

Mayor
Kenneth Romney

WEST BOUNTIFUL CITY

City Administrator
Duane Huffman

City Council

James Ahlstrom
James Bruhn
Kelly Enquist
Mark Preece
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City Recorder
Cathy Brightwell

City Engineer
Kris Nilsen

Public Works Director
Steve Maughan

**ON TUESDAY, APRIL 4, 2023, WEST BOUNTIFUL CITY COUNCIL WILL HOLD
AN OFF-SITE WORK MEETING AT 6:30 PM AT 1410 W 1200 NORTH
AND A REGULAR MEETING AT 7:30 PM AT THE CITY OFFICES**

AGENDA

6:30 pm – Tour of New West Bountiful Public Works Facility – 1410 W 1200 North

7:30 pm – Regular Meeting

Invocation/Thought –James Ahlstrom; Pledge of Allegiance –Mayor Romney

1. Approve Agenda.
2. Public Comment - Two minutes per person; five minutes if on behalf of a group.
3. Public Hearing - Reduce Rear Easement at 1493 N 1000 West – Cody & Stephanie Hale.
4. Ordinance 469-23, An Ordinance Reducing the Rear Easement at 1493 N 1000 West.
5. Resolution 533-23, A Resolution Appointing Dell Butterfield as Planning Commissioner.
6. Long-Term Disability Benefits – Mental Health Pilot Program.
7. Meeting Minutes from March 21, 2023.
8. Staff Reports–Police, Public Works, Engineering, Community Development, Administration.
9. Mayor/Council Reports.
10. Closed Session, if necessary, for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.
11. Adjourn.

Agenda was posted on the State Public Notice website, the city website, emailed to the Mayor and City Council, and provided to the Davis Journal on March 31, 2023, by Cathy Brightwell, City Recorder.

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NOTICE OF PUBLIC HEARING

The West Bountiful City Council will hold a public hearing on Tuesday, April 4, 2023, at 7:30 pm, or as soon as agenda permits, at the city offices.

The purpose of the hearing is to receive public comment regarding a request by Cody Hale to reduce the rear (west) Public Utility and Drainage Easement on his property at 1493 N 1000 West. Mr. Hale is asking to reduce the easement from 10 feet to 6 feet so an accessory structure can be built 6 feet from the property line.

All interested parties are invited to participate in the hearing. Written comments or questions may be submitted to Recorder@wbcity.org prior to the meeting.

Cathy Brightwell
City Recorder

MEMORANDUM



TO: Mayor and City Council

DATE: March 31, 2023

FROM: Staff

RE: Request to Reduce the Rear Public Utility/Drainage Easement at 1493 N 1000 West

Background

Cody and Stephanie Hale have requested a reduction of the public utility and drainage easement along their rear property line so they can build a detached garage in the northwest corner of the rear yard. The rear easement is proposed to be reduced from 10 feet to 6 feet as shown in the attached diagram.

