



CLINTON CITY COUNCIL AGENDA

2267 N 1500 W Clinton, UT 84015

January 10, 2017

I. REGULAR SESSION – 7:00 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Invocation or Thought
4. Roll Call

II. BUSINESS

- A. Employee of the Month for December 2016 - Police Officer Richard Murdock
- B. Department Head of the Fourth Quarter of 2016 - Police Chief Bill Chilson
- C. Employee Service Awards - Fourth Quarter of 2016
- D. Recognition of Voyage Academy School for Volunteer Work
- E. Resolution 01-17 - Adoption of Council Meeting Rules of Order and Procedure

III. OTHER BUSINESS

- a. Approval of Minutes: December 13, 2016
- b. Approval of Accounts Payable
- c. Planning Commission Report
- d. City Manager's Report
- e. Mayor's Report
- f. Council Reports on Areas of Responsibility
- g. Action Item Review

IV. ADJOURN

Dennis W. Cluff

DENNIS W. CLUFF, CITY RECORDER

If you attend this meeting and, due to a disability, will need assistance in understanding or participating therein, please notify the City at least eight hours prior to the meeting and we will seek to provide assistance. The order of agenda items may be changed or times accelerated as time permits with the exception of public hearings.

CLINTON CITY COUNCIL AGENDA ITEM

SUBJECT: Employee of the Month for December 2016 – Richard Murdock	AGENDA ITEM: A
PETITIONER: Dennis Cluff, Chief Bill Chilson	MEETING DATE: January 10, 2017
RECOMMENDATION: That Council recognize Richard Murdock as Employee of the Month for December 2016.	ROLL CALL VOTE: NO
FISCAL IMPACT:	
<p>BACKGROUND: Richard Murdock has been on our Police force since August 2000. Lately he has been re-assigned to the Detective position in our Department and is doing an exceptional job. Over the last several months he has not only fulfilled his duties in investigations with professionalism and resolution, but has also filled in other needs in the Department. This includes covering for other Officers when we have been shorthanded and also filling in for first line supervisors when needed.</p> <p>Detective Murdock possesses a wealth of knowledge and experience. His willingness to go above and beyond his duty, with an eye to the continued progression of our other Officers and our Department is noted in this Employee of the Month of December 2016 recognition.</p>	
ATTACHMENTS:	

CLINTON CITY COUNCIL AGENDA ITEM

SUBJECT: Dept Head of the 4 th Quarter of 2016 - Bill Chilson	AGENDA ITEM: B
PETITIONER: Dennis Cluff	MEETING DATE: January 10, 2017
RECOMMENDATION: That Council recognize Chief Bill Chilson as the Department Head of the 4 th Quarter of 2017	ROLL CALL VOTE: NO
FISCAL IMPACT:	
<p>BACKGROUND: Chief Bill Chilson has been the Clinton Chief of Police since 1992 and a police officer with Clinton City since August 1984, over 32 years. He sets a great example for his Police officers in doing traffic enforcement and in working with the public. Bill really enjoys his work, and it shows in his daily activity. He is a great team player, and thrives on helping and assisting others. Helpful to me, whenever asked, he readily takes on assignments. Bill is an excellent employee and an important member of our leadership team. Bill almost always has a positive, helpful attitude and sometimes even a funny story to pass on.</p> <p>Bill leads his department with fairness and concern for his staff. He has earned the respect of his staff and the general public over the years of interacting with them. I am grateful to have his help in administering justice in the City and to have him on our management team.</p>	
ATTACHMENTS:	

CLINTON CITY COUNCIL AGENDA ITEM

SUBJECT: Employee Service Awards-Fourth Quarter of 2016	AGENDA ITEM: C
PETITIONER: Dennis Cluff	MEETING DATE: January 10, 2017
RECOMMENDATION: That Council recognize Carol Weber for her dedicated service to the City.	ROLL CALL VOTE: NO
FISCAL IMPACT:	
BACKGROUND: For this past Quarter there is one employee eligible for Service Awards. This is: Treasurer's Carol Weber 20 years We appreciate the time, effort and great attitude Carol has exhibited.	
ATTACHMENTS:	

CLINTON CITY COUNCIL AGENDA ITEM

SUBJECT: Recognition of Voyage Academy School on Volunteer Work	AGENDA ITEM: D
PETITIONER: Mayor Adams	MEETING DATE: January 10, 2017
RECOMMENDATION: That Council recognize Voyage Academy for their volunteer work with the Cemetery Luminaries.	ROLL CALL VOTE: NO
FISCAL IMPACT:	
<p>BACKGROUND: On December 22nd many of the Voyage Academy 5th & 6th graders, their parents and some school staff assisted the City Parks crew in setting up over 1300 bags, sand and candles for the lighting of luminaries at the Cemetery. They worked close to 3 hours in getting the luminaries ready for the lighting that night.</p> <p>City staff had been considering not putting up the luminaries due to a lack of volunteers, but when Voyage Academy offered to assist, City staff was glad to continue the luminary project. We understand that the Voyage Academy volunteers were so pleased with the project results that they may consider making it a school tradition to volunteer to help in the future.</p> <p>We thank Voyage Academy's Principal, staff, students and their parents for their timely and helpful participation.</p>	
ATTACHMENTS:	

