

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

Phone (801) 292-4486
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City Recorder
Cathy Brightwell

City Engineer
Ben White

Public Works Director
Steve Maughan

CITY COUNCIL MEETING - AMENDED

**THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD A WORK SESSION
AT 6:30 PM AND A REGULAR MEETING AT 7:30 PM ON
TUESDAY, MARCH 6, 2018 AT CITY HALL, 550 N 800 WEST**

Work Session at 6:30 pm

Discuss West Bountiful Parks, Open Space, Recreation, Arts and Trails Master Plan.

Regular Meeting at 7:30 pm

Invocation/Thought – James Ahlstrom; Pledge of Allegiance – Mark Preece

1. Approve the Agenda.
2. Public Comment (two minutes per person, or five minutes if speaking on behalf of a group).
3. Update on Youth City Council by Youth Mayor Hallie Anderson.
4. Consider Resolution 432-18 Adopting Modifications to the Bylaws of the West Bountiful Youth City Council.
5. *Consider Ordinance 401-18, An Ordinance Establishing Temporary Restrictions Regarding Land Use Applications in Connection with Secondary Water Issues.*
6. Consider Resolution 433-18, A Resolution Appointing an Alternate to the West Bountiful Planning Commission.
7. Discuss Draft Compensation Policy.
8. Engineering/Public Works Report.
9. Administrative Report.
10. Mayor/Council Reports.
11. Approve Minutes from the February 20, 2018 City Council Meeting.
12. Executive Session for the Purpose of Discussing Items Allowed Pursuant to Utah Code Annotated 52-4-205.
13. Adjourn.

Those needing special accommodations for the meeting can contact Cathy Brightwell at 801-292-4486 24-hrs 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 2, 2018.

WEST BOUNTIFUL CITY

RESOLUTION #432-18

A RESOLUTION ADOPTING MODIFICATIONS TO THE BYLAWS OF THE WEST BOUNTIFUL YOUTH CITY COUNCIL

WHEREAS, the West Bountiful City Council wishes to encourage youth service in the community through the active involvement of the West Bountiful Youth City Council; and,

WHEREAS, the West Bountiful Youth City Council Bylaws establish member qualifications, roles and duties; and,

WHEREAS, periodic modifications to the Bylaws are appropriate to meet changing needs of the community.

NOW THEREFORE, BE IT RESOLVED by the City Council of West Bountiful that it adopts modifications to the Youth City Council Bylaws as shown in attached Exhibit A.

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

Passed and approved by the City Council of West Bountiful City this 6th day of March 2018.

Kenneth Romney, Mayor

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

ATTEST:

Cathy Brightwell, City Recorder

West Bountiful Youth City Council Bylaws

Mission Statement

The mission of the West Bountiful Youth City Council is to make a difference in our community by giving youth the opportunity to serve, develop leadership abilities and skills, and grow to become educated and responsible citizens. As we serve we will strengthen our community and promote a spirit of pride in our city. In the future, we will responsibly perform our duty as citizens of the United States.

Article 1 – City Council and Youth City Council Relationship

I. Role of the City Council

The West Bountiful City Council ("**city council**") shall receive recommendations from the West Bountiful Youth City Council ("**youth council**"). The city council shall provide support staff to the youth council to assist them in carrying out their duties. The city council shall appoint a city council liaison as a youth advisor and communicate upcoming issues to the youth council, so they may respond accordingly.

II. Role of the Youth Council

The youth council shall provide such services to the community that would draw the community together serving the youth, young adult, and senior community with wholesome activities. The youth council shall provide opportunities to explore the duties and responsibilities of the city council in order to be prepared to serve in the community in the future.

Article 2 – Membership

I. Representation

A total of no more than twenty (20) youth will serve on the youth council. This number excludes any adult advisors whether they be city council members or a city citizen.

II. Membership Qualifications

All members must live within the city limits and must be in 7th to 12th grade at the start of the school year following their appointment to the youth council. Members must have a GPA of at least 3.0 or a GPA of at least 2.5 if their GPA increases each school term after their appointment to the youth council until they have achieved a GPA of 3.0.

III. Term Limits

There is no limit to the number of terms a member may serve as long as the individual upholds the requirements as stated in the entirety of these bylaws. Members must reapply for each term. Membership will be dissolved if the member moves out of the city or submits a letter of resignation.

IV. Application Process

Members of the youth council shall be chosen through an application process. Interested parties shall complete a simple application found on the city website or at city hall. Applications shall be submitted to the youth mayor, youth advisor(s) or dropped off at city hall. Applications are due by a posted date prior to interviews for each term. The interview process will take place either before the new term begins, or as any positions become available throughout the year. Applicants shall be interviewed by the youth mayor, youth mayor pro tem, and youth advisor(s).

V. Conduct

Members of the youth council must conduct themselves in a positive, respectable, friendly, and law-abiding manner at all times. There will be no smoking, drinking alcoholic beverages, or using illegal drugs by any member of the youth council. Such behavior will not be tolerated and is grounds for dismissal from the youth council.

Article 3 – Offices

I. Offices

The youth council consists of the following officers: mayor, mayor pro tem, secretary, recorder, treasurer, historian, publicity head, and web administrator.

II. Officer Duties

The duties of the officers shall include but are not limited to the following:

Mayor: Preside over and conduct all youth council meetings and activities subject to Utah Open Meetings laws (UCA 52-4), provide to the city recorder an agenda 48 hours prior to each meeting, communicate with and report to the city council, and perform other such necessary duties as they arise.

Mayor Pro Tem: Assist the mayor in all duties, perform the duties of the youth mayor in his/her absence, prepare to assume all duties as mayor for the following term, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Secretary: Provide notice to members 24 hours prior to all meetings and activities, organize and keep all necessary items, perform the duties of the recorder in his/her absence, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Recorder: Take minutes of each meeting complying with the requirements of Utah Code Ann. 52.4.203, report the minutes of the prior meeting and sign when approved by vote of the youth council, maintain copies of all minutes making them available to city officials upon request, provide original approved documents to the City Recorder, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Treasurer: Keep a record of all expenses, manage and direct all financial affairs, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Historian: Document all activities in a binder for each term, photograph activities, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Publicity Head: Design all advertisements and flyers, write articles for the city newsletter, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Web Administrator: Design and update the youth council page of the city website including a calendar of events, links to social media accounts, a list of current members and officers, and contact information for the youth council. Update and maintain social media accounts. Fulfill any other such assignments as given by the youth mayor or the youth advisor(s) and perform other such necessary duties as they arise.

III. Election and Appointment of Officers

The following officers shall be appointed by the youth mayor, youth mayor pro tem, and youth advisor(s): secretary, recorder, treasurer, historian, publicity head, and web administrator. The office of mayor shall be assumed by the mayor pro tem of the prior term. In the event the youth mayor pro tem of the prior term is unable to assume the office of youth mayor, the position will be filled by the same application and interview process as defined herein. Officer positions shall be filled by application and interview process. Any member interested in this office shall fill out an application which shall be turned in to the youth advisor(s). The applicant will then be interviewed by the youth mayor, youth mayor pro tem, youth advisor(s), and city mayor. Officers shall be chosen by majority vote of the interview panel.

