

Mayor
Kenneth Romney

WEST BOUNTIFUL CITY

City Administrator
Duane Huffman

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

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City Recorder
Remington Whiting

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THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD A REGULAR MEETING AT 7:30 PM ON TUESDAY, NOVEMBER 18TH, 2025, AT THE CITY OFFICES

Invocation/Thought – Mark Preece; Pledge of Allegiance – James Ahlstrom

1. Approve Agenda.
2. Public Comment - Two minutes per person; five minutes if on behalf of a group.
3. Canvass of the 2025 West Bountiful Municipal Primary Election.
4. Discuss Draft West Bountiful Employee Tuition Reimbursement Policy.
5. Meeting Minutes from October 7th, 2025.
6. Staff Reports–Police, Public Works, Engineering, Admin & Community Development.
7. Mayor/Council Reports.
8. Closed Session, if necessary, for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.
9. Adjourn.

The above agenda was posted on the State Public Notice website (Utah.gov/pmnn), the city website (WBCityut.gov), posted at city hall, and emailed to the Mayor and City Council on November 14th, 2025.

MEMORANDUM



TO: Mayor and City Council Members

DATE: November 14th, 2025

FROM: Remington Whiting, City Recorder

RE: 2025 Municipal Election – Canvass of Returns

Pursuant to Utah Code § 20A-4-301, the Mayor and City Council serve as the Board of Municipal Canvassers for the City. After each municipal election, the Board must meet to canvass the election returns no sooner than seven days and no later than 14 days after the election. Under the statute, "canvass" means reviewing the election returns and making an official declaration of the results.

As Davis County is contracted to open and count the ballots for our municipal election, the county will provide the official vote tally and election report - we expect this report to be provide in time for the Nov. 18th meeting.

At the canvass meeting, the Board is charged to:

1. Review the summary reports prepared by the election officer;
2. Certify the votes cast for each candidate and for or against each ballot proposition;
3. Declare "elected" those candidates that have the highest number of votes, and declare "approved" ballot propositions that had more "yes" votes than "no" votes;
4. Review and sign the election report.

An updated memo will be sent with the following reports:

- A. Summary report showing the votes cast by precinct;
- B. Precinct map;
- C. The County report that includes:
 - a. Pre Election Test and Audit Report.
 - b. Register of Reports.
 - c. Canvass Audit Certification.



MEMORANDUM

TO: Mayor & Council

DATE: November 14, 2025

FROM: Duane Huffman

RE: **Draft Tuition Reimbursement Policy**

This memo introduces a draft tuition reimbursement policy for discussion. Following input from the council, a final policy will be presented for adoption at a subsequent meeting.

Background

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

Highlights of Draft Policy

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

- **Eligibility:** Full-time employees with at least one year of continuous service; coursework must be job-related and pre-approved by department leadership and the City Administrator.
- **Covered Expenses:** Tuition, mandatory fees, and required textbooks from accredited institutions.
- **Reimbursement Limits:** Up to \$2,600 per calendar year, based on available funding, with documentation and minimum grade requirements ("B" or Pass) needed for reimbursement
- **Repayment Obligation:** Employees must remain with the City two years after their last reimbursement; repayment tiers apply for earlier separation, except in cases such as layoff, disability, or retirement, which may qualify for waiver at the City Administrator's discretion.
- **Program Administration:** Funds are allocated on a first-come basis and may consider seniority when needed; job performance must remain satisfactory; the City may modify or discontinue the policy based on available resources.

Adopting this program should enhance the City's ability to recruit, develop, and retain skilled employees while fostering high-quality service to the community. Staff is prepared to discuss this draft and make changes based on council input.

Draft Tuition Reimbursement Policy

Purpose

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

Eligibility

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

Covered Expenses

Tuition, mandatory fees, and required textbooks from accredited colleges, universities, or technical schools.

Reimbursement Limits

- Reimbursement is available per semester or academic term, up to a maximum of \$2,600 per calendar year. All reimbursements shall be based on available funding. (Example: An employee may be reimbursed for multiple courses during the year, but total reimbursement cannot exceed \$2,600 in that calendar year.)
- Reimbursement requests must be submitted prior to June 1st and be for coursework completed during the same fiscal year, with:
 - Itemized receipts; and
 - Proof of successful completion with a grade of “B” or higher (or “Pass” in a pass/fail course).

Repayment Obligation

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

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

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

Agreement Requirement

Employees must sign a Tuition Reimbursement Agreement acknowledging:

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

Other Terms

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

PENDING – Not Yet Approved

Minutes of the West Bountiful City Council meeting held on **Tuesday, October 7th, 2025**, 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 and Mark Preece

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

PUBLIC: Alan Malan, Richmond Thornley, Julie Thompson, Paul Giles, Simon Mortenson, Grant Enquist

EXCUSED: Kris Nielsen (City Engineer)

Regular Meeting

Mayor Kenneth Romney called the meeting to order at 7:30 pm. Kelly Enquist shared an Inspirational Thought, and the Pledge of Allegiance was led by Grant Enquist.

