

Mayor
Kenneth Romney

WEST BOUNTIFUL CITY

City Administrator
Duane Huffman

City Council
James Ahlstrom
James Bruhn
Kelly Enquist
Mark Preece
Rodney Wood

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City Recorder
Cathy Brightwell

City Engineer
Kris Nilsen

Public Works Director
Steve Maughan

THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD A REGULAR MEETING at 7:30 PM ON TUESDAY, SEPTEMBER 1, 2020

Mayor Romney has determined that due to the current COVID-19 pandemic and the physical distancing required to prevent the spread of infection, public meetings present a substantial risk to the health and safety of those who may be present at the meetings. That risk can be substantially mitigated by holding City Council meetings through electronic means that allow for public participation without an anchor location. A copy of the Mayor's determination and order in this regard is available at www.wbcity.org

Meeting will be held ONLY electronically via Zoom (see info below)

AGENDA: Invocation/Thought – James Ahlstrom; Pledge of Allegiance – James Bruhn

1. Approve Agenda.
2. Public Comment - two minutes per person, or five minutes if speaking on behalf of a group.
3. Resolution 478-20, A Resolution Approving Procedures For Electronic Meetings
4. Lakeside Golf Report.
5. Coronavirus Aid, Relief, and Economic Security (CARES) Act Report.
6. FY 20/21 Budget Report.
7. Purchase Approvals – Garbage Cans, City Hall Bowery, CARES Expenses.
8. Resolution 476-20 a Resolution Authorizing An Interlocal Agreement With South Davis Metro Fire Service Area for CARES Funding.
9. Resolution 477-20 a Resolution Authorizing An Interlocal Agreement With South Davis Recreation District for CARES Funding.
10. Staff Reports – Public Works, Community Development, Administrative
11. Mayor/Council Reports.
12. Minutes from August 18, 2020 City Council Meeting.
13. Closed Session for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.
14. Adjourn.

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 28, 2020.

Join Zoom Meeting:

<https://us02web.zoom.us/j/89455081807>

Meeting ID: **894 5508 1807**

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Minutes of the West Bountiful City Council meeting held on **Tuesday, September 1, 2020** at West Bountiful City Hall, 550 N 800 West, Davis County, Utah.

All participants were on Zoom. Those in attendance include:

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

STAFF: Duane Huffman (City Administrator), Steve Doxey (City Attorney), Dallas Green (Golf Director), Interim Chief Brandon Erekson, Steve Maughan (Public Works), Cathy Brightwell (City Recorder), Kris Nilsen (City Engineer), Terri Hensley (Secretary), and Josh Virostko (Golf Superintendent).

PUBLIC: Alan Malan, Gary Jacketta, Roger Timmerman, Dennis Vest

Mayor Romney called the meeting to order at 7:35 pm and read the following statement, which can be reviewed on the city website. (see item 3 below)

Mayor Romney has determined that due to the current COVID-19 pandemic and the physical distancing required to prevent the spread of infection, public meetings present a substantial risk to the health and safety of those who may be present at the meetings. That risk can be substantially mitigated by holding City Council meetings through electronic means that allow for public participation without an anchor location. A copy of the Mayor's determination and order in this regard is available at www.wbcity.org

Mayor Romney gave an Invocation, and the Pledge of Allegiance was led by James Bruhn.

1. Approve the Agenda.

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

2. Public Comment

There was no public comment.

3. Resolution 478-20, A Resolution Approving Procedures for Electronic Meetings

Duane Huffman explained the new requirements for holding virtual meetings. This Resolution brings our regulations into conformity by updating the wording of the city's previous telephonic meeting regulations to reflect our current method of virtual meetings. It also updates the information regarding anchor locations and the Mayor or public body Chair's ability to determine that need based on public health concerns.

Notice of any meeting without an anchor location in which members of the public or staff are anticipated to participate electronically will include a link or other means by which such persons and members of the public may join the meeting remotely.

