

AMERICAN FORK CITY COUNCIL
OCTOBER 8, 2015
WORK SESSION MINUTES

ATTACHMENT

WORK SESSION

The American Fork City Council met in a Work Session and a Special Session on Thursday, October 8, 2015, in the American Fork City Offices, 51 East Main Street, commencing at 3:30 p.m.

Members Present:

James H. Hadfield	Mayor
Carlton Bowen	Councilman
Rob Shelton	Councilman
Jeff Shorter	Councilman

Members Absent:

Brad Frost	Councilman
Clark Taylor	Councilman

Staff Present:

Wendelin Knobloch	Associate Planner
Craig Whitehead	City Administrator
Andy Spencer	City Engineer
Richard Colborn	City Recorder
Cathy Jensen	Finance Officer
Kriss Garcia	Fire Chief
Judy Thimakis	HR Manager
George Schade	IT Director
Cherylyn Egner	Legal Counsel
Derric Rykert	Parks and Recreation Director
Lance Call	Police Chief
Audra Sorensen	Public Relations/Economic Development Director
Dale Goodman	Public Works Director
Adam Olsen	Senior Planner

Also present Brian Thompson, Laurel Shelley, Nan Kuhn and Kevin Barnes

CITY COUNCIL STUDY ITEMS

1. OPEN GOV TRAINING *(Requested by Cathy Jensen, Administration)*

Mayor Hadfield explained that Open Gov provides Electronic Financial Data of the City. Today it will present online to the City Council how to use their software.

Craig Whitehead explained that this really had two purposes. It was a powerful tool for internal use by staff and it also had an external capability to any citizen that wanted to dial in through the City's website and look at the City's financial data.

Sebastian Cabrera from OpenGov.com made the presentation. He noted that they had been working with the City's Finance Department, particularly Cathy Jensen, to bring

this to life. OpenGov was purchased by American Fork City to enable elected officials, staff, and citizens to have very interactive access with historical revenues, expenditures, budgets, and transactions by department from 2011 to 2015-2016 actuals. He provided an overview of the reports available. The first time an individual accessed the site they would go through a screen that explained how to navigate the reports and a good explanation. Data, charts, graphs, and spreadsheets were available. OpenGov was all the time working on new features.

Mr. Cabrera asked if there were any questions. There were none.

Mayor Hadfield thanked Mr. Cabrera for the presentation.

RESULT:	DISCUSSED
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2. PRESENTATION REGARDING OPEN AND PUBLIC MEETINGS (Requested by Richard Colborn, Recorder)

Legal Counsel Cherylyn Egner conducted the required annual training on Open and Public Meetings, Title 54 Chapter 4.

- All business was to be conducted with transparency and open to the public.
- Any administrative, advisory, executive, or legislative body discussing how money should be spent or discussing money at all shall comply with this act.

Mayor Hadfield noted that City Committees needed to have an agenda and minutes kept according to the act.

Ms. Egner continued that

- A meeting is open to the public unless specifically allowed to be closed according to the act.
- A meeting is the convening of a public body with a quorum present.
- A meeting does not include a chance meeting or social gathering. (However, members of the body must refrain from discussing certain things)
- Electronic Meetings required special notice.
- Closed meetings were only to (It must be a regular or special session city council agenda so a vote can be taken to go into a closed session, 2/3's majority of the quorum present required)
 - a. Discuss the character, professional competence, physical or mental health of an individual
 - b. Strategy sessions regarding collective bargaining
 - c. Pending or reasonably imminent litigation
 - d. Purchase, exchange, lease or sale of real property or water rights
 - e. Discuss deployment of security personnel, devices, or systems
 - f. Investigate proceeding regarding allegations of any criminal conduct
 - g. Information discussed is confidential and may not be discussed outside of the meeting
- Meeting must have an Agenda with reasonable specificity - 24 hour notice, notify newspaper, on website, and on the Utah Public Meeting Notice Website
 - a. Date, time, and location of meeting
- Annual notice of meetings required
- Emergency Meeting
 - a. If an unforeseen circumstance

- b. Attempt to locate all in the public body
- c. A majority of the members approve
- Minutes and recordings required of all public meetings
 - a. Recording of open meetings shall be complete and unedited and available to the public within 3 days of the meeting
 - b. Written minutes have to be available to the public within thirty days of the meeting
 - c. Unapproved minutes shall be so noted
- Violation of Open Meetings Act is a Class B misdemeanor and may void any action taken and may have to pay court costs

Ms. Egner addressed request for records and reminded the Council and staff that all email correspondence was subject to GRAMA. Sometimes a phone call may be more appropriate than an email.

Mayor Hadfield thanked Cherylyn Egner for her presentation.

RESULT: DISCUSSED

3. PRESENTATION FROM PARC TAX COMMITTEE ON IMPLEMENTATION.
(Requested by Craig Whitehead, Administration)

Mayor Hadfield introduced Chairman Brian Thompson and Committee members Laurel Shelley and Nan Kuhn.