IV. Term of Offices

Term length is one year beginning in June and ending in June of the following year. Interviews will be conducted and members will be notified before June each year.

V. Vacancies of Offices

Should a vacancy occur in an office of the youth council by resignation, removal, or any other reason, the office shall be filled by appointment of the interview panel at the next regular meeting.

Article 4 – Meetings

I. Regular Meetings

Regular meetings of the youth council shall be held on the second and fourth Thursday of each month from 5:00 p.m. until the completion of the agenda. The principal meeting place of the youth council shall be at West Bountiful City Hall. The agenda shall be approved by the youth mayor, youth mayor pro tem, and the youth advisor(s) prior to the meeting and provided to the City Recorder for posting 48 hours in advance of the meeting. The agenda can be altered by majority vote at any time during the meeting. All meeting dates and times shall be posted on the city's website, the city's newsletter, and the city's marquee. All meetings of the youth council shall be open to the public and be subject to all requirements of Utah open meetings laws.

II. Special Meetings

Special meetings may be called by the youth mayor or youth advisors. Prior notification of twenty-four hours shall be given by the secretary.

III. Quorum and Voting

A simple majority of the council must be present for a meeting to be held. Decisions will be made by motion. Any member may make a motion and a second to the motion is necessary before the motion may be discussed or a vote taken. A majority of those present must vote in the affirmative for a motion to pass.

IV. Order of Business

The youth mayor shall preside over and conduct all meetings when present; when not present the youth mayor pro tem will assume these duties. Meetings will follow the approved agenda; each meeting will include the Pledge of Allegiance and a prayer or thought. Roll shall be taken at each meeting and a list of attendees will be included in the minutes of the meeting.

V. Recordings of Meetings

Written minutes and an audio recording shall be kept of the proceedings of council meetings by the youth recorder; if not present the secretary shall assume these duties. Written minutes shall be provided to the city recorder once approved. Minutes will be made available to the public upon request.

VI. Attendance

Each member of the youth council is required to attend all meetings and activities. If they are unable to attend due to extenuating circumstances they must notify the youth mayor or youth advisor(s) prior to the day of the meeting or activity. If they fail to provide notice it will be recorded as an unexcused absence which is recorded as two absences instead of one. Before or after a meeting or activity, an absence may be excused and recorded as one absence or may be excused and not count as an absence at the discretion of the advisors.

After accruing five absences from meetings or two absences from activities the council member will receive a probationary letter from the youth mayor and youth council advisors. If a member of the youth council accrues seven absences from meetings or four absences from activities, they will be dismissed from their position on the youth council. One meeting can be made up by five hours of community service; one activity can be made up by ten hours of community service. All probationary service projects must be approved by the city council. Three meetings and one activity can be made up each term. Members cannot make up missed meetings or activities until after they have received a probationary letter.

Article 5 – Bylaws and Amendments

The bylaws of the youth council shall be reviewed once each term. The bylaws may be amended at any time throughout a term, if a proper need is found. Amendments must be approved by a majority vote through a roll call vote. Any changes or amendments shall be approved by resolution of the city council.

West Bountiful Youth City Council Bylaws

Mission Statement

The mission of the West Bountiful Youth City Council is to make a difference in our community by giving youth the opportunity to serve, develop leadership abilities and skills, and grow to become educated and responsible citizens. As we serve we will strengthen our community and promote a spirit of pride in our city. In the future, we will responsibly perform our duty as citizens of the United States.

Article 1 – City Council and Youth City Council Relationship

I. Role of the City Council

The West Bountiful City Council (“**city council**”) shall receive recommendations from the West Bountiful Youth City Council (“**youth council**”). The city council shall provide support staff to the youth council to assist them in carrying out their duties. The city council shall [appoint a city council liaison as a youth advisor and](#) communicate upcoming issues to the youth council so they may respond accordingly.

II. Role of the Youth Council

The [city-youth](#) council shall provide such services to the community that would draw the community together serving the youth, young adult, and senior community with wholesome activities. The youth council shall provide opportunities to explore the duties and responsibilities of the city council in order to be prepared to serve in the community in the future.

Article 2 – Membership

I. Representation

A total of no more than twenty (20) youth will serve on the youth council. This number excludes any adult advisors whether they be city council members or a city citizen.

II. Membership Qualifications

All members must live within the city limits and must be ~~between the ages of 13 and 18. in 7th to 12th grade at the start of the school year following their appointment to the youth council.~~ Members must have a GPA of [at least 3.0 or a GPA of at least 2.5 if their GPA increases each school term after their appointment to the youth council until they have achieved a GPA of 3.0.](#) ~~and must have lived in West Bountiful for at least one year.~~

III. Term Limits

~~Service terms will be ongoing~~ There is no limit to the number of terms a member may serve as long as the individual upholds the requirements as stated in the entirety of these bylaws, ~~ending the term following their eighteenth birthday.~~ Members must reapply for each term. Membership will be dissolved if the member moves out of the city or submits a letter of resignation.

IV. Application Process

Members of the youth council shall be chosen through an application process. Interested parties shall complete a simple application found on the city website or at city hall by asking a youth council member or youth advisor(s). Applications shall be submitted ~~for review to the youth mayor, or youth advisor(s) or dropped off at city hall.~~ Applications will be accepted at any point throughout the year ~~Applications are due by a posted date prior to interviews for each term.~~ The interview process will take place either before the new term begins, or as any positions become available throughout the year. Applicants shall be interviewed by the youth mayor, youth mayor pro tem, and youth advisor(s).

V. Conduct

Members of the youth council must conduct themselves in a positive, respectable, friendly, and law-abiding manner at all times. There will be no smoking, drinking alcoholic beverages, or using illegal drugs by any member of the youth council. Such behavior will not be tolerated and is grounds for dismissal from the youth council.

Article 3 – Offices

I. Offices

The youth council ~~has~~ consists of the following officers: mayor, mayor pro tem, secretary, recorder, treasurer, historian, publicity head, and web administrator.

II. Officer Duties

The duties of the officers shall include but are not limited to the following:

Mayor: ~~Preside over~~ and conduct ~~at~~ all youth council meetings and activities subject to Utah Open Meetings laws (UCA 52-4), provide to the city recorder an agenda 48 hours prior to each meeting, communicate with and report to the city council, and perform other such necessary duties as they arise.

