

COMMISSION MEETING MINUTES
February 7, 2017

The Board of Davis County Commissioners met on February 7, 2017 at 10:00 AM in room 303 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Members present were: Commissioner James E. Smith - Chair, (Commissioner P. Bret Millburn – excused), Commissioner Randy B. Elliott, Clerk/Auditor Curtis Koch, Chief Civil Deputy County Attorney Neal Geddes and Deputy Clerk/Auditor Janet Hanson.

Agenda as posted

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PUBLIC NOTICE is hereby given that the Board of Davis County Commissioners, Farmington, Utah, will hold a Commission Meeting at the Davis County Administration Building, 61 South Main Street, Room 303, Farmington, Utah, commencing at **10 AM on Tuesday, February 7, 2017.**

OPENING

Pledge of Allegiance – By Invitation

RECOGNITIONS, PRESENTATIONS AND INFORMATIONAL ITEMS

- Davis County Animal Care & Control’s Annual Report – Clint Thacker, Director
- Public Notice of Special Meeting – Davis County Commissioner will attend the North Salt Lake City Council Meeting February 7, 2017 (6 p.m. Work Session and 7 p.m. Council Meeting)
- Public Hearing February 14, 2017, 10 AM, to consider additional budget appropriation requests

BUSINESS/ACTION

Commissioner Smith presenting:

Request appointment of proxy, Andy Thompson, Kaysville City, to vote Davis County’s shares at the annual Hights Creek Irrigation Shareholder meeting

Contract summary list (10) – internet connection users for access to Davis County Recorder’s Office information on REDI WEB (receivable)

Brooks Burr, Davis County Fair Coordinator, presenting:

Agreement with Utah Media Partners LLC DBA Hometown Values Magazine – advertisements for the 2017 Davis County Fair (payable)

Neka Roundy, Davis County Community & Economic Development Specialist, presenting:

Donation request to sponsor the Miss Davis County Scholarship Pageant (payable)

Agreement with Stripe, Inc. – online payment processing for ticket sales (Great Salt Lake Bird Festival and Antelope by Moonlight Bike Ride) (payable)

Agreement with LeBus – provide bus services during the Great Salt Lake Bird Festival (payable)

Tony Zambrana, Davis County Grant Auditor, presenting:

Amendment with North Salt Lake City – additional CDBG funding to fund grants to eligible homeowners for necessary physical improvements/repairs to their homes and the disposal of a mobile home and purchase of replacement mobile home (payable)

Subgrantee agreement with Family Connection Center – CDBG funding building repairs for the facilities (payable)

Brian Hatch, Davis County Health Director, presenting:

Certifications and Assurances with Federal Transit Administration (FTA) (n/a)

Mack McDonald, Davis County Facilities, presenting:

Notice of Award to VODA Landscape + Planning – Davis County’s Centerville Library Branch and Layton Central Library Branch Landscape Masterplans

Agreement with Lucid Design Group, Inc. – Davis County Building Utility Management Operating System (payable)

Chief Deputy Kevin Fielding, Davis County Sherriff’s Office, presenting:

Agreement with Davis Conference Center – room rental for Northern Utah Law Enforcement Conference (payable)

Agreement with Holbrook Service – removal and installation of second water heater in Work Center (payable)

Agreement with Johnson Controls – HVAC service at the Davis County Jail for 5 years (payable)

Amendment with USDA Forest Service – funding reduced for FY2017 Patrol Forest Service Lands to \$0 (receivable)

Neal Geddes, Davis County Chief Deputy County Attorney, presenting:

Amendment with UT Dept. of Human Services, Div. of Substance Abuse & Mental Health – Drug Court Enhancement Grant: 1) FFY17 funding; 2) update the rate table; and 3) add the FFY17 DHS budget forms (receivable)

Commissioner Millburn presenting:

Amendment with Sego Strategies & Consulting LLC – legislative consulting services (payable)

Curtis Koch, Davis County Clerk/Auditor, presenting:

Request to update Financial Policies & Procedures; 200-Departmental Budgets, 410-Petty Cash & Change Funds,

MUNICIPAL BUILDING AUTHORITY

Curtis Koch, Davis County Clerk/Auditor, presenting:

Acknowledge and Consent to Zions Bank for rate adjustment of bonds associated with the Wasatch Front Regional Council's building

Commissioner Millburn presenting:

Agreement with Commerce Real Estate Solutions – Cushman & Wakefield Commerce – contract services for the sale of the Wasatch Front Regional Council's building

BOARD OF EQUALIZATION

Request approval of the Property Tax Register

CONSENT ITEMS

Check Registers
Meeting Minutes: January 17, 2017
Personnel Register

COMMISSIONER COMMENTS

PUBLIC COMMENTS (3 Minutes per Person)

Pledge of
Allegiance

Shauna Brady, Davis County Commission Office, led the Pledge of Allegiance. All in attendance were invited to stand and join in.

2016 Davis
County Animal
Care & Control
Report

Clint Thacker, Davis County Animal Care & Control Director, gave a 2016 Annual Report. Since 2013, when Clint became the director, they have gone from a 44% euthanasia rate down to 4.3% in 2016. This is due to their association with rescue relationships such as Best Friends Animal Society and PetSmart, as well as hiring of an Adoption Specialist in 2013. They now have a kitten nursery. Also in 2016, their Animal Shelter won Best in State in Utah. This coming year, Utah's Super Adoption will be held in the Davis County Conference Center in Layton. In the audience Clint introduced Tracy Roddom, Assistant Director and Cathy Nash, Office Manager.

The commissioners commended Clint and his staff for their initiation of many programs and their successful efforts.

Public Notice of
Special Meeting
– North Salt Lake
City Council
Meeting Feb 7

Notice was given that the Commissioners will attend the North Salt City Council Meeting tonight, February 7th, at the city offices located at 10 East Center Street. The work session is scheduled for 6:00 PM and 7:00 PM for the Council meeting. This is the Commissioners' opportunity to engage with the city council and members of the general public who attend to have an informal discussion on what is going on at the county and city levels.

Public Notice of
Public Hearing
2/14/17 for a
budget opening

Commissioner Smith gave notice of a public hearing pursuant to section 17-36-26 U.C.A. 1953 as amended, notice is hereby given by the Board of Davis County Commissioners, Farmington, Utah that a public hearing will be held on Tuesday, February 14, 2017 at 10:00 AM in Room 303 of the Davis County Administration Building, 61 S. Main Street, Farmington, Utah to consider additional budget appropriation requests. Budget increases will be funded by new revenues and/or monies unspent in the prior year.

Appointment of
Andy Thompson
as proxy to vote
DC shares at
Hights Creek
Irrigation
Shareholders
meeting

Commissioner Smith presented a request to appoint Andy Thompson (Kaysville City Engineer) as Davis County's proxy to vote Davis County's water shares (698) at the Hights Creek Irrigation Shareholders meeting on February 18, 2017 at the Kaysville City offices at 9:00AM.

Rodney Hill, Hights Creek Irrigation Company's General Manager & Treasurer, indicated that they provide secondary water to Fruit Heights and Kaysville. Most of Davis County's water shares are utilized mainly on Davis County's golf course (Davis Park).

Commissioner Elliott made a motion to appoint Andy Thompson. Commissioner Smith seconded the motion. All voted aye.

Summary list
#2017-46
Internet

Commissioner Smith presented contract summary list #2017-46 of internet connection user

Connection user
for access to
Recorder's
Office on REDI
Web

agreements (10) for access to the Davis County Recorder's Office information on REDI Web. They are receivables.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The documents are on file in the office of the Davis County Clerk/Auditor.

Commissioner
Millburn excused

Commissioner Smith excused Commissioner Millburn. He commended Commissioner Millburn for his representation of Davis County at the State Legislature.

