

**Mayor**  
Kenneth Romney

# WEST BOUNTIFUL CITY

**City Administrator**  
Duane Huffman

**City Council**  
James Ahlstrom  
James Bruhn  
Kelly Enquist  
Mark Preece  
Andrew Williams

550 North 800 West  
West Bountiful, Utah 84087

**City Recorder**  
Cathy Brightwell

Phone (801) 292-4486  
FAX (801) 292-6355  
www.WBCity.org

**City Engineer**  
Ben White  
**Public Works Director**  
Steve Maughan

## CITY COUNCIL MEETING

**THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD A WORK SESSION  
AT 6:00 PM AND A REGULAR MEETING AT 7:30 PM,  
ON TUESDAY, MARCH 21, 2017, AT CITY HALL, 550 N 800 WEST**

Work Session @ 6:00 pm

Discuss Proposals for FY 2018 Budget.

Regular Meeting @ 7:30 pm

*Invocation/Thought – Kelly Enquist; Pledge of Allegiance – James Ahlstrom*

1. Accept Agenda.
2. Public Comment (two minutes per person, or five minutes if speaking on behalf of a group).
3. Consider Resolution 413-17, A Resolution Approving an Interlocal Cooperation Agreement with Davis County to Provide Election Services for the 2017 Municipal Elections.
4. Consider Resolution 414-17, A Resolution Adopting Updates to Public Works Construction Standards.
5. Consider Ordinance 391-17, An Ordinance Adopting Changes to WBMC 17.88.140, Wireless Telecommunications – Standards for Antennas and Antenna Support Structures Which Allow Increased Height for Cell Towers.
6. Consider Resolution 415-17, A Resolution Approving a Franchise Agreement with Comcast of Wasatch, Inc.
7. Consider Awarding Recreation, Arts, and Parks Master Planning Services to Landmark Design for \$19,840.
8. Consider Purchase Approval for GPS Equipment.
9. Police Report.
10. Public Works/Engineer Report.
11. Administrative Report.
12. Mayor/Council Reports.
13. Approve Minutes from the March 7, 2017 Meeting.
14. Executive Session for the Purpose of Discussing Items Allowed Pursuant to Utah Code Annotated 52-4-205.
15. Adjourn.

Individuals needing special accommodations during the meeting should contact Cathy Brightwell at (801)292-4486 twenty-four hours prior to the meeting.

*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 March 16, 2017.*

**Minutes of the West Bountiful City Council meeting held on Wednesday, March 21, 2017 at West Bountiful City Hall, 550 N 800 West, Davis County, Utah.**

Those in attendance:

**MEMBERS:** Mayor Ken Romney, Council members James Ahlstrom, Kelly Enquist, James Bruhn, Mark Preece, and Andrew Williams

**STAFF:** Duane Huffman (City Administrator), Steve Doxey (City Attorney), Police Chief Todd Hixson, Cathy Brightwell (City Recorder), Ben White (City Engineer), Steve Maughan (Public Works Director), Paul Holden (Golf Director)

**GUESTS:** Alan Malan, Kirk Nord, Eric Eastman

Mayor Romney called the FY 2018 Budget Worksession to order at 6:10 pm.

Duane Huffman explained tonight's work session will primarily focus on the General fund. There may be a need to amend FY 17 budget for some items to be discussed later.

General Fund Overview: Projected income of \$4.1m, \$3.68m total expenditures, with fund balance of \$1.47m

1<sup>st</sup> Draft Assumptions – General Fund

Revenue:

- 2% sales tax growth (current is 4%)
- Property tax is steady (balancing new growth and Holly depreciation).
- Updates to Municipal Energy, Telecom, Franchise, and Hotel taxes (3 yr averages)

Expenditures

- 7% health insurance increase (\$16k)
- Merit increases - 2%-regular employees, 4%-police (\$21k) – could change based on current compensation study.
- Fire Board - 10% increase (\$58k) – not likely due to creation of district.
- RDA Salaries - shift back to general fund (\$15k)
- Election(s) – (\$13k) assumes primary
- Council i-Pads (\$3k)
- New police officer (\$80k)
- Streets vehicles maintenance/back-up cameras (\$5k)
- Snow plow maintenance (\$10k)
- Street striping increase (\$7k)
- Parks summer help pay (\$3k)
- Parks grounds – wood chips, sand, etc. (\$3k)

- Park utilities - increased secondary water, heated rest room, etc. (\$4k)
- Parks improvements – tables, boweries (includes the one behind city hall), cabin - (\$15k). There was some discussion about the cabin – repair/refurbish, move, demolish? Staff will do more research.
- Parks equipment – large mower (\$16k), hand mower (\$1k) - may be better to do now

