

CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
November 13, 2012 – REGULAR SESSION

City Council Chambers
55 South State Street
Third Floor
Clearfield, Utah

Mission Statement: To provide leadership in advancing core community values; sustain safety, security and health; and provide progressive, caring and effective services. We take pride in building a community where individuals, families and businesses can develop and thrive.

6:15 P.M. WORK SESSION

Discussion on Replacement of the Roof on one of the 700 South Reservoirs
Discussion on Redevelopment of the Davis Behavioral Health Property

7:00 P.M. REGULAR SESSION

CALL TO ORDER:

Mayor Wood

OPENING CEREMONY:

Youth City Councilmember Bailee Arave

APPROVAL OF THE MINUTES:

October 9, 2012 – Work Session

October 23, 2012 – Regular Session

October 30, 2012 – Work Session

PRESENTATION:

1. **PRESENTATION TO CAMERON JESSE HESLOP FOR RECOGNITION OF RECEIVING THE RANK OF EAGLE SCOUT**

BACKGROUND: Cameron Jesse Heslop has completed the requirements to receive the rank of Eagle Scout. Mayor Wood and the City Council desire to recognize Cameron and acknowledge his achievement.

2. **PRESENTATION OF THE YARD OF THE YEAR AWARD**

BACKGROUND: Each summer growing season Clearfield City sponsors a Yard-of-the-Week contest throughout the City. At the end of the growing season all residents that have won as Yard-of-the-Week go head-to-head to compete in the Yard-of-the-Year contest. The Parks and Recreation Commission judge the contest. This year's Yard-of-the-Year winner is Melanie Perry and Nonie Hulse and Lynn Fullmer are Runners-up.

PUBLIC HEARING:

3. **PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE ANNEXATION OF FOUR AREAS IN WEST POINT TO THE NORTH DAVIS FIRE DISTRICT (NDFD)**

BACKGROUND: The Clearfield City Council acts as the governing body for the North Davis Fire District (NDFD). Any annexation of new areas into the NDFD must be approved by the Clearfield City Council. In the last few years West Point City has approved four annexations, which areas also need to be annexed into the District's boundaries. The City Council approved a resolution, acting as the notice of intent to annex the areas in West Point into the District's boundaries, during the City Council Meeting on October 9, 2012.

RECOMMENDATION: Receive Public Comment.

SCHEDULED ITEMS:

4. CITIZEN COMMENTS

5. CONSIDER APPROVAL OF RESOLUTION 2012R-21 ADOPTING THE YOUTH CITY COUNCIL (YCC) BYLAWS

BACKGROUND: The City Council finds it is in both the City's and the Youth City Council's best interests to have formal bylaws setting forth the mission, role, membership requirements, and expectations for the Youth City Council and its participants. Members of the YCC completed drafting the bylaws during its last meeting. The City Council reviewed the submitted bylaws during the October 30, 2012 work session and made some revisions. The YCC bylaws require adoption by the City Council.

RECOMMENDATION: Approve Resolution 2012R-21 adopting the Youth City Council (YCC) Bylaws and authorize the Mayor's signature to any necessary documents.

COMMUNICATION ITEMS:

Mayor's Report
City Councils' Reports
City Manager's Report
Staffs' Reports

****COUNCIL MEETING ADJOURN****

Dated this 8th day of November, 2012.

/s/Nancy R. Dean, City Recorder

The City of Clearfield, in accordance with the 'Americans with Disabilities Act' provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 525-2714, giving her 48-hour notice.

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. WORK SESSION
October 9, 2012

PRESIDING:	Don Wood	Mayor
PRESENT:	Kent Bush Kathryn Murray Mike LeBaron Mark Shepherd Bruce Young	Councilmember Councilmember Councilmember Councilmember Councilmember
STAFF PRESENT:	Brian Brower Greg Krusi Mike Stenquist Wendy Brimhall Sean Montierth Bob Wylie Nancy Dean Kim Read	City Attorney Police Chief Assistant Police Chief Dispatch Supervisor IT Manager Administrative Services Director City Recorder Deputy City Recorder
EXCUSED:	Adam Lenhard JJ Allen	City Manager Assistant City Manager

VISITORS: There were no visitors.

Mayor Wood called the meeting to order at 7:27 p.m.

DISCUSSION ON DISPATCH SERVICES

The City Council toured the City's Dispatch Center at 7:30 p.m.

The City Council returned to the Executive Conference Room at 8:00 p.m.

Bob Wylie, Administrative Services Director, distributed a handout reflecting the shared costs associated with funding the City's dispatch center and reviewed it with the Council. He pointed out the dispatch center was supported by the general fund. He stated the variable cost was the actual operational budget and indicated most of that was for salaries. He reported the UCAN charge was for the State's 800 mega hertz radio system. He stated the City did receive 911 revenue and directed the Council to that figure.

Mr. Wylie pointed out the City provided dispatch services for the City's police department as well as North Davis Fire District (NDFD). He summarized the net cost for the dispatch center was approximately \$530,000 per year.

Mayor Wood believed there were some other costs not represented in Mr. Wylie's figures such as utilities, building space, etc. Mr. Wylie responded there were direct costs associated with dispatch and reported on those such as software specific to the EMS/Fire and reviewed those with the Council. Mr. Wylie then distributed a second handout which reflected the direct cost for providing dispatch services for NDFD. He pointed out there was approximately \$15,000 directly related to NDFD dispatch services.

Councilmember Murray informed the Council that the NDFD had solicited a Request for Proposal (RFP) for dispatch services and reported Chief Bodily believed Davis County could provide dispatch services for approximately one third of the City's costs. She inquired about the possible consequences to the City if the NDFD contracted with the County for its dispatch services.

Mr. Wylie responded the City had outright purchased the software required for fire dispatch services; therefore, nothing would be recovered from the purchase, but the City would no longer continue paying the annual maintenance costs. Mayor Wood inquired if the software purchase had been a request from the NDFD. Wendy Brimhall, Dispatch Supervisor, responded the purchase was a result of discussions with the administration of the NDFD. Mayor Wood clarified the purchase for the paging system wouldn't have taken place without the request from Chief Bodily and Deputy Chief Beacraft. Councilmember Murray inquired if Davis County currently had software offering the same capabilities. Ms. Brimhall believed the County had the same capabilities. Sean Montierth, IT Manager, reported the County currently didn't have the Centrix upgrade. He continued Clearfield's dispatch center was the only one in Davis County that had purchased that upgrade to date. He indicated the County would eventually have it, but was not scheduled to receive it in the near future.

