

**Mayor**  
Kenneth Romney

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

# WEST BOUNTIFUL CITY

550 North 800 West  
West Bountiful, Utah 84087  
Phone (801) 292-4486  
FAX (801) 292-6355  
[www.WBCity.org](http://www.WBCity.org)

**City Administrator**  
Duane Huffman

**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, MARCH 19, 2024, 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. Resolution 551-24 - Appointment of Richmond Thornley to the Emergency Preparedness Advisory Committee (EmPAC).
4. Ordinance 481-24 – Updating Home Occupation Regulations.
5. Discussion of 660 W Capital Project.
6. Budget Discussion – 1<sup>st</sup> Look at FY 2024/2025 Budget.
7. Proclamation Declaring April 12, 2024, as Arbor Day.
8. Meeting Minutes from February 20<sup>th</sup> and March 8<sup>th</sup>, 2024.
9. Staff Reports–Police, Public Works, Engineering, Community Development, Administration.
10. Mayor/Council Reports.
11. Closed Session, if necessary, for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.
12. Adjourn.

*The above agenda was posted on the State Public Notice website ([Utah.gov/pmn](http://Utah.gov/pmn)), the city website ([WBCity.org](http://WBCity.org)), posted at city hall, and emailed to the Mayor and City Council on March 15, 2024, by Remington Whiting, City Recorder.*

# WEST BOUNTIFUL CITY

## RESOLUTION #551-24

### ***A RESOLUTION APPOINTING RICHMOND THORNLEY TO THE WEST BOUNTIFUL EMERGENCY PREPAREDNESS ADVISORY COMMITTEE***

**WHEREAS**, the West Bountiful City Council established the Emergency Preparedness Advisory Committee (“EmPAC”) by adoption of Ordinance #354-14; and

**WHEREAS**, pursuant to the above referenced Ordinance, the Mayor shall appoint five (5) voting members to serve staggered terms, with the advice and consent of the City Council; and,

**WHEREAS**, a vacancy currently exists on the committee.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of West Bountiful that it consents to the Mayor’s appointment of the following individual and respective term:

<u>Appointee</u>	<u>Office</u>	<u>Term Expires</u>
Richmond Thornley	EmPAC	December 31, 2028

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

Passed and approved by the City Council of West Bountiful City this 19th day of March 2024.

---

Kenneth Romney, Mayor

<u>Voting by the City Council:</u>	<u>Aye</u>	<u>Nay</u>
Councilmember Ahlstrom	____	____
Councilmember Butterfield	____	____
Councilmember Enquist	____	____
Councilmember Nielsen	____	____
Councilmember Preece	____	____

ATTEST:

---

Remington Whiting, City Recorder



# MEMORANDUM

**TO:** City Council  
**DATE:** March 15, 2024  
**FROM:** Staff  
**RE:** **Home Occupation Ordinance**

---

The purpose of this memo is to provide the latest ordinance for consideration regarding updates to the Home Occupations code.

## Background

Over the past year, the planning commission and city council have engaged in rigorous discussions about the Home Occupations code. The planning commission forwarded a draft ordinance in September 2023 to the city council, which the council tabled for further discussion. In October 2023, the city council and planning commission held a joint meeting to discuss the work to that point. On January 23<sup>rd</sup>, 2024, the planning commission voted to forward an updated draft ordinance to the city council for consideration. The council reviewed that draft in February and tabled it for further deliberation.

The attached ordinance uses the latest planning commission draft as its foundation and makes additional changes based on staff consultation with council members.

## Highlights

The following elements are highlights of the updates:

1. Titles 5 and 17 of the city code are better synchronized regarding the definition and regulation of home occupations.
2. The zoning administrator will be the primary staff member responsible for reviewing home occupations.
3. Notice requirements are updated so that written notice of proposed home occupations is only required for conditional uses; otherwise, a general notice will be posted on the property for regular home occupations.
4. Use regulations are clarified related to impacts beyond property lines, the storage of flammable materials, large vehicles/equipment, the allowable floor space for the use, times of deliveries, etc.
5. The list of “prohibited” businesses was shortened from the planning commission’s recommendation, but automotive repair and other automotive uses as well as welding was added.
6. Child care and kennels (in the A-1/A-S zones) were added as conditional uses.

If the council is ready to adopt, an ordinance has been prepared for this purpose. The council may also choose to continue work on this issue for final adoption at a later date.

# WEST BOUNTIFUL CITY

## ORDINANCE #481-24

### AN ORDINANCE AMENDING TITLE 5 AND TITLE 17 OF WEST BOUNTIFUL MUNICIPAL CODE UPDATING HOME OCCUPATION REGULATIONS

**WHEREAS**, West Bountiful City is empowered to adopt and amend general laws and land use ordinances pursuant to Utah State law (§10-9a-101 et seq.) and under corresponding sections of the West Bountiful City Code; and ; and

**WHEREAS**, after review and a public hearing of the proposed Home Occupation Business Licensing and Land Use Code Text Amendments on September 12, 2023, the West Bountiful City Planning Commission forwarded a recommendation to the City Council; and

**WHEREAS**, the City Council of West Bountiful conducted additional meetings and deliberations, and finds that these amendments are necessary to protect the general health, safety and welfare of the city's residents.

**NOW THEREFORE BE IT ORDAINED** by the city council of West Bountiful City that the West Bountiful Municipal Code be modified as shown in exhibit A.

