

Mayor
Kenneth Romney

WEST BOUNTIFUL CITY

City Administrator
Duane Huffman

City Council
James Ahlstrom
James Bruhn
Kelly Enquist
Debbie McKean
Mark Preece

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West Bountiful, Utah 84087

Phone (801) 292-4486
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City Recorder
Cathy Brightwell

City Engineer
Ben White

Public Works Director
Steve Maughan

CITY COUNCIL MEETING

THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD A WORKSESSION AND REGULAR MEETING ON TUESDAY, **JANUARY 6, 2015** IN THE CITY OFFICES AT 550 NORTH 800 WEST. THE WORKSESSION WILL BEGIN AT **6:00 PM**, THE REGULAR MEETING WILL BEGIN AT APPROXIMATELY 8:00 PM

6:00 pm WORK SESSION:

1. Discuss Wage Study
2. Discuss Personnel Policy Manual Re-Draft
3. Discuss 2015 Construction Projects

8:00 pm REGULAR MEETING:

Invocation/Thought – James Bruhn
Pledge of Allegiance – Debbie McKean

1. Accept Agenda.
2. Public Comment (two minutes per person) or if a spokesperson has been asked by a group to summarize their comments, five minutes will be allowed.
3. Presentation by Chad Turner regarding Community Help for West Bountiful Elementary School.
4. Consider approval of Resolution 354-15, A Resolution Updating Construction Design Standards for West Bountiful City.
5. Discuss and consider appointment of Judy Lever as Hearing Officer.
6. Consider approval of purchase of wetland credits.
7. Engineering Report.
8. Administrative Report.
9. Mayor/Council Reports.
10. Approval of Minutes from the December 16, 2014 City Council Meeting.
11. Executive session pursuant to Utah Code Annotated 52-4-205(d), to discuss the purchase, exchange, or lease of real property.
12. Adjourn.

According to the American's with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during the meeting should contact Cathy Brightwell, City Recorder, at (801) 292-4486.

This agenda was posted on the State Public Notice website, the City website, emailed to the Mayor and City Council, and sent to the Clipper Publishing Company on December 31, 2014.

MEMORANDUM



TO: Mayor and City Council

DATE: December 29, 2014

FROM: Ben White, City Engineer

RE: Updating Public Works Design Standards

Construction standards and specifications are to be approved by resolution of the city council before they become effective (Municipal Code 16.20.020). The standards were last updated in 2011. Since that time there have been a few changes in the industry, state requirements and staff preferences. Staff suggests it is time to do a formal update. In 2011, the City adopted the American Public Works Association (APWA) standard drawings and specifications. Included with those were a handful of city specific standards. Staff is currently suggesting the following updates:

1. Replace the APWA 2007 Standard Drawings and Specifications with the 2012 publication.
2. Design Standards: The "design standards" is a list that has been attached to the back of applications in the past. While it may be a good thing to keep there, staff believes it should be formally adopted as part of the City's construction standards.
3. Plan 296 SP: Our standard streets cross section has been updated to include the current high density mineral bond seal coat (APWA 32 01 13.68) in place of the slurry seal we were previously using.
4. Plan 500 SP: The State Division of Drinking Water has required us to add more notes that specifically reflect the requirements listed in the State Drinking Water rules. Adopting them as a standard is the easiest way to incorporate them into all projects throughout the city.
5. Plan 511 SP: The fire hydrant detail has been updated to reflect the City's desire to standardize our fire hydrants. This makes it easier to stock parts. The specified hydrant is also a more durable hydrant than some others that are on the market. The notes also include a shift from using all stainless steel bolts on buried fittings to using a Teflon coated bolt (Cor-blue). We believe these bolts will perform better than the stainless steel.
6. Plan 521 SP: The water lateral detail has been updated to reflect manufacturers' updates, and staff's request that only one shut off valve be installed on the meter setter.

The Resolution being considered tonight will update the 2011 standards to include these proposed revisions.

WEST BOUNTIFUL CITY

RESOLUTION No. 354-15

A RESOLUTION UPDATING DESIGN STANDARDS FOR WEST BOUNTIFUL CITY

WHEREAS, the West Bountiful City Council desires to maintain current standards and specifications for design, construction, and on-site review of all public improvements such that the health, safety and welfare of the community is preserved; and

WHEREAS, West Bountiful Municipal Code 16.20.20 A. requires that the above standards be prepared by the City Engineer and approved by Resolution of the City Council before becoming effective; and

WHEREAS, the City Engineer is recommending updates and modifications to the previously adopted City design standards, which provide requirements for the construction of municipal infrastructure such as streets, water, and storm drain systems.

NOW, THEREFORE, BE IT RESOLVED BY THE WEST BOUNTIFUL CITY COUNCIL THAT THE UPDATES AND MODIFICATIONS PROPOSED BY THE CITY ENGINEER BE ADOPTED AS INCLUDED IN EXHIBIT A.

EFFECTIVE DATE. This resolution shall take effect immediately upon passage.

ADOPTED and APPROVED by the City Council of West Bountiful City this 6th day of January, 2015.

Kenneth Romney, Mayor

Voting by the City Council:	Aye	Nay
Councilmember Ahlstrom	_____	_____
Councilmember Bruhn	_____	_____
Councilmember Enquist	_____	_____
Councilmember McKean	_____	_____
Councilmember Preece	_____	_____

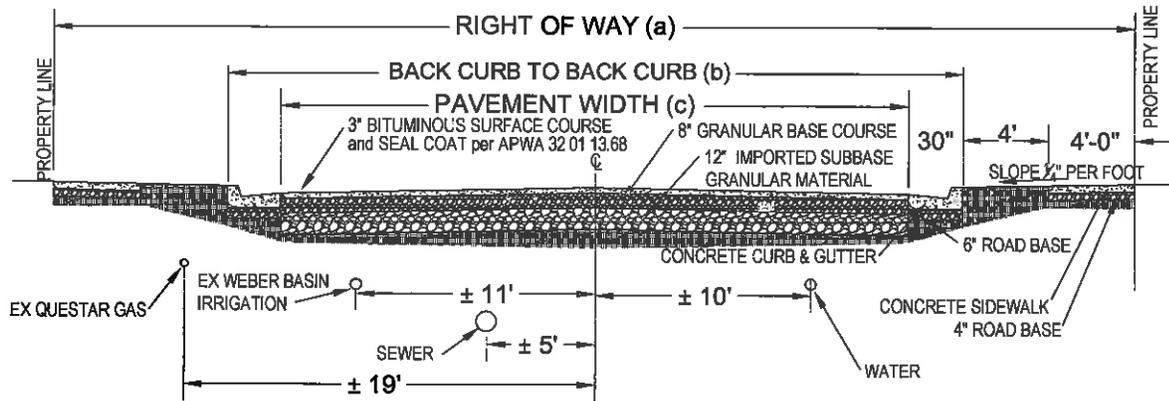
ATTEST:

Cathy Brightwell, Recorder

West Bountiful City Design Standards

1. Storm drainage system
 - a. Inlet boxes
 - i. Installed at intersections to eliminate waterways (cross gutters)
 - ii. Installed at 800± foot spacing along curb & gutter streets
 - iii. Max. gutter flow is 1.6 CFS for 25 year recurrence frequency
 - iv. Standard box is 18" X 42" with bicycle safe inlet grate
 - b. Cleanout boxes
 - i. Installed at all pipe junctions with pipes 8 inch or larger
 - ii. Installed at change in grade or change in alignment
 - iii. Standard box is 18 X 48 solid cover
 - iv. May be 60 inch manholes
 - c. Line size, type and capacity
 - i. Minimum size shall be 15"
 - ii. Pipe material is RCP
 - iii. The rational formula may be used to determine line capacity within each drainage sub-basin.
 - iv. Minimum slope shall provide for 3 fps at 80% capacity
 - v. A site drainage plan will show existing and finish grades at side lot and rear lot line locations with pipeline drainage design.
 - d. Minimum cover and placement
 - i. The pipe, including the bell, shall be placed at least 14 inches below the lip of the curb & gutter.
 - ii. Additional depth as required to accommodate area drain systems.
 - iii. Storm drain line installed with the centerline of the pipe 24 inches into the street from the lip of the gutter.
 - iv. Tangent lines may not cross behind curb & gutter on curve streets.
 - e. UPDES permit
 - i. Follow UPDES guideline
 - ii. Prepare SWPPP with BMPs incorporated
2. Culinary Water System
 - a. Isolation valves
 - i. Installed at each intersection, all directions
 - ii. Installed not to exceed 800 feet between valves
 - iii. Placed at logical siting locations (fence lines, property corners, near fire hydrants)
 - b. Fire hydrants
 - i. Installed not to exceed 400 feet spacing (residential)
 - ii. Installed not to exceed 300 feet spacing (commercial)

- iii. Installed at property line projections
 - iv. Installed at every dead-end line
 - v. Installed at the intersection entrance to cul-de-sacs.
 - vi. Auxiliary valve for hydrant installed at the mainline.
 - c. Main Line size and placement
 - i. Approved material is C-900 PVC class 200 w/#12 locator wire
 - ii. Minimum line size is 8 inches or as per City Master Plan
 - iii. Minimum depth is 48 inches of cover
 - iv. Placed 10 feet north or east from the street centerline
 - v. Waterline shall parallel street centerline, with bends as required.
 - d. Culinary water service lines
 - i. 3/4" minimum size for residential, 1" allowed
 - ii. Commercial / industrial service and meter size determined by anticipated fixture unit demand
 - iii. Residential meter vaults shall be 20" white PVC with 21" risers
 - iv. Services placed to the center of the residential lot
 - v. Service lateral extended 10 feet beyond property line and marked with a 2X4 or other full-depth marker
- 3. Street design
 - a. Minimum street right-of-way width is 50 feet.
 - b. Maximum length of cul-de-sac, 400 feet from cross street intersection to the centerline of the cul-de-sac circle, as measured along the centerline.
 - c. Minimum street curve radius is 100 feet.
 - d. Cul-de-sac right-of-way radius is 50 feet.
 - e. Street intersections at right angles preferred, with 10 degree approach angle allowance.
 - f. "T" intersections preferred with centerline to centerline spacing of 295 foot offset between intersections.
 - g. Standard street section
 - i. 30" wide, 6" high back style Curb & gutter
 - ii. 48" park strip
 - iii. 48" wide 4" thick concrete sidewalk
 - iv. 29' wide asphalt surface (residential)
 - (1) 12" sub-base
 - (2) 8" roadbase
 - (3) 3" asphalt
 - v. 20' back-of-curb radius at corners
 - h. Street elevations
 - i. 0.50% minimum gutter slope
 - ii. 1.0% minimum and 4% maximum cross slope
 - iii. Sidewalk installed 0.10' above curb
- 4. Other development items
 - a. Extend all stub streets to property boundary, including extensions to future development as directed by the City.



R.O.W. (a)	(b)	(c)
50'	34'	29'
66'	50'	45'

SUB BASE COURSE MATERIAL

SIEVE (inch)	% PASSING
3"	100
1"	81-91
1/2"	67-77
NO. 4	40-50
NO. 16	20-26
NO. 200	6-10



TYPICAL STREET CROSS SECTION

REVISED 11/14

PLAN 296 SP

GENERAL WATER SYSTEM REQUIREMENTS:

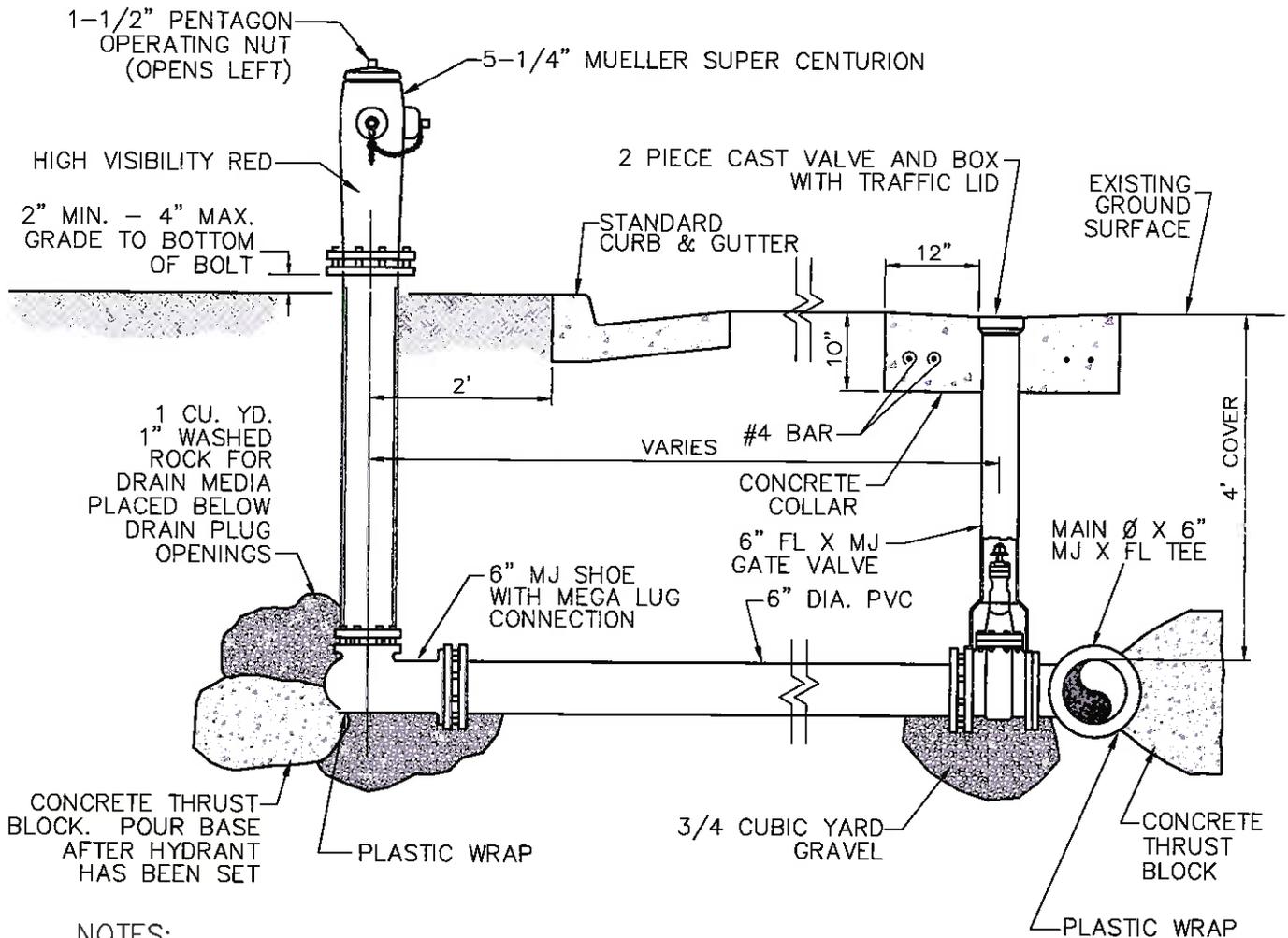
1. 10'-0" MIN. EDGE TO EDGE HORIZONTAL CLEARANCE IS REQUIRED BETWEEN WATER AND SEWER PIPE LINES.
2. WHERE WATER AND SEWER LATERALS MUST CROSS, WATER LATERAL SHALL BE 18" ABOVE THE SEWER LATERAL AS MEASURED FROM THE BOTTOM TO TOP OF PIPES. THIS SEPARATION SHALL BE MAINTAINED FOR AT LEAST 10'-0" EITHER SIDE OF CROSS POINT.
3. UTAH DIVISION OF DRINKING WATER APPROVAL IS REQUIRED TO LOOP ANY WATER PIPE LINE UNDER A SANITARY SEWER PIPE LINE.
4. ALL THRUST BLOCKS MUST BE INSPECTED BY WEST BOUNTIFUL CITY PUBLIC WORKS PRIOR TO CONCRETE PLACEMENT.
5. ALL FITTINGS MUST BE INSPECTED BY WEST BOUNTIFUL CITY PUBLIC WORKS PRIOR TO BACKFILL.
6. A THREE (3') FOOT SEPARATION IS REQUIRED BETWEEN WATER SERVICE LATERAL TAPS.
7. ALL BENDS, TEES VALVES AND OTHER FITTINGS SHALL BE INSTALLED WITH CONCRETE AND MEGALUG TYPE RESTRAINT AND SHALL BE GREASED AND WRAPPED WITH 8 MIL POLYETHYLENE.
8. BACKFILL: PROVIDE AND PLACE PER APWA SECTION 33 05 20. COMPACT PER APWA SECTION 31 23 26 TO A MODIFIED PROCTOR DENSITY OF 95-PERCENT OR GREATER. MAXIMUM LIFT THICKNESS IS 8-INCHES BEFORE COMPACTION. ALL BEDDING BACKFILL SHALL BE CONTINUOUS AND UNIFORM IMPORTED ENGINEERED $\frac{3}{4}$ " MINUS GRANULAR MATERIAL.
9. PRESSURE TEST ALL WATER LINES FOR A MINIMUM OF 2 HOURS AT 200 PSI PRESSURE.
10. ALL NEW HYDRANTS SHALL BE MUELLER SUPER CENTURION
11. STAINLESS STEEL BOLTS ARE REQUIRED FOR ALL BURIED APPURTENANCES AND "COR-BLUE" BOLTS ON ALL BURIED FITTINGS.
12. DISINFECTION SHALL BE IN ACCORDANCE WITH APWA STANDARD SPECIFICATIONS, STATE OF UTAH RULE 309-520, AWWA A100 WATER WELLS, AWWA C651 DISINFECTION OF WATER MAINS, AWWA C652 DISINFECTION OF WATER STORAGE FACILITIES AND AWWA C654 DISINFECTION OF WELLS
13. A MINIMUM FOUR FOOT DEPTH OF BURY FROM TOP OF PIPE TO GROUND SURFACE IS REQUIRED UNLESS SPECIFICALLY STATED OTHERWISE.
14. ALL 14" AND LARGER VALVES SHALL BE MUELLER LINESEAL III SERIES BUTTERFLY VALVES CLASS 250 WITH BURIED SERVICE ACTUATORS. VALVES 12" AND SMALLER SHALL BE MUELLER A-2360 SERIES, AMERICAN FLOW SERIES 2500 OR APPROVED EQUAL GATE VALVES.
15. PIPE LENGTHS SHOWN IN PROFILE ARE HORIZONTAL LENGTHS. NO ADJUSTMENT FOR VERTICAL COMPONENT HAVE BEEN MADE.
16. DISCHARGING SUPER CHLORINATED WATER INTO THE SANITARY SEWER SYSTEM REQUIRES ADVANCE WRITTEN PERMISSION FROM SOUTH DAVIS SEWER DISTRICT.
17. ALL MATERIALS INCLUDING PIPE, GASKETS, LUBRICANTS AND O-RINGS SHALL BE ANSI-CERTIFIED AS MEETING THE REQUIREMENTS OF NSF STANDARD 61 AND STAMPED WITH THE NSF LOGO.
18. PIPES AND PIPE FITTINGS CONTAINING MORE THAN 8% LEAD AND LEAD-TIP GASKETS SHALL NOT BE USED. REPAIRS TO LEAD-JOINT PIPE SHALL BE MADE USING ALTERNATIVE METHODS.
19. PIPE, PIPE JOINTS, FITTINGS, VALVES AND HYDRANTS SHALL CONFORM TO NSF STANDARD 61 OR STANDARD 14, AND APPLICABLE ANSI/AWW STANDARDS C104-A21.4-03 THROUGH C550-05 AND C900-7 THROUGH C950-07.
20. DO NOT DROP PIPE INTO TRENCH. PIPE ACCIDENTALLY OR INTENTIONALLY DROPPED SHALL BE REMOVED FROM THE JOBSITE REGARDLESS WHETHER THERE IS VISIBLE DAMAGE OR NOT.
21. OPEN ENDS OF ALL PIPELINES UNDER CONSTRUCTION SHALL BE SEALED AND SAFELY SECURED AT THE END OF EACH WORK DAY.
22. ALL WATER SERVICE LATERALS INCLUDING PIPING, METER, METER SETTER AND CONNECTION TO PRIVATE PROPERTY OWNER'S SYSTEM SHALL CONFORM TO THE CURRENT PLUMBING CODE ADOPTED BY THE STATE OF UTAH. PLUMBING PIPES AND FITTINGS SHALL BE CERTIFIED TO MEET NSF/ANSI 372 OR NSF/ANSI 61, ANNEX G. CAP SERVICE FUTURE SERVICE LINES IF NOT IMMEDIATELY CONNECTED.
23. PVC PIPE SHALL BE INSTALLED PER ASTM D2774 RECOMMENDED PRACTICE FOR UNDERGROUND INSTALLATION OF THERMOPLASTIC PRESSURE PIPING AND PVC PIPE, AND AWWA MANUAL OF PRACTICE M23, 2002.



