

Mayor
Kenneth Romney

WEST BOUNTIFUL CITY

City Administrator
Duane Huffman

City Council
James Ahlstrom
James Bruhn
Kelly Enquist
Mark Preece
Rodney Wood

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West Bountiful, Utah 84087

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City Recorder
Remington Whiting

City Engineer
Kris Nilsen

Public Works Director
Steve Maughan

THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD A REGULAR MEETING AT 7:30 PM ON TUESDAY, JANUARY 2, 2024, AT THE CITY OFFICES

Invocation/Thought –Kelly Enquist; Pledge of Allegiance – Mark Preece

1. Swearing in of Council Members James Ahlstrom, Dell Butterfield, and Jenn Nielsen
2. Approve Agenda.
3. Public Comment - Two minutes per person; five minutes if on behalf of a group.
4. Presentation of Independent Audit of the City's Financial Statements for the Fiscal Year Ending June 30, 2023 – Christensen, Palmer & Ambrose.
5. Resolution 545-24 – Resolution Appointing Ken Romney to Wasatch Integrated Waste Management District Administrative Control Board.
6. Resolution 546-24 – Resolution Appointing Kelly Enquist to the Davis County Mosquito Abatement District Board of Trustees.
7. Resolution 547-24 – Resolution Appointing Dell Butterfield to South Davis Recreation District Administrative Board.
8. Resolution 548-24 – Resolution Consenting to the Assignments of Council Member Duties.
9. Review of Draft Subdivision Code Updates.
10. Meeting Minutes from December 19, 2023.
11. Staff Reports–Police, Public Works, Engineering, Community Development, Administration.
12. Mayor/Council Reports.
13. Closed Session, if necessary, for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.
14. Adjourn.

The above agenda was posted on the State Public Notice website (Utah.gov/pmn), the city website (WBCity.org), posted at city hall, emailed to the Mayor and City Council, and provided to the Davis Journal on December 29, 2023, by Remington Whiting, City Recorder.

1
2 Minutes of the West Bountiful City Council meeting held on **Tuesday, January 2, 2024**, at West
3 Bountiful City Hall, 550 N 800 West, Davis County, Utah.

4
5 Those in attendance:

6
7 **MEMBERS:** Mayor Kenneth Romney, Council members James Ahlstrom, Dell Butterfield,
8 Kelly Enquist, Jenn Nielsen, Mark Preece

9
10 **STAFF:** Duane Huffman (City Administrator), Steve Doxey (City Attorney), Brandon
11 Erikson (Chief of Police), Steve Maughan (Public Works Director), Addison Jenkins
12 (Community Development), Kris Nilsen (City Engineer), and Remington Whiting (City
13 Recorder)

14
15 **VISITORS:** Alan Malan, James Bruhn, Richmond Thornley, Aimee Hinojosa, Ben
16 Butterfield

17
18 **EXCUSED:**

19
20 Mayor Romney called the meeting to order at 7:30 pm. Kelly Enquist gave an Invocation, and the
21 Pledge of Allegiance was led by Mark Preece.

22
23 **1. Swearing in of Council Members James Ahlstrom, Dell Butterfield, and Jenn Nielsen**

24
25 **2. Approve Agenda**

26
27 **MOTION:** *Kelly Enquist made a motion to approve the agenda as written. Mark*
28 *Preece seconded the Motion which PASSED by unanimous vote of all*
29 *members present.*

30
31 **3. Public Comment**

32
33 No Comment

34
35 **4. Presentation of Independent Audit of the City's Financial Statements for the Fiscal**
36 **Year Ending June 30, 2023 – Christensen, Palmer & Ambrose**

37
38 Jeff Ambrose presented the Independent Audit to the Council. He stated that the auditor's
39 opinion was unmodified or clean. This is the highest opinion that can be rendered by the
auditor, meaning there were no significant problems found.

40
41 Mr. Ambrose reviewed various elements of the financial statements with the council,
demonstrating the city's strong financial standing.

