

Mayor
Kenneth Romney

WEST BOUNTIFUL CITY

City Administrator
Duane Huffman

City Council
James Ahlstrom
Dell Butterfield
Kelly Enquist
Jenn Nielsen
Julie Thompson

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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, AUGUST 4, 2026, AT THE CITY OFFICES

Invocation/Thought – Jenn Nielsen; Pledge of Allegiance – Dell Butterfield

1. Approve Agenda.
2. Public Comment - Two minutes per person; five minutes if on behalf of a group.
3. Discuss Interchange Landscape Options Associated with I-15 Project.
4. Consider Award of Pavement Maintenance Services to Andersen Asphalt.
5. Resolution #596-26 – A Resolution Certifying Authorized Individuals for PTIF Accounts.
6. Consider Employment Agreement for City Administrator Position.
7. Meeting Minutes from July 21, 2026.
8. Staff Reports–Police, Public Works, Engineering, Admin & Community Development.
9. Mayor/Council Reports.
10. Closed Session, if necessary, for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.
11. Adjourn.

This agenda was posted on the State Public Notice website ([Utah.gov/pmn](https://utah.gov/pmn)), the city website ([WBCityut.gov](https://www.WBCityut.gov)), posted at city hall, and emailed to the Mayor and City Council on July 31, 2026.

MEMORANDUM



TO: Mayor and City Council

DATE: July 28, 2026

FROM: Duane Huffman, City Administrator

RE: **I-15 Interchange Landscaping**

This memo introduces a concept for minimal landscaping at the interchanges associated with the upcoming I-15 project. These are presented for discussion purposes.

Background

The upcoming I-15 project will involve the re-design and re-construction of the interchanges at 500 W, 400 N, and 500 S.

UDOT's standard for landscaping, which they would maintain, is to plant native grass. If the city or multiple cities want to improve the landscaping, the project has a tentative budget of \$100K per interchange – anything in addition to this would need to be funded by the city. Additionally, if the city desires additional landscaping on UDOT land, the city assumes the responsibility for maintenance.

Concept

The attached concept was developed by UDOT after input from the city. Highlights of the concept include:

- Each interchange comes in or under the allotted \$100K budget.
- The farthest western portion of 400 N (west of the current well house) is the only portion that would be irrigated.
- The design for the non-irrigated areas centers on decorative rock, with contrasts in colors and sizes, with some native plantings to act as borders.
- Focus points are prioritized, leaving the majority of the area under UDOT maintenance.

Final landscape designs cannot be completed until the project is awarded and the roadway portion receives its final design. However, it is important for UDOT to have an idea of what the city is interested in doing for landscaping.

15-00005

15-00005



MATCHLINE - SEE LS-500W-NORTH

REFERENCE NOTES SCHEDULE LS-500W-SOUTH

SYMBOL	CODE	DESCRIPTION	QTY
	2	DECORATIVE ROCK TYPE 1	9,877 SF
	3	DECORATIVE ROCK TYPE 2	5,813 SF
	5	BASELINE UDOT REVEGETATION	18,669 SF
	7	6\"/>	1,926 LF
	8	3-9\"/>	34

PLANT SCHEDULE LS-500W-SOUTH

SYMBOL	BOTANICAL / COMMON NAME	SIZE	QTY
SHRUBS			
	ARTEMISIA TRIDENTATA	5 GAL	32
	YUCCA FILAMENTOSA 'GOLDEN SWORD'	1 GAL	32
ANNUALS/PERENNIALS			
	SALVIA YANGEII	1 GAL	27
ORNAMENTAL GRASSES			
	SCHIZANTHUS SCOPARIUS 'PRAIRIE BLUES'	1 GAL	53

- NOTES:
- LAYOUTS ARE CONCEPTUAL AND SUBJECT TO FINAL DESIGN AND APPROVAL BY UDOT AND THE LOCAL GOVERNMENT. ALL SAFETY STANDARDS APPLY.
 - PLANTS SHOWN ARE PLACEHOLDERS ONLY. EXACT SPECIES TO BE DETERMINED BY UDOT AND THE LOCAL GOVERNMENT.
 - AT THE REQUEST OF THE CITY, NO IRRIGATION HAS BEEN INCLUDED. PLANTS THAT ARE GENERALLY NATIVE OR ADAPTABLE TO DROUGHT CONDITIONS HAVE BEEN PROVIDED, BUT THE DEPARTMENT MAKES NO GUARANTEE TO THE SURVIVABILITY OF PLANTS WITHOUT SUPPLEMENTAL IRRIGATION.
 - PLANTS ARE INTENDED TO SHOW POTENTIAL ENHANCEMENT AREAS AND ARE NOT ALL INCLUSIVE OF LANDSCAPE TREATMENTS. OTHER AREAS NOT SHOWN ARE SUBJECT TO UDOT BASELINE ROADSIDE RESTORATION REQUIREMENTS.
 - EXACT LAYOUT MAY VARY BASED ON FINAL ROADWAY, STRUCTURES, UTILITY, AND DRAINAGE DESIGNS.
 - EXACT DECORATIVE ROCK COLORS AND GRADATIONS TO BE DETERMINED IN FINAL DESIGN.

PROJECT		I-15		UTAH DEPARTMENT OF TRANSPORTATION		REVISIONS	
PROJECT NUMBER		FARMINGTON TO SALT LAKE CITY		REGION DESIGN			
PROJECT NUMBER		S-115-7(369)309		APPROVED			
PROJECT NUMBER		19854		DRAWN BY			
PROJECT NUMBER		LANDSCAPE CONCEPT EXHIBITS		MM/DD/YY			
PROJECT NUMBER				DATE			
PROJECT NUMBER				CHECKED BY			
PROJECT NUMBER				NO.			
PROJECT NUMBER				DATE			
PROJECT NUMBER				APPROVED BY			
PROJECT NUMBER				REMARKS			