Councilmember Murray clarified even if the County were selected to provide dispatch services for the NDFD and a call was received in the City's dispatch center, the call would be handled through Clearfield's dispatch center. Ms. Brimhall emphasized the only difference would be the City's dispatcher wouldn't generate an incident report and wouldn't be monitoring the call. Mayor Wood pointed out the City would not recognize any savings if the County were selected to provide dispatch services to NDFD because the center would still have to be manned and any calls received in the center would be addressed prior to it being received by the County. A discussion related to how dispatch service centers were funded specific to Clearfield residents took place.

Mayor Wood clarified the City would still have the fixed costs associated with the dispatch center, yet still provide dispatch services even if NDFD contracted with the County. Councilmember LeBaron inquired if another entity could benefit from the upgrades implemented at the City's dispatch center. A discussion took place regarding possibly bringing in other entities to the City's dispatch services center. Mayor Wood believed the County could provide the

services cheaper because their costs were shared by every taxpayer within the County. He expressed concern regarding the level of service received by residents when numerous calls were coming into a dispatch center.

Mayor Wood also expressed his opinion that upon the creation of the NDFD there was no intent or thought given to the fact NDFD would leave the City's dispatch center and go to the County for those services. Brian Brower, City Attorney, distributed a page of the Resolution approving the creation of the NDFD and read from Section 3. He expressed his opinion there wasn't any language which prohibited the NDFD from going elsewhere for dispatch services. He suggested the City might have looked on the creation of the District differently if it had entertained the idea that at some future time the District would take its dispatch services elsewhere creating a loss in annual revenue for the City. Mayor Wood pointed out the negotiations relative to the creation of the NDFD had taken place prior to his being elected to the City Council.

Councilmember LeBaron expressed his opinion the reason the NDFD was looking to the County to provide dispatch services at a lower fee was related to the property tax cap. Mr. Brower reported the District had appealed the property tax cap with the State Tax Commission and a decision was rendered to allow the District to raise its rate based on maintaining the same revenue or the certified tax rate. He noted the decision was based on an exception allowed in the State Code. Councilmember Shepherd commented the NDFD proposed tax rate would need to be approved by the City Council. Nancy Dean, City Recorder, added it would be before the Council for approval on Tuesday, October 23, 2012.

Councilmember Murray expressed her opinion it was the original intent for the City to provide the District with 911 dispatch services. Councilmember Shepherd also believed the intent of the original agreement was for the City to provide dispatch services; in addition the intent of the tax rate was not to cost them in the future but to maintain.

Mayor Wood advised members of the Council that as each one of them sat on various boards they should remember to represent the residents and community's interest first and foremost. Councilmember Young agreed. He added that was why members of the Council sat on the boards, to represent Clearfield's best interests. Councilmember Shepherd agreed. He further commented that was the purpose behind requiring elected officials to serve on the board of directors of the various special service districts.

Mayor Wood commented the intent behind creating the NDFD was to find efficiencies. He expressed his opinion that there was no original intent for dispatch services to be handled by another agency other than Clearfield City. He predicted the County's bid for the dispatch services would be lower than the services could be provided by the City because the cost for the service could be spread across the tax base of the entire County. Councilmember Young expressed his opinion that the City needed to be able to validate why the cost was higher for it to provide dispatch services. He suggested the City could support the cost by identifying the increased service levels provided by the City. Councilmember LeBaron commented it should be

pointed out that the City was currently the only entity in Davis County able to provide a particular software module for the NDFD. Councilmember Shepherd believed the dispatch services in conjunction with the creation of the NDFD should be a focus point. Mayor Wood emphasized the fact that the City had been willing to make expenditures in the past which benefitted the NDFD and supported the City's intent to provide the best possible dispatch services to the District and believed it should commit the same. He noted the expenditures made benefitted both residents of Clearfield and residents of West Point.

Mr. Brower pointed out the County was in a position to price the service at a lower cost per call rate because it had a larger tax base to fund the service making it impossible for the City to compete in providing the services for the District. He pointed out the cost to operate the City's dispatch center would increase for its property owners if the City were to lose the NDFD revenue. He continued not only would the City's property owners bear the burden of operating the dispatch center with less revenue, but they would also be paying additional funds to the County to provide dispatch services for the District.

Councilmember Shepherd stated the NDFD needed to focus on growth as a District. He continued the type of service the District provided could not be "sold," just as the City could not compete with the County on a dollar by dollar basis. He expressed his opinion that the District could provide better service at a lower cost than the individual cities could provide by themselves. Councilmember Young asked if a comparison study had ever been completed to compare levels of service between the County's and the City's dispatch centers. He suggested the time needed to respond to calls for service should be a major component. Councilmember LeBaron suggested the qualified statistics would be included in the RFP (Request for Proposal). Councilmember Shepherd stated the District's RFP had not asked for that particular statistic. Councilmember Young expressed his opinion that the knowledge of the geographical area of the City should also be considered as a competing factor.

Mayor Wood reminded the Council how much the City had contributed to the creation of the NDFD in the form of fire engines, ambulances, equipment and other things. He believed the contributions illustrated a significant commitment to the NDFD and stated the City should expect the same from the NDFD. He suggested the West Point City board members would feel the same way if their community had given so much to benefit the District. Mr. Brower pointed out the County could bid any amount to provide dispatch services for the District because it wouldn't cost them any more to provide that service based on the low number of calls that would be received for the District. He continued it would simply mean more revenue for the County without incurring additional costs.