MOTION: *James Bruhn made a Motion to Approve Procedures for Electronic Meetings as stated in Resolution 478-20. Rod Wood seconded the Motion.*

The Motion PASSED with a vote as follows:

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

4. Lakeside Golf Report

Dallas Green and Josh Virostko provided an overview of the changes in daily operations of Lakeside golf course due to COVID-19 and a financial update. Seventy percent of business is being handled from the outside window reducing the need for golfers to enter the pro shop, bookings are handled online, bunker rakes have been removed, and easy-lifts installed on the flags, so no one has to touch the pole to remove their ball from the hole.

While 2019 concluded as the best financial year in Lakeside history, 2020 has already surpassed it with a 43% increase to date. The course has been far more profitable than originally projected. As we move into the fall months, expenses wind down while revenue still builds. Gross revenues could easily exceed one million dollars for the golf year – the highest in Lakeside history.

In the early months of the pandemic, Lakeside was the only driving range open, so people drove to us and many have continued to come back even after their local courses opened. We also believe that people stuck at home discovered or rediscovered golf as it was one of the few things available. Demand for golf lessons is very high.

Mayor Romney commented that even while Lakeside is busier than ever, he continually receives complements about the great condition of the Course from the community. Lakeside staff has learned a lot together as they have met the many challenges associated with the pandemic. Dallas stated it has been a challenging time, but the team has learned to be more efficient and stronger. They now operate more effectively, and he commended the staff for all their efforts in a stressful year. Josh added that he is grateful for the great working partnership with Dallas, and the support he has from Dallas's group has been great and he appreciates their help.

Mayor Romney added that it is highly likely there will be a future proposal coming before the city council to continue extensive work on the cart paths. Duane Huffman noted that money has been budgeted for the continued tee box restoration project, cart staging area and fencing. The planning includes cart paths and how to mitigate the challenges with cart traffic. He also stated the newly installed air conditioner in the café back room is working very well and appreciated by the staff.

Council member Preece said he was impressed with these results as it is a huge testament to the quality of our golf staff, and he thanked them for all their hard work in trying times.

5. Coronavirus Aid, Relief, and Economic Security (CARES) Act Report

The federal Coronavirus Aid, Relief, and Economic Security (CARES) Act provided \$562 million to the State of Utah for local governments which they plan to distribute in three separate allocations. Ultimately, cities and counties are set to receive \$107,296,608, divided out by population, at roughly \$87 per capita. School districts are a part of a separate CARES act funding source, but special districts are dependent on cities/counties for any share of the funding.

The state has distributed the first of two tranches, and there is no information on if or when the final tranche will be available. West Bountiful City has received \$339,330 (\$169,665 in July and \$169,665 in August). The money may only be used for eligible expenses as defined by the U.S. Treasury Department for COVID-related impacts through December 30, 2020 and must be carefully tracked.

Duane Huffman summarized the total amount of purchases, incurred and planned, related to COVID-19 which total approximately \$125k. These expenses are being carefully tracked in a detailed spreadsheet and separate account. Included is Personal Protective Equipment (PPE); cleaning supplies for current use and for possible COVID-19 exposure; IT expenses related to remote working set-up for city employees; no-touch sinks and doors, replacement of glass at front reception desk of city hall, etc. There is also money set aside to assist with employee leave of absence expenses due to COVID-19 exposure/quarantines. So far, no West Bountiful City employee has tested positive with the virus.

Special districts (Fire, Recreation, and Sewer Districts) do not receive CARES money. Their money must come from city or county donations. The Sewer District did not require additional funds, as nothing has changed for their day to day operations. The South Davis Metro Fire has had significant expenses related to COVID-19 to include PPE, cleaning supplies and staff overtime. The Recreation District also had additional expenses. For these Districts, the member cities have evaluated requested funding and determined, based on population, each city's contribution. West Bountiful's share for the Fire District is approximately \$20,000, and for the Recreation District is approximately \$10,000.

An inter-local agreement has been drafted that essentially states once money is passed on to the Districts, it is up to that organization to track and account for spending in accordance to the criteria laid out by the CARES Act. It is no longer the city's responsibility.

The Davis School Foundation is a 501c3 charity organization associated with the School District. The School District has its own CARES money, but this charity organization does not. They have provided a proposal that would help provide childcare expenses to West Bountiful City residents affected by school schedule changes associated with the pandemic. There is an application process to receive these funds based on income. While nothing is in place yet, staff sees this as an excellent way of directing CARES funding to affected residents.

