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Minutes of the
BOUNTIFUL CITY COUNCIL
January 23, 2020

Present: Mayor Randy Lewis
Councilmembers Millie Segura Bahr, Kate Bradshaw, Kendalyn Harris,
Richard Higginson, Chris Simonsen
City Manager Gary Hill
Assistant City Manager Galen Rasmussen
City Attorney Clinton Drake
City Engineer Lloyd Cheney
City Planner Francisco Astorga
City Recorder Shawna Andrus
Finance Director Tyson Beck
IT Director Alan West
IT Programmer/Analyst Dan Urban
Parks Director Brock Hill
Power Director Allen Johnson
Water Director Mark Slagowski
Streets & Sanitation Director Gary Blowers
Human Resources Director Shannon Cottam
Chief of Police Tom Ross
Communications Coordinator Angela Pitt
Recording Secretary Maranda Hilton

Official notice of the City Council Meeting was given by posting an Agenda at the temporary City Hall locations (805 South and 150 North Main Street) 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 Clipper and Standard Examiner.

Thursday Session – 8:00 a.m.
AC Marriott, 225 West 200 South, Salt Lake City

PLEDGE, PRAYER & WELCOME – MAYOR LEWIS

Mayor Lewis called the meeting to order at 8:21 a.m. and welcomed those in attendance. Councilwoman Bahr led everyone in the Pledge of Allegiance and Councilman Simonsen offered a prayer.

The Mayor said a few words about his appreciation for the City of Bountiful and for the good people he gets to associate with in this room. He showed slides of some historic Bountiful photographs from the early 1900's. He asked the Council to think about how far the City has come and how much it has changed since 100 years ago. He told them that it is now their responsibility to “look around the bend” and make the decisions that will affect the future of our City for the best.

1 **PRIOR YEAR’S SUCCESSES – COUNCIL & STAFF**

2 Mr. Gary Hill thanked everyone for making it a priority to be there, and said one of the main
3 goals of this retreat is to help Staff and Council be on the same page. He then invited each
4 Department Head to give a recapitulation of the previous year’s successes.

5 Mr. Clint Drake gave a summary of last year’s successes for the Legal Department which
6 included a number of civil and risk management related successes, hiring a new prosecutor,
7 prosecuting 505 criminal cases and 818 traffic court offenses, expanding the Bountiful Victim
8 Services and now have three student interns assisting the Victim Advocate, and were able to help 460
9 victims of crimes.

10 Mr. Gary Blowers gave a summary of last year’s successes for the Streets Department: They
11 paved 4.6 miles of road, patched hundreds of leaks and cuts in the roads, used 19,671 tons of salt for
12 snow removal; the Maintenance Shop completed over 950 work orders and saved the City over 75%
13 over going to outside shops; the Storm Water Department replaced, repaired and built new storm
14 drains all over the City; the Landfill upped their green waste recycling by 53% over the last six years;
15 and the Sanitation/Recycling Department helped 674 residents recycle hazardous waste, handled
16 garbage collection for all City events, and put a new garbage truck into service.

17 Mr. Allen Johnson gave a summary of last year’s successes for the Power Department: they
18 replaced a total of 131 power poles, installed 17 arc flash metering cabinets, installed a new digital
19 radio communications system, replaced buried street light circuits in 21 locations using 19, 405 feet
20 of wire, and many other projects.

21 Mr. Alan West gave a summary of last year’s successes for the IT Department: they moved
22 City Hall to three separate temporary locations, rewired the Police Department, installed UTOPIA
23 fiber and created redundancy with two fiber providers, increased network security, relocated servers,
24 network storage and other equipment for the Police Department.

25 Mr. Brock Hill gave a summary of last year’s successes for the Parks Department: completed
26 the Brickyard Bark Park, planted 60 new trees throughout Bountiful, hosted 408 pavilion rentals, and
27 supported the many large events in Bountiful, e.g. Handcart Days, Rotary Car Show, Christmas
28 Lighting ceremony, etc.; the Golf Course completed a full recovery of the greens and fairways and
29 made major improvements to bunkers and tee boxes, held approx. 60,300 rounds of golf and hosted
30 36 major tournaments; the Cemetery had 333 burials; Building Maintenance and the Trails system.

