Minutes of the
BOUNTIFUL CITY COUNCIL RETREAT
Thursday, January 12, 2023 – 8:00 a.m.

Official notice of the City Council Meeting was given by posting an agenda at Bountiful City Hall and on the Bountiful City Website and the Utah Public Notice Website and by providing copies to the following newspapers of general circulation: Davis County Journal and Standard Examiner.

Bountiful City Council Retreat – 8:00 a.m.
The Hyatt Place, 222 North Union Ave, Farmington, UT

Present:	Mayor	Kendalyn Harris
	Councilmembers	Millie Segura Bahr, Jesse Bell, Kate Bradshaw, Richard Higginson, Cecilee Price-Huish
	City Manager	Gary Hill
	Assistant City Manager	Galen Rasmussen
	City Attorney	Clinton Drake
	City Engineer	Lloyd Cheney
	Planning Director	Francisco Astorga
	Finance Director	Tyson Beck
	Power Director	Allen Johnson
	Parks Director	Brock Hill
	HR Director	Shannon Cottam
	IT Director	Alan West
	Water Director	Kraig Christensen
	Streets Director	Charles Benson
	Police Chief	Ed Biehler
	Recording Secretary	Maranda Hilton

WELCOME, PLEDGE OF ALLEGIANCE, AND PRAYER/THOUGHT

Mayor Harris opened the meeting at 8:12 a.m. Councilmember Bahr led the Pledge of Allegiance and Mayor Harris offered a prayer.

MAYOR'S INTRODUCTION

Mayor Harris led a get-to-know-you activity.

REVIEW OF PRIOR YEAR SUCCESSES

Mr. Gary Hill asked each department head to give a report on their successes from 2022.

Mr. Lloyd Cheney reported on the Eagle Ridge Drive extension project, the 800 East storm drain project, and the Washington Park project.

Mr. Tyson Beck reported on the yearly financial audit, receiving the Government Finance Officers Association's (GFOA's) award for the 41st consecutive year, and the issuing of checks totaling $54,117,606 for the City and $3,896,471 for the Recreation District.

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Mr. Brock Hill reported on the completion of the HVAC system in the public safety building, the cemetery shop expansion project, the maintenance of the golf course through a restrictive water year and the remodel of their clubhouse café. He further reported on the successful management of Washington Park's design and construction, improvements made to Town Square, managing park maintenance during water restrictions, and all the community events his staff helped with.

Ms. Shannon Cottam reported on the successful Columbus Day employee training event, salary surveys completed for six departments, and the hiring of 26 full-time and 55 part-time employees.

Mr. Alan West reported on the progress made on the fiber project, hiring another full-time employee and vacating the communications tower at the public safety building.

Mr. Charles Benson reported on the successful first month of Bountiful's in-house recycling collection program, the redesign of the landfill for added longevity, the hazardous waste collection event and the increase of green waste processing by 52% over the last seven years. He also discussed the 800 East storm drain project, the cleaning out of a line at 675 West 3400 South, the resolution of a rot issue at 3300 South Davis Blvd, and ADA ramps being installed around schools.

Mr. Clint Drake reported on employee trainings that took place throughout the year and that the prosecutor's office handled 519 criminal cases, 595 traffic court cases and assisted 320 victims last year.

Mr. Francisco Astorga reported on the $3.98M grant for the redevelopment of Renaissance Towne Center, the creation of a short-term rental ordinance, the General Plan Update project, the amending of the landscaping ordinance, the hiring of another full-time planner, and the management of the farmers' market.

Chief Ed Biehler reported on achieving accreditation from the Utah Chiefs of Police Association, and that the consolidation of the dispatch centers should be happening in July. He also reported that they have promoted Sgt. Andrew Smith to fill Lt. Killian's spot when Lt. Killian retires.

Mr. Allen Johnson reported that the Power Department is 60 days away from achieving five years with no lost time accidents and gave credit to their safety training. He reported on the completion of Feeders 574 and 576, the saving of millions of dollars by watching resources very closely, and the fixing of the power line that got snagged by a train.

