Minutes of the West Bountiful City Council work session and regular meeting held on **Tuesday, April 1, 2014** at West Bountiful City Hall, 550 N 800 West, Davis County, Utah.

Those in attendance:

**MEMBERS:** Mayor Kenneth Romney, Council members James Ahlstrom (by phone), James Bruhn, Kelly Enquist, Debbie McKean, Mark Preece

**STAFF:** Duane Huffman (City Administrator), Heidi Voordeckers (Finance Director/Recorder), Ben White (City Engineer), Chief Todd Hixson, Paul Holden (Golf Director), Steve Maughan (Public Works Director), Cathy Brightwell (Deputy Recorder/Secretary)

**VISITORS:** Alan Malan, Corey Sweat, Dal Wayment, David Asay, Amalia Deslis, Nathan Peterson, Dez Regan, Jake Morrill

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**WORKSESSION:** The work session was called to order at 6:10 pm by Mayor Romney.

Duane Huffman presented the first draft budget for FY 2014/2015. This draft represents the collaborative effort of all of the City’s departments. He explained the goal today is to make it through everything once, identifying questions. Additional work sessions will be scheduled through April with the tentative budget presented for approval the first meeting in May.

General Fund - Duane compared General fund capital, personnel, and operating expenses for FY09, FY10, FY11, FY12, FY13, and FY14. A base budget was created by attempting to remove any one time expenditures from the current year and includes the impact of employee increases that have been given this year. The first draft of FY14-15 shows total revenue of $3.67M, including a projected 4% increase in sales tax collections. In addition, capital project funds will be created for each project rather than recognizing the expense in the general fund. General fund operating expenses total $1.349, with $21,000 in capital expenditures, debt service expenses of $156,000, sales tax sharing in the amount of $528,000, and transfers out of $212,500 (to the Streets Capital Improvement Fund). The first draft of the 2015 General Fund budget shows total revenue over expenditures $37,622 and is representative of many of the department requests. Under this scenario, ending fund balance is $990,530 with an available fund balance of $349,284 (9.5% of projected revenue and exceeding the state requirement of at least 5%).

Discussion followed about specific department budget requests.

Chief Hixson distributed a package providing details on police department salaries in the South Davis area and a proposal to alter the salary structure to be more competitive. The proposal was shown with implementations over 1 year, 2 years, and 3 years. The full-year cost of the 1-year proposal is $104.8K, the 2 year proposal is $72.9K, and the 3 year proposal is $56.7K. If a double step increase was to be implemented instead, the cost would be $22.5K. Council member McKean asked him if there are areas he is willing to cut from the existing budget to get where he wants to
be. The Chief responded that he already runs a tight budget so there are little opportunities to cut.
Duane replied that he worries when asking employees to cut spending to fund salary increases, as it can create harmful incentives.

Duane continued to explain his spreadsheet regarding General Fund.

Building expenses are proposed to stay at $20K to cover increased upkeep. Council member McKean requested a list of items that require repair, which was added to the budget “comeback” list.

The streets department has requested an additional $10K (paid out of Class C road money) to fund additional pot-holing and shouldering repair. The company we used in the past shut down and new bids are coming in higher from other companies.

Other general fund issues:
Increase park service hours by $4K for additional part-time seasonal workers. Steve would like to start them in April rather than late in May.

K-9 budget increase by $1.7K for medications and special food due to Vader’s arthritis and hip condition. Dr. Pam says he has another couple years. Some additional services will continue to be donated by her office.

The parks department would like to continue with the replacement of picnic tables for the bowery behind city hall. We have been replacing 4 tables a year for $4,250, which explains the request for additional funding in parks building and grounds.

Increase of $7.5K for v-plow for the 1 ton pickup truck so we can plow more cul-de-sacs and other touch-up services. This will not negate the need to contract out for these services, but is a move in that direction.

A utility vehicle ($10k) to be shared by Parks and Streets.

Access ladders ($1k) for loading and cleaning snow plow trucks. This is a safety issue.