This ordinance will become effective upon signing and posting.

Adopted this 19<sup>th</sup> day of March, 2024.

By:

---

Ken Romney, Mayor

Voting by the City Council:	<u>AYE</u>	<u>NAY</u>
Councilmember Ahlstrom	____	____
Councilmember Butterfield	____	____
Councilmember Enquist	____	____
Councilmember Nielsen	____	____
Councilmember Preece	____	____

ATTEST:

---

Remington Whiting, City Recorder

## **WBMC 5.04 BUSINESS LICENSES IN GENERAL**

### **5.04.010 Definitions**

**“Business”** means all activities engaged in within West Bountiful City limits carried on for the purpose of gain or economic profit, except that employees rendering service to employers shall not be considered to be engaging in business unless the municipal code specifically provides otherwise.

**“Engaging in business”** means the sale of tangible personal property or the rendering of personal services for others for a consideration by persons engaged in any trade, craft, business, occupation, profession or other calling, except the rendering of personal services by an employee to his or her employer under any contract of personal employment, but including the operation of storage buildings or storage warehouses for the storing of motor vehicles, trailers, boats, and other household equipment or personal property.

**“Home occupation”** means a business operated in a dwelling, accessory structure, or both, on a residential property by a resident of the property.

### **5.04.040 License Fee Levied**

The license fee payable by persons engaging in or carrying on any business within the city shall be periodically fixed by resolution of the city council and listed in the city’s Consolidated Fee Schedule.

---

## WBMC 5.28 HOME OCCUPATIONS

### **5.28.010 Scope**

### **5.28.020 Purpose; License Required**

### **5.28.030 Application For License**

### **5.28.040 Requirements**

### **5.28.050 Specific Businesses Prohibited**

### **5.28.060 Exemptions To License**

### **5.28.070 Home Occupation Business License Renewal**

### **5.28.080 Noncompliance; Revocation And Suspension Of Permit**

### **5.28.90 License Not Transferrable**

### **5.28.010 Scope**

The requirements of this chapter shall apply to any home occupation conducted within the city. Home occupations may be conducted only in residential or agricultural zones, or within homes qualifying as a legal nonconforming residential use. The provisions of the chapter shall not be construed to limit or prohibit any other requirements of this title, the West Bountiful Municipal Code, or other applicable laws.

### **5.28.020 Purpose; License Required**

The purposes of this chapter are to protect the residential character and lifestyle of residential zoning districts within West Bountiful City, to ensure that home occupations remain incidental and accessory to the residential use of the property on which a dwelling is located. To ensure compliance with this chapter, a home occupation business license is required before any property may be used for a home occupation.

### **5.28.030 Application For License**

- A. A home occupation business license application may be obtained from the city offices or from the city website. Each application shall be submitted to the city recorder. If the zoning administrator determines that the combined offsite impact of the proposed home occupation and the primary residential use of the property will materially exceed the offsite impact of the primary residential use alone, the application must be accompanied by payment of a business license fee. The city may also charge an administrative fee if the applicant requests a business license.
- B. It is unlawful for any person to provide false information to the city in relation to the application for, issuance of, or continuation of, a business license, or to knowingly cause or permit the same to be done.
- C. The applicant shall give notice of the nature and description of the proposed home occupation by posting a notice in front of the property on which the home occupation is to be conducted for no less than seven days immediately preceding the submission of a home occupation business license application. For home occupations that require a conditional use permit, the applicant must also give written notice of the nature and description of the proposed home occupation to owners of property within 300 feet of the exterior boundaries of the property on which the home occupation is to be conducted. The applicant must provide evidence of the required posting and written notice, if applicable, as part of the home occupation business license application.
- D. The application will contain the applicant's written agreement to allow the city to enter upon and inspect the property at all reasonable times (1) to ensure the requirements of this chapter have been met before the license is issued, and (2) to verify compliance thereafter.

- E. The applicant must provide evidence of any federal or state licensing or permit required for the home occupation as part of the home occupation business license application.
- F. The zoning administrator shall approve the home occupation business if they find that:
  - 1. The requirements of this chapter have been satisfied;
  - 2. The home occupation will be in keeping with the character of the neighborhood and will not adversely affect the desirability or stability of the neighborhood.
  - 3. The home occupation does not diminish the use and enjoyment of adjacent properties or create an adverse parking impact on adjacent streets or properties;
  - 4. The home occupation will not negatively impact the future use of the property as a residence;
  - 5. The home occupation will not adversely affect the public health, safety or welfare; and
  - 6. The home occupation conforms with all fire, building, plumbing, electrical and health codes and all applicable federal, state, and local laws.

