

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

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 WORK SESSION AT 6:00 PM AND A REGULAR MEETING AT 7:30 PM ON TUESDAY, APRIL 2ND, 2024, AT THE CITY OFFICES AT 550 N 800 W

AGENDA

6:00 pm – Work Session – FY 2025 Budget

7:30 pm – Regular Meeting

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

1. Approve Agenda.
2. Public Comment - Two minutes per person; five minutes if on behalf of a group.
3. Oath of Office – West Bountiful Police Officer Erik Maldonado.
4. Public Hearing – South Davis Sewer District Proposed Annexation of 12.67 acres at approx. 1750 W 1200 N.
5. Update - Davis County Commission.
6. Award of West Bountiful City Municipal Justice Court Public Defender Contract.
7. Ordinance #482-24, An Ordinance Replacing Title 10.12 of West Bountiful Municipal Code Related to the Stopping, Standing, and Parking of Vehicles.
8. Meeting Minutes from March 19th, 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), the city website (WBCity.org), posted at city hall, and emailed to the Mayor and City Council on March 29, 2024, by Remington Whiting, City Recorder.



MEMORANDUM

TO: Mayor & Council

DATE: March 29, 2024

FROM: Duane Huffman

RE: **FY 2024/2025 Budget Work Session**

At the April 2nd meeting the council will have a work session beginning at 6pm to continue work on the FY 25 budget. At the meeting, the following items will be presented and discussed:

- An update on current year projections (FY 24);
- Updated FY 25 revenue projections;
- FY 25 Personnel Costs Overview;
- FY 25 General Fund departmental items;
- Golf Course Revenue/Expenditure History and Projections.



MEMORANDUM

TO: Mayor and City Council

DATE: April 2, 2024

FROM: Staff

RE: Annexation Petition Public Hearing
South Davis Sewer District – approx 1750 W 1200 North

This memo explains the annexation process as has transpired thus-far for the South Davis Sewer District properties.

REGULATORY REQUIREMENT

Utah State code Title 10, Chapter 2, Part 4, Section 407, Subsection 7 states that “Before approving an annexation petition under Subsection (6), the municipal legislative body shall hold a public hearing and provide notice of the public hearing...” Today’s public hearing is being held to satisfy this requirement.

HISTORY

A Notice of Intent to Annex was submitted on November 16, 2023, and an Annexation Petition on February 16, 2024 by the South Davis Sewer District for a collection of 6 parcels totaling 12.67 acres of land they own that is not currently in West Bountiful City boundaries. The properties are located on 1200 North west of Legacy Parkway, between 1708 and 1790 West. Davis County has certified that a notice was mailed to each property owner located within 300 ft of the area proposed to be annexed. The Sewer District has verified that they have notified the affected entities: Davis County Mosquito Abatement, Davis County School District, Weber Basin Water Conservancy District, South Davis Metro Fire, South Davis Recreation District, and Wasatch Integrated Waste Management.

Pursuant to Utah State code Title 10, Chapter 2, Part 4, the following actions have been taken: In accordance with Section 406, the city council received notice of Certification of Petition on February 26, 2024. In accordance with Section 407, on February 29, 2024, a Notice of the Certified Petition was mailed to all affected entities, as well as all the owners of properties that are within ½ mile of the proposed annexation but outside of city boundaries.

The 30-day period for filing protests ran from February 26th through March 25th, and has now expired. No timely protest has been filed.

On March 12th the planning commission recommended that the Sewer District property be given an A-S zoning designation if it is annexed into the city.

On April 9th the planning commission will hold a public hearing on the recommended zoning designation.

After the planning commission public hearing scheduled for April 9th, the statutory requirements will be satisfied for the city council to consider an ordinance pertaining to the annexation request. The city council may vote to approve or deny the annexation at the following publicly scheduled meeting on April 16, 2024.

Within 60 days of approval an annexation, the city recorder would be the office of the Lt. Governor who then certifies the annexation. Upon approval and certification, the annexation would be recorder with Davis County.

CONSIDERATIONS

1. The property is within the city's annexation area as set forth in the General Plan.
2. The South Davis Sewer District is in the process of beginning a plant upgrade and expansion, some of which will occur on the parcels they own that they have petition to be annexed.
3. Construction and plant activities will require building and conditional use permits from the land use authority governing their respective parcels, and it would be easiest for all involved if all of the SDSD's property was within city limits.



