



MINUTES OF THE CITY OF WEST JORDAN
COMMITTEE OF THE WHOLE
Tuesday, March 11, 2025 – 4:00 PM
Waiting Formal Approval
8000 S Redwood Road, 3rd Floor
West Jordan, UT 84088

1. CALL TO ORDER

COUNCIL: Council Member Zach Jacob, Chair Chad Lamb, Council Member Bob Bedore, Council Member Pamela Bloom, Council Member Kelvin Green, Council Member Kent Shelton, Vice Chair Kayleen Whitelock

STAFF: Assistant City Attorney Chase Ames, Council Office Director Alan Anderson, Senior Assistant City Attorney Patrick Boice, Purchasing Manager Joe Bryant, Mayor Dirk Burton, City Attorney Josh Chandler, Public Works Director Brian Clegg, Utilities Manager Greg Davenport, City Planner / Zoning Administrator Larry Gardner, Policy Analyst & Public Liaison Warren Hallmark, Assistant City Administrator Paul Jerome, Community Development Director Scott Langford, City Administrator Korban Lee, Assistant City Attorney Duncan Murray, Council Office Clerk Cindy Quick, Buyer/Contracts Specialist Krista Smith

Chair Lamb called the meeting to order at 4:00 pm noting that Council Member Bedore should join shortly.

2. DISCUSSION TOPICS

a. Discussion of recommended amendments to Title 3 – City Procurement.

Purchasing Manager Joe Bryant introduced the item proposing a change to City Procurement process and code. He referenced other cities who are allowed to purchase at higher limits. He wanted to remain efficient.

Council Member Green felt the code could be simplified and he had suggestions. He felt chapter 1 needed to be in subsections

Bob arrived 4:03 pm

Council Member Green said last modified in 2009 except 2020 change in government. He felt they needed to look at it like they were going into it brand new. Council Member Whitelock agreed it felt repetitive. She said one goal was to make it more user friendly and making it so that anyone in the city, staff, residents, understand it. Overall she was fine with it but curious about dollar amounts on the graph. She suggested reducing language.

Chair Lamb was always concerned with making it too condensed – do not get rid of things that are needed to bring clarity. Council Member Green disagreed. If the threshold was 50K that's all that's needed not all the extra wording every single time it's mentioned. Green commented about the old version if there was a purchased over 10K this body was supposed to have a report. Have we ever had a purchase over that? He's

never seen a report. Joe responded feeling like it had changed. Green wondered if they cared? Council Member Bloom are there risks for expanding professional services 313-2.

Council Member Jacob felt that if it wasn't broken it doesn't need to be fixed. He only looked at changes not old code. Council Member Whitelock personally preferred looking at the whole thing because she'd be held accountable for the entire thing. Chair Lamb disagreed. Green felt they were responsible to make things more user friendly for staff, bidders, and general public. Council Member Jacob disagreed if staff already understands it why change it. Council Member Bedore felt that it was important for those who use it – and if they understand it then why change it.

Council Member Green used line 683. . . “shall give a written disclosure. . . “ Josh Chandler said the procurement code he's referencing (informal survey process) is for a very few things that would take case – we would use another procurement code. Green then why is it in here. Joe said it's a specialized procurement. Green wouldn't it fall under sole source – Joe it could be only one maybe two vendors bu one can do it next month the other not for a year so it's very beneficial.

3-111 tie bids – are the current processes sufficient? Joe said he's had three his entire career. Old practice was draw straws, he wanted feedback for vendors in WJ first and if both are in WJ how to break that tie – closest to city hall. Green said is closest most responsible? Joe said we would have vetted it out already. Green did not like that provision. Shelton what if they're both outside of WJ – Joe said still closest to city hall. Green didn't agree. Whitelock said but they already determined they are equal (bloom agreed). Green didn't agree. Whitelock liked choosing WJ vendor if there was a tie (Bloom agreed).