#### **5.28.040 Requirements**

- A. A person who is not a resident of the dwelling shall not work in the home occupation.
- B. Tools, items, equipment or uses which are offensive or noxious by reason of the emission of odor, smoke, gas, dust, vibration, magnetic or electrical interference, noise, or other similar impacts that extend beyond the property line of the lot where the home occupation is located, beyond those impacts of reasonable residential use, are prohibited.
- C. The home occupation shall not involve using or storing flammable material, explosives, or other dangerous materials, including gun powder.
- D. The home occupation shall not involve the parking or storage of equipment or motor vehicles having a gross weight of fourteen thousand (14,000) pounds or more at the residence or on the street adjacent to the property on which the home occupation is conducted.
- E. The home occupation must be clearly incidental and secondary to the use of the dwelling or accessory structure in which it is located and may not change the purpose or character of the dwelling or accessory structure, or the residential character of the property on which the home occupation is located.
- F. The home occupation shall not involve the use of any part of a dwelling or structure for which, by reason of state, federal or local laws, special or extra entrances or exits or special rooms are required as a condition to the operation of such use.
- G. More than one home occupation business license may be issued for a property, if after review, the zoning administrator specifically determines that the total of all businesses on the property will not have an impact on the community greater than one business.
- H. The home occupation must be conducted entirely within the dwelling, except that twenty-five percent (25%) of a garage or accessory structure on the same property as the dwelling may also be used.
- I. Adequate off-street parking must be provided for both personal vehicles and business customers, except as otherwise specified in conditions set in a conditional use permit for drop-offs or pick-ups

associated with day care, preschools, or group instructional services.

J. Yard space may not be used for home occupation activities, except:

- a. Outside private swimming pools may be used for swimming instruction if the swimming instruction is given by a resident of the dwelling.
- b. Subject to a conditional use permit, yard space may be used for day care, provided the yard is entirely fenced.

K. In no event shall outdoor storage be permitted for a home occupation.

L. Business operations that involve deliveries, pick-ups/drop-offs, or other visits to the property shall be limited to the hours between 7:00 am and 10:00 pm.

M. The home occupation must comply with all fire, building, plumbing, electrical, and health codes and all applicable federal, state, and local laws.

N. The home occupation may not cause or create a demand for municipal or utility services or community services, including traffic, in excess of those usually and customarily provided for residential uses; provided, that day care, preschool, and group instructional services will be allowed to have a reasonable amount of drop-offs or pick-ups, as determined by a conditional use permit in accordance with recognized traffic safety standards and subject to the other reasonable requirements.

O. The home occupation may not alter the residential character of the premises or unreasonably disturb the peace and quiet of the neighborhood.

P. Merchandise, goods, or customer services may not be advertised or otherwise visible from the exterior of the building in which the home occupation is operated.

Q. Signs, advertising, or displays of any kind shall not be visible from the public streets or from the exterior boundaries of the property on which the home occupation is conducted.

R. Home occupations requiring state or federal licensing or permits must comply with all applicable state and federal regulations and keep current all applicable licenses or permits.

S. The city may enter upon and inspect the property on which the home occupation is conducted at all reasonable times and upon reasonable notice to verify compliance with the provisions of this chapter.

### **5.28.050 Specific Businesses Prohibited**

Notwithstanding any provision of this chapter to the contrary, the following uses cannot qualify as home occupations:

1. Automotive repair, body work, painting, detailing, sales, or rentals;
2. Welding shops or machine shops;
3. Indoor storage facilities;
4. Any use prohibited in the city's commercial or industrial districts.

### **5.28.060 Conditional Home Occupations**

The following uses qualify as home occupations only when issued by way of a conditional use permit as governed by WBMC 17.60:

1. Child care, nursery, preschool or similar use involving the pick-up and drop-off of children;

2. Kennels (only in the A-1 and A-S districts;, otherwise prohibited)

#### **5.28.070 Exemptions To License**

The following uses are exempt from the provisions of this chapter:

1. Sale of goods or services by city residents under 18 years of age that does not conflict with other provisions of the municipal code;
2. Temporary home occupations such as garage sales, yard sales, or craft boutiques that occur not more than four (4) times a year, with each event lasting not more than seventy-two (72) hours;
3. Promotional meetings for the purpose of taking orders for merchandise, by invitation only, which occur not more than once per month;
4. Community/neighborhood fund raisers that are sponsored by the city or approved by city staff;
5. Engagement in business for solely religious, charitable, or other type of strictly nonprofit purpose that is tax-exempt under the laws of the United States and the State of Utah;
6. Engagement in a business specifically exempted from municipal taxation and fees by the laws of the United States or the State of Utah;
7. Selling, offering for sale, or taking orders for or soliciting the sale of any farm products, but not including dairy products actually produced, raised, or grown by the person so selling, offering for sale or taking orders for, or soliciting the sale of any such farm products; and
8. Other exemptions as specifically approved in writing by the city council for good cause shown.

#### **5.28.080 Home Occupation Business License Renewal**

A home occupation business license is subject to annual renewal, with the license year being the calendar year.

#### **5.28.090 Noncompliance; Revocation And Suspension Of Permit**

The zoning administrator may revoke or decline to renew a home occupation business license for a violation of any requirement of this chapter.

The zoning administrator, in their discretion, may suspend the license temporarily to give the license holder a specified reasonable period of time, not to exceed thirty (30) days, to cure any such violation. If the violation is not cured within the specified period of time, the zoning administrator shall revoke the home occupation business license. During the period of suspension, the zoning administrator may impose any restrictions or conditions upon the license holder necessary to prevent further violation of applicable law, including cessation of all activities associated with the home occupation.

Any license holder aggrieved by a decision of the zoning administrator under this chapter may appeal the decision in accordance with Chapter 2.64 of the municipal code.

#### **5.28.100 License Not Transferable**

No license granted or issued under the provisions of this chapter shall in any manner be assignable or transferable or authorize any person other than the licensee named therein to conduct the business specified in the license.

#### **17.04.030 Definitions**

"Home occupation" means a business operated in a dwelling, accessory structure, or both, on a residential property by a resident of the property (subject to Chapter 5.28).

