Minutes of the Meeting of the City Council of West Bountiful City held on Tuesday, August 7, 2012 at West Bountiful City Hall, Davis County, Utah

Those in Attendance

MEMBERS PRESENT: Mayor Kenneth Romney, James Ahlstrom, Mark Preece, James Bruhn, Dave Tovey, Debbie McKean.

STAFF PRESENT: Craig Howe (City Administrator), Heidi Voordeekers (City Recorder), Ben White (City Engineer), Steve Doxey (City Attorney), Chief Todd Hixson, Cathy Brightwell (Deputy Recorder), Nathalie Ellingson (secretary).

VISITORS: Jim Rampton, Mike Wright, Steve Schmidt, Kelly Enquist, Doug Layne, Terry Olsen, Alan Malan, Ellen Freestone, Merilee Thacker, Frank Schofield.

Called to Order: Mayor Romney called this meeting to order at 7:34 pm.

Invocation/Thought – Invocation by Debbie McKean.

Pledge of Allegiance led by Mark Preece.

1. Accept Agenda

There was insufficient notice for action items, so Items 7, 10 and 14a will be discussions only, Item 9 will be deleted, and Item 15 will be tabled.

MOTION: Debbie McKean moved to accept the agenda with changes.

SECOND: Dave Tovey seconded the Motion.

PASSED: Voting was as follows:

James Ahlstrom – Aye
Mark Preece – Aye
James Bruhn – Aye
Dave Tovey – Aye
Debbie McKean – Aye

2. Public Comment

No comments.

3. Employee of the Month

Craig Howe presented Cathy Brightwell as the Employee of the Month for July. She joined the staff to help with community development policy work and has gone through many policy issues. She has been a good support, acting as liaison between the staff and the Planning and Zoning Commission.

4. Citizens of the Year

Mayor Romney awarded plaques to the Citizens of the Year 2012. They were recognized in the 4th of July Parade and in an article in the paper.
Mother of the Year – Marilee Thacker; Father of the Year – Frank Schofield; Officer of the Year – Chief Todd Hixson; Youth Citizen of the Year – Braden Wilcox; Resident of the Year – Ellen Freestone, resident for 85 years. Mayor asked Ms. Freestone for her favorite memory. She remembered putting together and sending out a paper about all the servicemen from West Bountiful in World War II.

5. Holly/Frontier Recognition

Mayor Romney recognized Holly/Frontier Refinery for its contribution to the city, which included donations to the elementary school, new servers for the police department, the July 4th fireworks show, and partnering with the city on water lines, water storage, and the new well. Mike Wright received the award.

6. Public Hearing to Receive Input

and Consider Approval and
Adoption of the Updated Fire
Impact Fee Facilities Plan,
Impact Fee Analysis, and
Impact Fee Ordinance for the
South Davis Metro Fire Agency.

Craig Howe – Introduction – The South Davis Metro Fire Agency acquired a bond to fund fire houses that serve the city. The bond was to be paid from impact fees, which were set in 2006. Due to the slow economy, there has been little building construction; therefore impact fees have declined, and are no longer keeping up with the bond. The city managers have been concerned about the fees and being unable to make the annual bond payment. Lewis Young Robertson & Birmingham, Inc. (“LYRB”) did a study for the Fire Agency. They recommended a new fee schedule based on land use and the cost per call. These fees apply to all the cities except Bountiful, which paid its share up front and therefore does not assess impact fees. A copy of the analysis was provided for council and Fire Chief Jim Rampton was present to answer questions.

There was a concern expressed by council member McKeian that West Bountiful is currently seeing very little construction. It was clarified that if the entire district put together can make the bond, West Bountiful may not have to cover their full percentage. So far the Agency has been able to pay the bond because North Salt Lake and Centerville have both experienced growth, and Bountiful donated cash for a reserve. But from now on, they will be relying on impact fees only, and the new fees are not guaranteed to cover the bond. The city managers have been asked to meet and work on ways to pay the bond in the future.

MOTION: James Ahlstrom moved to open the Public Hearing.

SECOND: Mark Preece seconded the Motion.

PASSED: Voting was as follows:

James Ahlstrom – Aye
Mark Preece – Aye
James Bruhn – Aye
Dave Tovey – Aye
Debbie McKeian – Aye
No comments.

MOTION: James Bruhn moved to close the Public Hearing.

SECOND: James Ahlstrom seconded the Motion.

PASSED: Voting was as follows:

- James Ahlstrom – Aye
- Mark Preece – Aye
- James Bruhn – Aye
- Dave Tovey – Aye
- Debbie McKeen – Aye

7. Consider Approval of Ordinance 345-12,
   An Ordinance Adopting an Impact Fee
   Facilities Plan for Fire/EMS Impact Fees,
   a Written Analysis of Fire/EMS Impact Fees,
   Enacting Impact Fees, and Establishing a
   Service Area for Purposes of Equitable
   Distribution of the Impact Fees.

Discussion only. This was discussed before the public hearing.

8. Discussion on Updated
   Consolidated Fee Schedule.

Cathy Brightwell – Consolidating the fee schedule was Cathy’s first
project when she joined the staff a year ago. The intent was to have all
fees listed in one document. Staff pulled all current fees through existing
resolutions, and a copy of the changes was provided, showing current fees
in black and new fees or fee changes in red. In most cases, the document
cites the resolutions that the fees were pulled from. Debbie McKeen
asked what criteria had been used to determine fees. Cathy stated the fees
are to cover administrative costs and labor.

