

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

City Recorder
Cathy Brightwell

City Engineer
Ben White

Public Works Director
Steve Maughan

CITY COUNCIL MEETING

**THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD
A WORKSESSION AT 6:00 PM AND A REGULAR MEETING AT 7:30 PM
ON TUESDAY, SEPTEMBER 4, 2018 AT CITY HALL, 550 N 800 WEST**

6:00 pm Worksession

Presentation and discussion on personnel policy re-draft.

7:30 pm Regular Meeting

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

1. Approve the Agenda.
2. Public Comment - two minutes per person, or five minutes if speaking on behalf of a group.
3. Consider Final Plat Approval of Mountain View Estates Subdivision.
4. Consider Final Plat Approval Extension of Olsen Farms 5A Subdivision Originally Approved March 7, 2017.
5. Consider Resolution 442-18, a Resolution Adopting an Interlocal Transportation Project Reimbursement Agreement with Davis County for the 640 West Project.
6. Consider Purchase Approvals for Vac Trailer, Parks Trailer, Power Washer, and Traffic Signs.
7. Consider Ordinance 411-18, An Ordinance Amending Parks and Trailhead Regulations.
8. Engineering/Public Works Report.
9. Administrative Report.
10. Mayor/Council Reports.
11. Consider Approval of Minutes from the August 7, 2018 City Council Meeting.
12. Executive Session for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.
13. Adjourn.

Those needing special accommodations 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 August 30, 2018.

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2 Minutes of the West Bountiful City Council meeting held at 7:30 p.m. on **Tuesday, September 4,**
3 **2018** at West Bountiful City Hall, 550 N 800 West, Davis County, Utah.

4
5 Those in attendance:

6
7 **MEMBERS:** Mayor Kenneth Romney, Council members James Ahlstrom, James Bruhn,
8 Kelly Enquist, Mark Preece, and Andy Williams

9
10 **STAFF:** Duane Huffman (City Administrator), Steve Doxey (City Attorney), Sgt. Jeremy
11 Adams, Steve Maughan (Public Works Director), Paul Holden (Director of Golf), Ben White
12 (City Engineer), Cathy Brightwell (Recorder)

13
14 **VISITORS:** Alan Malan, Denis Hopkinson, Michael Hensley, Al Jones, Mark Garza, Greg
15 Garza

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18
19 Mayor Romney called the worksession to order at 6:07 pm.

20
21 Duane Huffman reviewed the proposed re-draft of the West Bountiful City Employment Policies and
22 Procedures Manual. He explained that department heads and legal counsel participated in developing
23 the draft with goals of making it a more usable document with improved policies that conform to
24 current state and federal law. According to the Utah Local Governments Trust, this is a really good
25 policy - one of the better polices they have reviewed.

26
27 He discussed the following changes:

- 28
- 29 • New manual is shorter, going from 96 pages, plus 68 pages of appendices, to 36 pages; it includes
30 links to make it easier to move around in the document; areas have been abbreviated, e.g., hiring
31 process; and non-essential items were removed.
 - 32 • Legal compliance – meets new requirements covering nursing mothers, anti-harassment, and
33 hiring of veterans. Also corrected and clarified city-specific information.
 - 34 • Improved policies –
 - 35 ○ Hiring – appointed officials by mayor/council, with recommendation by city administrator;
36 regular and temporary employees by department heads.
 - 37 ○ Termination – appointed officials by mayor/council with no hearing or appeal; regular and
38 temporary employees by department head – appeals go to a hearing officer appointed as
39 needed by mayor/council.
 - 40 ○ Emergency call-outs for non-exempt employees - unless employee is scheduled in advance
41 to work there will be guaranteed overtime or equivalent compensation time regardless of
42 how many hours were worked that pay period. There was discussion about including a
43 minimum of 2 hours in the policy.
 - 44 ○ Extra time – Compensation time equivalent for exempt employees now called extra time.
 - 45 ○ Holiday leave – Police and golf employees will receive four hours of holiday leave per pay
46 period in lieu of observed holidays.
 - 47 ○ Administrative leave is a new tool that can be used in special circumstances.