Councilmember Young stated Clearfield calls for emergency service would initially come through the Clearfield dispatch center no matter which entity was awarded the contract. He asked if there were any way to allow the District to pay the County for West Point calls while requiring

it to pay Clearfield for its calls thereby providing a way for Clearfield residents to be handled in their entirety through the City's dispatch center. Mr. Brower believed that would be very difficult to accomplish. He acknowledged the NDFD only had legal authority to act in any capacity as delegated from the Clearfield City Council as the governing body. Councilmember Murray illustrated that point by reminding the Council that a few years ago the NDFD had voted to raise the certified tax rate, but when it came before the City Council for approval, the Council determined to keep the tax rate as proposed by the County rather than raising it. Mr. Brower explained that was because the District didn't have the authority to levy a tax increase because of how it was established. He noted the Clearfield City Council was the governing body for the District.

Councilmember Shepherd believed the dispatch issue was entirely budget driven. Mayor Wood expressed appreciation to City staff for its efforts in providing information for the meeting.

The meeting adjourned at 8:45 p.m.

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. REGULAR SESSION
October 23, 2012

PRESIDING:	Don Wood	Mayor
PRESENT:	Kent Bush Kathryn Murray Mike LeBaron Bruce Young	Councilmember Councilmember Councilmember Councilmember
EXCUSED:	Mark Shepherd	Councilmember
STAFF PRESENT:	Adam Lenhard JJ Allen Brian Brower Scott Hodge Valerie Claussen Randy Goodnight Shane Richards Bob Wylie Nancy Dean Kim Read	City Manager Assistant City Manager City Attorney Public Works Director Development Services Manager Parks Superintendent Turf & Irrigation Manager Administrative Services Director City Recorder Deputy City Recorder

VISITORS: Alex Lawton, Betty Parker – Freeport Center, Shane Richards, Boy Scout Troop 486, Sara & Baxter King, Gus Salazar, Bridgette McEvoy, Breckell Saifua, Kalli McInelly, Austin T. , Weston C., Sabrina Frady, Chelsea Johnson, Caden Mahoney, Kaylie Millerberg, Brad Caldwell

Mayor Wood informed the citizens present that if they would like to comment during the Public Hearings or Citizen Comments there were forms to fill out by the door.

Youth City Councilmember Aubree Matheson conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE SEPTEMBER 25, 2012 WORK SESSION, THE OCTOBER 9, 2012 REGULAR SESSION AND THE OCTOBER 9, 2012 WORK SESSION

Mayor Wood announced the October 9, 2012 work session minutes were being withdrawn from approval until further review of the recording had taken place.

Councilmember LeBaron moved to approve the minutes from the September 25, 2012 work session, the October 9, 2012 regular session as written, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray and Young. Voting NO – None. Councilmember Shepherd was not present for the vote.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT FOR A FINAL SUBDIVISION PLAT KNOWN AS LIFETIME AT FREEPORT

This was a request from Freeport Center Associates to divide three parcels into four. The property was approximately 19.248 acres and was located in Freeport Center and no further impacts would occur to utilities, roads, and the site than what currently existed. The Planning Commission heard this item on October 3, 2012 and unanimously recommended approval.

Mayor Wood declared the public hearing open at 7:05 p.m.

Mayor Wood asked for public comments.

Betty Parker, Freeport Center, reported Lifetime Products currently owned two buildings and was also leasing two buildings from Freeport Center. She explained Lifetime desired to expand and had negotiated with Freeport Center to swap properties allowing it to invest funds in buildings it owned.

Vince Rodden, Lifetime Products, stated the expansion was a big deal for the company. He cited the proximity of all the buildings and explained the logic to invest in buildings it would own allowing Lifetime to continue keeping its headquarters in Clearfield City. He reported Lifetime employed approximately 1600 individuals. Councilmember Bush inquired about Lifetime's future plans for the company. Mr. Rodden responded this transaction would allow Lifetime to expand manufacturing as the need arose. He stated this would also allow Lifetime to use capital for manufacturing as opposed to facilities.

Councilmember Bush moved to close the public hearing at 7:13 p.m., seconded by Councilmember Murray. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray and Young. Voting NO – None. Councilmember Shepherd was not present for the vote.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AMENDING TITLE 12, CHAPTER 4 AND CHAPTER 9, REVISING THE TIME FOR GUARANTEE OF SUBDIVISION IMPROVEMENTS FROM TWO YEARS TO ONE YEAR

State legislation was enacted in 2008 which revised State Code authorizing the time limits set for subdivision improvement guarantees. The City, by policy, had already modified processes and began requiring one year warranty periods instead of two. The proposed text amendment reflects the changes made to State Code.

Councilmember Young inquired about the potential impact to the City regarding the lesser time limit on subdivision improvements. Valerie Claussen, Development Services Manager, responded the City had been following the 2008 legislation mandate and indicated the Code did allow for two years under special circumstances. Brian Brower, City Attorney, commented in the

previous four years the City had been following the State Code and there hadn't been any difference recognized.

Councilmember Murray commented she hadn't read anything about extenuating circumstances under which the City could invoke a two year waiting period prior to accepting the improvements. Ms. Claussen responded the City Code didn't specifically state two years, but did reference State Code provisions under which two years were permitted.

Mayor Wood declared the public hearing open at 7:17 p.m.

Mayor Wood asked for public comments.

There were no public comments.

Councilmember LeBaron moved to close the public hearing at 7:18 p.m., seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray and Young. Voting NO – None. Councilmember Shepherd was not present for the vote.

SCHEDULED ITEMS

CITIZEN COMMENTS

There were no citizen comments.

APPROVAL OF A FINAL SUBDIVISION PLAT KNOWN AS LIFETIME AT FREEPORT

Councilmember Young moved to approve the final subdivision plat known as Lifetime at Freeport and authorize the Mayor's signature to any necessary documents, seconded by Councilmember LeBaron. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray and Young. Voting NO – None. Councilmember Shepherd was not present for the vote.

APPROVAL OF ORDINANCE 2012-11 AMENDING TITLE 12, CHAPTER 4 AND CHAPTER 9, REVISING THE TIME FOR GUARANTEE OF SUBDIVISION IMPROVEMENTS FROM TWO YEARS TO ONE YEAR

Councilmember LeBaron moved to approve Ordinance 2012-11 amending Title 12, Chapter 4 and Chapter 9, revising the time for guarantee of subdivision improvements from two years to one year and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Murray. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray and Young. Voting NO – None. Councilmember Shepherd was not present for the vote.