CLINTON CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution 01-17 Adoption of Council Meeting Rules of Order and Procedure	AGENDA ITEM: E
PETITIONER: Mayor Adams, Dennis Cluff	MEETING DATE: January 10, 2017
RECOMMENDATION: That Council consider adopting Resolution #17-1 establishing Council Meeting Rules of Order and Procedure	ROLL CALL VOTE: YES
FISCAL IMPACT:	
<p>BACKGROUND:</p> <p>In accordance with State Code 10-3-606 (2)(a)(i), “<i>a municipal legislative body shall adopt rules of order and procedure to govern a public meeting of the legislative body</i>”...</p> <p>In conformance with this requirement you have before you a proposed procedures policy. One big change from our current agenda process is having oral requests and communications from the audience immediately following roll call. Section 2 of the procedures describes this function.</p> <p>These procedures also vary somewhat from the “informal” discussion process that the Council meetings have followed for years and sets up some basic rules of etiquette that should be followed during proceedings and discussions. These rules do not invoke the formalized “Robert’s Rules of Order”, but do include several types of motions that take precedence over others. These rules also place a higher degree of burden on the Chair to direct the flow of business and to maintain focus and order in the meeting.</p>	
ATTACHMENTS: Resolution 01-17 & Meeting Rules of Order and Procedure	

RESOLUTION 01-17

A RESOLUTION ESTABLISHING RULES OF ORDER AND PROCEDURE FOR CITY COUNCIL MEETINGS

WHEREAS, in accordance with State Code 10-3-606 (2)(a)(i), the Clinton City Council is desirous to establish rules of order and procedures; and,

WHEREAS, these rules and procedures are for the purpose of establishing parliamentary order and procedure, ethical behavior and civil discourse during the City Council meetings.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLINTON, DAVIS COUNTY, UTAH, THAT THE ATTACHED "MEETING RULES OF ORDER AND PROCEDURE OF THE CLINTON CITY COUNCIL" BE ADOPTED.

PASSED AND ADOPTED ORDERED POSTED BY THE CITY COUNCIL OF THE CITY OF CLINTON, UTAH, THIS 10TH DAY OF JANUARY, 2017

CLINTON CITY
A MUNICIPAL CORPORATION

ATTEST:

MAYOR L. MITCH ADAMS

DENNIS W. CLUFF, CITY RECORDER

POSTED: _____

MEETING RULES OF ORDER AND PROCEDURE OF THE CLINTON CITY COUNCIL

The City Council has an obligation to be clear and simple in its procedures and in the consideration of the questions coming before it. It should avoid invoking the finer points of parliamentary rules which may serve only to obscure the issues and arouse the suspicion of the audience and of the citizens of the City in general.

Section 1. Order of Business of City Council.

The order of business at regular Council meetings shall be as follows, except the Chair may revise the order of business in response to special circumstances:

- I. Call to order
- II. Pledge of allegiance
- III. Invocation/Thought
- IV. Roll call
- V. Oral requests and communications from the audience
- VI. Business/Ordinances/Resolutions/Final Orders
- VII. Minutes and Accounts Payable approvals
- VIII. Planning Commission Report
- IX. City Manager report
- X. Mayor's report
- XI. Reports from Council Members
- XII. Adjournment

Section 2. Oral requests and communications from the audience.

Any public member desiring to address the Council shall, prior to the meeting, sign the "list to present" with the Clerk of the Council. When called forward by the Chair, the speakers shall give their name and address for the record. They will be allowed up to three minutes to make their presentation. All remarks and questions shall be addressed to the Chair and not to any individual Council Member, staff member or other person. No person shall enter into any discussion without being recognized by the Chair.

Section 4. Council Discussion of Items. Discussion by the City Council shall be conducted as follows:

A. The Mayor, as the Chair, may fully participate in discussion, with the exceptions of making motions and voting as the statutes provide. If a Council Member is acting as the Chair in place of the Mayor, he/she shall not be deprived of any privileges of a Council Member by reason of acting as the Chair.

B. Subject to appeal by the full Council, the Chair shall have the authority to control the meeting, extend speaking privileges, disallow the misuse of motions, and prevent the abuse of any privilege or the obstruction of the business of the City, by ruling any such matter "out of order". The Chair shall also seek to move the agenda along by keeping the comments and discussion to the specific matter, item or action before the Council at the time.

