



**WEST HAVEN CITY  
COUNCIL AGENDA**

**AMENDED**

**WEDNESDAY, AUGUST 02, 2023 6:00 PM**  
**City Council Chambers**  
**4150 South 3900 West, West Haven, UT 84401**

NOTICE IS HEREBY GIVEN THAT ON **August 02, 2023** THE COUNCIL OF WEST HAVEN CITY WILL HOLD THE FOLLOWING PUBLIC MEETINGS: **5:00 PM: COUNCIL WORKSHOP** **6:00 PM: REGULAR WEDNESDAY CITY COUNCIL MEETING**. JOIN US DIGITALLY FOR THE WORK SESSION AND COUNCIL MEETING AT [HTTPS://US06WEB.ZOOM.US/J/81581435918](https://us06web.zoom.us/j/81581435918). WATCH LIVE AT [HTTPS://WWW.YOUTUBE.COM/CHANNEL/UCeeQNQBTFZJWtGPHMCNCBA](https://www.youtube.com/channel/UCeeQNQBTFZJWtGPHMCNCBA).

**5:00 Council Workshop – In City Council Chambers**

*NO ACTION CAN OR WILL BE TAKEN ON ANY CITY COUNCIL MEETING AGENDA ITEMS DISCUSSED DURING PRE-COUNCIL WORKSHOP - DISCUSSION OF SUCH ITEMS IS FOR CLARIFICATION OF AGENDA ITEMS.*

**MEETING TO ORDER:      MAYOR VANDERWOOD**

**REPORTS AND DISCUSSION AS FOLLOWS:**

1.            **DISCUSSION-COUNCIL UPDATES**
2.            **PRESENTATION-COMMUNITY DEVELOPMENT-SHARI PHIPPEN**
3.            **DISCUSSION-PERSONNEL POLICY**

**6:00 PM REGULAR CITY COUNCIL MEETING**

1.            **MEETING CALLED TO ORDER-**  
              **MAYOR VANDERWOOD**

2.            **OPENING CEREMONIES**

- A.           **PLEDGE OF ALLEGIANCE-COUNCILMEMBER CALL**
- B.           **PRAYER/MOMENT OF SILENCE-COUNCILMEMBER DIXON**

3.            **PUBLIC PRESENTATION**  
              :

Resident(s) attending this meeting will be allotted 2 minutes to express a concern or ask a question about any issue that **IS NOT ON THE AGENDA** No action can or will be taken on any issue(s) presented.

4.            **UPCOMING EVENTS**  
              **Senior Lunch Bunch-August 23, 2023-11:30 Am**  
              **Fall Rodeo-September 15-16, 2023**  
              **Evening of Art-September 23, 2023-3:00 PM**

5.            **COUNCIL UPDATES**

**\*\*\* AGENDA ACTION ITEMS \*\*\***

6.            **ACTION ON CONSENT AGENDA**

- A.           **CITY COUNCIL MINUTES-MEETING HELD-JULY 19, 2023**
- B.           **STAKER PARSON COMPANIES-\$499,892.27-INV.213851-2**

7.            **PRESENTATION-2023 WEST HAVEN DAYS UPDATE-JON AND JULIE PRICE**

8.            **DISCUSSION-GENERAL PLAN UPDATE-SHARI PHIPPEN**

9. DISCUSSION-CITY MANAGER UPDATE-GREEN FARM OPEN SPACES AND FENCE VARIANCE
10. DISCUSSION AND POSSIBLE ACTION-STAKER FARMS MASTER DEVELOPMENT AGREEMENT
11. ACTION ON RESOLUTION 33-2023-AGREEMENT BETWEEN WEST HAVEN CITY AND AMY HUGIE FOR INTERIM CITY MANAGER SERVICES
12. DISCUSSION AND POSSIBLE ACTION-GRANTS
13. DISCUSSION-FALL RODEO-AMY HUGIE AND SHERI BINGHAM
14. DISCUSSION AND POSSIBLE ACTION-FFA-WEBER JR LIVESTOCK ASSOCIATION DONATION
15. ACTION ON RESOLUTION 32-2023-CORE VALUES
16. BID AWARD-2023 ROAD MAINTENANCE PROJECT
17. EXECUTIVE SESSION-THE COUNCIL WILL ENTER INTO A CLOSED MEETING FOR THE PURPOSE OF A STRATEGY SESSION TO DISCUSS THE CHARACTER AND PROFESSIONAL COMPETENCE OF AN INDIVIDUAL; TO BE HELD IN ACCORDANCE WITH THE PROVISIONS OF UTAH CODE 52-4-205
18. ADJOURNMENT

*Emily Green*

Emily Green, City Recorder

In compliance with the Americans with Disabilities Act, persons needing special accommodations, including auxiliary communicative aids and services, for this meeting should notify the city recorder at 731-4519 or by email: [emilyg@westhavencity.com](mailto:emilyg@westhavencity.com) at least 48 hours in advance of the meeting.