Class C one-time - $50,400. These revenues are restricted for specific uses. This budget draft represents a one-time draw down to cover the cost of street lights. This is an accounting maneuver to spend restricted fund balance before those that can be spent with less discretion.

Duane then discussed the items taken off the list including an engineering plotter, file cabinets for the file room, a 6-year tractor/road side mower lease, and a Christmas tree for the lobby.

He explained that at the end of day we are leaving ourselves a cushion in the general fund to deal with slight swings without affecting services. He then went on to discuss other funds.

Solid Waste Fund – We collect $339K in user fees, which will leave us with an estimated $11k deficit for the year after wages and the increased cost of can replacement are considered. The $2k
increase for the cost of purchasing additional is related to the rising cost of the resin that they are made out of. The deficit for FY 2015 can be covered by fund balance; however, we will need to revisit the fee structure within a year or two (our cost for service on the first can is higher than the cost of the second can, though we charge the same monthly fee for each).

Storm Water fund – We collect $58k. Plan to move some street sweeping expenses in to meet SWPPs compliance, general repairs, and a new line item for training. We are in the black $3,400 but are not putting anything aside for capital projects and repairs. Staff is waiting to make a proposal until we know what Council decides to do with water rates.

Water fund – Revenues are $1.4 M, expenses are $881,500 which includes a concrete saw, plate compactor, and a rolling toolbox for $6k. Steve explained it is embarrassing not to have these things when we have water breaks. We also added $2k to replace old hydrants (5/yr), and $20k for hydraulic equipment for water line breaks. This should cut down on overtime and it is a safety issue. We will be more efficient with proper tools. $37k for a new service truck - Blake’s truck is 10 years old. Staff is proposing an innovative practice to turn-over the trucks more often at a low cost.

Golf fund – Current year revenue projections are $1.1 because of outside funding of capital projects (e.g., parking lot rebuild). Next year we expect $858.5 in operating revenue, which is conservative and depends on the weather; it is an elastic number. Expenses – $839k, leaving revenue/expenses at $23k. We may ask the new assistant pro about working seasonally. There was discussion about various budget requests, for example, a new rough mower, a range picker, improving cart paths, irrigation, seed/chemicals/sand, and rental clubs. Not included were an additional $2,500 in clubhouse/café improvements, and increased funding for tree trimming services. After next year we will need additional space to shelter carts; we can handle 60 now. Also not included is any inter-fund payback. Council member McKean would like to see an option for range hood and cart barn exterior maintenance.

If we don’t see large increases in revenues, we can use rap tax, etc., for large expenditures like the cart barn because revenues will not get to a point where we can add those. There is currently no savings in the fund so we don’t want to drop the net too low in case we have bad year.

Last element is capital – (draft spreadsheet) shows projects on tap this year and their funding sources such as park impact fees and rap tax. Staff asked for direction for other possible projects. Debbie McKean asked about the status of the parks committee. The Mayor suggested we go back to see what they proposed and what we’ve completed on their priority list. Duane offered to update the list for the next meeting.

As it was time to begin the regular meeting, the Council ended the discussion at 7:28 pm with the understanding that further discussion was needed.
Mayor Romney called the regular meeting to order at 7:37 pm. Mark Preece gave an Invocation, and the Pledge of Allegiance was led by Debbie McKean. The Mayor announced that Council member Ahlstrom was participating in the meeting by speaker phone.

1. Accept Agenda

   MOTION: James Bruhn moved to approve the agenda, swapping items 4 and 3. Debbie McKean seconded the Motion which PASSED by unanimous vote of all members present.

2. Public Comment

   Corey Sweat commented on the water budget plan, reminding the Council that he hopes water rates will go down. He also requested that before any decisions are made about vacating a portion of 1200 North for the Sewer district, time be given to current residents to relocate. He said the Rumsey's are due to have twins any day; they are not financially sound and will need some time to move on.