MEMORANDUM

TO: Mayor and City Council

DATE: March 29, 2024

FROM: Duane Huffman, City Administrator

RE: **Award – Public Defender Services**

Background

In 2016 the city was required to quickly arrange for public defense services for justice court cases within the city's jurisdiction. After a brief search, the city contracted with an attorney to provide these services for a flat monthly rate of \$650/month. In 2021, the initial attorney moved and we entered a new contract for \$700/month.

The city once again needs a new public defender, and staff issued an RFP to that effect.

Recommendation

The city received three responses to the RFP by the deadline of March 28. Staff are currently reviewing the proposals and references, and will have an updated memo and recommendation prior to the April 2nd meeting.

MEMORANDUM



TO: Mayor and City Council

DATE: 3/29/2024

FROM: Chief Brandon Erekson

RE: Parking Ordinance Update

This memo introduces a proposed ordinance that updates on-street parking regulations.

Background

The city and the police department frequently receive complaints of vehicles parked on the roadway for extended periods of time, winter parking violations, and other parking issues. It has been difficult to address many parking issues due to traditional citations needing to be issued in-person to the driver of the vehicle.

At staff's request, city prosecutors reviewed the city code, developed options, and drafted an initial draft, which was reviewed by the council in February. Based on that discussion, staff made additional changes as reflected in the attached ordinance.

Highlights

The proposed code amendments do the following:

- Adds definitions to ensure that the code applies to all vehicles and trailers parked on all streets in the city;
- Consolidates and clarifies various parking regulations, including:
 - On street parking is limited to 48 hours (other than the winter prohibitions),
 - Section 10.12.020(2) prohibits an owner from merely moving a vehicle to another spot on the road to get around the 48-hour limitation.
 - Section 10.12.080 addresses large vehicles. Considering the recent discussion on home occupations, the council may wish to modify the weight limit in the current draft.
- For improved enforcement options, the police may cite the owner or driver, or if unable to locate owner/driver, the vehicle may be impounded (towed) after 24 hours' notice is posted.

The council may adopt these changes or direct staff to continue to work on this issue.

WEST BOUNTIFUL CITY

ORDINANCE #482-24

AN ORDINANCE REPLACING TITLE 10.12 OF WEST BOUNTIFUL MUNICIPAL CODE RELATED TO THE STOPPING, STANDING, AND PARKING OF VEHICLES

WHEREAS, the West Bountiful City has determined the need to review and update the provisions of the West Bountiful Municipal Code dealing with Vehicles and Traffic for the purposes of improving the City's ability to enforce traffic and parking violations; and

WHEREAS, these revisions will improve the health, safety, and welfare of the residents and visitors of West Bountiful; and

WHEREAS, the City Council has the authority to adopt this ordinance pursuant to Utah Code Annotated 10-3-702, and hereby exercises its legislative powers in so doing:

NOW THEREFORE BE IT ORDAINED by the city council of West Bountiful City that the West Bountiful Municipal Code Title 10.12 be replaced as shown in exhibit A.

This ordinance will become effective upon signing and posting.

Adopted this 2nd day of April 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

Ordinance #482-24 Exhibit A

Section 10.12.010 Definitions

As used in this chapter:

1. "Vehicle" means any motor vehicle, trailer, camping vehicle, boat or watercraft, off-highway vehicle, manufactured or mobile home, or farm equipment.
2. "Public street" means the entire width of any highway, road, or street that is open to the public for purposes of vehicular traffic.

Section 10.12.020 Parking

1. It is unlawful for any person who owns or who has possession, control, or custody of any vehicle to park or permit another person to park any vehicle upon any public street within West Bountiful City:
 - a. For a period exceeding forty-eight (48) hours; or
 - b. Between the hours of midnight and seven a.m. on any day during the period from November 15th through April 1st of the following year; or
 - c. When the removal of snow from the streets is or will be reasonably apparent; or
 - d. When one of the City's authorized agencies otherwise determines and can articulate that it is reasonably necessary.
2. Any vehicle which is moved from a parking spot upon any highway in West Bountiful City and then reparked on the same or any other highway in West Bountiful City within seventy-two (72) hours from the time of said removal from the original parking space shall be deemed to have been continuously parked for the purposes of this section.
3. Exceptions to the above restrictions:
 - a. Subsection (1)(b) does not apply two (2) days prior, during, and two (2) days after the Thanksgiving and Christmas Holidays. Additionally, overnight parking of a vehicle on any street shall be allowed on New Year's Eve.
 - b. Subsections (1)(a) thru (d) do not apply to physicians, emergency medical service providers, law enforcement officers, or fire department personnel when acting within the scope of their authority.
 - c. Subsections (1)(a) thru (d) do not apply to an owner of a vehicle who does not know that his or her vehicle is parked by another in violation of the above unless that owner has been given notice of the violation and then fails to bring the vehicle into compliance within forty-eight (48) hours of his or her receiving notice.
 - d. Subsections (1)(a) thru (b) do not apply to owners or lawful possessors of vehicles who have been issued a permit for public street extended parking and display that