Mayor Pro Tem: ~~Assist~~ the mayor in all duties, perform the duties ~~and exercise the power of~~ the youth mayor in the his/her absence ~~of the youth mayor,~~ prepare to assume all duties as mayor ~~in for~~ the following term, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Secretary: ~~create agendas, contact and inform~~ Provide notice to all members 24 hours prior to all meetings and activities, organize and keep all necessary items, perform the duties of the

recorder in his/her absence, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Recorder: ~~T~~take minutes ~~at of~~ each meeting complying with the requirements of Utah Code Ann. 52.4.203, report the minutes of the prior meeting ~~at each meeting and sign when approved by vote of the youth council~~, maintain copies of ~~keep~~ all minutes making them available to city officials upon request, ~~and~~ provide original approved documents to the City Recorder ~~turn them into the city clerk at the end of each term~~, make minutes available to all city officials, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Treasurer: ~~K~~keep a record of all expenses, manage and direct all financial affairs, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Historian: ~~D~~ocument all activities ~~through photographs and the written word~~, create a scrapbook in a binder for each term, photograph activities, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Publicity Head: ~~D~~esign all advertisements and flyers, write ~~the~~ articles for the city newsletter, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Web Administrator: ~~D~~esign and update the ~~website~~ youth council page of the city website including a calendar of events, links to social media accounts, a list of current members and officers, and contact information for the youth council. ~~U~~update and maintain ~~the Facebook page~~, social media accounts. ~~F~~ulfill any other such assignments as given by the youth mayor or the youth advisor(s), and perform other such necessary duties as they arise.

III. Election and Appointment of Officers

The following officers shall be appointed by the youth mayor, youth mayor pro tem, and youth advisor(s): secretary, recorder, treasurer, historian, publicity head, and web administrator. The office of mayor shall be assumed by the mayor pro tem of the prior term. In the event the youth mayor pro tem of the prior term is unable to assume the office of youth mayor, the position will be filled by the same application and interview process as defined herein. ~~The office of mayor pro tem~~ Officer positions shall be filled by application and interview process. Any member interested in this office shall fill out an application which shall be turned in to the youth advisor(s). The applicant will then be interviewed by the youth mayor, youth mayor pro tem, youth advisor(s), and city mayor. ~~Mayor pro tem~~ Officers shall be chosen by majority vote of the interview panel.

IV. Term of Offices

~~Term length will follow the academic year beginning on the first day of school each year. However, positions shall be filled and assumed by July of each year for training purposes. Term length is one year beginning. Each term will begin in June each year and ending in June of the following year. Interviews will be conducted and members will be notified before June each year.~~

V. Vacancies of Offices

Should a vacancy occur in an office of the youth council by resignation, removal, or any other reason, the office shall be filled by appointment [of the interview panel](#) at the next regular meeting.

Article 4 – Meetings

I. Regular Meetings

Regular meetings of the youth council shall be held on the second and fourth Thursday of each month from 5:00 p.m. until the completion of the agenda. The principal meeting place of the youth council shall be at West Bountiful City Hall ~~Council Chambers~~. ~~Robert's Rules of Order shall govern all the meetings and proceedings of the youth council.~~ The agenda shall be approved by the youth mayor, youth mayor pro tem, and the youth advisor(s) prior to the meeting [and provided to the City Recorder for posting 48 hours in advance of the meeting.](#) ~~The agenda, but~~ can be altered by majority vote at any time during the meeting. All meeting dates and times shall be posted on the city's website, the city's newsletter, and the city's marquee. All meetings of the youth council shall be open to the public and be subject to all requirements of Utah open meetings laws.

II. Special Meetings

Special meetings may be called by the youth mayor or youth advisors. Prior notification of twenty-four hours shall be given by the secretary.

III. Quorum and Voting

A [simple](#) majority of the council must be present for a meeting to be held. [Decisions will be made by motion. Any member may make a motion and a second to the motion is necessary before the motion may be discussed or a vote taken.](#) A majority of those present must vote in the affirmative for a motion to pass.

IV. Order of Business

The youth mayor shall preside [over](#) and conduct ~~at~~ all meetings when present; when not present the youth mayor pro tem will assume these duties. Meetings will follow the approved agenda; each meeting will include the Pledge of Allegiance and a prayer or thought. Roll shall be taken at each meeting [and a list of attendees will be included in the minutes of the meeting.](#)

V. Recordings of Meetings

[Written minutes and an audio recording shall be kept of t](#)~~he~~ proceedings of council meetings ~~shall be recorded~~ by the youth recorder; if not present the secretary shall assume these duties.

Written minutes shall be provided kept by the recorder and turned in at the end of each term to the city recorder/ clerk once approved. Minutes will be made available to the public upon request.

VI. Attendance

Each member of the youth council shall is required to attend all meetings and activities. If they are unable to attend due to extenuating circumstances they must notify the youth mayor or youth advisor(s) prior to the day of the meeting or activity. If they fail to provide notice it will be recorded as an unexcused absence which is recorded as two absences instead of one. Before or after a meeting or activity, an absence may be excused and recorded as one absence or may be excused and not count as an absence at the discretion of the advisors.

After accruing five absences from meetings or two absences from activities the council member will receive a probationary letter from the youth mayor and youth council advisors. If a member of the youth council ~~misses~~ accrues seven absences from meetings or four absences from activities, they will be dismissed from their position on the youth council. ~~After missing five meetings or two activities the council member will receive a probationary letter from the youth mayor and youth mayor pro tem.~~ One meeting can be made up by five hours of community service; one activity can be made up by ten hours of community service. All probationary service projects must be approved by the city council. Three meetings and one activity can be made up each term. Members cannot make up missed meetings or activities until after they have received a probationary letter.

Article 5 – Reports

~~Report to the City Council. The youth mayor, or the appointed youth council member, will make a report to the city council once a month, or as designated by the city council.~~

Article 56 – Bylaws and Amendments

The bylaws of the youth council shall be reviewed once each term. The bylaws may be amended at any time throughout a term, if a proper need is found. Amendments must be approved by a majority vote through a roll call vote. Any changes or amendments ~~must~~ shall be approved by resolution of the city council ~~in order to take effect~~.

MEMORANDUM



TO: Mayor and City Council

DATE: March 2, 2018

FROM: Duane Huffman

RE: **Proposed Land Use Moratorium – Subdivisions and Secondary Water**

This memo briefly explains a proposal to adopt a temporary land use regulation prohibiting new subdivisions until the city can consider land use requirements related to secondary water.

Background

Utah Code (10-9a-509) gives cities authority to quickly adopt temporary land use regulations if there is a compelling, countervailing public interest. In adopting such a regulation, the city must establish a timeframe related to the regulation not to exceed six months.

Subdivisions and Secondary Water

City officials have worked under the belief that city code requires new subdivisions to supply secondary water to the development; however, recent research suggest that the code as currently written may not be clear enough in this regard.

If new developments rely on the city's culinary water system for all water needs, including outdoor use, this will impact the city's future water needs beyond what is currently planned. This affects the need for water rights, water supply, and water storage, all of which would affect water rates and water impact fees.

Proposed Moratorium

Staff proposes the attached temporary land use regulation to prevent new subdivisions. This will give the city the necessary time to study issues related to water needs and options and make any necessary changes to city code.

While the attached proposed ordinance provides for the 6-month timeframe as provided by state law, staff's intent would be to move as quickly as possible to resolve these issues. Additionally, if a proposed new subdivision does intend to provide secondary water, the ordinance makes possible an exemption from the moratorium.

WEST BOUNTIFUL CITY

ORDINANCE #401-18

AN ORDINANCE ESTABLISHING TEMPORARY RESTRICTIONS REGARDING LAND USE APPLICATIONS IN CONNECTION WITH SECONDARY WATER ISSUES.

