

Mayor
Kenneth Romney

WEST BOUNTIFUL CITY

City Administrator
Duane Huffman

City Council
James Ahlstrom
James Bruhn
Kelly Enquist
Mark Preece
Andrew Williams

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City Recorder
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Ben White

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CITY COUNCIL MEETING

**THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD ITS
REGULAR MEETING AT 6:30 PM ON TUESDAY, APRIL 16, 2019
AT CITY HALL, 550 N 800 WEST**

Invocation/Thought – Andy Williams; Pledge of Allegiance – Kelly Enquist

1. Approve the Agenda.
2. Public Comment - two minutes per person, or five minutes if speaking on behalf of a group.
3. Consider Amendments to the Declaration of Covenants, Conditions, and Restrictions (CCRs) for Highgate Estates.
4. Consider Award of Park Restrooms/Concession Building to B Logic for \$334,959.
5. Consider Award of City Hall Parking Lot Repair/Reconstruction to Wind River Construction for \$37,587.
6. Consider Purchase Approvals for City Park Top Dressing and Golf Course Cart Path.
7. Consider Approval of Minutes from the March 13, 2019 City Council Meeting.
8. Executive Session for the Purpose of Discussing the Purchase, Exchange or Lease of Real Property Pursuant to UCA § 52-4-205
9. Public Works/Engineering Report.
10. Mayor/Council Reports.
11. Work Session Fiscal Year 2019/2020 Budget.
12. 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 April 11, 2019.

Minutes of the West Bountiful City Council meeting held on **Tuesday, April 16, 2019** 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, and James Ahlstrom (by phone)

STAFF: Duane Huffman (City Administrator), Steve Doxey (City Attorney), Todd Hixson (Chief of Police), Ben White (City Engineer), Steve Maughan (Public Works Director), Cathy Brightwell (City Recorder), Dallas Green (Director of Golf), Josh Virostko (Golf Superintendent)

VISITORS: Gary Jacketta, Alan Malan, Justin Begnell, Roger Alexander

Mayor Romney called the regular meeting to order at 6:38 pm. Andy Williams provided a thought; Kelly Enquist led the Pledge of Allegiance.

1. Approve Agenda

MOTION: *James Bruhn made a Motion to approve the agenda moving item 8 (Executive Session) to the beginning and holding item 3 until representatives of Highgate Estates arrive. Andy Williams seconded the Motion which PASSED by unanimous vote of all members present.*

8. Executive Session for the Purpose of Discussing the Purchase, Exchange or Lease of Real Property Pursuant to UCA 52-4-205(1)(d).

MOTION: *Mark Preece made a Motion to Move into Executive Session at 6:40 pm in the Police Training Room for the purpose of discussing pending or reasonably imminent litigation as well as the purchase, exchange, or lease of real property. Andy Williams seconded the Motion which PASSED.*

The vote was recorded as follows:

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

MOTION: *James Bruhn made a Motion to close the Executive Session. Andy Williams 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.**

None

3. **Consider Amendments to the Declaration of Covenants, Conditions, and Restrictions (CCRs) for Highgate Estates.**

The owners of Highgate Estates desire to amend their CCRs to relax some of the restrictions that are currently included. As the city is listed as a party to the CCRs due to the maintenance of the landscaping associated with street right of ways, the Council must consent to the change.

The proposed changes are related to restrictions for farm animals, size of structures, landscaping and a preferred building contractor. To staff's knowledge, none of these changes conflict with city land use code so staff has no objection to the requested changes and would like to see the number of lots changed from twenty-three to twenty-five to reflect the current number of lots.

After discussion, it is suggested that this be identified as the First Amendment in case more amendments are requested in the future.