An additional topic for utilizing CARES funds is the idea to provide high speed fiber community hotspots at the City Hall building and City Park. This would allow residents that need internet for remote work or school a place with connectivity. UTOPIA Fiber (a non-profit Government Interlocal Agency) has provided cost estimates of \$101,000 to lay the fiber and provide the first 3 years of use.

Roger Timmerman, Executive Director of UTOPIA, explained there would be no fiber to individual homes and would be a long-term benefit to the city. There was further discussion on logistics, mapping, speed and coverage.

There was also discussion of wiring the large City Park bowery for sound and audio/visual for Arts Council performances.

6. FY 20/21 Budget Report

Duane Huffman gave a brief update on the first two months into our 2020/21 budget. Not knowing what impact COVID-19 would have on the city finances, the original budgets were very lean and based on a worst case scenario. The city has far exceeded expectations on sales tax numbers; seven of the eight months in 2020 have been the highest grossing months in years.

So far, our expenses have been in line with our budget. While employee merit increases were budgeted, they have not yet been enacted because of the uncertainty of the current COVID-19 situation. Duane proposed we move forward with this merit increase.

Due to the lean budgets adopted at the beginning of the year, Duane asked the departments to update their budgets starting in January. As we move closer to this date, we will have data from fall income and have a better idea if the more “normal” budgets are an option going into the second half of the fiscal year.

Also noted was a payroll tax deferral option adopted by President Trump which is basically an interest free loan that would still need to be paid back. It is our intent as a city to not participate in this program.

MOTION: *Rod Wood made a Motion to implement the merit increase as previously budgeted and approved. Mark Preece seconded the Motion.*

The Motion PASSED with a vote as follows:

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

7. Purchase Approvals – Garbage Cans, City Hall Bowery, CARES Expenses

The city’s procurement code requires that certain expenditures of \$10,000 or more first be approved by the city council. Approval is requested for the following:

1. Garbage Cans - The FY-21 budget includes \$15,000 from the Solid Waste Fund for additional garbage cans. These cans are used for new homes, to replace broken cans, and to provide additional household cans as requested. The \$15,000 will supply approximately 255 cans.

2. Bowery Behind City Hall - As part of the new school construction, Davis County School District requested to re-locate the bowery behind city hall. The current bowery structure was already in need of replacement. Under the arrangement, the city would pay for a replacement structure and the school district would provide the demolition and new concrete pad.
The city previously contracted with Smith Steelworks for purchase and installation of the structure for \$52,488. The school district would like to use this same contractor for their side of the arrangement, but current school contracts complicate the matter. The district has proposed to pay West Bountiful City \$62,662.42 for the completion of the project. West Bountiful City would use these funds to pay Smith Steelworks for demolition and a new concrete pad.
3. CARES Expenses to providing funding to West Bountiful City to help with expenses directly related to the COVID-19 pandemic.
 - A. South Davis Metro Fire District: Up to \$20,000
 - B. South Davis Recreation District: Up to \$10,000
 - C. UTOPIA Fiber: \$101,000

The Davis School Foundation (as discussed in Item 5 above) is not included in this vote, as the details are not yet complete.

MOTION: *James Ahlstrom made a Motion to Approve Purchases as Stated Above. Rod Wood seconded the Motion.*

The Motion PASSED with a vote as follows:

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

8. Resolution 476-20 a Resolution Authorizing an Interlocal Agreement with South Davis Metro Fire Service Area for CARES Funding

The City has received federal funds which have been distributed through the State of Utah under the “CARES Act” to combat and address the effects of COVID19 within West Bountiful City.

The City wishes to provide the South Davis Metro Fire Service Area a portion of its CARES Act funding to help achieve the objectives associated with the District’s services within the City’s jurisdiction.