**CERTIFICATE OF POSTING**

The undersigned, duly appointed city recorder, does hereby certify that the above notice and agenda has been posted in the West Haven City Recorder's office; at the West Haven City Complex on the Notice Board and at [westhavencity.com](http://westhavencity.com); emailed to the Standard-Examiner with a request that it be posted in their Wednesday night meeting section, mailed and emailed to the West Haven City Mayor and each West Haven City Council Member who has email capacity and to the city attorney



## WEST HAVEN CITY COUNCIL MEETING MINUTES

July 19, 2023 6:00 PM  
City Council Chambers  
4150 South 3900 West, West Haven, UT 84401

### 5:00 Council Workshop – In City Council Chambers

NO ACTION CAN OR WILL BE TAKEN ON ANY CITY COUNCIL MEETING AGENDA ITEMS DISCUSSED DURING  
PRE-COUNCIL WORKSHOP - DISCUSSION OF SUCH ITEMS IS FOR CLARIFICATION OF AGENDA ITEMS.

**MEETING TO ORDER:** MAYOR VANDERWOOD

### **REPORTS AND DISCUSSION AS FOLLOWS:**

1. **DISCUSSION-COUNCIL UPDATES**

*Councilmember Dixon asked if the City wanted to be a part of the Trails Foundation of Northern Utah.*

*Councilmember Dixon suggested we paint a speed limit on the trail for motorized scooters and bikes.*

2. **DISCUSSION-PERSONNEL POLICY**

*City Council went over the personnel policy.*

### **6:00 PM REGULAR CITY COUNCIL MEETING**

1. **MEETING CALLED TO ORDER-MAYOR VANDERWOOD**

*The Council met at their regularly scheduled meeting held in the council chambers.  
Mayor Vanderwood brought the meeting to order at 6:01 pm. and welcomed those in attendance.*

2. **OPENING CEREMONIES**

A. **PLEDGE OF ALLEGIANCE-COUNCILMEMBER SWAPP**

B. **PRAYER/MOMENT OF SILENCE-COUNCILMEMBER MORSE**

3. **PUBLIC PRESENTATION:** Resident(s) attending this meeting will be allotted 2 minutes to express a concern or ask a question about any issue that **IS NOT ON THE AGENDA** No action can or will be taken on any issue(s) presented.

*Myranda Barrow said she is requesting a deviation from the code for their fence. She said in the road widening project they lost some of their ground and would like a fence to secure their property.*

*Karen and Phil Wisner said they live in Green Farm and their backyard abuts some open space and they planted wild flowers for that area, but it has a lot of tall weeds and stagnant water.*

*Marilyn Weaver said the company that Nilson Homes has hired to maintain the open spaces is not maintaining it very well. She said that she hasn't gotten very much of a response from Nilson Homes.*

*Jeff Reed said he is here to support his neighbors and that he has seen the open space and the weeds are high and the stagnant water does smell very bad.*

*Glenn Bosley said there was a master plan for walkways for the Green Farm community and initially there was work being done on them, but he hasn't seen any since then.*

Councilmember Morse said that she did request a timeline from the City Manager on the open spaces and has not received that yet. She said they will continue working on that with the interim City Manager and Community Development Director.

Amy Hugie said that the City Engineer has inspected the open spaces and contacted Nilson Homes about their timelines.

Edward Mignone said that Mike Flood sent over a detailed schedule that he is happy to go over with the City Council. He has been invited to the work session for the August 2, 2023, meeting.

4. **UPCOMING EVENTS**  
Senior Lunch Bunch-July 26, 2023-11:30 AM  
Fall Rodeo-September 15-16, 2023  
Evening of Art-September 23, 2023-3:00 PM

5. **COUNCIL UPDATES**

Councilmember Dixon said that Youth Council does need adult advisors.