Agreement
#2017-47
Hometown
Value's to
advertise
2017 Fair

Brooks Burr, Davis County Fair Coordinator, presented agreement #2017-47 with Utah Media Partners LLC dba Hometown Value Magazine to advertise the 2017 Davis County Fair in their publication. Period of contract is February through August 2017. Payable amount is \$3,878.00.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Neka Roundy, Davis County Community & Economic Development, the following:

Donation
#2017-48 to Miss
DC Scholarship
Pageant

Donation request #2017-48 to sponsor the Miss Davis County Scholarship Pageant. Neka introduced Desiree Werrett, Miss Davis County Pageant Director, and Kelly Buckalew. Desiree gave a summary of how the sponsorship would be utilized. Period of contract is 2017. Payable amount is \$5,000.00.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement
#2017-49
Stripe for online
ticket sales to
GSLBF &
Antelope by
Moonlight Bike
Ride

Agreement #2017-49 with Stripe, Inc. for online ticket sales and payment processing for the Great Salt Lake Bird Festival (GSLBF) and the Antelope by Moonlight Bike Ride. The period of contract is until canceled. The payable fees are 2.9% plus 0.30 per successful credit card charge.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement
#2017-50
LeBus
transportation
services for
GSLBF

Agreement #2017-50 with LeBus for transportation services during the Great Salt Lake Bird Festival (GSLBF). The agreement had been tabled during the January 24, 2017 Commission Meeting. Neka provided the requested number of quotes from other companies. The lowest quote will not take their buses on dirt road. LeBus had the second lowest quote. The quotes are included with the document. Period of contract is May 18-22, 2017. Payable amount is \$7,355.00.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Tony Zambrana, Davis County Grant Auditor, presented the following:

Amendment
#2016-361A
NSL additional
CDBG funding

Amendment #2016-361A with North Salt Lake City for additional Community Development Block Grant (CDBG) funding to fund grants to eligible homeowners for necessary physical improvements/repairs to their homes and the disposal of a mobile home and the purchase of a replacement mobile home. This increase was due to a directive by U.S. Department of HUD for allocations to be 90% of the funding provided. Period of contract is July 1, 2016 through December 31, 2017. Payable amount is an increase of \$20,000.00 for a total of \$70,000.00.

Subgrantee
agreement
#2017-51
Family
Connection
Center CDBG
funding

Subgrantee agreement #2017-51 with Family Connect Center for Community Development Block Grant (CDBG) funding for building repairs to the facility (ADA ramps, nursery, kitchen and reception area). Period of contract is July 1, 2016 through December 31, 2017. Payable amount is \$17,795.00.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Certification &
Assurances

Brian Hatch, Davis County Health Director, presented the annual Certifications and Assurances

#2017-52 with
FTA

#2017-52 with the Federal Transit Administration (FTA). Period of contract is 2017. No monies involved.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Mack McDonald, Davis County Facilities Director, presented the following:

Notice of Award
#2017-53 to
VODA
Landscape +
Planning for
library landscape
masterplans

Notice of Award #2017-53 to VODA Landscape + Planning for the Centerville and Layton library's landscape masterplans. Mack explained the original RFP was for 6 branch locations, but the selection committee asked for a revision to only do 2 libraries. Period of contract would be February 2017 through June 2017. Payable amount will be \$20,772.00.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement
#2017-54
Lucid Design for
Building Utility
Management
Operating
System
(software)

Agreement #2017-54 with Lucid Design Group, Inc. for the Davis County Building Utility Management Operating System (software). This will include all facilities. It fits with the Allerton system. The utility tracking will help to become more energy efficient. The period of contract is February 1, 2017 through February 28, 2018. Payable amount is \$20,295.00.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Chief Deputy Kevin Fielding, Davis County Sheriff's Office, presented the following:

Agreement
#2017-55
Davis
Conference
Center for N UT
Law
Enforcement
Conference

Agreement #2017-55 with the Davis Conference Center for space rental to host the 2nd Annual Northern Utah Law Enforcement Conference. Period of contract is May 18-19, 2017. Payable amount is \$2,000.00.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement
#2017-56
Holbrook Service
2nd water heater
for the Work
Center

Agreement #2017-56 with Holbrook Service for the removal and installation of a second water heater in the Work Center. Chief Fielding indicated that the domestic and culinary water are separate. Bids were obtained for the original replacement (#2016-487). Period of contract is from signature date through completion. Payable amount is \$8,966.00.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Amendment
#2015-475A
USDA Forest
Service to patrol
Forest Service
lands