C. Every Council Member desiring to speak shall address the Chair and upon recognition by the Chair, shall confine him/herself to the question under discussion.

D. A Council Member, once recognized, shall not be interrupted while speaking unless it shall be to call him/her to order or as allowed in Section 7-C-3 herein provided. If a member of the Council, while speaking, be called to order, he/she shall cease speaking on the point until the question of order is determined and if allowed by the ruling, he/she shall be permitted to proceed.

E. The Mayor or any Council Member shall have the privilege of having an abstract of his/her statement on any subject under consideration by the Council entered in the official minutes.

Section 5. Addressing the Council.

A. Administrative Staff and City Employees addressing Council and Public. Members of the City's administrative staff or other city employees desiring to address the Council shall first be recognized by the Chair and shall address their remarks to the Chair. The staff may respond to questions or comments by the Council or members of the public with permission of the Chair, but shall always do so in a polite and tactful manner.

B. Public members addressing the Council,

1. During Public Hearings and at other times, any member of the public desiring to address the Council shall wait to be recognized by the Chair. After recognition, the person's name and address shall be stated for the record and the remarks shall be limited to the question under discussion. All remarks and questions shall be addressed to the Chair and not to any individual Council Member, staff member or other person. No person shall enter into any discussion without being recognized by the Chair.

2. Any public member addressing the Council shall be limited to three minutes unless further time is granted by the Chair. No public member shall be allowed to speak more than once upon any one subject until every other public member choosing to speak thereon has spoken.

3. After a motion has been made or after a public hearing has been closed, no member of the public shall address the Council without securing permission from the Chair or majority of the Council.

Section 6. Conflicts of Interest. Members of the Council and all other persons who serve the City in any capacity (e.g., officer, employee, agent, or otherwise) shall perform their duties in accordance with Utah's ethics laws as provided in Utah Code 67-16.

Elected officials, appointed officers or employees of the City who have a potential conflict as outlined by Utah Code 67-16 relative to any matter or ordinance coming before the City Council shall declare such conflict immediately upon introduction of the item to the City Council by the Chair. Disclosure of such a potential conflict shall be made a part of the record of the proceedings. Those who, in accordance to the Ethics law, should not vote, should reclude themselves from the meeting and leave the room until after a vote is taken. If their reclusion would reduce the Council below a quorum for voting, by majority vote of the Council, the Council Member(s) in reclusion can be allowed to stay in the meeting and vote, but not participate in the discussion nor make the motion, second or make any amendment, unless such is needed for a motion to proceed.

Section 7. Basics of Addressing a Motion

- A. No motion shall be debated until it has been seconded and announced by the Chair.
- B. Any motion may be withdrawn or modified by the sponsor of the motion, with the consent of the second, at any time before amendment, decision or voting.
- C. When a question (motion) is under debate, the Chair shall entertain no other motion except the following procedural motions, whose passage shall require the affirmative vote of the majority of the Council present. (These motions shall take precedence in the order listed.)
- 1) To adjourn;
 - 2) To recess (take a break);
 - 3) To "Call to Order" (to point out an infraction of these rules-Chair would need to rule on the potential infraction);
 - 4) To move (call) the previous question (current waiting motion);
 - 5) To postpone (table) to a day certain;

- 6) To refer to a committee (to commit or recommit);
- 7) To limit debate;
- 8) To amend.

D. Any substitute motion or amendment must relate to the same subject as the original item under consideration.

If a motion is made with no second, a substitute motion with a second would be considered instead of the original (which dies for lack of a second).

An affirmative vote on the amended motion negates any further consideration of the original motion.