Councilmember Morse said that Jon and Julie Price are putting together a West Haven Days update to present to City Council.

Councilmember Saunders said that the Beautification Committee will be helping out on the National Day of Service with several projects. He said they are planning on giving out awards to residents for the best looking yard.

Councilmember Swapp said the VIPS program is still doing great but they are looking for more volunteers. He said that Hooper City is planning on purchasing a new truck so that our truck is not used as much.

Councilmember Call said the Arts Council has been planning their classes that they would like to start in September and continue through the fall into winter. They have been meeting regularly to plan the Evening of Art.

**\*\*\*AGENDA ACTION ITEMS\*\*\***

6. **ACTION ON CONSENT AGENDA**

- A. CITY COUNCIL MINUTES-MEETING HELD-JULY 5, 2023  
B. SPECIAL CITY COUNCIL MINUTES-MEETING HELD-JULY 11, 2023  
C. ROCKY MOUNTAIN POWER-\$66,257.00-INV.#8228528  
D. TURF EQUIPMENT & IRRIGATION-\$67,730.00-INV.#76075-1002

Kim Dixon made a motion to approve. Carrie Call seconded the motion.

AYES: Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp  
NAYS:  
RECUSE:

7. **PRESENTATION-FREMONT HIGH SCHOOL FFA-JUNIOR LIVESTOCK PROGRAM-FFA ADVISOR CASSIE JOINER**

Colton Smith and Jon Beesley talked about the program for the Junior Livestock program and the benefits to children within the community.

Taegan Cox, Hunter Battison, and Lily Waylin talked about their experiences with the program.

Jon Beesley said they are looking for a \$1000 donation from the cities.

City Council agreed to donate \$1000.

8. **ACTION ON PLANNING COMMISSION MEETING RECOMMENDATION(S)**

- A. **FINAL SUBDIVISION PLAT APPROVAL-COMMERCIAL SUBDIVISION-APPROX. 3100 W 4000 S (PARCEL 08-029-0087)-CW LAND CO.**

*Mayor Vanderwood noted that the address on the plat was incorrect.*

**Carrie Call made a motion** to approve. **Nina Morse** seconded the motion.

AYES: Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp

NAYS:

RECUSE:

- B. **FINAL SUBDIVISION PLAT APPROVAL-COMMERCIAL SUBDIVISION-APPROX. 3275 W 4000 S (PARCELS 08-034-0075, 08-034-0073, 08-034-0003)-CW LAND CO**

**Kim Dixon made a motion** to approve. **Ryan Swapp** seconded the motion.

AYES: Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp

NAYS:

RECUSE:

9. **ACTION ON RESOLUTION 31-2023-CONTRACT BETWEEN WEST HAVEN CITY AND WALL CONSULTANT GROUP FOR RIGHT OF WAY ACQUISITION SERVICES**

**Carrie Call made a motion** to adopt. **Nina Morse** seconded the motion.

AYES: Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp

NAYS:

RECUSE:

10. **NOTICE-INCREASED PROPERTY TAX FOR CENTRAL WEBER SEWER DISTRICT**

*Mayor Vanderwood read the notice for the increase in property tax from Central Weber Sewer District.*

*Councilmember Dixon suggested adding this notice to the newsletter.*

11. **EXECUTIVE SESSION-THE COUNCIL WILL ENTER INTO A CLOSED MEETING FOR THE PURPOSE OF A STRATEGY SESSION TO DISCUSS THE CHARACTER AND PROFESSIONAL COMPETENCE OF AN INDIVIDUAL; TO BE HELD IN ACCORDANCE WITH THE PROVISIONS OF UTAH CODE 52-4-205**

**Nina Morse made a motion** to Enter into Executive Session. **Ryan Saunders** seconded the motion.

AYES: Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp

NAYS:

RECUSE:

*Mayor Vanderwood said that executive session was used to discuss the character and professional competence of an individual.*

**Ryan Swapp made a motion to Leave Executive Session. Nina Morse** seconded the motion.

AYES: Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp  
NAYS:  
RECUSE:

12. DISCUSSION AND POSSIBLE ACTION-INTERIM CITY MANAGER

**Nina Morse made a motion** to change the current interim city manager from just Emily Green to a co-interim city manager position with Emily Green and Amy Hugie. **Ryan Swapp** seconded the motion.