Chair Lamb – get rid of redundancies – simplified but not the entire code. Green said he will share the suggestions with Chase. Council appeared to be in agreeance. Alan asked if they were going to look at the dollar amounts to review. Chair Lamb yes please. Whitelock how did you come up with the dollar amounts. What was your rationale? The first one was 2200 and going up to 5000. Joe said he looked at other municipalities (Murray as an outlier) and just experience. Hard to purchase anything under 5,000 and we need to buy it quickly. Other than that there are ways to save money and get discounts. For quotes we require two quotes – but proposing three to maximize value. In some cases (like the 2200 it's too low). Green okay with the numbers. If we need to readjust for inflation – okay adjusting numbers but he'd like to set it so we don't have to do this exercise again and are the red numbers good enough that if we take three percent is it good enough to handle it in the future or will it come back in five years and be adjusted. Bloom should CPI increases be automatic or should they have Council review it every year? Green felt it should be automatic or adjust every five years. Joe said we have addressed that it's more transparent. Green liked the chart – this should be posted on our website left column 2025 and 3% adopted was this. . . Green why not just put in ordinance that bid limits will be changed every year and approved with Consolidated Fee Schedule and posted on the website. Green said instead of using 3% we just adjust the chart and you present to council for adoption. Joe said the language is in the proposed amendment. Bloom wondered about finding solutions for problems we don't have or are we solving things we have problems with. Joes responded that in 2020

a notebook was 1000 now it's 2200. Green reiterated that if it's a doc with consolidated fee schedule would be best. Quarterly reports – more work.

City Administrator Korban Lee asked for clarification – read language for 3% CPI – we like putting it in the budget – he didn't like it in city code. Do you want to strip out CPI language in the code and adopt numbers or leave it in the code and give flexibility to tweak it. Green wants to take out the language and say we determine it annually you figure it out and we approve it. Green asked to delete every number out of every section and say the thresholds are adopted by Council annually – on a schedule adopted with the budget. Jacob okay as long as it says when it's updated. Kayleen at least five agree. (Pamela, Bob, Kayleen, Kelvin, Zach). Chair Lamb do you have what you need – yes he does. Korban – you okay with these numbers? Yes. Pamela do you need additional oversight? Korban not comfortable going to 10,000 like Murray. But some of our staff are really crushed by oversight. Green compared to state procurement code and we are the same or less. He would be uncomfortable with informal quotes going to 10K but we are consistent with state procurement code then he's good. He pointed out one number at 25 vs 125 for state. Where we are substantially lower is it appropriate enough for what we want? If the answer is yes than he's fine. Korban felt they struck a balance of giving what was needed but having oversight for tax dollars. He reviewed with departments and generally departments are excited about the new limits. Council Member Whitelock on line 1070 why does City Council Members get a p-card? It shouldn't be there. Green agreed. She said it also talks about getting a pcard for Alan and we have to vote on it. Green felt that was a hold over when council gave allowances to buy things for official things (a long time ago). Council wasn't comfortable with that – Green, Shelton, Whitelock, Bedore, and Bloom agreed. Jacob felt it wasn't a bad idea to take legislatures out to lunch. He used his for polo shirts. Whitelock felt campaign funds could be used for lunch or clothing. Green felt that could be done by amendment. Jacob said instead we have a communications stipend – he asked about driving to ULCT. Chair Lamb said that's for another time. He mentioned that someone abused it so that's why it was stopped practice. Joe said we have oversight with each pcard – someone would be approving those statements. City Administrator Lee exceptions to competitive added an exception change to transitional costs. If that cost is significant we can go through a non competitive renewal process. He gave the example of a software company changes and administrative can consider those costs instead of having a competitive bidding process. Green said when we get budgeting software – that will be substantial transitional cost – he was okay with that.

b. Discussion on possible amendments to Title 13-5B-8 - Accessory Dwelling Units

Council Member Kelvin Green and Bob Bedore introduced the item Green said code says we can put accessory dwelling units in certain residential zones in PC but not in RR or agricultural zones. If you are in an R-1-10 neighborhood you could. The reason it came about was a street in Chad's district a property owner has a third acre lot but because it's R-1-8 they can't put an ADU but they could in R-1-10. So they proposed that ADUs were allowed on anything 10,000 square foot or larger. Shelton felt it was a no brainer. Green pointed out setback for current ADUs okay with those or adjust them for 10K lot. Jacob felt they were arbitrary. Chair Lamb did someone ask about the amendment.