Mr. Brock Hill reported on the progress made on the trails projects including a bridge installed in North Canyon. Mr. Gary Hill added that the City has received several grants and private funding for trails projects.

Mr. Kraig Christensen reported on the Calder Well rehabilitation project, being acknowledged by the State of Utah Dept. of Natural Resources for their radium mitigation plan, the installation of Variable Frequency Drives (VFDs) in the water system, and the placement of a liner in the Summerwood area.

Mr. Galen Rasmussen reported on receiving the GFOA's Distinguished Budget Award for the last seven years, being able to close out the last of the windstorm grants, the issuing of the general obligation bond for Washington Park and trails projects, the Columbus Day training event and the fiber project.

The Councilmembers thanked the departments heads for their hard work and professionalism and said how proud they were of the work being done in the City. Councilmember Bahr said she felt this list of accomplishments should be shared as a press release so residents can better understand what the City accomplishes every year. Mr. Gary Hill said they could definitely put the list of accomplishments out on social media. Councilmember Bell agreed and challenged the department heads to start taking pictures of their crews "in the trenches" and to share it on social media.

PENDING

Councilmember Bradshaw added that she would like more people to know that the Parks Department is running the farmer's market.

The Mayor thanked all of the department heads for the time and effort they put in preparing staff reports and presentations, helping the Council make decisions, and then doing the work once a decision is made. She also shared her appreciation for Ms. Shawna Andrus, City Recorder, who does a great job making sure information is shared in a timely manner, often working nights and weekends during emergencies.

PRIORITIES DISCUSSION

Mayor Harris asked if any of the Councilmembers had a suggestion for changing the policy priorities document.

Councilmember Price-Huish suggested that a change be made to the policy priorities under the "Open, Accessible, & Interactive Government" category that would reflect the City's commitment to enforcing its policies. She gave the example of the Short-Term Rental discussion the Council had last year and how they wanted residents to be able to know what is going on when they file a complaint. She suggested they add a line that says, "Responsive processes and procedures" to the policies document.

The Mayor and Council discussed whether they needed that level of specificity in the policy priorities document. After many suggestions, Councilmember Higginson suggested they change "Deploy user-friendly information and online tools" to "Deploy user-friendly information, *clear processes*, and online tools." The Council and Mayor agreed on that change and it was added to the document.

Councilmember Bradshaw wished to point out to the Council that homelessness legislation would become a very important issue during this legislative session, and they might consider ranking that higher on the priority list. Mr. Gary Hill said that the Council will hopefully have time to discuss the details of upcoming homelessness legislation during tomorrow's project update discussion.

Councilmember Price-Huish had one more suggestion for the policy priorities document. She said that under "Sustainable Future Bountiful" she would like to include a line about recognizing opportunities for economic development. She also suggested the City create and maintain a list of underutilized properties, in an effort to facilitate economic development in non-productive areas of the City.

The Mayor and Council discussed this suggestion and were unable to come to an agreement about how to best add it into the policy priorities document. The Mayor suggested they take a break and continue the discussion later. Everyone agreed to that.

BREAK

The meeting took a break from 10:40 a.m. until 10:55 a.m.

Mr. Todd Christensen, Assistant City Engineer and Ms. Amber Corbridge, Senior Planner, arrived at the meeting.

TRAILS UPDATE AND IMPLEMENTATION PLAN

Mayor Harris asked the Council if they were alright with moving the priorities discussion until tomorrow because Mr. Todd Christensen and Ms. Amber Corbridge were here for the trails discussion. Everyone agreed.

PENDING

Mr. Brock Hill explained what the Trails Implementation Plan (TIP) is and how the trails committee and staff use it for guidance on prioritizing trail projects.

