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Minutes of the  
Bountiful City Council  
Public Safety and Finance Committee Meeting  
City Attorney's Office  
October 22, 2013, 6:00 p.m.

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Present:	Mayor-elect:	Randy Lewis
	Council Members:	Richard Higginson, Fred Moss, and Thomas Tolman
	City Manager:	Gary Hill
	Admin. Services Dir.:	Galen Rasmussen
	Auditors:	Gary Keddington Tyson Beck
	Recording Secretary:	Nancy Lawrence

Official Notice of this meeting had been given by posting a written notice of same and an Agenda at the City Hall and providing copies to the following newspapers of general circulation: Davis County Clipper, Standard Examiner, and on the Utah Public Notice Website.

Councilman Higginson called the meeting to order at 6:00 p.m., and welcomed those in attendance.

Mr. Rasmussen reviewed that the annual audit of the Bountiful City financial statements has been performed by Keddington and Christensen, LLC. It is a State law that any government agency with revenues in excess of \$500,000 has an independent audit. In preparation for this audit and in compliance with State law, the City has produced a Comprehensive Annual Financial Report (CAFR), which is the basis for the audit. This document includes a statistical section and is used by bonding institutions to review the financial position of the City.

Mr. Keddington expressed appreciation for the opportunity to be auditors for Bountiful and noted that he and Mr. Beck are Bountiful residents. He praised the City staff, noting there was only one finding (included in a supplemental report), which is praiseworthy.

Mr. Beck, audit manager, reviewed the organization and parts of the CAFR. He said that the audit is concerned with two main issues: internal controls and compliance with State legal requirements. No opinion is rendered on the internal controls; however, there is an assurance by the auditor that they have been evaluated and are adequate to make sure there are no fraud issues. There was one finding of non-compliance which related to nepotism and the matter was resolved through an assigned supervisory procedure.

Mr. Beck indicated that there were no issues with management, and confirmed that generally accepted accounting principles (GAAP) were followed. He reported that the CAFR properly accounted for the net financial position of the City, and provided a statement of accounting activities for the City as a whole. The report also included a detailed analysis of each major fund. He reviewed the major fund balances and noted an area of concern where revenues were not adequately covering expenses in the Water and Storm Water funds.

1           The Council asked questions regarding fund balances and how much could be carried  
2 forward from one year to the next, and Mr. Beck clarified that there is a strict guideline for the  
3 General Fund, which can have no more than five percent. However, capital funds which are  
4 properly documented and included in future projects can be accumulated to accommodate the  
5 long-term goal. These funds can be transferred into a working budget to accomplish a needed  
6 capital project, even though that project might not have been initially identified.  
7

8           Following the audit review, Councilman Moss made a motion to approve the  
9 Comprehensive Annual Financial Report, as presented, and to acknowledge Mr. Hill, Mr.  
10 Rasmussen, and Mr. Coleman for their expertise and professionalism in preparing it.  
11 Councilman Tolman seconded the motion and voting was unanimous. Councilpersons  
12 Higginson, Moss and Tolman voted “aye”.  
13

14           The Committee meeting adjourned at 6:45 p.m. on a motion made by Councilman  
15 Tolman and seconded by Councilman Moss. Voting was unanimous with Councilmen Tolman,  
16 Moss, and Higginson voting “aye”.  
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20 *(Minutes of regular meeting continue on next page)*  
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**Regular City Council Meeting - Council Chambers**

**7:00 p.m.**

- Present: Mayor: Joe L. Johnson
- Council Members: John Marc Knight, Richard Higginson, Beth Holbrook, Fred Moss, and Thomas Tolman
- City Manager: Gary Hill
- City Attorney: Russell Mahan
- City Engineer: Paul Rowland
- Admin. Services Dir.: Galen Rasmussen
- Planning/RDA Director: Aric Jensen
- Department Heads: Gary Blowers, Streets  
Allen Johnson, Power  
Ed Biehler, Police  
Jerry Wilson, Parks
- Recording Secretary: Nancy Lawrence

Official Notice of this meeting had been given by posting a written notice of same and an Agenda at the City Hall and providing copies to the following newspapers of general circulation: Davis County Clipper, Standard Examiner, and on the Utah Public Notice Website.

