

CITY OF NORTH SALT LAKE
CITY COUNCIL MEETING-WORK SESSION
CITY HALL - 10 EAST CENTER STREET
JANUARY 21, 2025

FINAL

Mayor Horrocks welcomed those present at 6:13 p.m.

PRESENT: Mayor Brian Horrocks
Councilmember Lisa Watts Baskin
Councilmember Tammy Clayton
Councilmember Suzette Jackson
Councilmember Ted Knowlton
Councilmember Alisa Van Langeveld

STAFF PRESENT: Ken Leetham, City Manager; David Frandsen, Assistant City Manager; Heidi Voordeckers, Finance Director; Jon Rueckert, Public Works Director; Sherrie Pace, Community Development Director; Craig Black, Police Chief; Karyn Baxter, City Engineer; Todd Godfrey, City Attorney; Wendy Page, City Recorder.

OTHERS: Ryan Child, Child Richards CPAs and Advisors; Dee Lalliss, resident.

1. PRESENTATION OF THE FY24 FINANCIAL AUDIT

Heidi Voordeckers introduced Ryan Child with Child Richards an external audit firm who performed the City's audit for FY2024.

Ryan Child, Child Richards CPAs and Advisors, reported on the audit and reviewed financial reports. He shared several minor findings including transfers from one fund to another that exceeded the amount that had been budgeted for. He explained the overage was only by a small amount and recommended closer review of the transfer amounts and expenditures in the future. He noted the second item related to fees charged to residents and that these fees should be established by resolution and included in the consolidated fee schedule. He said there were several fees that were not previously in the schedule but had since been added.

Mr. Child then shared the independent auditor's report for the City with an opinion on financial statements of both business (enterprise funds such as water, sewer, storm drain) and governmental activities. He explained that the next section reviewed the basis for the opinions and that the audit was conducted in accordance with government audit standards including

financial statements and internal controls with respect to compliance with laws and regulations. He mentioned the City's Finance Director, Heidi Voordeckers, had prepared an extensive report and the responsibility of the auditor to review these statements. He noted this was a clean audit and shared that the audit did not show any findings related to non-compliance.

Ryan Child then reviewed the report's management discussions and analysis which detailed all capital projects completed in 2024. He shared the larger projects including the Hatch Park expansion, 475 North/Cloverdale, Parkway Drive/Canyon Lane, etc. He elaborated on the next section including the financial statements of all major governmental funds (General, RDA, Debt Service, Capital Projects, etc.) and non-governmental funds (the Housing Agency, Local Building Authority, Park Development Fund, and police facilities). He noted that there was a comparison of the original budget, final budget, and the actual budget with any variance. He provided a review of the Enterprise Funds including Water Fund, Storm Drain, etc.

Mr. Child added the schedule of long term debt including Capital Projects, sales tax revenue bonds, and lease revenue bonds at approximately \$20 million. He concluded that the audit went well and they had issued a clean opinion with no issues related to internal control or State compliance deficiencies.

Ken Leetham commended Heidi Voordeckers for her efforts in the management of City finances and was pleased with the clean audit. He spoke on long range planning for the City and the difficulty in raising fees when necessary to provide for the future.

Councilmember Jackson asked how often the City reviewed this information to realign including increases from service entities such as water, sewer, etc. Ken Leetham replied that a recent study recommended a fee increase every year for five fiscal years which the City was following. He spoke on the use of these fees to implement the multiyear plan for capital building projects (water line replacements, etc.) for maintenance.

Councilmember Baskin spoke on the water rate study and noted that the State had proposed legislation to address water rates. She said the State was overstepping into the municipal realm and was grateful the City was already prepared.

Ken Leetham mentioned a long range plan for Weber Basin Water Conservancy District, reviewing the water system, and if there was a need to develop new water sources. He said new water sources would be expensive and that it would be beneficial for the City to avoid this route as long as possible.

Mayor Horrocks questioned the status of the tainted well. Karyn Baxter responded on the PCE contamination and said the well was tested quarterly. She said the current levels were below the maximum contaminant level and as the levels continued to drop this well could be placed back into the drinking water system in the future. She shared that there were several wells that were not currently in use for several reasons including depletion of the aquifer.

2. APPROVAL OF CITY COUNCIL MINUTES

The City Council minutes of January 7, 2025 were reviewed and approved.

