

**Sunset City Corporation  
City Council Minutes  
February 21, 2017  
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Minutes of a regular meeting held February 21, 2017 at Sunset City Hall, 200 West 1300 North, Sunset, Utah; Mayor Macfarlane presiding.

**REGULAR SESSION**

**Mayor and Council Present:**

Beverly Macfarlane	Mayor
Chad Bangerter	Council Member
Ricky Carlson	Council Member
Norm Noyes	Council Member
Jake Peterson	Council Member
Scott Wiggill	Council Member

**City Employees Present:**

Susan R. Hale	Recorder
Linda J. Youngdell	Treasurer/Office Manager
Ken Eborn	Police Chief
Jason Monroe	Public Works Director
Anthony Bott	Interim Fire Chief

**Others Present:**

Alana Griffith	Sunset Youth City Council Advisor
Hanna Griffith	Sunset Youth City Council
Brooklyn Buist	Sunset Youth City Council
Wanema Butcher	Janet LuJan
Joyce King	Anita Childs
John Watts	Laqiasha Ducot
Cynthia Jackson	

The meeting was called to order at 6:35 p.m. by Mayor Macfarlane.

Council Member Noyes gave the invocation and led the Pledge of Allegiance.

**Approval of Minutes:** Council Member Peterson made a motion to approve the minutes of January 17, 2017, February 7, 2017 and February 16, 2017 as presented. Council Member Bangerter seconded the motion. The motion passed unanimously with Council Members Bangerter, Carlson, Noyes, Peterson and Wiggill voting yes.

**Approval of Vouchers:** Council Member Noyes made a motion to approve the vouchers for Master Heating and Air, Firetrucks Unlimited, Wasatch Sign and Davis County Mosquito Abatement totaling \$43,951.93. Council Member Wiggill seconded the motion. The motion passed unanimously with Council Members Bangerter, Carlson, Noyes, Peterson and Wiggill voting yes.

**Public Comments:** Anita Childs advised she collected \$135.00 from about a dozen people to donate to the Sunset Youth Council in remembrance of John and Nada Nicholas. She presented

the money to members of the Youth City Council. Mayor Macfarlane asked the Youth City Council Members to let the donors know what they decide to do with the money donated to them. She hopes the Youth City Council Members recognize how much the citizens of Sunset admire what the Youth Council is doing.

Joyce King was confused about what the Davis County Mosquito Abatement voucher was for, so Mayor Macfarlane clarified it was for a truck/snow plow that Public Works purchased.

**1. Present the Neighbors Helping Neighbors award to John Watts and Anita Childs:**

Mayor Macfarlane recognized John Watts for helping the City with the Winterfest Chili Cook Off. She then recognized Anita Childs for collecting the donation in remembrance of John and Nada Nicholas she just gave to the Youth City Council. They both received a “Neighbors Helping Neighbors” certificate and were congratulated by the Council.

- 2. Youth City Council report:** Youth Council Public Relations Officer Hanna Griffith thanked Mrs. Childs for the donation. The Youth Council is still selling pizza cards for a fundraiser. They recently participated in a food drive and collected 384 lbs. of food they donated to the Family Connection Center in Layton. They are preparing to attend the Logan conference by making tie-dyed shirts to wear and making their Share Fair display. 13 youth and 3 advisors will be going. She reminded Mayor Macfarlane, Council Member Bangerter and Council Member Carlson the banquet is on March 10<sup>th</sup> at 7:00 p.m. Youth Council Member Brooklyn Buist said they are looking for new members as the senior members will be leaving after school graduation. They would like to advertise for members on the City web page.

Council Member Peterson mentioned the pizza cards are for Little Caesars and the holder gets free crazy bread and sauce with the purchase of a pizza. Advertising through Peach Jar for members was discussed. Council Member Peterson stated the youth are lucky to have the great advisors they have and thanked them all for what they do.

Several Council Members and other people present said they would like a pizza card.