**CLINTON CITY COUNCIL MINUTES
CITY HALL
2267 North 1500 W Clinton UT 84015**

**MAYOR
L. Mitch Adams**

CITY COUNCIL MEMBERS

***Anna Stanton
Karen Peterson
Mike Petersen
Barbara Patterson
TJ Mitchell***

Date of Meeting	November 8, 2016	Call to Order	7:02 p.m.
Staff Present	City Manager Dennis Cluff, Community Development Director Will Wright, Recreation Director Bruce Logan, Public Works Director Mike Child, Gregg Folk, Treasurer Steve Hubbard and Lisa Titensor recorded the minutes.		
Citizens Present	Josh Titensor, Derek Harlan, Daniel Harlan, Marie Anderson, Gavin Anderson, Treg Malay, Austin Mitchell, Ammon Smith, Easton Higley, Chris Corbin, Braden Hunter, Matthew Yazzie, Rob Elgren, Ryan Child, Army Davies		
Pledge of Allegiance	Ammon Smith, Troop 289		
Prayer or Thought	Austin Mitchell, Troop 289		
Roll Call & Attendance	Present were: Councilmember K. Peterson, Councilmember Stanton, Councilmember M. Petersen, Councilmember TJ Mitchell and Mayor Adams. Councilmember Patterson arrived at 7:12 p.m.		
A. EMPLOYEE OF THE MONTH FOR NOVEMBER 2016 – GREGG FOLK			
Petitioner	Dennis Cluff, Mike Child		
Discussion	<p>Mr. Child reported that as the Streets Supervisor, Gregg is responsible for street maintenance including all asphalt pavement, concrete curbs, sidewalks and waterways. His division is also responsible for street signs, street striping, and snow removal.</p> <p>Gregg is the Public Facilities Inspector. He is responsible for enforcing the City development standards on contracted city projects, new subdivisions and in house projects and repairs.</p> <p>He takes his responsibility seriously; contractors who work in the City have raised their level of workmanship to meet Gregg’s expectations. He keeps very busy, taking care of the inspection and enforcement parts of his job as well as supervising the streets crew. He can always be depended on to get the job done and is greatly appreciated for his ability to read and interpret blueprints for projects and developments. He understands the construction and inspection process well and is always striving to learn more as this is such a huge area of responsibility.</p> <p>Greg enjoys his job and he is friendly and personable, working well with other employees and having fun doing it. Gregg is a great worker and valuable public works crew member.</p> <p>Mr. Folk said he enjoys his job at Clinton City very much. He expressed appreciation for the recognition.</p> <p>Mayor Adams presented Gregg with an award and gift card donated by Texas Road House and expressed gratitude for his service.</p>		
B. PLANNING COMMISSION RE-APPOINTMENTS			
Petitioner	Mayor Adams		

Discussion	Mayor Adams identified that Dave Coombs and Jacob Briggs have been diligently serving on the Planning Commission; he would like to re-appoint each of them to another three year term.
CONCLUSION	Councilmember Patterson moved to ratify the reappointments of Dave Coombs and Jacob Briggs for a 3-year term ending December 31, 2019. Councilmember M. Petersen seconded the motion. Councilmembers Patterson, K. Peterson, Stanton, Mitchell and M. Petersen voted in favor of the motion.
C. PRESENTATION OF FY 2015-16 AUDIT REPORT	
Petitioner	Lynn Wood, Auditor
Discussion	<p>Mr. Cluff identified in the staff report that the company of Wood-Richards and Associates, P. C. are the City’s auditor on contract. They have finished the audit of the 2015-16 fiscal years’ financial transactions.</p> <p>Auditor Ryan R. Child reviewed the following pages of the report with the City Council:</p> <p>Page 10 – Balance Sheet – Governmental Funds Page 48 – Non Governmental Funds Page 43 – Schedule of Revenues, Expenditures, and Changes to Fund Balances Page 15 – Revenues, Expenses and Changes in Fund Net Position Page 32 – Notes to Financial Statements Page 54 – Schedule of Findings</p> <p>He then reviewed the following recommendations which were identified in a letter to the City dated December 2, 2016 prepared by Wood Richards and Associates:</p> <p>Memorandum on Recommendation from Independent Audit:</p> <ol style="list-style-type: none"> 1. The procedures over processing payroll within the City do provide for two separate individuals to upload and authorize the final remittance of funds from Clinton’s bank account to the employees’ accounts. However, the authorization of that remittance doesn’t necessarily include a review of what the total amount of remittance includes and how much each employee would be receiving, which is the purpose of the authorization. We recommend, that along with this authorization of payroll remittance, that a payroll report be reviewed to match up the authorized payroll amounts by employee to the total remittance from the City to the bank. 2. To the extent possible, all accounting procedures should be centralized in the fiscal office. The T-Mobile accounts are currently being handled by the community development department. We recommend these accounts be moved back into the fiscal office, like any other expenditure of the City. 3. The handling of both cash receipts and the accounting software of those receipts creates a problem with separation of duties. The City has had a policy of having a person review and approve noncash adjustments to the utility module in Caselle. However, with the recent changes in personnel, Tammy is no longer independent of the cash receipting functions. Therefore, we recommend the payment adjustments, billing adjustments, balance write-offs, and balance transfers be reviewed by Amber as she will not be performing cashiering functions. 4. While testing the revenues of the utility system, we discovered one rate that had mistakenly been changed to the incorrect amount. We recommend the City implement a procedure to compare the rate table to the consolidated fee schedule any time there is a software update or a change in the

