

Mayor
Kenneth Romney

WEST BOUNTIFUL CITY

City Administrator
Duane Huffman

City Council
James Ahlstrom
Dell Butterfield
Kelly Enquist
Jenn Nielsen
Mark Preece

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City Recorder
Remington Whiting

City Engineer
Kris Nilsen

Public Works Director
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THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD A REGULAR MEETING AT 7:30 PM ON TUESDAY, DECEMBER 2ND, 2025, AT THE CITY OFFICES

Invocation/Thought – James Ahlstrom; Pledge of Allegiance – Kelly Enquist

1. Approve Agenda.
2. Public Comment - Two minutes per person; five minutes if on behalf of a group.
3. Discuss Traffic Design Options to Improve Pedestrian Safety at 400 N 800 W.
4. Consider Purchase Approval for Police Vehicles and Public Works Vehicle.
5. Consider Resolution #557-25, A Resolution Amending the West Bountiful City Employment Policies and Procedure Manual Regarding Tuition Reimbursement.
6. Meeting Minutes from November 18th, 2025.
7. Staff Reports–Police, Public Works, Engineering, Admin & Community Development.
8. Mayor/Council Reports.
9. Closed Session, if necessary, for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.
10. Adjourn.

This agenda was posted on the State Public Notice website (Utah.gov/pmn), the city website (WBCityut.gov), posted at city hall, and emailed to the Mayor and City Council on November 26th, 2025.

MEMORANDUM



TO: Mayor and City Council

DATE: 11-26-25

FROM: Duane Huffman

RE: **Expenditure Approvals – Service Vehicles**

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. Police Vehicles

This year's budget includes \$110,900 in the General Fund for the replacement of two police service vehicles. Staff recommend the purchase of a 2026 Ford F150 (\$61,946) and a 2026 Ford Explorer Police Intercept (\$48,542). Quotes attached.

In conjunction with these purchases, the city will dispose of a 2021 F-150 and 2020 Explorer at auction.

2. Public Works Vehicles

This year's budget includes \$65,000 in the Water Fund for the replacement of one service truck for the water department. Staff recommend the purchase of a 2026 Chevrolet Silverado 3500HD (\$59,903.96).

In conjunction with this purchase, the city will dispose of a 2020 Chevrolet Silverado at auction.



MEMORANDUM

TO: Mayor & Council
DATE: November 26, 2025
FROM: Duane Huffman
RE: **Tuition Reimbursement Policy**

This memo introduces a tuition reimbursement policy for adoption. The proposed policy was initially reviewed at the Nov 18 council meeting and is updated based on that discussion.

Background

The FY 25/26 budget includes up to \$20,000 in the General Fund for an employee tuition reimbursement program. Such a program could benefit the city by strengthening workforce capability, improving recruitment and retention, and providing cost-effective professional development compared to other options. Most importantly, it signals to employees that the city values their growth.

Highlights of Draft Policy

The draft Tuition Reimbursement Policy outlines clear and responsible parameters for participation:

- **Eligibility:** Full-time employees with at least one year of continuous service; coursework must be job-related and pre-approved by department leadership and the City Administrator.
- **Covered Expenses:** Tuition, mandatory fees, and required textbooks from accredited institutions.
- **Repayment Obligation:** Employees must remain with the City two years after their last reimbursement; repayment tiers apply for earlier separation, except in cases such as layoff, disability, or retirement, which may qualify for waiver at the City Administrator's discretion.
- **Program Administration:** Funds are allocated on a first-come basis and may consider seniority when needed; job performance must remain satisfactory; the City may modify or discontinue the policy based on available resources.

Updates

At the Nov 18 council, two elements of the policy were discussed in detail, and the new proposal is updated as follows:

- Approved schools. Under the section “Covered Expenses”, the policy is updated to include state funded schools (universities, colleges, and technical schools), along with other schools Accredited by a "nationally recognized" accrediting agency per the U.S. Department of Education.
- Reimbursement Limits: The original draft included an annual limit of \$2,400 per employee. This figure was based on a comparison of other cities’ tuition programs as well as a review of tuition costs of local schools. For reference, the following tables provide this information:

Entity	Limit/Practice
Bountiful City	50%
Brigham City	90% up to \$6,000
Cedar Hills	50% up to \$2,500
Centerville	\$2,000 per year
Eagle Mountain	\$2,500
Farmington	50% up to \$3,000
Layton	50% up to \$3,000
Murray	\$3,500 per year
Riverdale	50%
South Ogden	50%
Springdale	\$3,000
Syracuse	\$2,000
West Point	\$1,000
South Salt Lake	\$2,500

School	Annual Tuition
Davis Tech	\$2,280
Utah State	\$4,390
Weber State	\$5,768
UVU	\$6,016
Western Governors	\$8,300
U of U	\$10,004

The updated policy has increased the annual limit to \$4,000.

