

**Mayor**  
Kenneth Romney

# WEST BOUNTIFUL CITY

**City Administrator**  
Duane Huffman

**City Council**  
James Ahlstrom  
James Bruhn  
Kelly Enquist  
Mark Preece  
Rod Wood

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**City Recorder**  
Cathy Brightwell

**City Engineer**  
Ben White

**Public Works Director**  
Steve Maughan

**THIS MEETING WILL BE HELD ELECTRONICALLY.**  
*SEE INSTRUCTIONS BELOW*  
*OR CONTACT CATHY BRIGHTWELL AT 801-292-4486 ext. 103*  
*OR [CBRIGHTWELL@WBCITY.ORG](mailto:CBRIGHTWELL@WBCITY.ORG)*  
*FOR DETAILS*

## CITY COUNCIL MEETING

**THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD ITS REGULAR MEETING  
AT 7:30 PM ON TUESDAY, APRIL 7, 2020, AT CITY HALL, 550 N 800 WEST**

7:30 pm Invocation/Thought – James Ahlstrom

1. Approve the Agenda.
2. Landscaping Options for 800 West Project
3. FY 2020-2021 Budget.
4. Public Works/Engineering Report.
5. Administrative Report.
6. Mayor/Council Reports.
7. Closed Session for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.
8. Adjourn.

Those needing special accommodations can contact Cathy Brightwell at 801-292-4486 twenty-four hours prior to the meeting.  
*This agenda was posted on the State Public Notice website, the City website, emailed to the Mayor and City Council, and sent to the Clipper Publishing Company on April 6, 2020.*

Minutes of the West Bountiful City Council meeting held on **Tuesday, April 7, 2020**, at West Bountiful City Hall, 550 N 800 West, West Bountiful, Davis County, Utah. This meeting was held electronically via Zoom.

Those in attendance:

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

**STAFF:** Duane Huffman-City Administrator, Steve Doxey-City Attorney, Todd Hixson-Police Chief, Dallas Green-Director of Golf, Patrice Twitchell-Finance Specialist, and Cathy Brightwell-Recorder

**VISITORS:** Alan Malan, Dennis Vest

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Mayor Romney called the regular meeting to order at 7:37 pm. James Ahlstrom offered an invocation.

**1. Approve Agenda**

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

**2. Public Comment - None**

**3. Budget Discussion.**

Duane Huffman presented a summary of select available funds in preparation of the FY 20/21 budget. He noted that given the current economic situation as related to COVID-19, there is no way to know what the final quarter of the current budget will look like except that it will be bad.

General Fund – FY20 beginning balance \$1,140,581, ending balance of \$892,804; \$175k of that is restricted funds (roads and transportation), and \$717,804 in unassigned funds.

Capital Projects – FY20 beginning balance \$2,228,502, ending balance of \$1,880,462. Difference is primarily the fund's contribution to the 800 W project. Going forward suggest using roads funds rather than Capital Projects.

Water (cash) – FY20 beginning balance \$5,672,893, ending balance of \$3,634,043. There are two significant projects in this fund that account for the drop – the well and 800 West road project. Not worried about this Fund but may want to hold off putting the well house out to bid as construction costs may drop. Will monitor Fund as current rates are due to sunset at the end of the year.

Golf (cash) – FY20 beginning balance \$228,560; ending balance of \$268,560. The projected increase includes \$50k transfer from the General Fund, which may not be necessary. The course is doing very well right now but there is no guarantee as to how long it will be open. If it gets shut down, will need to look at it again.

RAP/Parks – FY20 beginning balance \$704,561, ending balance of \$329,760. These funds were combined for simplicity. The decrease is due to the snack shack and new bowery, not sure about the timing of pickleball at this point. If necessary, RAP can be used to support operational costs for parks or golf course, but it is not recommended.

Roads – FY20 beginning balance \$1,058,907, ending balance of \$390,407. The \$600k drop is primarily due to the 800 West road construction project.

When there is a sharp downturn in the economy, the revenue sources most affected are sales tax collections and fees for services, e.g., building permits. Sales taxes include the general municipal sales tax, the transportation sales tax (Prop 1), RAP, utility sales taxes, and to a certain degree Class C road funds.

