

# COMMISSIONERS' MINUTES – DAVIS COUNTY

## COMMISSION MEETING MINUTES January 5, 2021

The Board of Davis County Commissioners met for their regularly scheduled meeting at 4:00 p.m. on January 5, 2021, in room 303 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Required legal notice of this meeting was given.

Present on the dais were: Commissioner Bob J Stevenson, Chair; Commissioner Randy B. Elliott, Vice-Chair; and Commissioner Lorene Miner Kamalu. Also in attendance: Curtis Koch, Davis County Clerk/Auditor; and Neal Geddes, Chief Civil Deputy County Attorney.

All documents from this meeting are on file in the Davis County Clerk/Auditor’s Office. The agenda for this meeting is incorporated into the minutes as item headers.

OPENING

**Due to the coronavirus pandemic, special meeting circumstances apply.**

In consideration of the COVID-19 pandemic, attendance will be limited to no more than 10 individuals, including Commission and staff. Masks are recommended and all those in attendance will be required to participate in a socially distant manner. Because of the room occupancy limitation, those wishing to watch the meeting are encouraged to do so by viewing the meeting online. Meeting proceedings may be viewed remotely through YouTube live streaming at <https://www.daviscountyutah.gov/commission/meetings>. Those wishing to direct comments to the Commission regarding a public hearing or to make public comment can do so in-person or by emailing comments to [commissioners@daviscountyutah.gov](mailto:commissioners@daviscountyutah.gov) by 3 p.m. the day of the meeting.

The meeting convened at 4 p.m., and Commissioner Stevenson mentioned the work being done on the Davis County Administration Building campus. Two-thirds of the old County Courthouse has been torn down and is being hauled away. Hopefully, he said, by year’s end the original portion of the building will be remodeled as a showcase and usable space.

Curtis Koch, Davis County Clerk/Auditor, led the Pledge of Allegiance.

Commissioner Stevenson wished everyone a happy new year, noting that 2020 has been quite an experience for everyone on the planet. The County has dealt with winds, floods, and COVID, he said, but a lot of good things have been accomplished and we’ve learned to come together in different ways that we never would have without those opportunities.

Recognitions,  
Presentations &  
Informational  
Items

**January Employee Service Awards — Presented by Commissioner Elliott**

**Five Years**

Jennifer Spring, Attorney’s Office  
Shelley Evans, Assessor's Office  
David Hansen, Assessor’s Office  
Lauretta Manful, Assessor's Office  
Stephen Manful, Assessor's Office  
Wendy Rasmussen, Assessor's Office  
Douglas Reynolds, Assessor's Office  
Linda Salyer, Assessor's Office  
Megan Johnson, Corrections  
Wendy Baker, Health Department  
Jan Roane, Health Department  
Amanda Lowder, Library

**Ten Years**

Edward Parker, Health Department

**Fifteen Years**

Preston Ellsworth, Corrections  
Suzanne Horsley, Attorney's Office/Children’s Justice Center

**Thirty Years**

Mary Moore, Library

Commissioner Stevenson said the list of employees being recognized was impressive and shows that the organization at the County is very strong. The tenure of some of these people, and also the number of people in the different areas with five years of service, shows that not only are the people well educated in their jobs but also that they enjoy working for the County. He expressed appreciation to the employees listed, noting that award presentations could not be made in person because of the pandemic.

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RFP for Tourism  
Marketing  
Agency Services

**Reading of RFP Register for Tourism Marketing Agency Services — Presented by Curtis Koch, Clerk/Auditor**

Twelve companies replied to the County’s Request For Proposals for Tourism Marketing Agency Services:

HUB Ltd	Learfield IMG College
Fuse Ideas, LLC	Marketing Alliance, INC
BRAINtrust Marketing	Sorenson Advertising DBA Relic Agency
Michael Heller	Graham Spencer, LLC
Micstura	Davis & Partners, LLC
Talent Resources	360 Marketing & Advertising LLC

The proposals will be reviewed by a committee, and a recommendation will be returned to the Commission in the coming weeks as to which firm should be selected.