Process

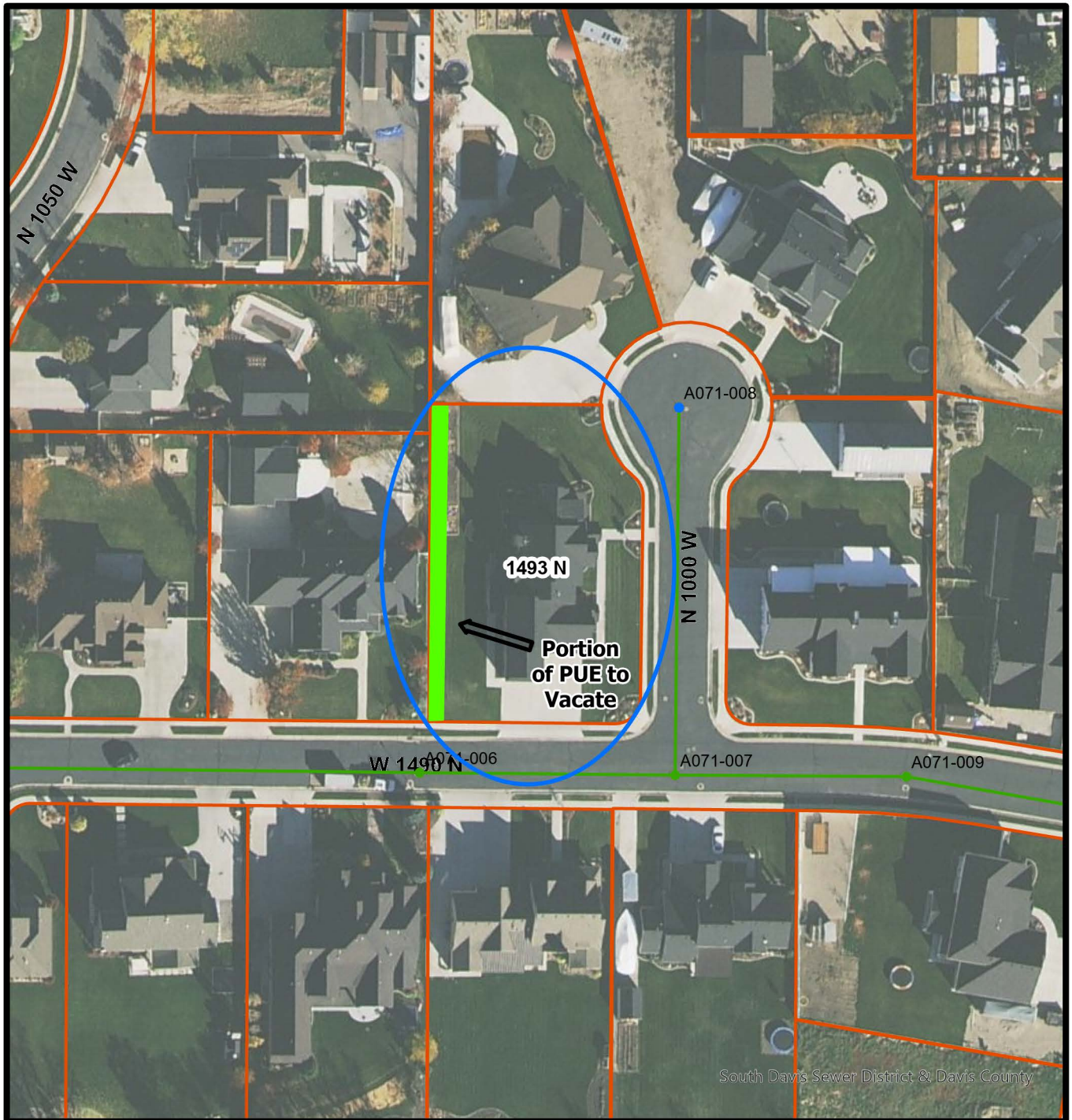
State code requires the city council to hold a public hearing and adopt an ordinance when granting changes to public utility easements.

Analysis

- The applicant has obtained the necessary signatures, and documentation from affected utilities that they do not object to the request.
- Staff has reviewed the request and does not foresee any negative impacts to the city by reducing the requested easement.
- The required public notice has been completed.
- A public hearing is scheduled as part of tonight's meeting prior to adoption of the proposed Ordinance.

Recommendation

Staff recommends the Council approve Ordinance 469-23 for the requested changes to the above described public utility easements and authorize the Mayor to sign the Change of Easement documents.



CODY HALE
Easement Reduction
1493 N 1000 West

WEST BOUNTIFUL CITY

ORDINANCE #469-23

AN ORDINANCE AUTHORIZING THE CITY MAYOR TO EXECUTE A CHANGE IN EASEMENT ALONG THE REAR PROPERTY LINE AT 1493 N 1000 WEST

WHEREAS, West Bountiful City has been petitioned by the owners of the above-mentioned property to reduce from ten (10) feet to six (6) feet the rear public utility and drainage easement so that an accessory structure can be built on the property; and

WHEREAS, releases have been received from all major public utility agencies; and

WHEREAS, on or before March 23, 2023, proper notice was provided to affected entities and neighbors, posted on the property, and posted on state and city websites; and

WHEREAS, a public hearing was held by the city council on April 4, 2023 to receive public comment concerning the requested release of easements.

NOW THEREFORE, BE IT ORDAINED by the City Council of West Bountiful that the City Mayor is authorized to execute the CHANGE OF EASEMENT for the property located at 1493 N 1000 West, West Bountiful, Utah.

This ordinance shall become effective upon signing and posting.

ADOPTED April 4, 2023.