5. Discussion on culinary water rates

   Duane Huffman described the adjustments made to his spreadsheets after the last discussion. Assumptions were adjusted changing available cash. Staff attempted looked at what the costs of the entire system. To replace the current value of the system over 50 years would cost $427k per year. We also looked at what we need today. A new well, 30k feet of pipe, and specifically identified capital projects = $392/year. What funding do we need for operations and maintenance? For example, 1 FTE (full time equivalent) equals $70k. A water rate of $50 takes the total rate to $66.25. Mayor Romney asked Steve Maughan how much manpower we need to add. Steve responded that if we anticipate the same project level, we will need 1 FTE. He continued that if we do not get tied up on projects, the need drops to one-half FTE. There was discussion that we anticipate keeping the same level of projects over the next 10 years. Council member Ahlstrom asked why we used a 50 year design life and not 30 years. Ben responded that technology and materials have changed so 50 is a good average, and the industry standard is 50 years.

   Council member Bruhn said his proposal all along has been to drop the rate to $50 and add $3 to storm drain/solid waste for a net reduction of $10 to residents. He went on to say that this proposal would allow the City to make up the shortage on garbage and begin to build a fund for storm drain. Under this proposal and based on spreadsheet numbers, we could run out of money by 2030. The Mayor responded that the key is to revisit the issue every few years. Discussion followed about the timeline for the rate change. Duane said July 1 is the deadline so it would be prudent to vote on the issue by the first meeting in May. James Ahlstrom talked about structuring a proposal by putting in some kind of sunset. The Mayor suggested the proposal include language to reevaluate in four years.

   The Mayor and Steve Maughan talked about problems they found when flushing hydrants recently giving examples of the poor condition of our pipes.
3. Presentation from South Davis Sewer District regarding their request to vacate a portion of 1200 North Street, west of Legacy Highway

Dal Weyman, general manager of South Davis Sewer district, talked about what the Sewer district does for the public. He explained that the development of sanitation is the most important medical advancement in 166 years and they take their role very seriously. Instead of sewer treatment, they are now considered energy and resource recovery. He said it costs $765/mg to treat waste and the rates are $87 per year, which have not changed since 1988. He explained that the major issue facing them is nutrient removal -- nitrogen and phosphorus, with a projected impact of $10M. The Sewer district is looking at rate options; worst case they could go to $60/month.

Mr. Weyman explained that they bought land from farmers in 1960 to build the plant and agreed the road (1200 North) would be open for public use. The City took over the road and waterline for half a dozen homes and the sewer plant. When Legacy Highway was built, 1200 North was separated into two parts isolating the Plant and homes to the west of the highway. Mr. Weyman said now the Sewer district would like the City to vacate the road. He said technically West Bountiful is supposed to maintain the roads but does very little, and given their location the District understands why. He went on to explain that the Plant will never move because all sewer lines run in to it. With new nutrient removal requirements, they will need more land to expand. He added there are several homeowners on the road who requested that their homes be purchased by the District and leased back. The six acres to north are held by a radio station, and they also asked to be bought as long as they can lease for 10 yrs. Mr. Weyman said they have no immediate plans to move homeowners and recognized it is nice to have someone there in the evenings and on weekends.

Duane Huffman acknowledged that the City is not excited about maintaining the facilities but have a concern we would be left with less than a mile of frontage road. There was discussion about de-annexing back to the County and having the Sewer district pick up maintenance of the remaining portion. Duane went on to explain that based on its use, there is no tax base reason to keep it. The City owes it to residents that its land be treated fairly but we have never put much money in it. Steve Maughan asked how this proposal would affect water line maintenance. Ben White suggested making a demarcation at some point and turning the remainder over to the Sewer district to maintain. Ben said he has no problems vacating the road, but there could be possible issues de-annexing because of possible future development.

Based on the Council’s favorable discussion, Duane stated he would begin the vacation application process.

5. Alice Acres subdivision request for an additional asphalt cut

Ben White explained that when this subdivision was proposed Weber Basin said they would not need to cut into 400 North. After the subdivision was approved, they discovered they would need to increase the size of pipe and now want to cut into the road. However, they came up
with alternative by running their pipes through the cuts on 1100 West. As a result, the issue can be tabled until we know if there is a problem.