Notice of Intent  
to Engage in  
Contract  
Negotiations  
for E-cigarette,  
Marijuana, and  
Other Drug  
Prevention  
Grant with:  
#2021-1, Big  
Brothers Big  
Sisters of Utah;  
#2021-2, Drug  
Safe Utah  
Educational Inc.

**Notice of Intent to Engage in Contract Negotiations for the E-cigarette, Marijuana, and Other Drug Prevention Grant with: Big Brothers Big Sisters of Utah ; and Drug Safe Utah Educational Inc. dba Drug Safe Utah — Presented by Curtis Koch, Clerk/Auditor**

In response to Davis County’s Request for Proposals, two organizations applied to administer an E-cigarette, Marijuana, and Other Drug Prevention Grant. Both of them appear to be able to administer the grant, and Notice of Intent to Engage in Contract Negotiations was given for both.

Notice of Intent to Engage in Contract Negotiations #2021-1 with Big Brothers Big Sisters of Utah.  
Notice of Intent to Engage in Contract Negotiations #2021-2 with Drug Safe Utah Educational Inc.

It is expected that contracts will be presented in the coming weeks.

**PUBLIC  
COMMENTS**

Members of the public were invited to make comments to the Commission.

Davis Journal  
newspaper

**Becky Ginos** was asked by Commissioner Stevenson to speak about the Davis Journal.

Ms. Ginos was a reporter for The Davis Clipper until publication ceased in December of 2020. She said it was sad to see The Clipper end, but Bryan Scott has started a new newspaper called the Davis Journal. He is intending on continuing this as a weekly very similar to The Clipper. His hope is to, in the coming months, also start a monthly that will cover different cities at different times. Ms. Ginos, who now works for the Davis Journal, said its office is at 837 South 500 West [in Bountiful], just down the street from The Clipper.

Appreciation was expressed for the organization stepping up to keep news going out to the people of the County.

**BUSINESS/  
ACTION**

**ANIMAL  
CONTROL**

Summary Lists  
of animal  
adoption  
agreements for  
multiple  
months

**Summary List # of animal adoption agreements — Presented by Commissioner Stevenson**

Summary lists of animal adoption agreements, for various months, were introduced.

Summary List #2021-3 for May 2020 (54 adoptions)  
Summary List #2021-4 for June 2020 (42 adoptions)  
Summary List #2021-5 for July 2020 (101 adoptions)  
Summary List #2021-6 for August 2020 (99 adoptions)  
Summary List #2021-7 for September 2020 (119 adoptions)  
Summary List #2021-8 for October 2020 (119 adoptions)  
Summary List #2021-9 for November 2020 (56 adoptions)

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[The contract beginning dates range from 05/01/2020 to 11/30/2020.]

Agreement #2021-10 with Weston Babbit for \$500 cash donation

**Agreement #2021-10 with Weston Babbit for \$500 cash donation — Presented by Commissioner Stevenson**

An agreement with Weston Babbit, for a donation to Animal Care, was introduced. [The contract period is 12/16/2020 to 12/16/2020.] The receivable amount is \$500.

Animal Care volunteer information

**Information about Animal Care volunteers — Presented by Commissioner Kamalu**

Commissioner Stevenson asked Commissioner Kamalu to share information about Animal Care volunteers. Commissioner Kamalu said Animal Care provided a short report to the Commission using collected data on the operations of Animal Care. Volunteers play a big part of Animal Care in the County because animals don't do very well if they're just in a little space without any opportunity for exercise or interaction. There are currently 275 active volunteers, and the total count of volunteers serving in the shelter over the year 2020 was 412. The hours served added up to 4,324; at an hourly rate of \$25.43, this is an average of almost \$110,000 done by volunteers. Of the volunteer hours, 51 percent were for dogs, 10 percent were for cats, and 0.5 percent were for bunnies. Volunteers helping other volunteers with orientation made up almost 25 percent of the hours, and fostering accounted for 1.4 percent. A single photographer was responsible for 3.7 percent of the hours, which was 147 hours just by that one person. Commissioners are grateful for the volunteers in Davis County.

