

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
June 5, 2018

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Spencer Brimley	Community Development Director
	Rich Knapp	Finance Manager
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder
	Teresa Allen	Victim Services Program Coord.

VISITORS: Kathryn Murray

Mayor Shepherd called the meeting to order at 6:01 p.m.

UPDATE ON THE VICTIM SERVICES PROGRAM

Teresa Allen, Victim Services Program Coordinator, stated the City currently received funding through the Victims of Crime Act (VOCA) grant to provide victim services to the community. She explained the current grant was for two years and would fund the program until June of 2019. She indicated in April of 2019, the City would apply again for another two years of funding and did not foresee any reason the grant would not be renewed.

Ms. Allen reviewed the goals of the current grant, methods used to reach each goal, program statistics to date, and program achievements. Councilmember Peterson asked how many domestic violence (DV) cases were handled in the City's justice court in comparison to those referred to district court. Ms. Allen explained providing DV victims help was the bulk of her workload; however, the court jurisdiction was determined by the criminal severity of the case. She noted felony cases were handled by the district court and misdemeanor cases at the justice court. She acknowledged the number of felony DV cases in the City had recently increased; however, she was involved initially connecting those victims to advocates at the County. Ms. Allen commented there was often lag time associated with the court process; however, the City's

advocate program allowed victims of crime to connect with advocacy groups in a much faster timeframe.

Councilmember Thompson asked if there were services or oversight given to provide victims with resources during any lag time. He expressed his concern for victims of violent trauma and was familiar with impacts to the mind associated with trauma. Ms. Allen answered most of the services she was connecting victims with were trauma informed. She mentioned the City's grant assisted victims in obtaining connections with service providers as well as provided specialized training opportunities for officers.

Councilmember Peterson wondered what Ms. Allen's timeframe was for initial contact with a victim. Ms. Allen explained typically she responded to victims during business hours; however, was available as needed. She mentioned each morning she would spend time reviewing police reports and making contact with any victims identified even if the case had not reached a criminal level. She expressed her desire to connect those who may need help with any available services.

Councilmember Bush asked if there were victims that did not want services. Ms. Allen responded there were those who refused assistance but she was still making contact to educate them about available resources and could provide support when they were ready. Councilmember Bush asked what resources were available for children. Ms. Allen responded both the Children's Justice Center and Division of Child and Family Services provided advocacy for children and were great resources.

Ms. Allen stated she was recruiting volunteers to help enhance the victim services program. Councilmember Peterson asked how volunteers were found; what type of work they would be doing; and, what training was required. Ms. Allen answered volunteer assistance was still in the beginning phases; however, she planned to have them helping with outreach efforts.

Councilmember Bush wondered if it was a goal to send all of the police officers to DV training. Greg Krusi, Police Chief, indicated most officers attend DV trainings; however, Ms. Allen had provided an opportunity for officers to receive specialized training through VOCA grant funding. Ms. Allen added her plan was to continue utilizing grant funds towards officer trainings because education was essential to aiding victims. She asked what information would be beneficial to share during future updates.

Councilmember Peterson requested to know if there were trends or contributing factors frequently tied to crimes specific to the City which should be addressed. Ms. Allen indicated DV victims often were faced with challenges regarding housing affordability and accessing assistance prior to homelessness. She mentioned new programs were becoming available and planned to work with the County on applying for additional grants to help when victims encountered housing barriers. Stuart Williams, City Attorney, commented housing affordability coupled with the current housing shortage often put DV victims in a difficult position without additional resources.

Councilmember Peterson requested a brief description of why a DV case would be charged with a felony rather than a misdemeanor. Ms. Allen explained a felony would be charged if a weapon was used in the assault or there was serious bodily injury. Mr. Williams added DV assault charges could also be enhanced from a misdemeanor to a felony if there were two prior DV assault convictions.