31 Ms. Shannon Cottam gave a summary of last year’s successes for the HR Department: they
32 had 15 FT and 12 PT job postings, hired 19 FT employees, held 20 employee events and trainings,
33 and “survived” a three-month Utah Retirement Systems audit.

34 At this point, Mr. Gary Hill suggested taking a short break and continuing the departmental
35 reports later in the day in order to keep on schedule.

36
37 **BREAK**

38 The meeting was paused for a break at 9:45 a.m. and resumed again at 10:05 a.m.

39
40 **POLICY PRIORITY REVIEW – MR. GARY HILL**

41 Mr. Gary Hill explained that in 2014 the Council first came up with the Policy Priorities, and
42 he hoped to briefly revisit them yearly to see if the Council would like to make any changes. They
43 were created to help ensure that Council and Staff are all on the same page about what is most
44 important. They help Staff know where to direct resources and keep them moving in a direction that
45 takes the City to where it wants to be in the future. He explained how programs and strategies work
46 together to implement the policies that have been identified as important.

1 He quoted Craig Manning, a sports psychologist, behavioral scientist and consultant, who said
2 that there are three characteristics that make an organization “high performing”: intelligence, focus,
3 and execution. Mr. Hill said that he feels the City has intelligent and educated people who are also
4 very good at executing their duties. He feels that if the City struggles in any area it is the area of
5 focus. He explained that it can be a really difficult thing for a city to focus, because leaders and Staff
6 want to be available to help residents with anything and everything. However, if they can learn to
7 focus on the most important things and to say no to the less important things it will make a big
8 difference in performance and in achieving goals as a City. He hopes that during this retreat and as
9 the group looks at the Policy Priorities it will help gain that focus.

10
11 **CITY COMMUNICATIONS – MS. ANGELA PITT**

12 Ms. Angela Pitt explained that she has been focused on building the communications program
13 for the City. The overall goal is to implement a program for consistent and strategic communication
14 with Bountiful residents that supports the Policy Priorities and the City’s communication principles.
15 She explained that every City program should identify what its goal is, who the intended audience is,
16 what messages they want to send, the strategies and channels for those messages and what the
17 potential risks are. She highlighted three communication channels that she intends to update in the
18 near future; the City website, social media practices, and creating a bi-monthly newsletter.

19 She hopes to upgrade the website to be mobile compatible, improve the individual department
20 pages, create a live-feed link to the City Facebook page, create a “report a problem” function, and
21 have a “quick links” section based on site analytics. She also wants to make sure the site and its
22 linked pages are easy to navigate and have consistent formatting throughout. Councilmembers
23 offered other suggestions for the website and were encouraged by her work so far.

24 She explained that use of social media channels should always be to direct residents back to
25 the City website for more information and up-to-date news. She also led a discussion on guidelines
26 that City employees should follow when posting on social media in order to make it clear whether
27 they are posting on behalf of the City or just as an individual. She hopes that all departments will
28 hold social media use training with their Staff and is happy to help with those trainings.

29 She plans to use MailChimp to send out an online newsletter on the 1st and 3rd Fridays of
30 every month. This newsletter will be a very concise letter with updates on current City issues,
31 services, events, etc. She hopes this will be yet another way to reach out to more residents who want
32 to be informed. The newsletter will be up and running very soon. Council felt this would be a great
33 way to reach more residents and liked the simpler format and how it would complement the quarterly
34 newsletter that gets sent with the utility bills in the mail. They advised her to think about what she
35 will do with the responses that come as a result of the newsletter.

36 Chief Ross asked that as Council and Staff talk with residents that they are directed to where
37 they can find correct information so that more and more people know about City-wide events and
38 happenings. Mr. Hill agreed that it can make a big difference if people are directed to sources of good
39 information, although unfortunately people can’t be forced to be informed.