Kelvin said one person. Lamb didn't like changing code for one person. Green felt they were making it consistent. We exclude it in a 200,000 square foot lot. Green felt it would expand and simplify the ADU code. Whitelock, Bedore, Bloom, Shelton, Green okay.

Larry Green said setbacks were created as best they could there wasn't a good model it was an uncharted territory. He suggested 15 because they didn't want someone to feel like they had a property three feet off of their home. They were standards. Jacob what are setbacks for sheds – Larry depended on height starts at three if taller it's further away. Larry pointed out no one is living in a shed. Jacob wondered how someone would know? Jacob put setbacks same as the shed. Green agreed. Whitelock okay if no windows. Shelton unsure he said backdoor neighbors have residence right on their fence. Jacob thought removing windows was a good suggestion. Anderson mentioned ADU with no windows facing side property he was asked for support. Bloom wondered if three feet was fire safety. 3-5 feet on side and in the front. . .she wanted to make sure we have emergency access and fire safety. Larry said we didn't know what the response would be but it's more internal ADUs we've done maybe 25 external ADUs. Lamb said most are away from fence as much as possible. Scott Langford felt it would be wise to take input, talk to building official and fire marshall. We will match it as best as we can as long as they comply with fire and safety code. He will take the input and craft language to be brought back. Whitelock liked the suggestion – back to a work meeting. Green, Bob, Kayleen, Kent agreed.

c. *Discussion on possible amendments to Title 13-8-23 - Balanced Housing*

Council Member Kelvin Green and Bob Bedore introduced the item – Bob explained Bowermans request for dwellings on their property she mentioned they had a large plot of land and daughter and husband can no longer do it. This is for one person but researching there is only one other property that could fit under this possibility. He just wanted additional housing options for this area. Spoke with city staff and they felt it could be worked out. We'd like to meet a residents needs. Shelton felt if it's the right thing to do even if it's for one resident it can be okay to change code to help someone. Whitelock had a concern with spot zoning – Trish Hatch asked if we were spot zoning. She mentioned a balanced housing initiative where she felt it was a good thing. Do we want balanced housing – what are we going to do to maintain it? Are we comfortable chipping away at it. She remembered that mom could have a home and an ADU. She understood the request but she was torn on it. She was concerned about balanced housing. Green said they were only adding R-3. In the overall. . .the balanced housing ordinance came about because we were fighting an apartment complex going in complaining about density in our area. We had an 80/20 mix of apartments and single family homes. We were out of balance. The council did a cap and grade which became balanced housing. This proposal pushes for something we haven't done for a long time (the missing middle). People questioned multi-family units in weird areas. This will allow us to make exceptions where we want the density. PC, CZ, so we decided there is a place where density belongs (DAI project for integrated housing). Bedore agreed this was a citizen who came asking how council could help. In working with staff to understand the process this could be done without problems. This will be built as the same size to help meet their needs. Whitelock wondered if adjacent neighbors were okay – yes. Chair Lamb questioned twin homes on 1300 W. For him he wondered if they should allow twin homes. Mayor mentioned trying to get twin homes taken out. Lamb

asked if we should allow twin homes. He wanted to revisit twin homes. Majority seemed to agree. Jacob referenced a discussion about twin homes we had a moderator Griffiths because we knew we weren't going to get it right. He referenced several things that needed changing. The housing market has completely changed since then. Jacob thought we wanted to look at balanced housing ordinance. Had a request for how do we stop multi-family from being built and we worked out how we could. Jacob wondered if council really wanted to cap multi-family – Kelvin we can take a look.

Scott so we can take a look at this – but to give clarity do we have enough interested to take a look at twin homes as an attached product – does design matter? Chair Lamb close to road and we can take a look at design. Green Welby West – would it have been better if we allowed 30 twin homes rather than 60 single family. Scott referenced a development at 7800 S cottage lots as worse than Welby West. Green reiterated he wondered if it would have been better allowing twin homes instead of single family tiny homes. He just wondered how they fit into balanced housing. Jacob liked Mansion style townhomes. Whitelock loves those in Daybreak and looks matter. It affects your property value. All council were okay to look at townhomes for balanced housing. Thank you.

d. Discussion of Council Priorities

Chad referenced a survey for the item and asked about the results.