	<p>consolidated fee schedule to ensure the rates match the fee schedule.</p> <p>Mr. Child stated that audit found again this year Clinton City is doing very well.</p> <p>Mayor Adams expressed appreciation for the audit. He stated that staff has already addressed three of the four items listed.</p>
CONCLUSION	<p>Council Stanton moved to accept the Audit Report for FY 2015-16. Councilmember Mitchell seconded the motion. Councilmembers Patterson, K. Peterson, Stanton, Mitchell and M. Petersen voted in favor of the motion.</p>
<p>D. PARTICIPATION IN THE LINE OF DUTY DEATH COVERAGE STATE PROGRAM FOR POLICE AND FIREMEN</p>	
Petitioner	Dennis Cluff
Discussion	<p>Mr. Cluff identified this is a new “Death in the Line of Duty” requirement for surviving spouses and families of Police and Firemen. The general coverage requirement is laid out below and is included in the Agreement. Only Police and Firemen who currently are covered by City medical insurance (full-time employees) are eligible for this coverage under HB 288. If one of these full time Clinton City employees suffers a “line-of-duty death”:</p> <ol style="list-style-type: none"> 1) The City must continue paying for the same City employee medical insurance for the surviving spouse, until Medicare age is reached, and for the children until they reach the age of 26...<u>UNLESS</u> the City <u>joins</u> this State sponsored Surviving Spouse Trust Fund...then; 2) The City must continue paying for the same City employee medical insurance for the surviving spouse and children for the first 24 months, after which time the City continues paying but may seek reimbursement of those payments from the Trust Fund. <p>The City has 16 fulltime Police Officers and 11 fulltime Firemen. The annual premium for FY 16-17 that Clinton would pay to this Trust Fund would be \$2,565. The City, by State Statute 53-17, now has the responsibility to pay the medical insurance premiums for a surviving spouse and children until the ages listed above. Currently that cost for one surviving family would be \$18,732/yr. After the initial first 24 months, this cost and future similar costs could be offset by that amount being reimbursed by the Trust Fund if the City joins the Trust Fund system and continues paying the annual fees.</p> <p>In order to be covered under the Trust Fund, payment must start this Fiscal Year and continue on into the future. It is an insurance policy against the potential continuing cost now associated with a “line-of-duty death” coverage required by State Statute 53-17. The hope is to never have a “line-of-duty death”, but if it occurs, being part of this Trust Fund would certainly be advantageous to the City. The down side is the need to start paying now, even though there may never be a need for this coverage. Mr. Cluff said like other insurance policies this is a hedge against potential unknown outcomes, and he believes it would be an appropriate expenditure.</p>
CONCLUSION	<p>Councilmember K. Peterson moved to approve joining the Cost Sharing Surviving Spouse Trust Fund Program. Councilmember Patterson seconded the motion. Voting by roll call is as follows: Councilmember Patterson, aye; Councilmember K. Peterson, aye; Councilmember Stanton, aye; Councilmember Mitchell, aye; Councilmember M. Petersen, aye.</p>
<p>E. <u>PUBLIC HEARING ORDINANCE 16-02S (CONTINUED)</u> – AMENDING TITLE 26, SUBDIVISIONS, CHAPTERS 1 - GENERAL PROVISIONS AND 3 - SUBDIVISION APPLICATION PROCEDURE AND APPROVAL PROCESS OF THE CITY CODE.</p>	
Petitioner	Will Wright
Discussion	<p>Mr. Wright reminded the Council that this Ordinance was previously reviewed and addressed in public hearings before both the Planning Commission and City Council. During the review by the City Council they tabled the ordinance and asked staff and the Planning Commission to revisit some important considerations:</p> <ol style="list-style-type: none"> 1) Section 26-1-6 Land Use Authority in subsection (3) Community Development Director