By:

Kenneth Romney, Mayor

Voting by the City Council:	<u>Aye</u>	<u>Nay</u>
Council member Ahlstrom	_____	_____
Council member Bruhn	_____	_____
Council member Enquist	_____	_____
Council member Preece	_____	_____
Council member Wood	_____	_____

ATTEST:

Cathy Brightwell, Recorder

WEST BOUNTIFUL CITY

RESOLUTION #533-23

A RESOLUTION APPOINTING MEMBERS TO THE WEST BOUNTIFUL PLANNING COMMISSION

WHEREAS, the West Bountiful Municipal Code (“WBMC”) Chapter 2.36 created a planning commission and requires that members be appointed by the Mayor to four-year terms, with the advice and consent of the City Council; and

WHEREAS, Dell Butterfield was appointed as an alternate planning commissioner on September 6, 2022 pursuant to Resolution 525-22; and

WHEREAS, a vacancy now exists on the planning commission for a full commissioner.

NOW THEREFORE, BE IT RESOLVED by the City Council of West Bountiful City that it consents to the mayor’s appointment of Dell Butterfield as planning commissioner with a term ending December 31, 2026.

EFFECTIVE DATE. This resolution shall take effect immediately upon passing.

Passed and approved by the City Council of West Bountiful City this 4th day of April 2023.

Kenneth Romney, Mayor

Voting by the City Council:	<u>AYE</u>	<u>NAY</u>
Councilmember Ahlstrom	_____	_____
Councilmember Bruhn	_____	_____
Councilmember Enquist	_____	_____
Councilmember Preece	_____	_____
Councilmember Wood	_____	_____

ATTEST:

Cathy Brightwell, City Recorder



MEMORANDUM

TO: Mayor & Council

DATE: March 31, 2023

FROM: Duane Huffman

RE: **Long-Term Disability Benefits – Mental Health Pilot Program**

The memo reviews (1) a new pilot program that expands long-term disability benefits for mental health and (2) the city's option to opt-out of the program.

Background

The city purchases long-term disability (LTD) insurance for full-time employees through the state's PEHP. Coverage costs 0.5% of eligible salaries. Currently, LTD benefits end after two years for those with a mental health disability.

Pilot Program

The legislature recently created a 3-year pilot program that expands LTD coverage of mental disabilities beyond the current time limitations. During this pilot, coverage for LTD will increase from 0.5% to 0.68%.

City's Participation

The city has a one-time window to opt-out of the pilot program. Staff estimates that the increase benefit will cost the city \$3,500 a year.

Given the increasing importance of mental health benefits and the relatively low per-employee cost, staff recommends participating in the program. A simple motion from the council to participate or opt-out will provide necessary direction.

PENDING – NOT YET APPROVED

Minutes of the West Bountiful City Council meeting held on Tuesday, March 21, 2023, at West Bountiful City Hall, 550 N 800 West, West Bountiful, Davis County, Utah.

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

STAFF: Duane Huffman (City Administrator), Steve Doxey (City Attorney), Chief Brandon Erikson, Kris Nilsen (City Engineer), Steve Maughan (Public Works Director), and Cathy Brightwell (City Recorder).

EXCUSED: Mayor Romney

PUBLIC: Alan Malan, Deby Marshall, Jenn Nielsen, Richmond Thornley, Adam Vobora

Mayor Pro Tem Preece called the regular meeting to order at 7:30 pm. Mark Preece provided a thought, and James Bruhn led the Pledge of Allegiance.

1. Approve the Agenda.

Council member Ahlstrom will arrive late, so it was suggested that Agenda Item 3 be moved to follow Items 4 and 5.

MOTION: *James Bruhn made a Motion to approve the agenda moving the order of agenda items as suggested. Rod Wood seconded the Motion which PASSED unanimously.*

2. Public Comment – Two Minutes Per Person, or Five Minutes if Speaking on Behalf of a Group.

Deby Marshall, resident, spoke on behalf of several of her neighbors.

- There is a request that citizens along the parade route should be able to put up signs that restrict chairs or saving spaces for more than a certain number of hours before the parade begins. Duane Huffman noted that the city has historically not regulated saving spaces for the parade.
- Will Davis County or West Bountiful dredge the canal the crosses 1100 West and 1450 West? Steve Maughan responded that the County is monitoring the canals daily and checking choke points frequently.
- Can notice of Arts Council concerts be placed on the city marquee before the day of the event? Cathy Brightwell responded that concert notices are scheduled to appear on the marquee 3-4 days before each event.
- Citizens are asking if they will be able to build accessory dwelling units (ADUs) like Ivory is building above the detached garage on their first lot. Duane Huffman responded that Ivory is not building an ADU, and the city is monitoring their progress.
- Thank you, police officers for acting as crossing guards recently; drivers paid more attention, and the traffic was a lot better.

