

**MINUTES OF LAYTON CITY
COUNCIL WORK MEETING**

FEBRUARY 7, 2019; 5:54 P.M.

**MAYOR AND COUNCILMEMBERS
PRESENT:**

**MAYOR SCOTT FREITAG, JOYCE BROWN,
BRUCE DAVIS, TOM DAY AND JOY PETRO**

STAFF PRESENT:

**ALEX JENSEN, GARY CRANE, LON CROWELL,
DAVID PRICE, JOELLEN GRANDY, MICHELLE
HOWARD, TRACE CHATWIN AND KIM READ**

The meeting was held in the Council Conference Room of the Layton City Center.

Mayor Freitag opened the meeting and turned the time over to Staff.

AGENDA:

CANVASS OF VOTES

Gary Crane, City Attorney, explained a request had been made by the Attorney General's Office for the City Council to Canvass the Votes from the January 15, 2019 meeting during which Scott Freitag was appointed as Mayor. He stated the Council needed to approve the process and the result of the process.

MOTION: Councilmember Davis moved to approve the process and the result of the process which appointed Scott Freitag as Mayor, during a Special City Council meeting from January 15, 2019, seconded by Councilmember Petro. The motion passed with the following vote: Voting AYE: Councilmembers Brown, Day Davis, Petro, Freitag. Voting NO: None.

PRESENTATION – 2020 CENSUS

Mayor Freitag stated he would provide names of Councilmembers and Staff to serve on a committee requested by Mr. Taylor.

Robert Taylor, Partnership Specialist, U.S. Census Bureau, shared a presentation regarding the 2020 Census with the Council. He shared a short video which identified the information that would be collected through the Census and pointed out how the information would be used: to apportion Congressional Districts, State Legislators, in addition to healthcare, education, employment, transportation and other federally funded programs. The video indicated the census went beyond just counting for people; it also inventoried housing units which helped determine local political representation such as school boards and city council districts, as well as local planning and investment decisions. It reviewed the census timeline and indicated residents would be allowed to submit their confidential sub-responses online for the first time. It also pointed out the challenges associated with completing the census such as homelessness, lack of internet connectivity and citizenship questions. He reported the State stood to lose \$533 per person annually for the next decade, which benefitted the four major medical assistance programs such as Medicare, Medicaid, and CHIP (Children's Health Insurance Program).

Mr. Taylor shared a slide presentation and pointed out the following:

- Importance of counting residents one time only
- Census numbers reflect the number of members elected to the House of Representatives
- Census numbers reflect the amount of Federal dollars to come back to the state
- Better accuracy and honesty among self-responders
- Responders should reflect "where they live"
- Information is confidential

He requested the City form a Complete Count Committee, consisting of a Chair and diverse individuals who can promote the Census and the importance of completing the process. A discussion took place during which the Council asked questions regarding who should be counted as a Utah resident. Mr. Taylor emphasized anyone living in Utah should be counted for Utah. He expressed his opinion the citizenship question would most likely be eliminated from the Census. He indicated not all questions would need to be answered for the Census to be valid, some questions could be left unanswered.

Councilmember Petro asked if the online responses would be completed prior to canvassing so workers would know who would need to be contacted in person and Mr. Taylor explained how that would take place.

A discussion took place regarding committee members and Mr. Taylor suggested a six member committee consisting of individuals with backgrounds in education, business, church, etc. He emphasized the representation should reflect residents of "Layton City". Mr. Taylor stated he would like to know who the Committee Chair was within the next few weeks and other members within the month.

Mr. Crane asked how Air Force personnel should be counted and Mr. Taylor emphasized military bases conducted its own count. He suggested it would be a good idea to have a member of the committee from HAFB since many of those individuals live in Layton. He emphasized if HAFB personnel lived in Layton City, they should be counted for Layton.

Mr. Taylor left the meeting at 6:23 p.m.

PRESENTATION – RECREATION, ARTS, MUSEUM AND PARKS (RAMP) COMMISSION RECOMMENDED FUNDING

Councilmember Brown informed the Council she participated in RAMP Commission meetings and announced it had received a significant number of grant applications this year. She stated she had been impressed with the professionalism of the Commission and believed each member took their roles seriously in thoroughly reviewing all requests and recommending grant funding.