WHEREAS, the City's residents have historically used secondary irrigation water supplied by the Weber Basin Water Conservancy District ("**Weber Basin**");

WHEREAS, the City anticipates that several areas within the City limits will be developed into residential subdivisions requiring secondary water in the near future;

WHEREAS, Weber Basin has informed the City that new or replacement water lines must be installed, at considerable expense, in order to provide secondary water to new areas of growth in the City;

WHEREAS, the City is in the process of studying the impacts of this requirement on the public safety, health, and welfare; the cost of installing secondary water lines at various locations within the City limits, and the appropriate allocation of such costs; and any restrictions or requirements that may promote the public safety, health, and welfare with respect to the installation of secondary water lines to serve areas of potential residential development in the City (collectively, the "**Secondary Water Study**");

WHEREAS, the City's Secondary Water Study will focus on good land use principles, including public safety, health, and welfare; economic development; and conformity with the West Bountiful City General Plan;

WHEREAS, the City's Secondary Water Study will specifically address the impacts of existing and contemplated uses as well as measures for mitigating such impacts;

WHEREAS the impacts to be studied include the cost of installing or replacing secondary water lines at various locations within the City limits; the appropriate allocation of such costs; impacts on City streets and disruption of traffic in connection with such installation; and alternatives to installing such additional secondary water lines, including the availability of culinary water for irrigation purposes, required additional culinary water facilities, and any necessary rate adjustments;

WHEREAS, the City's Secondary Water Study will be conducted in partnership with property owners, developers, residents, Weber Basin, and members of the Planning Commission and City Council;

WHEREAS, applicable state statutes allow the City's legislative body to establish by ordinance temporary land use regulations regarding zoning amendments, conditional use permits, building permits, and other land use matters; and

WHEREAS, final public hearings and meetings of the Planning Commission and City Council must be held prior to formal adoption of any plan or measures to be submitted as a result of the City's Secondary Water Study.

NOW THEREFORE BE IT ORDAINED by the City Council of West Bountiful City, Utah, as follows:

1. Finding of Countervailing Interest. Pursuant to *Utah Code Ann.* § 10-9a-504(1)(a), the City Council expressly finds that restricting land use applications and development activities with respect to residential subdivisions and planned unit developments, as provided in this Ordinance, while the City completes its Secondary Water Study is in the best interest of the City. The Study is necessary to address the impacts and potential impacts of multi-lot development activities within the City limits, including the cost of installing or replacing secondary water lines at various locations within the City limits; the appropriate allocation of such costs; impacts on City streets and disruption of traffic in connection with such installation; and alternatives to installing such additional secondary water lines, including the availability of culinary water for irrigation purposes, required additional culinary water facilities, and any necessary rate adjustments; and other potential harmful impacts, as well as measures for mitigating such impacts. This constitutes a compelling, countervailing public interest sufficient to justify a six-month prohibition on residential land use applications and development activities as specified in this Ordinance.

2. Balancing of Public versus Private Interests. The City Council finds further that any harm to private interests from the temporary land use regulations is *de minimis*, and is outweighed by the City's interests in receiving, reviewing, and adopting the recommendations of the Secondary Water Study. The City Council finds that no residential subdivision, planned unit development or other proposed multi-lot land use, the completed application, plans, and fees for which were not submitted prior to 4:30 p.m. on March 1, 2018, in full compliance with existing zoning regulations, has any right to be prosecuted under existing regulations. Further, any land use application submitted prior to 4:30 p.m. on March 1, 2018, that the City has disapproved due to incompleteness, inaccuracies, or non-compliance is specifically determined to have no vested right to be prosecuted under existing regulations. The City will not accept any re-submittal of these disapproved applications during the period of prohibition under this Ordinance.

3. Temporary Regulations. Temporary zoning and building regulations are hereby adopted, as follows:

A. No application for any subdivision or planned unit development under Title 16 or Title 17 of the West Bountiful Municipal Code will be accepted or considered.

B. No operation, construction, reconstruction, alteration, or other development activity requiring the installation of additional or replacement secondary water lines will be permitted.

C. These temporary regulations will expire six months from the date of adoption of this Ordinance, unless repealed earlier by action of the City Council.

4. *Relief from Temporary Regulations.*

A. A property owner, lessee, or occupant may petition the City Council for relief from these temporary regulations. Such petition must be in writing and contain the following information:

- (i) Scope of relief desired;
- (ii) Explanation of why the relief is necessary; and
- (iii) Explanation of work to be performed.

B. The City Council may grant relief from the temporary regulations under the following conditions:

- (i) The relief sought is to protect the structural integrity of a building;
- (ii) The relief sought does not affect the potential recommendations of the City's Secondary Water Study;
- (iii) The relief sought is for minor interior changes to existing structures or buildings;
- (iv) The relief sought is to enable the repair of electrical, plumbing, or similar systems;
- (v) The relief sought is to remedy a violation of safety codes or environmental regulations for which a land use or building permit application is required (no relief being necessary if the remedy would not otherwise require a land use or building permit application); or
- (vi) The relief sought is for the placement of temporary signs, making of temporary repairs, hosting special events, or for temporary public signage.

C. The City Council's decision on a petition submitted under this Ordinance may be appealed as provided in applicable law.

5. *Effective Date.* This Ordinance shall become effective upon adoption and signature.

[The remainder of this page is intentionally left blank.]

ADOPTED AND APPROVED March 6, 2018.

WEST BOUNTIFUL CITY COUNCIL

Kenneth Romney, *Mayor*

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

ATTEST:

Cathy Brightwell, *City Recorder*



MEMORANDUM

TO: Mayor and City Council

DATE: March 1, 2018

FROM: Duane Huffman

RE: **Proposed Compensation Management Policy**

This memo presents a draft compensation management policy for the council's consideration. This policy is based on the position and market study conducted in 2017 (defining positions and pay ranges) as well as several work sessions where the council has discussed various compensation options (policy on pay progression).

The proposed compensation management policy modifies current policies/practices in the following seven ways:

1. All full-time position job descriptions have been reviewed, updated, and standardized. The draft policy proposes requiring that the city administrator and department heads be responsible for keeping them up to date.
2. The city's step/grade scale is updated by:
 - a. Matching positions with the newly revised job descriptions;
 - b. Updating all pay ranges based on the 2017 study;
 - c. For most positions, shortening the scale to 17 steps, and for three police positions to 13 steps;
 - d. For most positions, bringing employees to mid-point by step 6, and for three police positions by step 5.
 - e. Clarifying that the positions of city administrator, police chief, public works director, and golf director are not expected to move by steps each year. These positions will have their pay set annually by the city council.
3. The placement of experienced new-hires into the Police Officer I position is clarified, as well as promotion to Police Officer II.
4. The city council will still have the ability to adjust compensation for outstanding employees, but the new step system should minimize the need to do so.
5. The pay ranges may be updated according to inflation or market changes as determined by the council.
6. The policy creates guidelines for consideration of one-time awards and bonuses. This section is at the complete discretion of the city council.
7. Clarifies how employees outside of their pay ranges are frozen until the range catches up to their pay.