MOTION: *James Ahlstrom made a Motion to Approve Resolution 476-20 Authorizing an Interlocal Agreement with South Davis Metro Fire Service Area for CARES Funding. Kelly Enquist seconded the Motion.*

The Motion PASSED with a vote as follows:

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

9. Resolution 477-20 a Resolution Authorizing an Interlocal Agreement with South Davis Recreation District for CARES Funding

The City has received federal funds which have been distributed through the State of Utah under the “CARES Act” to combat and address the effects of COVID19 within West Bountiful City.

The City wishes to provide the South Davis Recreation District a portion of its CARES Act funding to help achieve the objectives associated with the District’s services for West Bountiful residents.

MOTION: *James Ahlstrom made a Motion to Approve Resolution 477-20 Authorizing an Interlocal Agreement with South Davis Recreation District for CARES Funding. James Bruhn seconded the Motion.*

The Motion PASSED with a vote as follows:

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

10. Staff Reports

Public Works Report – Steve Maughan

- 800 West – Steve thanked to Kris, Blake and Dennis for really stepping up to keep the project moving while he was unavailable. Another 2” layer of asphalt, striping and some landscaping are left to be done.
- Seal coating went very well this year and roads are scheduled to be striped.
- There was a main line water leak this week on 700 North – these old steel lines are on the list to be replaced.
- James Ahlstrom added that the path from McKean subdivision to the Prospector Trail was completed.

Community Development – Cathy Brightwell

- Regarding the Woodhaven subdivision expansion, the Fire Department has determined a second access road is necessary to satisfy code. The owners have reviewed the associated costs and decided it is too expensive so they will not be going forward with the expansion. Instead, they would like to add outside storage and a privacy fence around the property. Duane Huffman added that we should consider moving forward with the new Mobile Home ordinance and rezone of the property separate from the expansion.
- Public hearing will be held next week on a medical cannabis pharmacy signage issue. WholesomeCo is asking the city to mirror state code on size of signage.

- Doug Coons supplied a concept plan for his property at 1000 N 550 West. He will be making a presentation to the Planning Commission as to what his desires for development are for the property going forward.
- There is a potential buyer for the Duane Hughes property on 1100 West. They would like to put a private school there if zoning allows. We are gathering additional information as to exactly what type of school is proposed.
- The city is still getting a larger than normal number of building permits coming in. Two permit holders have notified the city their projects are on hold because lumber costs have increased so much - up 40% in many cases. Even with the increased volume, staff has been able to keep up with the additional numbers so far.

Administrative Report – Duane Huffman

- Thanks again for staff stepping up and doing a great job during a very busy and stressful few weeks.

11. Mayor/Council Reports

Mayor Romney – no report.

James Ahlstrom attended the new school open house and said he was blown away with how great the school is; it is designed incredibly well. The teachers were excellent, it is a desirable place to be and he was so pleased with how it all turned out.

Kelly Enquist – no report.

Rod Wood – no report.

James Bruhn – Arts Council will be discussing the proposed camera system and sound system at their next meeting. He also said he loved everything he has seen with the new school.

Mark Preece – no report.

12. Approve Minutes from August 18, 2020 City Council Meeting.

Council member Enquist asked to have one item worded differently to reflect his comments more accurately at the August 18th meeting.

MOTION: *James Ahlstrom made a motion to approve the minutes from the August 18, 2020 meeting as corrected. Mark Preece seconded the Motion which PASSED by unanimous vote of all members present.*

- 13. Closed Session for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205(1)(a) Discussion of the Character, Professional Competence, or Physical or Mental Health of an Individual, and (d) Discussion of the purchase, exchange, or lease of real property.**

MOTION: *James Ahlstrom made a Motion to move into Executive Session for the purpose of 1) discussing the character, professional competence, or physical or mental health of an individual, and performance of individuals; and 2) discuss the purchase, exchange or lease of real property. At the conclusion of the closed session, the meeting will be adjourned. A 5 minute break will be taken prior to the Executive Session. James Bruhn seconded the Motion which PASSED.*

The vote was recorded as follows:

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

14. Adjourn

The meeting was adjourned in conjunction with the adjournment of the closed session as stated in item 13 above.

The foregoing was approved by the West Bountiful City Council by unanimous vote of all members present on Tuesday, October 6, 2020.


Cathy Brightwell, City Recorder