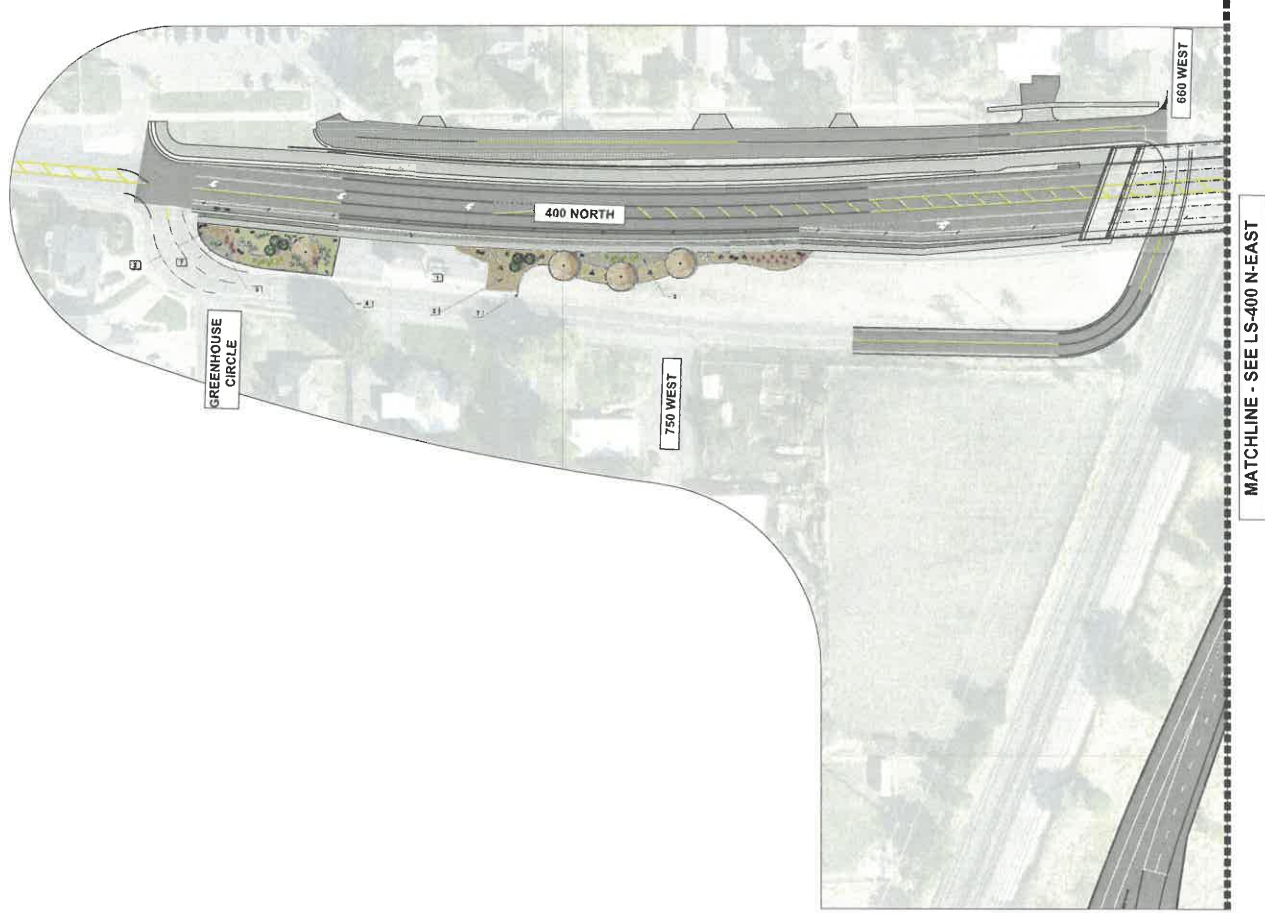
SHEET NO. LS-500W-SOUTH

SYMBOL	BOTANICAL / COMMON NAME	CONT	CAL	QTY
TREES				
	PIEDMONT OAK BLACK HILLS SPRUCE	3.0 L	6'-7' TALL	6
	PRINUS VIRGINIANA CANADA RED CHERRYCHERRY	3.0 L	2'	4
SYMBOL	BOTANICAL / COMMON NAME	SIZE		QTY
SHRUBS				
	BERBERIS THUNBERGII LIME GLOW	3.0 GAL		14
	CONIFUS ALBA MORRIS HAO TM TATUNAKA DOGWOOD	3.0 GAL		9
	EUNYOLIA ELKS HILLS GLOBES COMPACT COMPACT	3.0 GAL		5
	RHUS ARNICA SPREAD SPREAD	3.0 GAL		8
	ROSA X RADAZZ NODD ROSE	3.0 GAL		16
	TAUSIG X MIDNIGHT GREEN SPREADING SPREADING	3.0 GAL		10
	YUCCA FLAMINGO GOLDEN WING GOLDEN WING	1.0 GAL		8
ANNUALS/PERENNIALS				
	SPERBERGIA DESSERT DESSERT	1.0 GAL		8
ORNAMENTAL GRASSES				
	CALLADORET X ACUTIFOLIA FEATHER REED GRASS	1.0 GAL		20

REFERENCE NOTES SCHEDULE LS-400 N. - WEST			
SYMBOL	CODE	DESCRIPTION	QTY. 1,137 SF
	1	STAMPED AND COLORED CONCRETE	
	2	DECORATIVE ROCK TYPE 1	8,053 SF
	3	DECORATIVE ROCK TYPE 2	1,865 SF
	4	DECORATIVE ROCK TYPE 3	0 SF
	7	8" CONCRETE MOWCURB	865 LF
	8	3-5' DECORATIVE BOULDER	17

NOTES:

1. LAYOUTS ARE CONCEPTUAL AND SUBJECT TO FINAL DESIGN AND APPROVAL BY UDOT AND THE LOCAL GOVERNMENT. ALL SAFETY STANDARDS APPLY.
2. PLANTS SHOWN ARE PLACEHOLDERS ONLY. EXACT SPECIES TO BE DETERMINED BY UDOT AND THE LOCAL GOVERNMENT.
3. IF AN EXISTING ROAD THAT THE AREAS ON THIS SHEET WILL HAVE THEIR OWN IRRIGATION SYSTEM DUE TO THE PROXIMITY OF AN EXISTING SOURCE, PLANS ARE INTENDED TO SHOW POTENTIAL DEHUMIDIFICATION AREAS AND ARE NOT INCLUSIVE OF LANDSCAPE TREATMENTS. OTHER AREAS NOT SHOWN ARE SUBJECT TO UDOT BASELINE ROADSIDE RESTORATION REQUIREMENTS.
4. EXACT SPECIES MAY VARY BASED ON FINAL ROADWAY, STRUCTURES, UTILITY, AND DRAINAGE DESIGNS.
5. EXACT DECORATIVE ROCK COLORS AND ORNAMENTATIONS TO BE DETERMINED IN FINAL DESIGN.



MATCHLINE - SEE LS-400 N-EAST

PROJECT	I-15	
	FARMINGTON TO SALT LAKE CITY	
PROJECT NUMBER	S-115-7(369)309	PN 1985

LANDSCAPE CONCEPT EXHIBITS

UTAH DEPARTMENT OF TRANSPORTATION REGION DESIGN	APPROVED	DRAWN BY	DATE
	PROFESSIONAL ENGINEER MM/DD/YY DATE	QC	CHECKED BY

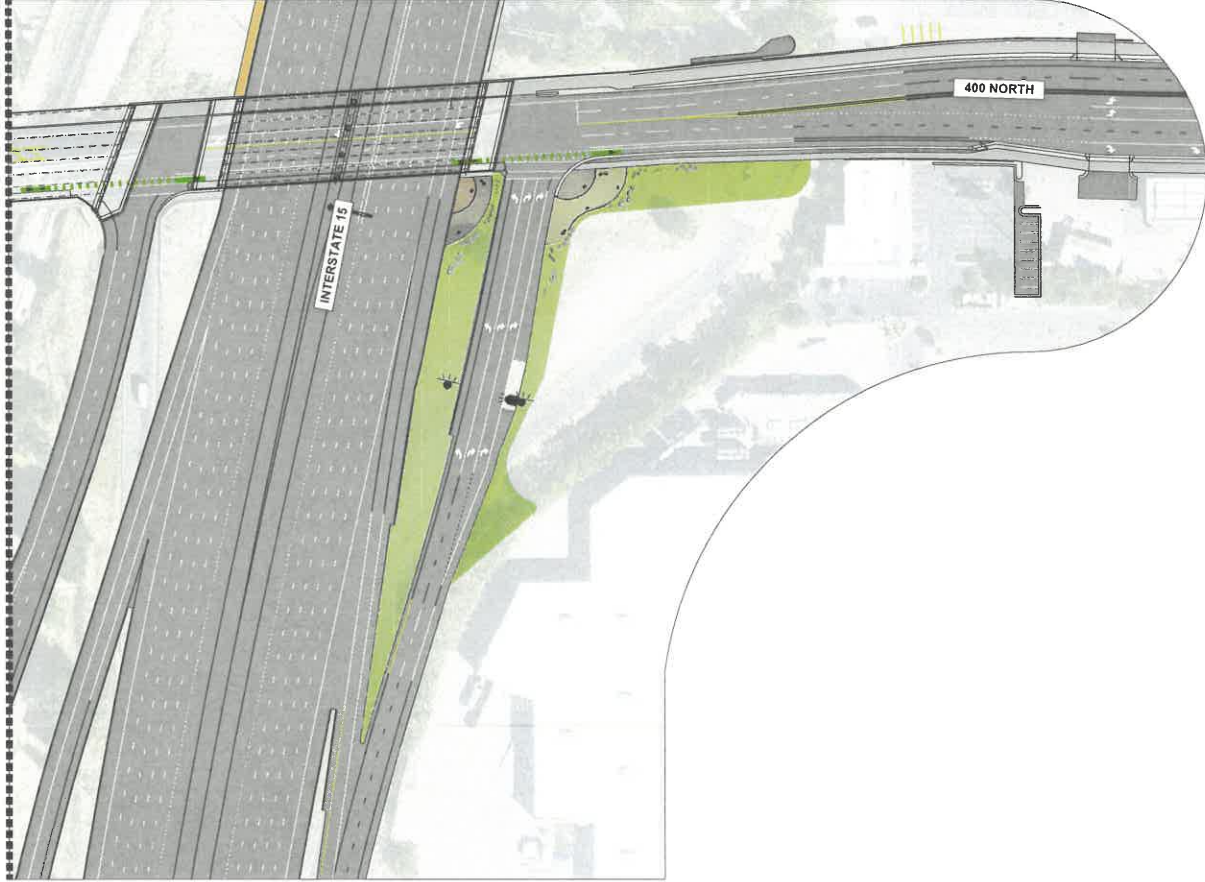
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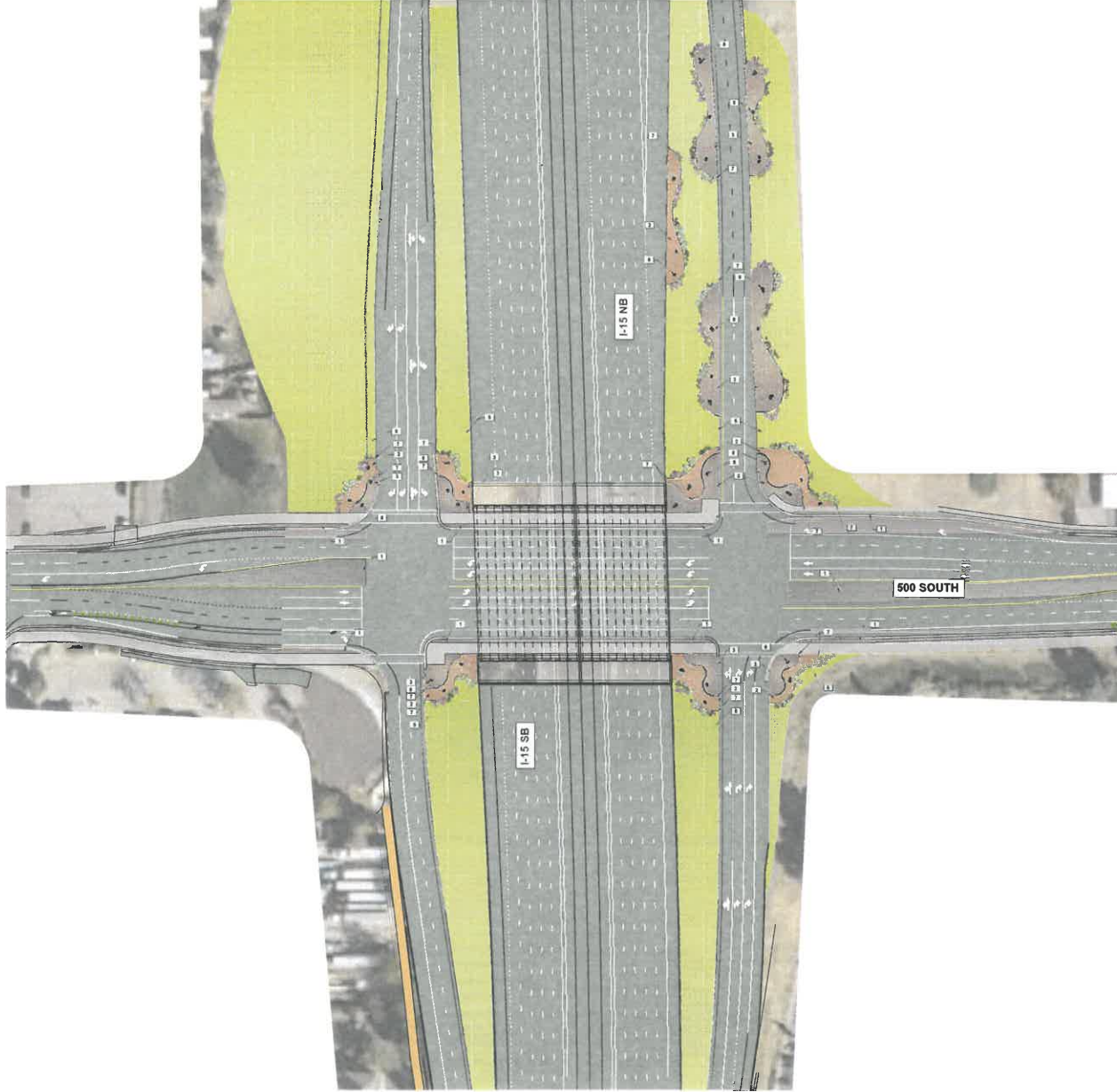
MATCHLINE - SEE LS-400 N.-WEST