DISCUSSION ON THE 2017 MUNICIPAL WASTEWATER PLANNING PROGRAM REPORT

Scott Hodge, Public Works Director, stated annually the State's Division of Water Quality requested the City evaluate the wastewater collection system on its technical and financial needs. He acknowledged the report template was provided by the State and had been prepared electronically. He noted not all of the electronic information was reflected on the printed document included with the staff report. He explained the blank pages near the end of the report simply allowed space for cities to add additional information when needed.

Mr. Hodge clarified on page nine of the report the City answered yes to having a Sewer System Management Plan (SSMP) in place; however, answered no to the question about it being publically noticed. He indicated this was because the City's SSMP was in only in draft form and still under review. He noted the public notice date was still unknown but the SSMP would be presented to the Council in the near future.

Councilmember Phipps identified page five of the report had the projected needs on costs of capital improvements listed for thousands of dollars in years 2018 through 2022 but in 2023 it had projected zero dollars. He wondered if that was an oversight for 2023 or why it would be such a drastic difference. Rich Knapp, Finance Manager, indicated the capital projects were not planned yet for 2023 and so there were not any projected costs known at this time. JJ Allen, City Manager, suggested an average number of the previous planned years could be used for reporting and may be a better reflection of projected needs for 2023.

Councilmember Phipps stated he did not understand the answer in the report about whether or not there was a written policy regarding continuing education and training for wastewater operators. Mr. Hodge explained there was a written policy. He noted wastewater operators were incentivized with advancement upon completion of training and certification; however, the policy allowed for two testing attempts to be paid by the City but if tests were failed the employee would need to pay for any additional tests with their own funds. Councilmember Phipps suggested the answer could be reworded for better clarity.

Councilmember Peterson expressed her curiosity with the report's collection system section where it noted changes were made to the SSMP as a result of the audit. Mr. Hodge responded the Council would soon review the drafted SSMP where it would be explained.

Councilmember Peterson wondered who replaced Dan Schuler in the water department. Mr. Hodge stated Dan Schuler had been over storm water when employed. He indicated Mark Baird had been and was the current employee overseeing the sanitary sewer water. He asked if there were any additional questions. He reported this item would be on an upcoming policy session.

DISCUSSION ON APPROVING DESIGNATED SIGNERS FOR THE PUBLIC TREASURER'S INVESTMENT FUND (PTIF)

Rich Knapp, Finance Manager, noted the City invested some of its money in the Public Treasurer's Investment Fund (PTIF). He mentioned the State Treasurer was converting to a new online accounting system which required two individuals be authorized to act on behalf of the City. He explained currently he was the only authorized individual to make changes on the PTIF account; however, proposed adding Brian Hogge, the City's senior accountant, as the additional authorized individual named on the Public Entity Resolution form provided by the State. Mr. Knapp anticipated the new system would require dual controls when making any changes but presently the State required the named individuals to be adopted by resolution.

Councilmember Phipps asked if the City had to use the resolution which was included in the agenda packet. Nancy Dean, City Recorder, stated a Resolution would be prepared for adoption but the form included in the packet would be an exhibit to it. Mr. Knapp indicated the State required the provided form be completed and returned by the end of June 2018.

The City Council relocated to tour the City's Maintenance and Operations Center located at 497 South Main Street at 6:27 p.m.

TOUR OF THE MAINTENANCE AND OPERATIONS CENTER LOCATED AT 497 SOUTH MAIN STREET

The Council participated in a tour of the Maintenance and Operations Center located at 497 South Main Street. Scott Hodge, Public Works Director, guided Council around the new building which consisted of administrative offices; kitchen area; training room; staff locker rooms with restroom and showering facilities; storage areas; and several work bays.

Councilmember Peterson moved to adjourn at 7:00 p.m., seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

**APPROVED AND ADOPTED
This 31st day of July, 2018**

/s/Mark R. Shepherd, Mayor

ATTEST:

/s/Nancy R. Dean, City Recorder

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, June 5, 2018.

/s/Nancy R. Dean, City Recorder