Also, remaining GF items:

- Compensation Plan is underway - expect proposal in April
- Public Works equipment/vehicles – replacement plan?
- Parks equipment
- Council chambers Audio/Visual – still collecting proposals, (split FY17 & FY18)
- City hall maintenance
- Storm drain capital
- Public Works yard capital

Public Works Equipment

- City owns:
  - Backhoe – 2004 (worth maybe \$25k each, one is usually at golf course)
  - Backhoe – 2005
- City leases/buyback
  - Loader: \$127k/\$149k, Sept. 1, expired  
Caterpillar: \$155k/\$169k
  - Backhoe: \$900/year, June 21, expired  
There was discussion about needs and options
- Interested
  - Buy vs. Lease, backhoe - \$85k, vacuum trailer -\$60k will need in next few years – it's too small, mini-excavator -\$65k

PW Vehicles

- Original idea was to flip every 5 years; very low repairs
- New trucks – est. \$37k
- Current fleet – There was discussion about options to handle current fleet including replacing Steve's and giving the double cab to Parks so they can carry more people.

Parks Equipment

- VenTrack tractor (\$20k). Still exploring before a recommendation is made. Can be used on 400 N and 500 S as snow blower, snow sweeper, and rough cut deck = total with options is \$30k. Discussion about using impact fees – must have minimum 10 year life to qualify

Current Year Amendments:

- Parks mowers - \$17k
- 1100 W sidewalk (Holly) - \$60k - was a negotiated amount with Century Link. Holly will do \$220k in improvements, including storm drain. The road is dangerous with no sidewalk, especially with Legacy trail detour.

- 800 W Storm drain
- Pages Lane Project – still talking to Advanced Paving to close out project
- Salt for plows

Other Budget items for FY2018 to consider:

- Jessi's Meadow roads
- 660 West – street and water line
- Pages Lane – west side to 1100 West – working with UDOT for grant

#### Golf Course Clubhouse

There was discussion about options for studying expansion or rebuilds. Hard to invest in the current structure, but building new can be very expensive in terms of return on investment.

Options also include separate study or include it as part of Parks Master Plan? Mayor Romney suggested finding an architect with golf course experience to get an idea of the scope of such a project. Would expect it to have cart storage under, pro shop on main floor, and banquet space above. Should we start investigating? Staff was directed to get going with additional research.

Work session adjourned at 7:15 pm.

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Mayor Romney called the regular meeting to order at 7:30 pm.

Kelly Enquist offered a prayer; James Ahlstrom led the Pledge of Allegiance.

#### 1. **Accept Agenda.**

**MOTION:** *Mark Preece Moved to Accept the Agenda as posted; James Bruhn Seconded the Motion which PASSED by Unanimous Vote of all Members Present.*

#### 2. **Public Comment (two minutes per person, or five minutes if speaking on behalf of a group).**

Eric Eastman, representing Arts council, said he is pleased to see the Parks Master Plan on the agenda. He reviewed the proposal and Landmark looks like they will generate interest and do a good job. He asked that Arts Council be able to provide input on proposals.

#### 3. **Consider Resolution 413-17, A Resolution Approving an Interlocal Cooperation Agreement with Davis County to Provide Election Services for the 2017 Municipal Elections.**

Duane Huffman explained that this Resolution was requested by the County which now requires an interlocal agreement to provide election services. It covers fees the County will charge to cover expenses for a Primary municipal election, if needed, and a General municipal election.

**MOTION:** *Andy Williams made a Motion to Adopt Resolution 413-17 Approving an Interlocal Cooperation Agreement with Davis County to Provide Election Services for the 2017 Municipal Elections. James Bruhn Seconded the Motion Which Passed.*

The vote was recorded as follows:

James Ahlstrom – Aye  
James Bruhn – Aye  
Kelly Enquist – Aye  
Mark Preece – Aye  
Andy Williams – Aye

**4. Consider Resolution 414-17, A Resolution Adopting Updates to Public Works Construction Standards.**

Ben White explained that Construction Standards and Specifications were last updated in 2014 and upon review by staff it appeared that another update was in order. There are a few additions to this draft that cross the line between construction standards and land use development requirements so the planning commission held a public hearing on March 14, 2017. One such item requires a street lighting plan as part of a development. The updates provide more detail on these and other standards.

Construction Standards are to be approved by resolution of the city council before they become effective (WBMC 16.20.020).