42
43 Council member Butterfield asked about the adjustments that were shown in the report. Mr.
Ambrose explained that this existed because of the underestimation in the storm drain fund

44 and an incorrect amount for a golf cart lease. It was determined that these were not
45 reoccurring adjustments.

46 Council member Butterfield asked about language in the “notes to the financial statements”
47 related to the lack of a formal investment policy. Duane explained that this policy is
48 something that would be required if the city invested funds outside of the state’s public
49 treasurer investment fund (PTIF), and it may be something the council wants to look at this
50 coming year.

51 Duane also pointed out that there appeared to be a formula error on pages 50-51 (related to
52 the budget vs. actual for the General Fund), and that the statement on page 46 related to risk
53 management was form language and that the city is not in face a defendant in any current
54 lawsuit. Finally, he stated that he would be happy to meet with council members to go over
55 any other details in the financial statements.

56

57 **5. Resolution 545-24 – Resolution Appointing Ken Romney to Wasatch Integrated Waste**
58 **Management District Administrative Control Board.**

59
60 Mayor Romney explained that former Council member James Bruhn served on the Wasatch
61 Integrated Waste Management Board before ending his service on the council. Mayor
62 Romney will now take his place.

63

64 **MOTION:** *James Ahlstrom made a motion consenting to the appointment of Ken*
65 *Romney to the Wasatch Integrated Waste Management District*
66 *Administrative Control Board. Kelly Enquist seconded the Motion which*
67 *PASSED.*

68

69 The vote was recorded as follows:

70 James Ahlstrom – Aye Dell Butterfield– Aye

71 Kelly Enquist – Aye Jenn Nielsen– Aye

72 Mark Preece – Aye

73

74 **6. Resolution 546-24 – Resolution Appointing Kelly Enquist to the Davis County Mosquito**
75 **Abatement District Board of Trustees.**

76

77 Mayor Romney introduced the resolution.

78 **MOTION:** *Dell Butterfield made a motion consenting to the appointment of Kelly*
79 *Enquist to the Davis County Mosquito Abatement District Board of*
80 *Trustees. Jenn Nielsen seconded the Motion which PASSED.*

81

82 The vote was recorded as follows:

83 James Ahlstrom – Aye Dell Butterfield– Aye

84 Kelly Enquist – Aye Jenn Nielsen– Aye

84 James Ahlstrom – Aye Dell Butterfield– Aye
85 Kelly Enquist – Aye Jenn Nielsen– Aye
86 Mark Preece – Aye
87

88 **7. Resolution 547-24 – Resolution Appointing Dell Butterfield to South Davis Recreation**
89 **District Administrative Board.**

90 Mayor Romney introduced the resolution.

91 **MOTION:** *James Ahlstrom made a motion consenting to the appointment of Dell*
92 *Butterfield to the South Davis Recreation District Administrative Board.*
93 *Mark Preece seconded the Motion which PASSED.*

94 The vote was recorded as follows:

95 James Ahlstrom – Aye Dell Butterfield– Aye
96 Kelly Enquist – Aye Jenn Nielsen– Aye
97 Mark Preece – Aye
98

99 **8. Resolution 548-24 – Resolution Consenting to the Assignments of Council Member**
100 **Duties**

101
102 Mayor Romney shared his appreciation to all those that are willing to serve in these
103 assignments.
104

105 **MOTION:** *James Ahlstrom made a motion consenting to the Assignments of Council*
106 *Member Duties. Dell Butterfield seconded the Motion which PASSED.*
107

108 The vote was recorded as follows:

109 James Ahlstrom – Aye Dell Butterfield– Aye
110 Kelly Enquist – Aye Jenn Nielsen– Aye
111 Mark Preece – Aye
112

113 **9. Review of Draft Subdivision Code Updates.**
114

115 Duane Huffman gave a summary of the subdivision code update. The primary change being
116 that state code now prohibits the city council from acting as the land use authority for most
117 residential subdivisions. The law also states that the planning commission cannot act as the
118 final approval for most residential subdivision plats. This change is required to take place
119 before February 1st.
120

121 Duane then reviewed updates as recommended by the planning commission, including that
122 the commission will approve preliminary plats, and that the city engineer will approve final
123 plats.
124

125 Council member Ahlstrom asked about the appeal process for plats. Duane explained that the
126 city council would still act as the appellate body for land use authority.