MOTION: *James Ahlstrom made a Motion to Approve the First Amendment to the CCRs for Highgate Estates including correcting the number of lots. Any future amendments can be approved by staff if zoning deviations are not included. Mark Preece seconded the Motion which PASSED.*

The vote was recorded as follows:

James Ahlstrom – Aye

Mark Preece – Aye

James Bruhn – Aye

Andy Williams – Aye

Kelly Enquist – Aye

4. **Consider Award of Park Restrooms/Concession Building to B Logic for \$334,959.**

After council input, staff recently completed a design and issued a request for bids for a building to replace the current concession/restroom facility on the north end of city park with construction to begin after July 4th. In addition to the formal bid process, local contractors were contacted asking them to participate. In the end, we received two bids: B Logic for \$334,959 and England Construction for \$404,000.

Duane Huffman commented that the price is higher than staff had hoped, and several options were discussed, including waiting another year. However, the unit price for construction is somewhat comparable to what the city paid for the golf course restroom, and it is unknown if pricing will ever improve. He added that the project will be paid for from park impact fees, a previous developer contribution of \$161k, and RAP.

MOTION: *Mark Preece made a Motion to Award the Park Restrooms/Concessions Project to B Logic for \$334,959. James Bruhn seconded the Motion which PASSED.*

The vote was recorded as follows:

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

5. Consider Award of City Hall Parking Lot Repair/Reconstruction to Wind River Construction for \$37,587.

The asphalt parking area in front of city hall is beginning to fail, primarily as the result of poor drainage. Staff is proposing a redesign which will eliminate the valley gutter by sloping the asphalt so that the water better drains to the north. The construction includes the replacement of the asphalt in the parking area and the sidewalk and curb immediately adjacent to the parking, with the addition of wheel stops. The project is expected to take six weeks to complete and will begin as soon as the school year ends so the City can utilize the school parking lot. The FY-19 budget included \$34,500 for this project.

Ben White explained that he solicited bids from three companies. Wind River is contracted to do the new school and came in with the lowest bid.

MOTION: *Andy Williams made a Motion to award the City Hall parking lot repair/reconstruction project to Wind River for \$37,587. Mark Preece seconded the Motion which PASSED.*

The vote was recorded as follows:

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

6. Consider Purchase Approvals for City Park Top Dressing and Golf Course Cart Path.

The city's procurement code requires that certain purchases of \$10,000 or more first be approved by the city council.

The FY-19 budget included up to \$30k for the first year of applying sand to the turf at city park (top dressing) to begin leveling and smoothing the surface. Through the golf course, the public works staff found a contractor that performs this work. The estimate is \$11,500.

The FY-19 budget also includes \$8k for a new cart path for the 18th tee. Staff solicited quotes for this project, and the best quote is \$12,000 from C&S paving. Staff believes that the additional

amount needed above the current budgeted figure can be found through reductions to other line items in the maintenance budget, and staff recommends moving forward with this quote.

There was discussion about how much sand will be needed for the park top dressing. Steve Maughan explained that the first application will only be about 1/8 inch and we will need to continue for a couple of years before we see any results. He added that the special aeration goes 8 inches deep instead of 2 inches. Mayor Romney suggested that if we find we need more sand we should get it as the price appears to be reasonable. Duane Huffman recommended approval for the unit price rather than a total so the amount can be adjusted, if necessary.

MOTION: *Kelly Enquist made a Motion to approve top dressing for city park, based on the unit price for sand of \$68.50/ton, and a new golf course cart path. James Bruhn seconded the Motion which PASSED.*

The vote was recorded as follows:

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

7. Consider Approval of Minutes from the March 19, 2019 City Council Meeting.

MOTION: *James Bruhn made a Motion to approve the City Council meeting minutes as presented for March 5, 2019. Andy Williams seconded the Motion which PASSED by unanimous vote of all members present.*

8. Moved up to follow Item 1

9. Public Works/Engineering Report

Ben White

- UTA is soliciting a survey on its website to find out what changes the public would like to see with bus service; more riders per mile or broaden service area even if ridership is low.
- Front runner station meeting tomorrow night at Woods Cross City Hall – suggested that someone from council attend.

