THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD A REGULAR MEETING
AT 7:30 PM, ON TUESDAY, MAY 16, 2017, AT CITY HALL, 550 N 800 WEST

Invocation/Thought – James Bruhn; Pledge of Allegiance – Andy Williams

1. Accept Agenda.
2. Public Comment (two minutes per person, or five minutes if speaking on behalf of a group).
3. Consider Request from Joel Jackson at 909 W 1600 N to Defer Requirement to Construct Curb and Sidewalk as a Condition of a Building Permit.
4. Consider First Amendment to the Development Agreement for The Cottages at Havenwood Subdivision by and between Capital Reef Management, LLC. and West Bountiful City.
5. Consider Award for City Hall Roof Replacement to Redd Roofing in the amount of $21,954.
6. Consider Purchase Approval for Public Works Vehicle in the amount of $36,000.
7. Consider Tentative Amendment to the FY 2016/2017 Budget and Set Public Hearing.
10. Administrative Report.
11. Mayor/Council Reports.
12. Approve Minutes from the April 26, 2017 and May 2, 2017 Meetings.
13. Executive Session for the Purpose of Discussing Items Allowed Pursuant to Utah Code Annotated 52-4-205.

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 May 15, 2017.
MEMORANDUM

TO: Mayor and City Council

DATE: May 10, 2017

FROM: Ben White

RE: Request to Defer or Release the Responsibility to Construct Curb and Sidewalk at 909 W 1600 N as a Condition of a Building Permit

Mr. Joel Jackson has filed a building permit application to construct a 3-bedroom, 2.5 bath addition with an additional kitchen and laundry facilities on to his existing house at the stated address. City staff made the determination that WBMC 15.08.50 is applicable in this instance. The paragraph reads, "The installation of curb, gutter, sidewalks, drainage culverts, and covered or fenced irrigation ditches of a type approved by the land use authority may be required on any existing or proposed street adjoining a lot on which a building is to be constructed or remodeled, or on which a new use is to be established. Such curbs, gutters, sidewalks, drainage culverts, and safety features for irrigation ditches and canals may be required as a condition of building permit approval."

Mr. Jackson is aware of the likely possibility that the City constructs curb and sidewalk along Pages Lane next year with the use of grant money. His request is to defer his responsibility to construct the required public improvements (sidewalk, curb and asphalt expansion) and only be required to construct the improvements if the City does not complete the pending improvement project (see attached letter).

Mr. Jackson’s property wraps behind a 40’ wide Questar property. When curb is installed in front of the Jacksons, the Questar property would be the only property in this reach without curb. It would be in the City’s best interest to complete the missing 40’ should curb be installed in front of the Jackson property. A site plan is included for reference.
I, Joel Jackson, live in West Bountiful at 909 West Pages Lane. I have submitted a set of plans to West Bountiful City to add an addition onto my home. Upon review of the plans, the city notified me that the city staff is requiring me to install curb and sidewalk in front of my property as a condition of my plan approval. Part of the required curb and sidewalk distance is in front of a Questar natural gas structure, and West Bountiful City agreed to reimburse me for the cost of curb and sidewalk for that portion. I was informed that it is likely that West Bountiful City will obtain a grant to install curb and sidewalk on all of Pages Lane next year.

I request that West Bountiful City conditionally permit me to build my addition onto my home as soon as the plans are approved, and postpone the requirement to install curb and sidewalk till after 2018. If the grant is obtained by West Bountiful City, the curb and sidewalk will be installed along the entire street. If for any reason the grant is not obtained, I agree to install curb and sidewalk in front of my property after that date. In the case that I am required to install curb and sidewalk in front of my property, I request that West Bountiful City reimburse me for the portion in front of the natural gas structure, as previously agreed.

Allie Jackson
5/10/17
TO: Mayor & Council

DATE: May 11, 2017

FROM: Ben White

RE: Replace Roofing Membrane on City Hall

Staff solicited bids to replace the roof membrane on the flat part of the city hall. The existing membrane has reached the end of its design life. We discover new leaks with nearly every heavy rain storm. We received bids from three contractors.

- Redd Roofing $21,954
- American Roofing $28,000
- Contract West Roofing $29,700

The new roof comes with a manufacturer’s 20 year warranty. The contractor comes highly recommended. Staff recommends that a contract be awarded to Redd Roofing for the sum of $21,954 to replace the roofing membrane on city hall.

The total cost for this project will be a little more than the $21,954 as we will need to pay our HVAC contractor to disconnect some of the HVAC equipment while the new roof is being installed.
BID PROPOSAL

TO WEST BOUNTIFUL CITY
ATTN: BEN WHITE
DATE: March 27, 2017
PROJECT: WEST BOUNTIFUL CITY OFFICES

SCOPE OF WORK: Install Single Ply Roofing System and Associated Metal Flashings

We propose to provide and install the following roofing system:

Single Ply

1. Remove and dispose of existing TPO Membrane.
2. Mechanically attach 1 layer of ½” HD Polyisocyanurate Roofing Insulation.
3. Mechanically attach .60 mil Firestone TPO Roofing Membrane.
4. Membrane flashings at all walls, curbs and penetrations.
5. 2 Year Redd Roofing Company Workmanship Warranty.
6. 20 Year Manufactures Warranty.

Sheet Metal Flashing and Trim

1. Remove and Reinstall existing Metal Coping.
2. Install 24 ga. Metal Counter Flashings.
3. 2 Year Redd Roofing Company Workmanship Warranty.
4. 20 Year Paint and Finish Warranty.

The total price for labor and material is $21,954.00.

If you have any questions, please let me know.

Sincerely,

Kyle Redd
Estimator
The City’s procurement code requires that purchases of $10,000 or more first be approved by the City Council.

The current year budget includes $15,000 in funding for a new truck to replace the 2012 truck assigned to the Street’s Division within the Public Works Department, with the remainder of the funding to come from the sale of the 2012 truck.

The City received two quotes for a 2017 Chevrolet 3500HD Silverado, both within a few hundred dollars (one of which was the state-contracted price).