PLANT SCHEDULE LS 400 N. - EAST				
SYMBOL	BOTANICAL / COMMON NAME	SIZE	QTY	
	ARTEMISA TRIDENTATA	5 GAL	14	
	BBS SAGEBRUSH			
	YUCCA FILAMENTOSA GOLDEN SNOW/			
	GOLDEN SNOW/ AGAVE NEEDLE	1 GAL	17	
ANNUALS/PERENNIALS				
	SILVER YARROW	1 GAL	15	
	RUSSIAN SAGE			
ORNAMENTAL GRASSES				
	SCHIZACHYRIUM SCOPARUM PRAIRIE	1 GAL	20	
	BLUES			
	PRAIRIE BLUES LITTLE BLUESTEM			

REFERENCE NOTES SCHEDULE LS 400 N. - EAST			
SYMBOL	CODE	DESCRIPTION	QTY
	1	STAMPED AND COLORED CONCRETE	1 518 SF
	2	DECORATIVE ROCK TYPE 1	511 SF
	3	DECORATIVE ROCK TYPE 2	2 174 SF
	4	DECORATIVE ROCK TYPE 3	3 267 SF
	5	BASELINE UDOT REVEGETATION	33 426 SF
	7	8" CONCRETE MONOCURBS	357 LF
	8	3'-0" DECORATIVE BOULDER	11

- NOTES:**
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 2. PLANTS SHOWN ARE PLACEHOLDERS ONLY. EXACT SPECIES TO BE DETERMINED BY UDOT AND THE LOCAL GOVERNMENT.
 3. AT THE REQUEST OF THE CITY, NO IRRIGATION HAS BEEN INCLUDED. PLANTS THAT ARE GENERALLY NATIVE OR ADAPTABLE TO DROUGHT CONDITIONS HAVE BEEN PROPOSED, BUT THE DEPARTMENT MAKES NO GUARANTEE TO THE SURVIVABILITY OF PLANTS WITHOUT SUPPLEMENTAL IRRIGATION.
 4. PLANS ARE INTENDED TO SHOW POTENTIAL ENHANCEMENT AREAS AND ARE NOT ALL INCLUSIVE OF LANDSCAPE TREATMENTS. OTHER AREAS NOT SHOWN ARE SUBJECT TO UDOT BASELINE ROADSIDE RESTORATION REQUIREMENTS.
 5. EXACT LAYOUT MAY VARY BASED ON FINAL ROADWAY, STRUCTURES, UTILITY, AND DRAINAGE DESIGNS.
 6. EXACT DECORATIVE ROCK COLORS AND GRADATIONS TO BE DETERMINED IN FINAL DESIGN.





REFERENCE NOTES SCHEDULE 500 S WEST BOUNTIFUL			
SYMBOL	CODE	DESCRIPTION STAMPED AND COLORED CONCRETE	QTY
	1	STAMPED AND COLORED CONCRETE	21,566 SF
	2	DECORATIVE ROCK TYPE 1	10,587 SF
	3	DECORATIVE ROCK TYPE 2	17,064 SF
	5	BASELINE UDOT REVEGETATION	222,767 SF
	7	8" CONCRETE MONOCURB	2,044 LF
	8	3/4" DECORATIVE BOULDER	50

SYMBOL	BOTANICAL / COMMON NAME	SIZE	QTY
SHRUBS			
	ARTEMISIA TRIDENTATA	5 GAL	75
	BIG SAGEBRUSH	5 GAL	137
	YUCCA FILAMENTOSA 'GOLDEN ENVOY'	1 GAL	104
	YUCCA FILAMENTOSA 'GOLDEN ENVOY'	1 GAL	104
ANNUALS/PERENNIALS			
	SALVIA YARROWI	1 GAL	104
	RUSSIAN SAGE	1 GAL	104
ORNAMENTAL GRASSES			
	SCHIZANTHUS SCOPARIUM 'PRAIRIE BLUE'	1 GAL	125
	SCHIZANTHUS SCOPARIUM 'PRAIRIE BLUE'	1 GAL	125

- NOTES:**
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PROJECT		I-15		UTAH DEPARTMENT OF TRANSPORTATION		REVISIONS	
PROJECT NUMBER		FARMINGTON TO SALT LAKE CITY		REGION DESIGN			
S-15-7(369)309		19854		APPROVED		DRAWN BY	
LANDSCAPE CONCEPT EXHIBITS		MM/DD/YY		CHECKED BY		APPROVED BY	
		DATE		DATE		DATE	
SHEET NO. 15-500 SOUTH		PROFESSIONAL ENGINEER		NO.		REMARKS	

Project Manager:	Doug Graham
Design Manager:	Zach Scott

FOR CLARITY, ALL LANDSCAPE ELEMENTS SHOWN IN THE CONCEPT DRAWING ARE REPRESENTED IN THE ESTIMATE. BECAUSE SOME ITEMS ARE CONSIDERED BASELINE TREATMENTS (INSTALLED BY UDOT REGARDLESS OF ANY CITY DESIRED ENHANCEMENTS OR AESTHETIC UPGRADES) THEY ARE BROKEN OUT SEPARATELY AND NOT INCLUDED IN THE TOTAL.

ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL BASELINE	TOTAL ENHANCEMENT	REMARKS
1	STAMPED AND COLORED CONCRETE	0	SF	\$20.00	\$0.00		UDOT BASELINE TREATMENT (MEDIANS, PARK STRIPS, AND ISLANDS)
2	LANDSCAPE ROCK (6" AVERAGE DEPTH)	410	CY	\$130.00		\$53,350.56	ENHANCEMENT
3	WEED BARRIER	22161	SF	\$0.30		\$6,648.30	OPTIONAL ITEM (CITY TO DETERMINE)
4	6" CONCRETE MOWCURB (BETWEEN VARYING ROCK TYPES	1690	LF	\$4.00		\$6,760.00	ENHANCEMENT
5	UDOT BASELINE REVEGETATION	43261	SF	\$0.60	\$25,956.60		INCLUDES TOPSOIL, SEEDING, AND HECF. LIMITS MAY VARY DEPENDING ON FINAL CONFIGURATION
6	3-5' DECORATIVE BOULDER	58	EA	\$300.00		\$17,400.00	ENHANCEMENT
7	1 GALLON PLANT	208	EA	\$60.00		\$12,480.00	ENHANCEMENT
8	5 GALLON PLANT	71	EA	\$75.00		\$5,325.00	ENHANCEMENT
9	TOPSOIL	93	CY	\$40.00		\$3,720.00	TOPSOIL ONLY INSTALLED AROUND PLANTS
10	CREDIT - BASELINE TREATMENT COSTS FOR ENHANCED AREAS	22161	SF	(\$0.60)		(\$13,296.60)	COST OF TOPSOIL, SEED MIX, AND HECF (BASELINE UDOT REVEGETATION) IN AREAS WHERE ENHANCEMENTS ARE PROPOSED
TOTAL					\$25,956.60	\$92,387.26	

City Responsibility	\$0.00
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Project Manager:	Doug Graham
Design Manager:	Zach Scott

PIN 19854 WEST BOUNTIFUL -400 NORTH INTERCHANGE

FOR CLARITY, ALL LANDSCAPE ELEMENTS SHOWN IN THE CONCEPT DRAWING ARE REPRESENTED IN THE ESTIMATE. BECAUSE SOME ITEMS ARE CONSIDERED BASELINE TREATMENTS (INSTALLED BY UDOT REGARDLESS OF ANY CITY DESIRED ENHANCEMENTS OR AESTHETIC UPGRADES) THEY ARE BROKEN OUT SEPARATELY AND NOT INCLUDED IN THE TOTAL.

Apr-26							
ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL BASELINE	TOTAL ENHANCEMENT	REMARKS
1	STAMPED AND COLORED CONCRETE	4656	SF	\$20.00	\$93,120.00		UDOT BASELINE TREATMENT (MEDIANS, PARK STRIPS, AND ISLANDS)
2	LANDSCAPE ROCK (6" AVERAGE DEPTH)	273	CY	\$130.00		\$35,487.59	ENHANCEMENT
3	WEED BARRIER	14741	SF	\$0.30		\$4,422.30	OPTIONAL ITEM (CITY TO DETERMINE)
4	6" CONCRETE MOWCURB (BETWEEN VARYING ROCK TYPES	958	LF	\$4.00		\$3,832.00	ENHANCEMENT
5	UDOT BASELINE REVEGETATION	33426	SF	\$0.60	\$20,055.60		INCLUDES TOPSOIL, SEEDING, AND HECF. LIMITS MAY VARY DEPENDING ON FINAL CONFIGURATION
6	1 GALLON PLANT	98	EA	\$60.00		\$5,880.00	ENHANCEMENT
7	5 GALLON PLANT	74	EA	\$75.00		\$5,550.00	ENHANCEMENT
8	2" CALIPER TREE	4	EA	\$600.00		\$2,400.00	ENHANCEMENT
9	6-7' CONIFER TREE	6	EA	\$700.00		\$4,200.00	ENHANCEMENT
10	IRRIGATION (NEW)	4500	SF	\$1.60		\$7,200.00	ENHANCEMENT, QUANTITY ADJUSTED TO ACCOUNT FOR PLANT DENSITY WITHIN A GIVEN AREA.
11	IRRIGATION CONNECTION (HOT TAP, METER, BACKFLOW)	1	EA	\$12,000.00		\$12,000.00	ENHANCEMENT
12	TOPSOIL	62	CY	\$40.00		\$2,493.33	TOPSOIL ONLY INSTALLED AROUND PLANTS, NOT IN LARGE OPEN ROCK AREAS.
13	3-5' DECORATIVE BOULDER	28	EA	\$300.00		\$8,400.00	ENHANCEMENT
14	CREDIT - BASELINE TREATMENT COSTS FOR ENHANCED AREAS	14741	SF	(\$0.60)		(\$8,844.60)	COST OF TOPSOIL, SEED MIX, AND HECF (BASELINE UDOT REVEGETATION) IN AREAS WHERE ENHANCEMENTS ARE PROPOSED
TOTAL					\$113,175.60	\$83,020.63	