permit in a location in or on the vehicle that is readily visible to others outside of the vehicle.

4. As described above, residents or lawful possessors of a vehicle may apply to West Bountiful City for a permit for extended parking on a public street within West Bountiful City. West Bountiful City, for good cause shown, shall issue a permit to the applicant.

Section 10.12.030 Additional Parking Restrictions

In addition to other parking restrictions in this chapter, it shall be unlawful to park any vehicle:

1. Over, above, on, or across any public easement between the sidewalk and curbing abutting any public street or any sidewalk or portion thereof, or to otherwise park a vehicle in such a manner so as to obstruct access upon, or use of, the entire surface of any sidewalk;
2. On the roadway side of any vehicle stopped or parked at the edge or curb of a street;
3. In front of a public or private driveway or in a manner that leaves available less than ten (10) feet of the width of the roadway for free movement of vehicular traffic;
4. Within an intersection;
5. On a crosswalk or within twenty (20) feet of a crosswalk at an intersection;
6. Obstructing any designated bicycle lane;
7. Between a safety zone and the adjacent curb or within thirty (30) feet of points on the curb immediately opposite the ends of a safety zone, unless a different length is indicated by signs or markings;
8. Alongside or opposite any street excavation or obstruction when stopping, standing or parking would obstruct traffic;
9. Upon any bridge or other elevated structure upon a highway or within a highway tunnel;
10. Within thirty (30) feet upon the approach to any flashing signal, stop sign, yield sign or traffic control signal located at the side of a roadway;
11. On any railroad tracks;
12. On any controlled access highway;
13. In the area between roadways of a divided highway, including crossovers;
14. In any place where official traffic control devices prohibit stopping or standing;
15. Upon any street or publicly owned or controlled property or right-of-way for the principal purpose of performing maintenance or repairing such vehicle except as is necessitated by an emergency;
16. That is mechanically inoperable or cannot be lawfully operated on public streets upon any street, public right-of-way or publicly owned or controlled property;

17. On any public street except for the immediate loading or unloading of the vehicle;
18. Within fifteen (15) feet of a fire hydrant or in any fire lane or to otherwise block or obstruct any fire lane established by the county or within twenty (20) feet of the driveway entrance to any fire station and on the side of a street opposite entrance to any fire station within seventy-five (75) feet of said entrance when properly sign posted;
19. On any public property other than in designated parking or obvious parking areas or as legally permissible on roadways; or
20. In any location that interferes with the delivery and monitoring of essential services, such as utilities, postal services, and refuse collection.

No person shall move a vehicle under such person's control into any prohibited area or an unlawful distance from the curb.

Section 10.12.040 Parallel Parking

No person shall stand or park a vehicle in a roadway other than parallel with the edge of the roadway, headed in the direction of lawful traffic movement and with the righthand wheels of the vehicle within twelve (12) inches of the right-hand curb or edge of the roadway, or as close as practicable to the right edge of the right shoulder, except as otherwise provided in this chapter.

Section 10.12.050 Angle Parking

Angle parking shall be permitted only upon those streets or parts of streets which have signs or traffic markings indicating that angle parking is permitted. No person shall park a vehicle other than between such traffic markings or at any angle to the curb or edge of the roadway other than that indicated by such a sign or traffic markings.

Section 10.12.060 Motor Vehicle Left Unattended: Requirements

No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, and removing the key, placing the transmission in "park" or the gears in "low" setting the brakes thereon; and, when standing upon any perceptible grade, turning the front wheels to the curb or side of the street.