Mr. Brock Hill then went over what has been done on trails projects in the past couple of years. He explained that the North Canyon Trail, which was built mostly by volunteers, is still being completed and the Parks Department has taken over maintenance. The high school mountain biking teams continue to do volunteer work to maintain it as well. One third of the Summerwood Trail is completed and they are working with a contractor to connect it to the trailhead. The Holbrook-to-Ward Trail will eventually be adopted as part of the Bonneville Shoreline Trail (BST), but there are still some private land issues to work out before that can happen. A bridge was installed in Holbrook Canyon which is made if fiberglass-reinforced product, and the International Mountain Biking Association (IMBA) flagged a large area above the Bountiful Temple on Bountiful Boulevard between Holbrook and Ward Canyons to mark where new trails will be.

Mr. Brock Hill explained which projects are currently underway, that the trailhead at North Canyon is on hold for the winter and that they are still waiting on a permit from the Army Corps of Engineers before they can disrupt the stream bed. The contractors were able to get most of the sewer placed and do most of the grading on the site. Mr. Todd Christensen added that they hope to have the permit from the Army Corps of Engineers and continue work by March or April. The Holbrook-to-Ward Trail is also under construction with an extension planned that connects to the Christmas Tree Trail. Summerwood Trails (sets a, b and c) are ready for contract approval for a project manager and will add 21 miles of trails when they are complete. Staff is also talking with the Forest Service about trail signage that is easy to understand.

Mr. Brock Hill then explained what the next projects will be. He said that in 2024 they will focus on connecting Mueller Park to the Christmas Tree Farm area, but unless they are able to gain access across some private land, they will have to go up and around that property. They will also be working on some trails above Stone Ridge that connect to the BST feeder line, and at the top of the Sessions Trailhead they want to connect to the trail network above the Bountiful Temple. Some of these trails will require they complete another National Environmental Policy Act (NEPA) process with the Forest Service since the trails will be on Forest Service land.

Mr. Brock Hill said that they have currently used about $295k from the budget and by the end of 2024 estimate they will have used a cumulative total of $2.5M. Councilmember Bell asked how close to completion they will be by the end of 2024. Mr. Christensen answered that they should have about 40 miles of trails built and four bridges installed at that point.

Councilmember Price-Huish asked about the growing issue of adequate parking at the Holbrook Trailhead. Mr. Brock Hill answered that they have talked about this a lot and are seeking more funding to address parking issues. He also explained that once a connector is built to Holbrook from Eggett Park it will help alleviate the issue as well. He said that parking will be an important piece of the puzzle for the entire trail system, but once more trails are completed it will help spread out the parking to many different trailheads.

The Mayor thanked Mr. Brock Hill for his presentation and Mr. Christensen and Ms. Corbridge for joining the meeting.

Mr. Todd Christensen left the meeting.

LUNCH

The meeting took a lunch break from 12:05 p.m. until 12:49 p.m.

PENDING

Ms. Corbridge left the meeting.

CODE ENFORCEMENT PROCESS

Mr. Francisco Astorga presented the Bountiful City Code Enforcement Workflow document and explained that his staff came up with an eight-step process for managing code violation complaints.

Councilmember Bradshaw said she did not think being out of the country was an adequate reason for a deadline extension. Mr. Gary Hill explained that the point of the policy is for people to understand that two weeks is the standard, but staff also recognizes that it is better to work with people and grant an extension than to wait two weeks and send a letter, and then wait another two weeks and send another letter.

Councilmember Price-Huish suggested the Planning Department put the complaint form online to make it easier for people to reach them. Mr. Astorga liked that idea and added that the Planning Department is working on implementing a code enforcement page that will explain everything about the process and tell people what they need to provide to file a complaint. Mr. Alan West said that the IT Department could easily set up a form like that for their code enforcement page.

Councilmember Bahr asked what happens if someone violates the code over and over. Mr. Gary Hill answered that residents all have the same right to due process even in instances of recidivism. The process will be the same each time they violate the code, and they will receive a letter and have two weeks to comply, just like everyone else, which maybe difficult for neighbors to understand.