AYES: Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp  
NAYS:  
RECUSE:

**Nina Morse made a motion** to compensate Emily Green with a bonus of \$300 a week until a new city manager is named. **Ryan Saunders** seconded the motion.

AYES: Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp  
NAYS:  
RECUSE:

**Nina Morse made a motion** to enter into a contract with Amy Hugie as subcontractor with a term of \$100 an hour billed at the end of the month with up to 20 hours per week and the mayor can sign the contract . **Kim Dixon** seconded the motion.

AYES: Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp  
NAYS:  
RECUSE:

13. ADJOURNMENT

**Carrie Call made a motion** to adjourn at 8:32 PM. **Ryan Saunders** seconded the motion.

AYES: Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp  
NAYS:  
RECUSE:

Emily Green  
City Recorder

Date Approve:

**Resolution No. 33-2023**

**RESOLUTION OF WEST HAVEN CITY AUTHORIZING ADOPTION OF THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY AND AMY F. HUGIE, ATTORNEY AT LAW FOR CO-INTERIM CITY MANAGER SERVICES; AUTHORIZING THE MAYOR TO SIGN THIS RESOLUTION; AND FOR THE MAYOR TO SIGN THE AGREEMENT ON BEHALF OF THE CITY; AND, PROVIDING FOR AN EFFECTIVE DATE.**

**SECTION I – RECITALS:**

WHEREAS, the City Council of West Haven City (herein "City") is a municipal corporation duly organized and existing under the laws of the State of Utah; and,

WHEREAS, in conformance with the provisions of UCA § 10-3-717, the governing body of the City may exercise all administrative powers by resolution including, but not limited to entering into agreements with regarding protecting the health, safety, and welfare of the public; and,

WHEREAS, the City Council wishes to enter into a Co-Interim City Manager Services Agreement ("Agreement") with Amy F. Hugie, Attorney at Law, for city manager services; and,

WHEREAS, the City has a need for city manager services for the City; and

WHEREAS, the City Council finds that the best way to accomplish this goal is to enter into this Agreement; and

WHEREAS, based upon that goal, the City Council voted on July 19, 2023, in a City Council meeting to immediately make Amy F. Hugie a Co-Interim City Manager as of July 19, 2023, and also to enter into a contract with her based on certain terms which they placed on the record; and

WHEREAS the City Council now desires to adopt this Agreement thereof; and,

WHEREAS, the City finds that the public convenience and necessity requires the actions herein contemplated,

NOW, THEREFORE, BE IT RESOLVED by the City of West Haven as follows:

**SECTION II. AGREEMENT :**

1. That the Professional Services Agreement between Amy F. Hugie, Attorney at Law, and the City, for Co-Interim City Manager services, a copy of which is attached as Attachment A to this Resolution, is hereby adopted by the City Council.

2. That the Mayor is authorized to sign any and all documents necessary to affect this Agreement, including signing the Agreement itself.
3. That the Mayor is authorized to sign this Resolution adopting the Agreement.

**SECTION III. PRIOR ORDINANCES AND RESOLUTIONS:**

The body and substance of any and all prior Resolutions, together with their specific provisions, where not otherwise in conflict with this Resolution, are hereby reaffirmed and readopted.

**SECTION IV. REPEALER OF CONFLICTING ENACTMENTS:**

All orders, and Resolutions with respect to the changes herein enacted and adopted which have heretofore been adopted by the City, or parts thereof, which are in conflict with any of the provisions of this Resolution, are, to the extent of such conflict, hereby repealed, except that this repeal shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

**SECTION V - SAVINGS CLAUSE:**

If any provision of this Resolution shall be held or deemed to be or shall, in fact, be invalid, inoperative or unenforceable for any reason, such reason shall not have the effect of rendering any other provision or provisions hereof invalid, inoperative or unenforceable to any extent whatever, this Resolution and the provisions of this Resolution being deemed to be the separate independent and severable act of the City Council of West Haven City.

**SECTION VI. DATE OF EFFECT**

This Resolution shall be effective immediately upon its passage on the 2nd day of August 2023.

PASSED AND ADOPTED BY THE CITY COUNCIL OF WEST HAVEN CITY, STATE OF UTAH, on this 2nd day of August 2023.