Section 10.12.070 Parked Vehicle: Duty to Display Lights

- A. Whenever a vehicle is lawfully parked upon a street or roadway during the hours between one-half hour after sunset and one-half hour before sunrise and there is sufficient light to reveal any person or object within five hundred (500) feet upon such roadway, no lights need be displayed upon such parked vehicle.
- B. Whenever a vehicle is parked or stopped upon a roadway or shoulder adjacent thereto, whether attended or unattended, during the hours between one-half hour after sunset and one-half hour before sunrise and there is not sufficient light to reveal any person or object within five hundred (500) feet upon such roadway, such vehicle so parked or stopped shall be equipped with one or more lamps meeting the following requirements:

At least one lamp shall display a red light visible from five hundred (500) feet to the rear of the vehicle, and the location of the lamp or lamps shall always be such that at least one lamp or combination of lamps meeting the requirements of this section is installed as near as practicable to the side of the vehicle which is closest to passing traffic.

- C. Any lighted headlamps upon a parked vehicle shall be depressed or dimmed.

Section 10.12.080 Large Vehicle Parking

No person shall park any vehicle having a total gross weight, loaded or unloaded, in excess of fourteen thousand (14,000) pounds, or having a total length in excess of twenty-four (24) feet on any street, collector, or highway within the city except while actually loading or unloading cargo on or in said vehicle.

In determining the total gross weight or total length set forth herein, the length shall be measured from the most forward point of the vehicle or its load, and the length and weight of a trailer connected or attached to or in tandem with the motor vehicle shall be included.

Section 10.12.090 Stopping or Parking; Prohibited Adjacent to Schools, Narrow Streets or Near Hazardous Places

- A. The Chief of Police is authorized to erect signs indicating no parking in any of the following places:
 - 1. Upon either or both sides of any street adjacent to any school property when such parking would, in his opinion, interfere with traffic or create a hazardous situation.
 - 2. Upon any street when the width of the roadway does not exceed twenty (20) feet, or upon one side of a street as indicated by such signs when the width of the roadway does not exceed thirty (30) feet.
- B. When official signs are erected indicating no parking in any of the places specified in subsection A of this section as authorized herein, no person shall park a vehicle in any such designated place.

Section 10.12.100 Police Officer Authorized to Move Vehicle

- A. Whenever any police officer finds a vehicle in violation of any provision of this section, such officer is authorized to move such vehicle, or require the driver or other person in charge of the vehicle to move the same, to a position off the street or roadway.
- B. Any police officer is authorized to remove or cause to be removed to a place of safety and unattended vehicle illegally left standing upon any street, roadway, bridge or causeway in such position or under such circumstances as to obstruct the normal movement of traffic.
- C. Any police officer is authorized to remove or cause to be removed to the nearest garage or other place of safety any vehicle found upon a street or roadway when:

1. Report has been made that such vehicle has been stolen or taken without the consent of its owner; or
2. The person or persons in charge of such vehicles are unable to provide for its custody or removal; or
3. When the person driving or in control of such vehicle is arrested for an alleged offense for which the officer is required by law to take the person arrested before a proper magistrate without necessary delay.

Section 10.12.110 Notice and Impound

1. In lieu of citing an owner or lawful possessor of a vehicle for a violation of this chapter, any law enforcement or code officer may, if recorded, provide actual notice of an observed violation to the owner or lawful possessor or may provide written or verbal notice of a violation by leaving such notice on the vehicle in a location reasonably visible to someone outside the vehicle or by leaving a message for the owner or lawful possessor at his or her last known address or phone number.
2. Once notice has been provided as described above, the owner or lawful possessor of the vehicle has twenty-four (24) hours to bring the vehicle into compliance with this chapter.
3. If after the twenty-four (24) hours period has expired the vehicle in violation remains in violation of this chapter, the vehicle shall be towed and impounded at the owner's or lawful possessor's expense.
4. To protect the City from accusations of theft or damage and for the safety of City employees and towing companies, before the vehicle is towed, a law enforcement or code officer shall inventory the vehicle. The inventory shall be either video recorded or witnessed by two officers and audio recorded or otherwise documented in writing.

Section 10.12.120 Enforcement

This chapter may be enforced by any law enforcement officer or code officers and citations may be issued by these officers to violators in accordance with the Utah State Code.