Recommendation

Staff recommends the approval of this policy.

WEST BOUNTIFUL CITY

RESOLUTION #577-25

A RESOLUTION AMENDING THE WEST BOUNTIFUL CITY EMPLOYMENT POLICIES AND PROCEDURES MANUAL TUITION REIMBURSEMENT

WHEREAS, Section 10-3-717 of Utah Code authorizes the city council to establish by resolution personnel policies and guidelines; and,

WHEREAS, periodic reviews and modifications are necessary to ensure that polices and guidelines are lawful, proper, and effective; and,

WHEREAS, the West Bountiful City Council now desires to amend the Employment Policies and Procedures Manual to amend include a section on Tuition Reimbursement:

NOW THEREFORE, BE IT RESOLVED by the City Council of West Bountiful that:

1. The *West Bountiful City Employment Policies and Procedures Manual* is amended as shown in the attached Exhibit A.
2. The provisions of the *Manual* shall be severable, and if any provision thereof or the application of such provision under any circumstance is held invalid, it shall not affect any other provisions of the *Manual* or the application in a different circumstance.
3. This resolution shall be in effect upon adoption.

Passed and approved by the City Council of West Bountiful City this 2nd day of December 2025.

Kenneth Romney, Mayor

Voting by the City Council: Aye Nay

Council member Ahlstrom	_____	_____
Council member Butterfield	_____	_____
Council member Enquist	_____	_____
Council member Nielsen	_____	_____
Council member Preece	_____	_____

Attest:

Remington Whiting, City Recorder

Tuition Reimbursement Policy

Purpose

To encourage employees to pursue education that enhances their ability to perform current or future duties with the City.

Eligibility

- Full-time employees who have completed at least one year of continuous service.
- Coursework must be job-related and pre-approved by the Department Head and City Administrator prior to enrollment.

Covered Expenses

Tuition, mandatory fees, and required textbooks from schools:

- Belonging to the Utah System of Higher Education, or
- Belonging to Utah's Career and Technical Education system, or
- Accredited by a "nationally recognized" accrediting agency per the U.S. Department of Education.

Reimbursement Limits

- Reimbursement is available per semester or academic term, up to a maximum of \$4,000 per calendar year. All reimbursements shall be based on available funding.
(Example: An employee may be reimbursed for multiple courses during the year, but total reimbursement cannot exceed \$4,000 in that calendar year.)
- Reimbursement requests must be submitted prior to June 1st and be for coursework completed during the same fiscal year, with:
 - Itemized receipts; and
 - Proof of successful completion with a grade of “B” or higher (or “Pass” in a pass/fail course).

Repayment Obligation

Employees must remain employed by the City for two years following the date of the last reimbursement payment.

If an employee voluntarily resigns or is terminated for cause before completing this period, repayment will be required as follows:

Time Employed After Course Completion	Repayment Required
0-12 months	100%
13-24 months	50%

Agreement Requirement

Employees must sign a Tuition Reimbursement Agreement acknowledging:

- Repayment terms and schedule;
- Authorization for payroll deduction (if needed);
- Acknowledgment that reimbursement funds are not part of base salary or benefits.

Other Terms

- The City reserves the right to modify or discontinue this policy without notice.
- Program is always subject to available funds.
- Available funds will be distributed on a first-come basis for employees that enter the Tuition Reimbursement Agreement, and if needed, based on seniority.
- The repayment obligation may be waived in cases of layoff, disability, or retirement, at the discretion of the City Administrator.
- Job Performance. An employee's outside educational activities should not interfere with the employee's work and the employee's job performance must remain satisfactory. Unsatisfactory job performance during enrollment may result in denial or forfeiture of education assistance in addition to disciplinary action.

PENDING – Not Yet Approved

Minutes of the West Bountiful City Council meeting held on **Tuesday, November 18th, 2025**, at West Bountiful City Hall, 550 N 800 West, Davis County, Utah.