Staff recommends purchasing a 2017 Chevrolet 3500HD Silverado (including the needed service body) for $36,000.

If the purchase is approved, staff intends to sell the 2012 truck at auction in June.
Vehicle #1: 2017 Chevrolet 3500HD Silverado

VIN/Order #: 1G3KYC3G3H221795
MSRP: $40,004.00
Stock #: T36394

Additional Vehicle Information

GM Marketing Information

Body Style: CK35903-LWB, 4WD, Reg Cab
PEG: 1WT-1WT Work Truck Preferred Equipment Group
Primary Color: GAZ Summit White
Trim: H2R-Base Cloth, Jet Black / Dark Ash, Interior Trim
Engine: L96-Engine: 6.0L, V-8, SFI, FlexFuel w/ E85 only
Transmission: MYD-6-Speed Automatic

Options: 1WT-1WT Work Truck Preferred Equipment Group
8X1-Label, Fasten Seat Belts (SEO)
9J4-Bumper, Rear Delete
A31-Power Windows
AE7-Seats: 40/20/40 Split Front Bench
AKO-Glass, Deep Tinted
AGQ-Keyless Remote Entry
AU3-Power Door Locks
B3P-Special Vehicle Sales
BG9-Floor Covering: Rubberized Vinyl, Black
C07-Air Conditioning, Manual
DB8-ISRVMirror, Electro-chromatic
DPN-Mirrors, Q/S, Wide Load / Trailering, Full
Feature
FE9-Federal Emissions
G80-Locking Differential, Rear
GAZ-Summit White
GT5-Rear Axle, 4.10 Ratio
H2R-Base Cloth, Jet Black / Dark Ash, Interior Trim
IOB-Radio, 6.5" Color Screen, Bluetooth, w/ USB Port
JFR-GVW Rating: 10,700 LBS, Single Rear Wheels
JL1-Integrated Trailer Brake Controller
K34-Cruise Control
K47-Air Cleaner, High Capacity
KC4-Cooler, Engine Oil
KH-110 Volt Electrical Receptacle, In Cab

Disclaimer:
GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.

Price: $36,882.00
Body: $6381.00
Fuel Assistance: $4326.00
Total: $45,963.00

No fees or taxes
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<th>Amount</th>
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<td>540.00</td>
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<td>PART# TESRE-SS098S21201</td>
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<td>FLOOR WIDTH---------48 1/2&quot;</td>
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<tr>
<td>SIDE COMPARTMENT DEPTH---14 1/2&quot;</td>
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<tr>
<td>FLOOR HEIGHT---------24&quot;</td>
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<tr>
<td>PAINT: FACTORY POWDER COAT FINISH READING WHITE &quot;NOTE: MODELS LISTED ARE FOR CURRENT MODEL YEAR ONLY&quot;</td>
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<tr>
<td>1.000 TESRE-SS098S21201 SLU98ASW WR LH2 FF RL QM</td>
<td>4748.88</td>
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All return items must be accompanied by the original invoice.

"**" X 30 FT. FLAT HOOK LOAD STRAPS SALE $9.95 EACH"**

Parts...... 5489.89
Labor...... 810.00
Shop Supplies 81.00

All purchases on open account shall be due and payable within thirty (30) days of invoice date. Purchaser agrees to pay a 1.25% finance charge per month.

Authorized By ____________________________

BRENDA HUNSAKER
INVOICE W 111838
Date 03/03/17
Date Open 03/01/17

Page: 2 of 3

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<td>MURDOCK CHEVROLET, INC.</td>
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<td>2375 SOUTH 625 WEST</td>
<td>2375 SOUTH 625 WEST</td>
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<td>WOODSCROSS UT 84087 USA</td>
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Approved By STEVE

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<td>TESRE-14302336 HARNESS 2016+ GM</td>
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<td>.300</td>
<td>LABOR TO INSTALL SINGLE WHEEL MUD FLAP WITH MOUNTING BRACKETS. FOR SINGLE WHEEL SERVICE BODY</td>
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<td>2.000</td>
<td>MUD12X20HD BSG00247SSTE12X20 RUB/PLASTIC SS</td>
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<td>.5000</td>
<td>LABOR TO LUBRICATE AND ADJUSTS DOORS ON SERVICE BODY</td>
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<td>46.00</td>
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<td>1.000</td>
<td>MTALUBE LUBRICATE AND ADJUSTSTS DOORS ON SERVICE BODY</td>
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SubTotal 71.25
SubTotal 71.25
SubTotal 71.25

All RETURN ITEM(S) MUST BE ACCOMPANIED BY THE ORIGINAL INVOICE

***4" X 30 FT. FLAT HOOK LOAD STRAPS SALE $9.95 EACH***

Parts....... 5488.89
Labor....... 810.00
Shop Supplies 81.00

All purchases on open account shall be due and payable within thirty (30) days of invoice date. Purchaser agrees to pay a 1 1/2% finance charge per month.

Authorized By

BRENDA HUNSAKER

TOTAL 47.63
Continued


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<td>TOWCU-14081 HITCH GM 2011-14 2500/3500 8' BED</td>
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<td>POOL TRUCK; C8350 VIN# 1GB3KYCG3H221795 SERIAL # 862152</td>
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<td></td>
<td>labor...</td>
<td>810.00</td>
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<td></td>
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<td>shop supplies</td>
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**Total:** 6380.89

All return items must be accompanied by the original invoice.

****4' X 30 FT FLAT HOOK LOAD STRAPS SALE $2.95 EACH****

Authorized By: BRENDA HUNSAKER
West Bountiful City Council Report May 16, 2017

Statistics are from April, 2017; the other information reported is collected between council meetings.

**Crossing Guards**

No Information to Report

**Personnel**

Functioning As Designed

**EMPAC**

EmPAC meeting is scheduled for May 16, 2017. In the event of a City Council work session it will be moved to May 17, 2017.

**General Information**

The new body camera system installation should be completed during the week of May 15th.