Project Aesthetics Budget	\$100,000.00
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Remainder	(\$16,979.37) Used at 500 South Interchange
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Preliminary Estimate Horrocks Engineers Project Manager: Doug Graham Design Manager: Zach Scott PIN 19854 WEST BOUNTIFUL - 500 SOUTH INTERCHANGE FOR CLARITY, ALL LANDSCAPE ELEMENTS SHOWN IN THE CONCEPT DRAWING ARE REPRESENTED IN THE ESTIMATE. BECAUSE SOME ITEMS ARE CONSIDERED BASELINE TREATMENTS (INSTALLED BY UDOT REGARDLESS OF ANY CITY DESIRED ENHANCEMENTS OR AESTHETIC UPGRADES) THEY ARE BROKEN OUT SEPARATELY AND NOT INCLUDED IN THE TOTAL.																																																																																																							
Jul-26 <table> <tr> <th>ITEM NO.</th><th>DESCRIPTION</th><th>QUANTITY</th><th>UNITS</th><th>UNIT PRICE</th><th>TOTAL BASELINE</th><th>TOTAL ENHANCEMENT</th><th>REMARKS</th></tr> <tr> <td>1</td><td>STAMPED AND COLORED CONCRETE</td><td>23566</td><td>SF</td><td>\$20.00</td><td>\$471,320.00</td><td></td><td>UDOT BASELINE TREATMENT (MEDIANS, PARK STRIPS, AND ISLANDS)</td></tr> <tr> <td>2</td><td>LANDSCAPE ROCK (6" AVERAGE DEPTH)</td><td>512</td><td>CY</td><td>\$130.00</td><td></td><td>\$66,543.15</td><td>ENHANCEMENT</td></tr> <tr> <td>3</td><td>WEED BARRIER</td><td>27641</td><td>SF</td><td>\$0.30</td><td></td><td>\$8,292.30</td><td>OPTIONAL ITEM (CITY TO DETERMINE)</td></tr> <tr> <td>4</td><td>6" CONCRETE MOWCURB (BETWEEN VARYING ROCK TYPES</td><td>2044</td><td>LF</td><td>\$4.00</td><td></td><td>\$8,176.00</td><td>ENHANCEMENT</td></tr> <tr> <td>5</td><td>UDOT BASELINE REVEGETATION</td><td>222767</td><td>SF</td><td>\$0.60</td><td>\$133,660.20</td><td></td><td>INCLUDES TOPSOIL, SEEDING, AND HECF. LIMITS MAY VARY DEPENDING ON FINAL CONFIGURATION</td></tr> <tr> <td>6</td><td>3-5' DECORATIVE BOULDER</td><td>50</td><td>EA</td><td>\$300.00</td><td></td><td>\$15,000.00</td><td>ENHANCEMENT</td></tr> <tr> <td>7</td><td>1 GALLON PLANT</td><td>366</td><td>EA</td><td>\$60.00</td><td></td><td>\$21,960.00</td><td>ENHANCEMENT</td></tr> <tr> <td>8</td><td>5 GALLON PLANT</td><td>76</td><td>EA</td><td>\$75.00</td><td></td><td>\$5,700.00</td><td>ENHANCEMENT</td></tr> <tr> <td>9</td><td>TOPSOIL</td><td>147</td><td>CY</td><td>\$40.00</td><td></td><td>\$5,893.33</td><td>TOPSOIL ONLY INSTALLED AROUND PLANTS</td></tr> <tr> <td>10</td><td>CREDIT - BASELINE TREATMENT COSTS FOR ENHANCED AREAS</td><td>27641</td><td>SF</td><td>(\$0.60)</td><td></td><td>(\$16,584.60)</td><td>COST OF TOPSOIL, SEED MIX, AND HECF (BASELINE UDOT REVEGETATION) IN AREAS WHERE ENHANCEMENTS ARE PROPOSED</td></tr> <tr> <td colspan="5">TOTAL</td><td>\$604,980.20</td><td>\$114,980.18</td><td></td></tr> </table>								ITEM NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL BASELINE	TOTAL ENHANCEMENT	REMARKS	1	STAMPED AND COLORED CONCRETE	23566	SF	\$20.00	\$471,320.00		UDOT BASELINE TREATMENT (MEDIANS, PARK STRIPS, AND ISLANDS)	2	LANDSCAPE ROCK (6" AVERAGE DEPTH)	512	CY	\$130.00		\$66,543.15	ENHANCEMENT	3	WEED BARRIER	27641	SF	\$0.30		\$8,292.30	OPTIONAL ITEM (CITY TO DETERMINE)	4	6" CONCRETE MOWCURB (BETWEEN VARYING ROCK TYPES	2044	LF	\$4.00		\$8,176.00	ENHANCEMENT	5	UDOT BASELINE REVEGETATION	222767	SF	\$0.60	\$133,660.20		INCLUDES TOPSOIL, SEEDING, AND HECF. LIMITS MAY VARY DEPENDING ON FINAL CONFIGURATION	6	3-5' DECORATIVE BOULDER	50	EA	\$300.00		\$15,000.00	ENHANCEMENT	7	1 GALLON PLANT	366	EA	\$60.00		\$21,960.00	ENHANCEMENT	8	5 GALLON PLANT	76	EA	\$75.00		\$5,700.00	ENHANCEMENT	9	TOPSOIL	147	CY	\$40.00		\$5,893.33	TOPSOIL ONLY INSTALLED AROUND PLANTS	10	CREDIT - BASELINE TREATMENT COSTS FOR ENHANCED AREAS	27641	SF	(\$0.60)		(\$16,584.60)	COST OF TOPSOIL, SEED MIX, AND HECF (BASELINE UDOT REVEGETATION) IN AREAS WHERE ENHANCEMENTS ARE PROPOSED	TOTAL					\$604,980.20	\$114,980.18	
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8	5 GALLON PLANT	76	EA	\$75.00		\$5,700.00	ENHANCEMENT																																																																																																
9	TOPSOIL	147	CY	\$40.00		\$5,893.33	TOPSOIL ONLY INSTALLED AROUND PLANTS																																																																																																
10	CREDIT - BASELINE TREATMENT COSTS FOR ENHANCED AREAS	27641	SF	(\$0.60)		(\$16,584.60)	COST OF TOPSOIL, SEED MIX, AND HECF (BASELINE UDOT REVEGETATION) IN AREAS WHERE ENHANCEMENTS ARE PROPOSED																																																																																																
TOTAL					\$604,980.20	\$114,980.18																																																																																																	
Project Aesthetics Budget						\$100,000.00																																																																																																	
Deficit						(\$14,980.18)	Remaining ~\$17k from 400 North Used to Cover 500 S Deficit.																																																																																																

MEMORANDUM



TO: Mayor and City Council

DATE: July 31, 2026

FROM: Staff

RE: **Award of Pavement Maintenance Services to Andersen Asphalt**

This memo recommends awarding pavement maintenance service to Andersen Asphalt for \$34,250.00 as outlined in the attached proposal.

Background

The city puts an emphasis on asphalt maintenance as the most cost-effective way to preserve roads throughout the city. The recently adopted FY 27 budget includes \$100,000 for asphalt preservation work.

Anderson Asphalt Proposal

Public works staff worked with Anderson Asphalt to identify sections of roads and specific treatments that would best fit the needs of the city. The roads selected for a seal coat are:

- 660 W (400 N to 1000 N)
- 900 N cul-de-sac (660 W to the east end of the cul-de-sac)
- 1000 N (new asphalt on the south side of 1000 N from west side of 601 W to east side of 695 W)
- 1810 N (600 W, east to the city park parking lot)
- 1890 N (600 W, east to the city park parking lot)
- 1100 W (east half of the asphalt from 200 N to 400 N)

Staff believe that these treatments are by far the most cost-effective of preserving the identified asphalt.

Single Source Designation

Staff recommend that this procurement be conducted as a single source due to specific service capabilities, time-sensitive project needs, and demonstrated value. The following points serve as justification for this designation:

1. **Proprietary Products and Integrated Services.** Andersen Asphalt offers AP4 Surface Treatment - a proprietary, high-density emulsion with enhanced durability - and integrates this with Mastic One repairs, crack sealing, and Type II/III slurry seal

services. This unique combination is not broadly available through other providers in the region and is well suited to West Bountiful's pavement preservation needs.

2. **Demonstrated Performance and Compatibility.** The City has previously worked with Andersen Asphalt and observed consistent, high-quality results. Utilizing a contractor already familiar with local conditions ensures compatibility with existing treatments and reduces risks associated with contractor onboarding or specification deviations.
3. **Specialized Equipment and Technical Expertise.** Andersen Asphalt possesses the necessary fleet and trained crews to handle all aspects of the project – including properly pre-cleaning asphalt surfaces, traffic control, and installation – in a turnkey manner. Their expertise in slurry applications and surface treatment positions them to execute this project efficiently and to a high standard.
4. **Project Timing and Seasonal Constraints.** Due to the time-sensitive nature of pavement preservation work, which is best performed in warm, dry conditions, delaying the project for a formal competitive bid process would likely result in missed seasonal windows. Andersen Asphalt has confirmed their availability to begin work immediately, which helps the City avoid costly deterioration or emergency repairs later in the year.
5. **Cost and Market Competitiveness.** The total proposal cost of \$34,250.00 is within a competitive range based on past bids for similar work in neighboring jurisdictions. Using a single, integrated provider also avoids potential mobilization redundancies and change-order risks that could arise with multiple vendors.

Recommendation

Based on available budget, staff research, and the single source nature of the proposed work, staff recommends awarding Anderson Asphalt the asphalt maintenance work as described in the attached proposal for \$34,250.00.

DOCUMENT 00410
BID SCHEDULE

PART 1 GENERAL

1.1 DOCUMENT INCLUDES

- A. Price schedules.
- B. Measurement and payment provisions.

1.2 CONSTRUCTION CONTRACT

- A. The Construction Contract is known as:

CITY STREETS MAINTENANCE 2026
SEAL COAT
ASPHALT POLYMER SURFACE TREATMENT(AP4 APST)
For West Bountiful City, Utah

1.3 REFERENCES

- A. APWA 01 29 00: Payment Procedures.
- B. Document 00500: Agreement.
- C. Section 01 25 00: Product Options and Substitutions.

1.4 SCHEDULE TO BE ADDED TO THE AGREEMENT

- A. This document will be added to the Agreement by reference.

PART 2 TIME TO COMPLETE

2.1 CONTRACT TIME

- A. The Work will begin after the date of the Notice to Proceed issued by the OWNER.
- B. The Work will be Substantially Completed by September 1, 2026.

PART 3 PRICE SCHEDULES

3.1 BASE BID SCHEDULE

Item No.	Description	Estimated Quantity	Unit	Unit Price	Amount
1	MOBILIZATION	1	LUMP SUM	\$	\$ 2,500
2	SEAL COAT - AP4 APST	13,325	SQUARE YARD	\$	\$ 30,000
3	TRAFFIC CONTROL	1	LUMP SUM	\$	\$ 2,000
Total Amount \$				\$	34,500

PART 4 MEASUREMENT AND PAYMENT

4.1 GENERAL

- A. Units of measurement are listed above in the price schedule(s).
- B. Measurement and payment procedures follow APWA Section 01 29 00.
- C. ENGINEER will take all measurements and compute all quantities.
- E. CONTRACTOR will verify measurement and quantities.
- D. CONTRACTOR will provide all equipment, workers, and survey crews to assist ENGINEER in making measurements.

