

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 41<sup>st</sup> consecutive year, and the issuing of checks totaling \$54,117,606 for the City and \$3,896,471 for the Recreation District.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8  
9 **PRIORITIES DISCUSSION**

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

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

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

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

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

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

35  
36 **BREAK**

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

38  
39 Mr. Todd Christensen, Assistant City Engineer and Ms. Amber Corbridge, Senior Planner,  
40 arrived at the meeting.

41  
42 **TRAILS UPDATE AND IMPLEMENTATION PLAN**

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

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

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

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

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

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

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

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

41  
42 Mr. Todd Christensen left the meeting.

43  
44 **LUNCH**

45 The meeting took a lunch break from 12:05 p.m. until 12:49 p.m.  
46

1 Ms. Corbridge left the meeting.  
2

3 **CODE ENFORCEMENT PROCESS**

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

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

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

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

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

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

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

34 Mr. Gary Hill asked the Council for direction on the enforcement of illegal STRs. He  
35 explained that the letter they send out for a violation asks the owner to “cease and desist” all  
36 operations immediately. He said this can be a tough situation for owners who already have their  
37 rentals booked into the future, and asked for the Council’s opinion. After some discussion, all  
38 Councilmembers agreed to leave the policy as is, saying that any other illegal business would be  
39 asked to do the same thing.  
40

41 **Trail Items (Continued)**

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

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

5  
6 **CITY CEMETERY EXPANSION AND POLICIES**

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

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

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

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

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

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

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

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

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

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

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

10  
11 **BREAK**

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

13  
14  
15 Councilmember Bell left the meeting at 3:55 p.m.

16  
17 **ELECTRONIC PARTICIPATION IN MEETINGS**

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

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

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

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

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

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

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

38  
39 **GRAFFITI ORDINANCE**

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

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

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

3

4           The meeting ended at 4:28 p.m.

  
Kendalyn Harris, Mayor

  
City Recorder