GENERAL WATER SYSTEM REQUIREMENTS

REVISED 11/14

PLAN 500 SP



NOTES:

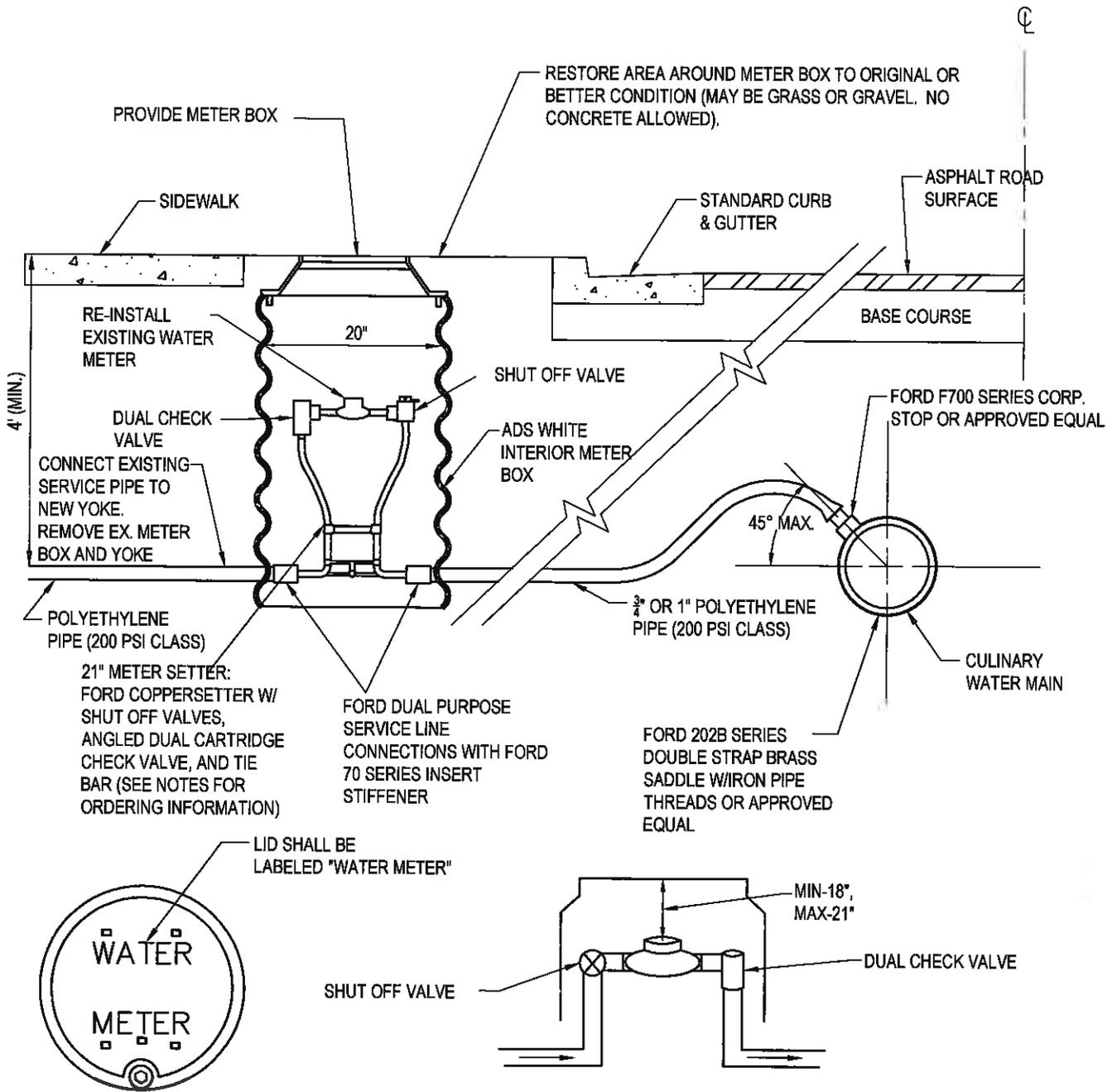
1. INSPECTION: PRIOR TO BACKFILLING, SECURE INSPECTION OF INSTALLATION BY ENGINEER.
2. BACKFILL: INSTALL AND COMPACT ALL BACKFILL MATERIAL PER SPECIFICATIONS.
3. HYDRANT: DRY BARREL PER AWWA C520.
 - A. PROVIDE AT LEAST 1 CUBIC YARD OF SEWER ROCK AROUND DRAIN HOLE AT BASE OF HYDRANT. PLACE TAR PAPER OR PLASTIC OVER SEWER ROCK TO PREVENT SILTING.
 - B. PAINT FIRE HYDRANT RED.
 - C. APPLY POLY-FM GREASE TO ALL BURIED METAL SURFACES. WRAP WITH 8 MIL THICK POLYETHYLENE SHEET AND TAPE WRAP.
4. THRUST BLOCKS: NOT REQUIRED FOR FLANGED OR WELDED PIPE SYSTEMS.
5. BOLTS: STAINLESS STEEL BOLTS ARE REQUIRED ON ALL BURIED APPERTENANCES "COR-BLUE" BOLTS ARE REQUIRED ON ALL BURIED FITTINGS



TYPICAL FIRE HYDRANT

REVISED 11/14

PLAN 511 SP



TYPICAL RESIDENTIAL WATER SERVICE

REVISED 12/14

PLAN 521 SP

NOTES:

1. 10'-0" MIN. EDGE TO EDGE HORIZONTAL CLEARANCE IS REQUIRED BETWEEN WATER AND SEWER LATERAL SERVICE.
2. WHERE WATER AND SEWER LATERALS MUST CROSS, WATER LATERAL SHALL BE 18" ABOVE THE SEWER LATERAL AS MEASURED FROM THE BOTTOM TO TOP OF PIPES. THIS SEPERATION SHALL BE MAINTAINED FOR AT LEAST 10'-0" EITHER SIDE OF CROSS POINT.
3. NO METER BOXES SHALL BE INSTALLED IN DRIVE APPROACHES OR SIDEWALKS.
4. MINIMUM LATERAL SIZE 3/4".
5. ALL RESIDENTIAL METERS REQUIRE A MINIMUM 20" METER BOX DIA.
6. PRIOR TO BACKFILLING AROUND METER BOX SECURE INSPECTION OF INSTALLATION FROM CITY TO VERIFY INSTALLATION MEETS ALL REQUIREMENTS INCLUDING HEIGHT CLEARANCES.
7. BACKFILL: PROVIDE AND PLACE PER APWA SECTION 33 05 20. COMPACT PER APWA SECTION 31 23 26 TO A MODIFIED PROCTOR DENSITY OF 95-PERCENT OR GREATER. MAXIMUM LIFT THICKNESS IS 8-INCHES BEFORE COMPACTION.
8. PRESSURE TEST ALL WATER LINES AND SERVICES.
9. NO CONCRETE IS ALLOWED AROUND METER BOX PER CITY POLICY.
10. FORD 70 SERIES INSERT STIFFENERS ARE TO BE USED AT ALL CONNECTIONS AND FITTINGS WHERE POLYETHYLENE PIPE OR TUBING IS USED.
11. CITY POLICY PROHIBITS THE USE OF JUMPERS, BYPASS PIPES, OR HOSE TYPE CONNECTIONS TO THE METER SETTER OR SERVICE LINE.
12. METER SETTER: FORD OR MUELLER
13. PROVIDE TRACER WIRE ON ALL WATER LATERALS FROM THE MAIN LINE TO THE METER BOX.
14. WATER METER BOX SHALL BE LOCATED BETWEEN BACK OF CURB AND FRONT OF SIDEWALK, IF CURB AND GUTTER AND SIDEWALK ARE NOT PRESENT, THEN METER BOX SHALL BE LOCATED AS SHOWN ON THE DRAWINGS.



TYPICAL RESIDENTIAL WATER SERVICE

REVISED 12/14

PLAN 521 SP

MEMORANDUM



TO: Mayor & Council

DATE: December 31, 2014

FROM: Duane Huffman

RE: **Appointment of Hearing Officer**

The appeal provisions of the newly adopted nuisance ordinances call for nuisance appeals to be conducted by a hearing officer. The hearing officer is to be appointed by the Mayor with the consent of the Council, and if possible, should be an administrative law judge or other legally trained individual who resided outside the City (City Code 8.12.040).

As the code requires a timely hearing if an appeal is filed, it is highly recommended by staff that one or more individuals be appointed as hearing officers so that they may be available if needed. To this end, staff advertised for letters of interest from qualified individuals earlier this year, and received the attached letter of interest from Judy F. Lever (Utah State Bar #1938).

Ms. Lever meets the criteria of being legally trained, has experience in conducting similar hearings on behalf of the City of Holladay, and understands the role and responsibilities of a hearing officer.

After the Mayor and Council have an opportunity to discuss her qualifications, staff would encourage the appointment of Ms. Lever as hearing officer for a multi-year term.

JUDY F. LEVER
5277 So. Havenwood Lane,
Holladay, Utah 84117
Phone: (801) 277-1925
November 24, 2014

Kenneth Romney, Mayor
% West Bountiful City Recorder
West Bountiful City
550 North 800 West
West Bountiful, Utah 84087
Sent by facsimile to 801-292-6355
Hard copy available upon request

Dear Mayor Romney,

I am responding to your city's interest in contracting with hearing officers and would be interested in serving as such. I am a practicing lawyer (Utah State Bar #1938) currently serving in a similar capacity for the City of Holladay after being recruited for that purpose by the City Attorney Craig Hall and Mayor Dennis Webb. I realize the frequency of the need for a hearing officer is difficult to predict, since I did not have a hearing during the first year of my appointment. I have conducted two hearings in 2014, and found it to be a refreshing return to municipal law issues that I learned to love as a deputy assistant city attorney for Salt Lake City assigned specifically to real estate, development and construction as those issues involved the Planning and Zoning and Building Departments, their citizen boards, including the Planning and Zoning Commission, the Board of Adjustment, the legislative drafting and adoption of master plans and ordinances by the City Council, and code enforcement, along with subdivision and condominium documentation review.

As reflected in my resume which is attached, after nearly a decade at Salt Lake City, I changed my primary focus to raising our children, but maintained my involvement in the legal issues by serving on three State Boards (with policy, rulemaking and quasi judicial powers), one of which I chaired for a term. During this time I was also heavily involved as a volunteer in my children's schools, providing leadership opportunity for running board meetings at schools, community councils, and PTA Boards of local schools, Granite District and the State of Utah. I have experience in managing a hearing with public decorum, appropriate handling of the evidence and argument by the parties, impartial scrutiny of the facts, applicable ordinances, and legislative intent with due process and decision with regard to creating a record.

I am now a contract associate attorney with the law firm of Holman & Walker, a small general firm specializing in family law in Sandy, Utah. I find the considerations of municipal law a refreshing complement to the practice of law where my role is to advocate and problem solve. There has been enough of a time separation with Salt Lake City, that I do not anticipate conflicts would arise. If I became aware of such, I would certainly recuse myself and have no problem complying with the ethical standards of the Utah Municipal Officers' and Employees' Ethics Act.

As the hearing officer, I would expect the City staff to provide with me the procedural record, the applicable ordinances, the resource material at issue, a physical room and equipment and to provide for the recording, etc.

Based on the two different hearings I have conducted, the review of that material prior to the hearing generally takes 1-2 hours. The hearings take another two hours, and the writing of the opinion at least the same time. Written findings will be prepared within two weeks of the hearing, barring unusual circumstances. In addition, at West Bountiful there is travel time usually billed to the client. I also realize this is not a traditional billing situation. I propose a flat rate of \$300/hearing, with the caveat that if the hearing becomes more complex or complicated requiring testimony exceeding 2 hours, review of expert witness material or research, that additional time over 7 hours would be billed at \$50/hour.

I understand the difference in the roles of the legislative body, the administration, and the quasi judicial responsibility of a hearing officer to apply the facts to the applicable law and standards. I believe hearing officers and boards operating in quasi judicial capacities need to provide the opportunity for citizens to petition, be heard by and even challenge decisions of their government, and in the process treated with dignity and impartiality. I believe the process should be transparent and the decision based on facts in evidence applied to the applicable standards to avoid usurping the legislative power to change the standards.

If there is any other information that you need or desire, please contact me at 801-580-5060.

