



## WEST HAVEN CITY SPECIAL COUNCIL MINUTES

July 16, 2020 5:30 P.M.  
City Council Chambers  
4150 South 3900 West, West Haven, UT 84401

|          |                 |               |
|----------|-----------------|---------------|
| Present: | Sharon A. Bolos | Mayor         |
|          | Nina Morse      | Councilmember |
|          | Kim Dixon       | Councilmember |
|          | Carrie Call     | Councilmember |
|          | Rob Vanderwood  | Councilmember |
|          | Randy Hunter    | Councilmember |

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|----------------|----------------|---------------|
| Staff Present: | Emily Green    | City Recorder |
|                | Steve Anderson | City Planner  |
|                | Ken Bradshaw   | City Attorney |

1. **MEETING BROUGHT TO ORDER:**

**Mayor Bolos** brought the Meeting to order at 5:30 P.M. and welcomed those in attendance.

2. **INTERVIEWS FOR ENGINEERING REQUEST FOR QUALIFICATIONS**

*Tyler Nielsen and Ryan Christensen gave a presentation for Gardner Engineering.*

*Mayor Bolos asked what other cities their firm supports.*

*Mr. Christensen said that they support West Point and are part of a pool of engineers for Ogden City.*

*Mayor Bolos asked why West Haven City is a priority.*

*Mr. Christensen said he has always worked with West Haven City directly so it has been easy to make the city a priority.*

*Councilmember Dixon asked for an example of the improvements made to the subdivision process.*

*Mr. Christensen said they worked with staff to review the fee schedule to make sure that it is fair and that West Haven can cover the cost of reviews, they updated the way that information is distributed to utilities, and have implemented predesign meetings prior to submittals.*

*Councilmember Morse asked if the work order system is used currently.*

*Mr. Christensen confirmed it is.*

*Councilmember Hunter asked the percentage of revenue is from West Haven City.*

*Mr. Christensen said it is probably 20-25%.*

*Councilmember Hunter asked what the subdivision review process entails.*

*Mr. Christensen said it is checking addresses. He said it is checking the roads and utilities to make sure they meet city standards, sometimes this entails several reviews to make sure it is accurate.*

*Councilmember Hunter asked if Gardner Engineering has ever proposed projects to the city and if maybe they are too much a part of the staff.*

*Mr. Christensen said that they have never proposed projects and that consulting is not billable work and this allows projects to be done in a timely manner.*

*Mr. Nielsen said a close relationship with the council would also be beneficial.*

*Councilmember Morse asked what kind of relationship they have with West Point.*

*Mr. Christensen said it is a little different they mostly interact with the city manager and sometimes city council.*

*Councilmember Call asked why the rates proposed are lower than their current rates.*

*Mr. Christensen said in an effort to stay competitive.*

*Councilmember Vanderwood asked if the civil engineering covers transportation.*

*Mr. Christensen said that if it is traffic counts that can be done in house, however for something more in depth they have a consultant they can use.*

*Scott Nielsen, Todd Freeman, and Jennifer Summers gave a presentation for CEC.*

*Mayor Bolos asked if they have experience working with a city that has rapid growth and how many employees the firm currently has.*

*Mr. Nielsen said yes that Clearfield City has rapid growth and that they have six employees.*

*Councilmember Hunter asked if there are six employees and they add another city as a client how can they facilitate that without adding additional staff.*

*Mr. Nielsen stated that he believed they will be able to handle a new city very easily.*

*Councilmember Dixon asked how much time it would take them to get up to speed for our city.*

*Mr. Nielsen said a month or two.*

*Councilmember Vanderwood asked if there is an assigned person for Clearfield.*

*Mr. Nielsen said they appoint someone to help with each city.*

*Councilmember Morse asked what kind of grants they have helped other cities get with their projects.*

*Mr. Nielsen gave some examples.*

*Councilmember Hunter asked the percentage of projects that went over budget.*

*Mr. Nielsen said that they have not had a project go over budget for the last five years.*

*Councilmember Hunter asked if they manage road miles and the maintenance of them or if it's done in conjunction with the budget. He also asked why mileage costs were included.*

*Mr. Freeman said that other cities have not had them manage road miles and the maintenance for those, and that mileage is just travel costs but is not necessary.*