Steve Maughan

- Storm drain drop boxes and ditches are being cleaned to avoid flooding.
- Will begin pot-holing as soon as weather permits.
- Roadside mowing begins this week (weather permitting).
- Altitude valve on water tank will not shut off so we had to shut it down. Hoping to get it repaired tomorrow.

10. Mayor/Council Reports

Kelly Enquist – Mosquito Abatement is still looking for two night-sprayers. City Park looks good!

Andy Williams – YCC is ready for the Easter Egg Scramble on Saturday. They have drafted modifications to their bylaws and will be presenting them for city council approval. Applications for the next term are due the end of the month. Michelle Hardman has volunteered to help Paul Maloy as YCC advisor. She will be contacted to begin her background check. He has received compliments on how nice our park is.

James Bruhn – Wasatch Integrated – the landfill is getting recycling going and bonds have been approved.

Mark Preece – Sewer District - the anerobic digester project is taking in more and more food waste. They still haven't identified the cause of the algae problem in the North Salt Lake plant.

James Ahlstrom – Prospector trail – Is drainage from McKean Meadows going under the trail to the golf course? Noticed a lot of water. Josh Virostko and Steve Maughan explained that water drains north to the Steed property then goes underground. It is flowing, just backed up a little bit. We may need to pipe it in the future, or it will continue to be a wet corner.

Mayor Romney – We have been asked if we want to enter a float in the Handcart Days parade this year. He passed the request on to the Arts Council. Maybe the City can put up some funds if anyone is interested to build a nicer float that can be used in our parade as well.

There was a short break as the meeting moved to work session format at 8:07 pm.

11. Work Session – Fiscal Year 2019/2020 Budget

Duane Huffman presented the first draft of the FY 2019/20 Budget. The base assumptions are to operate at the same level of service or better; departments able to justify each line item; make the best long-term choices; keep General Fund balance close to 25% cap; and capital needs are priorities.

General Fund summary for 1st draft:

- FY 2019 ending balance: \$1,275,000 (25%)
- FY 2020 ending balance: \$1,140,000 (24%)

Franchise Fees:

- Original franchise fees for power and gas lines changed from fees to Municipal Energy Tax at 6% in the 1990s. In FY 18 the city received \$322k. The majority comes from residential use, and may be as high as 75%, but there is no way to figure out exactly how much residents pay. If we want to change it can be done via ordinance. (refinery is exempt.)
- Telecom tax of 3.5% applies to all landline and cellphones - not cable or internet. In FY18 we received \$54k compared to \$72k in FY 16. There are fewer landlines and cheaper cell plans.
- Cable Franchise Fee is not covered by state law. West Bountiful charges Comcast a 5% fee which was \$37k in FY 18. This revenue source is mostly residential.