Respectfully,



Judy F. Lever

cc: Steve Doxey

JUDY F. LEVER

5277 S. Havenwood Lane, Holladay, Utah 84117

Phone: (801) 277-1925

Email: judy.f.lever@gmail.com

LICENSE	Utah State Bar, 1975
EDUCATION	<p>Juris Doctor, 1974 <i>University of Utah College of Law</i></p> <p>Bachelor of Science, Political Science, 1971 <i>University of Utah</i></p>
EMPLOYMENT	<p>Associate Attorney, Holman & Walker LC, 2009-present Provide legal services for small general firm specializing in family law</p> <p>Assistant City Attorney, Salt Lake City Corporation, 1977-1986 Provided counsel to the building and zoning departments of SLC, including the Planning & Zoning Commission, Board of Adjustments, and Board of Appeals as well as Mayor and City Council. Developed an expertise in land use regulations, including drafting the initial environmentally sensitive foothill preservation, and historical district overlay provisions. Reviewed all types of easements, rights of way, and platting of subdivisions and condominiums. Litigated code enforcement actions on administrative, trial and appeal.</p> <p>Manager, Lever Auto Sports, LLC, 2006 to present Responsible for the leasing and management of the commercial building.</p> <p>Consultant, I-O Corporation, 2006 to 2009 Retained as a consultant to computer business of which family was formerly an owner.</p> <p>Solo Practitioner, 1986 to 2009 Represented family business interests; including leases, probate, estate planning, real estate, and subdivision development.</p> <p>Coordinator, MFG Financial, Inc., Sept. 2005-Jan.2006 Coordinated legal proceedings in Arizona for a Salt Lake collection firm.</p> <p>Associate Attorney, Finlinson & Finlinson, 1976-77</p> <p>Associate Attorney, Johnson, Linebaugh and Dunn, 1974-76</p> <p>Trustee, U. S. Federal Bankruptcy Court, 1974-1977</p>
CIVIC SERVICE	<p>Member, Salt Lake County Justice Court Nominating Committee, 2011 - present</p> <p>Government Policy Boards, 1986-2005</p> <ul style="list-style-type: none"> • Utah Solid and Hazardous Waste Board, 1997-2005, Chair 2004 • Utah Forestry, Fire and State Lands Advisory Council, 1997-2005 • Utah Board of Oil, Gas and Mining, 1986-1997
EDUCATIONAL INVOLVEMENT	<p>Olympus High Community Council, 1999-present Review school policy and assess performance measures for No Child Left Behind, review and adopt School Achievement Plans supported by Trust Land and Quality Teaching "QTSA" funds. Chaired the committee that implemented initial Trust Land legislation.</p> <p>Associate Director, Region 5, Utah PTA Board of Directors, 2003-2006 Advocate with legislators, school board and staff, problem solve, develop leadership and train volunteers.</p> <p>Council President, Granite/Olympus Council PTA, 2001-2003</p> <p>Legislative Vice President, Region 5 PTA, 1996-1999 Trained volunteers how to influence legislation. Lobbied the legislature, particularly during the creation of the Trust Land Legislation. Trained volunteers and administrators implementing Trust Land legislation.</p>

MEMORANDUM



TO: Mayor & Council

DATE: December 31, 2014

FROM: Duane Huffman

RE: **Approval of Purchase <\$10,000**

Background

The City's procurement policies [West Bountiful City Code 3.20.070(A)(1)] require that non-routine expenses of \$10,000 or more be approved by the City Council. Most expenses of this nature are in the form of contracts or bids that are awarded by the Council, but on occasion other expenses arise that require the Council's approval.

In preparation for storm water improvements on city-owned property located on 1200 N, the Council commissioned a wetland study. The study found that the projected location of the storm water pipe requires wetland mitigation for 0.44 acres. In lieu of performing wetland mitigation on the property itself, the City has the option of purchasing wetland "credits" (this works by supplying the funding need to mitigate other wetland areas).

The cost of purchasing the needed wetland credits is approximately \$9,500 (close enough to the \$10K threshold that staff is seeking Council approval). These credits come at less expense than would be needed to perform mitigation on the City's property and relieve the City from 5-years worth of monitoring a reporting.

Recommendation

Staff recommends that the Council pass a motion to approve the expense of \$9,500 to purchase wetland credits for the City's property on 1200 N.

1 Minutes of the West Bountiful City Council meeting held on **Tuesday, December 16 , 2015** at West
2 Bountiful City Hall, 550 N 800 West, Davis County, Utah.

3
4 Those in attendance:

5
6 **MEMBERS:** Mayor Kenneth Romney, Council members James Ahlstrom, James Bruhn,
7 Kelly Enquist, Debbie McKean, Mark Preece

8
9 **STAFF:** Duane Huffman (City Administrator), Steve Doxey (City Attorney), Todd Hixson
10 (Police Chief), Paul Holden (Golf Director), Steve Maughan (Public Works Director), Cathy
11 Brightwell (City Recorder/ Secretary)

12
13 **VISITORS:** Jennifer Nielson, Lane Beattie

14
15
16 Mayor Romney called the meeting to order at 7:30 pm. Mark Preece gave an Invocation, and the
17 Pledge of Allegiance was led by James Bruhn.

18
19 **1. Accept Agenda**

20
21 **MOTION:** *James Bruhn moved to approve the agenda as written. Debbie McKean*
22 *seconded the Motion which PASSED by unanimous vote of all members*
23 *present.*

24
25 **2. Public Comment**

26
27 Jennifer Nielsen, 669 N 810 West, is the PTA President for West Bountiful Elementary
28 School. She said she is here to talk about getting a new school in West Bountiful. The existing
29 school is in very bad shape and she described several safety issues, including pieces of the ceiling
30 falling. Something is needed; if not a full build, a re-build. She explained that several years ago a
31 group, including Chad Turner and Jone Sun, worked hard to put information together for the School
32 District to show the need for a new school. At that time they were told West Bountiful was second
33 in line as far as schools in need. Over the last two years more demand has come forward from other
34 schools so there is now concern that our school will slip off the list.

35 Ms. Nielsen said they are hoping to start an online petition. They would like to get on the
36 school district bond in the fall election. Ms. Nielsen and the PTA are trying to build public support.
37 She asked if the City could help get the word out. There was discussion about an article for the
38 February newsletter and putting information on the city website and social media.

39 Representatives from the PTA would like to come back in January to give more details. She
40 will check to see if January 6 works and let the City know.

41
42 **3. Presentation by Lane Beattie, CEO of the Salt Lake City Area Chamber of Commerce,**
43 **regarding the Utah Transportation Coalition.**

44
45 Lane Beattie has been CEO of the Salt Lake Chamber for 11.5 yrs. He thanked the City for
46 asking him to come speak. He said he speaks with a lot of people across the country and said it is

47 always nice to be home. He is proud to be a West Bountiful resident and his three married children
48 are also residents. He added that he is extremely appreciative of the service he and his family have
49 received from the police department over the years.

50 With regard to the state's transportation needs, Mr. Beattie said Utah's population is
51 expected to double by 2050. He spoke about the success of the I-15 re-build through Salt Lake, the
52 TRAX system, and transportation projects in Utah County. Support for these projects, and the taxes
53 used for funding, has come from the business community. The business community recognized that
54 investments in transportation are critical. Results were great; every project on the initial list is done
55 including Legacy highway and the Utah County I-15 project, and without any federal funding.
56 Major companies relocate here because of our work force and good public transportation.

57 But, we are falling behind especially in the area of local roads so the Transportation
58 Coalition, which is a group of business people and communities, is working to gather support to get
59 better funding for local needs. One idea is to index motor fuel tax to inflation, but the Coalition is
60 not set on any particular approach.