Brian Thompson stated that they would change the location of their future meetings to a City building.

Mr. Thompson reported that James Hansen had resigned and they need to have another person appointed.

Mayor Hadfield noted that he thought they had some 31 application submitted when they started and he will go back to those that remained and see who was still interested.

Mr. Thompson reported that they had been meeting monthly since May. They divided up into sub-teams to cover the application documents, the process, and the timeline, and communications. He noted that Audra Sorensen has been fantastic. The application documents have been completed. The agreements were completed. The Website was almost there and they had a press release ready to go to inform the citizenry of what the process would be and the timeline. They were looking at a November 1, 2015 launch. The application period would be January 31, 2016 thru March 31, 2016.

Councilman Shorter asked if there was a chance for emergency funding.

Mr. Thompson responded that they could make those types of accommodations.

Mr. Thompson continued that by May 2016 there would be \$650,000 to \$700,000 to administer. At the end of the application period, the Committee will make recommendations to the City Council who would then determine the finalists and make the awards.

Mayor Hadfield asked about their research regarding other successful community programs.

Mr. Thompson answered that they invited someone from Orem City to come. They were in their tenth year. Yesterday at their meeting they had Y²Analytics, a survey company, propose a survey in the spring regarding the PARC Tax.

Councilman Bowen asked the purpose of the survey.

Mr. Thompson explained that this one was to find out how they should be spending this money. Should there be some kind of a percentage allocation between Parks, Arts, Recreation, and Culture or not. Whether it was felt that they underfunded one element versus another. It would be more objective in the approach. Their survey could help tailor for the future. In the Orem survey that was done with ten years of history it was found that people did not want new facilities they wanted to upgrade and improve what they had.

Councilman Shelton expressed that they had done a great job with limited guidelines. He appreciated the hard work and effort. He asked if the City needed to change what they were doing.

Mr. Thompson responded that on the funding side they had to commission a survey and that cost would be \$10,000 to \$12,000. They were allowed 1.5 percent of the corpus for administrative services. Was the survey something they could do?

Cherylyn Egner did not think so, but she would check.

Mayor Hadfield applauded them for the timeline, the process and what was prepared.

RESULT: DISCUSSED

4. ADJOURNMENT TO A SPECIAL SESSION.

The City Council ended the work session at 4:15 p.m. and entered into Special Session.

RESULT: DISCUSSED

SPECIAL SESSION

The City Council entered into Special Session at 4:15 p.m.

1. CONSIDERATION AND ACTION ON ENTERING INTO AN EXECUTIVE SESSION TO DISCUSS THE PROFESSIONAL CHARACTER AND COMPETENCE OF AN INDIVIDUAL. – Mayor Hadfield

Councilman Shorter moved to enter into an Executive Session to discuss the professional character and competence of an individual. Councilman Shelton seconded the motion. All were in favor.

The City Council entered into an Executive Session at 4:20 p.m. (See ATTACHMENT)

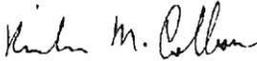
The Executive Session concluded at 5:00 p.m.

Councilman Shorter moved to return to Special Session at 5:00 p.m. Councilman Bowen seconded the motion. All were in favor.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeff Shorter, Councilman
SECONDER:	Carlton Bowen, Councilman
AYES:	Carlton Bowen, Rob Shelton, Jeff Shorter
ABSENT:	Brad Frost, Clark Taylor

2. ADJOURNMENT

Councilman Bowen moved adjournment at 5:00 p.m. Councilman Shorter seconded the motion. All were in favor.

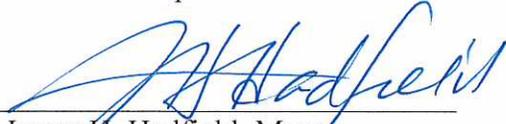


Richard M. Colborn
City Recorder

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Carlton Bowen, Councilman
SECONDER:	Jeff Shorter, Councilman
AYES:	Carlton Bowen, Rob Shelton, Jeff Shorter
ABSENT:	Brad Frost, Clark Taylor

**AMERICAN FORK CITY
MAYOR'S AFFADAVIT
James H. Hadfield, Mayor**

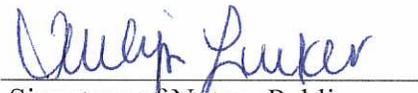
I, Mayor James H. Hadfield, do solemnly swear and affirm that the sole purpose of the executive session of the American Fork City Council on Thursday, October 8, 2015, was to discuss the professional character and competence of an individual.



James H. Hadfield, Mayor

State of Utah
County of Utah

Subscribed and sworn to before me this 15 day of October, 2015.



Signature of Notary Public

My Commission Expires: 2/4/16