- 212 - Internet pays nothing for use of ROW. There was discussion about whether this is something we
213 should change.
214
- 215 Projected Capital Projects:
- 216 - 800 West Phase 1 (400 N – 1000N) = \$1.1M, proposed to include new street, new water line, fill-
217 in curb and sidewalk, improve storm drain.
218 - Porter Lane (640 W – 800 W) = \$310k, will include street repair.
219 - Public Works West Yard – Still waiting on costs. FY 20 beginning balance of \$1.8m plus a FY 20
220 transfer of \$375k for a total of \$2.1m.
221 There was discussion to move \$300k to the 800 W project.
- 222 - Water Projects:
- 223 o 800 W;
224 o 400 N well (no numbers yet);
225 o Stone Creek well – currently shut down; it will need significant rehabilitation - \$34k, new
226 motor, rebuild pump, acid wash. Reviewed last several years' expenses. It will always be
227 an expensive well but investment in maintaining our water rights. Makes sense to spend
228 now to get us through a couple more years while we wait on 400 North.
- 229 - Parks – FY 20 available \$555,600 includes Impact fees and RAP
- 230 o Charnel Park? \$30k – \$100k depending on where you want to be. Options - add bowery,
231 remove retaining wall, get new toys. Discussion that more families are moving into the area
232 with younger children so worthwhile to get new toys for younger ages, will probably be
233 around \$50k.
234 o City Park zip line. There is high demand and an interest in adding a second. May need to
235 rebuild if expanded, will get some ideas from vendor.
236 o Golf Improvements
237 ▪ Tee boxes - \$10k
238 ▪ Sand Storage - \$15k
239 ▪ Cart paths/staging area - \$9k
240 o Pickleball/School Bowery - \$200-400k
- 241 - Equipment – Public Works
- 242 o Loader - \$164 k with a guaranteed sell of \$173,500, split 50/50
243 o Excavator– \$78k , split 50/50 water/streets. CAT 305.5 with 3 attachments is the largest we
244 can tow and more versatile than a backhoe.
245 o 2 trucks – replace Blake's 2015 (water) and Jake's 2015 (water/streets) - \$40k – should be
246 able to sell for \$30k so the net cost is estimated at \$10k each
- 247 - Equipment - Police - Net \$147,500
- 248 o Need 5 vehicles – 3 coming off lease, 1 additional reserve, 1 to dispose. Prefer not to lease
249 any more. Will buy: 1 new at \$51,400 with equipment, 2 new with no equipment at \$38k
250 each, and buy 2 used from our lease (2017) for \$14k each. Buy vs lease is a win-win for us
251 in the long run.
- 252 - Personnel
- 253 o Pay scale inflation (includes Council)
- 254 ▪ Every 1% costs \$20k across all Funds

- 255 ▪ Social security: 2.8%
- 256 ▪ Consumer price index March-March: 1.9%
- 257 ▪ Proposing 2%; last year was 1.5%
- 258 ○ Health Insurance
- 259 ▪ Worst case: 7% -
- 260 ▪ \$25,300 across all Funds
- 261 ○ Police – looking to add more officers – more discussion to come, has not yet been include in
- 262 Budget.
- 263 ▪ 11th Officer (patrol) - \$143,800 for the 1st year
- 264 ▪ 12th Officer (Sergeant) - \$167,900 for the 1st year

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266 General Fund - Miscellaneous

- 267 - Admin training (ICMA) - \$2.3k
- 268 - Aerial Image - \$2k
- 269 - Engineer computer - \$5k
- 270 - Elections - \$14k
- 271 - Historical work - \$1k
- 272 - Phone System – \$10k (not final)
- 273 - City-wide software - \$1.3k
- 274 - Police Server software \$22k
- 275 - Police Operations \$17.2k
- 276 - Parks Maintenance \$3.7k
- 277 - Speed/LED signs (?) - \$9k
- 278 - July 4th - \$9k
- 279 - Golf transfer (operations) - \$50k
- 280 - Misc. Golf – less than \$10k
- 281 - Solid waste – we are ok with rate increase. Will RFP in 2020 to include potential changes in
- 282 recycling

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284 Duane asked if there was anything else to consider for the budget.

- 285 - Council member Bruhn would like to see some city boards get a stipend similar to other cities,
- 286 e.g. Arts council, YCC advisor.
- 287 - Council member Ahlstrom asked if the city was considering a study regarding a name change and
- 288 if it was possible to get a unique zip code. There are currently no plans to study a name change,
- 289 and Duane is working with the Post Office on the zip code issue.

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291 The proposed schedule for Budget approval:

- 292 - May 7 - Work session (?), Tentative budget
- 293 - June 4 - Public Hearing
- 294 - June 4 or June 18 - Final adoption

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296 **12. Adjourn Meeting.**

297 **MOTION:** *James Bruhn made a Motion to adjourn this meeting of the West Bountiful City*
298 *Council at 9:35 pm. Andy Williams seconded the Motion which PASSED by*
299 *unanimous vote of all members present.*

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305 *The foregoing was approved by the West Bountiful City Council on May 7, 2019 by unanimous vote*
306 *of all members present.*

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Cathy Brightwell (City Recorder)