Trace Chatwin, RAMP Chair, reported the Commission had received 33 applications and had originally chose to zero fund two of the requests. He indicated after further discussion with the applicant, the Commission funded fifty-percent of the request. He reviewed the project and appropriation of grant funding with the Council and shared an illustration which identified all requests and funding appropriations.

He directed the Council to project #3 – Boys & Girls Clubs of Weber-Davis. He stated the organization had been invited to meet with the Commission after which it was determined to grant half of the request. He explained the justification in that the organization worked directly with the City's Arts in the Park, and the Commission desired to witness how the funds would be used to benefit residents of Layton City. He reported the Commission really tested its representatives to determine how funds would be used. He asked if there were any questions from the Council regarding the list of funded projects. He emphasized the funded programs were specific for Layton City programs and residents.

Mr. Chatwin directed the Council to items 22 and 23, Davis County Orchestra. He stated one of the requests, a Spring Concert for 2019. He explained the proposed concert would take place prior to the disbursement of funds for the fiscal year; therefore, the request had been denied. He reported Councilmember Brown would discuss the Orchestra funding further with the Council.

Mr. Chatwin announced the 2019 recommended RAMP funding totaled \$1,690,891.00, leaving a remaining balance of \$22,109.00, which would be carried over for next year. He reported the application period had been expanded allowing submissions to be submitted up to December 31 and believed that change had also contributed to the higher number of submissions. He stated the Commission appreciated

Councilmember Brown for her support in attending its meetings. He added the public was beginning to visibly see the result of the tax with the finished projects and reported completed projects were required to display a plaque identifying its completion was a result of RAMP tax funds.

Councilmember Brown announced one of the articles which would be in the March issue of the Layton Today newspaper would be specific to RAMP which would inform the public of the projects or benefactors of RAMP Tax funding.

Mr. Chatwin added the RAMP Tax had been an effective funding source. The Council expressed appreciation to Mr. Chatwin and the Commission for its efforts to better the City.

Councilmember Brown explained as Mr. Chatwin had previously mentioned the orchestra's request for funding to be used for a spring and fall concert. She announced because the event would take place outside the fiscal year and due to timing, it wasn't allowed to receive RAMP Tax funding. She clarified the fall concert had been funded because it met the timing parameters. She continued to explain timing would also prohibit a request for a spring concert next year as well.

Dave Price, Parks and Recreation Director, announced the Davis County Orchestra was often requested to support many of the City's activities such as Voices of Liberty, the Veterans Day celebration and other events. He reported the City has never paid the orchestra for its participation and suggested it was a fabulous community partnership. He proposed a budget amendment to this year's RAMP funds to honor the request of \$500.00 for this spring concert and also requested the Council appropriate funds during the budget process for next spring concert. Councilmember Brown indicated this would align the concerts with the fiscal year moving forward.

Mr. Price stated he would initiate the appropriate paperwork to proceed through the normal budget process.

Mayor Freitag stated he was requesting approval from the Council to proceed with Mr. Price's recommendation at this time. The council unanimously expressed support for the recommendation.

2019 MUNICIPAL ELECTION

Kimberly Read, City Recorder, reported Davis County had contacted her regarding the 2019 Municipal Election and indicated there would be an increase of approximately \$7,385.00, for a proposed total cost of 50,439.58, for it to manage the election. She added this cost would be applicable to both a Primary and General Election. She reviewed the following specifics associated with the increase:

- 3,275 more registered voters than in 2017, which resulted in higher costs associated with materials and postage
- Increase in postage costs of 0.22 per each returned ballot
- Returned "undeliverable" ballot costs would be passed onto the City for the first time. The county would no longer be absorbing those costs.

She clarified the one and only line item cost increase was directly related to the 0.22 postage increase, every other line item remained the same with the exception of "undeliverable".

She informed the Council ballots would be mailed out four weeks (28 days) prior to the election as opposed to three weeks (21 days), which was done in the 2017 election.

She also announced there would only be one vote center in Layton City, Layton High School. She commented on the parking issues at that location and indicated the Davis Conference Center would be a vote center beginning with the 2021 Election.