As a follow-up to the last discussion the council had, here is a table that shows how the 10-year scenario costs compare between this proposal and what was previously discussed:

Compensation Options	10-Year Scenario (2019-2028)
Mid-Point (2-20-18)	\$17,229,948
Step/Grade (2-20-18)	\$17,846,916
Modified Step Grade (3-6-18)	\$17,361,590

According to UCA 10-3-818, compensation schedules and policies for some positions should be set by ordinance following a public hearing. As such, if the proposed policy or something close to it is acceptable to the council, I propose a public hearing be set for the next available meeting for consideration of an ordinance to adopt the policy.

WEST BOUNTIFUL CITY

COMPENSATION MANAGEMENT POLICY

- A. POLICY: In setting compensation for employees the city's policy is to be fair and, according to its ability to pay, competitive with the market. The compensation plan and assignment of employees to positions and pay rates shall be recommended by the city administrator and associated department head for approval by the mayor and city council. The city administrator and respective department heads shall be responsible to create and update job descriptions as necessary.
- B. GENERAL WAGE/SALARY ADJUSTMENTS: It is the intent of the city to consider prevailing practices related to cost of living and market trends in establishing wages and salaries which constitute the formal pay schedule. On all occasions the amount of the rate changes will ultimately be based upon the anticipated affect(s) upon the city budget. Upon recommendation from the city administrator, the city council will make final determination of any changes to the salary scale. Where general, across-the-board adjustments are approved, the change will be effective on a date determined and approved by the city council. General adjustments are separate and distinct from performance recognition bonuses and longevity increases.
1. INFLATION VS. MARKET: Adjustments to the salary schedule may be determined periodically through analysis of market trends in comparison to inflation. This may be done once per year and the city may utilize either market survey results or inflation index data or a combination of both. All employees, regardless of employment status, except those being red circled (frozen), shall receive the benefits of such general adjustments to the pay plan.
- C. NON PERMANENT EMPLOYEES: The city administrator and associated department head will set hourly pay rates for all part-time, seasonal, and emergency employees in accordance with the general guidelines of this policy.
- D. INITIAL APPOINTMENT: Except for department head level positions, all initial hires to positions assigned to salary ranges on the compensation plan shall normally be at the minimum rate of the salary range. Exceptions may be allowed if: (1) an employee cannot be recruited for the position at the beginning rate, or (2) the qualifications of the individual selected for the position exceed the minimum requirements and the individual can be expected to perform at that level. The city administrator shall monitor recommended starting rates for compliance to policy and must inform the mayor and council of appointments that are recommended to be made at rates higher than the minimum.
1. POLICE DEPARTMENT: It will be the policy of West Bountiful Police Department to recognize up to three (3) years of prior experience. All candidates will generally start as a Police Officer I. When hired, a candidate will be given a one-step pay increase for each year of qualified public safety experience not to exceed Police Officer I, step 4 on the pay scale. Only upon approval of the mayor and chief of police would a candidate be hired as a Police Officer II or above.

When an employee in the Police Officer I pay scale successfully **completes** three years of experience, the employee will be promoted from Police Officer I to Police Officer II. The following chart shows how this will occur (compensation rates are examples and may not reflect compensation rates at time of promotion).

Job Title	1	2	3	4	5	6	7
Police Officer 1	\$19.06	\$19.98	\$20.89 No experience	\$21.80 One year experience	\$22.71 Two years experience	\$23.16 Three years experience	23.61
Police Officer 2	\$21.49	\$22.56	\$23.63	\$24.70	\$25.77	\$26.31	\$26.84

E. PAY PROGRESSION: Progression through the various pay ranges within the salary and wage scale shall be based upon employee performance and the resulting value to the city.

1. MOVING THROUGH STEPS: The purpose of salary step increases is to motivate and reward employees. Step increases are not to be automatically given but are to be earned by the employee; they are not a reward for merely working for the city another year. Disciplinary action may include reduction of pay steps.

A performance evaluation shall be conducted at least fifteen days prior to each employee's anniversary date. According to the availability of funding in annual budgets, employees whose performance evaluations indicate that their performance meets or exceeds the expectations for the position and who are not at the top step of their pay grade may be given a performance based step increase.

Based on recommendations by the respective department head and city administrator, and according to approved budgets, the city council may approve additional step increases for outstanding employees.

2. LEADERSHIP LEVEL EMPLOYEES: Rather than progression through a step system, the city council will set the annual salaries for the following positions: city administrator, chief of police, public works director, and golf director.

F. PERFORMANCE/INCENTIVE AWARDS & BONUSES: In order to promote exceptional or outstanding services and recognize those occasions where services are rendered, emergencies responded to, or proficiencies demonstrated which are beyond the normal occurrence or expectation of the job; it is the position of the city to reward such individual or group contributions. These awards shall be a one-time recognition, in that they are not added to the regular or base pay of the recipient(s). The city council will make the award based on recommendations from the respective department head and city administrator.

1. CRITERIA: Monetary and non-monetary awards may be given for:
 - a. Ways to increase office or operational efficiencies. If there is a process in the normal routine of the work place that is time consuming, a waste of one's time, repetitive, or a burden on the budget, there may be a means for improvement. This is a criterion where creative ideas improve departmental efficiency or effectiveness or eliminate difficulties.
 - b. Exemplary performance on special projects. An employee may be given a special project. A great deal of effort and research may go into the project. The project may benefit the department or city in some way.

- c. Exemplary performance on special group projects. A group of individuals may be given a difficult task to perform. The team may work together to complete the difficult task in a timely and effective manner that benefits the department, city or general public.
 - d. Cost Savings. An employee may suggest a procedure that will save costs to the department or city. Similarly, an employee may suggest a procedure for generating revenue.
 - e. The exercise of leadership and/or initiative beyond that normally expected in the individual's regular assignments. An employee may be required to meet unusual deadlines or perform in emergency situations. An employee may demonstrate a willingness to accept and perform new assignments on a short-term basis.
 - f. Performance which averts legal actions by or against the city.
 - g. Actions which brings favorable public or professional attention or recognition to the department or city.
 - h. Independent research and analysis initiated by an employee resulting in a contribution to the specific objectives or improved methods for delivering city services or conducting city operations.
- G. RED CIRCLE RATE: This provision refers to the rate of pay for an employee whose pay falls above the current maximum salary for the pay range to which assigned, reclassified or transferred. Such employee(s) shall be placed on a salary freeze and shall not be eligible for any general adjustment given during until the employee's rate of pay falls back within the assigned pay range, the freeze shall be lifted.
- H. DEMOTION: When it becomes necessary to demote an employee for their inability or unwillingness to perform the assigned duties and essential functions of their position; that employee may also suffer a loss of pay. The amount of the pay reduction shall be determined on a case-by-case basis.
- I. PAY RANGERS & STEPS: The following positions, ranges and steps are shown as Exhibit A, and are subject to change by the city council.