Policy Analyst & Public Liaison Warren Hallmark introduced the item thanked them for survey – this is in order of the way you ranked priorities – Economic Development was highest – lowest is diversity and community engagement. This is where you stand loosely based on your responses. What is the purpose of these priorities – is it revised on an annual basis – what do you want this to be?

Jacob felt that all are priorities and important to remember that some of these are equal but we couldn't equally rank them. Some of them overlap and intertwine. Focusing only on Economic Development is probably not the correct focus. Kayleen felt it was hard to rank aesthetics and public art together was hard. Warren reminded them it wasn't final. Green felt that none of them are priorities – however it's obvious as a group that economic is really the number one priority. The ranking was important (pamela left at 5:26 pm) Green referenced a bridge of concern – there was a question about the safety. If talk about allocating money does council want to fund it? Where does it fall on this list? It helps city identity and infrastructure maybe it's a priority. Gave another example of spending the same amount for LED street lights to replace lights we already have – does this list help us make a better decision? (pamela bloom back at 5:28 pm). That's how he thought they would use the list. It helps make decisions on limited resources. Chair Lamb said lets talk about them.

Warren referenced support for vision statement city wide (Warren filled one in to see how it would work – impartial on both) Vision and Mission statement interest on both. Chair Lamb wanted to start with Economic Development priorities and talk about those. Warren so is there a unified end goal? Green end goal of council and mayor is the vision of the city. If we have a vision we need to work on that vision. These 12 steps are rungs in a ladder to get there. Chair Lamb wanted to decide as a body if these should be

priorities for the city. Green said Mayor is working on a budget if we had discretionary money and if we had a choice between rodeo arena stand or concrete arena for youth hockey. Shelton said fixing rodeo stands or fixing bridge over 7800 flooded every year. He felt like that was how to use priorities to help with those efforts. Kayleen Whitelock asked what do we want our city to be. A place to recreate – what do we want the response to be. If we want to be known as a rodeo city then embrace it and spend money there. If we want to be known as the place you go to play then that’s where we invest. She felt they should start by working on vision and mission statement. Council Member Jacob picture yourself 15 years from now and describe it. He said think ideal and if we get half of it great. Green agreed. Bedore agreed all of this is under the vision. He agreed with Jacob and Whitelock – if we say our vision is this and we are doing something outside of that then we’re wrong with doing that. Where do we want to be in 20 years. What can we do in our time here to move the ball closer to that. Green said often there is a Mission, Vision, and Guiding Principles. We already have the 12 guiding principles. He liked the overall city identity and overall vision. If we don’t have that how do we address each one of these things. Pamela said what is our greatest strengths and what challenges do we need to address? Bedore said we are in the heart of the state – everything has to flow through WJ. We’re a huge bedroom community. What do we want to see in 20 years out our window? Kayleen Whitelock when we get it developed does that answer the question – what do you know about West Jordan? Will it help? Pamela Bloom read examples of vision statements for other cities. Jacob wanted to provide a 20 year vision for the city. He felt they don’t want to be a bedroom community. Bedore suggested looking at what can be worked on a year from now. Green vision statement should say by 2050. . . WJ thriving community that is a place to work, live, and play. Whitelock hears that all the time. Bedore would add invite. Jacob suggested providing it to developers and those coming to the city. Bedore reiterated inviting people here. Green said Cedar City is a festival city (Shakespear & Games) Logan has the arts in the summer. What does the city do – lets have regular events like that here. Bedore suggested comedy stand up event. Green how do we use rodeo arena to bring people here. Is that what we want and we need an image so we can say yes. Bedore said look through the world to see what goes on else where and bring it here – Whitelock suggested Midevil Knights. Green saw something in Midvale small print convention. Bedore suggested train station here. Whitelock how do we move forward?

Alan said this will be a multi-meeting discussion and it is for a guiding document. When Warren brings back our words he can bring back words from the survey results to consider those words as well. It would be nice to have them align

3. ADMINISTRATIVE ITEMS

None

4. ADJOURN

Chair Lamb adjourned the meeting at 6:09 pm

I certify that the foregoing minutes represent an accurate summary of what occurred at the meeting held on March 11, 2025. This document constitutes the official minutes for the West Jordan Committee of the Whole meeting.

Cindy M. Quick, MMC
Council Office Clerk

Approved this ____ day of ____ 2025