West Bountiful is most impacted by drastic changes to general sales tax, as it currently makes up about 44% of the city's General Fund balance. Due to the recent stay-at-home orders and unemployment rates, we do not currently have data useful in making sales tax projections for the last quarter of FY20 or for FY21. Until we have data, Mr. Huffman recommended using a range of scenarios for planning purposes.

Duane discussed impacts to the General Fund based on different percentage declines in sales tax. Optimistically, he is hoping it will only be 20-30% which could cause between a \$245,700 and \$430,200 shortfall if current spending practices remained in place.

He described some cost cutting that has already been implemented, for example deferring things like new council chairs and dais repairs.

There was discussion about some businesses in the city that may be doing well although total sales may still be down as lower priced items are in greater demand than higher priced items. It's not clear how people's buying habits may change when this is over. Class C funds are based on fuel sales and there is not as much driving right now but that will turnaround when the economy starts back up. May look at using more of these funds for operations and maintenance.

There was discussion of other belt-tightening items the city may want to consider such as deferring some capital spending, adjusting health insurance premiums for employees, delaying or eliminating inflationary adjustments to city's pay scales and employee step advancements, and delayed hiring (soft freeze) of vacant engineer position. Ben is still helping with all outstanding projects and Steve Maughan agreed that we should be able to get through the summer fine. Other suggestions include delaying RAP projects such as Charnell Park upgrades, using the capital fund as a rainy-day fund, etc. He said he hopes to know where we are by July/August.

Regarding the above suggestions, several council members said they do not want to impact employee wages/benefits unless it is a last resort.

Mayor Romney commented that we are as prepared as we can be and are more aggressive right now than most cities. We can be more nimble given our size - it's better to be prepared and wrong than not prepared.

A public hearing will be held on tentative amendments to the FY19/20 Budget on April 21, 2020.

#### 4. Landscaping Change Order for 800 West.

Consistent with recent past projects, the Council has directed that the city installs park strip landscaping in newly created park strips. This work was not included in the original bid and award of this project to give the city more time to decide landscape options. Since the bid went out, the council settled on providing topsoil, sod, and sprinklers, which can be connected by the property owner.

Staff requested a cost from the current contractor on the project for the desired landscaping. The value of having the existing contractor perform the work includes increased accountability of having one entity responsible for making sure the work is complete and minimizing coordination and confusion among multiple contractors.

The unit price provided by Post Asphalt appears to be fair when compared to prices the city has paid on similar projects.

**MOTION:** *Rod Wood made a Motion to approve the change order for landscaping by Post Asphalt for \$65,8000. James Ahlstrom seconded the Motion which PASSED by a unanimous vote of all members present.*

The vote was recorded as follows:

James Ahlstrom – Aye

Mark Preece – Aye

James Bruhn – Aye

Rod Wood – Aye

Kelly Enquist – Aye

#### 5. Public Works/Engineering Report. (Steve Maughan)

- A portion of the 800 West main water line has been tested and is ready to be connected; over the next two weeks will be doing individual connections. After that storm drain, then will begin to rebuild the road.
- Weber irrigation lines began charging yesterday and will be filled 100% by tomorrow.
- Atwater Subdivision is in the process of finishing curb, gutter and sidewalks. They poured 150 ft. yesterday but it didn't meet our standards so they will be re-doing it.
- Concrete replacement was started at Ovation today. Will be watching it closely as they are trying to save asphalt on the road then will need to crack seal the edges.
- Deep tine aerating and top-dressing city park will be completed soon.
- There was a pin hole sized leak in fire sprinkler system on police side of city hall which was a difficult repair.
- 1450 W at Highgate Estates will be paved next week. From 200 North to the south end will get a full rebuild.
- The generator has been repaired. They had to replace diodes; not sure what caused them to go out.