**17.14.020 Permitted Uses; and**  
**17.16.020 Permitted Uses; and**  
**17.20.020 Permitted Uses; and**  
**17.24.020 Permitted Uses:**

Home occupations (subject to Chapter 5.28)



# MEMORANDUM

**TO:** Mayor and City Council

**DATE:** March 15, 2024

**FROM:** Staff

**RE:** **660 W Capital Project Discussion**

---

This memo is intended to introduce the topic of 660 W design options for discussion at the March 19 council meeting.

## Background

The FY24 budget included funding for a major capital improvement project on 660 W from 400 N to 1000 N, including replacing the main water line, rebuilding the road, and the installation of storm water and curb/sidewalk improvements that are not currently on the road.

The budget was based on very preliminary engineering estimates. The size and scope of these improvements necessitated significantly more engineering design work to develop more accurate cost estimates. Additionally, staff recommends more discussion and community outreach related to new improvements such as sidewalk on both sides of the road.

## New Improvements

When considering how new public improvements are installed in the city, it is important to consider the policy and cost implications. These are the primary ways new improvements are installed:

- A. When development occurs. This is most common when subdivisions are built or undeveloped land is built on. In these cases, the developer (and by extension the homeowner) pays the costs of the new sidewalks, roads, waterlines, etc.
- B. Improvement Districts. When an area is already developed, or mostly developed, and the residents are interested in an improvement like sidewalks or storm water improvements, a special limited improvement district administered by the city can be created for taxing or bonding purposes so that there is an efficient way for these residents/neighborhoods to fund the improvements. This has rarely, if ever, been used in West Bountiful.
- C. City Funded. When the city decides that improvements are a significant benefit to the community, it uses city or grant money to fund the project. Examples of this in West Bountiful include Pages Lane, 800 W, and portions of 1100 W. These are usually main corridors used by residents.

When designing 660 W, the council should consider whether it is in the community's interest to pay for sidewalk on both sides of the road.

## Options

At the meeting on March 19<sup>th</sup>, staff will present the following options (with a few other variations) and newly refined budget estimates:

1. Full improvements (sidewalk, curb, gutter, storm water, road, and water line). \$3 million (originally budgeted at \$2.2 million)
2. Sidewalk on west side of road (and all other improvements). \$2.2 million
3. Current improvements (water line, road, no sidewalk/curb). \$1.8 million

## Moving Forward

After the council has a chance to review, discuss, and confirm a preferred option, staff recommends scheduling a neighborhood meeting with residents to get additional input on design options.

Afterwards, a final decision can be made and a bid package prepared for the project to begin in early 2025.



# MEMORANDUM

**TO:** Mayor & Council

**DATE:** March 15, 2024

**FROM:** Duane Huffman

**RE:** **FY 2024/2025 Budget 1<sup>st</sup> Look**

---

At the March 19<sup>th</sup> meeting I will present to the council a first look at next year's city budget. The final numbers won't be ready until the day of the meeting, but in general the council can anticipate the following assumptions:

## Overall

- Revenue estimates will likely be flat (in the best case scenario) or slightly down.
- Expenditures continue to feel inflationary pressure.
- The combination of these two will likely mean a projected shortfall.
- The city has a healthy fund balance, in part to weather times like these, but it should be very prudent in how it is used.

## Options

In preparing draft budgets, city staff will be looking at the following strategies:

- Limiting expenditure growth and looking for additional cost cutting methods.
- Potentially deferring some one-time costs, such as the purchase of equipment.
- Reviewing how major items are funded. For example, some part of the debt service on the new public works facility may come from other funds such as the Capital Projects Fund and/or the Water Fund.
- In general, the strategy will be to balance the need to not fall too far behind in certain expense categories while also not creating a situation where even when revenues recover they will not be enough to handle expenses.

## Other Items

- There is likely a need to look at garbage fees based on a few years' worth of increases from the Wasatch Integrated Waste Management Districts and the city's hauler.
- Capital Projects. Even with operating revenue not doing great, the city will still have available funds for road, water, and parks projects.
- Council Priorities: Staff will be seeking input from the council on areas and projects of interest to use when developing draft budgets.

## FY24 - FEBRUARY FINANCIAL UPDATE

(estimates - for informational purposes only)

