

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
Cathy Brightwell

City Engineer
Ben White

Public Works Director
Steve Maughan

CITY COUNCIL MEETING

**THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD A WORK SESSION AT 6:30 PM
FOLLOWED BY ITS REGULAR MEETING AT 7:30 PM ON TUESDAY, JULY 16, 2019 AT
CITY HALL, 550 N 800 WEST**

6:30 p.m. Work session to Discuss New Public Works Facility

7:30 p.m. Regular Meeting

Invocation/Thought – James Ahlstrom; Pledge of Allegiance – Mark Preece

1. Approve the Agenda.
2. Public Comment - two minutes per person, or five minutes if speaking on behalf of a group.
3. 2019 Community Recognition – Citizen of the Year – Jason Meservy, Veteran of the Year – David Soper, Youth of the Year – Madeline Stokes, Grand Marshals of July 4th Parade – Don & Dorothy Zesiger.
4. Presentation by Beth Holbrook, Trustee, Utah Transit Authority – Community Engagement, Current and Future Service Planning.
5. Consider Cooperative Agreement with Utah Department of Transportation Regarding Construction of Well on 400 North.
6. Consider Ordinance 416-19, An Ordinance Updating Construction Standards and Specifications for West Bountiful City.
7. Appointment of Poll Workers for Primary Election.
8. Consider Purchase Approvals: 10 Computers, \$13,000 (police); and Tellus (FATPOT) Records Management System, \$15,815.86 (police); 2 Service Trucks \$78,000 (public works).
9. Consider Tuition Reimbursement Agreement – Dallas Green.
10. Consider Employment Agreement for City Administrator.
11. Consider Approval of Minutes from the June 18, 2019 City Council Meeting.
12. Police Report.
13. Public Works/Engineering Report.
14. Administrative Report.
15. Mayor/Council Reports.
16. Executive Session for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.
17. Adjourn.

Those needing special accommodations can contact Cathy Brightwell at 801-292-4486 24-hrs prior to the meeting.

This amended 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 July 12, 2019.

Minutes of the West Bountiful City Council meeting held on **Tuesday, July 16, 2019** at West Bountiful City Hall, 550 N 800 West, West Bountiful, 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), Todd Hixson (Chief of Police), Ben White (City Engineer), Steve Doxey (City Attorney), Steve Maughan (Public Works Director), Dallas Green (Director of Golf), Cathy Brightwell (City Recorder)

VISITORS: Jessica Gertsch, Alan Malan, Doug & Dorothy Zesiger, Chris, Chloe, and Jason Meservy, Jay & Rosie Meservy, GL Thompson, Madeline Stokes, Melanie & Callan Larsen, Beth Holbrook, Hal Johnson

6:40 p.m. Work session to Discuss New Public Works Facility

Staff presented an overview of the preliminary designs and cost estimates from the architect for a new public works facility on 1200 North. The architect is engaged only to do this phase.

The design highlights include an insulated masonry building with block veneer consisting of approximately 21,600 sq.ft.: 16,500 sq.ft. for bays and workstations and 5,100 sq.ft. for office space. It has six pull-through bays and office space that includes conference rooms, locker/changing rooms, workstations, offices and a breakroom.

The design includes 11,500 sq.ft. of concrete apron around the bays, 13,000 sq.ft. of asphalt, a covered material storage facility along the eastern property lines, a wash-down building on the west fence line, and area for future expansion of bays and office space. The shop area has separate rooms to organize different functions – water, parks, etc., room for trucks and equipment, and a second-floor mezzanine at each end.

The total project cost is estimated at \$7M which includes \$4M for the main building, \$1.9M for site and ancillary construction, and \$1M for contingencies, design, furnishings, etc.

There was discussion about how much should be fenced, how much office space is really needed, whether the wash-down building should be attached to the main building or stand-alone, whether a fuel tank should be added, whether the 5th/6th bay is needed now or should be added later, and the idea of non-climatized storage in place of bays.

Regarding the wash bay, the preference is to attach it to the main building, but keep it separate from the bays. Interior storage in the bays is preferable to exterior storage.

Duane offered a few alternate ideas to cut down costs. 1) He showed a smaller version (Ben's) of the office space. Steve believes the smaller floorplan is adequate and still provides some room for

growth. 2) Some smaller equipment could be moved between larger equipment in the bays to make more room. 3) Use the existing public works building for parks equipment. 4) Limit the amount of asphalt around the building, etc.