40
41 **PUBLIC ART PROGRAM – MS. ANGELA PITT**

42 Ms. Pitt said the City is ready to roll out a public art program which will be funded by setting
43 aside 1% of the Capital Projects fund. The program will be managed by her as the communications
44 coordinator and supported by a five-member volunteer advisory committee. She explained that the
45 City Council will have final approval rights for all projects and commissions. The Mayor and
46 Councilmembers will be asked to suggest names for the advisory committee, and they hope to form a

1 committee of people from mixed backgrounds and involvement with the arts. They currently have
2 \$100,000 set aside to spend on projects for this year, which will hopefully include permanent and
3 engaging installations along Main Street, a temporary water feature installation in Bountiful Town
4 Square, a permanent piece for the Town Square, and a permanent piece for outside the renovated City
5 Hall.

6 Other ideas for future projects include bus stop art installations, community murals, and
7 community involvement around an art project (such as having school children submit essays about art
8 installations on Main Street).

9 Councilmembers were excited for this project to get underway and liked the ideas presented
10 for possible art installations on Main Street that could draw more people there to interact with the art.
11 It was suggested that we could designate certain locations around Bountiful for artists to display art
12 that is for sale. They also suggested that large murals be given a time limit before being replaced to
13 keep art looking new and fresh and keep it from deteriorating from exposure to weather.

14 **LUNCH**

15 The meeting was paused for a lunch break at 11:38 a.m. and resumed again at 12:59 p.m.
16
17

18 **PLANNING AND LAND USE ITEMS**

19 Mr. Francisco Astorga thanked the Council for the opportunity to present on Land Use items,
20 and explained the purpose of the presentation is to get feedback from the Council and Department
21 Heads, so he welcomed their comments, questions and direction.
22

23 **a. SHORT-TERM RENTALS**

24 Short-term rental housing (STR) has become a popular issue lately with increases in websites
25 like “Air BnB” and “VRBO” where people can rent out their homes (or portions of their homes) as
26 vacation rentals. Mr. Astorga explained that currently there are some concerns that need to be
27 addressed if these are to be regulated in Bountiful City.

- 28 i. Currently there is not a definition for either long- or short-term rentals in
29 the Bountiful City Code.
- 30 ii. STRs will potentially have impacts to the neighborhoods.
- 31 iii. The definition of “family” in the Code would cause Code Enforcement
32 issues if left unchanged.

33 The Council discussed whether or not to allow STRs in the City, debating over the possible
34 negative impacts and if they are weightier than land-owner’s rights to earn money by renting their
35 properties. There was a lot of discussion about residents being fearful of having strangers in their
36 neighborhoods and how parking and noise levels would be affected. They talked about possible
37 mitigation policies that would help lessen negative impacts to the neighbors but still allow people to
38 exercise their property rights. Some policies that other cities utilize are restricting which
39 neighborhoods can have STRs, requiring the owner to live on-site, requiring the owner to file their
40 STR with the City, or fining the owner for any violations or complaints.

41 Mr. Astorga presented a framework for engaging the public in the discussion of STRs in
42 Bountiful. He proposed that over the course of 11 weeks open houses be held and online surveys be
43 distributed to help get public feedback about this issue. After all public feedback has been evaluated
44 the Planning Commission would make a recommendation and forward it to the City Council for a
45 Public Hearing and a final vote. The Council liked the idea of getting as much public engagement as
46 possible, and felt it was a well-designed process.

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b. ACCESSORY DWELLING UNITS

Mr. Astorga explained the current code regarding Accessory Dwelling Units (ADUs) and the purposes for the code. He also explained that the code is still relatively new (it was created in 2018) and Staff has identified several amendments that would improve the code. These recommended changes would affect:

- i. Parking requirements (should there be more parking spaces required?)
- ii. Size cap or maximum square footage (many cities have a 1,000 sf cap)
- iii. Definition of “contract purchaser” (so this doesn’t get abused)
- iv. Definition of a “family” (should ADUs be the same as a single-family house?)
- v. Involvement of the Administrative Committee in the approval process (is this still the best body to evaluate/approve them?)