APPROVAL OF THE FINAL ACCEPTANCE FOR CLIFFORD PARK SUBDIVISION

Clifford Park, Phases 1, 2 and 3, were located in the vicinity west of 1000 West and south of 700 South. In accordance with Title 12, Chapter 9, of the Clearfield City Code, the city engineer completed the final inspection of the Clifford Park subdivision and found all improvements to have been installed correctly. The warranty period was over and the city engineer recommended final acceptance of the improvements for perpetual maintenance and a release of the escrow by the City Council.

Councilmember Murray moved to approve the final acceptance for the subdivision improvements at Clifford Park Phase 1, Phase 2, and Phase 3 for perpetual maintenance by the City and release of any remaining funds associated therewith in escrow to the developer and authorize the Mayor's signature to any necessary documents, seconded by Councilmember LeBaron. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray and Young. Voting NO – None. Councilmember Shepherd was not present for the vote.

APPROVAL OF ORDINANCE 2012-12 INCREASING THE PLANNING COMMISSION STIPEND

Staff completed a simple comparison between the City's current rate of compensation to that of surrounding jurisdictions for members of the Planning Commission. The comparison and possible increases were discussed during the September 25, 2012 City Council Work Session and it was determined an increase was in order.

Mayor Wood stated the volunteers on the Planning Commission were required to put in a tremendous amount of time completing site visits at their own expense, studying and contemplating the possible affects for future residents of the City.

Councilmember LeBaron explained as the Planning Commission liaison he has had the opportunity to work with the commissioners and expressed his opinion the increase was warranted. Councilmember Bush expressed agreement with Councilmember LeBaron's remarks and inquired when the new stipend would go into effect.

Nancy Dean, City Recorder, responded the Ordinance would be effective upon it being signed by the Mayor and posted throughout the City.

Councilmember LeBaron moved to approve Ordinance 2012-12 increasing the Planning Commission stipend and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray and Young. Voting NO – None. Councilmember Shepherd was not present for the vote.

APPROVAL OF THE AWARD OF BID TO KILGORE CONTRACTING FOR THE 2012 CRACK SEAL PROJECT

Bids were received from five contractors to provide pavement crack sealing services on various streets throughout the City. Kilgore Contracting was the lowest responsible bidder with a bid amount of \$41,134.59. The city engineers have reviewed the bids and recommend awarding the contract for pavement crack seal services to Kilgore Contracting.

Adam Lenhard, City Manager, reported due to the amount of the bid the City would be able to complete the maintenance on more streets than originally anticipated.

Councilmember Bush inquired if completion of the project would be contingent upon the daily temperature associated with the weather. Scott Hodge, Public Works Director, responded it was desired to complete the project during the fall season and commented the cracks in the road opened up a bit with the cooler temperatures allowing them to be sealed. He hoped to have the project completed by the end of November.

Councilmember Young moved to approve the award of bid for crack sealing services of pavement on various streets throughout the City to Kilgore Contracting for the bid amount of \$41,134.59 and approve funding for the project for the bid amount of \$41,134.59; with engineering fees and contingency of \$17,000.00, for a total project cost of \$58,134.59 and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray and Young. Voting NO – None. Councilmember Shepherd was not present for the vote.

APPROVAL OF THE AWARD OF BID FOR THE WEST PARK VILLAGE PARK PROJECT

Bids were received from seven contractors for the West Park Village Park Project with the lowest responsible bid of \$47,748.00 from Merrill Sherriff Construction. The city engineers have reviewed the bids and recommend awarding the contract for the West Park Village Park Project to Merrill Sheriff Construction, Inc.

Adam Lenhard, City Manager, suggested revising the recommendation from what had been published in the agenda to reflect contingency and engineering fees of \$7,162 for a total project cost of \$54,910.

Councilmember Bush moved to approve the award of bid for the West Park Village Park Project to Merrill Sheriff Construction for a bid amount of \$47,748, contingency and engineering fees of \$7,162 for a total project cost of \$54,910 and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray and Young. Voting NO – None. Councilmember Shepherd was not present for the vote.

APPROVAL OF RESOLUTION 2012R-20 ACCEPTING THE NEW CERTIFIED TAX RATE FOR THE NORTH DAVIS FIRE DISTRICT (NDFD)

After review and study of the budgetary needs and requirements of the North Davis Fire District (NDFD) and the Decision and Order of the Utah State Tax Commission dated September 25, 2012, the Administrative Control Board determined that the certified tax rate of .001467 on all taxable property lying and being within the corporate boundaries of the NDFD for the 2012 taxable year is necessary and desirable. The request for approval of .001467 as the certified tax rate was now before the Clearfield City Council, as the governing body for the NDFD, for its consideration.

Brian Brower, City Attorney, explained upon the creation of the North Davis Fire District (NDFD) in 2005, the District would only be able to levy a tax up to the rate of .0014. He continued the certified tax rate for the 2012 tax year was .001467 and exceeded the maximum amount of .0014. Mr. Brower explained the definition of the certified tax rate being the same amount of revenue as was budgeted for the previous year. He emphasized in 2005 the designated rate of .0014 was approved by the voters. He stated the difference between the rates was approximately \$90,000 for the NDFD. He reported the property tax division informed the NDFD it would not be allowed to utilize the certified tax rate because it was in excess of the authorized amount of .0014. He stated NDFD appealed that determination to the State Tax Commission which recently issued its findings of fact and decision that based upon State Statute which allowed a taxing entity to exceed the taxable amount that would otherwise be allowed by law only if the amount was less than the certified tax rate. He stated the decision allowed the NDFD to impose the .001467 tax rate for 2012. He pointed out the Clearfield City Council was the governing body and would therefore have to adopt the NDFD's certified tax rate. He reminded the Council it had previously adopted a tax rate of .0014.

Adam Lenhard, City Manager, mentioned for every \$100,000 assessed value it would equate to an additional \$6.70 for the residential property owner.

Councilmember Bush inquired why a cap was originally designated when the NDFD was created. Mayor Wood expressed his opinion that when the NDFD was established no one could have predicted the recent economic downturn and assessed property values decreasing so significantly. He believed the Council's action would be adjust the rate which would keep the NDFD revenue neutral.