- 48 o Cell phones in vehicles – except in an emergency, employees in any non-emergency
49 vehicles must use a hands-free personal communication device (cell phone) while driving.
50

51 Mr. Huffman will make changes based on discussion today and bring back a final draft for
52 consideration at the next meeting.
53

54 Mayor Romney recessed the meeting at 7 pm.
55
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58
59 Mayor Romney called the regular meeting to order at 7:30 pm. James Bruhn gave an invocation;
60 Andy Williams led the Pledge of Allegiance.
61

62 **1. Approve Agenda**
63

64 **MOTION:** *Mark Preece made a Motion to approve the agenda as posted. James Bruhn*
65 *seconded the Motion which PASSED by unanimous vote of all members*
66 *present.*
67

68 **2. Public Comment - Two minutes per person, or five minutes if speaking on behalf of a**
69 **group.**
70

71 Mike Hensley, 1080 W 1850 N, made several suggestions. He would like to see a 4-way stop
72 implemented at the corner of 1100 W and Pages Ln. Traffic has increased and fences limit vehicle
73 visibility. He also believes speed bumps on 1100 West would help slow down cars for people
74 crossing at the canal and at Pages Lane.

75 Mr. Hensley also commented that the amount of dirt, sand and gravel being left on 1100 W by
76 construction trucks is a danger for bikes, motorcycles and cars. He said residents are inundated with
77 dust and when the wind blows from the northwest there are black-out conditions. There is dirt and
78 dust in filters and air conditioners. He asked about a dust barrier around the construction area by
79 1100 West and Porter Lane, and at a minimum make them use more water. Finally, he asked if there
80 is anything that can be done about the eyesore property at the west end of Porter Lane and 1100 W.
81

82 Steve Sundstrom, 1231 N 550 W, is putting in a new patio and wants to build a cover over it
83 with support beams set back 25 feet from the rear property line. He has been told by the city that the
84 posts can be no closer than 30 feet. If he does that, the posts will only be 7 ft from the back of the
85 house. He considered filing a variance but has been told it is nearly impossible to get. He asked the
86 City to consider making an amendment to its setback requirements reducing the rear setback to 25
87 feet for patio covers, which is what is allowed for decks.

88 There was discussion about it and Mayor Romney asked planning commission to look into it.
89
90
91

92 **3. Consider Final Plat Approval of Mountain View Estates Subdivision.**

93
94 Ben White summarized the details for the Mountain View subdivision at approximately 2000
95 North 1100 West. This is a 42-lot development on 26.70 acres for which the planning commission is
96 recommending approval. All lots meet the requirements of the current zone, and a connection to the
97 Onion Parkway trail has been included on the south side. Sidewalk with no park strip is being
98 proposed along 1100 West to match the sidewalk on the development to the north. Mr. White said
99 there is one item not fully resolved for the northeast end of the road. Two designs have been
100 proposed to Mr. Straatman who owns the adjacent property. One design drains all of the water from
101 the street to the south and the second design drains the last 75 feet of the street onto the adjacent
102 property to the north. As this development is higher than Mr. Stratman's property, staff has asked
103 him which option he prefers. It is a choice between some interim drainage or bringing in more fill to
104 match a future road grade. Staff supports either option.

105 In response to questions, Mr. White explained that when the temporary turnaround on the
106 northeast end comes out it will be the property owners' responsibility to fix the landscape on their
107 own properties, and the city will receive money from the developer upfront to deal with expenses for
108 new curb, asphalt, etc. There was also a question about placement of mailboxes. Mr. White said the
109 city is not directing the placement and does not expect it to be a problem given the size of the
110 development and proximity to another new development.