Those in attendance:

MEMBERS: Council members James Ahlstrom, Kelly Enquist, Mark Preece, and Jenn Nielsen (virtually).

STAFF: Duane Huffman (City Administrator), Brandon Erikson (Chief of Police), Steve Maughan (Public Works Director), Kris Nielsen (City Engineer) and Remington Whiting (City Recorder)

PUBLIC: Alan Malan, Richmond Thornley, Julie Thompson, Simon Mortenson

EXCUSED: Mayor Kenneth Romney, Council member Dell Butterfield, Kris Nilsen (City Engineer)

Regular Meeting

Mayor Pro-Tem called the meeting to order at 7:30 pm. Mark Preece shared an inspirational thought, and the Pledge of Allegiance was led by James Ahlstrom.

1. Approve Agenda

MOTION: *Kelly Enquist made a motion to approve the agenda. James Ahlstrom seconded the Motion which PASSED by unanimous vote of all members present.*

2. Public Comment

No Comment.

3. Canvass of the 2025 West Bountiful Municipal General Election.

Remington Whiting presented the General Election Canvass report to the council and explained that they were acting as a board of canvassers. The report included a summary report showing the votes cast by precinct, a precinct map, and county report that included pre-election test and audit report, a register of reports and a canvass audit certification. Remington noted that the turnout for the election was 45.18%.

Votes Cast: Total Votes – 1612; Mayor: Dell Butterfield – 660, Kenneth Romney – 922. City Council: Kelly Enquist – 752, Richmond S. Thornley – 548, Julie Nichols Thompson – 1049,

Mark W Preece – 573. Proposition #3 – Recreation, Arts, and Park (RAP) Tax
Reauthorization: Yes – 1,200, No – 235.

MOTION: *James Ahlstrom made a motion to accept the 2025 Municipal General Election Canvass as presented and declare elected Kenneth L. Romney as Mayor, and Julie Nichols Thompson and Kelly Enquist as Council members, and declare Proposition #3 – Recreation, Arts, Park (RAP) Tax Reauthorization approved.. Jenn Nielsen seconded the motion.*

The vote was recorded as follows:

James Ahlstrom – Aye

Kelly Enquist – Aye

Jenn Nielsen – Aye

Mark Preece – Aye

4. Discuss Draft West Bountiful Employee Tuition Reimbursement Policy.

The FY 25-26 budget includes funding for an employee tuition reimbursement program. Duane presented a draft tuition reimbursement policy for discussion. Some of the highlights of the draft include eligibility, covered expenses, reimbursement limits, repayment obligations and the program administration. There was some discussion on what schools would and would not qualify and the eligible amount per employee. Duane will make modifications and bring the policy back for final consideration.

5. Meeting Minutes from October 7th, 2025

MOTION: *James Ahlstrom made a motion to approve the meeting minutes from October 7th, 2025. Kelly Enquist seconded the motion which PASSED by unanimous vote of all members present.*

6. Staff Reports

Police Department – Brandon Erikson

- An offer has been accepted for one of the two positions currently open.
- The department continues to search for a crossing guard.
- The new part-time admin assistant has begun working.

Public Works – Steve Maughan

- One position is open and advertised in the parks department.

Administration/Community Development – Duane Huffman

- Kris is currently attending a storm water conference.
- Working with UDOT on three projects (I-15 Project, Legacy Parkway Widening Project and Frontrunner Double Track Project)
- Received and are reviewing a request from UDOT to conduct nighttime construction on Legacy.

- Working to finish the audit on the FY 2025 fiscal year.
- Working on some smaller subdivision that include 2 lots or smaller.
- Working on a plat amendment for Mr. Todd Willey.

7. Mayor/Council Reports

James Ahlstrom:

- Asked about the status of the golf course net replacement project. Duane said it underway.

Kelly Enquist:

- Attended the Christmas Concert by the Arts Council with Susie Carter.

Jenn Nielsen:

- YCC is preparing for Christmas on Onion Street which will take place on December 6th at 1pm.

Mark Preece:

- The sewer district recently approved the issuance of public bonds for the north plant.

8. Adjourn

MOTION: *James Ahlstrom made a motion to adjourn the meeting of the West Bountiful City Council. Kelly Enquist seconded the motion which PASSED by unanimous vote of all members present.*

The foregoing was approved by the West Bountiful City Council by unanimous vote of all members present on December 2nd, 2025.

Remington Whiting, City Recorder