Mr. Hill asked the Council to be thinking about the process they would want to see as these changes are made and if they want this to be more of a public input process, or if they are satisfied to just have Planning Commission make recommendations.

The Council liked this list of changes and was happy to have the Administrative Committee and Planning Commission look at these issues and come back with recommendations.

c. TRAILS IMPLEMENTATION UPDATE

Mr. Astorga explained that they are ready to set up the Bountiful Trails Advisory Committee (BTAC) now that the Trails Master Plan has been approved. They would like the BTAC to have five to seven members who have a good knowledge of trails. Each member will be appointed by the City Manager (through an application process) and will serve a four-year term. Their duties will be to recommend changes to the Trails Master Plan, plan the construction and maintenance of trails projects, seek grants and private funding for trails projects, promote the Trails Master Plan and coordinate volunteer efforts. The BTAC meetings will be open meetings so that the public can be involved and informed.

The Council wanted to make sure they would be well-informed about each BTAC meeting so that they know what’s happening. They were concerned that the last trails committee process was so far removed from the Council and caused issues last year and they do not want to repeat that failure. Mr. Hill agreed that it’s important for them to know what’s happening with the committee, and they will do everything they can to keep the Council in the loop. This communication can be through the City Manager’s weekly updates or through meeting minutes being sent to the Council.

The Mayor suggested reaching out to other cities who have built successful trails systems to help with this process.

Councilman Higginson said he hopes that the City can move quickly on this and get these projects going. Mr. Hill proposed that the committee process and structure be evaluated one year from now and decide if changes need to be made or if things are progressing at a good pace. The Council liked that idea.

BREAK

The meeting was paused for a break at 2:43 p.m and resumed again at 3:01 p.m.

PRIOR YEAR’S SUCCESSES (continued)

Chief Tom Ross gave a summary of last year’s successes for the Police Department: successfully set up a Unified Command and proved its ability during the Gun Range fire, developed and opened Davis County’s Receiving Center Program, implemented new eFORCE records management software, and only used “force” in 16 of approximately 1,000 arrests made.

Mr. Lloyd Cheney gave a summary of last year’s successes for the Engineering Department: they supervised construction of the Bountiful Town Square, supervised the remodel of City Hall, processed 1,000 building permits and 500 excavation permits, designed and constructed multiple storm drains, coordinated the commissioning and startup of the Mueller Park Water Treatment Plant and reconstructed several streets.

Council asked Mr. Cheney for a quick update on the progress of the City Hall remodel. He and Mr. Drake explained that there have been recent issues with the contractor who was hired to do the project and it appears the City will be looking for a new contractor to finish the project. This has caused major delays in the expected completion date which is unfortunate, but it was unforeseeable and he hopes they will be still be able to complete the project this year.

Mr. Mark Slagowski gave a summary of last year’s successes for the Water Department: they put the Mueller Park Water Treatment Plant into service, replaced 1.5 miles of pipe, installed 17 fire hydrants, laid 8,756 feet of main line and replaced 47 service lines.

Mr. Galen Rasmussen gave a summary of last year’s successes as the Assistant City Manager for City Administration: they prepared the FY 2019-2020 Operating & Capital Budget, developed a review of property tax and RDA tax increment processes, helped evenly redistribute E911 revenue from Davis County, and received Distinguished Budget award for the fourth consecutive year.

Mr. Tyson Beck gave a summary of last year’s successes for the Finance Department: they passed all audits and received a “clean” opinion. The City again received the Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR). This is the 38th year of the award to the City.

Mr. Francisco Astorga gave a summary of last year’s successes for the Planning Department: they adopted the Trails Master Plan, initiated the formation of an advisory Trails Committee, received a grant for the Town Square Ice Ribbon, and issued three façade improvement grants to businesses along Main Street.

The Council thanked Staff for their hard work and for being so wonderful to work with. They praised the Staff for their professionalism and how well they run the City.