Money options were discussed. Duane offered three possibilities. 1) Phase the project over several years using capital project funds, 2) Self-fund using contributions and/or loans from the water fund, and 3) explore other options such as bonding.

Mayor Romney asked for comments. Several members agreed the extra bay should stay as it is harder to expand later, and our expensive equipment needs to be inside. Office space can be cut back to Ben's smaller proposal. There was discussion that it might be premature to make firm decisions to cut back now; we should wait for better cost numbers.

Duane was asked to come back with more information on financing options and construction options (i.e. design-build).

Mayor Romney called the regular meeting to order at 7:32 pm. James Ahlstrom provided an invocation and Mark Preece led the Pledge of Allegiance.

1. Approve Agenda

MOTION: *James Ahlstrom made a Motion to approve the agenda as presented. 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.

There was no public comment.

3. Community Recognition

Mayor Romney presented framed certificates recognizing the contribution of the following community members to Jason Meservy – City of the Year, David Soper – Veteran of the Year, Madeline Stokes – Youth of the Year, and Don & Dorothy Zesiger – Grand Marshals of July 4th Parade.

4. Presentation - UTA

Beth Holbrook, trustee for Utah Transit Authority, introduced herself and explained she represents Davis County and wants to discuss a proposed project – the Davis-SLC Community Connector. She also introduced Hal Johnson who will be working on the project.

Mr. Johnson reviewed bus routes impacting West Bountiful and explained that like the rest of south Davis County, ridership is critical even if the numbers are not high.

Previous transit studies have identified a need for connections between southern Davis County and Salt Lake City and from community locations to FrontRunner. These connections will increase mobility, connectivity and travel choices; support local and regional land use initiatives; promote economic development; and improve environmental quality. It is intended to service current gaps and markets not served, eliminate access and mobility barriers, revitalize deteriorating neighborhoods and corridors, improve air quality, assist with projected growth, and provide bicycle and pedestrian facilities.

The Davis-SLC Community Connector consists of a proposed bus rapid transit (BRT) line connecting downtown Salt Lake City with North Salt Lake, Bountiful and the Woods Cross FrontRunner station. The 11.8-mile corridor will run down Beck Street, Highway 89, and 200 West to 500 South then west to the FrontRunner Station. BRT will utilize specialized buses, exclusive bus lanes, signal priority, limited stops, off-board fare collection, ticket vending machines, level boarding platforms, high-end shelters, and nice landscaping. Benefits to the community include reliable, frequent transportation options, less congestion on I-15, improved air quality and options to meet growing needs of the region by providing transit, bicycle, and pedestrian improvements.

Two current routes in the study area have some of the highest ridership in the UTA system; in 2014, there were 356,893 total boardings along the corridor. He added that the FrontRunner is at capacity during rush hour and the South Davis County area is expecting 85% population growth between 2010 and 2030. The planning level costs are around \$75M which include an environmental study and conceptual engineering workscope. The legislature has earmarked money for the study.

Ms. Holbrook and Mr. Johnson invited West Bountiful to participate in the study.

Mr. Johnson explained that bus routes change every August in response to changing needs of the communities they serve. There is a Service Choices survey online that is currently analyzing results in preparation for August changes.

In response to questions, Ms. Holbrook also talked about a pilot program – micro transit – that is in trial in southwest Salt Lake County that operates similar to Uber with a mobile app. It uses a 15-person vehicle to pick-up and drop-off riders and the hope is this could change the dynamic of transportation by providing more options.

Mayor Romney thanked them for providing the information and asked to be kept informed as to the progress of the project.

5. Consider Cooperative Agreement with Utah Department of Transportation Regarding Construction of Well on 400 North

In the fall of 2018, the city hired a consultant to design a well to be constructed within UDOT's 400 North street right of way, between the center 400 North street and the south 400 North street which they refer to as a frontage road. The well design is complete and has received the necessary approvals from the State's Division of Drinking Water and Division of Water Rights.

This proposed UDOT agreement is the last hurdle to obtain permission to proceed. It gives the city the right to construct and maintain a well provided it is outside the highway right of way (the center or principal 400 North street). The location of the proposed well complies with this requirement. The city will maintain the property as part of an easement and UDOT will maintain ownership.