111
112 **MOTION:** *Andy Williams made a Motion to Approve the Final Plat for Mountain View*
113 *Subdivision contingent on the following: 1. Water rights will need to be*
114 *deeded prior to recording the plat; 2. The preliminary title report will be*
115 *reviewed by the city attorney prior to recording 3. Other minor corrections to*
116 *the improvement drawings will be made; 4. Payment of impact and*
117 *inspection fees is required prior to recording; and 5. Developer will post the*
118 *appropriate improvement bonds. Kelly Enquist seconded the Motion which*
119 *PASSED unanimously.*

120
121 The vote was recorded as follows:
122 James Ahlstrom – Aye Mark Preece – Aye
123 James Bruhn – Aye Andy Williams - Aye
124 Kelly Enquist – Aye
125

126 **4. Consider Final Plat Approval Extension of Olsen Farms 5A Subdivision Originally**
127 **Approved March 7, 2017**

128
129 Jeff Olsen is seeking to divide his one-acre parcel situated between 1100 West and Eagle
130 Glenn Circle into two one-half acre lots. His existing home is located on one of the proposed lots.
131 The city council granted final plat approval for the subdivision in March 2017. Mr. Olsen has
132 completed public improvements, but the plat has not been recorded. City Code requires an approved
133 plat to be recorded within twelve months of city council approval before it becomes void, unless city
134 council grants an extension of up to six months.
135

136 **MOTION:** *Kelly Enquist made a Motion that good cause exists to Approve the Final*
137 *Plat Extension for Olsen Farms 5A Subdivision. Andy Williams seconded the*
138 *Motion which PASSED unanimously.*
139

140 The vote was recorded as follows:

141 James Ahlstrom – Aye Mark Preece – Aye
142 James Bruhn – Aye Andy Williams - Aye
143 Kelly Enquist – Aye
144

145 **5. Consider Second Modifications to Previously Approved Final Plat for Highgate Estates**
146 **Subdivision.**
147

148 Ben White described the proposed changes to move 1450 West slightly east as requested by
149 the developers and Al Jones to enlarge his front yard. This will significantly reduce the dead space
150 remnant property on the east. In response to questions, Mr. White explained there is no curb/gutter
151 there now but will be handled by Mr. Jones and the developer. In addition, the city has approximately
152 \$20k from Dominion left over to make improvements to existing asphalt.
153

154 **MOTION:** *Mark Preece made a Motion to Approve the Second Modifications to*
155 *Previously Approved Final Plat for Highgate Subdivision as proposed.*
156 *James Bruhn seconded the Motion which PASSED unanimously.*
157

158 The vote was recorded as follows:

159 James Ahlstrom – Aye Mark Preece – Aye
160 James Bruhn – Aye Andy Williams - Aye
161 Kelly Enquist – Aye
162

163
164 **6. Consider Resolution 442-18, A Resolution Adopting an Interlocal Transportation**
165 **Project Reimbursement Agreement with Davis County for the 640 West Project.**
166

167 This Project has been completed, and this agreement allows the city to collect the awarded
168 grant money from Davis County.
169

170 **MOTION:** *James Bruhn made a Motion to Approve Resolution 442-18 Adopting an*
171 *Interlocal Agreement Between Davis County and the City for the 640 West*
172 *Project and Authorizing the Mayor to execute the Agreement. Andy Williams*
173 *seconded the Motion which PASSED unanimously.*
174

175 The vote was recorded as follows:

176 James Ahlstrom – Aye Mark Preece – Aye
177 James Bruhn – Aye Andy Williams - Aye
178 Kelly Enquist – Aye
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182 **7. Consider Purchase Approvals for Vac Trailer, Parks Trailer, Power Washer, and**
183 **Traffic Signs.**

184
185 The city's procurement code requires that certain purchases of \$10,000 or more first be
186 approved by city council. Duane Huffman summarized the request for the items.

- 187 - A HX30 Vacuum Excavator with accessories for \$59,148.33 (Water Fund);
188 - A Steiner 450 32hp Kubota tractor with accessories for mowing, snow removal and
189 sweeping for \$31,902 (RAP-\$30k, Water Fund \$1,902);
190 - A four by twelve-foot Green Power Wash System with 23 hp Hot Vanguard engine for
191 \$12,980 (General Fund).
192

193 In addition, staff recommends approval of two battery/solar powered flashing speed limit
194 signs for a total of \$7,000. These signs were not included in the budget but are expected to help
195 reduce vehicle speeds and collect additional data on 1100 W, 600 W and Pages Lane. The intent is to
196 install the signs for a period of several months in a single location to help educate drivers, and then
197 move the signs to other areas in the city. (General Fund)
198