61 The Coalition's campaign is to find a sustainable funding source which will require a broad
62 discussion regarding taxes. There is a problem with legislative earmarked funds; it is time to look at
63 the tax structure of the state.

64 Mayor Romney asked if the main focus is now more B&C road funds. Mr. Beattie
65 responded that there is no main focus.

66 Council member Ahlstrom asked what the City's obligations are under the proposed
67 agreement for \$250. He said it looks like the City will get a lot of services for very little cost. Mr.
68 Beattie responded that there is no obligation of the City; these funds collectively will get information
69 to all municipalities to help citizens understand what they're being asked to support. It will provide
70 money for advertising, and other forms of information to educate the public.

71 Council member Enquist thanked Mr. Beattie for his nice comments about West Bountiful at
72 the ULCT conference.

73 **4. Consider approval of Resolution 353-14, An Agreement for Professional Services**
74 **between West Bountiful City and Salt Lake Chamber of Commerce.**
75

76 Mayor Romney talked about how transportation improvements benefit West Bountiful, but
77 he is not sure the legislature will take on the problem and deal with it. He believes they do need to
78 look at the tax structure. Council member Ahlstrom commented that the Chamber needs a little
79 funding for public relations. He added that we will not control how they use it and we may or may
80 not like it, but we don't have to use the materials they provide. It seems to be a good way to stay
81 informed for little cost.

82 **MOTION:** *James Ahlstrom moved to approve Resolution 353-14, An Agreement for*
83 *Professional Services between West Bountiful City and the Salt Lake*
84 *Chamber of Commerce. Debbie McKean seconded the Motion which*
85 *PASSED.*
86

87 The vote was recorded as follows:
88 James Ahlstrom – Aye
89 James Bruhn – Aye
90 Kelly Enquist – Aye
91 Debbie McKean– Aye
92 Mark Preece – Aye
93

94 **5. Discussion on tentative plans for restroom and fencing serving Prospector**
95 **Trail/Lakeside Golf Course.**
96

97 Restrooms -

98 Mayor Romney explained that we are working on preliminary designs for a restroom to be
99 shared by the golf course and Prospector trail, and will come up with budgets based on proposed
100 designs to determine feasibility. Funding could come from RAP tax, or we could also use park
101 impact fees. The preliminary design includes fixtures on each side with a small storage area in the
102 middle, and access from the trail that will need to meet ADA requirements.

103 Duane Huffman put up a map to show where the restroom is proposed to go. Council
104 member McKean expressed concern that it will draw people, especially kids, onto the course which
105 could result in problems on the course and vandalism. There was discussion about whether the golf
106 course is able to adequately police the area to find people golfing without paying. Mr. Huffman
107 suggested that one option is to move the restroom closer to the trail so we would not be inviting the
108 public as deep into course. Paul Holden pointed out that they have Marshalls who watch the course
109 for people who are not supposed to be there, and added that the proposed location was selected
110 because there are no balls coming into the area.

111 There was additional discussion about limiting the restroom for golf course use versus
112 sharing with the trail. Where is the greater need? Many people using the trail would benefit from the
113 facilities; it would be a great amenity. Council member Enquist commented that the restroom will
114 cost a lot of money and the outdated play equipment at the Park needs to be considered. He asked
115 which one is a greater priority to our citizens. Council member McKean asked about the need for
116 water fountains and asked Mr. Holden his thoughts. Paul explained that water is available at each
117 hole; he continued that not having restrooms is a big issue for women and has caused us to lose
118 several women’s tournaments. He added that he would prefer it to be limited to the golf course, but
119 if the only way to get a restroom is to share it with the trail, he would gladly share it.

120 Mayor Romney noted that as long as we have money for Park equipment, we have the ability
121 to do both. Mr. Huffman discussed funding sources and made corrections to the spread sheet
122 explaining that projected RAP revenues are \$500k instead of \$650k. If the restroom is limited to
123 golf course use, funding would have to come from RAP. If it is also used for the trail, park impact
124 fees can be used.

125 Council member McKean said she believes there is a need for both, but does not want them
126 to share a facility. Mayor Romney responded that one option would be to build it as a unisex facility
127 with 2 stalls on the golf course side and one on the trail side.

128 Council member Bruhn believes the restrooms are needed and should serve both the trail and
129 the golf course.

130 Chief Hixson expressed a public safety concern about having isolated facilities on the trail
131 with no good access. He noted that if it is on the golf course, the staff can lock it up when they close

132 to reduce vandalism. A secure gate should be used to keep people from gaining entry from the trail
133 after hours.

134 Mayor Romney commented that it would be good to have the building standing out by itself
135 so it can be easily seen rather than in a area of vegetation where people can hide in bushes, etc.

136 Staff was directed to look at designs that address the above concerns and come back with a
137 proposal.

138

139 Fencing on Prospector trail –

140 Mr. Huffman shared where we are with a proposal to place fencing next to the trail to protect
141 people from misdirected golf balls. He said they are considering a 1” mesh chain link material
142 similar to Rose Park. Staff is considering 8 ft., 10 ft., or 12’ tall options, as well as options for the
143 total length. 1100 ft of 8’ fencing is estimated to cost approximately \$44k, although it probably
144 makes sense to go 1500 ft.

145 Duane said it is important to get the fencing up in the spring and asked for permission to
146 move forward with planning. He explained that funding can come from either RAP tax or park
147 impact fees. Council agreed to move forward on this project.

148

149 **6. Discussion on the creation and appointment of council members to administrative**
150 **committees.**

151 Council member McKean voiced concern that we have gone a year without departmental
152 committees and feels the Council has lost touch with what is going on. Mayor Romney explained
153 that many of our committees, such as Arts Council and Emergency Preparedness Advisory
154 Committee, had not been set up correctly but that has now been fixed. Other committees that
155 focused on specific departments or areas such as the parks committee, golf committee and the public
156 safety committee were also not set up correctly. There was discussion about whether these
157 committees made recommendations or decisions and the role of the council liaison. It was felt by
158 some that proposals were taken to Council implying decisions had already been made causing
159 council members to feel they were left out of the process. There was also concern about compliance
160 with open meeting laws.

161 Mayor Romney stated that these committees may have served a purpose when there was a
162 lower level of confidence and trust with the staff, but now we have hired professional people that we
163 have confidence will do the job. He suggested that regular work sessions could be held to talk about
164 things like parks, golf and police. Having everyone involved in these discussions would eliminate
165 anyone from feeling left out of decisions.

166 Mayor Romney asked each member to share their thoughts.

167 Council member McKean likes the idea of having a work session every other meeting so they
168 can be involved in what is going on. She would also like to include field trips as necessary, using
169 the golf course restroom location as an example.

170 Council member Ahlstrom is ok with additional committees as long the Council establishes
171 them. He added that no one intended people to feel left out of the process, but they did. He also
172 appreciates the good staff weekly meeting notes that keeps them informed as to what’s going on.