**MOTION:** *James Bruhn made a Motion to Approve a Resolution Adopting Updates to Public Works Construction Standards. Mark Preece Seconded the Motion Which Passed.*

The vote was recorded as follows:

James Ahlstrom – Aye  
James Bruhn – Aye  
Kelly Enquist – Aye  
Mark Preece – Aye  
Andy Williams – Aye

**5. Consider Ordinance 391-17, An Ordinance Adopting Changes to WBMC 17.88.140, Wireless Telecommunications – Standards for Antennas and Antenna Support Structures Which Allow Increased Height for Cell Towers.**

Ben White recapped the issue which was discussed in a previous meeting. Representatives from Verizon Wireless approached the City regarding the installation of a new tower near the area between 1200 N and the Jessi's Meadows subdivision. City staff believes that given issues of access, power lines, and future development, the undeveloped Jessi's Meadows Park would be the best location for such a tower. Verizon would itself want a 100' tower that they would use to its full capacity.

With the help of a wireless tower consultant, City staff believes that there is a need for wireless coverage in that area by additional carriers. This additional capacity may be met by building a taller tower (120 ft.) or by the future installation of additional towers near the same area. As one tower with an additional 20' may be preferable to multiple towers, and as one tower on city property with multiple carriers would best maximize revenues for residents of the City, amendments to WBMC 17.88.140 have been proposed to allow towers on *city property* to be built to a height of 120 feet.

The Planning Commission held a public hearing on March 14 and received no objections to the proposed changes, and unanimously voted to recommend the City Council adopt the attached proposal as presented.

Ben shared that planning commission wanted it look like water tower.

**MOTION:** *James Bruhn made a Motion to Adopt Ordinance 390-17 Adopting Changes to WBMC 17.88.140, Wireless Telecommunications – Standards for Antennas and Antenna Support Structures Which Allow Increased Height for Cell Towers. Andy Williams Seconded the Motion Which Passed.*

The vote was recorded as follows:

James Ahlstrom – Aye  
James Bruhn – Aye  
Kelly Enquist – Aye  
Mark Preece – Aye  
Andy Williams – Aye

**6. Consider Resolution 415-17, A Resolution Approving a Franchise Agreement with Comcast of Wasatch, Inc.**

Duane Huffman explained that Comcast of Wasatch, Inc., desires to continue to provide construction and operation of a cable system in West Bountiful City and the City believes it is in the best interest of the public to renew a nonexclusive franchise agreement.

Kirk Nord, an attorney for Comcast explained the current agreement with the City has expired and needs to be renewed. New provisions were added to meet requirements of the FCC. They removed some sections about the City's ability to get public access stations, which has not been practical and added language to deal with relocations, etc. He also clarified that new overhead power lines are not allowed in most cases, and the franchise fee does not change. This agreement only applies to video - not telecommunications such as internet or phone.

**MOTION:** *James Bruhn made a Motion to Approve Resolution 415-17 Approving a Franchise Agreement with Comcast of Wasatch, Inc. Mark Preece Seconded the Motion Which Passed.*

The vote was recorded as follows:

James Ahlstrom – Aye  
James Bruhn – Aye  
Kelly Enquist – Aye  
Mark Preece – Aye  
Andy Williams – Aye

**7. Consider Awarding Recreation, Arts, and Parks Master Planning Services to Landmark Design for \$19,840.**

Duane Huffman reviewed the need for recreation, arts, and parks (RAP) comprehensive planning and proposed contracting with Landmark Design for these services. The City's Park Impact Fees facility plan is based on a level of investment approach, and does not identify specific infrastructure needs or plans, projected resources, and maintenance costs.

Without methodically investigating and prioritizing current and projected needs, the City risks misallocating resources or taking much longer than would otherwise be needed to provide benefit from RAP funding and new development.

There was discussion about options and price. The Council is concerned about spending without a guarantee of solid results. Eric Eastman commented from the audience that he has seen these kinds of studies before and was not surprised by the price. A good master plan would keep the City going for a long time and is a good way to make sure we are covering all bases and finding innovative ways to spend available funds; it would be money well spent.

Mayor Romney said he also struggled with the price but calculated it to be one half of 1% of RAP. If we get one good idea from it, it will be worth the price. With a comprehensive plan, we would be in a better position to tell developers what we want/need especially on the west side.

As several council members and Mr. Huffman will be absent from the next meeting, it was suggested that Landmark Design be invited to discuss the proposal further at a future council meeting.