Councilmember Murray explained her understanding for the rate being capped at .0014 upon the creation of the NDFD. She stated it was because Davis County had calculated a rate based upon what the City was contributing to the Fire Department/Station at that time. She emphasized the City Council was adamant the NDFD would not be raising taxes on the City's residents for the establishment of the NDFD. She pointed out one of the reasons the Tax Commission approved the .001467 tax rate, was based upon the history of the City keeping the NDFD revenue neutral.

She continued if the certified tax rate of .001467 weren't approved the NDFD could potentially lose \$90,000 of revenue per year and expressed her opinion the Governing Board had been fiscally conservative in the past regarding the budget.

Councilmember LeBaron pointed out the NDFD always operated with a lean budget, yet served the cities and areas extremely well.

Mr. Brower mentioned he had expressed concern with Davis County relative to the timing of the change because property tax notices would soon be mailed out to residents. He indicated once the State Tax Commission had made a decision regarding the appeal; the correction was quickly made prior to those notices being printed. He pointed out the notices would reflect the .001467 tax rate even though it was still up to the governing body to adopt certified tax rate.

Councilmember Bush expressed appreciation to those who made comments further clarifying the issue. Mayor Wood commented there was additional language in State Code which allowed the Tax Commission the ability to increase the rate to allow the NDFD to remain revenue neutral.

Councilmember Bush inquired when the rate would go into effect. Mayor Wood stated property taxes were due November 30 and reminded the Council commercial properties paid one hundred percent of the assessed value. He reviewed the additional consequences in getting the notices out to the public.

Councilmember Young believed the City wouldn't be able to expect the level of service it had come to expect from the NDFD if it didn't receive the necessary funds to operate.

Councilmember LeBaron agreed and believed the Council owed it to the residents to maintain the level of service they had come to expect.

Mr. Lenhard clarified the Davis County Assessor had the responsibility of collecting the taxes; therefore, if the Council adopted a different tax rate it would be his responsibility to make adjustments for any excess collected funds.

Councilmember Murray moved to approve Resolution 2012R-20 accepting the new certified tax rate of .001467 for the North Davis Fire District (NDFD) and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Le Baron. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray and Young. Voting NO – None. Councilmember Shepherd was not present for the vote.

APPROVAL OF ORDINANCE 2012-13 AMENDING THE CONSOLIDATED FEE SCHEDULE

The current rental dwelling license fees were based on an analysis of residential calls for service from the years 2006-2009. City staff recently updated the analysis to include all calls for service data from 2010 and 2011. The additional suggested that the fee schedule should be modified.

Councilmember Bush inquired if the Consolidated Fee Schedule should reflect the proposed fees as per unit. Mr. Lenhard agreed with Councilmember Bush's proposal and directed staff to make that modification to the Consolidated Fee Schedule. Brian Brower, suggested those revisions be included in the motion.

Councilmember Young moved to approve Ordinance 2012-13 amending the Consolidated Fee Schedule pursuant to the data in the 2012 report on calls for service of residential units including Councilmember Bush's suggestion of the designation "per unit" and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray and Young. Voting NO – None.

COMMUNICATION ITEMS

Mayor Wood – reported he was continuing to meet with UTA (Utah Transit Authority) and UDOT (Utah Department of Transportation) regarding possible reconfiguration of 1000 East in association with development of the rail site.

Councilmember Bush

1. Reported he had attended the Parks & Recreation Commission meeting on Wednesday, October 10, 2012 and the North Davis Sewer District meeting on Thursday, October 11, 2012.
2. Informed the Council that he had received some Thank You's regarding the 700 South 1000 West intersection improvements.

Councilmember LeBaron – nothing to report.

Councilmember Murray – commented on the demolition of the buildings located on the salvage yard property at the corner of Center Street and Main Street. She expressed her opinion the property looked nice.

Councilmember Young – Reminded the Council the Youth City Council would be conducting a professional dress clothing drive in which collected items would be donated to the homeless shelter. He stated items could be dropped off to Natalee Flynn on the third floor, himself or any Youth City Councilmember.

Adam Lenhard, City Manager – nothing to report.

STAFF REPORTS

Nancy Dean, City Recorder

1. Informed the Council a work session was scheduled for Tuesday, October 30, 2012. She reminded the Council no meeting was scheduled for Tuesday, November 6, 2012.
2. She announced early voting was taking place at various locations throughout the County and encouraged everyone to vote.
3. Reminded the Council of the invitation to attend the open house and ribbon cutting ceremony for the new Davis County Building on Friday, November 9, 2012. She stated the ceremony was scheduled to begin at 6:00 p.m. and tours would begin at 6:30 p.m.

Valerie Claussen, Development Services Manager

1. Informed the Council that October was designated Community Planning Month.
2. Reminded the Council she was accepting letters of interest for Planning Commission vacancies until Thursday, November 15, 2012.

There being no further business to come before the Council **Councilmember LeBaron moved to adjourn at 7:58 p.m., seconded by Councilmember Murray. All voting AYE.** Councilmember Shepherd was not present for the vote.

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
October 30, 2012

PRESIDING:	Don Wood	Mayor
PRESENT:	Kent Bush	Councilmember
	Mike LeBaron	Councilmember
	Kathryn Murray	Councilmember
	Mark Shepherd	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Brian Brower	City Attorney
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Eric Howes	Community Services Director
	Bob Wylie	Administrative Services Director
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Michael Bouwhuis - DATC

Mayor Wood called the meeting to order at 6:08 p.m.

UPDATE AND DISCUSSION REGARDING DAVIS APPLIED TECHNOLOGY COLLEGE (DATC)

Mike Bouwhuis, DATC President, expressed appreciation for the opportunity to address the City Council and stated he was in attendance to share exciting news specific to the DATC facility located at Freeport West. He shared a visual presentation of the building and explained what renovations had taken place. He reported the building had been divided into four sections and informed the Council funds had been appropriated for the first phase from the Utah State Legislature. He informed the Council it was the goal to have the first phase of the renovation completed and ready to move in by January 31, 2013. The presentation illustrated specifics to the renovation. He pointed out the completed facility would house classrooms, office space, high bay shop facilities, new HVAC, plumbing, compressed air, and hazardous material storage. He emphasized asbestos would also be removed from the building.