3. West Bountiful Police Department Culture and Staffing Survey.

Chief Erikson explained that at the end of 2022, he commissioned a climate survey for the police department. It evaluated cultural health, officer wellness, leadership analysis, and staffing needs through both online and in-person interviews. He said the fact-based results were enlightening and helpful.

The project was conducted by Dr. David Roseck, Professor at the University of Central Florida (UCF). Dr. Roseck is a clinical psychologist, and Director of the National Center of Excellence for First Responder Behavioral Health at UCF RESTORES.

Chief Erikson introduced Dr. Roseck who joined the meeting via Zoom.

Dr. Roseck reviewed the methodology and results of the study. He said his goal was to use psychometrically valid measures and research backed methodology to understand the culture and morale of the department, identify areas for future growth, and create a plan for what needs to be done, with no sugarcoating of results.

Needs Assessment data included an online anonymous survey with nearly 2,000 datapoints, in-person interviews with each employee for a total of 18 hours of content, document reviews of out of service time, work schedules, and on-going meetings with Chief Erikson to ensure context was provided to the data within the report.

Dr. Roseck shared an Assessment Summary Sheet that showed that overall WBPD is healthy and is functioning particularly well, though some data suggested it being understaffed for the workload. Both leadership and frontline workers have positive views of the department, community, and each other. The leadership team supports and cultivates a positive culture and team who enjoys the job and supports the overall mission of the department.

Highlights of survey results include:

- Strengths in the areas of culture, leadership, cohesion, work environment, and an openness to ideas of department members.
- Room for improvement in the areas of mental health/burnout, opportunities for recognition and growth, and community engagement.
- The need for additional staffing and for department leadership to seek more frequent feedback from officers.

Other strengths include work environment and availability of newer/better equipment and supplies than most surrounding departments. Training and diversity were listed as areas for improvement, and scheduling, especially more advanced notice of schedule changes and use of comp time was listed as a growth opportunity. The recent salary raise was appreciated but there is some concern about keeping up with costs.

Because staffing was outlined as a critical need, the study also reviewed the “out of service” time of officers. This is the time when officers are on a call or completing necessary reports and are not available for proactive policing activities like patrols, community engagement, etc. Studies have found a correlation between high out of service time with burnout and poor mental health among officers. Additionally, out of service time is used as a measure to assess additional staffing needs. Feedback identified that current staffing leaves officers feeling taxed without more consistent shift overlap which could lead to retention and burnout issues in the future.

Survey data showed several swing shifts over 60% of out of service time and day shifts in the 50% range.

Dr. Roseck concluded by saying the overall results show that the West Bountiful Police department has very good organizational health but needs to improve its “out of service” percentages.

Council member Ahlstrom said he is proud of our department and the positive results that were collected.

Council member Wood commented that this study is helpful by providing an in-depth analysis. He is concerned about mental health of our officers and believes the media has hurt the profession. He asked for suggestions on how to make help available.

Chief Erikson responded that the goal was to improve the department by finding and fixing problems. They have already implemented some changes to address concerns, and state and federal grants are also available to help, if needed.

Council member Preece thanked Dr. Roseck and said he appreciated the information and was impressed by the results.

4. Property Disposal for Public Use.

Chief Erikson explained that the department continues to work on cleaning up the evidence room and disposing of property in accordance with state law. He provided a list of items where no owner could be found, and no one has come to claim the property after providing required notice. He noted that a list of items has been proposed to be applied to public interest use for the West Bountiful Public Works Department, Police Department, and Engineering.

MOTION: *Rod Wood Made a Motion to accept property for public use as outlined in memo. Kelly Enquist Seconded the Motion which PASSED as Reflected Below.*

James Ahlstrom – aye

James Bruhn – aye

Kelly Enquist – aye

Mark Preece – aye

Rod Wood – aye

5. 2023 Municipal Election Services Interlocal Agreement – Davis County.

West Bountiful will have three city council seats up for election this year.

Duane Huffman explained that Davis County has the expertise, experience, equipment, and resources to carry out an election, and for the past ten years we have entered into a Municipal Election Services Interlocal agreement with them. The agreement outlines the responsibilities of each party and leaves the candidate filing, ballot approval, election plan approval, and canvassing to the city.