ADJOURN

The meeting was closed for the day at 4:07 pm.

Minutes of the
BOUNTIFUL CITY COUNCIL
January 24, 2020

Present:	Mayor	Randy Lewis
	Councilmembers	Millie S. Bahr, Kate Bradshaw, Kendalyn Harris, Richard Higginson, Chris Simonsen
	City Manager	Gary Hill
	Assistant City Manager	Galen Rasmussen

1	City Attorney	Clinton Drake
2	City Engineer	Lloyd Cheney
3	City Planner	Francisco Astorga
4	Finance Director	Tyson Beck
5	IT Programmer/Analyst	Dan Urban
6	Parks Director	Brock Hill
7	Power Director	Allen Johnson
8	Water Director	Mark Slagowski
9	Streets & Sanitation Director	Gary Blowers
10	Human Resources Director	Shannon Cottam
11	Chief of Police	Tom Ross
12	SDMF Chief	Jeff Basset
13	Recording Secretary	Maranda Hilton
14		
15	Excused: IT Director	Allen West

16
17 Official notice of the City Council Meeting was given by posting an Agenda at the temporary
18 City Hall locations (805 South and 150 North Main Street) and on the Bountiful City Website and the
19 Utah Public Notice Website and by providing copies to the following newspapers of general
20 circulation: Davis County Clipper and Standard Examiner.

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23 **Friday Session – 8:00 a.m.**
24 **AC Marriott, 225 West 200 South, Salt Lake City**

25
26 **WELCOME – MAYOR LEWIS**

27 Mayor Lewis called the meeting to order at 8:11 a.m. and welcomed those in attendance.
28

29 **DEER PROGRAM AND PUBLIC PROCESS – CHIEF TOM ROSS**

30 Chief Ross gave a quick overview of the history of the deer relocation program in Bountiful
31 from the first discussion in 2010 to when the pilot program began in 2014 to the present time. In total,
32 the Department of Wildlife Resources (DWR) and the City worked together to capture and relocate
33 689 deer. In 2019, the DWR decided they would no longer authorize live deer trapping and relocation
34 due to chronic wasting disease. The DWR recommends moving to a lethal removal program, which
35 17 other cities along the Wasatch Front have initiated at this point. He explained that the time has
36 come to decide whether to switch to a lethal program or stop intervening with the urban deer
37 population problem altogether. If the decision is to do nothing, the deer population will increase to
38 unsafe numbers again and pose a public safety threat, which is why the relocation program was
39 started in the first place. Another public hearing is not required by law; however in 2013, the public
40 was promised that if a lethal program was considered, a public hearing would be held beforehand.

41 The Council thanked Chief Ross for his time and asked details about what a lethal program
42 would look like. He answered that it would mean trapping deer in cages and using a firearm at close
43 range to terminate them quickly and as humanely as possible. He said some other cities have tried an
44 archery program but he finds that it causes a lot of issues with the deer not dying quickly and possibly
45 moving a great distance before being located and removed. That situation would not be ideal and
46 possibly cause other public safety issues as well. He also explained that the meat can be donated as

1 part of the lethal program which could be a good thing. All the details would need to be figured out to
2 do that such as how to get the meat processed and where to donate it. Where to get more traps, etc.,
3 would also need to be determined before everything is worked out for a new program.

4 The Council discussed the best way to present this to the public and to get the dialogue going.
5 They feel there will be residents with opinions all across the spectrum for and against a lethal
6 program and that it's important to get input.

7 The Chief thanked the Council for their input.
8

9 **RAP TAX HISTORY, ALLOCATION AND PROJECTS – MESSRS. GARY HILL & GALEN**
10 **RASMUSSEN**

11 At the request of some of the Councilmembers, a discussion was held on how to allocate RAP
12 Tax funds each year. Mr. Rasmussen went over the allocations that were given in previous years to
13 different entities and talked about the funds that were both given and withheld last year. The Council
14 discussed whether or not all of the available tax money should be distributed every single year, or if it
15 is wise to sometimes withhold funds in order to be able to fund larger projects in subsequent years.
16 Because there were funds left undistributed last year, Councilwoman Harris made a case for
17 distributing more funds to current fiscal year RAP Tax applicants. She felt strongly that if a worthy
18 organization is asking for funds to purchase things that are authorized then funds should not be
19 withheld if they are available.