WEST HAVEN CITY

\_\_\_\_\_  
Mayor Rob Vanderwood

ATTEST:

\_\_\_\_\_  
City Recorder

VOTING:

\_\_\_\_ YES \_\_\_\_ NO Mayor Rob Vanderwood

\_\_\_\_ YES \_\_\_\_ NO Councilmember Carrie Call

\_\_\_\_ YES \_\_\_\_ NO Councilmember Kim Dixon

\_\_\_\_ YES \_\_\_\_ NO Councilmember Nina Morse

\_\_\_\_ YES \_\_\_\_ NO Councilmember Ryan Saunders

\_\_\_\_ YES \_\_\_\_ NO Councilmember Ryan Swapp

DRAFT

**ATTACHMENT “A”**

**RESOLUTION 33-2023**

**PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY AND AMY F.  
HUGIE, ATTORNEY AT LAW FOR CO-INTERIM CITY MANAGER SERVICES**

DRAFT

## CONTRACT FOR EMPLOYMENT

This Agreement is entered into this 2nd day of August 2023, by and between AMY F. HUGIE, ATTORNEY AT LAW [hereinafter "Manager"] and WEST HAVEN CITY [hereinafter "City"].

### RECITALS

WHEREAS, Amy F. Hugie, Attorney at Law, is willing to be hired as Co-Interim City Manager upon the terms and conditions contained in this agreement and for the remuneration stated herein; and

WHEREAS, the City is willing to employ said individual upon the terms and conditions herein stated as Co-Interim City Manager; and

### AGREEMENT

NOW, THEREFORE, in consideration of the foregoing, the parties hereby mutually stipulate and agree as follows:

- 1. Services Provided by Co-Interim City Manager:** The City agrees to employ Amy F. Hugie as Co-Interim City Manager ("Manager") of the City, to perform the functions, duties, and responsibilities of the City Manager as outlined in West Haven Code § 31.21, and to perform other legally permissible and proper duties and functions as the City Council has assigned and may, from time to time assign. The Manager shall serve as the chief administrative officer of the City and shall oversee the day-to-day operations of all City departments. The Manager shall advise the Mayor and Council on matters of policy, procedure, and business affecting the City.
- 2. Independent Contractors:** The parties hereby stipulate, agree and understand that the Manager is an independent contractor and not an employee of the City. The parties understand and agree that Manager is still the acting City Attorney and has court dates and times because of her prosecution responsibilities. The court schedule for Manager is set by the court, which is beyond the control of the parties to this Agreement. Beyond this time, the parties mutually stipulate and agree that the Manager shall conduct her time in such a manner as to fulfill her responsibilities under this contract, but that the time, manner, and place of completing such duties shall be at the sole discretion and control of the Manager. The parties understand and agree that Manager shall be at the city offices every week to be able to meet with staff, citizens, or other meetings to facilitate City business. Manager shall make sure the elected officials and/or staff are aware of the schedule each week when she will be at the city offices and that it may vary each week based upon the necessary work and meetings that need to be accomplished and attended to. The parties understand and agree that Manager shall be available for phone calls and emails from City elected officials, City staff, and citizens while she is not at the city offices. The

Manager understands and agrees that as an independent contractor she will be provided payment under this agreement, without any deduction for any federal or state tax and that the Manager will be responsible for the satisfaction of any and all tax liability arising from such payments.

3. **Other Commitments:** The City is aware that Manager works for other entities as an attorney, which are: Weber Fire District, Elwood Town, Myton Town, Portage Town, Central Box Elder County Fire District, and Honeyville Town. Manager commits that she will not be attending meetings on Wednesday nights in any other city or entity but West Haven. Both parties agree that there are no conflicts with the City's work and Manager's other work; and that West Haven City shall take priority during the time of this Agreement.
4. **Hourly Rate:** The Manager shall be paid \$100/hr. for up to 20 (twenty) hours per week. At the first of each month, the Manager shall provide an invoice to the City with the monthly amount owed. City shall pay said invoiced amount by check within fifteen days of receiving said invoice made payable to AMY F. HUGIE, ATTORNEY AT LAW. Manager shall provide to the City an address to which said check shall be mailed, or the checks may be picked up in person at City Hall upon notice by City to Manager.
5. **Billable Time:** Manager shall bill the City for work performed as the City Manager, which includes the following: receiving and sending emails and phone calls; meetings; and travel time to and from City Hall. Manager shall not bill for time to attend City Council meetings on Wednesdays and the accompanying work sessions or for travel time to and from City Hall on Wednesdays, since this work is covered by Manager's West Haven City Attorney contract. Manager shall continue to pay for her cell phone and internet, as agreed in the Manager's West Haven City Attorney contract.
6. **Office Supplies.** As requested by the Manager, the City shall provide City stationary/letterhead, files, envelopes, postage, and other reasonable and necessary office supplies to be used by Manager in the completion of her duties contemplated by this contract. City shall also provide an email address and access to the City VPN drive.
7. **Termination.** The parties to this agreement recognize, acknowledge, and agree that this Agreement may be terminated by the City Council at any time for any reason, with or without cause, by majority vote before the term of the Agreement has ended. Prior to the Agreement ending, Manager may terminate this Agreement for any reason, with or without cause, by giving 90 (ninety) days written notice. All work performed by Manager up to the date of termination shall be paid. There is no severance owed to Manager – either if the Agreement ends according to the terms of the Agreement or if either party terminates.