1. A violation of any section in this chapter is a class C misdemeanor and the minimum fine is \$50.
 - a. It is a defense to a charged violation of this chapter that an owner or a lawful possessor of a vehicle parked the vehicle in violation of this chapter as a result of an emergency and that the owner or lawful possessor was reasonably unable to bring the vehicle into compliance within the time frames described above due to the ongoing emergency.

PENDING – Not Yet Approved

Minutes of the West Bountiful City Council meeting held on **Tuesday, March 19, 2024**, at West Bountiful City Hall, 550 N 800 West, Davis County, Utah.

Those in attendance:

MEMBERS: Mayor Kenneth Romney, Council members James Ahlstrom (Remotely), 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), Kris Nilsen (City Engineer), and Remington Whiting (City Recorder)

PUBLIC: Alan Malan,

EXCUSED:

Mayor Romney called the meeting to order at 7:33 pm. James Ahlstrom gave an inspirational thought, and the Pledge of Allegiance was led by Kelly Enquist.

1. Approve Agenda

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

2. Public Comment

Cassi Salmon - 740 N 800 W – She expressed her displeasure with the way she perceived Auto Italia was treated during their home occupation application process. She went on to explain how she believed there was not enough room for commercial businesses in the city, and how home occupations can allow for more opportunities.

Frank Schofield - 562 W 2050 N –He said that he had moved into a residential area, and wanted it kept that way. He then shared a story of how he was working on a truck in his garage once and it caught fire. He explained that he did not think it was safe to have an auto shop in a residential neighborhood.

3. Resolution 551-24 – Appointment of Richmond Thornley to the Emergency Preparedness Advisory Committee (EmPAC)

MOTION: *Mark Preece made a motion to approve Resolution 551-24, consenting to the appointment of Richmond Thornley to the Emergency Preparedness Advisory Committee (EmPAC). Jenn Nielsen seconded the Motion which PASSED.*

The vote was recorded as follows:

48 James Ahlstrom – Aye
49 Kelly Enquist – Aye
50 Mark Preece – Aye

Dell Butterfield— Aye
Jenn Nielsen— Aye

4. Ordinance 481-24 – Updating Home Occupation Regulations

Duane gave a brief overview of the drafting process for Ordinance 481-24. Councilmember Nielsen shared that she believed that fiber glass should be prohibited in the code. Steve Doxey recommended adding fiberglass to 5.28.040(C) with the list of dangerous materials that are prohibited. Councilmember Butterfield recommended changing the gross weight restriction from 14,000 lbs. to 26,000 lbs.

The restriction on detailing vehicles was discussed. Councilmember Butterfield shared his thoughts on the residential businesses that make the city different from others, such as auto repair businesses. He said that he believes they are important and should not be restricted. Councilmember Enquist also shared his concern over closing the door on Automotive Repair and said that they should not be completely restricted. Council Ahlstrom shared his appreciation for the planning commission and their work on the ordinance. He explained that home occupations should have no negative impact on those living in the neighborhood and that they should not be able to tell the business exists.

Amy Hinojosa – 638 N 660 W – gave a brief explanation of the process that took place when Auto Italia first applied for a home occupation. She believes that auto repair should be on the conditional use section still.

Councilmember Ahlstrom asked about conditional use permits and if they always had to be approved. Steve Doxey explained that conditional use can be denied if reasonable conditions cannot be imposed, but it is very difficult. Councilmember Enquist asked if they could allow auto repair based on acreage. Mayor Romney explained that no two lots are the same, which would make this very difficult.

MOTION: *Mark Preece made a motion to approve Ordinance 481-24, Updating Home Occupation Regulations with the following changes: (1) adding fiberglass to 5.28.040(C), (2) modifying the gross weight restriction in 5.28.040(D) to 26,000 pounds, and (3) striking “detailing” in 5.25.050(1). James Ahlstrom seconded the Motion which PASSED.*

The vote was recorded as follows:

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

Dell Butterfield—Nay
Jenn Nielsen—Aye

5. Discussion of 660 W Capital Project.

Duane explained that 660 W from 400 N to 1000 B needs a waterline replacement and road re-build. The city had included the project in this year's budget, but realized the project would

94 require significant engineering before accurate costs estimates could be reviewed by the
95 council. This design work has progress, and staff now recommends that the council discuss
96 options, work with the residents on the street, and begin construction at the beginning of 2025.
97