Councilmember Clayton moved to approve the meeting minutes for the City Council meeting on January 7, 2025, as written. Councilmember Jackson seconded the motion. The motion was approved by Councilmembers Clayton, Jackson, and Van Langeveld. Councilmember Baskin and Knowlton abstained from voting.

3. ACTION ITEMS

The action items list was reviewed. Completed items were removed from the list.

4. ADJOURN

Mayor Horrocks adjourned the meeting at 6:53 p.m. to begin the regular session.

CITY OF NORTH SALT LAKE
CITY COUNCIL MEETING-REGULAR SESSION
CITY HALL - 10 EAST CENTER STREET
JANUARY 21, 2025

FINAL

Mayor Horrocks welcomed those present at 7:04 p.m. Max Moyle offered a thought and Tammy Clayton led those present in the Pledge of Allegiance.

PRESENT: Mayor Brian Horrocks
Councilmember Lisa Watts Baskin
Councilmember Tammy Clayton
Councilmember Suzette Jackson
Councilmember Ted Knowlton
Councilmember Alisa Van Langeveld

STAFF PRESENT: Ken Leetham, City Manager; David Frandsen, Assistant City Manager; Heidi Voordeckers, Finance Director; Jon Rueckert, Public Works Director; Sherrie Pace, Community Development Director; Craig Black, Police Chief; Karyn Baxter, City Engineer; Todd Godfrey, City Attorney; Wendy Page, City Recorder.

OTHERS PRESENT: Jeff Meyer, Heidi Smoot, Sam Ball, Peter Wirthlin, Dee Lalliss, Kisa Thompson, Clint Thompson, Grace Kirato, Ben Kirato, Camille Thorpe, residents; Greg Timothy, Kent Moyle, Jenny Moyle, Max Moyle, Claire Moyle, Angela Hansen, Amy Barnett, non-residents; Jackson Haslam, Ivory Development.

1. CITIZEN COMMENT

Jeff Meyer, resident, commented that he was on the Board of Directors for the Foxboro North HOA. He provided some feedback on the proposed Amberly Place development including rearranging the plat map to rotate the plans for 90 degrees counterclockwise. He mentioned that they were happy to see the plan for single family homes and the development of the empty property.

2. CONSIDERATION OF COUNCILMEMBER JACKSON'S APPOINTMENTS TO THE ARTS COMMITTEE AND THE TRAILS AND ACTIVE TRANSPORTATION COMMITTEE

Councilmember Jackson thanked the residents willing to serve in the City and introduced Heidi Smoot. She said Heidi was on the Bountiful Davis Arts Council and involved in the arts.

Councilmember Jackson moved that the City Council approve Heidi Smoot to the Arts Committee with a term ending January 1, 2029. Councilmember Baskin seconded the motion.

Councilmember Van Langeveld asked how often this Committee would meet. Councilmember Jackson suggested quarterly meetings.

The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

Councilmember Jackson introduced Peter Wirthlin who had served on the Parks and Arts Board. She spoke on his interest in trails and his involvement in Boy Scouts and as head coach as the Woods Cross Mountain Bike Team.

Councilmember Jackson moved that the City Council approve Peter Wirthlin to the Trails and Active Transportation Committee with a term ending January 1, 2029. Councilmember Clayton seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

3. CONSIDERATION OF COUNCILMEMBER KNOWLTON'S APPOINTMENT TO THE HEALTH AND WELLNESS COMMITTEE

Councilmember Knowlton introduced Sam Ball who had previously served on the Woods Cross Air Quality Committee. He spoke on his experience with the built environment and community form as an architect.

Councilmember Knowlton moved that the City Council approve Sam Ball to the Health and Wellness Committee with a term ending on January 1, 2026. Councilmember Van Langeveld seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

4. PUBLIC HEARING AND CONSIDERATION OF ORDINANCE NO. 2025-01: AN ORDINANCE VACATING A PUBLIC UTILITY EASEMENT AT 120 EAST CENTER STREET, HMS DEVELOPMENT, APPLICANT

Sherrie Pace reported that the vacating of a public utility could be done by ordinance or plat amendment. She shared that the property owner had requested the public utility easement be vacated. She explained that as part of The Lofts project located at 120 East Center Street there was a 10x10 public utility easement, a 5 foot utility easement behind the sidewalk, and a 10 foot easement on the rear property line. She noted that the purpose was for transformer boxes for Rocky Mountain Power who installed them south of this property near the townhomes which meant this easement was no longer needed. She said that removal of the easement would allow for expansion of the parking garage by two additional spaces. She added that staff sent notice to all the public utility companies and no comments had been received.