	2024-24	2023-24	2023-24	2023-24
	Current Month	Current YTD	Current Yr Budget	% Budget
	February			(67% Elapsed)
<b>GENERAL FUND</b>				
TAXES	321,030	3,582,883	5,105,600	70%
LICENSES AND PERMITS	9,954	70,018	148,700	47%
INTERGOVERNMENTAL REVENUE	6,790	190,870	271,500	70%
CHARGES FOR SERVICES	705	9,077	30,000	30%
FINES AND FORFEITURES	7,765	64,366	60,000	107%
MISCELLANEOUS REVENUE	8,710	148,973	146,600	102%
CONTRIBUTIONS AND TRANSFERS	0	0	587,300	0%
	354,953	4,066,187	6,349,700	64%
LEGISLATIVE	7,351	43,464	75,400	58%
COURT	2,250	22,900	35,900	64%
ADMINISTRATIVE	29,273	295,241	399,600	74%
ENGINEERING	7,089	60,082	95,600	63%
NON-DEPARTMENTAL	9,133	218,468	263,800	83%
GENERAL GOVERNMENT BUILDINGS	3,332	72,925	105,100	69%
PLANNING AND ZONING	5,918	59,472	142,900	42%
POLICE DEPARTMENT	127,288	1,330,599	2,202,100	60%
FIRE PROTECTION	0	527,325	703,100	75%
PW Bldg	2,228	3,040	0	0%
STREETS	25,563	182,719	289,700	63%
CLASS 'C' ROAD PROJECTS	0	242,462	315,000	77%
PROP 1 TRANSPORTATION TAX	0	22,824	478,100	5%
PARKS	21,152	319,475	400,300	80%
DEBT SERVICE	0	43,732	363,600	12%
TRANSFERS, OTHER	21,979	173,087	479,500	36%
	262,555	3,617,812	6,349,700	57%
<b>WATER FUND</b>				
MISCELLANEOUS REVENUE	20,850	146,120	155,000	94%
UTILITY REVENUE	109,671	921,058	1,325,100	70%
CONTRIBUTIONS AND TRANSFERS	0	0	0	0%
	130,520	1,067,179	1,480,100	72%
EXPENDITURES	346,980	937,926	1,173,450	80%
CAPITAL PROJECTS	0	292,241	788,450	37%
	346,980	1,230,167	1,961,900	63%
<b>GOLF COURSE</b>				
OPERATING REVENUE	19,954	972,006	1,218,800	80%
MISCELLANEOUS REVENUE	247	13,948	4,100	340%
	20,201	985,954	1,222,900	81%
CONTRIBUTIONS AND TRANSFERS	0	0	0	0%
GOLF PROFESSIONAL & CLUBHOUSE	19,968	282,265	403,900	70%
COURSE & EQUIP MAINT & REPAIRS	33,642	446,308	738,300	60%
DRIVING RANGE	0	5,134	10,300	50%
PRO SHOP & CAFE	32,632	142,607	140,000	102%
DEBT SERVICE	2,352	80,285	49,400	163%
	88,595	956,598	1,341,900	71%

## FY24 - FEBRUARY FINANCIAL UPDATE

(estimates - for informational purposes only)

	2024-24	2023-24	2023-24	2023-24
	Current Month	Current YTD	Current year	% Budget
	February			
<b>JESSE MEADOWS ASSESSMENT FUND</b>				
JESSE MEADOWS ASSESSMENT FUND Revenue Total:	682.47	16,594.64	12,100.00	137%
JESSE MEADOWS ASSESSMENT FUND Expenditure Total:	0	872.31	12,100.00	7%
<b>STREETS IMPACT FEES FUND</b>				
STREETS IMPACT FEES FUND Revenue Total:	3,971.34	22,670.12	165,000.00	14%
STREETS IMPACT FEES FUND Expenditure Total:	0	17,819.01	165,000.00	11%
<b>PARK IMPACT FEES FUND</b>				
PARK IMPACT FEES FUND Revenue Total:	2,478.72	13,358.03	30,500.00	44%
PARK IMPACT FEES FUND Expenditure Total:	0	0	30,500.00	0
<b>REDEVELOPMENT AGENCY FUND</b>				
REDEVELOPMENT AGENCY FUND Revenue Total:	1,272.82	10,261.85	293,000.00	4%
REDEVELOPMENT AGENCY FUND Expenditure Total:	7,071.24	60,122.55	293,000.00	21%
<b>RAP TAX FUND</b>				
RAP TAX FUND Revenue Total:	29,320.13	233,404.79	386,000.00	60%
RAP TAX FUND Expenditure Total:	2,448.35	21,522.10	386,000.00	6%
<b>CAPITAL IMPROVEMENT FUND</b>				
CAPITAL IMPROVEMENT FUND Revenue Total:	28,215.18	218,686.10	540,000.00	40%
CAPITAL IMPROVEMENT FUND Expenditure Total:	1,129.29	66,818.46	540,000.00	12%
<b>STREETS CAP IMPROVEMENT FUND</b>				
STREETS CAP IMPROVEMENT FUND Revenue Total:	1,698.28	12,807.23	480,000.00	3%
STREETS CAP IMPROVEMENT FUND Expenditure Total:	0	0	480,000.00	0
<b>SOLID WASTE FUND</b>				
SOLID WASTE FUND Revenue Total:	39,567.15	315,285.80	435,000.00	72%
SOLID WASTE FUND Expenditure Total:	21,020.65	301,485.24	520,200.00	58%
<b>STORM DRAIN UTILITY</b>				
STORM DRAIN UTILITY Revenue Total:	11,450.42	76,790.36	125,000.00	61%
STORM DRAIN UTILITY Expenditure Total:	5,869.79	58,988.87	220,700.00	27%



# West Bountiful City

## Proclamation

### A PROCLAMATION OF THE WEST BOUNTIFUL CITY COUNCIL DECLARING APRIL 12, 2024, AS ARBOR DAY IN WEST BOUNTIFUL CITY.

**WHEREAS**, Arbor Day is celebrated nationally to encourage Americans to maintain and replenish trees throughout the country; and

**WHEREAS**, the City of West Bountiful has achieved a Tree City USA status for many years; and

**WHEREAS**, trees play an important role in energy conservation by reducing the erosion of our precious topsoil by wind and water, modifying temperature extremes with shade and humidity, and are important in reducing the amount of energy consumed in heating and cooling buildings; and

**WHEREAS**, trees directly contribute to improving air quality by reducing air pollution by removing airborne particulates from the atmosphere and helping to purify the air; and

**WHEREAS**, trees, properly planted and cared for, provide a community environment that assists in mental and peaceful renewal, and provides habitat for wildlife; and

**WHEREAS**, having beautiful trees planted in our community is an important matter to our citizens.

**NOW THEREFORE, BE IT PROCLAIMED** by the City Council of West Bountiful, that April 12, 2024, is Arbor Day in West Bountiful City and all citizens are urged to support efforts to protect our trees and woodlands, and celebrate by planting trees to promote the well-being of present and future generations.