Amendment #2015-475A with the USDA Forest Services to patrol Forest Service lands and to change their funding from FF2017 and utilize their carry-over funds from FF2016. Period of contract is October 1, 2016 through September 30, 2017. The receivable amount will continue to be \$7,000.00.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Amendment
#2014-95E
UT Dept of
Human Services,
Div of Substance
Abuse & Mental
Health - Drug
Court

Neal Geddes, Davis County Chief Deputy County Attorney, presented amendment #2014-95E with the Utah Department of Human Services, Division of Substance Abuse and Mental Health to operate and administer the Davis County Drug Court. The amendment covers: 1) FFY17 funding; 2) updating the rate table; and 3) add the FFY17 DHS budget forms. Period of contract is March 1, 2014 through September 30, 2017. Receivable amount for FFY2017 is \$56,439.00 for a total of \$116,877.00.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Amendment
#2014-445
Sego Strategies
& Consulting

Commissioner Smith presented amendment #2014-445A with Sego Strategies & Consulting LLC to extend the contract period for legislative consulting services. He explained that an RFP will be posted

following the 2017 Legislature. Period of contract is December 31, 2015 through April 30, 2017. Payable amount is \$36,000.00 for 2016 (already paid) and \$12,000.00 for 2017.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

TABLED
Financial Policies
& Procedures

Curtis Koch, Davis County Clerk/Auditor, requested that the Financial Policies and Procedures updates be tabled pending some verbiage changes.

Commissioner Elliott made a motion to table the Financial Policies and Procedures. Commissioner Smith seconded the motion. All voted aye.

MBA

Commissioner Elliott made a motion to convene as the Municipal Building Authority. Commissioner Smith seconded the motion. All voted aye.

Curtis Koch presented the following:

Acknowledgement & Consent #2017-58 to Zion's Bank – WFRC bldg. to utilize Federal Home Bank of Des Moines' rate for bond adjustment

Acknowledgement and Consent #2017-58 to Zion's Bank for rate adjustment of bonds associated with the Wasatch Front Regional Council building. Rate adjustments are provided on a 5-year basis. That time period was reached last year. The Federal Home Bank of Seattle is supposed to determine the rate. They merged with the Federal Home Bank of Des Moines. This acknowledges that we are going to use the Federal Home Bank of Des Moines' rate for that rate adjustment.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2017-59 Commerce Real Estate Solutions-Cushman & Wakefield Commerce brokers for the WFRC bldg..

Agreement #2017-59 with Commerce Real Estate Solutions-Cushman & Wakefield Commerce as the real estate broker to pursue the sale of the Wasatch Front Regional Council (WFRC) building which is owned by the Municipal Building Authority of Davis County Utah. This request was received by WFRC who vetted 6 brokers. Their vetting process was in compliance with the policies and procedures of the County. Period of contract is February 7, 2017 through the sale of the building. Payable commission amount is based dependent upon the sale of the property (asking price \$1,450,000.00). The dissemination of funds will be according to the intent and terms of the original contract that was signed in 2001 (#2001-260)

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Reconvened

Commissioner Elliott made a motion to reconvene Commission Meeting. Commissioner Smith seconded the motion. All voted aye.

BOE

Commissioner Elliott made a motion to convene as the Board of Equalization. Commissioner Smith seconded the motion. All voted aye.

Property Tax Register approved

Curtis Koch presented the Property Tax Register which reflected 2 veteran exemptions and 2 tax abatements for properties that do not exist.

Commissioner Elliott made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Reconvened

Commissioner Elliott made a motion to reconvene Commission Meeting. Commissioner Smith seconded the motion. All voted aye.

Check registers approved

Check registers as prepared by the Davis County Clerk/Auditor's Office were approved with a motion by Commissioner Elliott. Commissioner Smith seconded the motion. All voted aye. The documents are on file in the office of the Davis County Clerk/Auditor.

Meeting minutes approved

Commissioner Elliott made a motion to approve the Commission Meeting minutes for

January 17, 2017. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Personnel Register approved

Commissioner Elliott made a motion to approve the Personnel Register. Commissioner Smith seconded the motion. All voted aye.

Commissioner comments

Commissioner comments:

Commissioner Smith again expressed his appreciation of Commissioner Millburn's representation of Davis County at the Utah State Legislature.

No public comments

No public comments.

Adjourned

Meeting adjourned.

Clerk/Auditor

Chair