Ben White added that our engineering consultant will receive bids to drill the well on Thursday so a request for bid award is likely for the next meeting. Because drilling will run 24-hours a day, a 20-foot high sound wall will be built around the well site to minimize noise to surrounding properties. No resident notice has been given at this point.

There was a question about whether this well will eliminate the need to purchase water from Bountiful. Ben responded that it will although Bountiful will be available as a redundant source in case of emergency.

MOTION: *James Ahlstrom made a Motion to Approve the Cooperative Agreement with UDOT Regarding Construction of a Well on 400 North. Andy Williams seconded the Motion which passed unanimously.*

6. Consider Ordinance 416-19, An Ordinance Updating Construction Standards and Specifications for West Bountiful City

Ben White presented changes to the City's construction standards which are proposed due to observed construction trends and observations by city public works personnel, and recent changes to the city municipal code. Construction standards are defined as Land Use Regulation so must be adopted by ordinance.

Substantive changes include: 1) update the distance between main and accessory structures to 8 feet; 2) Update minimum pavement thickness to 4 inches; 3) Prohibit the splicing of water service laterals between the water main and water meter setter; 4) New detail for water meters located in driveways; 5) Require concrete bases for all new residential streetlights; and 6) Require all new sidewalks to be 6 inch thick concrete. This will eliminate the need to remove and replace sidewalk where driveways are located which is costly and can damage the remainder of the sidewalk during construction. The thicker concrete will hold up much better across the entire property.

MOTION: *James Ahlstrom made a Motion to Approve Ordinance 416-19 updating Construction Standards and Specifications for West Bountiful City. 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. Appointment of Poll Workers for 2019 Primary Election.

Each municipal legislative body is required to appoint poll workers for a local election at least fifteen days before an election. As part of the interlocal agreement with Davis County, poll workers are recruited and trained through the Davis County Clerk's office. The following poll workers are recommended for appointment: Elizabeth Carver – Poll Manager, Lucile Eastman – Receiving Clerk, and Esther Miller – Ballot Clerk.

MOTION: *Mark Preece made a Motion to Appoint the Recommended Poll workers for the 2019 Municipal Primary Election. Andy Williams seconded the Motion which passed unanimously.*

8. Purchase approvals: 10 Computers - \$13,000 (Police); Tellus (FATPOT) Records Management System Annual Maintenance and License - \$15,815.86 (Police); Two Service Trucks - \$78,000 (Public Works)

The FY 2020 Budget includes funding for the items described above. The computer prices are based on the State Contract rates, the FATPOT expense is the annual maintenance and licensing of the police department's records management system, and the trucks – 2 Chevrolet Silverado 3500HD – include needed mechanical and safety equipment and are at or below current state contract prices.

There was discussion about the police computers which will replace old computers that no longer support necessary software. As they were purchased at state contract rates, multiple bids were not requested. Chief Hixson also explained that the department has used FATPOT as its records management system for about ten years.

It was suggested that future purchase approval requests include additional back-up material supporting the proposed costs and multiple bids or quotes.

MOTION: *Andy Williams made a Motion to approve the purchase of ten new police computers for \$13,000, police records management system (FATPOT) annual maintenance and licensing for \$15,815.86, and two public works service trucks for \$78,000. James Ahlstrom seconded the Motion which PASSED by unanimous vote of all members present.*

9. Consider Tuition Reimbursement Agreement – Dallas Green.

Duane Huffman summarized the key terms of the agreement to provide tuition reimbursement for the current acting golf director, Dallas Green. He noted that investing in employee education, especially in critical positions, is an excellent way to encourage retention, improve morale, and increase productivity. Mr. Green will be attending Weber State business school with a major in Professional Sales and Merchandising. He will be eligible to receive up to \$8K in tuition and fee reimbursement, and he agrees to remain in his position until at least August 2021 or he will repay the funds provided.

MOTION: *Mark Preece made a Motion to approve the Tuition Reimbursement Agreement for a maximum of \$8,000 for Dallas Green. Andy Williams*

seconded the Motion which PASSED by unanimous vote of all members present.

10. Consider Employment Agreement for City Administrator.

This is the third employment agreement for Duane Huffman, which provides protection and value for both the city and the employee.