	<p>and those areas potentially vested to the Director;</p> <ol style="list-style-type: none"> 2) Section 26-1-7 Jurisdiction subsection (3) Issue of Permits (a) to clarify how subdivision is defined; 3) Section 26-1-8 Interpretation, Conflict, and Severability subsection (3) Private Provisions (bottom half of this paragraph); and 4) Section 26-3-3 Preliminary Plat (1) Phasing Major Subdivision Plats by eliminating the minimum 10% number of lots requirement; and, 5) Section 26-3-3(4) Preliminary Approval by eliminating 120 days to provide a preliminary plat once approved, since (7) provides an expiration of one (1) year from when the preliminary plat is approved. <p>The City Council reviewed Ordinance 16-02S.</p> <p>Mayor Adams stated the public hearing remained open from the November 8, 2016 City Council meeting and asked for public comment; there was none, therefore he closed the public hearing at 7:50 p.m.</p>
CONCLUSION	<p>Councilmember Mitchell moved to adopt Ordinance 16-02S amending Title 26 Chapters 1 and 3 of the City Subdivision Code. Councilmember Stanton seconded the motion. Voting by roll call is as follows: Councilmember Patterson, aye; Councilmember K. Peterson, aye; Councilmember Stanton, aye; Councilmember Mitchell, aye; Councilmember M. Petersen, aye.</p>
<p>F. 7:05 PM PUBLIC HEARING ORDINANCE 16-03S – AMENDING TITLE 26, SUBDIVISIONS, CHAPTER 4 – ASSURANCE FOR COMPLETION AND MAINTENANCE OF IMPROVEMENTS OF THE CITY CODE</p>	
Petitioner	Will Wright
Discussion	<p>Mr. Wright identified the Planning Commission, along with staff, have reviewed chapter 4 of the Subdivision Code. Some important areas in Chapter 4 include what is requisite for subdivision improvements, along with the inspection and maintenance requirements for constructing/installing these improvements. Further, this chapter explains what financial assurances are needed for the construction of these infrastructure improvements, including escrow requirements.</p> <p>Mayor Adams stated staff would like to further review this item before it is passed; he asked for a motion to table Ordinance 16-03S. He opened the public hearing and stated it will remain open until it is brought back for discussion at a later date.</p>
CONCLUSION	<p>Councilmember Stanton moved to table Ordinance 16-03S to January 24, 2017. Councilmember Patterson seconded the motion. Councilmembers Patterson, K. Peterson, Stanton, Mitchell and M. Petersen voted in favor of the motion.</p>
<p>G. ADDITION OF SCHOOL CROSSING GUARD, CROSSING LIGHTS AND CROSSWALK ON 800 N. AND 2750 W.; AND CROSSING LIGHT AT 800 N. ROUND-A-BOUT</p>	
Petitioner	Dennis Cluff, Bill Chilson
Discussion	<p>Mr. Cluff identified that Police Chief Bill Chilson, himself and Kyle Laws, the West Point City Manager, recently met with the Lakeside Elementary Community Council regarding school children street crossing safety issues. Due to the new construction on the Clinton side of 800 N., both Junior High and Elementary School kids are crossing 800 N in the 2700 W and 2750 W area. In addition, the two crossing guards hired by West Point for the new round-a-bout at 800 N & 3000 W are having traffic difficulties because there are no “School Crossing Lights” on the round-a-bout approaches to assist in slowing the traffic and protecting the street crossing movements.</p> <p>Clinton kids attend both the Elementary School and Jr. High School. The group has tentatively come up with the following solution and is seeking Council approval.</p> <ol style="list-style-type: none"> 1) Clinton City buys and installs the school crossing light system on 800 N. at 2750 W., and hires a Crossing Guard. Clinton City (putting the crossing guard and crosswalk at 2750 W allows for the need of only one new guard); also pays for the school crossing light for the 800 N westbound approach to the round-a-bout at 800 N & 3000 W;

	<p>2) West Point City continues paying for the two Crossing Guards they have at the round-a-bout, and pays for the other three school crossing light approaches to the round-a-bout (approximately \$10,050 for equipment).</p> <p>The school crossing light systems installed at 2750 W will cost about \$6,700 for a set of two (one each direction from the crosswalk) with another approximately \$3,350 for a single school crossing light at the round-a-bout. We may need to go with solar panel powered lights if power connections are not readily available. A new Crossing Guard costs are about \$4,200 per school year. So for Clinton we would have an initial equipment cost of about \$10,050 and a continual annual personnel cost of about an additional \$4,200. These funds would need to be added to the budget at the next budget amendment.</p> <p>The City Council expressed a preference for the solar powered light option.</p>
<p>CONCLUSION</p>	<p>Councilmember K. Peterson moved to authorize a crosswalk, crossing guard and school crossing lights at 2750 W & 800 N and authorize the Public Works Department to spend as much as \$1,000.00 extra per light to purchase solar; and a school crossing light westbound on 800 N near the 3000 W round-a-bout. Councilmember Stanton seconded the motion. Voting by roll call is as follows: Councilmember Patterson, aye; Councilmember K. Peterson, aye; Councilmember Stanton, aye; Councilmember Mitchell, aye; Councilmember M. Petersen, aye.</p>
<p>H. CITY MASTER PLAN UPDATES CONTRACT WITH JUB ENGINEERS</p>	
<p>Petitioner</p>	<p>Dennis Cluff, Mike Child, Bryce Wilcox</p>
<p>Discussion</p>	<p>The Master Plans for water, sewer, parks, storm drain and transportation systems need to be updated in order to provide an up to date and correct basis for Impact Fee re-calculations. In addition, these plans should be updated regularly for City maintenance and development use. The cost for these Master Plan updates is budgeted in the FY 16-17 Budget. The Master Plan update costs are:</p> <p style="padding-left: 40px;">Parks and Trails--\$15,053; (\$20,000 in budget) Water System----\$15,017; (\$15,000 in budget) Sewer System----\$20,007; (\$15,000 in budget) Storm System----\$39,993; (\$25,000 in budget) Transportation----\$25,011. (\$20,000 in budget)</p> <p>The current budgets for water, sewer, storm and transportation will need to be augmented to pay for these Master Plan updates. After these Master Plans are updated, the City Council will be asked to approve hiring a group to perform the actual Impact Fee analysis/calculations along with additional budget augmentations to cover the analyses.</p>
<p>CONCLUSION</p>	<p>Councilmember Mitchell moved to approve the contract with JUB Engineers to update the City Utility Master Plans. Councilmember M. Petersen seconded the motion. Voting by roll call is as follows: Councilmember Patterson, aye; Councilmember K. Peterson, aye; Councilmember Stanton, aye; Councilmember Mitchell, aye; Councilmember M. Petersen, aye.</p>
<p>I. NORTHVIEW SEWER LINE PROJECT</p>	
<p>Petitioner</p>	<p>Dennis Cluff, Mike Child</p>
<p>Discussion</p>	<p>The public works department provided the following information for consideration by the City Council:</p> <p>Northview subdivision is located at approximately 2050 N 3100 W. This subdivision was installed without a gravity flow sewer. The 9 homes in this area all have grinder pumps which share a common 2” force main. Each home has to pump against each other in order to force their sewage to the end manhole. This also puts pressure on the</p>