Tuesday, April 11th was dispatch appreciation day. We purchased the dispatchers lunch from Café Rio.

We hosted the Citizens Academy on Wednesday, April 12th. Chief Hixson and Assistant Chief Erekson taught a class called Public Relations, Breaking the Stereo Type.

We have created an Active Shooter training class. Chief Hixson and Asst. chief Erekson will teach multiple classes at Holly Frontier during the month of May. We will then offer the class to other businesses in West Bountiful if they wish to train their employees. It is designed as a first step approach to becoming prepared in the event of an Active Shooter. We have received positive feedback so far.

The state is auditing everyone that has Bureau of Criminal Investigation access. (BCI is the group that administers the state computer files accessed by law enforcement) We will be making sure we are in compliance with all regulations.
# West Bountiful Police Department

## Department Summary

**4/1/2017 to 4/30/2017**

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<th>Arrests</th>
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<tbody>
<tr>
<td>Adult</td>
<td>23 92.0%</td>
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<tr>
<td>Juvenile</td>
<td>2  8.0%</td>
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<th>Activities</th>
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<tr>
<td>Assist</td>
<td>129  9.9%</td>
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<tr>
<td>Community Relations</td>
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<td>Investigation</td>
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<tr>
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<td>163 12.5%</td>
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<td>4   0.3%</td>
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<td>Security</td>
<td>357 27.3%</td>
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<tr>
<td>Service Call</td>
<td>63  4.8%</td>
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<tr>
<td>Suspicious Activity</td>
<td>30  2.3%</td>
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<tr>
<td>Traffic</td>
<td>229 17.5%</td>
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<tr>
<td>Vehicle Accident</td>
<td>10 0.8%</td>
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**Shift Time** 1213 hr. 59 min. 64.8%

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<td>INCIDENT REPORT</td>
<td>130 46.4%</td>
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<td>OFFICER INFORMATION</td>
<td>51 18.2%</td>
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<td>POLICE VEHICLE IMPOUND</td>
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### Department Summary

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<td>Fix it</td>
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Posting of Agenda - The agenda for this meeting was posted on the State of Utah Public Notice website and on the West Bountiful City website on May 08, 2017 per state statutory requirement.

Minutes of the Planning Commission meeting of West Bountiful City held on Tuesday, May 09, 2017 at West Bountiful City Hall, Davis County, Utah.

Those in Attendance:

MEMBERS PRESENT: Alan Malan, Mike Cottle, Laura Charchenko, Corey Sweat (Alternate) and Kelly Enquist (City Council)

STAFF PRESENT: Ben White (City Engineer) and Cathy Brightwell (Recorder), Debbie McKean (Secretary)

MEMBERS/STAFF EXCUSED: Chairman Denis Hopkinson and Vice Chairman Terry Turner

VISITORS: Lanita Rodabough, Lolinne Bangerter, Bryce Bangerter, Dean Chadwick, Megan Anderson, Rodney Anderson.

The Planning Commission Meeting was called to order at 7:30 pm by Laura Charchenko. Corey Sweat offered a prayer.

1. Accept Agenda

Laura Charchenko reviewed the agenda changing items 2 to 2-a and 2-b. Corey Sweat moved to accept the agenda with proposed changes. Mike Cottle seconded the motion. Voting was unanimous in favor among members present.

2-a. Consider Request for Conditional Use Permit From Matthew and Lanita Rodabough at 1258 North 725 West for Reduced Points for Chickens.

Commissioner packets included a memorandum from Cathy Brightwell dated May 5, 2017 regarding a Request for Conditional Use Permit From Matthew and Lanita Rodabough at 1258 N 725 West for Reduced Points for Chickens with an application for a Farm Animal Conditional Use Permit Application from 20 points to 40 points and a site plan for where the chicken coop will be in their backyard.

Cathy Brightwell introduced the application. The property at 1258 N 725 West consists of .203 acres which gives the applicants 20 points for animals. Mr. and Mrs. Rodabough would like to increase the current points to 40 allowed by Conditional Use which would allow them 10 chickens instead of 5. Setbacks for the chicken coop meet city code. All adjoining neighbors
have been notified. Ms. Brightwell noted that if approved, the Conditional Use Permit expires with the sale of the property.

ACTION TAKEN:

Corey Sweat moved to approve the conditional use permit for Matthew and Lanita Rodabough at 1258 North 725 West with the following conditions: the permit will expire upon the sale of the property; the chicken coop/run will be located a minimum of 6 feet from any property line or dwelling; to protect the health, safety and welfare of the animals and the public, animal waste, debris, noise, odor, and drainage shall be kept in accordance with usual and customary health standards associated with chickens; and failure to comply with these regulations will invalidate the permit. In addition, the Commission finds that the proposed use at the particular location is necessary or desirable to provide a service or facility that will contribute to the general well-being of the neighborhood and community and will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity. Alan Malan seconded the motion and voting was unanimous in favor.

2-2. Consider Request for Conditional Use Permit from Megan Anderson at 850 West 600 North for a Day Care.

Commissioner packets included a memorandum from Cathy Brightwell and Ben White dated May 5, 2017 regarding a proposed daycare service at 850 West 600 North with attached application, site plan, fire inspection certificate and letter. Surrounding neighbors have been notified.

Cathy Brightwell directed the Commissioners to a map showing the property in discussion this evening. A similar filing was previously made in 2014 and was denied because fire access issues could not be resolved. The owner has been working hard to come into compliance and has now done so. The fire department has issued a Certificate of Fire Clearance, with conditions. The 16.5 ft. wide driveway from the east, which is owned by the Anderson’s was approved for fire truck access. Fire hydrants are less than 600 feet from the home and can be accessed from either 900 West or 800 West.

Mrs. Anderson has received her child care license from the State and has met all requirements, as well as passing County Health Department inspections. There is a swimming pool on property which is fenced in, but does not currently have a self-closing, self-latching gate.

Commissioners made the following comments.

Mike Cottle: Concerned about the pool being secured and as long as all safety conditions are met he has no problem issuing the permit.