8. **Ethical Duties of Deputies.** The parties mutually stipulate and agree that notwithstanding her status as an independent contractor, the Manager shall have all of the duties and obligations of the office of City Manager.
9. **Term of Agreement.** The term of this agreement shall be from July 19, 2023 (based on the City Council meeting and vote held on July 19, 2023), until the City hires a full-time City Manager. The contract shall terminate on the day that the full-time City Manager starts work.
10. **Renewal or Extension.** This agreement may be further subject to additional modifications or renewals, which shall be executed by all of the parties and in writing.
11. **State of Utah.** This Agreement shall be interpreted by the laws of the State of Utah.
12. **Attorney Fees.** If there is a dispute and this Agreement is involved in litigation, it will be conducted in the Second District Court in Weber County or in federal court in the State of Utah. In the event either party institutes litigation to enforce its rights under this Agreement, the prevailing party in such litigation shall be entitled to an award of its reasonable attorney's fees and costs.
13. **Compliance with Laws.** Manager and City shall comply with all laws, ordinances, regulations, rules, etc., of the federal, state and local government in connection with the performance of this Agreement.
14. **Severability of Provisions.** If any provisions of this Agreement are held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.
15. **Entire Agreement.** This agreement constitutes the entire agreement between the parties and may not be altered or amended without a further written agreement executed by all of the parties.
16. The City Council voted on July 19, 2023, to grant the Mayor the authority to sign this Agreement.

DATED this \_\_\_\_\_ day of July 2023.

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Amy F. Hugie

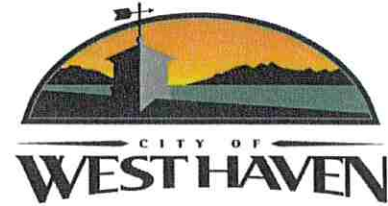
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Mayor Rob Vanderwood

## STAFF REPORT

TO: Mayor and City Council  
FROM: Sheri Bingham  
DATE: July 27, 2023  
SUBJECT: Grant Opportunities

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The following staff report discusses upcoming grant opportunities for the City.

### **Background**

Weber County awards grants each year in the following categories:

Major Grant - Parks and Recreation and Arts and Museums. These grants are for \$200,000 or more.

Parks and Recreation - An entity can apply for 3 grants. These grants are for less than \$200,000.

Arts and Museums- An entity can apply for 3 grants. These grants are for less than \$200,000.

An entity can also apply for 3 EZ Grants for \$2,000.

Major, Arts and Museum Grant, Parks and Recreation Grants are all due January 12<sup>th</sup>, EZ are due March 22<sup>nd</sup>.

### **Analysis**

Suggested grants -

Major Grant - Cultural Center, large room with stage, restrooms, kitchen, office space

Arts and Museums -Spinning Wind Art

Art Murals - road underpass 4000 South, Midland Drive

West Haven Days Concert

West Haven Days Adult and Youth Rodeo

Fall Rodeo

Movies in the park

Parks and Recreations

New playground Country Park

New restrooms Country Park

Family Pavilion Country Park

Family Pavilion Sports Park

Windsor Park amenities

Expanded walking trails

### **Options**

1. The City Council votes on grant options.
2. The City Council tables the discussion to suggest other ideas.
3. The City Council prepares grant ideas for the next meeting.

## STAFF REPORT

TO: Mayor and City Council  
FROM: Amy Hugie and Emily Green, Co-Interim City Managers  
DATE: July 26, 2023  
SUBJECT: Adoption of Employee Core Values

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The following staff report discusses the need for adoption of the Employee Core Values.