1 **West Bountiful City**
2 **Planning Commission**

PENDING

FEBRUARY 27, 2018

3
4
5 *Posting of Agenda - The agenda for this meeting was posted on the State of Utah Public Notice website*
6 *and on the West Bountiful City website on February 23, 2018 per state statutory requirement.*

7
8
9 **Minutes of the Planning Commission meeting of West Bountiful City held on Tuesday,**
10 **February 27, 2018 at West Bountiful City Hall, Davis County, Utah.**

11
12 **Those in Attendance:**

13
14 **MEMBERS PRESENT:** Alan Malan, Mike Cottle, Laura Charchenko, and Council member
15 Kelly Enquist

16
17 **MEMBERS EXCUSED:** Chairman Denis Hopkinson and Corey Sweat

18
19 **STAFF PRESENT:** Ben White (City Engineer), Cathy Brightwell (Recorder), Debbie McKean
20 (Secretary)

21
22 **VISITORS:** Gary Jacketta, Bryce Carey, Trent Durham

23
24
25 The Planning Commission Meeting was called to order at 7:30 pm by Alan Malan. Mike Cottle
26 offered a prayer.

27
28 **1. Accept Agenda**

29 Alan Malan reviewed the agenda. Mike Cottle moved to accept the agenda as presented. Laura
30 Charchenko seconded the motion. Voting was unanimous in favor among members present.

31
32 **2. Consider Conditional Use Permit for Blakline Speed Shop at 519 North 500 West to**
33 **Sell and Repair Used Motorcycles and Cars.**

34
35 Commissioner packets included a memorandum dated February 27, 2018 from Cathy Brightwell
36 regarding Blakline Speed Shop with the Conditional Use Permit Application and a site plan.

37
38 Ms. Brightwell introduced Trent Durham and Bryce Carey, who submitted a Conditional Use
39 Permit application on February 13, 2018 for a business at 519 North 500 West called Blakline
40 Speed Shop. The business will build, sell and repair custom cars and motorcycles. They would
41 like to display a few motorcycles in front of the building and more under the carport to the north

42 of the building. There will be a showroom in the shop area. Minor repairs will be done there as
 43 well. Ms. Brightwell reported that the Fire Inspection, Dealer License and Proof of Insurance
 44 was received today.

45
 46 Trent Durham and Bryce Carey were invited to take the stand to answer questions from the
 47 Commissioners. They informed the Commissioners that they do all custom work on motorcycles
 48 and vehicles and that there will not be a lot of traffic coming and going.

49

50 **Commissioners Comments:**

51

52 Laura Charchenko commented that the prior tenant complained of vehicle traffic cutting through
 53 the corner of their parking lot and they should expect to see that happen.

54

55 Mike Cottle had no comments.

56

57 There was discussion about parking and making sure the vehicles attempting to turn onto 500
 58 West have clear view of oncoming traffic.

59

60 **ACTION TAKEN:**

61 *Laura Charchenko moved to approve the Conditional Use Permit for Blakline Speed Shop at*
 62 *519 North 500 West with the following findings listed in WBMC 17.60.040: the proposed use*
 63 *at the particular location is necessary or desirable to provide a service or facility that will*
 64 *contribute to the general well-being of the neighborhood and community; will not be*
 65 *detrimental to the health, safety, or general welfare of persons residing or working in the*
 66 *vicinity or injurious to property or improvements in the vicinity or accompanying improvement*
 67 *will not inordinately impact schools, utilities, and streets; and that conditions to be imposed in*
 68 *the conditional use permit will mitigate the reasonably anticipated detrimental effects of the*
 69 *proposed use and accomplish the purposes of this subsection. The following conditions will be*
 70 *applied: off-street access and parking shall be provided, and no parking space shall allow a*
 71 *vehicle to back out directly into public street; signage will comply with City Code; vehicles on*
 72 *display will be operable and in sellable condition; upon issuance of the permit, Blakline Speed*
 73 *Shop will purchase a West Bountiful City business license; and no vehicles may be parked*
 74 *near the Stop sign so as to block view of oncoming traffic. Mike Cottle seconded the motion*
 75 *and voting was unanimous in favor.*

76

77

78 **3. Discuss Conceptual Plat for Proposed Subdivision by Bountiful Pastures at**
 79 **Approximately 2000 North 1100 Wet and Set a Public Hearing**

80

81 Commissioners received a packet including a memorandum from Ben White dated February 23,
 82 2018 regarding the Bountiful Pasture Subdivision along with a site plan for the Development.

83

84 Ben White introduced the 5-acre subdivision that will consist of 35 full half acre lots. He
 85 informed the Commissioners that a Public Hearing is scheduled for the next meeting on March
 86 13, 2018. The Developer will be requesting a delay for the wetland studies because of the

87 winter weather conditions and would like it due as part of the final plat. Staff has forwarded
88 some comments to the Developer after receiving the draft Preliminary Plat this month.

89

90 Mr. White's memorandum pointed out some things to be considered as follows:

- 91 • Connections to the Kinross development reduce the northeasterly dead-end street to just
92 under 1000 feet. Without this connection the road would be more than 2000 feet which
93 makes the project feasible only if the Kinross Development moves forward.
- 94 • The reverse curve radii in the street abutting lots 3, 4 and 5 have been increased to 200 feet.
- 95 • The Kinross developer has agreed in principal to allow the Bountiful Pasture Developer to
96 construct a storm detention basin on their open space parcel.
- 97 • A wetland study needs to be prepared. The draft Preliminary Plat had drainage
98 improvements on what has already been identified as wetlands. City code requires the
99 delineation to be provided with the Preliminary Plat but due to the time of year the
100 developer is requesting that a conditional Preliminary Plat approval be granted and that the
101 wetland study be delayed until the Final Plat.
- 102 • Staff is aware of one well on the property which will need to be addressed as part of the
103 Development.
- 104 • Kinross Development has 6-foot-wide sidewalks with no parking strips along 1100 West.
105 Planning Commission needs to give their recommendations for this development in those
106 regards.

107

108 **Commissioner Comments:**

109 **Alan Malan** asked if it was possible that Bountiful Pastures be completed before Kinross. Mr.
110 White responded that it is possible, but all things will need to be in place with Kinross for
111 Bountiful Pastures to proceed.

112

113 **Laura Charchenko** inquired about the temporary turnaround and if funds will be collected to
114 deal with the issue in the future. Mr. White responded affirmatively. Ms. Charchenko asked if
115 there is a chance that the Kinross Subdivision could hold up the development of Bountiful
116 Pastures. Ben White doubted that it would, but it is possible. If it comes to that, they would
117 prepare all the documents necessary to hold Kinross responsible for the part of the development
118 that ties into Bountiful Pastures.

119

120 **Mike Cottle** asked if streets to the north will tie into Kinross Development. Mr. White answered
121 to the affirmative and added that he has informed other land owners in the area of the
122 development, so they can do some preplanning for future development including drainage issues.

123

124

125 **4. Review Permitted and Conditional Uses by Zones**

126

127 Commissioners received copies of suggested changes to review regarding Permitted Use and
128 Conditional Uses in various zones within the City.

