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.
5. Consider Resolution 442-18, a Resolution Adopting an Interlocal Transportation Project Reimbursement Agreement with Davis County for the 640 West Project.
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.

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

Those in attendance:

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

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

VISITORS: Alan Malan, Denis Hopkinson, Michael Hensley, Al Jones, Mark Garza, Greg Garza

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

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

He discussed the following changes:

- New manual is shorter, going from 96 pages, plus 68 pages of appendices, to 36 pages; it includes links to make it easier to move around in the document; areas have been abbreviated, e.g., hiring process; and non-essential items were removed.
- Legal compliance – meets new requirements covering nursing mothers, anti-harassment, and hiring of veterans. Also corrected and clarified city-specific information.
- Improved policies –
  - Hiring – appointed officials by mayor/council, with recommendation by city administrator; regular and temporary employees by department heads.
  - Termination – appointed officials by mayor/council with no hearing or appeal; regular and temporary employees by department head – appeals go to a hearing officer appointed as needed by mayor/council.
  - Emergency call-outs for non-exempt employees - unless employee is scheduled in advance to work there will be guaranteed overtime or equivalent compensation time regardless of how many hours were worked that pay period. There was discussion about including a minimum of 2 hours in the policy.
  - Extra time – Compensation time equivalent for exempt employees now called extra time.
  - Holiday leave – Police and golf employees will receive four hours of holiday leave per pay period in lieu of observed holidays.
  - Administrative leave is a new tool that can be used in special circumstances.
Cell phones in vehicles – except in an emergency, employees in any non-emergency vehicles must use a hands-free personal communication device (cell phone) while driving.

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

Mayor Romney recessed the meeting at 7 pm.

Mayor Romney called the regular meeting to order at 7:30 pm. James Bruhn gave an invocation; Andy Williams led the Pledge of Allegiance.

1. Approve Agenda

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

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

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

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

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

There was discussion about it and Mayor Romney asked planning commission to look into it.
3. **Consider Final Plat Approval of Mountain View Estates Subdivision.**

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

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

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

The vote was recorded as follows:

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

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

Jeff Olsen is seeking to divide his one-acre parcel situated between 1100 West and Eagle Glenn Circle into two one-half acre lots. His existing home is located on one of the proposed lots. The city council granted final plat approval for the subdivision in March 2017. Mr. Olsen has completed public improvements, but the plat has not been recorded. City Code requires an approved plat to be recorded within twelve months of city council approval before it becomes void, unless city council grants an extension of up to six months.
MOTION:  Kelly Enquist made a Motion that good cause exists to Approve the Final Plat Extension for Olsen Farms 5A Subdivision. Andy Williams seconded the Motion which PASSED unanimously.

The vote was recorded as follows:

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

5. Consider Second Modifications to Previously Approved Final Plat for Highgate Estates Subdivision.

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

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

The vote was recorded as follows:

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

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

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

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

The vote was recorded as follows:

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

The city’s procurement code requires that certain purchases of $10,000 or more first be approved by city council. Duane Huffman summarized the request for the items:
- A HX30 Vacuum Excavator with accessories for $59,148.33 (Water Fund);
- A Steiner 450 32hp Kubota tractor with accessories for mowing, snow removal and sweeping for $31,902 (RAP-$30k, Water Fund $1,902);
- A four by twelve-foot Green Power Wash System with 23 hp Hot Vanguard engine for $12,980 (General Fund).

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

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


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

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

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

9. Public Works (Steve Maughan)
- Seal coats/striping is complete for the season.
- Kimross Estates has completed curb/gutter and is hoping to pave next week. Discussed manhole on the east side that sticks up - will add a jersey barrier for safety.
- McKean Meadows finally passed water sampling – will retest today to make sure it’s good.
- Highgate Estates has completed sewer installation and will begin working on storm drain.
- Pages Lane project – still working on installing utility lines still this week.
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.
12. Approve Minutes from the August 7, 2018 City Council Meeting.

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

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

   Executive Session is not needed.

15. Adjourn Meeting.

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

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

Cathy Brightwell (City Recorder)