98 Kris explained the different options related to curb, gutter, and sidewalk. Option A would
99 allow for standard sidewalks and parks strips on the east and west side. He explained the
100 impact this would have on people's driveways and yards. Councilmember Butterfield shared
101 that he had visited many of the residents on this road and many had expressed their concern
102 over the impact. Option B would include a 6ft sidewalk on one side and no park strips. Option
103 C would have a sidewalk on both sides and a park strip on one side. Kris explained why park
104 strips are important as they act as a buffer between vehicles and pedestrians. Option D would
105 include no sidewalks or curbs on either side. Option D would also not have storm drains
106 which Steve Maughan advised against.
107

108 Amy Hinojosa – 638 N 660 W – Voiced that the west side currently has the most foot traffic
109 and is the best side for a sidewalk.
110

111 Debbie Hammond – 875 N 600 W – Agreed that most foot traffic is on the west side of the
112 street. She also expressed concern over the front yards being impacted. She said that the
113 houses on the northern end of the street will be more impacted than those on the southern end.
114

115 Richmond Thornley – Expressed that many people park on the street which would become
116 difficult if sidewalks were placed on both sides of the street.
117

118 Craig Hammond – Said that something needs to be done because of the foot traffic. He asked
119 them to consider avoiding the option that would impact the residents the most.
120

121 Melanie – Said that for safety reasons, a sidewalk should be placed on at least one side.
122 Shared that she doesn't feel safe while walking on the road.
123

124 Duane explained budget limitations that this project could have on future projects. He asked
125 the council to consider the level of service that is needed for the community on this street.
126 The council consensus was to look at an option that provides a sidewalk on the west side of
127 the road and limits impacts to properties. Staff will do a little more design work on this option
128 and bring it back to the council, and then it should be ready for a meeting with residents along
129 the project.
130

131 6. Budget Discussion – 1st look at FY 2024/2025 Budget. 132

133 Duane presented an overview of the initial projections for the 2024/2025 Budget. The general
134 fund currently has an estimated balance of \$2.3 million, with \$1.4 million that is unassigned.
135 The projected general fund revenue is \$5.6 million with sales tax being flat or declining. The
136 general fund expenses are projected to be \$5.8 million. Staff will be looking at options on
137 decreasing or deferring expenses, while trying not to fall too far behind on critical items.
138

139 Duane also reviewed fund balances in capital and enterprise funds, and presented projects that
140 will be under review.

141

142

143 A budget work session will likely be scheduled for the next council meeting.

144

145 **7. Proclamation Declaring April 12th, 2024, as Arbor Day.**

146

147 **MOTION: Kelly Enquist made a motion to Proclamation Declaring April 12th, 2024, as**
148 **Arbor Day. James Ahlstrom seconded the Motion which PASSED.**

149

150 The vote was recorded as follows:

151

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

152

153 **8. Meeting Minutes from February 20th and March 8th, 2024.**

154

155 **MOTION: Mark Preece made a motion to approve the minutes from the February 20th**
156 **and March 8th, 2024, meeting as presented. Dell Butterfield seconded the**
157 **motion which PASSED by unanimous vote of all members present.**

158

159 **9. Staff Reports**

160

161 Police – Lance Wilkinson:

162

- 163 • The Police Department has officially offered a position to a new officer, and he will start April 1.
- 164 • The department is scheduling mandatory training.

165

166 Public Works - Steve Maughan:

167

- 168 • The department has been trying to fix miscellaneous concrete work. They will be patching potholes soon when asphalt becomes available.
- 169 • Park restrooms have been opened for the year.
- 170 • New “no parking” signs have been installed on pages lane near the Prospector Trail.
- 171 • Fluoride audit tomorrow.
- 172 • Street sweepers are working in the city right now.
- 173 • Lead and copper inventory continues.

174

175 Engineering - Kris Nilsen:

176

- 177 • Designing options for 1200 N and the 1100 W sidewalk project.
- 178 • Highgate #2 Subdivision expired some time ago, but developers will likely re-apply soon.

179

180 Administration and Community Development – Duane Huffman:

181

- 182 • Gearing up for code enforcement. Addison has been out identifying potential code issues.
- 183 • Addison is working with Kris on some smaller subdivisions.
- 184 • Annexations are in the process – South Davis Sewer District and Loveland Holdings LLC.
- 185 • Will be meeting with a playground contractor. Looking at procurement options for purchase for a smaller playground at the city park.

186