Mayor Johnson called the meeting to order at 7:00 p.m., and welcomed those in attendance. Jared Hartvigsen, visiting Boy Scout, led the pledge of allegiance to the flag and Mr. Scott Dugall offered the prayer/thought.

**MINUTES APPROVED FOR OCTOBER 22, 2013 MEETING**

Mayor Johnson presented the City Council minutes of October 22, 2013 for approval. Councilwoman Holbrook motioned to approve the minutes as written. Councilman Higginson seconded the motion and voting was unanimous. Councilpersons Knight, Higginson, Holbrook, Moss and Tolman voted “aye”.

**COUNCIL REPORTS**

Councilwoman Holbrook reported that the Bar J Wranglers will be performing at Woods Cross High School as the last concert of the season on December 7, 2013. Tickets are available beginning November 4<sup>th</sup> at Winegars and Bountiful Dick’s Market, as well as City Hall.

**YOUTH COUNCIL REPORT**

None.

**BUDGET REPORTS APPROVED FOR EXPENDITURES PAID ON SEPTEMBER 30, 2013 AND OCTOBER 7, 2013**

Mayor Johnson presented the Expenditure Reports for Invoices paid the following dates, with totals as indicated: September 30, 2013 (\$1,421,637.34); and October 7, 2013 totaling \$356,104.81. The September 2013 Budget Performance Report was also presented. Councilman Knight made a motion to approve the expenditure reports and Budget Performance Report, as presented. Councilman Higginson seconded the motion and voting was unanimous.

1 Councilpersons Higginson, Holbrook, Knight, Moss and Tolman voted “aye”.

2  
3 **SUMMERFEST THANK YOU AND RECAP**

4 Emma Dugall and the Summerfest Board were in attendance to present a re-cap of the  
5 2013 Summerfest celebration and to express appreciation to the elected officials and staff for  
6 their support of this event. They showed a short video which included several of the  
7 international groups and expressed appreciation to the community for support in hosting the  
8 visitors, as well as attending the events. Councilman Tolman accepted a Certificate of  
9 Appreciation on behalf of the Council which recognized the City’s support for the past 25 years.  
10 During that time, sixty different countries have participated and entertained in Bountiful. Mrs.  
11 Dugall also presented Mayor Johnson with a painting in recognition of the welcoming spirit that  
12 he shares with our international guests. The painting was rendered by a Summerfest vendor and  
13 featured a Chinese dancer. The Mayor acknowledged his appreciation to the Summerfest group  
14 and the Art Center, noting that the youth participation has been a highlight.

15  
16 The Mayor then presented Certificates of Appreciation to Mary Carpenter (Farmers  
17 Market), Jane Joy (Chalk Art), and Emma Dugall (Art Center and Summerfest) and thanked  
18 these individuals for their great service to the City in supporting and carrying out these cultural  
19 activities. Mary Carpenter reported that the Farmers Market has grown each year and she  
20 thanked the City for its support – particularly she mentioned Jerry Wilson and Gary Blowers.

21  
22 **MOSQUITO ABATEMENT REPORT – DUANE GARDNER**  
23 **AND GARY HATCH**

24 Duane Gardner, Mosquito Abatement Board, and Gary Hatch, general manager, were in  
25 attendance to report on activities of the Mosquito Abatement District. Mr. Hatch praised the  
26 staff that works to control mosquitoes, noting that because the process is weather related, often  
27 the employees are required to work late hours to most effectively deal with the mosquitoes. He  
28 reviewed the goals which have been set for the coming year.

