Minutes of the **Work Session** of the **Riverdale City Council** held Tuesday December 7, 2021, at 5:30 p.m., at the Civic Center in the Council Chambers, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

**Present:** City Council: Braden Mitchell, Councilmember/Mayor Pro-Tem

Brent Ellis, Councilmember

 Alan Arnold, Councilmember
 Bart Stevens, Councilmember (via Webex)

 Steve Hilton, Councilmember

City Employees: Steve Brooks, City Attorney

 Cody Cardon, Business Administrator

 Mike Eggett, Community Development

 Scott Brenkman, Police Chief (5:41)

 Jared Sholly, Fire Chief

 Rich Taylor (5:48)

 Michelle Marigoni, City Recorder

 Excused: Norm Searle, Mayor

 The City Council Work Session meeting began at 5:32 p.m. Mr. Mitchell welcomed all in attendance. It was noted for the record that all Councilmembers were present, as well as city staff, and that Mayor Searle was excused.

**Public Comment:**

 Councilmember Mitchell asked anyone knew of any public comment. There was no public comment.

**Presentations and Reports:**

**Mayor’s Report**

**Council Assignment Reports**

**Consent Items:**

**Consideration of Meeting Minutes from November 3, 2021 Work Session and November 3, 2021 Council Meeting.**

Mr. Mitchell asked if there were any changes to the minutes from November 3. There were no changes.

**Consideration to approve 2022 annual City Council calendar.**

**Action Items:**

1. **Consideration to approve Ordinance #940 for clarification on Appeal Board process.**

Mr. Brooks explained that #1 and #2 go together for the same purpose. This is a housekeeping item to clean up the process wording and include contracted employee to the language.

1. **Consideration of Resolution #2021-25 making amendments to Personnel Policies Handbook policy 7-2: Pre-Determination Hearing.**

Mr. Brooks noted again this is the resolution to go with the previous ordinance.

1. **Consideration to approve Resolution #2021-28 establishing a process for mid-term vacancy for Mayor or Council**

 Mr. Brooks stated he wanted to get this in writing before the end of the year to make sure Council knows what to do. The policy as written meets state code.

 He noted the mayor does not vote and cannot break a tie, as specified in state code. He suggested striking “two” from “top two” in votes received in order to allow ties on the first vote. The state code specifies two votes must be done.

Mr. Mitchell questioned what constitutes a vacancy, as in at what point is someone replaced?

Mr. Brooks explained there are other codes that address that, but the mayor is so close to the end of his term it was not necessary to worry about it, and he has been in contact throughout.

 Mr. Hilton asked if the interviews must be done en masse, which Mr. Brooks confirmed. They must be interviewed at the same time in an open meeting.

 Mr. Stevens inquired about the timeline and asked when Mr. Mitchell will technically be Mayor. Mr. Brooks answered that would be the day he is sworn in.

 Mr. Stevens asked at what point applications would be solicited. Mr. Brooks explained it would be opened after the Christmas holiday. He stated if this was approved tonight interviews could be conducted at the January 4 meeting, however he stated he would prefer to do it on the second meeting of the month, on January 18.

 Mr. Mitchell agreed the second week would be best. Mr. Stevens expressed concern about the number of applications that will be received. Mr. Brooks noted It will be advertised in the January newsletter, and that if it is done on the second week in January, the residents would have time to see it.

1. **Discussion of parks/facility rename and consideration to approve Resolution #2021-29 establishing a Memorial Project and Donation policy.**

 Mr. Brooks reported that Mr. Douglas has been gone, so he worked on it to make sure it was in the packet on time. Mr. Douglas has made some suggestions for changes. Mr. Brooks explained Council may need to table this item to include the changes Mr. Douglas has suggested.

 Mr. Brooks expressed gratitude for Camee Ellis who provided most of the information in the packet. He spoke about history of the park briefly and asked Council to forward any comments to him in the meantime. Mr. Arnold noted the information was fun to read and joked that Ms. Ellis should present something each meeting. Mr. Mitchell said he has been watching council meetings from other cities to see how they do things. Kaysville just appointed a city historian, he suggested perhaps she would be interested in doing that on a volunteer basis. Mr. Ellis stated he’d make sure she knew she was appreciated.

1. **Presentation and discussion regarding Municipal Energy Sales and Use Tax and Municipal Telecommunications License Tax**

 Mr. Mitchell turned time over to Mr. Cardon who explained Fred Philpot is presenting and he would present further information immediately following. Mr. Brooks informed the public hearing could happen tonight if Council wants to after the presentation.

1. **Public Hearing;**
2. **Municipal Energy Sales and Use Tax**
3. **Municipal Telecommunications License Tax**
4. **Consideration of ordinances:**
5. **Ordinance #941 Municipal Energy Sales and Use Tax**
6. **Ordinance #942 Municipal Telecommunications License Tax**

 **Comments:**

 **Adjournment**:

 Having no further business to discuss, the work meeting was adjourned at 5:54 pm.