**MOTION:** *James Bruhn Moved to Table this Issue until the April 18 meeting. Andy Williams Seconded the Motion which PASSED by Unanimous Vote of all Members Present.*

**8. Consider Purchase Approval for GPS Equipment.**

This year's budget included \$20,000 in the Water fund to purchase GPS equipment. This survey-grade equipment is intended to obtain elevations and alignments during project design; map critical infrastructure during installation and repair work, including the water lines, joints, valves, meters, and hydrants; and map and inventory other city assets such as irrigation systems, traffic

signs, storm drain infrastructure, sidewalk repairs, etc. This equipment could have saved \$10K on last year's Pages Lane project.

The City's procurement code requires that purchases of \$10,000 or more first be approved by the City Council.

**MOTION:** *James Bruhn made a Motion to Approve the Purchase for GPS Equipment. Mark Preece Seconded the Motion Which PASSED by Unanimous Vote of all Members Present.*

**9. Police Report.**

Chief Hixson provided February statistics and updates. The EmPAC meeting scheduled for tonight was cancelled due to the City Council work session, Officer Scheese will complete field training and be released to full duty on March 23, and in conjunction with the Attorney General's office and multiple law enforcement agencies across the state, we served two search warrants to seize the contents of illegal gaming machines in our city at the gas station at 560 W 500 South and the Down Under Club.

**10. Engineering Report/ Public Works.**

Ben White –

- Ovation Homes has received bids from contractors and is preparing to start construction.
- Met with Questar – they are still investigating pipeline locations so haven't finalized their plans except for the golf course. Duane added that we have told them we prefer a master excavation plan rather than doing one at a time. They have a right to be in the right-of-way but must meet our criteria. We also discussed closing streets for parking and setting barricades with no activity (e.g., 1100 W). They also need to communicate better with residents when work will be done on private property.

Steve Maughan –

- Questar – will continue to talk with their people in field about the above items and watch their progress closely.
- As a separate project on 1200 North and 1100 West, Questar is replacing old lines that will tie into the new line (4' steel lines).
- We will start in the near future to change out meter setters to back-flow protection setters. We plan to start in the Charnell subdivision and will send letter to residents. We have a mandate from the State requiring ten percent/year upgraded to backflow protection setters for those that are unprotected. We have been doing this in new subdivisions and anything we have done in the past five years.
- We are also working hard on Trail maintenance.

- In preparation for Overlays we have cored holes in the road to determine how thick the asphalt is.

**11. Administrative/Finance Report.**

- Working on RFPs – one for Audit services is due March 28. Insurance RFP will be posted this week and will be due April 18.
- Duane will miss the next city council meeting due to the UCMA conference.

**12. Mayor/Council Reports.**

Kelly Enquist – Mosquito spraying is underway. With all the moisture we have had, the season started early – they are overwhelmed with spray requests. Mosquito Abatement is short 21 part time employees. The Maloy family concert sponsored by the Arts Council last week was a great performance. He also reported that a cyclist hit the gates on Prospector trail. Steve Maughan commented that we have left one side open and one closed to give bikes and strollers more room.

Andy Williams reported Youth City Council spent its last meeting stuffing eggs for the Easter Egg Scramble. They are also trying to find a volunteer for next year's YCC Mayor but so far no interest from members.

James Bruhn asked about how street lights are monitored. Steve Maughan responded that the police department night shift helps us and we rely a lot on residents. It usually takes 2-3 weeks for replacement.

Mark Preece reported that South Davis Sewer District is having a special meeting on March 28 to finish up the Methane Recovery project which has been a super project.

James Ahlstrom – no report.

Mayor Romney reported on the Fire Board capital improvement program. They are considering a new location in Centerville instead of rebuilding in place, other station work, and manpower issues. Early projections could be \$35-50 per year per household for a tax increase for capital. If the entire district converted to a property tax, West Bountiful residents could be impacted \$130-150, which is the lowest of all cities. West Bountiful could lower property tax to offset the increase. They are looking at different options and scenarios.

13. **Approve Minutes from the March 7, 2017, City Council Meeting.**

**MOTION:** *James Ahlstrom Moved to Approve the Minutes of the March 7, 2017 meeting as corrected. James Bruhn seconded the Motion which PASSED by Unanimous Vote of All Members Present.*

14. **Executive Session For The Purpose of Discussing Items Allowed Pursuant to UCA, 52-4-205 (x)**

There was no need for an Executive Session.

15. **Adjourn.**

**MOTION:** *James Bruhn Moved to Adjourn this Meeting of the West Bountiful City Council at 8:58 p.m. James Ahlstrom Seconded the Motion Which PASSED by unanimous vote of all members present.*

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*The foregoing was approved by the West Bountiful City Council on Tuesday, April 18, 2017.*

*Cathy Brightwell*  
Cathy Brightwell (City Recorder)