29  
30 Mr. Hatch reported that as of September 30, 2013, there were nine human cases of West  
31 Nile Virus in Utah – mostly in Washington County. There were no deaths in Utah. Davis  
32 County had two positive test results in chickens. The District includes 184,000 acres that were  
33 treated (sprayed by bikers, aerial application, and treatment of pond areas). A study of the  
34 impact of the spray on bees was also done, which revealed little, if any threat to bees that were  
35 not confined (as in a trap). He noted that all spraying is done in the evening – when the  
36 mosquitoes become active—with workers moving into the neighborhoods around 10 p.m.

37  
38 Mayor Johnson thanked Mr. Hatch and Mr. Gardner for the services of the Mosquito  
39 District and for the report.

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41 **COMPREHENSIVE ANNUAL FINANCIAL REPORT AND**  
42 **AUDITORS REPORT; AUDIT APPROVED**

43 Mr. Rasmussen reviewed that State law requires that State entities with expenditures of  
44 \$500,000 or more are required to receive an annual independent audit and that the audit must be  
45 presented to the governing body. This report, the Comprehensive Annual Financial Report  
46 (CAFR), is used by the internal staff and elected officials in management of the City finances. It

1 is also available to the public for their review. He expressed appreciation to Kim Coleman and  
2 Ralph Hill for their efforts in compiling the CAFR, as well as the support of the staff and  
3 administration. He explained that the Finance Committee met prior to this meeting for a  
4 thorough report from the auditors and it was noted that the City has an outstanding financial  
5 position as evidenced by the AA bond rating.  
6

7 Tyson Beck, Keddington and Christensen, LLC, reviewed that the report includes  
8 findings related to the evaluation of the City for application of generally accepted accounting  
9 principles (GAAP). Internal controls are also evaluated. An opinion is not rendered on the  
10 internal controls, but auditors give assurance that the controls are in place. The auditors also  
11 check for compliance with State legal requirements. There were no instances of material non-  
12 compliance. One of the supplemental reports included a finding which has already been  
13 addressed and corrected.  
14

15 It is the opinion of the audit firm that, with reasonable assurance, there are no material  
16 mis-statements in the CAFR. Mr. Beck responded to questions from the Council and Mr.  
17 Rasmussen expressed appreciation for the opportunity to work with this firm. He also noted that  
18 the total net position of the assets of the City increased by \$6.4 million over the past year.  
19 Councilman Higginson made a motion to approve the CAFR and the supplemental report as  
20 presented and recommended by Committee. Councilwoman Holbrook seconded the motion and  
21 voting was unanimous. Councilpersons Higginson, Holbrook, Knight, Moss and Tolman voted  
22 “aye”.  
23

#### 24 **APPROVAL GIVEN TO PURCHASE METER TEST SET**

25 Mr. Johnson reported that the Power Department sent out bids for a Meter Test Set and  
26 three vendors responded. It is the recommendation of staff and the Power Commission that the  
27 lowest qualifying bid from Powermetrix in the amount of \$47,495 (includes optional equipment)  
28 be approved. Councilman Moss motioned to approve the bid from Powermetrix, Councilman  
29 Knight seconded the motion and voting was unanimous. Councilpersons Higginson, Holbrook,  
30 Knight, Moss and Tolman voted “aye”.  
31

#### 32 **PURCHASE OF FORK LIFT FOR POWER DEPARTMENT APPROVED**

33 Mr. Johnson explained that this year’s budget includes the purchase of a 12,000 pound  
34 fork lift. Bids were requested and two vendors responded with three bids. It is the  
35 recommendation of staff and the Power Commission to approve the low bid from Arnold  
36 Machinery for a Yale Lift in the amount of \$51,658.92. This fork lift will be used to lift larger  
37 reels of wire and transformers. Councilman Moss motioned to approve this purchase,  
38 Councilwoman Holbrook seconded the motion and voting was unanimous. Councilpersons  
39 Higginson, Holbrook, Knight, Moss and Tolman voted “aye”.  
40