Councilmember Price-Huish asked how many complaints are received each year. Mr. Astorga answered that last year 106 code enforcement complaints were filed and another 14 were not filed because staff went to check and there was nothing there; 14 for grass over six inches high, 12 for illegal STRs, 11 for obstruction to a public right-of-way, 10 for unpaved parking, and 10 for animals.

Mr. Astorga explained that Mr. Nicholas Lopez, the code enforcement officer, meets with him every other week and goes over all current code enforcement cases. Mr. Astorga then produces a monthly code enforcement report for the City Manager. Mr. Astorga said that his department will be focusing more on communication as it concerns code enforcement in the City and that the Councilmembers can call Mr. Lopez at any time to get an update on all actions that have been taken on a given case.

The Mayor and Councilmembers thanked Mr. Astorga for his work on creating this written document and for making enforcement easier to understand and access for residents.

Mr. Gary Hill asked the Council for direction on the enforcement of illegal STRs. He explained that the letter they send out for a violation asks the owner to "cease and desist" all operations immediately. He said this can be a tough situation for owners who already have their rentals booked into the future, and asked for the Council's opinion. After some discussion, all Councilmembers agreed to leave the policy as is, saying that any other illegal business would be asked to do the same thing.

Trail Items (Continued)

Mr. Gary Hill then asked the Council for direction about naming a trail after a long-time Bountiful resident who worked for many years on trail improvement, Mr. King Green. Mr. Hill explained that they have reached out to Mr. Green and to the Trails Committee about changing Holbrook Trail to King's Trail, but Mr. Green was unsure about that suggestion. The Trails Committee suggested they name a new trail segment in Holbrook Canyon (trail 501) after him

PENDING

instead. After some discussion, the Council liked the suggestion for naming trail 501 after Mr. Green, possibly "King's Crossing," but said they would defer to Mr. Green's and the Trails Committee's wishes on the exact name. Mr. Hill thanked them for their input and said he would email the Council with Mr. Green's opinion and gather responses from them via email as well.

CITY CEMETERY EXPANSION AND POLICIES

Mr. Lloyd Cheney explained that the City needs direction from the Council as they get ready to develop the cemetery expansion property. He also said that as they have looked at the remaining inventory, the current cemetery plot sale policies compared to surrounding cities, and the ratio of resident to non-resident burials, staff feels the City should make some changes if they want to prolong the useful life of the cemetery.

Mr. Cheney explained that the existing cemetery is 37.5 acres with 33,966 total plots. There are 13,563 plots that are sold but unoccupied and 1,971 unsold plots remaining. With the current rate of 400 burials a year, our existing cemetery will be sold out in under five years. The expansion property is 8.65 acres and can have up to 1,000 plots per acre, but less if the City plants some trees. If the current burial rate stays the same, the expansion would extend the life of the cemetery up to 21.6 years, which seems short.

Mr. Cheney added that surrounding cities with city-owned cemeteries have all changed their policies to not allow non-resident burials and to only allow plots sales at time-of-need. Bountiful City is the only city still allowing non-resident burials and unlimited on-demand plot sales. He explained that because Bountiful is the only city still allowing non-residents, and the rates are not very high, there will continue to be a rise in non-resident burials here. Mr. Gary Hill said that unless some serious policy changes are made, the Bountiful City cemetery, including the expansion property, will fill up faster than the City wants, and probably with non-residents.

Mr. Cheney asked the Council to provide direction on policies regarding whom to sell plots to, when to sell plots and how many plots to sell at one time. He said that if staff has that information and can create a master plan this year, the City can begin construction of the expansion property next year and have the first plots ready for sale in 2025.

The Council discussed the possible policy changes and the consequences of implementing those changes. Mr. Brock Hill also brought up the current cemetery policy that requires a purchase of at least four plots together in order to have a raised headstone. The Council discussed changing this policy as well, in order to discourage people purchasing more plots than they need. The Council also discussed the issue of residents transferring plots to non-residents.