MAYOR'S REPORT

Mayor Freitag mentioned the possibility of the Council adjourning to a Closed Session following the regular City Council meeting.

DISCUSSION – LED ELECTRONIC SIGNAGE AT WASATCH DRIVE AND GENTILE STREET

Mr. Price informed the Council the amphitheater plaza improvement project was moving along quite well.

Mr. Price stated the digital sign upgrade located at Wasatch Drive and Gentile was funded last year using RAMP Tax funds. He indicated the project had changed from what had previously been presented and was prepared to update the Council. He shared an illustration which identified the current sign at that location. JoEllen Grandy, Parks Planner, indicated the original plan was to update the software to provide capabilities such as small video clips to advertise City events. She also mentioned the original plan called for an additional pedestal to accommodate a larger monitor or screen.

She reported Staff believed a better solution had been identified and explained the electronic sign would remain at Wasatch and Gentile and the desired software would have the capability to complete all programming and messaging from the Recreation Office. She added the service representative lived in Layton which would provide for prompt service response when needed.

Another benefit in changing the scope of the project was that a second sign could be installed at 2200 West and Hill Field Road, near Ellison Park. This second sign which would be similar to the original sign at Gentile/Wasatch. She asked if there any questions.

Councilmember Brown requested clarification whether the signs would be two sided and Mr. Price responded in the affirmative. He indicated the proposed new sign would be set on a diagonal to allow visibility from all directions at the intersection. He added the messaging software would also allow Staff from the Davis Arts Council and the Museum to create messages, in addition to Staff being able to quickly add emergency messages for residents. He identified other locations within the City where informational signs could be implemented in the future.

Councilmember Davis inquired if the proposed new signs were larger in size and Mr. Price responded not only were they larger, the pixels allowed for a higher resolution. He stated the City would enter in agreement to purchase the software, followed by a yearly fee or service agreement.

Councilmember Brown pointed out the City would be receiving two signs for the same price which the RAMP Committee had approved for one sign. Mr. Price clarified the original plan was for a larger sign requiring an additional pedestal and Staff determined two smaller signs would have more of a benefit.

Councilmember Day clarified if the rock products used for this signage would be similar to the freeway entrance signage and indicated he preferred the new design compared to the current sign. Mr. Price responded the rock façade could be changed on the existing sign if the Council desired. Councilmember Petro expressed agreement with Councilmember Day the informational signs should be similar to the proposed freeway signage. Mr. Price reported he would look into pricing and provide it to the Council.

Councilmember Brown also suggested a television screen for the main lobby in City hall to inform residents with information or happenings within the City. She indicated short informational videos could be displayed and a discussion followed. She suggested this item should be considered during the budget process.

COUNCIL ASSIGNMENTS

Mayor Freitag believed there were some Council assignments which weren't reflected on the list he

provided to the Council. He requested Alex Jensen, City Manager, and legal Staff draft a policy which outlined assignment responsibilities to provide direction on the expectation and responsibilities of councilmembers serving on boards/commissions. He believed there were instances in which some decisions should be voted on by the Council prior to the representative exercising their vote during the meeting of the board/commission. He requested councilmembers bring certain issues to the Council as a whole prior to the City's representative voting. Councilmember Day believed that might also affect how the other entities conduct business to allow for that lead time.

He reminded the Council Layton City would be celebrating its 100 year Centennial and was proposing the establishment of a committee. He would like two councilmembers to serve on the committee as well as a Parks and Recreation representative.

MOTION: Councilmember Day moved to enter into a closed meeting to discuss the character, professional competence, or physical or mental health of an individual immediately following the regular session. **Councilmember Brown inquired if the closed meeting had been properly noticed on the agenda and Gary Crane, City Attorney, responded there was a permanent notice on the agenda which identified the Council could vote to go into closed session. She also inquired who should attend the closed meeting and believed it would be important for Mr. Jensen to be in the meeting. Councilmember Day requested Mayor and Council only. Councilmember Brown reiterated her desire for Mr. Jensen to be present during the closed meeting if the discussion was specific to an employee. Mayor Freitag called for a second or a substitute motion.**

Councilmember Day reiterated he preferred only the Mayor and Council attend the closed meeting and Mr. Jensen could be informed of the discussion at a later time. Councilmember Brown pointed out discussions in a closed door meeting couldn't be discussed outside of the closed meeting and suggested Mr. Jensen attend the closed meeting if he needed to be apprised of the discussion. Mr. Crane indicated Councilmember Brown as correct.