**MOTION:** Debbie McKeen moved to table this issue. James Bruhn seconded the Motion which PASSED.

The vote was recorded as follows:
- James Ahlstrom – Aye – by phone
- James Bruhn – Aye
- Kelly Enquist – Aye
- Debbie McKeen – Aye
- Mark Preece – Aye

4. **Presentation by UDOT regarding the City’s request to replace the 400 North overpass bridge as part of the 2014 reconstruction project (subject to arrival)**

Nate Peterson from UDOT introduced his team and explained this was their third meeting tonight, having met earlier with the North Salt Lake and Woods Cross City Councils. He explained that a year and a half ago, a critical goal was minimizing traffic impacts and delays on I-15 by adding express lanes for the 165,000 vehicles per day travelling through South Davis County.

They also need to reduce congestion at 2600 South and 500 South interchanges, and improve options for bicycle traffic. A contract was awarded for $117 M to complete this 1.5 miles project using both state and federal money. The Scope is to fill the gap in express lanes from Beck Street to Farmington. Once completed, this will be the longest continuous express lane in the U.S.

The project also includes rehabilitation of the bridges at 2600 South, 1500 South and 500 South, and improving the intersections at 2600 South and Highway 89, and at 500 South and 500 West.

He pointed out that they are expecting an additional 200 to 300 more trucks due to refinery expansions.

Regarding the 400 North overpass, Mr. Peterson explained that it is too narrow to make room for express lanes on the highway below. It will be enlarged and the vertical curve will be improved. Mayor Romney brought up the 6-8 inch settlement on the west side of train tracks is especially noticeable this year. Mr. Peterson explained that the new bridge will have a larger slab to improve those issues. He also noted that the 500 West 400 N intersection enlargement project will be included, and they will be working out details. Council member Bruhn expressed concern that the bridge over the tracks is not included in the project forcing two shut-downs – one now and one when they come back to do it later. Mr. Peterson explained the purpose of the project is to widen the 400 North bridge is to make room for express lanes; which does not affect the bridge over the tracks. He has made requests to include it but has not been able to get approval. When asked when the second bridge might be replaced, the responded that there is no date at this time.

He explained that structures are inspected every other year and rated. Once a structure is eligible UDOT can begin considering it. He offered to find out rating of bridge and let us know. Council member Enquist commented that the bridge is not bike or pedestrian friendly and school kids use it every day. He recommended they consider reprioritization. Mr. Peterson replied that the sidewalk width will increase from 4 to 6 feet and will have a raised barrier.
Schedule – the project will begin mid April. 400 North will begin in the fall of 2014 to summer of 2015 and is expected to be closed for 60 days. The plan is to begin on the outside lanes and move traffic to inside lanes. They have to be very strategic on closures with only one interchange closed at a time. They plan to provide a lot of public information to get people to begin using side streets and Legacy Highway. They will send out mailers and are partnering with UTA for Trax tickets.

Dez Ragan was introduced as the person assigned to this area and she said she will be happy to talk with people having questions. A special website has been set up to follow the Project – www.udot.utah.gov/i15southdavis.

Mayor Romney thanked them for the good job they’re doing and encouraged the public to stay informed.

7. **Consider motion to provide local consent to a request for a Beer License for Taste of India located at 282 South, 500 West**

Duane explained that this request is due to a change in ownership.

**MOTION:** Debbie McKeans moved to provide local consent to a request for a Beer License for the Taste of India, located at 282 South, 500 West.
James Ahlstrom seconded the Motion which PASSED.

The vote was recorded as follows:
- James Ahlstrom – Aye - by phone
- James Bruhn – Aye
- Kelly Enquist – Aye
- Debbie McKeans – Aye
- Mark Preece – Aye

8. **Consider approval of Ordinance 359-14, an ordinance amending sections 2.08.030 and 2.08.040 of the West Bountiful Municipal Code to clarify requirements regarding City Council meetings**

Duane Huffman discussed changes made from previous drafts. He explained that Steve Doxey recommended separating some of the information into an Ordinance, and some dealing with parliamentary procedures into a Resolution. He confirmed that previously requested changes have been made.