Corey Sweat: Noted that proposed condition six which suggests parents enter from 800 W and exit to 900 W should be stricken as the Anderson’s do not own the driveway to the west.

Alan Malan: Pointed out that the house address sign required by the fire department on 800 West needs to be of a reflective material. He was also concerned about parking and egress and ingress and parking in the drive way.

Laura Charchenko: Concurred with all Commissioner comments.
Mr. Anderson took the stand and informed the Commissioners that Megan is planning on picking up the kids therefore traffic should not be a problem. They said there could be 4 to 5 children at the most at a time. Alan Malan reiterated that there can be no parking in the driveway during business hours.

Mr. Dean Chadwick at 841 W Heritage Circle took the stand and expressed his concerns about the odors that come from the Anderson’s septic tank. His property abuts the Anderson property and they frequently get strong odors from the septic tank. They are concerned that the frequency and level of the odors will increase with this new business. They would like the system inspected and sewer connected before issuing the Permit. Mr. White informed Mr. Chadwick that the property owner must come into compliance with municipal code WBMC 13.16.010 regarding public sewer which requires them to be connected to the public sewer system and Staff will deal with this situation as a separate issue. Mr. Anderson seemed unaware of the problem.

**ACTION TAKEN:**

Corey Sweat moved to approve the Conditional Use Permit for Megan and Rodney Anderson at 850 W 600 North for a daycare center with the following finding: that the proposed use at the particular location is necessary or desirable to provide a service or facility that will contribute to the general well-being of the neighborhood and the community and will comply with the regulations and conditions specified in the land use ordinance for such use, and that conditions that are imposed in the conditional use permit will mitigate the reasonably anticipated detrimental effects of the proposed use and accomplish the purposes of this subsection. The following conditions are attached to this conditional use permit: 1) trees along the driveway must be maintained at least 13.5 ft above the road, 2) the driveway is to be kept clear and no parking is allowed along either side of the driveway, snow must be removed in the winter, 3) if a gate is to be installed it must be kept unlocked or a Knox padlock is to be supplied by the owner and a key given to the South Davis Metro Fire Agency, 4) a reflective address sign with numbers/letters a minimum of 4” in height and 1” stroke, will be installed and maintained on 800 West showing the location of the home/daycare, 5) the pool area will meet the requirements of WBMC 17.76.020 including being completely surrounded by a fence or wall having a height of at least 6 feet around the pool with a self closing, self-latching device on the gate and the gate will be securely locked when the pool is not used by persons invited by the owner, 6) no external signage will be used for the pre-school, 7) persons who are not a resident of the dwelling shall not be employed to work on the premises, 8) surrounding neighbors will be notified of the requested use, and 9) a copy of the applicant’s state daycare license will be provided to the City with each renewal. Alan Malan seconded the motion and voting was unanimous in favor.

3. Discuss Possible Ordinance Changes –
Ben White brought several issues to the Commission for their consideration and possible future discussion for possible ordinance changes. The first was for hauling throughout the City. The current ordinance allows hauling by any truck authorized to drive on the street, except that there are some restrictions on what they can haul, e.g., hazardous materials, etc. Should we consider additional restrictions?

Mr. White also informed them that AirBNB’s are becoming more popular in today’s society. He feels the issue and its impact to the City may be worth discussing before there are very many of these in place in West Bountiful. He currently knows of a few in our City at present. Mr. White stated it may not be an issue but it is good to think about since it may have an impact in our City at sometime in the future.

4. Staff Report

a. City Council Actions Update- Ben White
   - PUD Ordinance was passed by City Council as recommended by planning commission without any changes.
   - Landmark Design, a landscape architect firm, was hired to come up with proposals for Recreation, Arts, and Parks planning including public participation to help prioritize needs for RAP spending.

b. Miscellaneous – Cathy Brightwell
   - The City Council authorized new audio/video system upgrades. She noted several of the improvements they can expect to see in the near future.

5. Approval of Minutes dated April 25, 2017

ACTION TAKEN:
Corey Sweat moved to approve of the minutes of the April 25, 2017 meeting as presented. Alan Malan seconded the motion and voting was unanimous in favor.

6. Adjournment

ACTION TAKEN:
Alan Malan moved to adjourn the regular session of the Planning Commission meeting at 8:00 pm. Mike Cottle seconded the motion. Voting was unanimous in favor.

The foregoing was approved by the West Bountiful City Planning Commission on May 9, 2017, by unanimous vote of all members present.

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Cathy Brightwell – City Recorder
Minutes of the West Bountiful City Council meeting held on Wednesday, April 26, 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), Police Chief Todd Hixson, Cathy Brightwell (City Recorder), Steve Maughan (Public Works Director), Paul Holden (Golf Director), Josh Virostko (Golf Superintendent)

GUESTS: Alan Malan

Mayor Romney called the Special meeting to order at 7:04 pm.

FY 2017/2018 Budget – Police Officer, Golf Fund, Enterprise Funds

Duane Huffman explained that this meeting will include discussion on a new police officer, the Golf Fund, and Enterprise Funds. The meeting next week will include Capital projects and City Grounds & Buildings including Audio/Visual upgrades for the Council Chambers. As the Budget Officer, he is required to present a Tentative Budget at the first meeting in May.

Police Officer

Chief Hixson presented information regarding the proposal for a new police officer to be added to the force. He explained that the primary area of need is in investigations. An additional officer will allow modifications in current assignments to augment investigations, making it possible to bring the number of active cases in investigations to a manageable level without sacrificing the quality of the service provided. With a 19% increase in cases over the last four years, many of those requiring significant time, e.g. sex offenses have increased 62% over the same period, West Bountiful’s detective has been working between 40 and 50 active cases at any given time during the year with the other officers in the department assisting with local investigation.

The total annualized cost is estimated to be $94k/yr. which includes a starting salary of $72k (entry level, tier 2, with family benefits), and $22k in equipment

Mayor Romney commented that the Department has usually been down an officer for the past several years which has forced overtime and case overload, so he is not concerned about adding the position, which he views is better than officer burn-out.