127 A final draft of these ordinance changes will be presented at the next meeting for adoption.
128

129 **10. Approval of Minutes from the December 19, 2023, City Council Meeting.**
130

131 **MOTION:** *Kelly Enquist made a motion to approve the minutes from the December 19,*
132 *2023, meeting as presented. Mark Preece seconded the Motion which*
133 *PASSED by unanimous vote of all members present.*
134

135 **11. Staff Reports**
136

137 Police - Chief Erikson:

- 138 ● Staff met with the prosecutor regarding business license, land use, and parking enforcement.
- 139 ● Accreditor is trying to finish by this Friday.
- 140 ● Council member Nielsen asked about the school drop-off problem at 750 W. Chief Erikson
- 141 is working with the elementary school and district.
- 142

143 Public Works - Steve Maughan:

- 144 ● Working on taking down holiday banners and lights before it snows.
- 145 ● Equipment is ready for snow.
- 146

147 Engineering - Kris Nilsen:

- 148 ● Working on capital improvement projects and designs.
- 149 ● Steve and Kris put out a bid for park lights with the deadline tomorrow.
- 150

151 Community Development – Addison Jenkins:

- 152 ● Working on code enforcement with commercial businesses.
- 153 ● Planning commission went over some red lines and drafts of the home occupation ordinance.
- 154

155 Administration and Community Development – Duane Huffman:

- 156 ● UDOT will be meeting with the city next Monday for an I-15 update.
- 157 ● The Mayor and Duane will be meeting with the new refinery manager. They will review the
- 158 stationary plan as well as some communication strategies and requests.
- 159 ● Planning commission interviews will be conducted Wednesday and Thursday, January 3rd
- 160 and 4th.
- 161

162 **12. Mayor/Council Reports**
163

164 James Ahlstrom –

- 165 ● YCC will have a great new council rep. in Jenn Nielsen.
- 166

167 Mark Preece –

- 168 ● The Sewer District has nothing new to report.
- 169

170 Dell Butterfield –

- 171 ● Spent a lot of time reviewing financial audits as well as future assignments.
- 172

173 Kelly Enquist –
174 • Nothing to report.

175
176 Jenn Nielsen –
177 • Shared her excitement to serve.

178
179 Mayor Romney –
180 • Shared her excitement for the next year with the new city council.

181
182 **13. Closed Session, For the Purpose of Discussing Items Allowed Pursuant Utah Code 52-4-**
183 **205.**

184
185 **MOTION:** *James Ahlstrom made a motion to go into Executive Session in the police*
186 *training room. Jenn Nielsen seconded the Motion which PASSED.*

187
188 The vote was recorded as follows:

189 James Ahlstrom – Aye Dell Butterfield – Aye
190 Kelly Enquist – Aye Jenn Nielsen – Aye
191 Mark Preece – Aye

192
193 **14. Adjourn**

194
195 **MOTION:** *James Ahlstrom made a motion to adjourn this meeting of the West*
196 *Bountiful City Council. Jenn Nielsen seconded the Motion which PASSED*
197 *by unanimous vote of all members present.*

198
199
200
201 *The foregoing was approved by the West Bountiful City Council by unanimous vote of all members*
202 *present on January 16, 2024.*

203
204 
205 Remington Whiting, City Recorder

PLEASE SIGN IN BELOW

WEST BOUNTIFUL CITY

City Council Meeting

Date: January 2, 2024

Location: 550 N 800 W, West Bountiful

NAME	ADDRESS	PHONE	EMAIL
James Broder			
Richard Thomley			
Ben Butterfield			
Aimee Hingosa	638 N. 660 W.		