**MOTION:** James Bruhn moved to approve Ordinance 359-14 amending sections 2.08.030 and 2.08.040 of the West Bountiful Municipal Code to clarify requirements regarding City Council meetings. Debbie McKeans seconded the Motion which PASSED.

The vote was recorded as follows:
- James Ahlstrom – Aye – by phone
9. Consider approval of Resolution 331-14, a resolution establishing rules of order and procedure governing public meetings of the City Council

Debbie asked about giving staff until Friday to do packets. It was decided the current Thursday deadline was preferred. If agenda items come in after the deadline, they can be distributed via email or hand delivered.

MOTION: Debbie McKean moved to approve Resolution 331-14 establishing rules of order and procedure governing public meetings of the City Council. James Bruhn seconded the Motion which PASSED.

The vote was recorded as follows:
James Ahlstrom – Aye – by phone
James Bruhn – Aye
Kelly Enquist – Aye
Debbie McKean – Aye
Mark Preece – Aye

10. Consider approval of Resolution 332-14, a resolution establishing policies and procedures for the leasing of city property for the purpose of grazing.

Council member McKean asked that language be added to Section 2 of the first page, “by consent of council,” so we stay in the loop. Duane Huffman explained the issue is because we’re dealing with different kinds of properties that require negotiation; it is hard to negotiate details without knowing if the Council will approve it. Ms. McKean said she wants to know what is happening before it is done, and Duane agreed that communication will happen. Duane said there is a 60 day termination clause if City Council later finds a serious problem. Council member McKean said she is ok with the proposed language as long as Council is kept in the loop. Council member Enquist asked about deposits discussed in number 5 of Exhibit A – Fencing. Duane gave examples of fencing options and other situations that may affect deposits. He said deposit makes it easier to get money if they don’t pay.

MOTION: James Bruhn moved to approve Resolution 332-14 establishing policies and procedures for the leasing of city property for the purpose of grazing after changes to the draft language that make deposits mandatory. Kelly Enquist seconded the Motion which PASSED.

The vote was recorded as follows:
James Ahlstrom – Aye – by phone
James Bruhn – Aye
11. Consider approval of facilities use agreement with West Bountiful Baseball League for the 2014 season.

Duane Huffman presented the facilities use agreement with the West Bountiful Baseball League explaining it was similar to past agreements. The new agreement clarifies that the City is responsible to clean bathrooms, give them another key to snack shop– it is more baseball friendly.

MOTION: Kelly Enquist moved to approve a Facilities Use Agreement with West Bountiful Baseball League for the 2014 season. Mark Preece seconded the Motion which PASSED by unanimous vote.

12. Discussion on draft employee golf privileges policy

Duane Huffman presented a revised draft employee golf privileges policy based on previous discussion. He asked for clarification regarding how the policy will apply to employees’ immediate family not living in the same house. Several options were discussed. It was decided that any member of an employee’s immediate family will be given privileges regardless of where they live and whether they are accompanied by the employee. Council member Enquist asked about the status of lifetime privileges. Mayor Romney said he was aware of two individuals given lifetime privileges; Paul Berganz, the retired golf maintenance superintendent, and Dick Gruennner, who ran the Men’s League for years. Duane commented that we have been unable to find any documentation or lists of people given privileges making it difficult for employees to know when to honor requests. He stated that each employee and official will need to provide a list of immediate family members for whom the policy will apply. He will prepare a final draft for approval at the next meeting. Council member Ahlstrom asked about a city ambassador privileges and suggested Council should be involved. Council member Bruhn noted that any free golf a council member wants to give can just go through the Mayor.

13. Discussion on Independence Day celebration and assignments – Council member McKean

Council member McKean passed out Independence Day assignments to each of the Council members. James Ahlstrom suggested they get a dunk booth with money going to Safe Harbor Domestic Violence Shelter.