There was discussion about how much time is spent investigating cases. The Chief responded that they have a huge case load and just recently closed out some 2015 cases. He said it is impossible to know when cases will blow up and take a lot of time, especially when they turn out to have federal ties, resulting in overload for the entire department. Some cases like sex crimes require very specialized training. He added that the Department is finally getting some stability with staff staying around longer, and they all work very hard.
Public Works Equipment

There was discussion about equipment needs for Public Works. Duane reviewed current inventory and recommendations for the upcoming budget year.

Backhoes – We currently have three - 2004, 2005, 2016. **Recommendation is to sell one for an estimated $25k and discontinue the lease on another ($900yr. lease ends 6/21/17) and purchase a new dependable backhoe for $91.2k for a net cost of $65k.**

Loader – **Recommend selling back the 2016 loader September 1 for $149k ($22K profit) and purchasing a new one for $155.7k. Under the new sell-back program we will be able to sell it back in the future for approximately $171k.**

Roller/trailer - Was purchased in 2016.

Vacuum trailer – Currently old and undersized.

Roadside mower – Was purchased in 2015.

Snow Plows – We currently have a 1995 GMC TopKick, a 2004 Sterling 10-wheeler which is also our primary dump truck, and a 2014 Freightliner. **Recommend putting $50k into Capital Fund to look for a used plow to replace the 1995 TopKick.**

Vehicles – We currently have a 2004 Parks truck, a 2012 with snow blade (Nate), 2-2013 (Steve, Rocky), 2-2015 (Blake, Jake), and a 2015 1-ton dump truck with plow and spreader. **Recommend selling or trading in the old Parks truck, giving Steve’s double cab to Parks making it easier to carry seasonal employees, and getting a new truck for Steve.**

**Recommend waiting** to replace Rocky’s 2013 truck until FY2019; new Vac truck until FY2019 ($60k); Excavator 2-5 years ($49k); Mini-sweeper 2-5 years ($50k); and Parks tractor indefinitely ($30k).

Golf Fund

Duane explained the golf course has seen an average 3% revenue growth over the past five years, but pointed out that there have been large year-to-year swings, primarily due to weather.

Operating costs are more consistent; FY 2017 is currently projected to end with a net loss of $22k.

There was discussion about options to handle revenue shortfalls including increasing fees, adding revenue from creative sources such as lights on the driving range, cross country skiing, fish pond, etc. Funding sources such as RAP and transfers from General Fund were discussed. It was noted that Parks are funded through General Fund but the perception is different when the General Funds is used for the golf course.

Duane listed the FY-18 Expenditure needs.

Irrigation system – Our current system is 1993 and wired in ground. The new systems are wireless – better control and reliability. **Recommend computer system and satellites that allow communications of control system with all 28-29 pedestals - $100k.** Duane suggested we may want to consider financing – Josh will check into options.
Sand storage – We use very expensive sand for the course and lose 10-15% because it is not covered.

Cart paths – We did a lot of work on cart paths last year and now a slurry seal is needed. During the meeting, a cost of $20k-$25k was suggested by Mayor Romney.

Drainage/ponds – This wet year has emphasized the need for better drainage. Staff is still working on ideas and costs.

Carts – 10 new carts would get the course to 70 to help cover tournaments and high use. This would be an ongoing cost of $7k/yr. We would lease the new ones and keep the 2008 carts that we own to use for tournaments and high volume days. Storage is an issue, with the current plan to store the old carts at the maintenance yard.

Drinking fountain – Drinking fountain by Pro shop $2k.

Counter Display – A new display counter in pro shop $6k.

Education – Recommend $5k for continuing PGA continuing education for Paul/Dallas. This has been budgeted for last few years but has not been used.

Seasonal Help – We need to pay our part time employees more to be competitive.

Duane also recommended planning to transfer a set amount to Golf Fund every year from the General Fund until we reach a point where the Golf Fund can be self sufficient.

After discussion from the Council, the tentative budget will include the irrigation (financed), cart path maintenance, additional golf carts, education, and additional funding for seasonal staff. Also, the tentative budget will include a transfer from the General Fund to help with operations and from the RAP Fund for projects.

Enterprise Funds – Water

Revenue is good with 2-4% growth in sales. We are scheduled to review rates again next spring. Holly has paid in full ($1m) according to their agreement.

Expenditures – We are working on a new well, and expect water capital projects on 660 West, 560 West cul-de-sac, and possibly some smaller projects.

Operations – Vehicle/equipment maintenance – we are looking at installing back-up cameras on all trucks for safety. New valve lids ($2k), backflow setters ($10k), hydrants (423k)

Enterprise Funds - Solid waste

Revenue is steady, self-sufficient.

Expenditures – Garbage collection rates will go up 3% for inflation costs ($5k) as per our contract. Tipping fees appear stable for now.
Enterprise Fund - Storm Water

Revenues are stable, flat; they cover day to day expenses but does not contribute much to infrastructure ($25). When we reduced water rates a few years ago we increased storm drain and we may want to look at that again.

At the next meeting on May 2, we will discuss:
- Capital projects, City Buildings and Maintenance
- Compensation plan – hope to have preliminary numbers.
- Present Tentative budget – a Final must be approved before June 21.

2. Adjourn. Meeting adjourned 8:43 pm

The foregoing was approved by the West Bountiful City Council on Tuesday, May 16, 2017.

Cathy Brightwell (City Recorder)
Minutes of the West Bountiful City Council meeting held on Wednesday, May 2, 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 (Director of Golf)

GUESTS: Alan Malan, Eric Eastman, Corey Sweat, Mark Vlasic, Joel Dodge, Kevin Ingram, Daniel Kartchner, Peter Plaizier, Brad Frost, Craig Jacobsen, Burke Peterson, Jessica Peterson

Work Session – FY 2018 Budget Development

Mayor Romney called the Budget Work session to order at 6:05pm.

Duane Huffman introduced issues related to the Tentative Budget.