129

130 Ben White informed the Commissioners that URMMA, the city's risk management insurer, held
131 training last week for city council and brought some of the Land Use weaknesses to the
132 forefront. He gave an example using the recent preliminary plat that was passed by planning
133 commission at the last meeting with two Nay votes even though the developer had met necessary
134 conditions. He explained that once the PUD had been approved, the city is obligated to approve
135 their proposals if they meet the terms of the development agreement, otherwise the city could be
136 sued. He said land use issues can get us into trouble if we don't have everything in place
137 correctly. He stated we need to update our City Code for our protection.

138

139 Staff suggests the best place to start is with reviewing the uses that are permitted, conditional and
140 not permitted in each of our zones. Legislative changes have made it nearly impossible to deny a
141 conditional use so it is better to make many of these uses permitted and list specific criteria that
142 needs to be met. Ben gave examples of what could happen in different situations and pointed out
143 some weak areas in our Code.

144

145 Mike Cottle asked if the city might be liable if they issue a conditional use permit that has weak
146 points in it. Ben White responded that it is not likely, however, if we are too restrictive it may
147 cause us some liability.

148

149 Staff would like to add model homes/sales trailer language to the Code. Currently there is no
150 language in those regards.

151

152 Alan Malan asked when the URMMA training can be given to the Commission. Cathy
153 Brightwell stated that the intent is to set it up soon but should wait until a new Commissioner is
154 appointed.

155

156 Staff mentioned that we need to educate the public in regard to property owner rights and when
157 their voice can be heard. We receive complaints from residents who do not understand property
158 rights. They think you can deny things like track homes or subdivisions that bring in more traffic
159 than they want but you cannot. We need the public to understand that property owners have
160 rights if they meet City Code regulations.

161

162 Commissioners were invited to review the material they received tonight and give Staff their
163 recommendations. Ben White pointed out that it may take several months to work through all
164 the details, but some things can be put in place that need attention now to protect us as a City.

165

166

167

168

169

170

171 **5. Staff Report**

172

173 **Ben White:**

174 • UDOT is looking to improve safety on 500 West between 500 South and 400 North due
175 to a high number of accidents. Please forward suggestions to him. He gave some
176 examples that may be able to help some.

177 • Destination Homes filed a Notice of Intent to Annex a piece of its west side property into
178 the city.

179

180 **Cathy Brightwell:**

181 • Cathy reported that she updates the city website weekly of all development activities by
182 Destination Homes and suggested the public be referred to this resource when they have
183 questions.

184 • We are close to getting an Alternate Commissioner; possibly be appointed at next
185 Council Meeting. If so, we will plan to do Planning Commission pictures at the next
186 meeting if everyone is available.

187 • An updated City contact list is included in their packets but is for their personal use only.

188

189

190 **6. Consider Approval of Minutes from February 13, 2018.**

191

192 **ACTION TAKEN:**

193 *Mike Cottle moved to approve of the minutes of the February 13, 2018 meeting as presented.*

194 *Laura Charchenko seconded the motion and voting was unanimous in favor.*

195

196 **7. Adjournment**

197

198 **ACTION TAKEN:**

199 *Laura Charchenko moved to adjourn the regular session of the Planning Commission*
200 *meeting at 8:11 pm. Mike Cottle seconded the motion. Voting was unanimous in favor.*

201

202

203

204

205

206 *The foregoing was approved by the West Bountiful City Planning Commission on March 13,*
207 *2018 by unanimous vote of all members present.*

208

209

210 _____
Cathy Brightwell – City Recorder

211

PENDING – Not Yet Approved

Minutes of the West Bountiful City Council meeting held at 7:30 p.m. on **Tuesday, February 20, 2018** at West Bountiful City Hall, 550 N 800 West, Davis County, Utah.

Those in attendance:

MEMBERS: Mayor Kenneth Romney, Council members James Bruhn, Kelly Enquist, Mark Preece, Andy Williams

STAFF: Duane Huffman (City Administrator), Steve Doxey (City Attorney), Chief Todd Hixson, Ben White (Engineer), Steve Maughan (Public Works Director), Cathy Brightwell (City Recorder/ Secretary)

EXCUSED: James Ahlstrom

VISITORS: Paul Johnson, Alan Malan, Gary Jacketta,

Mayor ProTem Preece called the work session to order at 6:30 pm. As Mayor Romney is running a few minutes late, the agenda will be modified to begin with regular agenda item 5.

URMMA Council Training (Regular Agenda Item 5)

Duane Huffman introduced Paul Johnson to conduct Land Use Training on behalf of Utah Risk Management Mutual Association (URMMA).

Mr. Johnson began by explaining that municipal discretion is largely gone. He gave several examples of land use lawsuits. Ordinances must be clear; if it is ambiguous, it will be construed in the property owner's favor. Landowners have a constitutional right to use their property as they wish unless it is clear in ordinances that they cannot have a particular use. A land use restriction does not prohibit a use if a reasonable, well-informed person could interpret it to allow the use.

He recommended the city review its land use ordinances and remove language that requires interpretation such as "in the sole discretion of," "compatible with," "in keeping with the character of the neighborhood," "...any other conditions imposed by planning commission," etc.

Mr. Johnson then discussed conditional use permits and urged the city to eliminate them when possible. It is better to make them permitted uses with standards and conditions built into ordinance, or to make them non-permitted.

There was discussion about group homes, which include drug, alcohol and sober living facilities, and how they must be allowed pursuant to state and federal law, as recovering addicts are defined as disabled. He suggested our ordinances be reviewed and updated, if necessary.

46 He also explained that the public gets a say when legislative changes are being considered, such as
47 zoning and other land use ordinance changes, but once the ordinance is in place or a property is zoned
48 for a particular use, neighbor's opinions cannot sway a decision.
49

50 He concluded by encouraging caution with what is said in emails and texts. The Government Records
51 Access and Management Act (GRAMA) defines publicly held emails and texts as "records" making
52 them public and available upon request with few exceptions.
53

54 Mayor Romney thanked him for his presentation and suggested a similar training be scheduled with
55 the planning commission.
56

57 -----
58

59 **Consider Compensation Plan**
60

61 Duane Huffman introduced the discussion by reviewing cost projections based on different proposed
62 policies. The intent of the projections is to provide a way to compare the policies, not necessarily to
63 predict what the actual costs will be because personnel changes are constant.
64

65 As discussed in past meetings, the proposed policies generally include either an option where
66 employees are brought up to "midpoint" and then held until they receive value-related increases, or a
67 more traditional step/grade where satisfactory employees move at a pre-determined pace. Annual
68 inflation increases are built into the pay ranges for both scenarios.
69

70 The pros of the mid-point option include flexibility and the ability to allocate funding to match value.
71 The cons of the mid-point option include possible morale issues related to compression, perceived
72 fairness issues, and employees not having a clear path over years of service.
73

74 The pros of the step/grade option include the clarity and relative ease of administration for both
75 management and employees. The cons include the inflexibility, the value on longevity above other
76 measures, and the cost.
77

78 Mayor Romney has talked with department heads, and he wants them to be open with their opinions
79 about how the proposed policies could affect the city's workforce.
80

81 ***7:30 p.m. Break for regular meeting***

82 ***8:50 p.m. Return to work session***
83

84 After re-starting the work session, there was discussion about the need to have a good policy to
85 provide structure and transparency, but there still needs to be flexibility.
86

87 The council and the department heads continued to discuss the possible pros and cons of the different
88 compensation methods. While the flexibility of the mid-point option was seen as good, the possible
89 effects on employee morale are worrisome. However, the comparable costs associated with the
90 step/grade were viewed as too high.
91
92

93 Duane proposed bringing back a modified step and grade that would do the following: Stretch the
94 length to 17 steps; move mid-point to step 6; include only pay ranges for senior management (similar
95 to mid-point option). The consensus was that this would likely be a good way to balance
96 flexibility/structure as well as better control costs.