#### 41 **PURCHASE OF PLAYGROUND EQUIPMENT APPROVED** 42 **FOR 400 NORTH PARK**

43 Mr. Wilson reported that replacement of playground equipment at the 400 North Park has  
44 been included in the capital improvement plan for several years. This year’s budget includes  
45 \$200,000 for site improvements and new playground equipment. He said that he met with  
46 industry representatives and the Council Committee and it is recommended that the first phase of

1 a two-phase project be approved for purchase this year. He reviewed the quote from Playspace  
2 Designs for KomPan playground equipment and said it is the recommendation of staff and the  
3 committee to purchase Phase 1 for \$113,530. Councilman Knight made a motion to approve this  
4 purchase, Councilman Higginson seconded the motion and voting was unanimous.  
5 Councilpersons Higginson, Holbrook, Knight, Moss and Tolman voted “aye”.

6  
7 **PURCHASE OF NEW PARK SHELTER APPROVED FOR**  
8 **400 NORTH PARK**

9 Mr. Wilson reported that as part of the park upgrade at the 400 North Park, a new park  
10 shelter has been included in the budget. An estimate for the shelter was received from Playspace  
11 Design, State contract, in the net amount of \$21,400 (includes freight and State contract  
12 discount). The Handcart Days Committee has pledged support to help with some of the costs for  
13 the sinks, lighting and plumbing. It is the staff recommendation to purchase this Poligon Park  
14 Shelter from Playspace Design in the amount of \$21,400. He noted that total construction costs  
15 for the shelter are estimated at \$60,000. \$80,000 is included in the Buildings Capital account to  
16 complete the shelter. Councilman Knight motioned to approve the purchase of the shelter, as  
17 recommended, at a cost of \$21,400. Councilwoman Holbrook seconded the motion which  
18 carried unanimously. Councilpersons Higginson, Holbrook, Knight, Moss and Tolman voted  
19 “aye”.

20  
21 **PURCHASE OF ONE-TON DUMP TRUCK APPROVED**  
22 **FOR STREET DEPARTMENT**

23 Mr. Blowers presented a request to purchase a 2014 Dodge 3500 one-ton truck on the  
24 State Contract from Salt Lake Valley Dodge in the amount of \$24,245.59. He also requested to  
25 purchase a Rugby 9’ dump body from Semi Service, Inc. in the amount of \$11,033.87. Both  
26 purchases are included in the budget. Councilman Higginson motioned to approve the purchase  
27 of the truck and dump body, as requested. Councilman Tolman seconded the motion which  
28 carried unanimously. Councilpersons Higginson, Holbrook, Knight, Moss and Tolman voted  
29 “aye”. The truck is replacing a thirteen year old one ton truck which will be used for scrap.

30  
31 **PURCHASE OF SCREENER APPROVED FOR LANDFILL**

32 Mr. Blowers explained that in the process of composting, the landfill uses a screener to  
33 screen the ground green waste. The screener which is presently used is fourteen years old and  
34 needs to be replaced. It is the staff recommendation to purchase a CEC Deck Screener from Cate  
35 Equipment Company, for \$189,810.00. Four bids were received and this is the low bid. Cate  
36 will accept the trade-in of our existing screener, to give a net cost of \$167,310.00. This purchase  
37 is included in the budget. Councilwoman Holbrook motioned to approve the purchase of the  
38 screener, with trade-in, as requested. Councilman Higginson seconded the motion which carried  
39 unanimously. Councilpersons Higginson, Holbrook, Knight, Moss and Tolman voted “aye”.

40  
41 **CONTRACT WITH TWIN-D FOR VIDEO & CLEANING OF**  
42 **STORM DRAINS APPROVED**

43 Mr. Blowers explained that the Storm Water Department uses an outside vendor to video  
44 and clean the City’s storm drains to comply with the State and our Storm Water Management  
45 Program. Three vendors were asked to quote on this service and it is the recommendation of  
46 staff to approve a two-year contract with Twin D Inc. to provide video and cleaning for FY 2014

1 and FY 2015. Councilman Higginson motioned to approve this quote (\$170.00 per hour for  
2 cleaning and \$.44/ft. for video), not to exceed \$55,000. Councilman Moss seconded the motion  
3 and voting was unanimous. Councilpersons Higginson, Holbrook, Knight, Moss and Tolman  
4 voted “aye”.

