

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:30 P.M. WORK SESSION  
September 11, 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
	Eric Howes	Community Services Director
	Mike Stenquist	Assistant Police Chief
	Sean Montierth	IT Manager
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: There were no visitors.

Mayor Wood called the meeting to order at 6:32 p.m.

DISCUSSION ON VIDEO RECORDING OF MEETINGS

Mayor Wood reminded the Council of the request he received from a citizen to make the City Council recordings available live on the website. He directed staff to look into that feasibility and stated the Council should have received an email explaining four options for consideration. He added he had received an email from Councilmember Shepherd in which he indicated his preference to option three. Sean Montierth, IT Manager, mentioned there were many options available which varied in cost from a minimal amount to thousands of dollars to implement. Mr. Montierth reviewed and explained the four options:

- Option #1 would be to provide archive audio only. He pointed out it would be audio currently recorded online which could be downloaded to the City's webpage. He stated there would be no video and the audio would be time delayed because of the time necessary for staff to place the link online. He indicated implementation of this option would require the least amount of staff time.
- Option #2 was to provide video and audio delayed and archived and explained a fixed camera would be used to record the meeting which would then post to the website something similar to You-Tube videos. He stated this would not be streamed live but would be uploaded following the meeting. He believed the cost for the equipment would be reasonable; however, the labor would be more intensive than Option 1 because of the time it would take to stream the entire video to the web.

- Option #3 would be a streamed and archived hosted solution. He explained this would be providing a live stream through an online video server from a fixed camera that could be later uploaded to the website. He indicated this was a similar system to that being currently used by Syracuse City. He indicated the costs for the cameras would be \$400-\$1600 per room depending on whether a mobile or fixed camera was used. He stated set up time prior to the meeting would be approximately 30 minutes. He pointed out the City would be required to pay a monthly subscription for the service unless it was willing to have advertisements on the video. He noted the nature of the advertisements could not be selected by the City.
- Option #4 was the same as Option #3 except the video server would be in house. He explained this option would be labor intensive and referred to information provided in the email. He indicated this was similar to what was currently being used by Ogden City.

Councilmember Bush requested clarification if the set up costs were one time only costs. Mr. Montierth responded in the affirmative with the exception for Option #3 which had a host server and there would be no monthly subscription fee. A discussion took place regarding staff time for implementation and maintenance for each option. Mr. Montierth explained the challenges with video recording of the work sessions in the conference room.

Councilmember LeBaron inquired if one option would be better than another from a record retention perspective. Mr. Montierth expressed his opinion either Option #1 or Option #3, because Option #1 was basically what was currently being done with the exception of linking it to the webpage and Option #3 was the same as one except for the implementation of the video. A discussion took place specific to whether it was necessary and cost effective to provide video recording. Mr. Montierth pointed out the City would incur either hard costs or labor costs with the video and believed Option #3 would be the best option. Nancy Dean, City Recorder, reported audio recordings had a two-year retention and believed that would also apply to video.

Mayor Wood commented he had only received one request and that was specific to the audio of the Council meetings and pointed out there was significantly more deliberation taking during the work sessions compared to the policy sessions. He believed providing the audio was sufficient. Mr. Montierth reported there would be minimal costs associated with providing audio.

Councilmember Bush suggested the City determine the public interest prior to providing even the audio recordings of its Council meetings. Councilmember Murray believed it was not necessary to change the format from what was currently being done. Councilmembers Young and LeBaron believed the audio stream was the best option.

Staff was directed to proceed to implement the live audio stream for work and regular sessions.

DISCUSSION ON AN AMENDMENT TO THE CONSOLIDATED FEE SCHEDULE

Mike Stenquist, Assistant Police Chief, reported the City recently made some changes to the nuisance ordinance specific to abatement. He explained if a resident failed to comply with the nuisance ordinance, the City would abate the property. He continued there were additional costs associated with the abatement which should be included for reimbursement. He indicated staff completed a survey with neighboring communities and it was determined to designate \$120 as an administrative fee for abatements. He continued the fee would cover costs such as staff time, filings with Davis County, mailings, etc. Brian Brower, City Attorney, added the amendments being made to the nuisance ordinance would bring the City in compliance with State Municipal Code.

The meeting adjourned at 6:58 p.m.

**APPROVED AND ADOPTED  
This 25<sup>th</sup> day of September, 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 Tuesday, September 11, 2012.

/s/Nancy R. Dean, City Recorder