Mayor Horrocks opened the public hearing at 7:23 p.m.

There were no comments.

Mayor Horrocks closed the public hearing at 7:24 p.m.

Councilmember Baskin clarified that the utility easement would be vacated and two additional parking stalls would be installed.

Councilmember Baskin moved the City Council approve Ordinance 2025-01, an ordinance vacating a portion of a public utility easement on lot 153 Towne Plaza Townhomes Ph. 3 at 120 East Center Street with no conditions. Councilmember Jackson seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

5. CONSIDERATION OF A GENERAL DEVELOPMENT PLAN FOR AMBERLY PLACE SUBDIVISION LOCATED AT 979 NORTH AMBERLY DRIVE WHICH INCLUDES 16 SINGLE FAMILY LOTS, JACKSON HASLAM, IVORY DEVELOPMENT, APPLICANT

Sherrie Pace reported that this 3.096 acre property was owned by The Church of Jesus Christ of Latter Day Saints and was previously proposed to be a church. The property will be sold to Ivory Development for the purpose of developing 16 single family lots and a new public street (cul-de-sac). She noted that the property was zoned Planned (P) District and in 2008 the owner requested that the property be removed from the Foxboro Development Agreement. She said the City

Council granted this request and the property remained within the P District zone but was not associated with the development agreement that established the standards for development. She shared that the property would have its own General Development Plan and Development Agreement.

Ms. Pace said the developer would like to match the subzone of the area which was R1-6 and the associated requirements including lot sizes (6,000 square feet), width (60 feet), depth (85 feet), setbacks (ranging from 5 to 20 feet), and lot coverage (approx. 60%). She mentioned the Planning Commission held a public hearing last week and several residents commented that the development should be rotated 90 degrees with the cul-de-sac off Norfolk. She shared that staff determined if the design was rotated then the lots would all be 6,000 square feet and conforming with the zone and easier access to the existing water line. She noted that staff met with Ivory who agreed to switch the layout and have the cul-de-sac access from Norfolk.

Sherrie Pace indicated that most of the comments from the public hearing were in support of the single family homes and the desire that the proposed homes become part of the Foxboro North HOA. She reviewed the proposed architecture style which was craftsman and farmhouse and said the proposed materials/colors were consistent with the existing neighborhood. She noted that the proposed floorplans had two or three car garages and driveways that were at least 20 feet long.

Councilmember Van Langeveld spoke on the public process and thanked the developer for listening to the public and implementing those changes. She suggested that Ivory Homes make a good faith effort to join the HOA.

Councilmember Baskin said it was beyond the City's jurisdiction and should not legally get involved.

Todd Godfrey commented that an HOA was not jurisdictional but contractual and if the private parties wished to work together, they could do so. He did not think the City should get involved and to allow those private parties to make a deal.

Councilmember Clayton moved that the City Council approve the General Development Plan for Amberly Place Subdivision located at 979 North Amberly Drive with the following conditions to be addressed within the required development agreement approval:

- 1) Final architecture design;**
- 2) Final layout;**
- 3) Final engineering;**
- 4) Submittal of a required development agreement.**

Councilmember Van Langeveld seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

6. CONSIDERATION OF A PLAT AMENDMENT TO COMBINE LOTS 1331 AND 1332 OF EAGLEWOOD COVE SUBDIVISION, PHASE 13 AND TO VACATE A 7 FOOT WIDE DRAINAGE EASEMENT ON PROPERTIES LOCATED AT 592 AND 598 TANGLEWOOD LOOP, JOSH ARRINGTON, UPWALL DESIGN, APPLICANT

Sherrie Pace reported that this plat amendment would be the combination of two vacant lots into a single building lot at 592 South Tanglewood Loop in the Eaglewood Cove Subdivision, Phase 13. She noted that the combination of lots would vacate a seven foot wide drainage easement along the property line to allow modification to the building envelopes. She said the City Engineer has confirmed that this easement was not being used and was not necessary if the lots were combined. She explained that the amended lot 1331A was subject to the same requirements and plat notes from the original plat, as well as the recorded covenants for the subdivision.

