Their firm will continue to work with city Staff on further opportunities for the city. They are also continuing to work with state legislatures to encourage their partnership with local governments to identify projects that are of significant importance within our communities, and give local government opportunities to collaborate with the state.

Kerry Gibson, also with Lincoln-Hill Partners, said that they have appreciated city Staff being able to help them to understand what the city's needs and desires are. They take those and look for opportunities to fulfill them. We are opportunistic about the opportunities that will happen in the upcoming years. Mr. Gibson reviewed water issues the state is facing and discussions that the state legislature is having about addressing those issues. Our legislature is seeing the need to have development opportunities, as well as water conservation.

Council Member Jackson asked about funds for the metering of secondary water systems.

Lincoln Shurtz explained the funding process done this last year to allocate funds for secondary water systems to be metered, and explained that more funds will need to become available from the state in order to complete that project.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts were disclosed.

CONSENT ITEMS

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

- a. Approval of Minutes of August 4, 2022.
- b. Approval of Minutes of August 18, 2022.

The motion was seconded by Council Member Oaks.

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.

C. AUTHORIZATION TO PURCHASE OUTAGE COMMUNICATION/MANAGEMENT SYSTEM SOFTWARE

Shayne Scott explained that city Staff has been aware of problems with communicating outages with our residents for some time now, and members of the council had directed staff to consider ways to resolve these problems. Kaysville Power currently uses Apello answering service for after-hour trouble calls from residents. It is a basic system, where residents call Apello and then they will contact the on-call crewmember. That crewmember will respond to the given address with no further correspondence with the residents effected by the outage. Staff was recently made aware of computer programs and apps, more specifically “Milsoft Utility Solutions”, which would advance our ability to respond to trouble calls, and interact with and inform the public. Their software is customizable to the needs and functionality of Kaysville Power. It will enhance our ability to communicate with the public, manage outages and monitor our power system. The city is currently being billed approximately \$6,300 to \$6,800 per year for our services with Apello. A new app, such as what Milsoft offers, would replace the answering service, in addition to working in sync with an advanced outage management system. An app with these capabilities will have a maximum initial cost of \$145,000 with an annual service fee of \$62,000. The current proposed contract is for five years. Kaysville Power plans to negotiate this contract in hopes to entertain a one-year trial period to test the product. Kaysville Power will also evaluate if there are features of this program that can be implemented on our own, to potentially lower the annual costs. Staff has

reached out to other power departments that use similar systems, and we feel that what is being proposed is a competitive price for the benefits, capabilities and advancements in technology of this nature. Although this specific item was not something of which Staff was aware of during the FY 2023 budget process, power funds are available for this purchase and this type of communication software is something Staff has been searching for. A decision does not need to be made tonight, but can continue to be vetted out by the council.

Council Member Blackham asked about specifics of what the software will do and if there will be additional costs depending on if the city chooses to notify residents via email, text, or phone calls.

Ryan Judd said that over the last few years the power department has been installing AMI meters that have the ability to send a notification to our servers if the meter no longer has power. That notification is then relayed to our power crews via email. However, that email can be delayed from five to twenty minutes, depending on how many meters have been effected. That email also does not give many specifics as to where exactly the outage has occurred, because this system is not meant to be used as an outage management system. An outage notification system, such as Milsoft, would be able to take that information provided by the AMI meters, and immediately relay to power crews more exact details of where and why the outage is occurring. The crews will have access to advanced technology analysis to locate faults, and will give more capabilities for staff to be able to monitor, examine, and inventory all components of the power grid citywide. This will really help to cut down the response time for crews as well as power restoration. Once power crews verify the outage, a message will immediately relayed to residents to notify them of the outage, and give an estimate of when power will be restored. It can also notify residents when the power is back on. The program will also be interactive so that customers can communicate with crews to let them know if their power is still out, or to get more updates about power restoration times. There are some elements of this program that the city already has in place, which will help to cut down on costs. If we decide to do voice calls, it will charge the city per minute. Right now we are able to do a robocall for shut off notices and bill delinquencies. It is the same principal and cost, which does not cost us much. Costs would remain minimal, unless we have a very large outage.

Council Member Oaks said that because this was not approved with the 2023 Fiscal Year, we might want to hold off on spending money for this program at this time.

Shayne Scott said that this is being presented to the council mid-year in the budget because it is something that we were just recently made aware of and staff felt this program is important enough to approach the council about.

Council Member Blackham asked about using the new customer portal application that was recently made available for our utility accounts.

Ryan Judd responded that the customer portal for utilities is more of a data delivery software, whereas this software is for outage management. Each software is programmed to do very different things.

Council Member Blackham said that, overall, the city doesn't have many power outages, and many of the ones we have had lately seem to have been caused as a result of equipment failure owned by Rocky Mountain Power.