other homes' piping. The homes at the far west end have to force their sewer 925 ft. There have been numerous problems with this sewer line. The 6 homes furthest from the end have all had leaks in their sewer laterals which have been difficult to locate, contaminating the homes and ground. The City has had 4 leaks on the main line. The leaks are because of the pressure it takes to force the sewage such a great distance at the same time some house pumps work against each other.

With the new subdivisions of Clinton Meadows North and Stonegate being approved and beginning construction, there is now a way to get a gravity sewer line to Northview Subdivision which is planned in two phases. Phase I would need to happen as these subdivisions and canal crossing are being built.

Phase I: As Stonegate subdivision and the Davis County canal crossing is constructed, staff recommends having a sewer line installed under the canal and up the Davis County right of way, crossing under Weber Basins Layton Canal and tying into the sewer line on 2050 N. This would relieve the pressure put on the 2" line from each homes grinder pump and let it gravity flow.

Phase II: This phase would replace the 2" sewer line with an 8" gravity flow sewer and provide a 4" sewer lateral that each home owner could hook up to eliminate the need for them to have a grinder pump. This phase would be planned at a later date.

Mayor Adams cautioned this may not be the City's responsibility.

Dave Williams explained that this subdivision has had several problems; nine homes in all are impacted. All the homes are connected to the same line and cause constant pressure on the pipes. There is a window of opportunity with the new development in the area to run a gravity line to help ease the pressure with gravity flow. There have been several breaks in the main line in the street already plus several of the homes have had trouble. Currently there are no isolation valves, so if one home or the City has trouble, they all do.

Mr. Child clarified that the grinder pumps will need to stay in service. If the lines go to the west, they will gravity feed into Stonegate Subdivision. He said there may be other options in the future 1) installing a new main line in the street which will allow the residents to abandon their grinder pumps; 2) installing a small lift station at the end of the street which the City will maintain. Public Works staff is not in favor of the second option.

Mr. Williams explained it will be an inconvenience to the residents in the area, but it will not be a huge expense.

Mr. Cluff suggested putting a line under the canal now with the current construction in the area allowing for improvement in the future.

Mr. Child said that Mr. Williams does a great job in evaluating the system and identifying problem areas that need improvement.

Brice Wilcox of JUB Engineers explained the intent of this is to relieve the pressure at the bottom end and improve the function.

He estimated the cost to run a sewer line across the culvert would cost approximately \$5,000.00 to \$6,000.00.

The Council reviewed a map and discussed the specifics of the proposed project.

The Council gave direction for staff to come back with more options and potential costs.