Mr. Bouwhuis reported the DATC had offered a composites training program which was nationally recognized and indicated this would be advantageous as ATK accessed the facility. He believed the DATC could support ATK and HAFB with some of their processes and training.

Mr. Bouwhuis informed the Council about Phase II and indicated those programs would support aerospace manufacturing and support training and shared some of those educational programs

which could be offered at the facility. He shared some of the educational programs currently offered by the DATC for students attending Job Corps. He also explained how the facility could assist in bringing companies and businesses to Freeport Center for training, interviewing or other services. He continued because of the building's size space could be leased during the incubation period for startup manufacturing companies and shared an example.

He informed the Council the DATC offered a Fire Academy and shared how the facility would be used as a multi agency training center. He stated the facility would also support other manufacturers located at Freeport Center by offering specific training at the facility. He shared some drawings illustrating proposed improvements for the facility with the Council.

Councilmember Bush requested clarification on if the first bay or phase were being renovated with the intention to support ATK. Mr. Bouwhuis responded DATC desired to work with the companies located within the Freeport Center to meet their deficits in training for employees. He continued the DATC currently had a contract with ATK at the Kaysville facility which would eventually move to the Freeport facility which would only be one block away from their building. He shared a list of other training programs which would benefit ATK with the Council.

Councilmember Murray inquired where the facility was specifically located. Mr. Bouwhuis explained it was building D-5 located in Freeport West and reported 1.8 million dollars had been appropriated for renovation of the facility. Councilmember Bush expressed concern regarding funds being designated in the future by the Legislature. Mr. Bouwhuis commented on the challenges in requesting and receiving funds from the Legislature and believed Clearfield City had a great advantage with the Freeport facility being able to offer instant training which could benefit companies already located in the Freeport Center.

Mayor Wood inquired if the City's Economic Development brochure reflected the DATC's satellite campus located at the Freeport Center. JJ Allen, Assistant City Manager, indicated it did. Councilmember LeBaron suggested adding a hazardous communication course as a component of training offered at the facility. Mr. Bouwhuis responded the DATC already offered a hazardous program with its basic education and continuing education programs.

Mr. Bouwhuis left the meeting at 6:30 p.m.

DISCUSSION ON PARTICIPATING WITH THE UTAH HIGHWAY PATROL IN ENCOURAGING CLEARFIELD HIGH SCHOOL STUDENTS' PARTICIPATION IN A SEATBELT CONTEST

Mayor Wood reminded the Council of Trooper Vanderbeek's presentation during the October 2, 2012 work session regarding the seatbelt contest for area high school students. He inquired if the Council had any desire to participate in promoting the use of seat belts.

Councilmember Shepherd asked what kind of participation or contribution the Highway Patrol desired. A discussion took place regarding possible contributions or incentives which could be used to further promote the contest. Councilmember LeBaron expressed his opinion there was already a high number of young drivers already using seat belts and inquired if there was even a need for the contest. Councilmember Murray shared specifics and statistics of the contest previously provided by Trooper Vanderbeek. Mayor Wood believed the contest provided an opportunity for the City to partner with the Utah Highway Patrol in its efforts directly benefitting the City's high school. He continued this would also illustrate support for the Highway Patrol and the High School. Councilmember Bush agreed with Mayor Wood's remarks and inquired if funds were available since this wasn't something the Council had appropriated in the budget process. Adam Lenhard, City Manager, commented there were funds in the Council's contingency account which could be appropriated for purposes such as the contest.

Councilmember Murray stated she was against the City's participation because she didn't agree with the processes used in implementing the seatbelt laws. Councilmember LeBaron stated he would be in favor of participating for the reasons pointed out by the Mayor. Councilmember Young was in favor of participating and mentioned he had discussed the City's participation with the Youth City Council. He continued it was excited to participate but also didn't have a specific idea. Councilmember Shepherd stated he also didn't agree with the seatbelt law but was always willing to support the students of Clearfield High in addition to the Highway Patrol.

Councilmember Shepherd suggested a contribution of \$500 if Clearfield High won the contest. Councilmember LeBaron inquired how many students attended Clearfield High. Brian Brower, City Attorney, believed there were approximately 1400-1500 students at the high school. The City Council agreed to contribute \$500 to the contest.

DISCUSSION ON THE YOUTH CITY COUNCIL BYLAWS

JJ Allen, Assistant City Manager, informed the Council that the Youth City Council (YCC) had approved its bylaws and stated they needed to be reviewed and then approved by the City Council. Brian Brower, City Attorney, read Article 6 of the bylaws to the Council and suggested the inclusion of the verbiage reflecting approval of the bylaws by the City Council. He also directed the Council to Article 3, Section 3 – Election and Appointment of Officers. He suggested the inclusion of the Mayor Pro Tem for the election of that office as well as the others listed.

Councilmember Murray inquired about the Article 2, Section 4 and the verbiage in the last sentence reflecting the applicants *may* be interviewed by the Mayor and City Council. Councilmember Young explained that was included because some applicants were not available on the evenings the City Council conducted the interviews. He added it could be included as a requirement if the Council desired. Councilmember Murray expressed concern the City Council was being excluded. Mr. Brower believed the verbiage was included to allow the discretion of

the City Council to determine its involvement, not the YCC's decision. Mayor Wood believed the verbiage gave the Council some flexibility. A discussion took place regarding the verbiage in that section and Councilmember Murray suggested further clarification should be made. Mr. Brower stated he would add the inclusion of the Council Liaison.

Councilmember Murray asked what the original intent was in creating the YCC. Councilmember LeBaron responded first it was to allow the youth to provide service to the City and second it was to learn what how a City Council operated by participating in the process. Councilmember Murray expressed concern about the current structure being used when the YCC participated in the actual City Council meetings. A discussion took place regarding the allowed number of participants in the YCC.

Mayor Wood explained why he desired the City Council approve the YCC bylaws specific to attendance. He continued he wanted them to be aware of the bylaws in case they were specifically asked about the YCC in the future. Councilmember Murray expressed her concern that participants might only want to participate in the YCC to allow them the opportunity for it to reflect on a resume or college application. Councilmember Young reported each participant and parent was required to sign an agreement to illustrate the participant's commitment.