- Pages Lane #2 – 800 W to 1100W – will include curb, gutter, sidewalk on both sides of the road. Estimated at $740,000 Total. We are hoping to include a $500k UDOT grant, leaving $120k (Water), and $120k (Streets).
- Jessi’s Meadow Road Rebuild – Estimated at $575,000 (Streets)
- Transportation funding Review – discussed Class C funds, Proposition 1, Property taxes, and Impact fees and how they will affect the projects.
- Culinary Well – would like to carry over $1m for future well.
- City Building & Maintenance includes HVAC, parking lot, council chairs, conference room TV/monitor, exterior LED lights.
- Park – repairs to large bowery roof and city hall bowery, cabin repairs, replace tables. The Council asked that the work on the bowery behind city hall be delayed until more is known about the school construction. Funding for the cabin will also be removed until a better long-term plan is developed.

General Fund

Items included:

New officer $80,500 (assumes officer starts mid August)
Police vehicle $14,000
Public Works yard $250,000 (transfer to capital fund)
Backhoe $45,600 (split)
Used Snow plow $50,000 (Steve just found a used 2008 plow with 11k miles that Harrisville City is selling for $70k, which includes a spreader and 11’ plow blade. It is in very good condition with a good maintenance history – another city is looking at it too.) All council members agreed it was a good deal and authorized staff to move forward with the purchase.

Snow plow repairs $10,500
Loader Revenue will be $74,500 (split), new purchase $77,900 (split) for a net of approximately $4k
PW vehicle $17,500 (split)
ICMA Conference $3,000 for Duane to attend ICMA conference
Tablets/Computers $5,000 - tablets for council and 2 replacement computers
Microsoft office $6,500 - need to update all computers from Office 2007 to Office 2016
Park Large bowery $4,300 - repair ceiling
City hall bowery $2,500 – new roof - discussed how new school may affect bowery. Decided to wait another year.
Park tables $4,700 –
Cabin repairs $3,500 – Discussed finding others with an interest in the cabin.

General Fund Balances:
Fund balance increase $160,200
Fund balance is currently 26.6% of revenue
Still to be determined-
  • Compensation plan
  • Final property tax rate
  • Fire assessment

*Projected ending fund balance of $1,019,000

Golf Fund:
Irrigation $20,000 (tbd)
Carts (10) $7,000
Cart path maintenance $20,000
Drainage $8,000
Part time staff $2,000
Education (Paul/Dallas) $5,100

Recommend - Transfer $50k from RAP and $35,000 from General Fund to golf.

RAP
Transfer $50,000 to Golf Fund
Building up the fund balance should give us $250k at end of FY-2018.
**Parks impact fees**

- Master planning
- Projected to end FY-18 with $50k

Between the two we should have $300k available at the end of next year.

**General Discussion:**

The fund balance is required to be less than 25%. Additional funding can be transferred to capital funds, but they should be tied to specific projects. But, because of volatility of sales tax, Duane recommends keeping the fund balance at a high level.

He explained that he will present the Tentative Budget at the regular meeting tonight with a public hearing recommended in early June.

The work session recessed at 6:50 pm

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**Regular Meeting**

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

Mark Preece offered a prayer; James Bruhn led the Pledge of Allegiance.

**1. Accept Agenda.**

*MOTION: James Bruhn Moved to Accept the Agenda as posted; Mark Preece 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).**

Corey Sweat, resident – He wants to see the PUD ordinance approved more in line with the planning commission recommendation. As a commissioner, he stated that a lot of time and thought was spent on their draft including consideration of public comment. He believes the three changes being considered push things too far. ‘Payment in lieu’ is bad policy, and the City does not need any more density so the limits on percentage and zone they recommended are good. He concluded by saying he does not think the Council should spend $20k on a Parks Master Plan when there are people in the city that can do it.

Eric Eastman, resident – He agrees with Mr. Sweat regarding the Parks Master Plan. There is enough talent in the City to form a committee for RAP. He also had a question regarding Ovation Homes. Was a similar proposal presented early on how to deal with storm water and if so, why was it rejected? He wants to be assured that it is feasible before considering elimination of the pump...
station. Mr. Eastman also asked about timing for the proposed A/V upgrades and asked if the resident art work should be removed prior to construction. There is also a Concert scheduled for June 9 in the Chambers, and he asked that the construction be scheduled around the Concert.

Joel Dodge, resident – He raised concerns about Questar’s pipeline project due to Questar’s plan to install the new lines through his backyard. He was concerned that he did not receive more notice, and when he went to Questar’s website link from the City website the old plan is still listed which he believes is deceptive. Steve Maughan commented that he meets with Questar almost daily and they have been through multiple designs and keep changing their plans so it is difficult to know what they are doing. They were trying to get out of resident back yards, but it now appear they have determined that it is too cost prohibitive. Mr. Dodge was surprised that the easements were only 5 feet from his home, which will be very disruptive.

Jessica Peterson, resident – She is a real estate attorney and asked why the construction has to go through their back yard when it would be beneficial and less of a burden to the City and residents if were in the road. She encouraged the City and Questar to continue discussions.

Burt Peterson, resident – He is a Questar engineer. He said it is cost prohibitive for Questar to go through the road only because West Bountiful would require a complete rebuild of the road. They prefer to go through the streets so they can do it piece by piece rather than resident yards which are more difficult now and to access for future maintenance. He has been told by others at Questar that the problem is with West Bountiful’s unreasonable requirements. Duane Huffman responded that information regarding the City’s requests was inaccurate, and it would be best to have Questar present to explain their decisions. Council member Bruhn commented that Questar is also going through his property and have removed several trees. He has been told they will be there for 3-4 months.

Mayor Romney agreed there is no simple solution but suggested Mr. Huffman attempt to set up a meeting with Questar so residents can get more information.

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

Duane Huffman explained that the City previously issued a Request for Proposals for Recreation, Arts, and Parks master planning services to determine needs now and in the future. The intent was to methodically investigate and prioritize current and projected needs to avoid misallocating resources or taking much longer than would otherwise be needed to provide benefit from RAP funding to the community. With proper planning, the City will also be in a much better position to work with future developers on potential new facilities that result from growth on the City’s west side. At the last meeting, City Council requested more information and a presentation from Landmark Design explaining what they plan to do.

