

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:30 P.M. WORK SESSION
May 24, 2012

PRESIDING:	Don Wood	Mayor
PRESENT:	Mike LeBaron	Councilmember
	Kathryn Murray	Councilmember
	Mark Shepherd	Councilmember
	Bruce Young	Councilmember
EXCUSED:	Kent Bush	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Kim Read	Deputy City Recorder
EXCUSED:	Nancy Dean	City Recorder

VISITORS: Participants in Clearfield University.

Councilmember Shepherd called the meeting to order at 6:40 p.m.

PARTICIPATION WITH CLEARFIELD UNIVERSITY

The councilmembers introduced themselves and explained what prompted each of them to run for public office.

Mayor Wood expressed appreciation to Shannon Anderson, resident, for her assistance with the implementation of the “Clearfield University” program. He continued to express his appreciation to Councilmember Shepherd in addition to City staff for their efforts. He introduced himself and stated his reasons for becoming involved in public office at the local level. He explained the role of the elected officials and how they integrated with staff. He further explained his specific responsibilities and duties as an elected mayor.

Mayor Wood left the meeting at 7:00 p.m.

Councilmember Young explained the role of the City Council and reviewed some of the items brought before the Council during City Council meetings for consideration. JJ Allen, Assistant City Manager, pointed out it was the Council’s responsibility to adopt the City’s annual budget.

A participant inquired about the process for an item to be placed on a City Council agenda. Councilmember Shepherd responded citizens could contact a councilmember with a concern and clarified it would take two councilmembers’ request to the Mayor for an item to be placed on an agenda. He continued staff could also express a need to bring something before the Council for

approval based upon new State legislation or needs brought to light during daily operation of the City.

Councilmember Murray pointed out there was a "Citizen Comment" portion during every City Council meeting which allowed residents the opportunity to address the Council. She continued some of these concerns could result in an item being placed on a future City Council agenda.

A participant inquired about work sessions of the City Council. Councilmember Shepherd responded those meetings were scheduled on an "as needed" basis generally on the off Tuesdays of the regularly scheduled meetings or possibly prior to a regularly scheduled City Council meeting. He explained those meetings were informal and allowed the Council to freely discuss issues and emphasized the Council was not allowed to vote or take action during the work sessions. Mr. Allen emphasized both policy and work sessions were noticed and public meetings allowing anyone to attend. He continued the reason to convene in closed session was mandated by State statute and reviewed those reasons and circumstances.

Councilmember LeBaron shared information about running for office and encouraged participants with that interest to file for candidacy for the next municipal election. He encouraged those individuals to begin getting involved with the agenda, minutes and budget prior to filing for candidacy. He explained the campaign process and potential expense to the participants.

A participant inquired if there were any education requirements associated with serving on the City Council. Councilmember LeBaron responded the education of the current Governor of Utah was a high school diploma and stated there were no educational requirements to be a member of the City Council or Mayor. He reviewed the requirements which were designated in the State code.

A participant inquired if certain councilmembers represented designated areas of the City. Councilmember Murray stated there were no designated districts within Clearfield City and pointed out the elected councilmembers represented all voters within the City.

Councilmember Murray explained the functions of the Planning Commission and how that body was made up and reported those meetings here held the first Wednesday of every month. She stated the commissioners serve alternating terms of five years.

Councilmember Shepherd stated in addition to serving on the Planning Commission residents could serve on the Parks & Recreation Commission. Mr. Allen pointed out the Parks & Recreation Commission met on the third Wednesday of every month. He also pointed out the City had representation on the North Davis Fire District (NDFD) Board, Mosquito Abatement District, MIDA, Youth City Council and North Davis Sewer District. Councilmember Shepherd suggested individuals could also become involved with the City's CERT (Community Emergency Response Team) Program.

Clearfield University participants toured the City Building.

Mayor Wood arrived at 8:00 p.m.

Clearfield University students had the opportunity to participate in a mock City Council meeting.

Councilmember Shepherd announced he had arranged for participants to tour the North Davis Sewer District facilities in Syracuse on Thursday, May 31, 2012, at 6:30 p.m.

Councilmember Shepherd requested the participants complete their survey of the evening's session. He informed them "graduation" would take place during the City Council Meeting scheduled on June 12, 2012.

The meeting adjourned at 8:40 p.m.

**APPROVED AND ADOPTED
This 14th day of August, 2012**

/s/Don Wood, Mayor

ATTEST:

/s/Nancy R. Dean, City Recorder

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Thursday, May 24, 2012.

/s/Nancy R. Dean, City Recorder