Dated this 19th day of March 2024.

---

Mayor Kenneth Romney

Attest:

---

Remington Whiting, City Recorder

## PENDING – Not Yet Approved

Minutes of the West Bountiful City Council meeting held on **Tuesday, February 20, 2024**, at West Bountiful City Hall, 550 N 800 West, Davis County, Utah.

### Those in attendance:

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

**STAFF:** Duane Huffman (City Administrator), Steve Doxey (City Attorney), Lance Wilkinson (Assistant Chief of Police), Steve Maughan (Public Works Director), Addison Jenkins (Community Development), Dallas Green (Golf Director), Kris Nilsen (City Engineer), and Remington Whiting (City Recorder)

**PUBLIC:** Alan Malan, Deby Marshall, Rob Merrick

**EXCUSED:**

Mayor Romney called the meeting to order at 7:35 pm. Dell Butterfield gave an inspirational thought, and the Pledge of Allegiance was led by James Ahlstrom.

## 1. Approve Agenda

**MOTION:** *Mark Preece made a motion to approve the agenda. Dell Butterfield seconded the Motion which PASSED by unanimous vote of all members present.*

## 2. Public Comment

None

**3. Consider Request to Defer Installation of Public Improvements for Hugoe Subdivision at 1448 W 400 N**

Kris Nilsen explained that the Hugoe Subdivision has received preliminary plat approval from the planning commission. He then discussed how the owner of the subdivision had submitted a request to defer subdivision improvements like culs, sidewalk, and road widening. Based on the current status of the road and the likelihood of future development to the west, staff's recommendation is to grant the deferral. Council member Butterfield asked if deferring the improvements would cost the city more, and Kris responded that costs would likely be lower for everyone if the improvements eventually go in with a larger project.

44           **MOTION:** *Dell Butterfield made a motion to approve the deferral request for Hugoe*  
45            *Subdivision, pending a review of the agreement. James Ahlstrom seconded*  
46           *the motion which PASSED.*

47

48

49           The vote was recorded as follows:

50           James Ahlstrom – Aye                   Dell Butterfield – Aye  
51           Kelly Enquist – Aye                   Jenn Nielsen – Aye  
52           Mark Preece – Aye

53

54           **4. Consider Annexation Petition for 12.666 Acres at 1800 West 1200 North by South**  
55           **Davis Sewer District**

56

57           Addison Jenkins gave a brief overview of the South Davis Sewer District annexation request  
58           and the process. At this point, accepting the petition allows the process to continue, and the  
59           council would later have the opportunity to either grant or deny the annexation. Council  
60           member Ahlstrom asked why the Sewer District was interested in this annexation. Duane  
61           Huffman explained that the Sewer District is doing an expansion, and both the district and  
62           the county would prefer the entire plant be in West Bountiful under one land use jurisdiction.

63

64           **MOTION:** *Mark Preece made a motion to accept the South Davis Sewer District*  
65           *Annexation Petition. Jenn Nielsen seconded the motion which PASSED.*

66

67

68           The vote was recorded as follows:

69           James Ahlstrom – Aye                   Dell Butterfield – Aye  
70           Kelly Enquist – Aye                   Jenn Nielsen – Aye  
71           Mark Preece – Aye

72

73           **5. Consider Purchase Approval of Police Vehicles for \$210,980**

74

75           Duane Huffman explained that the city had budgeted to buy 4 police vehicles, along with the  
76           selling of 3 vehicles. It was previously estimated that the 4 vehicles would cost \$166,000. He  
77           explained that unfortunately the cost of the 4 new vehicles is higher than anticipated, costing a  
78           total of \$210,980. Council member Butterfield asked about a purchasing policy for police  
79           vehicles. Duane explained that there was not a formal policy, but rather schedules that were  
80           reviewed and adjusted each budget cycle, and that a formal policy is something the city could  
81           create. Duane emphasized how much the supply chain shortage has affected purchasing  
82           vehicles over the last couple years. Assistant Chief Wilkinson explained that 3 reserve  
83           vehicles are necessary because of maintenance and accidents. Council member Ahlstrom  
84           shared his opinion that it is better to buy now when they are available than risk them not being  
85           available next year. Duane said that staff would bring a vehicle purchasing policy back for  
86           the council's review.

**MOTION:** *James Ahlstrom made a motion to approve the purchase of police vehicles for \$210,980. Jenn Nielsen seconded the motion which PASSED.*

The vote was recorded as follows:

James Ahlstrom – Aye  
Kelly Enquist – Aye  
Mark Preece – Aye

Dell Butterfield – Aye  
Jenn Nielsen – Aye

## 6. Golf Course Concessions

Dallas Green reviewed the current status of concessions at the golf course, along with his recommendation that the city temporarily operate the services in-house. Council member Ahlstrom asked about potential tournaments, and asked if companies would be able to cater for the larger events, which Dallas confirmed would be the plan. Dallas also clarified that his recommendation would not prohibit the course from finding a potential vendor in the future.