**COMMUNITY & ECONOMIC DEVELOPMENT**

Agreement #2021-11 with Great Salt Lake Audubon for sponsorship for 2021 Bird Festival

**Agreement #2021-11 with Great Salt Lake Audubon for field trip sponsorship for the 2021 Great Salt Lake Bird Festival — Presented by Kent Andersen, Community & Economic Development Director**

An agreement with Great Salt Lake Audubon, for sponsorship for the 2021 Great Salt Lake Bird Festival, was introduced. [The contract period is 05/13/2021 to 05/16/2021.] The receivable amount is \$500.

Agreement #2021-12 with SeeSource, LLC for access to dashboard with Davis County visitor insight reports and data

**Agreement #2021-12 with SeeSource, LLC for access to a dashboard with Davis County visitor insight reports and data — Presented by Kent Andersen, Community & Economic Development Director**

An agreement with SeeSource was presented. This is the second year the County is contracting with SeeSource to provide dashboard information, reports, and data for the Tourism Department. [The contract period is 02/01/2021 to 01/31/2022. The payable amount is \$6,000.]

Agreement #2021-13 with the State of Utah, Dept. of Heritage and Arts to hold a fireworks show for Utah's 125th Anniversary

**Agreement #2021-13 with the State of Utah, Dept. of Heritage and Arts to hold a fireworks show at the Legacy Events Center commemorating Utah's 125th Anniversary on January 4, 2021 at 7:00 p.m. — Presented by Kent Andersen, Community & Economic Development Director**

A request was made to ratify an agreement with the State of Utah Department of Heritage and Arts for the fireworks show that occurred at the Legacy Events Center on Jan. 4, 2021. There were a couple hundred cars at the event, which was also streamed live on the Discover Davis Facebook page. The fireworks lasted about 10 minutes, and it went very well. The people who attended were pleased. [The contract period is 01/04/2021 to 01/04/2021.]

Approval #2018-129-A of notification and termination letter to Jon Hansen Code

**Approval #2018-129-A of notification and termination letter to Jon Hansen Code Services for building inspection and plans examiner services — Presented by Kent Andersen, Community & Economic Development Director**

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Services for building inspection and plans examiner services	<p>A request was made for approval of notification and a termination letter to Jon Hansen Code Services. This is notification that the County is not going to extend contract services with Jon Hansen Code Services and to thank him for the assistance he's provided in past years.</p>
Request #2021-14 for authorization to seek and contract with a building inspector for a limited time period	<p><b>Request #2021-14 for authorization to seek and contract with a building inspector for a limited time period — <i>Presented by Kent Andersen, Community &amp; Economic Development Director</i></b></p> <p>A request was made for authorization to seek and contract with a building inspector for a limited time period. Currently, the County is without building inspection services. As an emergency provision, the Community &amp; Economic Development Department asked for authorization to collect at least two bids for building inspection services for the next six months and to contract with those individuals while preparing a new RFP for building inspection and plan examination services.</p> <p>The Clerk/Auditor was asked if three bids are required or if it would be allowable to get two bids. He answered that there should be a minimum of three bids, if possible. The policy is not there to constrain but for transparency and openness. There are certain instances where there is only a sole source or two, and in that instance departments are expected to show a good faith effort that they've tried to get three bids and then document in a memo that they were only able to receive two. Mr. Anderson said his department would get three bids.</p> <p>It was stated that there were negotiations with Mr. Hansen for a new contract and it was turned down, and that's why the County is looking elsewhere.</p>
INFORMATION SYSTEMS	
Ratification of Agreement #2021-15 with Nearmap for ArcGIS Obliques	<p><b>Ratification of Agreement #2021-15 with Nearmap for ArcGIS Obliques — <i>Presented by Commissioner Stevenson</i></b></p> <p>An agreement with Nearmap for ArcGIS Obliques was presented for ratification. [The contract period is 01/05/2021 to 01/05/2022.] The payable amount is \$48,000.</p>
LIBRARY	
Request for reappointment of Mary Lynn Morgan to the Davis County Library Board	<p><b>Request for reappointment of Mary Lynne Morgan to the Davis County Library Board — <i>Presented by Commissioner Kamalu</i></b></p> <p>A request was made for the reappointment of Mary Lynne Morgan to the Davis County Library Board. Davis County's Library System has seven different libraries. Public libraries, which provide the opportunity to learn and have access to resources, are one of the great equalizers in society. There is a Library board to help govern the system. It is made up of five [seven] individuals who serve a maximum of two full terms of four years. This individual has served one partial and one full term, and is happy to do an additional term since she hasn't served two full terms. [The term is 02/01/2021 to 01/31/2025.]</p>
SHERIFF'S OFFICE	
Agreement #2021-16 with Quick Quack Car Wash for 70 unlimited monthly car wash passes	<p><b>Agreement #2021-16 with Quick Quack Car Wash for 70 unlimited monthly car wash BEST passes to be used at all locations — <i>Presented by Commissioner Stevenson</i></b></p> <p>An agreement with Quick Quack Car Wash was presented for officers to keep their vehicles clean. This is a contract that is done annually. [The contract period begins 01/05/2021. The payable amount is \$12.50 per month, per each unlimited pass.]</p>
Agreement #2021-17 with Swank Motion Pictures, Inc.	<p><b>Agreement #2021-17 with Swank Motion Pictures, Inc. for authorized distribution of copyrighted motion pictures to be shown in the Jail — <i>Presented by Commissioner Stevenson</i></b></p>