4.2 SCOPE

- A. This section provides a description of the items in the attached Bid Schedule. The quantities of work or material stated in unit price items of the Bid are supplied only to give an indication of the general scope of the WORK; the OWNER does not expressly or by implication agree that the actual amount of work or material will correspond therewith, and reserves the right after award to increase or decrease the quantity of any unit price item of the WORK without a change in the unit price, and shall include the right to delete any Bid item in its entirety. Payment for materials and labor will be

based on actual quantities furnished, installed, or constructed in accordance with the prices bid for unit price items. Lump sum items will not change to reflect actual quantities or services rendered, unless those items are completely deleted from the project.

4.3 BID ITEM 1 - MOBILIZATION

- A. This item includes all materials, transportation, labor and other items required for Contractor to mobilization, demobilization, bonding, insurance, permits, supervision, SWPPP preparation, dust control, sanitation facilities, coordinating with property owners, construction survey, coordinating with utility companies and other required work not specifically addressed under other Bid Items.
- B. This item is measured on a Lump Sum (LS) basis, which shall constitute the total cost to the Owner.
- C. Payment shall not be more than 40% for the first pay application and not more than 80 % for less than 50% of the total amount of contract earned.

4.4 BID ITEM 2 – SEAL COAT – AP4 APST

- A. Payment includes all labor, equipment, and materials necessary to complete the installation of an asphalt seal coat per specifications. The work includes, but not limited to cleaning, blowing, pressure washing, masking asphalt and concrete surfaces, trimming of trees, providing notification to affected property owners, placement of materials and clean up.
- B. Bid Item Includes a full five (5) year warranty on all installation, materials, products.
- C. Payment for this item shall be on a per square yard installed basis as part of the project and constitutes the total cost to the Owner.

4.5 BID ITEM 3 – TRAFFIC CONTROL

- A. No hard closures on streets affecting all traffic.
- B. This item includes all materials, transportation, equipment, signage, labor, tools and other items required for traffic control in accordance with MUTCD standards including but not limited to preparing an approved traffic control and haul route plan, temporary barricades, warning and traffic control signs, flagging, other traffic and personnel safety devices and measures.
- C. Providing notification to affected property Owners.
- D. This item is measured on a Lump Sum (LS) basis and constitutes the total cost to the Owner.

4.6 ADDITIONAL MATERIALS

- A. Payment for the cost of additional materials utilized for additional activities requested by the ENGINEER that are not covered by these specifications shall be cost plus fifteen percent (15%).

4.7 Additional INFORMATION

END OF DOCUMENT

MEMORANDUM



TO: Mayor and City Council

DATE: July 28, 2026

FROM: Duane Huffman, City Administrator

RE: **Resolution Authorizing Management of Public Treasurer's Investment Fund Accounts**

This memo introduces Resolution #596-26, which would add the new City Treasurer, Tuana Sessions as an authorized individual to manage the city's accounts with the state's Public Treasurer's Investment Fund (PTIF).

Background

The PTIF is managed by the state to act as a short-term cash investment vehicle for government entities. It acts as a safe and accessible way to manage city funds, and West Bountiful has traditionally kept all funds outside of what is needed for day-to-day operations invested in PTIF accounts.

Beginning in 2018, the State Treasurer's Office began requiring the city council by resolution to authorize at least two individuals to manage the city's accounts within the PTIF. The city's 2018 resolution authorized Duane Huffman (City Administrator) and Minid Tullis (City Treasurer).

With Ms. Tullis's retirement and the appointment of Tauna Sessions as the new City Treasurer, this new resolution would name and authorize Ms. Sessions.

Recommendation

Staff recommend the adoption of Resolution 596-26 (attached).

WEST BOUNTIFUL CITY

RESOLUTION #596-26

A RESOLUTION CERTIFYING AUTHORIZED INDIVIDUALS FOR PTIF ACCOUNTS

WHEREAS, the Office of the State Treasurer requires the governing body to authorize by resolution at least two individuals to manage the city's accounts in the Public Treasurers' Investment Fund:

NOW THEREFORE, BE IT RESOLVED by the City Council of West Bountiful City that it makes the authorizations as listed in Exhibit A.

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

Passed and approved by the City Council of West Bountiful City this 4th day of August 2026.

Voting by the City Council:	Aye	Nay
Councilmember Ahlstrom	_____	_____
Councilmember Butterfield	_____	_____
Councilmember Enquist	_____	_____
Councilmember Nielsen	_____	_____
Councilmember Thompson	_____	_____

Kenneth Romney, Mayor

ATTEST:

Remington Whiting, City Recorder



Office of the
State Treasurer

Public Entity Resolution

1. Certification of Authorized Individuals

I, Kenneth Romney (Name) hereby certify that the following are authorized: to add or delete users to access and/or transact with PTIF accounts; to add, delete, or make changes to bank accounts tied to PTIF accounts; to open or close PTIF accounts; and to execute any necessary forms in connection with such changes on behalf of City of West Bountiful (Name of Legal Entity). Please list at least two individuals. Each individual must have a unique email.

Name	Title	Email	Signature(s)
Duane Huffman	City Administrator	dhuffman@wbcityut.gov	
Tauna Sessions	City Treasurer	tsessions@wbcityut.gov	

The authority of the named individuals to act on behalf of City of West Bountiful (Name of Legal Entity) shall remain in full force and effect until written revocation from City of West Bountiful (Name of Legal Entity) is delivered to the Office of the State Treasurer.

2. Signature of Authorization

I, the undersigned, Mayor (Title) of the above named entity, do hereby certify that the forgoing is a true copy of a resolution adopted by the governing body for banking and investments of said entity on the 4th day of August, 2026, at which a quorum was present and voted; that said resolution is now in full force and effect; and that the signatures as shown above are genuine.

Signature	Date	Printed Name	Title
		Kenneth Romney	Mayor

STATE OF UTAH)
)
COUNTY OF _____)

Subscribed and sworn to me on this 4th day of August, 2026, by
Kenneth Romney (Name), as Mayor (Title) of
City of West Bountiful (Name of Entity), proved to me on the basis of
satisfactory evidence to be the person(s) who appeared before me.

(seal) Signature _____

MEMORANDUM



TO: Mayor and City Council

DATE: July 28, 2026

FROM: Duane Huffman, City Administrator

RE: **Employment Agreement – City Administrator**

This memo introduces a proposed Employment Agreement for the current city administrator. Similar agreements were authorized in 2013, 2016, 2019, and 2022. This memo briefly reviews the key provisions of the agreement and lists the benefits for the city.

Key Provision of Proposed Updated Agreement

1. Minor wording updates recommended by the City Attorney.
2. Defined employment responsibilities and duties.
3. A 4-year term, at which point employment becomes at-will. The previous agreement also had a term of 4 years.
4. If the city administrator ends employment before the end of the term, he agrees to provide notice of at least 30 days, and provide consulting services for 60 days after he leaves employment.
5. If the city ends the employment “without cause,” the administrator will receive a sum equal to 6 months’ salary as a severance.

Benefits to the City

The International City/County Management Association recommends employment agreements between city administrators and cities. Some of the reasons/benefits include:

- A. The stable working situation created by an agreement helps to attract and keep top-flight administrators in a generally mobile profession.
- B. The safety net of an agreed-upon severance gives the city administrator the ability to make necessary decisions and provide potentially unwelcome advice to the council.
- C. If the mayor and council ever feel a change in the position is necessary, there are no questions or need to argue about the terms of a separation.
- D. If the city administrator ever feels a change is necessary, the agreement assists in creating a process for a smooth transition.

Motion

If the city council agrees with the terms of the agreement, it would entertain a motion to authorize the mayor to execute the agreement.

WEST BOUNTIFUL CITY

Employment Agreement

THIS EMPLOYMENT AGREEMENT is made and entered into as of August 6, 2026 (the “*Effective Date*”), by and between WEST BOUNTIFUL CITY, a Utah corporation located at 550 North 800 West, West Bountiful, Utah 84087 (the “*City*”); and DUANE HUFFMAN, an individual residing in North Salt Lake, Utah (“*Employee*”).

The City has employed Employee in the position of City Administrator under Employment Agreements dated August 6, 2013, August 6, 2016, August 6, 2019, and August 6, 2022. The City desires to continue employing Employee, and Employee is willing to continue working for the City, in accordance with the provisions of this Agreement and Chapter 2.12 of the West Bountiful Municipal Code, as amended (the “*Code*”).

NOW, THEREFORE, for good and valuable consideration, including the mutual covenants set forth below, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. EMPLOYMENT AND DUTIES. The City employs Employee in the position of City Administrator. Employee’s duties will be as provided in Chapter 2.12 of the Code, and as otherwise directed by the City Council in its sole discretion; provided, that any change of Employee’s position from that of the City’s Chief Administrative Officer will be deemed Termination without Cause (as defined below). Employee will devote substantially all of Employee’s time and attention to promoting the City’s business, and will be considered a full-time, exempt employee of the City.