## 7. Approval of Minutes from January 19<sup>th</sup> and February 20<sup>th</sup>, 2024, City Council Meeting.

**MOTION:** *James Ahlstrom made a motion to approve the minutes from the January 19<sup>th</sup> and February 6<sup>th</sup>, 2024, meeting as presented. Mark Preece seconded the motion which PASSED by unanimous vote of all members present.*

## 8. Staff Reports

Police – Lance Wilkinson:

- None

Public Works - Steve Maughan:

- Kris and Steve met with the contractor for the city park lights project. They are wanting to start the process in March, but this is dependent on weather.
- The Onion Parkway Trail fence is damaged and should be repaired this week.

Engineering - Kris Nilsen

- Working on 3 capital projects with cost estimations

Community Development – Addison Jenkins

- The Loveland's are in the process of annexation.
- Staff is preparing another home occupation ordinance draft to present to the council for the next meeting in March.

Administration – Duane Huffman

- Presented financial report.
- Remington has been researching digital newsletters options, which would include a hard copy option.
- Discussed a wellbeing survey that will be on the front page of the city newsletter next month.

134     • Council member Nielsen asked about the spring cleanup dates. Steve explained that a day has  
135     not be chosen but will be soon.  
136     • There will be no city council meeting on March 5 due to the caucus.  
137

138     **9. Mayor/Council Reports**

139  
140     James Ahlstrom –  
141         • Nothing

142  
143     Mark Preece –  
144         • Sewer Board meeting is this coming Thursday.  
145

146     Dell Butterfield –  
147         • The recreation center is open to figure skating again.  
148         • EmPac meeting was today, and they will move forward on an emergency plan.  
149

150     Kelly Enquist –  
151         • Wanted to confirm that the city will be entering the best tasting water competition at the  
152         upcoming rural water conference, and Steve confirmed that a sample will be submitted.  
153

154     Jenn Nielsen –  
155         • Youth council has a meeting this week. The city easter egg activity will be March 23.  
156         • Council member Nielsen has approached 4 people about the Independence Day carnival chair  
157         for this year but has not yet received a yes.  
158         • Paige James, the parade chair, has recommended that the city council announce the floats  
159         instead of riding in the parade. Each council member said they wanted to be in the parade.  
160

161     Mayor Romney –  
162         • Wasatch Integrated Waste Management District just redid their contract to continue  
163         producing gas to sell, and it is continuing work on mandatory recycling.  
164

165     **10. Closed Session, For the Purpose of Discussing Items Allowed Pursuant Utah Code 52-4-  
166         205.**

167  
168     **MOTION:** *James Ahlstrom made a motion to go into closed session for strategy session  
169         to the purchase, exchange, or lease of real property related. The session  
170         would be in the police training room, and the adjournment of that session  
171         would also mark the adjournment of the regular meeting. Mark Preece  
172         seconded the motion which PASSED.*  
173

174     The vote was recorded as follows:

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

180

181 **11. Closed Session**

182

183 **MOTION:** *James Ahlstrom made a motion to adjourn this meeting of the West*  
184 *Bountiful City Council. Mark Preece seconded the motion which PASSED*  
185 *by unanimous vote of all members present.*

186

187 -----

188

189 *The foregoing was approved by the West Bountiful City Council by unanimous vote of all members*  
190 *present on March 19<sup>th</sup>, 2024.*

191

192

193 Remington Whiting, City Recorder

## PENDING – Not Yet Approved

Minutes of the West Bountiful City Council meeting held on **Friday, March 8, 2024**, at West Bountiful City Hall, 550 N 800 West, Davis County, Utah.

### Those in attendance:

**MEMBERS:** Mayor Kenneth Romney, Council members Dell Butterfield, Jenn Nielsen, and Mark Preece

**STAFF:** Duane Huffman (City Administrator), Steve Doxey (City Attorney), Dallas Green (Golf Director), and Kris Nilsen (City Engineer).

**PUBLIC:** Alan Malan, Christopher Reyes

**EXCUSED:** Council members James Ahlstrom and Kelly Enquist

Mayor Romney called the meeting to order at 3:05 pm.

## 1. Approve Agenda

**MOTION:** *Mark Preece made a motion to approve the agenda. Dell Butterfield seconded the Motion which PASSED by unanimous vote of all members present.*

## 2. Public Comment

None

3. Consider Annexation Petition for 5.139 Acres at 1275 W 1600 N by Loveland Holdings, LLC.

Duane Huffman explained that accepting the annexation allows the process to continue for further consideration. He stated that the Lovelands started this process over a year ago but had been waiting on Davis County. Enough time has passed that they are interested in moving forward on their own. The property is included in the city's annexation policy and general plan. The council asked about future zoning and uses, and Duane explained that this would go to the planning commission for a recommendation, and that staff are looking at options on how to address zoning and uses. Duane also confirmed that approving the petition does not bind the council to approving the ultimate annexation.