20 Ultimately the majority of the Council felt that with the new year's application process
21 coming up next month it would be better to let last year stay as it was originally decided and evaluate
22 the new applications with this new criteria in mind. They also discussed that perhaps the entire
23 process should be reviewed.
24

25 **BREAK**

26 The meeting was paused for a break at 10:07 a.m. and resumed again at 10:16 a.m.
27

28 **DISPATCH SERVICES IN DAVIS COUNTY – CHIEF TOM ROSS & MR. GARY HILL**

29 Chief Ross gave an informative presentation about changes happening in the world of
30 emergency dispatch right now. He explained that one problem that has always existed in dispatch is
31 having to transfer 9-1-1 phone calls to the appropriate dispatch center. This can cause longer response
32 times and anxiety for residents who need help in an emergency. There is a big push right now to
33 solve this problem by physically consolidating small dispatch centers into larger, more centrally-
34 located dispatch centers. This would mean less calls being transferred and help improve response
35 times.

36 Chief Ross feels very strongly that a true solution to these problems would be digital
37 consolidation. If dispatch centers used software that is compatible, then there is no need for caller
38 information to be taken twice before emergency services can be dispatched. The information can be
39 taken by one individual and then sent to the correct dispatch center without extra delay. Currently
40 there is one software company in Utah that doesn't allow proprietary information to be shared with
41 the other software companies and it would make this idea impossible. Chief Ross hopes that there
42 will be a push for legislation that will force all the companies to work together to help improve safety
43 and emergency response in Utah.

44 There are pros and cons to physical consolidation, and although it is being touted as the
45 perfect solution, he fears that it carries costs that aren't being taken into consideration. He also feels
46 that residents prefer local dispatch centers over a large one farther away.

1 Overall, Chief Ross wanted to impart the idea that there is more than one option to consider
2 and hopefully the Council can help inform people on this topic and push for what they feel is the best
3 option.
4

5 **CITY COUNCIL TRAINING AND BEST PRACTICES – MR. GARY HILL**

6 Mr. Gary Hill asked the Council about a few housekeeping items.

7 It was agreed that occasionally having longer work sessions before Council meetings could be
8 beneficial so that the Council has more time to deliberate about topics after Staff presentations are
9 given. Starting the work sessions earlier than usual and perhaps providing some sort of snack or
10 refreshment would be good.

11 The Council also liked Mr. Hill’s idea about taking an extra day when they visit other cities
12 for conferences, to see and learn more about other cities and how they function. It was also agreed
13 that taking more field trips along the Wasatch Front could be beneficial. A mid-year field-trip was
14 suggested and the Council liked that idea.

15 Another item of discussion was taking a work session to do quarterly policy updates. Mr. Hill
16 feels that it is very beneficial to Staff to receive that immediate and direct communication from the
17 Council. The Council agreed it would be a good idea. The Council asked that the Communications
18 Coordinator (Ms. Pitt) be involved as well. They also asked if Ms. Pitt could let them know in
19 advance which topics will be presented in the bi-monthly newsletter before she sends them out.

20 For the last item of business, Mr. Hill asked the Councilmembers to please try to attend any
21 UAMPS or APPA trainings that they can. He explained that they are very beneficial and you can
22 learn a lot about what’s going on in the power industry right now. The next training is in Long Beach,
23 CA in June.
24

25 **WRAP-UP AND ADJOURN**

26 Councilwoman Harris made a motion to adjourn and Councilman Higginson seconded the
27 motion. The motion passed with Councilmembers Bahr, Bradshaw, Harris, Higginson and Simonsen
28 voting “aye”.
29

30 The meeting was adjourned at 11:35 a.m.



Mayor



City Recorder