CONCLUSION	Councilmember Stanton moved to put a sewer pipe under the canal for potential future use. Councilmember Mitchell seconded the motion. Councilmembers Patterson, K. Peterson, Stanton, Mitchell and M. Petersen voted in favor of the motion.
J. AWARD OF BID OR OTHER ACTION ON PUBLIC WORKS BUILDING ADDITION	
Petitioner	Dennis Cluff, Mike Child
Discussion	Mr. Cluff identified that in regards to the Public Works Building addition; the steel materials for the building have been received and paid for. This contract bid is to erect and construct the building. Although numerous bids for this work were received, all of them were substantially higher than what was expected and budgeted for. There are a number of options which can be pursued: 1) Add to the budget and contract with the low bidder; 2) Negotiate with the low bidder for a lesser amount of work, perhaps only putting in the metal structure (weather tight) with no internal improvements; or, 3) Rejecting the bid results and re-bid a modified version of the original bid at a future time.
CONCLUSION	Councilmember Patterson moved to reject all bids and direct staff to re-bid a modified version of the original bid. Councilmember K. Peterson seconded the motion. Councilmembers Patterson, K. Peterson, Stanton, Mitchell and M. Petersen voted in favor of the motion.
K. CITY WATER CONSERVATION PLAN UPDATE 2016	
Petitioner	City Water Conservation Plan Update – 2016
Discussion	<p>Every 5 years the City is required by the State to update the Water Conservation Plan; this is more informational in nature than just a future plan. Part of this plan is some actions the City Council can potentially take in the future:</p> <p>1) Establish a water use restriction plan; 2) Enhance public awareness on water conservation; 3) Establish a water conservation Ordinance; and when needed, 4) Establish a Water Conservation Committee in the future when the contracted water supply has reached its limit.</p> <p>Staff would like approval to submit the plan by the deadline of December 31, 2016 but intends to review it more thoroughly and make some changes to make it more accurate. The state has agreed to this.</p> <p>The Council asked staff to include adding parks to the un-metered section and include page numbers in the update amendments.</p>
CONCLUSION	Councilmember Mitchell moved to approve the Clinton City Water Conservation Plan – 2016 and direct staff to forward it to the State. Councilmember Stanton seconded the motion. Voting by roll call is as follows: Councilmember Patterson, aye; Councilmember K. Peterson, aye; Councilmember Stanton, aye; Councilmember Mitchell, aye; Councilmember M. Petersen, aye.
Approval of Minutes	<p>Councilmember K. Peterson moved to approve the November 8, 2016 City Council Minutes. Councilmember Patterson seconded the motion. Councilmembers Patterson, K. Peterson, Stanton, Mitchell and M. Petersen voted in favor.</p> <p>Councilmember K. Peterson moved to approve the November 8, 2016 Closed Meeting Minutes; Councilmember Stanton seconded the motion. Councilmembers Patterson, K. Peterson, Stanton, Mitchell and M. Petersen voted in favor.</p> <p>Councilmember K. Peterson moved to approve the November 29, 2016 Special City Council Meeting minutes adding that Councilmember Stanton roll called in at the meeting. Councilmember Mitchell seconded the motion. Councilmembers Patterson, K. Peterson, Stanton, Mitchell and M. Petersen voted in favor.</p> <p>Councilmember K. Peterson moved to approve the November 29, 2016 Closed Session minutes. Councilmember Mitchell seconded the motion. Councilmembers Patterson, K. Peterson, Stanton, Mitchell and M. Petersen voted in favor.</p>
Accounts Payable	Councilmember Stanton moved to pay the bills. Councilmember Mitchell seconded the motion. Councilmembers Patterson, K. Peterson, Stanton, Mitchell

	and M. Petersen voted in favor.
City Manager	<ul style="list-style-type: none"> • The City Offices will be closed December 26 in observance of the Christmas Holiday and January 2, in observance of the New Years Day Holiday; • As a reminder staff will cancel the December 27, 2016 per the Council direction; • Christmas tree pick up will be January 9 and 10; • Staff will add City Council Procedures for potential adoption to the January 10, 2017 City Council meeting.
Mayor	<ul style="list-style-type: none"> • Nothing at this time.
Councilmember Patterson	<ul style="list-style-type: none"> • Expressed appreciation for the Police Department enforcing no on street parking.
Councilmember K. Peterson	<ul style="list-style-type: none"> • Expressed appreciation for all the events staff puts together; • Has met with the State Senator over transportation projects for Utah and Mike Shultz who has been appointed as the House Member over transportation projects for Utah about 2000 W and is hoping to get the project funded soon.
Councilmember M. Petersen	<ul style="list-style-type: none"> • Nothing at this time.
Councilmember Stanton	<ul style="list-style-type: none"> • The North Davis Sewer District is reviewing the budget and potential projects; • The Youth Council is preparing for Sub for Santa; • The Area Principal Luncheon will be held at Voyage Academy at 11:30 a.m. on December 14; • Asked if a cross walk could be considered for 2300 N and 2100 W.
Councilmember Mitchell	<ul style="list-style-type: none"> • Asked to be excused from the January 10, 2017 City Council meeting. • Expressed appreciation for all the hard work of Public Works.
ADJOURNMENT	Councilmember Stanton moved to adjourn. Councilmember Patterson seconded the motion. All voted in favor of the motion. The meeting adjourned at 9:53 p.m.
<u>ACTION ITEMS</u>	<ul style="list-style-type: none"> • Monitor the SWPPP inspection fees over the next year to ensure that the City is charging enough to cover the expense for the inspections (July 2016) ; • Subdivision Ordinance – recommendation for concrete in the park strips along UDOT roads. (August 2016) • Consider code enforcement during future budget discussion for 2017-18 (August 2016) • Consider passing a City Council Rules of Procedure (October 2016) • Consider providing staff administrative power for a minor subdivision during subdivision ordinance rewrite (October 2016)