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

No Comment.

3. Ordinance 507-25 – An Ordinance Amending Title 17 of the West Bountiful Municipal Code Related to the Construction of Non-Commercial Structures and Accessory Structures Over Recorded Easements in Residential Zones.

Duane introduced the code change application. He explained that the proposal comes from a resident's desire to construct an accessory structure within a recorded easement. The proposal was reviewed by the planning commission, where a positive recommendation was forwarded to the city council to allow for construction over an easement if certain requirements were met.

MOTION: *James Ahlstrom made a motion to adopt Ordinance 507-25 – An Ordinance Amending Title 17 of the West Bountiful Municipal Code Related to the Construction of Non-Commercial Structures and Accessory Structures Over Recorded Easements in Residential Zones with the suggested legal modifications. Mark Preece seconded the motion.*

The vote was recorded as follows:

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

4. Discuss Childs Park Concept and Cost.

Duane reviewed previous discussions regarding the park and outlined updates to the concept based on prior feedback. The project cost was discussed, with Duane noting that the total appeared high for a park of this size but could be reduced through some self-performance as well as value-oriented playground equipment. Council member Nielsen expressed concern over the workload for the public works department, but Steve stated he did not believe it would be excessive. Duane explained that staff would now compile options for the playground layout along with securing bids for concrete work.

5. Discuss Draft Municipal Code Regarding Administrative Enforcement.

Duane presented a new draft of the administrative enforcement code to the council. He reviewed the purpose and scope, enforcement tools along with administrative and judicial remedies. Duane then presented examples of potential notices that would be distributed to residents with violations. The differences between the city's current code and the draft were discussed.

6. Mosquito Abatement District-Davis Proposed Tax Increase.

According to state code, certain special service districts are required to notify cities of proposed tax increases by placing them on city council agendas. The proposed increase was discussed, and Councilmember Enquist reviewed the reasons for the proposed increase.

7. Meeting Minutes from September 16th, 2025

MOTION: *Mark Preece made a motion to approve the meeting minutes from September 16th, 2025. Jenn Nielsen seconded the motion which PASSED by unanimous vote of all members present.*

8. Staff Reports

Police Department – Brandon Erikson

- Two crossing guard positions are still open. One candidate is in background check phase.
- Two police officer applicants have moved into the background check phase.
- The Admin Assistant position has not yet been filled, but a candidate is in the background check phase.

Public Works – Steve Maughan

- This year's slurry seal projects have been completed.
- Highgate 2 subdivision has begun construction. Waterlines and storm drain construction are ongoing.
- Meter upgrade project continues. Between 1,100 and 1,200 meters have been installed.
- Fall Cleanup will begin on Thursday and will end on Saturday.
- 660 W is nearing completion. Asphalt has been placed.

Administration/Community Development – Duane Huffman

- The city has contacted a group known as LTAP regarding the 800 W and 400 N intersection. They are working on a list of options for the city to consider.
- Mayor Romney, Steve, Kris, and Duane met with UDOT regarding the Legacy Widening Project. Sound walls will not be placed near West Bountiful. Staff continues to request that the project not worsen drainage.
- The meeting on November 4th will be canceled due to the election.

9. Mayor/Council Reports

Kenneth Romney

- The fire department did not have many fires up in the hills this year. This could be because there were less fireworks in the restricted area.
- The sound walls being installed along Legacy in North Salt Lake and Woods Cross have raised some concerns because they will be located directly next to the Legacy walking trail.

James Ahlstrom

- A golf tournament was canceled due to the heavy rain over the weekend.
- Asked about the gas stations that have been purchased by UDOT. Duane reported that the city has limited knowledge on the intention of the stations.

Dell Butterfield:

- The planning commission has paused looking at ADUs due to the state's interest in visiting the topic during the upcoming legislative session.
- The South Davis Recreation center will meet next week.

Kelly Enquist:

- The Mosquito Abatement will meet this coming Thursday.
- The Arts Council concert is on Friday Night.

Jenn Nielsen:

- Youth City Council will meet on Thursday to discuss plans for the trunk or treat.
- YCC held their retreat on the 25th of September.

Mark Preece:

- South Davis Sewer District continues to work on financing their facility upgrades.

10. Adjourn

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

The foregoing was approved by the West Bountiful City Council by unanimous vote of all members present on October 21st, 2025.

Remington Whiting, City Recorder