DISCUSSION ON AMENDMENTS TO THE PROCEDURE FOR THE EXECUTION OF CONTRACTS FOR THE CITY

Brian Brower, City Attorney, distributed a handout to the Council and explained his concern about who was allowed to sign contracts on behalf of the City. He read the signature requirements specific to the mayor and the city manager. He shared the number of contracts signed during the current year and indicated not all had come before the City Council to authorize the Mayor's signature. He mentioned the agreement for portable restrooms needed for the Fourth of July and used it as an example that this type of contract didn't necessarily need to come before the Council for approval. He suggested Eric Howes, Community Services, as a department head, could be delegated to sign for that type of agreement. Mr. Brower read from the State Code and the City's Purchasing Policy.

He suggested authority be designated for the city manager and department heads, as designated by ordinance, to sign certain agreements. Councilmember Murray expressed concern about allowing department heads to sign for items appropriated in the budget process without the City Council being aware. She used road projects as an example. Nancy Dean, City Recorder, pointed out the Council approved the award of bid for the City's road projects which authorized the Mayor's signature to the documents. She continued the contract associated with that bid would proceed through an internal process including review by Mr. Brower, Bob Wylie, Administrative Services Director, and Scott Hodge, Public Works Director, before it was placed on the Mayor's desk for signature.

Councilmember Young believed the City Council provided oversight on behalf of the City and believed it should be aware of what was coming through the City. Mayor Wood pointed out the residents elected members of the Council and should something go awry the elected officials should be aware of the contracts and agreements. Councilmember Murray believed the Council needed to know what was going on so each one of them could answer questions from constituents.

Mayor Wood agreed with the example presented by Mr. Brower. He continued the expenditure had been identified during the budget process for the Fourth of July celebration and agreed oversight of the Council was probably not necessary.

Mr. Lenhard pointed out he routinely signed change orders for some contracts and believed this was another example of a contract being handled by staff. Mr. Brower believed inefficiencies could be created if every contract were required to come before the Council. He desired contract signatures be clarified and designated by ordinance.

Councilmember LeBaron suggested staff present proposed changes to the process for the Council's consideration. He stated the Council could then look at the staff's proposals and determine where its involvement should be required. Councilmember Shepherd agreed a specific proposal from staff would provide the opportunity for the Council to say what level should be used for approving the Mayor's signature in a formal setting. Councilmember LeBaron expressed concern with giving the city manager too much authority to sign for the City and agreed the Council needed to know the specifics. Councilmember Young suggested the purchasing policy might state specific limits for the Council to consider.

Mayor Wood directed staff to draft an ordinance proposal specific to contract signatures based upon the discussed findings. He suggested the proposal be brought before the Council in a future work session for further discussion.

Councilmember LeBaron moved to adjourn to a Closed Session at 7:15 p.m. for the purpose of a strategy session to discuss the purchase, exchange, or lease of real property. Utah Code Ann. § 52-4-204 and §52-4-205(1)(d), seconded by Councilmember Murray. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray, Shepherd and Young. Voting NO – None.

The minutes for the closed session are kept in a separate location.

CLEARFIELD CITY RESOLUTION 2012R-21

A RESOLUTION ADOPTING BYLAWS FOR THE CLEARFIELD YOUTH CITY COUNCIL

WHEREAS, the Clearfield City Council has established a Youth City Council in order to give youth in the community an opportunity to serve, to develop leadership skills and abilities, and to become educated and responsible citizens; and

WHEREAS, the City Council desires to encourage structure, provide organization and foster responsible behavior amongst the participants in the City's Youth Council; and

WHEREAS, the Clearfield City Council finds it is in both the City's and the Youth City Council's best interests to have formal bylaws setting forth the mission, role, membership requirements, and expectations for the Youth City Council and its participants; and

WHEREAS, the current Youth City Council submitted a proposed draft of bylaws for the City Council's review and consideration; and

WHEREAS, after discussion, deliberation and some modifications the City Council has determined the Clearfield Youth City Council Bylaws attached to this Resolution as Exhibit "A" should be adopted and put into effect;

NOW THEREFORE BE IT RESOLVED, by the Clearfield City Council that the Clearfield Youth City Council Bylaws as set forth in the attached Exhibit "A" to this Resolution are hereby adopted as the official bylaws governing the Clearfield Youth City Council effective January 1, 2013.

PASSED AND ADOPTED this 13th day of November, 2012.

ATTEST:

CLEARFIELD CITY CORPORATION

Nancy R. Dean, City Recorder

Don W. Wood, Mayor

VOTE OF THE COUNCIL

AYE:

NAY:

EXCUSED:

Clearfield Youth City Council Bylaws

Mission Statement

The mission of the Clearfield Youth City Council is to make a difference in our community by giving youth the opportunity to serve, develop leadership abilities and skills, and grow to become educated and responsible citizens. As we serve we will strengthen our community and promote a spirit of pride in our city. In the future we will responsibly perform our duty as citizens of the United States.

Article 1 – City Council and Youth City Council Relationship

I. Role of the City Council

The Clearfield City Council ("**city council**") shall receive recommendations from the Clearfield Youth City Council ("**youth council**"). The city council shall provide support staff to the youth council to assist them in carrying out their duties. The city council shall communicate upcoming issues to the youth council so they may respond accordingly.

II. Role of the Youth Council

The youth council shall provide such services to the community that would draw the community together serving the youth, young adult, and senior community with wholesome activities. The youth council shall provide opportunities to explore the duties and responsibilities of the city council in order to be prepared to serve in the community in the future. The Clearfield Youth City Council will participate in at least two city council meetings, functioning as spokespersons for the city council and other relevant city positions such as the city manager and attorney.

Article 2 – Membership

I. Representation

A total of no more than twenty (20) youth will serve on the youth council. This number excludes any adult advisors whether they are city council members or other volunteers.

II. Membership Qualifications

All members must live within the city limits and must be between the ages of 13 and 18. Members must have a minimum cumulative GPA of 2.5

III. Service terms

Service terms will be for one year, beginning and ending on July 4 of each year. Members must uphold the requirements as stated in these bylaws. Failure to do so may result in dismissal from the youth council. Membership will be dissolved if the member moves or submits a letter of resignation.