97
98 Duane closed by briefly reviewing his thoughts related to mayor/council compensation. He proposes
99 setting it at the median levels for cities in Davis County, and adjusting them with inflation each year
100 along with the standard pay scale. The consensus was to review and include this as part of the FY 19
101 budget process.

102
103

104

105

106 Mayor Romney called the meeting to order at 7:37 pm. Kelly Enquist gave an Invocation, and the
107 Pledge of Allegiance was led by Mayor Romney.

108

109

110 **1. Approve Agenda**

111

112 **MOTION:** *Mark Preece made a Motion to approve the agenda after moving Item 5 –*
113 *URMMA Council Training to 6:30 pm. Andy Williams seconded the Motion*
114 *which PASSED by unanimous vote of all members present.*

115

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

118

119 No public comment.

120

121 **3. Request by Brandon George to place a “Little Free Library” at City Park as part of his**
122 **Eagle Scout Project.**

123

124 As part of his eagle scout project Brandon George has requested to place a ‘Little Free
125 Library’ at City Park or another location the city chooses. Brandon displayed the box he intends to
126 use and said he plans to use PVC pipe to mount it off the ground. He recommends it be place by the
127 benches around the new playground area. Brandon will initially stock the box with his own books and
128 place instructions on the box, so people understand how it works.

129 There was discussion about maintenance and he said the box will be painted with fifteen-year
130 paint to help protect it from weather and sprinklers.

131 Council thought it was a good idea and asked him to work with Steve Maughan and Rocky
132 Miller on the details. They clarified that if the box is vandalized, falls into a state of disrepair, or
133 otherwise has problems, it will be removed at the city’s sole discretion.

134

135 **4. Consider 3rd Amendment to the Development Agreement between Capital Reef**
136 **Management, LLC and West Bountiful City dated May 3, 2016.**

137

138 Capital Reef Management desires to install a sales trailer at Cottages at Havenwood to host
139 prospective buyers. According to staff’s interpretation, none of the permitted or conditional uses in the

140 R-1-10 zone are consistent with the commercial use of a marketing trailer. Capital Reef believes that
141 the use is allowed if considered accessory to the use of the property, and that language in their
142 approved CC&Rs does not prohibit a sales office.

143 The developer and city staff recognize that an amendment to the development agreement is the
144 fastest way to resolve this issue if the council desires to make the change.

145 Craig Jacobsen stated that his company did not anticipate any problem and was surprised when
146 city staff questioned their ability to place a temporary sales trailer on the property. He said they need
147 help marketing the property and a sales trailer will help significantly until the model home is
148 completed. At that time, the trailer will be removed. He added that they are willing to agree to the
149 city's request for off street parking by using the driveway on lot 2 to service the trailer on lot 1. He
150 added that use of the marketing trailer will end within fifteen days after the model home is complete,
151 or no later than June 30, 2018. Mr. Jacobson also proposed a compromise on the total time that the
152 model home may be used, recommending that it terminate as a model after 18 months.

153

154 Mr. Doxey drafted and read language to reflect this discussion.

155

156 **MOTION:** *Andy Williams made a motion to approve the 3rd Amendment to the*
157 *Development Agreement between Capital Reef Management LLC and West*
158 *Bountiful City as discussed above. Mark Preece seconded the Motion which*
159 *PASSED 4-0.*

160

161 The vote was recorded as follows:

162 James Ahlstrom – Absent

163 James Bruhn – Nay

164 Kelly Enquist – Aye

165 Mark Preece – Aye

166 Andy Williams - Aye

167

168 **5. URMMA Council Training**

169

170 (See work session minutes above)

171

172 **6. Consider Resolution 430-18, A Resolution Approving the Second Amendment to the 2016**
173 **Interlocal Cooperation Agreement Between Davis County and West Bountiful for**
174 **Animal Services.**

175

176 In July 2016, the city adopted a new interlocal agreement for animal control services with
177 Davis County that contemplated annual payment adjustments based on costs, city use, and capital
178 needs. This amendment is for calendar year 2018 and reflects a total cost increase over previous years
179 with a total due annual cost of \$13,149.97. Staff continues to recommend participation with the
180 county as the most efficient method of providing animal control.

181

182 Mr. Huffman explained that the city's proportional use went up slightly and the county's
183 budget increased. There was discussion about the increase and a request by council to come back with
184 more information.

185

- 232 - 640 West Project is out to bid and should be ready for award at the next city council
233 meeting.
234

235 Steve Maughan –

- 236 - Crew has been busy plowing snow.
237 - Installing sample water testing stations in remote areas to help with required testing twice a
238 month.
239

240 **10. Administrative/Finance Report**

241

242 Duane Huffman

- 243 - Working on an appeal related to GRAMA request denial.
244 - Received word that we will be getting the language from Sewer District shortly related to
245 our purchase of property.
246

247 **11. Mayor/Council Reports**

248

249 James Ahlstrom – Absent.

250

251 Mark Preece – The expected finish date for the new recovery plant has been extended to July
252 19 due to construction delays. Funds have been approved so they can move forward without
253 further delays.
254

255 James Bruhn – Wasatch Integrated is trying to get bids for a new transfer station.

256

257 Andy Williams – Youth council completed their draft revisions to their bylaws which they will
258 present at the next council meeting.
259

260 Kelly Enquist – Mosquito Abatement has been scheduling training to all elementary schools in
261 the District; West Bountiful Elementary has not yet responded.
262

263 Mayor Romney – Held interviews for the Planning Commission alternate vacancy.
264

265

266 **12. Approval of Minutes from the February 6, 2018 City Council Meetings.**

267

268 **MOTION:** *James Bruhn made a Motion to approve the February 6, 2018 city council*
269 *minutes as presented. Andy Williams seconded the Motion which PASSED*
270 *by unanimous vote of all members present.*
271

272

273 **13. Executive Session for the Purpose of Discussing Items Allowed Pursuant to Utah Code**
274 **Annotated 52-4-205.**

275 An Executive session was not held.
276
277

278
279

14. Adjourn Meeting.

280
281
282
283
284
285
286
287

MOTION: *James Bruhn made a Motion to adjourn this meeting of the West Bountiful City Council at 9:55 pm. Mark Preece seconded the Motion which PASSED by unanimous vote of all members present.*

288
289

The foregoing was approved by the West Bountiful City Council by unanimous vote of all members present on Tuesday, March 1, 2018.

290
291
292
293
294

Cathy Brightwell (City Recorder)