Ms. Pace noted that the Planning Commission held a public hearing and received one comment in support of the vacation. She said the Commission recommended approval with no conditions.

Councilmember Baskin questioned how large the parcel would be once combined. Sherrie Pace replied that it would be approximately 1.4 acres once combined.

Councilmember Jackson moved that the City Council approve the plat amendment for Eaglewood Cove, Phase 13, vacating a drainage easement and combining lots 1331 and 1332, located at 592 South Tanglewood Loop with the no conditions. Councilmember Van Langeveld seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

7. CONSIDERATION OF ORD 2025-02: AN ORDINANCE REPEALING CITY CODE SECTION 10-2-3: PARKS, TRAILS, ARTS AND RECREATION ADVISORY BOARD

Ken Leetham reported that this was a follow up action to split the Parks, Trails, Arts, and Recreation Advisory Board into three separate committees. He said that this code section was part of the Land Use Ordinance which required a public hearing. He noted that the public hearing was held during the January 14th Planning Commission meeting.

Councilmember Baskin moved that the City Council approve Ordinance No. 2025-02: An ordinance repealing Title 10, Land Use Ordinance, Section 10-2-3, Parks, Trails, Arts and Recreation Advisory Board and establishing an effective date. Councilmember Jackson

seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

8. APPOINTMENT OF MAYOR PRO TEM FOR CALENDAR YEAR 2025

Councilmember Clayton commended Councilmember Baskin for her efforts as Mayor Pro Tem in 2024.

Councilmember Clayton moved to nominate Councilmember Van Langeveld as Mayor Pro Tem for 2025. Councilmember Baskin seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

9. CONSIDERATION OF RESOLUTION 2025-03R: A RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL RELATING TO USE OF SICK LEAVE AND CASH CONVERSION OF SICK LEAVE UPON RETIREMENT

Ken Leetham reported on the proposal to change two sections of the Personnel Policies and Procedures manual related to sick leave. He shared that the first change to Section 19-4(D), Use of Sick Leave, Paragraph 3 would be a change in the wording from “fiscal year” to “calendar year” and also a clarification from “six (6) days” to “sixty (60) hours” in the following paragraph:

3) When an employee has used more than ~~six (6) days~~ **sixty (60) hours** of sick leave in a current ~~fiscal~~ **Calendar Year**, each time the employee requests sick leave for the remainder of that ~~fiscal~~ **calendar year**, the City Manager, or designee, may require a certificate from a physician stating the employee is unable to work due to illness.

Councilmember Baskin asked about a program to allow employees to donate sick time to another employee who was seriously ill. Ken Leetham replied that the City adopted a sick leave donation policy several years ago.

Ken Leetham said the second change was to Section 19 Section 19-4(F), Sick Leave Conversion to Cash, Paragraph 2 related to Leaves of Absences with the change to remove the age restriction for retiring employees for the purpose of receiving the sick leave conversion to cash benefit offered to retirees including the removal of “who retire at 55 and older” in the following paragraph:

2) Conversion at Termination. Employees are not paid for unused sick leave upon termination of employment unless the employee is retiring under rules of the Utah Retirement System (URS).

Conversion for Retiring Employees. Employees with five (5) or more years of service with the City, ~~who retire at age 55 and older~~, are eligible to receive payment for a percentage of their unused sick leave up to 1,440 hours. The percentage is based on longevity and will be calculated at two percent (2%) per full year of permanent employment with the City. The years of employment are capped at 25 years. The buyout will be paid at the employee's current rate of base pay. Any amount beyond these caps is forfeited.

Mr. Leetham explained that this needed to be adjusted to include public safety employees (police, etc.) who might be eligible to retire before they turned 55 as they were currently ineligible under the current policy. He shared that the purpose of this benefit was to incentivize employees to refrain from using sick leave.

Councilmember Van Langeveld questioned if this was only related to years of service with the City such as years of service for a police officer. Ken Leetham replied that this policy only related to years served in the City. He clarified that it was related to the rules of the Utah Retirement System and only for those who were retiring. He suggested the City could consider sick leave buyout for any employee and not just those retiring.

Councilmember Van Langeveld asked how many accrued vacation hours employees were allowed to use. Ken Leetham noted that there was a cap of 240 hours for vacation leave and any additional hours did not roll over at the end of the year. He said executive staff had 340 hours per year.