There was some discussion regarding rental of the city hall to residents for
events. Cathy stated the city hall is seldom used by residents and when it
is used usually no fee has been charged. It was suggested they review it
further and decide whether to charge a higher fee than stated in the
schedule, charge no fee, do away with residents use of the building, or
charge a deposit that can be returned after inspection of the premises.
They were asked to consider that the city hall was built with taxes paid by
the residents, which makes it partly theirs. Alan Malan also asked it be
available for non-profit clubs that benefit the city free of charge.

James Bruhn suggested they assess a replacement fee to homeowners who
destroy their garbage containers (other than normal wear and tear or
damage caused by the garbage trucks).

Steve Maughan asked for clarification on the water fees. Everything is
coded as per 1,000 gallons with a base fee of $63/month for up to 8,000
gallons. Overages are billed in addition to the base fee for amounts use
over 8,000 gallons.

See Item 13.

10. Consider Approval of Financial Services Agreement with Lewis Young Robertson & Burningham.

Discussion only. It was determined that council had already approved the agreement in the last meeting pending approval of legal counsel. Both Steve Doxey and James Ahlstrom reviewed it, but there was a question from the council regarding whether the fees are appropriate. Craig stated there were fixed rates, one for a public offering and one for a private offering, and the maximum is $12,000. There were no objections to the fee schedule, so Mayor Romney asked the staff to notify LYRB to go ahead and do term sheets. They will pass super parameters resolution at the next meeting.

11. Consider Approval of Resolution 297-12, a Resolution Authorizing the Issuance and Sale of not more than $2,200,000 Aggregate Principal Amount of Sales Tax Revenue Refunding Bonds, Series 2012, and Related Matters.

Discussion only. This item was tabled.

12. Engineers Report

Ben White -

The DSB trail has been paved with asphalt.

The storm drain work related to Skiddy subdivision will start soon.

Work on 400 North Road project with UDOT is progressing slowly. On 1100 West they are casting boxes on the storm drains. A gas line will need to go through 1100 West and the road will need to be cut again. On 400 North, the road is closed at the top and bottom of the construction.

900 West and 975 West is open when the contractor is not working. The post office is deciding whether or not to deliver mail in that area.

13. Planning Commission Report

Alan Malan - They approved a couple of conditional use permits and worked on the bylaws. James Bruhn brought up an issue of a turnaround bubble at the dead end by Frank Chase’s property. His opinion was that the contractor putting in the road to cross that property should be responsible for getting rid of the bubble. Mayor Romney asked Steve Doxey to review the city’s legal options, and this matter could be discussed at a future meeting.

Craig Howe –
- Grady Tanner’s Welcome sign will be unveiled tomorrow at noon. Another young man wants to do a similar project for his Eagle, and was invited to the unveiling.

a. Discussion on changes to employee policies and procedures manual and consider approval of employee cell phone policy. Tabled. See comments below.

- They want to update the cell phone policy for employees, which would fall under administrative policies. There was discussion as to which employees should be provided a cell phone. This would apply to full-time fully benefitted employees. Most employees who were provided phones in the past ended up turning them in. It is generally easier for employees to use their own phones, and the city would allow $35.00 for each employee to apply to their phone bill.
- Council members were provided copies of the updated Policies and Procedures Manual. Craig asked that they review it in order to recommend any changes. The manual will be discussed at future meetings.
- Craig distributed a chart from the Fire Board regarding refunding their bond. The Fire District has received bids from several banks, but Bank of Utah is the only bank that will refund the entire set of bonds for 20 years. The 2012 payment on the chart is blank because they would not owe a payment and they can take that payment and apply it to 2013. The amount released from the reserve would come from Bank of Utah to the city. They could put that reserve into the bonds refunding in the first place, and the first payment would come the following year. The chart showed the payment schedules to the different banks. The Fire District was looking at the higher rate when they did the impact fees analysis. Partial refunds will go back up in the future.
- The staff is looking at copiers. Two have been tried out, and they will try out one more. They figured they can get a new copier for less than was budgeted.
- A greens mower blew out on July 2 with 400 hours of use on it. They are looking at lease returns rather than new mowers. They have tried demo mowers and have had varied results. Craig showed pictures of the results. He suggested new mowers be discussed at the next golf meeting, and recommendations be brought to the next council meeting.

15. Approval of Minutes from the July 17, 2012 City Council Meeting.

Tabled.

16. Mayor/Council Reports

Debbie McKean – Newsletter items due by August 15th.
Dave Tovey – Attended part of the Parks and Trails meeting where they talked about the irrigation system. Steve Maughan has ideas that would save cost and he is preparing a report. They also talked about a bathroom upgrade using RAP taxes and a trail around the park using impact fees. The council agreed the trail should be paved with asphalt. The youth council interviewed applicants and letters of acceptance were sent to 20 applicants.

James Bruhn – He has seen a communications company running cables through town. Square metal plates were placed over potholes, but the plates are gone and square holes are left. He had a question on his property tax notice, which was clarified by Heidi Voordeickers. He is attending a waste convention next week, and he will do some research on garbage cans.

Mark Preece – Nothing to report.

James Ahlstrom – Attended a golf meeting. A new meeting was planned for August 24th, 11:30 am at city hall. He missed the public works meeting.

Mayor Romney – Nothing to report, but thanked everyone for their work.

17. Closed Meeting

Not necessary.

18. Action Following Closed Meeting

None.

19. Adjourn (10:00 pm)

MOTION: Debbie McKeen moved to adjourn.
SECOND: Dave Tovey seconded the Motion.

PASSED: Voting was as follows:
James Ahlstrom – Aye
Mark Preece – Aye
James Bruhn – Aye
Dave Tovey – Aye
Debbie McKeen – Aye

[Signatures]