MOTION: Councilmember Day amended his motion for the Mayor, City Council, and City Manager to enter into a closed meeting to discuss the character, professional competence, or physical or mental health of an individual immediately following the regular session, seconded by Councilmember Petro. **The motion passed with the following vote: Voting AYE: Councilmembers Davis, Petro, Freitag, Brown and Day. Voting NO: None.**

**The Council adjourned the work meeting and convened in a regular meeting at 6:59 p.m.
The work meeting resumed at 8:18 p.m.**

Mayor Freitag proposed the following areas of Council representation:

- Creation of a Centennial committee
- Creation of a Census committee
- Formalize representation to the Interfaith Council
- Formalize the Layton Today representative

A discussion took place regarding the make up of those committees and he proposed the following:

- A member of the Council be the Chair of the Centennial committee with a Staff member as the Vice Chair.
- Invite participants of the Interfaith Council to provide the invocation during City Council meetings via assignment. Mr. Jensen stated Scott Carter was still involved with the Interfaith Council in an official church capacity.

The Council expressed agreement with Mayor Freitag's recommendations.

Mayor Freitag indicated some assignments might change once the councilmember position was filled; however, he stated he was prepared to make the following recommendations at this time and discussions took place regarding the proposed appointments:

- Mayor Pro Tem – Councilmember Petro - Feb, Mar, April, May; Councilmember Day – September, October, November, December; Councilmember Brown – June, July, and August.
- Audit Committee – Mayor Freitag and new councilmember
- Economic Development – eliminate
- Centennial Committee – Councilmember Brown and a Staff member to be identified by David Price for Chair and Vice-Chair. He suggested the committee could then be created under those two individuals. Councilmember Day requested updates throughout the year.
- Planning Commission Representative – Councilmember Day. Mayor Freitag stated he would like to invite the Planning Commission Chair to present to the Council from time to time.
- Census Committee – Councilmember Davis
- Interfaith Council– Mayor Freitag
- Layton Today – Councilmembers Brown and Petro

LAYTON CITY COUNCIL LIAISON ASSIGNMENTS 2019																		
Board of WIWMD Davis Council of Governments Military Affairs Audit Committee Interfaith Council ULCT Legislative Affairs																		
Military Affairs Committee (TOUMAC) Centinnial Committee R.A.M.P Representative ULCT Legislative Affairs Layton Today																		
Planning Commission Representative Community Action Council Youth Court Youth Council																		
UTOPIA Board Census Committee Co-Chair Military Affairs Committee (TOUMAC)																		
Chamber of Commerce Davis Arts Council Layton Today Rotary Club Parks and Rec Commission North Davis Sewer Board																		
RDA (Redevelopment Agency) Chair Executive Director Vice Chair Secretary																		
MBA (Municipal Building Authority) President Vice-President Secretary Treasurer																		

CLOSED MEETING:

MOTION: Councilmember Freitag moved to close the meeting at 9:07 p.m. to discuss the character, professional competence, or physical or mental health of an individual. Councilmember Davis seconded the motion, which passed unanimously.

MOTION: Councilmember Davis moved to open the meeting at 10:10 p.m. Councilmember Petro seconded the motion, which passed unanimously.

The meeting adjourned at 10:10 p.m.

Kimberly S Read, City Recorder

SWORN STATEMENT

The undersigned hereby swears and affirms, pursuant to Section 52-4-205(1) of the Utah Code Annotated, that the sole purpose for the closed meeting of the Layton City Council on the **7th day of February, 2019**, was to discuss the character, professional competence, or physical or mental health of an individual.

Dated this 7th day of March, 2019.

ATTEST:

SCOTT FREITAG, Mayor

KIMBERLY S READ, City Recorder