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for authorized distribution of motion pictures shown in jail

An agreement with Swank Motion Pictures was presented. The agreement is to legally be able to show copyrighted movies in the jail. [The contract period is 11/01/2020 to 10/31/2021. The payable amount is \$1,972.20.]

Agreement #2021-18 with Jacqueline Chlarson for reimbursement for inadvertent overpayment of uniform allowance

**Agreement #2021-18 with Jacqueline Chlarson for reimbursement for inadvertent overpayment of uniform allowance — *Presented by Commissioner Stevenson***  
  
An agreement with Jacqueline Chlarson, to pay back the County for an inadvertent payment dealing with uniform allowance, was presented. [The contract period is to 12/31/2020. The receivable amount is \$6,000.]

Amendment #2020-487-A with Hogan & Associates for guaranteed maximum price for the construction of the Jail medical wing project

**Amendment #2020-487-A with Hogan & Associates for guaranteed maximum price for the construction of the Jail medical wing project — *Presented by Mitch Matern, Justice Complex Maintenance Manager***  
  
An amendment to a contract with Hogan & Associates was introduced. The County has worked with Hogan and the architectural firm, with the CMGC process, and has come to a guaranteed maximum price for the Jail Medical Unit. The guaranteed maximum price is \$7,297,989. This is wonderful news for the County in that it had a fixed construction limit of \$8.2 million, so it is coming in well under that fixed limit for construction. The Corrections Department is very excited to move forward with this project.  
  
It was noted that Mitch Matern has been with the County for a long time and knows the jail in and out. He has found many efficiencies and has made it a quality location for inmates. His work is appreciated.  
  
[The beginning date is 01/05/2021. The payable amount is \$7,297,989.]

Motion to Approve all Business and Action items presented: Com. Kamalu  
Seconded: Com. Elliott  
All voted Aye

Commissioner Elliott moved to recess to the Board of Equalization. Commissioner Kamau seconded the motion. All voted Aye.

BOARD OF  
EQUALIZATION

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Property Tax Register

Property Tax Register matters were presented by Curtis Koch, Davis County Clerk/Auditor, as follows:  
  
Auditor’s Adjustments  
**Appeals:**

- Approved Report with various recommended Land & Building Value Changes totaling \$313,015
- Approved Hearing Finding Report with various recommended changes

**Abatements:**

- Late Abatement Application Requests report with various requests recommended for a total of \$15,474.38

**Corrections**

- Three 2019 Veteran Tax Exemption Abatements

Assessor’s Adjustments

- Assessor-initiated corrections totaling \$592,180

Motion to Approve: Com. Elliott  
Seconded: Com. Kamalu  
All voted Aye

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Commissioner Elliott moved to reconvene the Commission Meeting. Commissioner Kamalu seconded the motion. All voted Aye.