**6. Administrative Report. (Duane Huffman)**

- COVID-19 updates: Have set up a special pay code and expenditure code so we can track expenses related to COVID-19 in case there are reimbursements in the future. Expenditures have been minimal so far like protective gear, IT for work at home, cleaning supplies, etc. There are not a lot of people coming into city hall. Mindi, Duane and Todd plus on-duty officers are the only ones in the office. Patrice is coming in to cover Mindi's lunches. Public works and golf employees are working. We have seen an uptick in workload as developers are home with nothing to do so bringing building permits in.
- Restrooms at the Park are being cleaned in the mornings by employees using face covering. Usage has been fairly low. Will let Council know if we recommend closing it. The golf course restroom is open as there are more staff to clean. If we ever find our employees or customers are endangered, we will need to close them.
- School district in the process of getting a new general contractor and should have a new construction schedule soon. They are hopeful to be open in September/October.
- Meeting with the well engineer tomorrow.
- Fire District Administration committee is working on budget and being encouraged to make difficult decisions.
- Public hearing on budget amendments will be held at the next council meeting.
- Have been told a Petition to Disconnect from the city is coming for a piece of the Smith property annexed in 1998 but haven't received it yet.
- Recommend a closed session tonight to discuss pending or reasonably imminent litigation.

**Police Report (Chief Hixson)**

- Workload has been increasing. We are dealing with new challenges especially in custodial and domestic areas.
- Officers are using eye protection and masks when out in public. We were fortunate to have N-95 masks donated by a resident. The department is healthy and feeling fortunate.
- Chief Hixson will be part of the County Emergency Operations center.
- We are in a constant state of evaluation. No enforcement unless necessary and always looking for a kind way to deal with social distancing if something comes up. Empathetic to the challenges everyone is going through.

**7. Mayor/Council Reports.**

Kelly Enquist – Mosquito Abatement has made changes to their operations. They have a lot of part-time employees who are working staggered shifts and taking measures to sanitize equipment and trucks. Their next meeting will be on Zoom this Thursday.

James Bruhn – Wasatch Integrated is no longer taking residential waste but is focusing on commercial. Everyone is healthy.

He asked about large cracks on 400 N and if the city intends to do a crack seal to protect the asphalt. Steve Maughan responded that a crack seal treatment is planned. It's a high traffic area, so seal coats have not been as effective.

James Ahlstrom – commented that because he lives against the Prospector trail, he has seen a lot of people walking their dogs and not cleaning up after them. He suggested a friendly reminder in the newsletter and social media.

Mark Preece – Sewer district is in the midst of financing renovations and maintenance of their plant. They were found to be out of compliance with some chemicals so that impacts financing.

Rod Wood – no report.

Mayor Romney said he has been talking with Arts Council about the July 4 celebration. It's possible we may need to cancel but will reevaluate in early May. We plan to keep the golf course open and have been working with County Health Department on proper procedures. COVID-19 numbers seem to be promising but can change quickly. The percent of increase is down the last two weeks. It's important to stay the course. We are community leaders, so we need to reinforce compliance with state and county directives while trying to keep the economy crawling along. Kudos to staff for all the hard work dealing with these issues. Our implementation of processes and procedures seems to be ahead of other cities.

**8. Closed Session for the purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.**

**MOTION:** *James Ahlstrom made a Motion to go into a closed meeting at 9:20 pm for the purpose of discussing pending or potential imminent litigation. The meeting will be held electronically on a private Zoom meeting with Duane Huffman's office designated as the primary location. Adjournment of the closed meeting will be simultaneous with adjournment of the regular meeting. Mark Preece seconded the Motion which PASSED.*

The vote was recorded as follows:

James Ahlstrom – Aye	Mark Preece – Aye
James Bruhn – Aye	Rod Wood – Aye
Kelly Enquist – Aye	

**MOTION:** *James Ahlstrom made a Motion to adjourn the closed meeting and simultaneously to adjourn the regular meeting. James Bruhn seconded the Motion which PASSED by a unanimous vote of all members present.*

**9. Adjourn.**

**MOTION:** *See above.*

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This document constitutes the official minutes for the West Bountiful City Council meeting held on Tuesday, April 7, 2020 and approved April 21, 2020, by a unanimous vote of all members present.



  
Cathy Brightwell (City Recorder)