After a lot of discussion, Mr. Gary Hill polled the Council on their wishes about the proposed policy changes. The Council agreed that the non-resident rate be raised so that it is higher than private cemetery rates, and most Councilmembers agreed to a slight raise in the resident rate as well. Mr. Gary Hill said that staff would come back with a recommendation.

Councilmember Bradshaw asked if Mr. Gary Hill had any recommendations that could be considered instead of changing directly to residents-only. Mr. Gary Hill said the Council could limit the number of plots sold at one time, change the headstone policy so it does not require the purchase of four plots, and consider giving non-residents fewer choices (location of plots, double-depth only, or at time-of-need only). The Councilmembers liked those ideas and asked that staff use them in their future recommendation.

Mr. Gary Hill brought up the fact that continuing to allow non-residents to be buried in the cemetery still opens the door for residents to buy plots and transfer them to non-residents. Councilmember Bell asked if the City could only allow transfers to residents at time-of-need. Mr.

PENDING

Gary Hill said he could look into that if the Council wanted to pursue that idea, although it might be difficult to actually enact. The Council wanted to know more about the feasibility of that policy.

Councilmember Higginson asked if the cemetery's opening and closing fees are in line with the surrounding cities' fees. Mr. Brock Hill said that Bountiful's fees for residents match the surrounding cities but non-residents fees are still below other cemeteries. The Council all agreed that Bountiful should raise its non-resident opening and closing fees to be higher than private cemetery fees.

Mr. Gary Hill said that staff will bring it back during the budget meetings and hopes the entire Council can come to discuss it.

BREAK

The meeting took a break from 3:46 p.m. until 3:55 p.m.

Councilmember Bell left the meeting at 3:55 p.m.

ELECTRONIC PARTICIPATION IN MEETINGS

Mr. Gary Hill explained that the current ordinance regarding electronic participation in meetings says that participation is allowed by passing a resolution. This has stopped Councilmembers from participating in work sessions, simply because the resolution cannot be passed until the regular session afterward. He said that if the Council is so inclined, they could create a standing resolution that says anyone can participate in any meeting or under certain circumstances.

Mayor Harris said that she felt the Council should discuss what they value most in their meetings and expressed how much she values meeting in-person.

Councilmembers Higginson, Bradshaw and Price-Huish all voiced their support for changing the current ordinance to allow for a standing resolution. Councilmember Higginson said he did not believe anyone would abuse the ordinance if they changed it.

Councilmember Bahr voiced her support for keeping the ordinance as it stands. She said that having it be more restrictive would convey how seriously the Councilmembers take their responsibility to come and discuss issues in person.

Mayor Harris said that Councilmember Bell wished to keep the ordinance the same as well.

Mr. Gary Hill said that he felt they should try as much as possible to have people in the same room.

The Council discussed the various reasons for and against changing the ordinance, and did not reach a unified consensus. Mr. Gary Hill asked if staff should include a sunset in the resolution, then the Council could vote on it every year along with the meeting schedule. The Council was in favor of the resolution having a yearly expiration.

GRAFFITI ORDINANCE

Mr. Hill explained that the City does not currently have an ordinance that prohibits graffiti on private property. He asked the Council if they would like to have staff draft a graffiti ordinance that would allow the City to enforce the removal of graffiti from private property.

Councilmember Price-Huish asked if the City could somehow alleviate the financial burden to the property-owner by giving them paint at cost, since they are not at fault. Mr. Hill said that they could, but he's not sure the City gets paint any cheaper then anyone else, and that the cost is then pushed onto the taxpayers.

PENDING

The entire Council wished to see a graffiti ordinance drafted and both Councilmembers Price-Huish and Bradshaw wished to have the City provide paint at cost if possible.

The meeting ended at 4:28 p.m.

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Mayor Kendalyn Harris

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City Recorder

PENDING