5  
6 Councilman Higginson noted that the recent audit revealed that the Storm Water budget  
7 was very “lean” and it was suggested that revenue sources be reviewed for the upcoming year.  
8

9 **BEER LICENSE APPROVED FOR “AT YOUR CONVENIENCE”,**  
10 **2065 SOUTH ORCHARD DRIVE, CAROL FULLMER, APPLICANT**

11 Mr. Jensen presented the request of Carol and David Fullmer for a Beer License for 2065  
12 South Orchard Drive, “At Your Convenience, LLC”. He said that the location has previously  
13 had a beer license and this request comes because of new ownership. The Police Department has  
14 reviewed the request and finds the applicants to be in good standing. It is the recommendation of  
15 staff to approve the request. Councilwoman Holbrook motioned to grant approval to the request  
16 for the beer license, as presented. Councilman Tolman seconded the motion and voting was  
17 unanimous. Councilpersons Higginson, Holbrook, Knight, Moss and Tolman voted “aye”.  
18

19 **PURCHASE OF HAND HELD PORTABLE RADIOS APPROVED**  
20 **FOR POLICE DEPARTMENT**

21 Assistant Chief Biehler reviewed that the Police Department has planned to purchase new  
22 hand-held radios in 2015 and 2016. An opportunity to purchase used equipment now (used only  
23 in the London Olympics) provides the City with a cost-savings of \$55,600. Therefore, it is  
24 requested that approval be given to purchase 50 police hand held radios (Motorola XTS 2500-  
25 Mod 3), with eight large six-bank chargers free of charge. The purchase of a SWAT truck will  
26 be delayed, if necessary, to stay within budget. Councilwoman Holbrook motioned to approve  
27 this purchase, Councilman Higginson seconded the motion and voting was unanimous.  
28 Councilpersons Higginson, Holbrook, Knight, Moss and Tolman voted “aye”.  
29

30 **WASATCH WEST CONTRACTING AWARDED BID FOR MUELLER**  
31 **PARK WATER TREATMENT PLANT PROJECT**

32 Mr. Rowland reviewed that the structure which diverts water from Mill Creek to the  
33 Water Treatment Plant is deteriorating, and it is the recommendation of staff that the structure,  
34 and the ability to maintain it, be improved. City staff prepared plans and specifications for the  
35 project and bids were received from three contractors. It is the recommendation of staff to  
36 accept the low bid from Wasatch West Contracting in the amount of \$65,376.00, as a not-to-  
37 exceed amount. He noted that this is slightly higher than budgeted (\$60,000), but sufficient  
38 funds are available in the Water Department Capital Expense funds. Councilman Higginson  
39 motioned to award the bid to Wasatch West, as recommended. Councilwoman Holbrook  
40 seconded the motion and voting was unanimous. Councilpersons Higginson, Holbrook, Knight,  
41 Moss and Tolman voted “aye”.  
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43 **STAFF AND CALENDARING ITEMS**

44 Councilman Knight referred to the electronic sign recently approved for Golden West  
45 Credit Union on Orchard Drive and requested that the staff check this sign for compliance with  
46 Code.

1 Councilwoman Holbrook reported that a Chinese delegation visiting Davis County found  
2 the Great Salt Lake and bison herd very interesting. They dined at the Mandarin and were  
3 “politely” pleased.  
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5 The meeting adjourned at 8:42 p.m. on a motion made by Councilman Moss and  
6 seconded by Councilwoman Holbrook. Councilpersons Higginson, Holbrook, Knight, Moss and  
7 Tolman voted “aye”.  
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