Steve Maughan was called out during the meeting to check on a potential water line break at 500 West and 500 South. Duane Huffman gave an update on the 900 West project stating that we have had numerous water breaks as construction has progressed. Ben White explained that two-thirds of water lateral saddles were apparently only held in place by the ground around them.
and as the ground is disturbed the water line has broken apart. He added that Pages Lane will be
cut by this weekend.

15. **Planning Commission Report**

Ben White – There have been two planning commission meetings since the last city council
meeting. Staff raised several issues to see if there was interest or a need to make code changes or
establish policies. One issue was flag lots. Ben explained they are listed as a conditional use but
there are no guidelines describing when they should be allowed and how they should be developed;
the fire code is the most firm criteria we have. Commissioners decided we did not have enough
requests to cause a change. The annexation process was another issue discussed. State code
outlines requirements for annexation, our code does not. This leaves some ambiguity, for example,
how long is an application good to take to city council or go back to planning commission,
especially if it has been denied. The Commission decided we are not over burdened with these
requests so there is not sufficient need to make ordinance changes. Ben listed conditional use
permits that have been granted including a farm animal request for more chickens, deck approval,
and a car dealer on 500 South. He also informed them of a discussion with Woodhaven regarding
their request to have their property rezoned so they can sell it more easily. They told the
commission the highest interest has been for multifamily use. The Commission encouraged them
to change their marketing to retail uses currently included in the CG and CH zones as residential
uses would be difficult given the proximity to Holly. Ben also reported that Olsen Ranches got
preliminary plat approval, and a public hearing will be held next week on the Frank Chase
subdivision.

16. **Police Report**

The police report was tabled until the next meeting.

17. **Finance Report**

Heidi Voordecker – explained the budget report for the period ending February 28, and
shared some per capita information from the benchmarking project we participated in. She
suggested some of this information would be good to provide to residents. The Mayor asked if she
could modify the report to show budgeted information for both years to easily highlight
differences, for example, capital expenses, and why year to date numbers may be off.


Duane Huffman reported that the first draft of the personnel policy is ready but it has taken
a back seat due to budget activities. He said he plans to present it to Council in May.

19. **Mayor/Council Reports**
Debbie McKean – Individual assignments have been given for Independence Day and she thanked everyone for helping out. Newsletter went out this week and she asked members to let her know if there is anything they’d like to see in future editions.

Kelly Enquist – reported that Ben covered the planning commission report very well. He also reported that Ryan Handley, a long time resident, passed away recently, and that the Kingston patriarch passed away which may affect the CDA with Woods Cross.

James Bruhn – reported he had no new news.

Mark Preece – reported that he attended a Sewer District meeting so was unable to attend the last Youth Council meeting.

James Ahlstrom – No report.

Mayor Romney – reported that he has been gone for a week so is just catching up on things. He appreciates everyone and what they’re doing.

20. Approval of Minutes from the March 4, 2014 Work Session and City Council Meeting.

MOTION: James Bruhn moved to approve the minutes from the March 4, 2014 work session and city council meeting as presented. Debbie McKean seconded the Motion which PASSED by unanimous vote of all members present.

21. Executive session, pursuant Utah Code 52-4-205(a), for the purpose of discussing the character, professional competence, or physical or mental health of an individual.

James Ahlstrom moved to go into executive session at 10:35 pm in the Police conference room for the purpose of discussing the character, professional competence, or physical or mental health of an individual. Debbie McKean seconded the motion which PASSED by unanimous vote of all members present.

Debbie McKean moved to close the executive session at 11:42 pm. James Bruhn seconded the motion which PASSED by unanimous vote of all members.

22. Possible action following the executive session

No action necessary

23. Adjourn
MOTION: James Bruhn moved to adjourn this meeting of the West Bountiful City Council at 11:45 pm. Mark Preece seconded the Motion which PASSED by unanimous vote of all members present.

The foregoing was approved by the West Bountiful City Council by unanimous vote of all members present on Tuesday, April 15, 2014.

[Signature]

HEIDI VOORDECKERS (CITY RECORDER)