Chief Black spoke on times when the police department denied vacation for minimum staffing reasons and the exception which allowed those employees to retain hours over 240 if that was the case in a given year.

Ken Leetham clarified that once an employee separated from service with the City then they would be paid out on their vacation or comp time. He noted that there were at least seven employees in the next ten years who would take advantage of the sick leave conversion upon retirement including several from the police department within the next several years.

Councilmember Jackson moved that the City Council approve Resolution 2025-03R: A resolution amending the Personnel Policies and Procedures Manual relating to use of sick leave and cash conversion of sick leave upon retirement. Councilmember Clayton seconded the motion. The motion was approved by Councilmembers Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

10. COUNCIL REPORTS

Councilmember Knowlton reported on the Utah Trail Network workshop and spoke on a potential trail network route through South Davis County. He also asked about the status of the HWY89 corridor agreement.

Councilmember Jackson reported on the final Parks, Trails, Arts, and Recreation Advisory Board meeting. She announced that there could be a future requirement to remove fluoride from public water systems.

Councilmember Baskin reported on the January 8th Golf Committee meeting which included a review of the budget, restaurant, and winter tubing feature. She noted that Corey Markisich had joined the Committee.

Councilmember Clayton questioned if the price of the winter tubing would decrease. Councilmember Baskin replied that this was a pilot year and that those issues would be discussed.

Mayor Horrocks commented that he had received complaints of the restaurant being closed.

Councilmember Baskin reported on the Legislative Session and official action that may need to be taken per the City. Councilmember Van Langeveld suggested an open agenda item related to the Legislative Session and Council discussion.

Councilmember Van Langeveld reported that the Health and Wellness Committee met on January 13th with two new members. She shared that emergency preparedness was under current purview but the Committee was not taking action. She spoke on Point in Time (PIT) related to homelessness and that the volunteer cap for Davis County had been met. She mentioned One Kind Act a Day Summit which would be held on April 11th at the University of Utah.

Councilmember Clayton reported on students at Spectrum Academy who filled a semi-truck of supplies for California. She spoke on the request for the City Council and the Youth City Council to participate in the Bountiful parade this year.

Councilmember Baskin suggested that the City Council utilize Eaglewood golf carts during the parade to advertise the golf course.

11. CITY ATTORNEY'S REPORT

Todd Godfrey had nothing to report.

12. MAYOR'S REPORT

Mayor Horrocks reported on brush fires and the efforts of South Davis Metro Fire to obtain a grant to purchase a brush fire truck. He spoke on the 250th anniversary of the Declaration of Independence in 2026 and available State funds for community participation. He mentioned that the City may want to pursue this option in relation to the City's Liberty Fest celebration.

Mayor Horrocks said there had been 20 Code Blue nights in Davis County and providing bus passes to the shelter for those in need. He spoke on required homeless shelters and rumors that one may be located near 2600 North and 2200 West.

Mayor Horrocks mentioned forever plastics and legislation that they could no longer be produced in the U.S. and EPA requirements of what was acceptable in discharge which would be difficult to meet. He noted that Nathan Rich with Wasatch Integrated had retired.

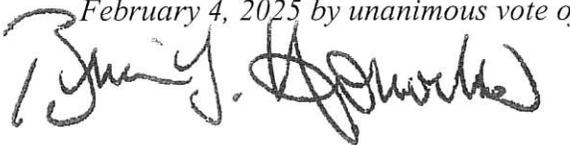
13. CITY MANAGER'S REPORT

Ken Leetham reported that the Hatch Park open house would be held on Wednesday January 29th from 6 to 8 p.m. He requested the Council complete the conflict of interest financial disclosure forms before the deadline at the end of the month. He reminded the City Council of the upcoming Leadership Retreat with the executive team which would focus on performance, employees, and culture. He noted that the next City Council meeting on February 4th would begin at 5 p.m. to include a discussion with Senator Weiler and Representative Ballard related to the Legislative Session.

14. ADJOURN

Mayor Horrocks adjourned the meeting at 8:46 p.m.

The foregoing was approved by the City Council of the City of North Salt Lake on Tuesday February 4, 2025 by unanimous vote of all members present.



Brian Horrocks, Mayor



Wendy Page, City Recorder