2. COMPLIANCE WITH CITY POLICIES. In performing his duties, Employee will comply with the Code and other applicable law, as well as all policies and rules of the City as adopted from time to time, including those contained in the City’s Personnel Policies and Procedures Manual, as amended (the “*Policy Manual*”). The provisions of this Agreement will govern to the extent of any inconsistency between this Agreement and the Policy Manual.

3. PERFORMANCE EVALUATION. Employee’s employment will be subject to performance evaluations to be conducted under the direction of the Mayor and City Council at least annually. The parties will keep the performance evaluations confidential in accordance with applicable law.

4. COMPENSATION. Employee will be entitled to receive compensation in the form of salary and benefits as set forth in the attached **Exhibit A**. Employee’s compensation will be subject to periodic review and adjustment by the City Council in its sole discretion.

5. TERM AND TERMINATION. Unless sooner terminated as provided below, this Agreement will commence on the Effective Date and will continue for a term of four (4) years. Unless the parties negotiate a written renewal of this Agreement, any employment relationship extending beyond the term of this Agreement will be on an at-will basis.

a. Termination without Cause. *Notwithstanding any provision of this Agreement or the Policy Manual to the contrary, either party may terminate this Agreement for any reason or for no reason at all upon written notice. The remedies provided in this Agreement for Termination without Cause (as defined below) are intended to be exclusive and supersede any other available remedy Employee may have in connection with his employment or the termination of his employment.* If the City terminates Employee’s employment without cause (“*Termination without Cause*”), it will pay Employee a severance benefit as described in **Exhibit A**. If Employee terminates his employment without cause, Employee will give the City thirty (30) days’ prior written notice of the termination and will provide the City, at its option, consulting services for sixty (60) days following the effective date of termination. Employee will provide

such consulting services without compensation for the purpose of assisting the City to transition to a new city administrator.

b. Termination for Cause. The City may terminate this Agreement upon written notice for Cause, as defined below. For purposes of this Agreement, “**Cause**” means any of the following: (1) willful, knowing, grossly negligent, or negligent breach of or continued failure to substantially perform Employee’s duties under this Agreement (other than any failure resulting from disability); (2) willfully engaging in conduct that is demonstrably and materially injurious to the City’s business; (3) habitual and unexplained absenteeism, chronic alcoholism or drug addiction; (4) engaging in conduct involving a crime (other than minor traffic violations) or other act of moral turpitude; (5) gross insubordination; and (6) any willful, knowing, grossly negligent or negligent misapplication or misuse by Employee of public funds or other property owned by or entrusted to the City or any related agency. In the event of termination for cause, Employee will not be entitled to any severance benefit, and the City will be entitled to pursue any remedy available under this Agreement, at law, or in equity, including recovery of the City’s costs and reasonable attorney fees, both before and after judgment. The City’s remedies will be cumulative.

c. Retirement. This Agreement will terminate upon the retirement, adjudicated incompetency, or death of Employee.

d. Effect of Termination. Upon termination of the parties’ employment relationship for any reason:

(1) The City will be liable to compensate Employee for services and any accrued leave or vacation only through the effective date of termination;

(2) The City will be entitled to offset any unaccrued vacation, time off, or sick leave Employee may have taken against any amount owing for Employee’s final paycheck;

(3) The City will make available to Employee any other benefits required by law; and

(4) The provisions of this Agreement, other than those specifically related to the rights and obligations of the parties during the period of employment, will survive termination of the employment relationship.

6. DELIVERY OF CITY PROPERTY. Employee shall hold as the City’s property all keys, access codes, user names, passwords, memoranda, books, papers, forms, letters, data and other City documents or property that relate in any way to the City’s business, whether maintained electronically or otherwise, whether made by Employee or otherwise coming into Employee’s possession; and shall deliver all originals and copies, including electronic copies, of such documents and materials to the City upon the termination of Employee’s employment.

7. REPRESENTATIONS AND WARRANTIES. Employee represents and warrants that the fulfillment of Employee’s duties under this Agreement or as an employee of the City will not violate or breach any agreement or understanding with any third party, including any former employer of Employee.

8. MISCELLANEOUS PROVISIONS.

a. Notice. Any notice required or permitted under this Agreement shall be in writing and shall be deemed to have been duly given either at the time of delivery if personally delivered or sent by fax or other electronic means, or three (3) days after the time of mailing first class, postage prepaid, and addressed to the party at the address listed in the preamble of this Agreement or, in Employee’s case, the last known

address listed in Employee's personnel file, or such other address as the party designates in writing by notice in accordance with the provisions of this subsection.

b. Entire Agreement, Modification and Waiver. This Agreement constitutes the entire agreement and understanding of the parties with respect to its subject matter, and supersedes all previous or contemporaneous representations or agreements of the parties in that regard. No modification of this Agreement shall be valid or binding unless made in writing and signed by all parties. Any waiver of any provision of this Agreement shall be in writing and shall be signed by the party waiving the provision.

c. Severability. The provisions of this Agreement are severable, and the invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of the remaining provisions.

d. No Partnership. The transaction contemplated under this Agreement is an employment relationship only, and does not constitute a partnership, joint venture, or other association between the parties. This Agreement does not confer any authority on Employee to bind the City other than as provided in the Code or by direction of the City Council.

e. Assignment. This Agreement will not be assignable by any party without the prior written consent of the other party. Subject to this limitation on assignment, this Agreement will be binding upon and shall inure to the benefit of the parties' respective successors, heirs, and assigns.

f. Governing Law. THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF UTAH, IRRESPECTIVE OF ANY CONFLICTS OF LAWS PROVISIONS, EXCEPT AS UTAH LAW MAY BE PREEMPTED OR SUPERSEDED BY THE LAWS OF THE UNITED STATES. EACH PARTY HEREBY CONSENTS TO THE JURISDICTION OF THE COURTS OF THE STATE OF UTAH OR THE COURTS OF THE UNITED STATES LOCATED IN THE STATE OF UTAH, AS THE CASE MAY BE, WITH VENUE IN DAVIS COUNTY, IN ANY DISPUTE ARISING OUT OF THIS AGREEMENT.

g. Further Documentation. The parties will cooperate in executing and delivering any further documents required by law or this Agreement to carry out the terms of this Agreement.

h. Counterparts. This Agreement may be executed in two or more counterparts, each of which will be deemed an original and all of which together will constitute one instrument. A signature transmitted by facsimile, e-mail, or other comparable means will be deemed an original.

[The remainder of this page is intentionally left blank.]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

THE CITY:

EMPLOYEE:

WEST BOUNTIFUL CITY

Kenneth Romney, *Mayor*

DUANE HUFFMAN

ATTEST:

Remington Whiting, *City Recorder*

EXHIBIT A

Compensation

Employee will be compensated as follows:

1. Salary. Employee will receive a gross annual salary at the level in effect as of the Effective Date, and thereafter as set by the City Council; provided, that any decrease in Employee's gross annual salary from its then current level without Employee's consent will be deemed Termination without Cause unless the parties agree otherwise in writing. Employee's salary will be payable every two weeks, net of applicable withholdings, in accordance with the City's regular payroll policies. Notwithstanding any provision of this Agreement, the Policy Manual, or any other City policy to the contrary, Employee will not be entitled to overtime pay or compensatory time off.

2. Benefits. The City will provide Employee the following benefits:

a. Car Allowance. The City will pay Employee \$200.00 per month as an allowance for automotive expenses. Employee will not be entitled to reimbursement for any other automotive expense.

b. Retirement. The City will contribute to the Utah Retirement System on Employee's behalf all amounts required by law. Upon written notice to the City, Employee may opt out of the Utah Retirement System and direct that such contributions be made to Employee's 401k plan, IRA, or other qualified retirement plan. In such event, the City will make the required contributions to the designated plan or account and will have no further obligation to contribute to the Utah Retirement System on Employee's behalf.

d. Personal Time Off. Employee will accrue leave and vacation time at the rate of six hours per pay period commencing as of the Effective Date. This leave and vacation time will be in lieu of any overtime pay, compensatory time off, or other paid leave, except for sick leave as allowed under the Policy Manual. Employee will schedule leave with the Mayor in advance.

e. Professional Development. The City will pay Employee's dues for membership in the Utah City Managers Association (UCMA), International City Managers Association (ICMA), and Utah League of Cities and Towns (ULCT). The City will pay for Employee to attend the annual ICMA conference bi-annually unless the City's budgetary circumstances do not so allow. Reimbursement for travel to other meetings or conferences held by any of these organizations will be determined by the City Council on a case-by-case basis and in accordance with the City budget.

f. Severance. In the event Employee receives a Termination without Cause as provided in **Section 5.a** of the Agreement, the City will pay Employee a lump-sum severance benefit, conditioned upon Employee's execution of a release of all claims against the City and the expiration of any waiting period required by law, in an amount equivalent to six (6) months of Employee's salary at the time of termination, net of applicable withholdings.

g. Other Benefits. Employee will be entitled to other benefits, not inconsistent with this Agreement, as provided in the Policy Manual or as required by applicable law.