The estimated cost is \$7,771 for each election (i.e., a primary election if there are more than 6 candidates, and the general election). This is a slight increase from the 2021 estimate of \$7,400 to cover increases in poll worker costs, new notice requirements, and printing costs. Historically, our actual costs have been less than estimated costs.

Duane said he highly recommends contracting with the County again this year. Staff feels strongly that the expertise offered by Davis County is well worth the cost especially with the ever-increasing emphasis on election security and the growing laws and requirements regarding election administration.

MOTION: *Kelly Enquist Made a Motion to Authorize the Mayor to Sign the 2023 Municipal Election Services Interlocal Agreement. James Bruhn Seconded the Motion which*

PASSED Unanimously.

6. Meeting Minutes from March 7, 2023.

MOTION: Rod Wood Made a Motion to Adopt the Meeting Minutes from March 7, 2023, as presented. James Ahlstrom Seconded the Motion which PASSED Unanimously.

8. Staff Reports

Police – Chief Erikson

- Brian Flint is back as a reserve officer, and we are reviewing another applicant for a reserve position.
- WBPB hosted a drug DUI training here today.
- Chief Erikson will be at the Chief's conference next week.
- Asst. Chief Wilkinson, Sgt. Jacobson, and Secretary Jordyn O'niones are taking property management (evidence) training this week.
- We have posted large signs reminding parents there is no school pick up/drop-off behind city hall. The signs seem to be helping.

Council member Wood asked about the justice court service we receive from North Salt Lake. Both Chief Erikson and Duane Huffman replied that we are happy with their services and are not aware of any issues.

Public Works – Steve Maughan

- Google fiber has finished up the road cutting part of the project but will still be running fiber into the conduit and completing restoration work (landscape and crack seal).
- We have received a lot of questions about potential flooding. We have explained that snowmelt comes down the Millcreek and DSB canals and they should be able to handle the expected flow. With all the snow in the mountains we know the runoff will last longer than normal but it shouldn't be a problem. The county is working hard to keep the canals clean. The biggest threat comes from large rainstorms while the canals are already full from run-off. We are in much better shape now than in the past. He added that our storm drain does not take any snowmelt, only rainwater. Ground level water is high but has nothing to do with snowmelt from the mountains.

Council member Ahlstrom asked what happens if things go differently than we expect? Is there something we should be doing? Duane Huffman replied that our drainage systems are greatly improved from previous events. We understand people are concerned and beginning next week we will make bags and sand available for residents.

Engineering – Kris Nilsen

- Working to get bidding documents out for the Miscellaneous Concrete and Tree Removal projects so it can be advertised this weekend.
- We are working on a 2-lot subdivision for the Hugoe's at the end of 400 North. It will go to the planning commission next week for preliminary review.
- Doug Coons came in today to discuss possible changes to his subdivision on 1000 N and 550 W.

Community Development – Cathy Brightwell

- No report

Administration – Duane Huffman

- Contract for garbage is up this year. Looking at rates, options, etc.
- There is a UDOT meeting next week to discuss comments on the I-15 Reconstruction project. Let Duane know if any council members are interested in attending.
- There was an Independence Day parade safety meeting yesterday.
- The RFP for a new prosecutor will close this week.

9. Mayor / Council Reports

Rod Wood – Will be unavailable in-person for the next meeting getting a new guide dog, so will join by phone.

James Ahlstrom – YCC will be filling more Easter eggs tomorrow for the event on April 8. Attended the spelling bee at West Bountiful Elementary school with Mark Preece. The kids were impressive - it took 32 rounds to get winners!

Mark Preece – South Davis Sewer is still negotiating recovery services. Engineering has begun on the north plant to get nutrients out. The costs of needed chemicals have doubled.

James Bruhn – Wasatch Integrated is looking into making a district wide mandatory recycling program.

Kelly Enquist – No report.

10. Closed Session, if needed

No closed session needed.

11. Adjourn.

MOTION: James Ahlstrom made a Motion to Adjourn the Meeting at 8:50 pm. James Bruhn Seconded the Motion which PASSED Unanimously.

The foregoing was approved by the West Bountiful City Council by unanimous vote of all members present on Tuesday, April 4, 2023.

Cathy Brightwell, City Recorder