MOTION: *Andy Williams made a Motion to Approve the Employment Agreement for Duane Huffman. Kelly Enquist seconded the Motion which PASSED by unanimous vote of all members present.*

11. Consider Approval of Minutes from the June 18, 2019 City Council Meeting.

MOTION: *Mark Preece made a Motion to Approve the Minutes from the June 4, 2019 City Council Meeting as presented. James Bruhn seconded the Motion which PASSED by unanimous vote of all members present.*

12. Police Report (Chief Hixson)

- The background investigation is complete on potential volunteer reserve officer, Chris Fiedler. He will move on to the final part of the background check and upon successful completion will be offered the position.
- Officer Brennan Halliday is progressing through field training and is doing well.
- Sergeant Jeremy Adams celebrated his 21-year anniversary with the city this week.
- The July 4th events went well. Having officers on bicycles helped control the crowd on 800 W from getting in the roadway and near the floats but it did not solve the problem. There was a discussion on establishing requirements for participants that want to throw candy. There were suggestions to limit it to adults, provide better education to participants on how to safely throw candy, and to paint or tape off the side of the road to better clarify where people are allowed to stand. It was noted that we have not had any reports of injuries in the past.

13. Public Works/Engineering Report.

Steve Maughan –

- Paving is scheduled for Thursday for the city hall parking lot and the north end of the school lot.
- Pages Ln will be closed for paving on Wednesday and Thursday.
- Jessi's Meadow is finally moving along. Paving is scheduled for Jessi's Meadow Circle and Jessi's Meadow Way next Monday and Tuesday. Secondary water will be shut off on Friday to ensure the road is dry for paving.
- All other projects are moving along.

Ben White –

- Construction on the new concession/restroom building will start next Monday. Materials have been selected similar to the golf course restroom.

14. Administrative Report (Duane Huffman).

- Primary election is on August 13, so the planning commission meeting is canceled. The candidates chose to delay a Meet the Candidates night until after the primary and prefer a meet and greet instead of debate format.

15. Mayor/Council Reports.

James Ahlstrom – asked about the plans to build the Onion Parkway trail extension now that the city has purchased a piece of the Eastman's property. Mr. Huffman said it will likely be next spring.

Mark Preece – asked about a home in Kinross Estates that has a lot of large trucks, trailers and equipment on the property. Would like staff to look into the issue.

Sewer district – Dominion Energy brought people out from their headquarters to talk about buying into the anerobic digester project. The algae part of the project may move from North Salt Lake to West Bountiful because they still have not been able to make it work at the south plant. Output is not food grade yet, but they are getting close. The real money and demand will be in the output of gas.

James Bruhn – Parade and activities at the Park went really well over July 4th – it was a big success. He did receive a complaint from Rich Hullinger, who is in a wheelchair and couldn't get off the ADA ramp at Pages and 800 W because cars were parked in front of it. As a result, he had to leave and wasn't able to see the parade.

There will be an appreciation dinner for the Arts Council on August 1. Council members are invited and should RSVP as soon as possible.

Andy Williams – The Youth Council enjoyed helping with the park activities but next year would like to focus more on food contests where more help was needed. They are currently planning their fall retreat which will be in Park City in early September. Paul Maloy continues to do a great job.

Regarding the 1100 West sidewalk project, he received a request for a crosswalk at Millbridge Ln.

Would also like an update on cleaning the ditch at the south end of hole #2 at the golf course. Duane responded that it is being worked on and is expected to be a good project for the new backhoe.

Kelly Enquist – Stated appreciation for all council members, committees, employees, and everyone who was involved with the July 4th celebration.

Mayor Romney – Thanked all the employees who helped with the July 4th events. Public works and police officers did a great job. He liked having the police on bicycles along the parade route; it appeared to help with crowd issues and kids running into the street.

He commented that he is seeing an increase of large box (semi-truck) trailers in yards around the city and is curious why.

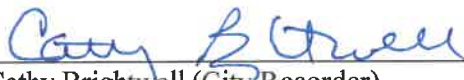
16. Executive Session for the Purpose of Discussion Items as Allowed Pursuant to UCA 52-4-205(1)(a) and (d).

No executive session was needed.

17. Adjourn.

MOTION: *James Ahlstrom made a Motion to Adjourn this meeting of the City Council at 9:35 p.m. James Bruhn seconded the Motion which PASSED by unanimous vote of all members present.*

The foregoing was approved by the West Bountiful City Council on August 6, 2019 by unanimous vote of all members present.


Cathy Brightwell (City Recorder)