3. Expenses. Except as otherwise provided in this Agreement, the City will reimburse Employee's expenses incurred to further the City's business as approved by the City Council on a case-by-case basis.

PENDING – Not Yet Approved

Minutes of the West Bountiful City Council meeting held on **July 21st, 2026**, at West Bountiful City Hall, 550 N 800 West, Davis County, Utah.

Those in attendance:

MEMBERS: Mayor Kenneth Romney, Council members James Ahlstrom, Kelly Enquist, Jenn Nielsen, and Julie Thompson* (*arrived during item 10)

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

PUBLIC: Alan Malan, Karma Robinson, Chad Sessions, Tauna Sessions

EXCUSED: Council member Dell Butterfield

Regular Meeting

Mayor Romney called the meeting to order at 7:33pm. Kelly Enquist gave an Invocation, and the Pledge of Allegiance was led by Jenn Nielsen.

1. Approve Agenda

MOTION: *Jenn Nielsen made a motion to approve the agenda with item #7 being tabled until the next meeting. James Ahlstrom seconded the Motion which PASSED by unanimous vote of all members present.*

2. Public Comment.

No Comment.

3. Report on a Contemplated Property Tax Increase for South Davis Metro Fire Service Area.

Mayor Romney presented the proposed property tax increase for the South Davis Metro Fire Service Area. He explained that the primary reason for the increase is to remain competitive with neighboring fire departments in recruiting and retaining employees. He also provided an overview of the Fire Service Area's governing board and its composition.

Duane added that while increasing employee compensation is an important factor, another significant reason for the proposed tax increase is to address rising operating expenses.

Karma Robinson – 600 N – Shared some concern over the property tax increase, stating that property tax increases seemed constant.

48
49
50
51 **4. Resolution #595-26 – A Resolution Consenting to the Appointment of Tauna Sessions as**
52 **the City Treasurer.**

53 Duane announced that Mindi Tullis, the City's longtime Treasurer, will be retiring on August
54 3. He explained that the City Treasurer is a statutory office and requires an official
55 appointment by the City Council.
56

57
58 **MOTION:** *James Ahlstrom made a motion to adopt Resolution #595-26 – A Resolution*
59 *Consenting to the Appointment of Tauna Sessions as the City Treasurer.*
60 *Kelly Enquist seconded the motion which PASSED.*
61

62 The vote was recorded as follows:

63 James Ahlstrom – Aye

Kelly Enquist – Aye

64 Jenn Nielsen – Aye
65
66

67 **5. Purchase Approval for Fairway Mower.**

68 Duane explained that the city staff propose purchasing a used fairway mower. Josh, the course
69 superintendent, had originally planned to purchase a new mower in the future but found a
70 used one that would meet the golf course's needs. The purchase will replace in the budget one
71 grinder originally planned for the year, so the total cost will remain within the current fiscal
72 year budget.
73

74 **MOTION:** *Jenn Nielsen made a motion to approve the Purchase of a Fairway Mower.*
75 *James Ahlstrom seconded the motion which PASSED.*
76

77 The vote was recorded as follows:

78 James Ahlstrom – Aye

Kelly Enquist – Aye

79 Jenn Nielsen – Aye
80
81

82 **6. Discussion on Land Use Appeal Authority.**

83 Duane explained that recent changes to state code no longer allow the city council to serve as
84 the Land Use Appeal Authority. He reviewed how neighboring cities handle land use
85 appeals, noting that many use hearing officers, while Centerville uses a Board of
86 Adjustments.
87

88 James Ahlstrom expressed opposition to using a Board of Adjustments. The idea of allowing
89 the appellant to recommend a hearing officer for the city to consider was considered, but
90 ultimately, the council preferred the idea that the city instead create a list of three or four
91 qualified hearing officers for the appellant to choose from.
92

93 Duane said the proposed changes would be discussed with the Planning Commission before
94 returning to the City Council in the form of an ordinance.

95
96
97 **7. Consider Employment Agreement for City Administrator Position.**
98

99 Tabled.
100

101 **8. Monthly Financial Report.**

102 Duane presented the monthly financial report to the council.
103
104

105 **9. Meeting Minutes from June 16th, 2026.**
106

107 **MOTION:** *Kelly Enquist made a motion to approve the meeting minutes from June*
108 *16th, 2026. Jenn Nielsen seconded the motion which PASSED by*
109 *unanimous vote of all members present.*
110

111 **10. Staff Reports**

112 Police Department – Brandon Erikson

- 113 • Officers participated in FBI leadership training.
- 114 • Officer Garner is in the second phase of FTO and Officer Wood is in full service.

115 Public Works Department – Steve Maughan

- 116 • Working on the Pope subdivision. Reported that getting across the road is difficult due to the
117 high number of utilities.
- 118 • Highgate 2 public improvements are progressing.
- 119 • Child Park construction and demolition have commenced. They have demo'd the concrete,
120 trees and playground.
- 121 • 1000 N ditch fencing will be shipped tomorrow and will be installed on Thursday.
- 122 • Prospector Trail will be closed for a seal coat tomorrow.
- 123 • 2200 N – They have repaired a gas leak but there is still gas that is saturated into the ground.
124 Enbridge will continue to work on it over the next few weeks.

125 Engineering – Kris Nilsen

- 126 • Highgate 2 plat has been recorded. Working with staff on getting Belmont Farm 2A
127 recorded.
- 128 • Have received a preliminary plat subdivision application for Shadow Mountain Ranch
129 Subdivision.

130 Community Development/Administration – Duane Huffman

- 131 • For the 4th of July, the state banned fireworks. For the 24th, the state is allowing cities to ban
132 them but the city needs to submit a request to the state. The 5 cities of South Davis Metro
133 Fire met yesterday and submitted to the state, and it was approved before this meeting.
134 Remington and Duane will work on getting this posted on social media tonight.
- 135 • A replacement part-time office position will be advertised soon.
- 136 • Received a request from Hugh Contractors to annex a property that is near Bountiful Pond
137 but it is not in our annexation plan. Duane is working with consultants to get proposals for a
138 new plan that would include this area.
- 139 • Councilman Enquist Butterfield and Duane met to discuss landscaping options for the
140 interchanges. Options will be brought before the council.

- Someone installed a steel plate on 660 W to skateboard. It has since been removed.

11. Mayor/Council Reports

Kelly Enquist:

- Thanked everybody for the 4th of July celebration.
- Mosquito abatement continues to spray.
- Asked if the city was going to provide material for the car show located at the park. Duane clarified that it is a private event and the city is not currently helping with anything.

Jenn Nielsen:

- Asked the council to help plan another activity for the 250th anniversary. The next event is the bike parade.
- A plan for the YCC will be presented within the next few weeks.

Julie Thompson:

- Thanked staff and all they did for the 4th of July.
- Popsicles in the Park was successful and would like to continue doing it annually or more often.
- Planning Commission was confused with the city council asking them to continue working on height restrictions in the A-1 zone. Duane will attend their next meeting to help explain.
- Planning Commission discussed detached ADUs.

Kenneth Romney:

- Sewer district is contemplating a property tax increase in conjunction with their long-term requirements.
- The county is looking at an additional sales tax for transportation/transit.

12. Closed Session

MOTION: *James Ahlstrom made a motion to go into closed session to discuss the character, professional competence, physical or mental health of individuals in the police training room and to have the adjournment of that meeting be the adjournment of this meeting. Jenn Nielsen seconded the motion which PASSED.*

The vote was recorded as follows:

James Ahlstrom – Aye

Kelly Enquist – Aye

Jenn Nielsen – Aye

Julie Thompson – Aye

The foregoing was approved by the West Bountiful City Council by unanimous vote of all members present on August 4th, 2026.

Remington Whiting, City Recorder