IV. Application Process

Members of the youth council will be chosen through an established application process. Interested parties shall complete the application form found on the city's website. Applications shall be submitted for review to either the youth mayor or youth advisor(s). Applications will be accepted at any point throughout the year; however, the interview process will take place either just before the new term begins, or as any positions may become available throughout the year. Applicants shall be interviewed by the youth mayor, youth mayor pro tem, city council liaison, and youth advisor(s) and may also be interviewed by the mayor and city council.

V. Conduct

Members of the youth council must conduct themselves in a positive, respectable, friendly, and law-abiding manner at all times. There will be no smoking, drinking alcoholic beverages, or using illegal drugs by any member of the youth council. Such behavior will not be tolerated and is grounds for immediate dismissal from the youth council.

Article 3 – Officers

I. Officers

The youth council has the following Officers: mayor, mayor pro tem, secretary, recorder, treasurer, historian, publicity head, and web administrator.

II. Officer Duties

The duties of the Officers shall include but are not limited to the following:

Mayor: preside and conduct at all youth council meetings and activities; communicate with and report to the city council; perform other such necessary duties as they arise.

Mayor Pro Tem: assist the mayor in all duties; perform the duties and exercise the power of the youth mayor in his or her absence; assume all duties as mayor in the following term; fulfill any other such assignments as given by the youth mayor or youth advisor(s); perform other such necessary duties as they arise.

Secretary: Keep rolls, individual participation logs, and contact information; inform all members prior to all meetings and activities; organize and keep all necessary items; fulfill any other such assignments as given by the youth mayor or youth advisor(s); perform other such necessary duties as they arise.

Recorder: take minutes at each meeting; report the minutes of the prior meeting at each meeting; keep all minutes and turn them into the city clerk at the end of each term; make minutes available to all city officials; fulfill any other such assignments as given by the youth mayor or youth advisor(s); perform other such necessary duties as they arise.

Treasurer: keep a record of all expenses; monitor budgets; manage and direct all financial affairs; fulfill any other such assignments as given by the youth mayor or youth advisor(s); perform other such necessary duties as they arise.

Historian: document all activities through photographs and in writing; create a scrapbook for each term; fulfill any other such assignments as given by the youth mayor or youth advisor(s); perform other such necessary duties as they arise.

Publicity Head: design all advertisements and flyers; write the article for the city newsletter; fulfill any other such assignments as given by the youth mayor or youth advisor(s); perform other such necessary duties as they arise.

Web Administrator: design and update the website; update and maintain the Facebook page; fulfill any other such assignments as given by the youth mayor or the youth advisor(s); perform other such necessary duties as they arise.

III. Election and Appointment of Officers

The following Officers shall be elected by a majority vote of the youth city council (including the youth mayor pro-tem) and youth advisor(s): mayor pro-tem, secretary, recorder, treasurer, historian, publicity head, and web administrator. The office of mayor shall be assumed by the mayor pro tem of the prior term. In the event the youth mayor pro tem of the prior term is unable to assume the office of youth mayor, the position will be filled by the same election process as the mayor pro tem. Any member interested in the office of mayor pro tem shall have served at least one year on the Clearfield Youth City Council and must be in their junior year of high school during the period of serving as mayor pro tem.

IV. Term for Officers

The term of service for Officers will begin and end on the 4th day of July each year in conjunction with the swearing in of all members.

V. Vacancies for Officers

With the exception of mayor pro-tem, should a vacancy occur as a result of dismissal or resignation by an Officer, the officer shall be filled by an appointment by the youth mayor at the next regular meeting. Any vacancy of the mayor pro-tem will be filled according to a majority vote of the youth city council and youth advisors.

Article 4 – Meetings

I. Regular Meetings

Regular meetings of the youth council shall be held on the first and third Thursday of each month at a time determined by the youth council. The principal meeting place of the youth council shall be at Clearfield City Hall Council Chambers. Robert's Rules of Order shall govern all the meetings and proceedings of the youth council. The agenda shall be approved by the youth mayor, youth mayor pro tem, and the youth advisor(s) prior to the meeting, but can be altered by majority vote at any time during the meeting. All meeting dates and times shall be posted on the city's website, in the city's newsletter, and on the city's marquee. All meetings of the youth council shall be open to the public.

II. Special Meetings

Special meetings may be called by the youth mayor or youth advisors. Prior notification of at least twenty-four hours shall be given by the secretary.

III. Quorum and Voting

A majority of the council must be present for a meeting to be held. A majority of those present must vote in the affirmative for a motion to pass.

IV. Order of Business

The youth mayor shall preside and conduct at all meetings when present; when not present the youth mayor pro tem will assume these duties. Meetings will follow the approved agenda. Each meeting will include the Pledge of Allegiance and either a prayer, moment of silence or thought. Roll shall be taken at each meeting.

V. Recordings of Meetings

The proceedings of council meetings shall be recorded by the youth recorder. If the youth recorder is not present, then the secretary shall assume these duties. Minutes shall be kept by the recorder and turned in at the end of each term to the city clerk. Minutes will be made available to the public upon request.

VI. Attendance

If a member of the youth council misses more than 25% of their meetings for excused absences or has more than 2 unexcused absences, they will be dismissed from their position on the youth council. After missing five meetings or two activities the council member will receive a probationary letter from the youth mayor and youth mayor pro tem. One meeting can be made up by five hours of community service; one activity can be made up by ten hours of community service. All probationary service projects must be approved by the youth city council. Only up to three meetings and one activity can be made up each term. Members cannot make up missed meetings or activities until after they have received a probationary letter.

Article 5 – Reports

I. Report to the City Council

The youth mayor, or the appointed youth council member, will make a report to the city council periodically as designated by the city council.

Article 6 – Bylaws and Amendments

I. The bylaws of the youth council shall be reviewed once each term. The bylaws may be amended at any time throughout the term, if a proper need is found. Amendments must be approved by a majority vote of the youth council through a roll call vote. Any changes or amendments must be approved by the city council in order to take effect.