173 Council member Preece expressed his confidence in the good people that have been hired
174 and suggested they be left to do their jobs.

175 Council member Bruhn said he enjoyed the departmental meetings because it was an
176 opportunity to get down to the nitty-gritty and discuss things that may not have otherwise come out.
177 He acknowledged that he can go to Duane or Chief to get some of the same information now, and he
178 also appreciates the weekly management team minutes.

179 Council member Enquist stated he likes the old Parks committee. He said committee
180 discussions were intended to be communicated to city council so they would understand the issues as
181 recommendations were made to them, but apparently that was not done.

182 Mayor Romney will look at options. He believes there were good intentions and many good
183 things came from the committees, but he understands that some level of need existed due to previous
184 administrations where things were perceived to be hidden.

185 Chief Hixson commented that these committees take a lot of staff time to ensure that open
186 meeting requirements are met.

187

188 **7. Finance Report**

189 Duane Huffman explained that due to changes in staff, this is the first report of FY15 and
190 includes data through October. He discussed several items on the Report. General fund revenues
191 are \$550k above the same time last year due to increases in received taxes, permits, and licenses, etc.
192 General fund expenses are \$200k lower compared to last year. He also highlighted the water fund,
193 noting lower water revenues due to a reduction in rates and a wet spring/summer, and hiring a new
194 employee with his associated expenses.

195 He discussed potential budget amendments needed to correct mistakes in the original budget
196 in the RAP tax fund.

197 Mr. Huffman explained that the City ended last year with more money than expected. He
198 said that the City is in its best financial condition since the 2008 recession and maybe longer. He
199 recommended that for revenue stability, the goal should be to build up reserves in the Golf Fund. A
200 recession or bad weather could easily cause problems at any time so it is important to have a reserve.

201 Mayor Romney commented that we can look at paying back the water fund and fixing other
202 funds in next year's budget

203

204 **8. Police Report**

205 Chief Hixson talked about new personnel and how hard his officers are working. He said
206 they are all doing a great job.

207 The 2014 Beer Tax report was accepted by the state; this grant funds our part time alcohol
208 enforcement program. The annual Justice Agency Grant for \$7500 was received and used for
209 equipment including 5 VHF radios to serve as a backup system in the vehicles; a new computer for
210 Lt. Hamilton; 5 more body cameras; 3 new command boards to be used for large scale incidents
211 when a formal command center is not available; and reflective coats for officers.

212 He answered questions about body cameras and associated issues. He said we have had them
213 for a long time and it has not been issue for us. Every complaint we have received, the video has

214 exonerated the officer. He explained there are always policy and legal issues to consider with the
215 cameras.

216 Council member McKean asked for a report on how many times our officers help other
217 communities. Chief Hixson explained that we are working with FATPOT to track outside assists by
218 agency but it is taking some time. He gave examples of good actions by our officers, and talked
219 about increasing our presence in schools.

220

221 **9. Public Works Report**

222

223 Steve Maughan reported that the 500 South waterline 18” transmission pipe is finally
224 complete and functioning as part of I-15 reconstruction, and we are at full storage capacity again.

225 The 400 North line is being replaced from the east side of the freeway to 660 West. Two
226 water meters had to be relocated. Sixteen foot bore pits have been dug, but boring won’t take place
227 until January 6. We had old cast lines so it will be nice to have a new line; it’s a good long term fix.

228 The Birnam Woods drainage ditch is complete. Some finish grading, seeding and repairs to
229 the trail will be done as soon as weather permits. It has been a big improvement already; the ground
230 is drying up.

231 We are working to improve shoulders on some streets and fill holes with a new cold patch
232 material. It seems to be a great product.

233 We helped facilitate moving good topsoil donated from a resident to the golf course to shape
234 in some new mounds between holes 1 and 9.

235 Steve talked about how great his crew has been through all the hard work and water leaks;
236 kudos to them. He said he couldn’t be happier with Jake; he is a hard worker and is doing a great
237 job.

238

239 **10. Administrative Report**

240 Duane Huffman reported a call he received from County Commissioner Petroff giving us
241 official notice that the County will cancel the justice court service they provide to us effective
242 December 2016. He explained it had nothing to do with West Bountiful but was the result of other
243 issues. We are talking with other cities, like Centerville, to see if they could take our cases. The
244 change would not take place until after December 2016.

245 Duane talked about having work sessions in January. On January 6 he would like to discuss
246 the personnel policy manual and would like comments from Council prior to the meeting. Other
247 issues for the work session include a Wage study, a Park discussion, and the scope and funding of
248 the coming year’s capital projects. There was a suggestion that a retreat may be another way to
249 cover these issues.

250 Mr. Huffman also commented that Holly donated bikes and helmets for Christmas that were
251 distributed to local children via the Elf tree.

252 He also reminded Council that it needs to be careful about support for issues like the earlier
253 presentation by the PTA. He said anyone can individually promote Bond issues, but the City needs
254 to be careful when commenting on electoral issues. It’s okay to share information but not to use tax
255 funds to support an issue.

256

257

258

259 **11. Mayor/Council Reports**

260

261 James Ahlstrom – No report

262

263 Mark Preece reported that the Centerville Planning Commission voted 4-3 to recommend the
264 City Council move forward with a 45 units/acre zoning change for the West Centerville
265 Neighborhood project. He also mentioned that there was discussion from other interested parties
266 that there may be other proposals coming forward.

267

268 James Bruhn asked Steve Maughan to check on areas of road sinking around gas holes across
269 from his house. Steve will call Questar.

270

271 Debbie McKean asked Duane Huffman and Paul Holden to present a Golf report in an
272 upcoming meeting.

273

274 Kelly Enquist shared the news that Dewey Peterson recently passed away. He also thanked
275 the Council and staff for an entertaining year, and wished everyone Merry Christmas.

276

277 Mayor Romney shared an interesting statistic. He compared West Bountiful's personal
278 property tax value, of approximately \$200m, with other cities in Davis County. There are only two
279 cities that are higher - North Salt Lake just more than us and Clearfield has \$250m.

280

He thanked everyone for all they do.

281

282 **14. Approval of Minutes from the December 2, 2014 City Council Meeting.**

283

284 **MOTION:** *James Ahlstrom moved to approve the minutes from the December 2, 2014*
285 *meeting as presented. Mark Preece seconded the Motion which PASSED by*
286 *unanimous vote of all members present.*

287

288 **Adjourn**

289

290 **MOTION:** *James Ahlstrom moved to adjourn this meeting of the West Bountiful City*
291 *Council at 11:17 pm. James Bruhn seconded the Motion which PASSED*
292 *by unanimous vote of all members present.*

293

294

295

296 *The foregoing was approved by the West Bountiful City Council by unanimous vote of all members*
297 *present on Tuesday, January 6, 2015.*

298

299

300

301 _____
Cathy Brightwell (City Recorder)