*Councilmember Hunter stated that because the city does not have a property tax, we are a more tightly constrained budget and asked if that was a concern.*

*Mr. Nielsen said that it is not a concern for them.*

*Mayor Bolos said that often the city has several major road projects at the same time and asked how the staff would handle that.*

*Mr. Nielsen said that they don't want to hire for one project until it's absolutely necessary.*

*Mrs. Summers said that their firm started with four people and have grown since, they will add personnel if necessary.*

*Mayor Bolos asked if they have taken over projects during a transition.*

*Mr. Nielsen said they have done it in Garland and its been easy to do.*

*Jory Wahlen and John Bjerregaard gave a presentation for Wasatch Civil.*

*Mayor Bolos asked what the transition would look like.*

*Mr. Wahlen said that sometimes that can be a challenge, however they have a great relationship with Gardner Engineering and that could really help.*

*Mayor Bolos asked for a timeline for transitioning.*

Mr. Wahlen said it would be from a week to a month.

Councilmember Vanderwood asked what kind of checks and balances they have for less mistakes on a project.

Mr. Bjerregaard said that they prioritize reviews of projects and have multiple people reviewing.

Councilmember Vanderwood asked if there are specific assignments to specific cities.

Mr. Wahlen said that they usually assign someone to primarily handle a city, but bring on other staff to help with the work load. They also do this so that if that point of contact is out of the office the city can still get the services they need.

Councilmember Hunter asked if they are the exclusive firm for Roy, South Ogden, and Plain City.

Mr. Wahlen confirmed they are and sometimes it is contracted out.

Councilmember Hunter asked the percentage of projects over budget and on time.

Mr. Wahlen said that he does not have a percentage, however with budget they are usually pretty close.

Councilmember Hunter asked if contracting with us would impact other cities or us.

Mr. Wahlen said that they have enough employees to manage their current clients as well as us.

Councilmember Hunter asked about their successful grants.

Mr. Wahlen gave some examples.

Councilmember Morse asked if there are cost control mechanisms in place.

Mr. Wahlen said that they give a proposal and do not go over that proposal.

Mayor Bolos asked if they see a project that needs to be done how do you convince a city to do it.

Mr. Wahlen said that they make recommendations and provide information and let the city take it from there.

Mayor Bolos said that they already handle two large cities how would their firm handle our tremendous growth.

Mr. Bjerregaard said they would hire more people if necessary, to meet their timelines.

3. **EXECUTIVE SESSION-** The council will enter into a closed meeting for the purpose of discussion of the character and professional competence of an entity to be held in accordance with the provisions of Utah Code 52-4-205.

**Councilmember Hunter made a motion** to enter into an executive session. **Councilmember Morse seconded** the motion. Councilmember Dixon, aye; Councilmember Morse, aye; Councilmember Hunter, aye; Councilmember Call, aye; Councilmember Vanderwood, aye; **Vote was unanimous.**

*Mayor Bolos stated that they have left an executive session reviewing the character and professional competence of several firms who are purporting to become the city engineer, after discussing what is best for the city they are now prepared to make a motion about how to move forward.*

**Councilmember Vanderwood made a motion** to leave the executive session and enter back the public meeting. **Councilmember Morse seconded** the motion. Councilmember Dixon, aye; Councilmember Morse, aye; Councilmember Hunter, aye; Councilmember Call, aye; Councilmember Vanderwood, aye; **Vote was unanimous.**

4. **DISCUSSION AND/OR ACTION-AWARD CONTRACT-ENGINEERING**

**Councilmember Dixon made a motion** to authorize the mayor and city attorney to draft a contract to be reviewed by the council to retain Gardner Engineering. **Councilmember Morse seconded** the motion. Councilmember Dixon, aye; Councilmember Morse, aye; Councilmember Hunter, aye; Councilmember Call, aye; Councilmember Vanderwood, aye; **Vote was unanimous.**

5. **ADJOURNMENT**

**Councilmember Vanderwood made a motion** to adjourn at 8:53 PM. **Councilmember Morse seconded** the motion. Councilmember Dixon, aye; Councilmember Morse, aye; Councilmember Hunter, aye; Councilmember Call, aye; Councilmember Vanderwood, aye; **Vote was unanimous.**

*Emily Green*  
City Recorder

Date Approved: 8/5/20