**MOTION:** *Mark Preece made a motion to approve the annexation petition from Loveland Holdings for further consideration. Jenn Nielsen seconded the motion which PASSED.*

47 The vote was recorded as follows:

48 James Ahlstrom – Absent Dell Butterfield– Aye  
49 Kelly Enquist – Absent Jenn Nielsen– Aye  
50 Mark Preece – Aye

52 **4. Consider Concessions Agreement Award at Lakeside Golf Course**

54 Duane Huffman explained that the city issued another request for proposals for concession services at Lakeside. A review by a committee of Mayor Romney, Dallas Green, and Duane Huffman reviewed the proposals and now recommend the council authorize the mayor to enter into final negotiations and sign an agreement with Christopher Reyes for these services. Council member Butterfield commented on his desire for quality, healthy options, and reasonable prices.

61 Christopher Reyes addressed the council. He reviewed his experience managing Texas Roadhouse, which formed his foundation on quality, service, and good prices. He also confirmed that he has plans for additional beverage cart services on the course. Council member Nielsen asked if he could obtain the staffing needed, and Mr. Reyes responded that his years in the industry have provided him with many contacts, and he is confident in his staffing plans.

68 **MOTION:** *Dell Butterfield made a motion to authorize the mayor to enter into final negotiations and sign an agreement, subject to city attorney review, with Christopher Reyes for concession services at Lakeside Golf Course. Mark Preece seconded the motion which PASSED.*

74 The vote was recorded as follows:

75 James Ahlstrom – Absent Dell Butterfield– Aye  
76 Kelly Enquist – Absent Jenn Nielsen– Aye  
77 Mark Preece – Aye

79 **5. Adjournment**

82 **MOTION:** *Mark Preece made a motion to adjourn this meeting of the West Bountiful City Council. Dell Butterfield seconded the motion which PASSED by unanimous vote of all members present.*

88 The foregoing was approved by the West Bountiful City Council by unanimous vote of all members present on March 19<sup>th</sup>, 2024.

WEST BOUNTIFUL  
CITY COUNCIL MEETING

Page 3 of 3  
March 8, 2024

91  
92 Remington Whiting, City Recorder



# WEST BOUNTIFUL POLICE DEPT

## WEST BOUNTIFUL POLICE DEPT Summary Report

**Reporting Period: 02/01/24 - 02/29/24**

\*\*\*THIS IS PRELIMINARY DATA AND HAS NOT BEEN FINALIZED\*\*\*

---

<b>Calls For Service:</b>	<b>261</b>
Non-Emergency Line:	131
Officer Initiated:	130
<b>Reports:</b>	<b>123</b>
<b>Mental Health:</b>	<b>3</b>
<b>Arrests:</b>	<b>10</b>
<b>Traffic Stops:</b>	<b>252</b>
<b>Accidents:</b>	<b>4</b>
<b>Citations:</b>	<b>169</b>
Not Classified:	61
CRIMINAL ARREST	5
(BOOKED):	
CRIMINAL ARREST	5
(CITE/RELEASE):	
EQUIPMENT FIX-IT:	1
MOVING VIOLATION:	39
NON-MOVING	27
VIOLATION:	
WARNING	31
ONLY/WRITTEN	
WARNING:	
<b>Reportable Offenses:</b>	<b>58</b>
All Other Offenses:	24
Drug Offense:	11
DUI:	5
Simple Assault:	3
Theft:	3
Disorderly Conduct:	2
Vandalism:	2
Curfew/Loitering:	2
Trespassing:	1

---

Burglary:	1
Aggravated Assault:	1
Intoxication:	1
Fraud:	1
Alcohol Offense:	1
<b>Arrests:</b>	<b>10</b>
POSSESSION OF CONTROLLED SUBSTANCE MARIJUANA/SPICE:	4
USE OR POSSESSION OF DRUG PARAPHERNALIA:	4
OPERATING VEHICLE WITHOUT INSURANCE:	2
DRIVING ON DENIED:	2
CRIM TRESPASS - INTEND ANNOY/INJURY/CRIME/FEAR:	2
DRIVE ON SUSP/REVO/DISQL LICENSE FOR QUALIFYING CIRCUMSTANCE:	2
ALCOHOL RESTRICTED DRIVER:	2
DRIVING UNDER THE INFLUENCE - 1ST OFFENSE IN 10 YEARS:	2
FAIL TO OBEY TRAFFIC CONTROL DEVICES:	1
IGNITION INTERLOCK VIOLATION:	1
INTERFERENCE WITH ARRESTING OFFICER:	1
FAIL TO NOTIFY OF ADDRESS CHANGE:	1
AGGRAVATED ASSAULT:	1
WINDOW TINT VIOLATION:	1
NO PROOF OF INSURANCE:	1
FAILURE TO REGISTER OR EXPIRED VEHICLE REGISTRATION:	1
LEFT LANE RESTRICTED/VEHICLE OVER 18,000:	1
POSSESSION OF A CONTROLLED SUBSTANCE SCHEDULE I/II/ANALOG:	1
DRIVING UNDER THE INFLUENCE - 2ND OFFENSE IN 10 YEARS:	1
INTOXICATION:	1
FALSE EVIDENCE OF TITLE AND REGISTRATION:	1
OPEN CONTAINER/DRINKING ALCOHOL IN A VEHICLE:	1
FAIL TO COMPLY DUTIES AT VEHICLE ACCIDENT / PROPERTY DAMAGE:	1
DRIVING WITH MEASURABLE CONTROLLED SUBSTANCE:	1
LEWDNESS:	1
ASSAULT:	1
UNSAFE VEHICLE/FAULTY EQUIPMENT:	1
PROHIBITED ACTIVITIES BY PEDESTRIAN USING ROADWAY:	1