### **Background**

In 2021 and 2022, a committee of the employees met under the direction of City Manager Matt Jensen and were able to formulate the Employee Core Values. These are statements that the employees agreed should govern how they conduct themselves; how they communicate with the public to be able to provide the best customer service for the community; and also how to achieve the best work environment for the employees. On March 16, 2022, Daniel Tanner, a representative of the committee that formulated the Employee Core Values, presented those Core Values to the City Council. The City Council liked the Employee Core Values. However, it was discovered through the course of working on the update of the Employee Handbook that the City Council never formally adopted those Core Values by resolution.

### **Analysis**

The Employee Core Values need to be adopted by the City Council at this time to coincide with not only the update of the Employee Handbook but also to ratify the use of the signage for the Employee Core Values that has already been put into place.

### **Options**

1. The City Council adopts the Resolution and Employee Core Values.
2. The City Council tables the Resolution for further discussion.
3. The City Council does not adopt the Resolution and Employee Core Values.

**RESOLUTION 32-2023**

**A RESOLUTION OF WEST HAVEN CITY, UTAH, ADOPTING THE  
EMPLOYEE CORE VALUES; AND ESTABLISHING AN EFFECTIVE DATE.**

**Section 1. Recitals**

WHEREAS, the City of West Haven (hereinafter "City") is a municipal corporation duly organized and existing under the laws of the State of Utah; and,

WHEREAS, in conformance with the provisions of UCA §10-3-717, the City Council as the governing body of the City may exercise all administrative powers by resolution; and,

WHEREAS, the City has a foundation of strength, integrity, and professionalism for all of its employees; and

WHEREAS, the City finds that from this foundation that the City strives to provide continued excellence in public service to its citizens and the community; and

WHEREAS, the City wishes to establish Employee Core Values as principles for the employees to follow and conduct themselves and to work towards the goal of continued excellence in public service; and

WHEREAS, the City finds that establishing those Employee Core Values at this time will promote the general welfare of the residents of West Haven City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST HAVEN UTAH THAT:

**Section 2.**

- A. The City Council hereby adopts the Employee Core Values and Employee Core Values Signage, as attached as Exhibit A.
- B. The Mayor is authorized to sign this Resolution.
- C. The foregoing Recitals are fully incorporated herein.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its passage.

**Section 3. Repealer of Conflicting Enactments**

All orders and resolutions with respect to the changes herein enacted and adopted which have heretofore been adopted by the City, or parts thereof, which are in conflict with any of the

provisions of this Resolution, are, to the extent of such conflict, hereby repealed, except that this repeal shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

#### **Section 4 - Prior Resolutions**

The body and substance of any and all prior Resolutions, together with their specific provisions, where not otherwise in conflict with this Resolution, are hereby reaffirmed and readopted.

#### **Section 5 - Savings Clause**

If any provision of this Resolution shall be held or deemed to be or shall, in fact, be invalid, inoperative or unenforceable for any reason, such reason shall not have the effect of rendering any other provision or provisions hereof invalid, inoperative or unenforceable to any extent whatever, this Resolution and the provisions of this Resolution being deemed to be the separate independent and severable act of the City Council of West Haven City.

#### **Section 6. Date of Effect**

This Resolution shall be effective on the 1st day of August 2023, and after publication or posting as required by law.

PASSED AND ADOPTED BY THE CITY COUNCIL OF WEST HAVEN CITY,  
STATE OF UTAH, on this 2nd day of August 2023.

WEST HAVEN CITY

\_\_\_\_\_  
Mayor Rob Vanderwood

ATTEST:

\_\_\_\_\_  
Emily Green, City Recorder

VOTING:

|          |         |                           |
|----------|---------|---------------------------|
| ____ YES | ____ NO | Mayor Rob Vanderwood      |
| ____ YES | ____ NO | Councilmember Carrie Call |
| ____ YES | ____ NO | Councilmember Kim Dixon   |

\_\_\_\_YES \_\_\_\_NO

Councilmember Nina Morse

\_\_\_\_YES \_\_\_\_NO

Councilmember Ryan Saunders

\_\_\_\_YES \_\_\_\_NO

Councilmember Ryan Swapp

DRAFT

# **EXHIBIT A**

Resolution 32-2023

Employee Core Values and Employee Core Values Signage

DRAFT

## PRIDE

1. We are transparent, trustworthy, and truthful.
2. We follow through with what we say we are going to do.
3. We treat other as we would like to be treated and show gratitude.
4. We are accountable, responsible, and ethical.