CONSENT  
ITEMS

Indigent  
Hardship  
Abatement  
Register

Indigent Hardship Register

There were three names on the Abatement Register. A motion was made to approve Names 1 and 2 and to deny the third name (erroneously labeled on the register as Name 10). [A hearing regarding these abatements was held by Commissioners on Dec. 21, 2020.]

Motion to Approve: Com. Elliott  
Seconded: Com. Kamalu  
All voted Aye

Commission  
Meeting  
Minutes

Meeting Minutes

Minutes for the Commission Meeting held on Dec. 8, 2020, the Special Commission Meeting held on Dec. 8, 2020, and the Work Session held on Dec. 15, 2020, were presented for approval.

Motion to Approve: Com. Kamalu  
Seconded: Com. Elliott  
All voted Aye

COMMISSION  
COMMENTS

COM. ELLIOTT

**Commissioner Elliott** noted that the Health Department has a mobile clinic at the Legacy Events Center. The first wave [to get COVID-19 vaccines] is emergency responders. Online registration is currently open for those who are in the medical field. The second wave will be those in education. They'll get the vaccine in their vehicle and pull right through, kind of like the drive-thru voting Curtis Koch did for the elections, which was very successful.

Commissioner Elliott also spoke of the Courthouse remodel. Workers knocked down the back two thirds of the building this past week and are cleaning it up. They'll be backfilling in the coming weeks, and then we'll start seeing progress and the restoration of the original 1920s Courthouse up front. It has been very exciting to see that happening. It's 2021 and Commissioners look forward to a good year and moving forward with a lot of projects – it's an exciting time for the County.

COM. KAMALU

**Commissioner Kamalu** provided some background information about the use of the Legacy Events Center Arena for drive-thru vaccinations. Before Commissioner Stevenson and Commissioner Kamalu were elected, Commissioners were trying to figure out how to be supportive of the horse community and the County's agricultural heritage at the Fairgrounds; however, in the last decade-plus there's been huge demand for big events on a hard-surface floor. Years ago the County purchased, and has been using, a temporary floor that goes down for the hard surface events in the Legacy Events Center Arena, but it would take a hundred man-hours to turn it back into the dirt floor events. It was a very challenging dilemma for *this* Commission to figure out the current and future best use of that very valuable property. With a lot of work, input, and people collaborating, the Commission determined to start a process to partner with Utah State Extension. Progress should be seen this spring on an outdoor arena on the [USU Extension] property in Kaysville, and there's already work toward an indoor arena on that property, where it will be more protected and



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continue the heritage of agriculture and the uses that have occurred in the Legacy Events Center Arena.

In the nick of time, a concrete floor went into the Legacy Arena. Commissioners did not know, when those decisions had to be made, that there would be a huge need for it in order to hold safe and efficient elections during a pandemic. That floor cured just in time for elections to be drive-thru and now it's being used for safe and efficient mass vaccinations.

“I just feel like we've been really blessed with a collaboration and a lot of good input to come to a decision that has turned out to be pretty remarkable to help our citizens in 2020 and beyond,” Commissioner Kamalu said, adding that everyone makes the best decisions they can when they can’t predict the future. “But it's not lost on us, the timing and how this has worked out to help our County – it's been a really great thing.”

It’s a very unique facility, where people can drive through and so much can be done in a large space with a protected arena. The County is fortunate to have that asset, she said, thanking all who have been visionary and supported this change.

COM. STEVENSON

**Commissioner Stevenson** reminded everyone that the schedule has changed to every other Tuesday, so the next regular Commission Meeting will be two weeks from today at 4 p.m. There will still be a Work Session next week.

MEETING  
ADJOURNED

Commission meeting was adjourned at 4:32 p.m.

Motion to Adjourn: Com. Elliott  
Seconded: Com. Kamalu

Minutes prepared by: Becky Wright  
Deputy Clerk/Auditor

Minutes approved on: 02/02/2021

/s/ Curtis Koch  
Curtis Koch  
Clerk/Auditor

/s/ Bob J Stevenson  
Bob J Stevenson  
Commission Chair