Mark Vlasic, owner of Landmark Design, shared a power point presentation that described their plans to comprehensively look at the City’s needs now and in the future to make sure funding is
well spent. Why Landmark? They bring many years of experience with this type of project, are ten minutes down the road, and excel at public involvement; leveraging social media, current technology with traditional methods for the best results. He reviewed the history of the firm and noted they have done impact fee studies, general plans, demographic analyses, etc. He added that visioning requires effectively reaching out to the public which will include internet survey, social media, and workshops. He gave examples of other projects and the savings they have resulted from proper planning.

The Mayor said he has struggled with it but when he considered that the City will collect close to $3M in RAP tax over the next ten years he believes it is worth it to spend less than 1% to do it right. It will be good to get ahead of the game as we consider future west side development. He concluded that even if it only helps us with one project, it will be worth it. He asked for comments from council.

Council member Williams said initially he thought we could do it ourselves but as we have gotten more into it, he’s not sure we would do an adequate job covering such a large scope. We have a lot of money to deal with and we need to make sure we do it right.

Council member Ahlstrom believes it will help us determine the need for things like pickleball courts, dog parks, etc.

Council member Enquist appreciated the information but thinks the studies are focused on much larger communities. He believes we have good people in our community and recommends giving it to planning commission to work on as part of the general plan update with help from the arts council. It cost a lot of money and he is not in favor. He added that we have paid a lot of consultants recently and he does not think it’s necessary.

Mr. Ahlstrom responded that it is a lot of money but he is not convinced we could do it as well as this company; we would miss out on their expertise. He added that he would like to see the planning commission still be involved.

There was some discussion about the previous company hired to help with park planning in 2009.

**MOTION:** Kelly Enquist made a Motion not to Award the Recreation, Arts, and Parks Master Planning Services to Landmark Design for $19,840. James Bruhn Seconded the Motion Which Failed with a Vote of 2-3.

The vote was recorded as follows:

- James Ahlstrom – Nay
- James Bruhn – Aye
- Kelly Enquist – Aye
- Mark Preece – Nay
- Andy Williams – Nay
MOTION:  James Ahlstrom made a Motion to Award the Recreation, Arts, and Parks
Master Planning Services to Landmark Design for $19,840. Mark Preece
Seconded the Motion Which Passed with a vote of 3-2.

The vote was recorded as follows:
- James Ahlstrom – Aye
- James Bruhn – Nay
- Kelly Enquist – Nay
- Mark Preece – Aye
- Andy Williams – Aye

4. Discuss Potential Amendment to 2016 Development Agreement with Capital Reef
Management, LLC, for The Cottages at Havenwood Subdivision.

Duane Huffman introduced discussion on an option that would eliminate the need for the
planned storm water vault/ pump station at the approved Cottage at Havenwood subdivision by
instead piping the water down 1950 N, across 800 W, and directly into the canal. Until recently, this
option had not been approved by Davis County. As the current storm drain is detailed in the
development agreement with the developer, this change would require an amendment to that
agreement.

Council member Ahlstrom asked if this option addresses storm water needs for less money
and requires less maintenance in the long term. Mr. Huffman confirmed both in principle, with the
caveat that costs will depend on bids from contractors.

There was discussion that the lift station at 1950 N and 800 W would remain because it serves
Golden West subdivision. Also, Davis County would not require the 48” bypass across 800 West if
the City’s pump station were piped to discharge on the west side of 800 West.

Craig Jacobsen stated that the County has confirmed they will accept this proposal saving
significantly from current costs. He said his company is excited because there is no down side risk –
it will only be better for everyone and they appreciate the second chance and opportunity to fix some
things. He discussed their original PUD that was approved for 39 lots with payment of $140k. It has
been a long and difficult process. He noted that in a meeting a year ago, they talked about a pump
station but did not know at that time how onerous and expensive it would be. They estimate a $200k
pump station and $200k bypass. With this new proposal the water is taken care of and all parties
benefit including neighboring homes that can tie into the new pipe.

Mr. Jacobsen offered the following Proposal on behalf of Capital Reef Management, LLC.
1) Agree in principle to implement the new storm water infrastructure;
2) Eliminate the 800 West bypass;
3) Pay the City to assume construction of the storm water infrastructure, which is
   preliminarily believed to be close to or less than $200k. Capital Reef will pay $205k and
   if it can be done for less, the City can keep it. Also pay the City $25 for work done in
lieu of bypass. For storm water, this totals $230k. Also Capital Reef is comfortable
giving back the $7,500 the City agreed to contribute to the pump station.

4) Amend Development agreement to give one more lots where the pump facility was
going to be built on 1950 West. He said Capital Reef has already fully paid for the
density bonus and facilities that benefit the City in addition to retaining the
development’s water. Even with an extra lot there would be some green space left.
With this, Capital Reef will provide a global release of claims against the City.

Other outstanding issues include fees. He said they have paid $43k in inspection fees, (3% of
the bond) which is something they have never experienced. Usually the bonds are based on numbers
provided by the developer not numbers prepared by the City. They have so far paid $54,550 in fees
to West Bountiful which is a lot when compared to a 20 lot project recently completed in West Haven
where the fees were $2k; another 25 lot project where the fees were $9k; and in the final stages of
approval for 43 lots in Layton with fees of $5k fees. He said if they get the extra lot, they will not
contest fees.

There was discussion about the proposal, a global release, and the company’s desire to start
building by the end of July or early August.
In order to move quickly the City would not be able to go through its normal bidding process.
Staff could ask 3-4 contractors to submit bids quickly although this time of year usually brings higher
prices and contactors have limited availability.

Due to the threat of litigation and the proposal of a release, Council member Ahlstrom
recommended that the Council move into to closed session to discuss the proposal.