## INCLUSIVENESS

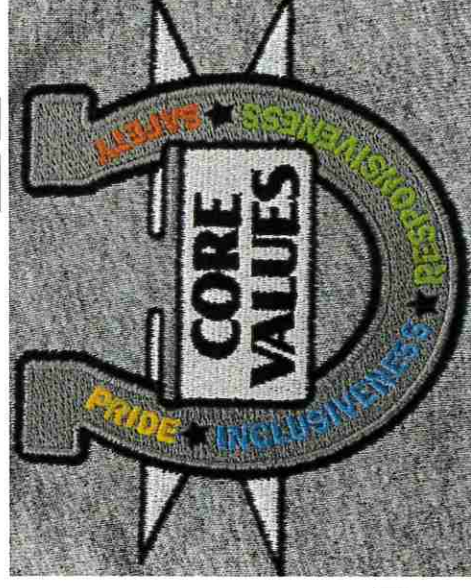
1. We work together to achieve common objectives.
2. We pitch in, even if it's not our job.
3. We use everyone's knowledge and skills to find better solutions.
4. We recognize others for their contribution to the team.
5. We are actively engaged – Ontime, prepared, dependable, and reliable
6. We bring our best – Attitude, Enthusiasm, and Humor

## SAFETY

1. We take ownership in our role and work together as a team to continuously improve safety awareness.
2. We are conscience of what we do, what we say, and how our actions affect others.
3. We are empowered to speak up in unsafe conditions, have the right to refuse unsafe work, and can stop hazardous jobs without repercussion.
4. We pick up, remove, or caused to be removed safety hazards.
5. We ensure that everyone goes home to their families.

## RESPONSIVENESS

1. We respond quickly and positively to internal and external customers by actively listening, understanding, and communicating with clear intent.
2. We clearly understand what outcomes are expected of us, thus providing exceptional customer service.
3. We take initiative to communicate to all effected co-workers.
4. We are dedicated to using our resources to find solutions and respond to the originator.



# Safety

1. We take ownership in our role and work together as a team to continuously improve safety awareness.
2. We are conscience of what we do, what we say, and how our actions affect others.
3. We are empowered to speak up in unsafe conditions, have the right to refuse unsafe work, and can stop hazardous jobs without repercussion.
4. We pick up, remove, or caused to be removed safety hazards.
5. We ensure that everyone goes home to their families.

# Responsiveness

1. We respond Timely and Effectively to internal and external customers by actively listening, understanding, and communicating with clear intent.
2. We clearly understand what outcomes are expected of us, thus providing exceptional customer service.
3. We take initiative to communicate to all effected co-workers.
4. We are dedicated to using our resources to find solutions and respond to the originator.

# Pride

1. We are transparent, trustworthy, and truthful.
2. We follow through with what we say we are going to do.
3. We treat other as we would like to be treated and show gratitude.
4. We are accountable, responsible, and ethical.

# Inclusiveness

1. We work together to achieve common objectives.
2. We pitch in, even if it's not our job.
3. We use everyone's knowledge and skills to find better solutions.
4. We recognize others for their contribution to the team.
5. We are actively engaged – Ontime, prepared, dependable, and reliable
6. We bring our best – Attitude, enthusiasm, and humor

|                                 |  |                       |                       |                       |
|---------------------------------|--|-----------------------|-----------------------|-----------------------|
| BID RESULTS FOR WEST HAVEN CITY |  |                       |                       |                       |
| WEST HAVEN CITY CORPORATION     |  |                       |                       |                       |
| 2023 Road Maintenance Project   |  |                       |                       |                       |
|                                 |  |                       |                       |                       |
|                                 |  |                       |                       |                       |
| COMPANY                         |  | BID AMOUNT SCHEDULE A | BID AMOUNT SCHEDULE B | BID AMOUNT SCHEDULE C |
|                                 |  |                       |                       |                       |
| Post                            |  |                       | \$280,036.75          |                       |
| Staker Parson                   |  | \$56,104.00           | \$273,905.55          |                       |
| Anderson Asphalt                |  |                       |                       | \$215,882.33          |
|                                 |  |                       |                       |                       |