Council Member Adams said that the city receives many complaints about power outages and residents not being able to easily find information about the outage. Council Member Adams said that he would like to hear comments from the Power Department about this software program.

Council Member Blackham commented that he is concerned that by approving this expense, it might delay something else that will need city funds. Council Member Blackham also stated that he feels that the contract seems open-ended.

Ryan Judd commented that this is something that we have been working towards for several years.

Mayor Tran commented that this proposed software would increase efficiency in our power department and will save a lot of time for our crews.

Council Member Hunt made a motion to move the Authorization to purchase outage communication/management system software to an action item, seconded by Council Member Blackham.

The vote on the 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.

WORK ITEMS

KAYSVILLE AND FARMINGTON CONNECTOR ROAD INTERLOCAL AGREEMENT

Public Works Superintendent Josh Belnap explained that in 2017 the city began working with Farmington on the “Connector Road” project, as a means to help better direct traffic on and off the West Davis Corridor. Together the cities have worked on design and coordination for the project, as well as successfully obtaining over \$13.5 million dollars in funding. The project is currently out for bid, and Farmington and Kaysville Staff have worked together to determine how to officially manage the project, including disbursing its funds. The conclusion of these discussions have been that Kaysville will act as the official administrator of the project, while both cities will still be involved in all decisions and payments.

Council Member Blackham made a motion to move the Kaysville and Farmington Connector Road Interlocal Agreement to an Action Item, seconded by Council Member Adams.

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.

AN ORDINANCE AMENDING KAYSVILLE CITY CODE SECTION 8-5, "FLOOD DAMAGE PREVENTION"

City Engineer Dexter Fisher explained that the Federal Emergency Management Agency (FEMA) recently made changes to the floodplain maps throughout the state, which will be adopted on September 15, 2022. This update in the ordinance would adopt those new maps while updating sections of the code to make Kaysville City compliant with all FEMA requirements for floodplain management.

Council Member Oaks made a motion to move an Ordinance amending Kaysville City Code Section 8-5, "Flood Damage Prevention" to an action item, seconded by Council Member Hunt.

The vote on the motion was as follows:

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

The motion passed unanimously.

COUNCIL MEMBER REPORTS

Council Member Adams said that the USU Botanical Center is doing a "Scarecrow Walk" from September 8-18, 2022 and the Youth City Council, Mayor and Council are making a couple of scarecrows to display at the event.

Mayor Tran said that the Major Brent Taylor Foundation is holding an event called "Davis Remembers" at the Legacy Events Center in Farmington from September 7-10, 2022. The event is a memorial of the events that occurred on 9/11.

ADJOURNMENT

Council Member Adams made a motion to adjourn the City Council meeting at 8:22 p.m., seconded by Council Member Hunt and passed unanimously.

KAYSVILLE BUSINESS PARK
ARCHITECTURAL REVIEW COMMITTEE MEETING
September 1, 2022

Minutes of a Kaysville Business Park Architectural Review Committee Meeting held on September 1, 2022 at 8:22 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 Systems Manager Ryan Judd, Public Works Director Josh Belnap, City Engineer Dexter Fisher, Steven Haws, Kelly Nielson, Brian Saddler

OPENING

Chairperson Tran opened the meeting by welcoming those present.

SITE PLAN AND BUILDING REVIEW FOR AN ADDITION AT CLOSET BUTLER LOCATED AT 1272 WEST SPORTSPLEX DRIVE

Community Development Director Melinda Greenwood explained that Closet Butler had submitted plans for a new 1,392 square foot addition to their building at 1272 West Sportsplex Drive. This addition is intended to provide warehouse storage for their expanding business. The existing building, completed in 2003, is a 9,825 square foot building and is located on a 1.0 acre parcel. The proposed plans show the addition will be a 16' 18" average gable height and matches the height of the existing building. The applicant plans to use architectural materials that match the existing building, utilizing the same color scheme and stucco. Staff has verified that adequate parking already exists for the new building addition. The applicant must receive approval from the Architectural Review Committee before proceeding with their plan review and obtaining a building permit.

Brian Saddler, with Closet Butler, said that he has owned the business with his brother for about thirty years, and have been located in Kaysville for fifteen years. As their business expanded, they had purchased this building and relocated their business, however they have run out of space more quickly than anticipated. The addition will be used as an area to store materials.

Board Member Adams made a motion to approve the site plan and building addition for an addition at Closet Butler located at 1272 West Sportsplex Drive, seconded by Board Member Jackson.

The vote on the motion was as follows:

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

The motion passed unanimously.

ADJOURNMENT

Board Member Blackham made a motion to adjourn the Kaysville Business Park Architectural Review Committee Meeting at 8:29 p.m., seconded by Board Member Adams and passed unanimously.