**MOTION:** James Ahlstrom made a Motion to Move into Closed Session in the Police
Training Room for the Purpose of Discussing Pending or Imminent
Litigation pursuant to Utah Code Annotated 52-4-205 (c). 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

**MOTION:** James Bruhn made a Motion to Adjourn the Closed Session Meeting at 9:42
p.m. James Ahlstrom Seconded the Motion Which Passed.
Mayor Romney stated that the Proposal offered by Mr. Jacobsen was discussed. Council
members made the following comments:
Council member Ahlstrom said he is on board with everything except he is not sure if $25k is the right amount for the 800 W issue; it needs to be researched more. Regarding the extra lot, he wants it to be left as open space. Our attorney will work with Mr. Jacobsen to make the appropriate changes and include a global release.

Council member Preece said he has concerns with the City doing the work to relieve them of liability but it is probably ok. He does not support an extra lot, but everything else is ok.

Council members Enquist and Bruhn agree.

Council member Williams also agrees. He said extra lots had already been added against the recommendation of the planning commission so another one is not appropriate.

Mayor Romney asked Steve Doxey to work with Mr. Jacobsen to draft an amendment to the development agreement.

Mr. Frost commented that there are 125 on a waiting list to get into this wonderful community.

A five minute break was taken.

**5. Consider Approval for Audio/Visual Improvements to the Council Chambers.**

This proposal will update the audio/visual equipment in the council chambers so they work properly and meet the current and future needs of the City including improved presentation and sound capabilities for city council, planning commission and arts council.

There was some discussion on timing and scope.

**MOTION:** James Bruhn made a Motion to Approve the Proposal from Performance Audio for Audio/Visual Improvements to the Council Chambers for $26,246.61. Andy Williams Seconded the Motion Which Passed by Unanimous Vote of All Members Present

**6. Consider Asphalt Overlay Project Award.**

Ben White explained that staff solicited bids to construct an asphalt overlay on several roads this coming year. Out of the eight bids received, staff is recommending Black Forest Paving, LLC as the lowest, responsible bidder with a total bid of $177,513 to complete the work. They are a relatively new company, but the owners are long time players in the local asphalt market and are well respected. The overall project is expected to take approximately one week and must be completed by September 22, 2017.
MOTION:  Mark Preece made a Motion to Award the Asphalt Overlay Project to Black
Forest for $177,513.  James Bruhn Seconded the Motion Which Passed by
Unanimous Vote of All Members Present


Duane Huffman, as Budget Officer Presented the FY 2017-2018 Tentative Budget.

8. Consider Tentative Adoption of the Fiscal Year 2017/2018 Budget and Set Public
Hearing.

MOTION:  James Bruhn made a Motion to Adopt the Tentative Fiscal Year 2017/2018
Budget and Set a Public Hearing for June 6, 2017.  James Ahlstrom
Seconded the Motion Which Passed by Unanimous Vote of All Members
Present

9. Consider Ordinance 392-17, An Ordinance Adopting Changes to WBMC 17.68, Planned
Unit Developments.

At the April 18, 2017 meeting, the City Council considered the planning commission’s draft
ordinance that re-writes the current West Bountiful Municipal Code 17.68 - PUDs.  After some
discussion at that meeting, changes were requested to the draft related to 17.68.020(K) – Payment in
Lieu, 17.68.090 – Density Bonus, and 17.68.100(c) – Side Yard Setbacks.

MOTION:  James Bruhn made a Motion to Adopt Ordinance 392-17 – Planned Unit
Developments in the Form Initially Proposed by Planning Commission.
Kelly Enquist Seconded the Motion Which Passed with a Vote of 3-2.

The vote was recorded as follows:
James Ahlstrom – Nay  
James Bruhn – Aye  
Kelly Enquist – Aye  
Mark Preece – Nay  
Andy Williams – Aye


Ben White – Three potential developments may be coming to the City – first, the Hamlet
Homes rezone project at 1100 West and Porter Lane is trying to get off ground.  Their immediate
obstacles are the contaminated ground in the center of the property and dead end streets that are too
long to meet Code. Second, the McKean property currently for sale consisting of 5 acres on the west
side of 800 West just north of 1000 North. And third, property just south of Millbridge owned by Onion Patch Security, which consists of approximately 50 acres in the A-1 zone.

Mr. White added that he is still working with UTA and Centerville regarding road upgrades and public improvements for 640 West with the goal of adding curb, gutter and sidewalk.

Steve Maughan – Questar gas is busy working on their pipeline project around town and continue to make design changes.

Public Works is busy with road shouldering, filling pot holes, and changing out meter back flow setters this week in Charnell subdivision.

Due to citizen concerns regarding children crossing 1000 North at 700 West walking to and from school, we put in crosswalk signs.

He also talked about several service projects including a large one by the Larry H. Miller Company that had had employees planting trees and laying wood chips at the Park that they paid for. Valor Martial Arts Academy and a local Stake project also helped out around town.


Duane Huffman – nothing to report.

12. Mayor/Council Reports.

Kelly Enquist – nothing to report.

Andy Williams – Youth City Council is finishing up their year and will be requesting applications this summer for the next term.

James Bruhn – Wasatch Integrated is getting closer to shutting down its Layton facility so they are holding job fairs to help the 35 employees being let go. He asked that anyone knowing of city openings let them know. He briefly discussed proposed rate changes which may help recoup some costs from Ogden area residents using the facility. He said the increased rates should not affect us.

Mark Preece – nothing to report.

James Ahlstrom – nothing to report.

13. Approve Minutes from the April 18, 2017, City Council Meetings.

MOTION: James Bruhn Moved to Approve the Minutes of the April 18 meeting. James Ahlstrom 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

There was no additional Executive Session.

15. Adjourn.

MOTION: James Ahlstrom Moved to Adjourn this Meeting of the West Bountiful City Council at 9:40 p.m. James Bruhn seconded the Motion which PASSED by Unanimous Vote of all Members Present.

The foregoing was approved by the West Bountiful City Council on Tuesday, May 16, 2017.

Cathy Brightwell (City Recorder)