199 **MOTION:** *James Ahlstrom made a Motion to approve the purchases listed above. Mark*
200 *Preece seconded the Motion which PASSED by unanimous vote of all*
201 *members present.*
202
203

204 **8. Consider Ordinance 411-18, An Ordinance Amending Parks and Trailhead Regulations.**
205

206 Duane Huffman reviewed proposed amendments to city code that clarify and establish
207 regulations for city parks, trails, trailheads, and other public greenspace. After some discussion, staff
208 was asked to make changes and bring the ordinance back for consideration at the next meeting.
209

210 **MOTION:** *James Bruhn made a Motion to table Ordinance 411-18 Amending Parks*
211 *and Trailheads Regulations. Mark Preece seconded the Motion which*
212 *PASSED unanimously.*
213

214 The vote was recorded as follows:

215 James Ahlstrom – Aye Mark Preece – Aye
216 James Bruhn – Aye Andy Williams - Aye
217 Kelly Enquist – Aye
218
219

220 **9. Public Works (Steve Maughan)**

- 221 • Seal coats/stripping is complete for the season.
222 • Kinross Estates has completed curb/gutter and is hoping to pave next week. Discussed
223 manhole on the east side that sticks up - will add a jersey barrier for safety.
224 • McKean Meadows finally passed water sampling – will retest today to make sure it's
225 good.
226 • Highgate Estates has completed sewer installation and will begin working on storm drain.
227 • Pages Lane project – still working on installing utility lines still this week.
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Engineering (Ben White)

- Highgate Estates – there is still no executed agreement regarding the Holly line. Developer cannot run utility lines across the Holly line in that cul-de-sac until it is done.
- Weber has announced they will shut off water on October 1 instead of October 15.

10. Administrative Report (Duane Huffman)

- Working with Rocky Mountain Power on franchise agreement; expect it to be ready for the next meeting.
- We have received two requests from telecommunications companies for franchise agreements. Steve Doxey is looking into what authority we may have to approve or deny these requests, especially as right-of-way space gets crowded.
- Viewmont High School has reserved City Park for a cross country meet on Wednesday, September 19 from 2-6 pm.
- We issued a cease and desist letter for the Shop Now ads stating they must follow city code by not delivering their ads to properties with no solicitation signs, homeowners who have requested they not, and onto the street right of way. We are collecting names of people who are concerned with receiving these ads. Another option we are exploring is to modify our business license regulations to require licensing by the company to ensure the code is followed.

11. Mayor/Council Reports

Kelly Enquist – no report.

James Bruhn – Pages Lane Project – with all the delays, there is concern about finishing this season.

Mark Preece – Emergency Preparedness fair this Saturday at Megaplex Theaters.

James Ahlstrom – no report.

Andy Williams – YCC attendance over the summer was about 85% which was better than expected. Planning a leadership retreat in Logan for October 4, 5. Plan to educate members about each position so they understand what is expected.

Mayor Romney – South Davis Recreation board has begun to compensate its members, so he will not take city money when he attends these meetings. Centerville fire station is on budget.

276 **12. Approve Minutes from the August 7, 2018 City Council Meeting.**

277 **MOTION:** *James Ahlstrom made a Motion to approve the August 7, 2018 City Council*
278 *meeting minutes. Andy Williams seconded the Motion which PASSED by*
279 *unanimous vote of all members present.*

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282 **14. Executive Session, if necessary, for the Purpose of Discussing Items Allowed Pursuant to**
283 **Utah Code Annotated 52-4-205(1)(a).**

284

285 Executive Session is not needed.

286

287 **15. Adjourn Meeting.**

288 **MOTION:** *James Bruhn made a Motion to adjourn this meeting of the West Bountiful*
289 *City Council 8:36 pm. Mark Preece seconded the Motion which PASSED by*
290 *unanimous vote of all members present.*

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296 *The foregoing was approved by the West Bountiful City Council on September 18, 2018 by*
297 *unanimous vote of all members present.*

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Cathy Brightwell
Cathy Brightwell (City Recorder)