**3. Resolution 2017-04 approving an Agreement with Davis County to provide Election services for 2017:**

Recorder Hale explained this year the Mayor and two Council seats will be up for Election this year and stated this resolution is for an agreement for Davis County to provide by mail Election services for Sunset City. It was mentioned residents may still come to the City Building to vote on Election Day instead of mailing their ballot in if they wish to. They can also deposit their ballot in a ballot box in the City Building until the day before Election Day.

Council Member Bangerter made a motion to approve Resolution 2017-04 approving an agreement with Davis County to provide election services for 2017. Council Member Peterson seconded the motion. The motion passed unanimously with a roll call vote. Council Member Bangerter – yes, Council Member Noyes – yes, Council Member Wiggill – yes, Council Member Carlson – yes, Council Member Peterson – yes.

- 4. Mayor, Council and Department Head reports:** Mayor Macfarlane asked if those who wanted to purchase the pizza cards from the Youth City Council wanted to do that now so the Members could leave. It was decided for those of the Council and employees to give their money to Recorder Hale and she would contact Mrs. Griffith to get the cards.

Council Member Bangerter gave his condolences to the Nicholas family for the passing of John and Nada. He attended several meeting with them and it was enlightening to talk with them because they had lived and participated in the City for so long. They accomplished a lot during their life. Signatures on the Master Electrical invoice were clarified not to be those of the Public Works Director. Mayor Macfarlane mentioned they had received emails about continuing membership with the Davis Chamber of Commerce and it was noted three Council Members had already agreed to it so Sunset would continue its membership. She asked if Council Member Bangerter had anything to discuss about EDCUtah, to which he replied a meeting was rescheduled and he and Mayor Macfarlane would be attending it. The biggest thing will be the Vegas Convention; deciding who will go and what the portfolio they take to promote Sunset City will contain. The money for this was not budgeted last year and it will take a professional to put the portfolio together.

Council Member Carlson also conveyed his condolences to the Nicholas family. He went to the funeral and it was very well attended. He is happy the City was able to purchase the truck from Davis County Mosquito Abatement. It is good when two agencies can cooperate on something like that.

Council Member Noyes advised he attended a Development Review Committee (DRC) meeting last week and there are more buildings being constructed, so they discussed them and some other information on the project. The Crosswalk Committee met and they will be requesting funding for their project from the Proposition 1 monies during the budget work sessions. Mayor Macfarlane explained Council Member Noyes met with the School, Public Works Director Monroe and Police Chief Eborn about citizen concerns regarding the crosswalk at Sunset Elementary School.

Council Member Peterson advised he has a copy of the Youth City Council Logan Conference agenda if anyone wants to see it. He's still working on getting the Veteran's Committee together to talk about the memorial.

Council Member Wiggill stated he and Council Member Noyes have talked about using some of the Proposition 1 money for the crosswalks. He said he has known John and Nada Nicholas his entire life and described how wonderful they were. He was able to talk with Mr. Nicholas about his presence in Sunset. He learned Fun Days was originally formed as a fund raiser for the LDS Church and that is why the Priesthood still cooks the breakfast during Fun Days. Their death was a tragedy, but the family is grateful they could go together.

Treasurer/Office Manager Youngdell reminded the Council about the Mid-year Utah League of Cities and Towns conference April 5-7, 2017 in St. George and said she needs to know who is going so she can get them registered. Last week, she emailed the Fire Chief's

position advertisement and received the okay to advertise so she will get that done tomorrow. Council Member Bangerter stated his concern with the recent ULCT problems and the fact they are not getting information about the conference sessions until about two weeks before the conference. They used to know months in advance what the theme and agenda was so they could decide if it would benefit them to go. Mayor Macfarlane asked Treasurer/Office Manager Youngdell to see if she can get that information, to which Treasurer/Office Manager Youngdell said she would.

Police Chief Eborn added information from the crosswalk committee meeting that was held tonight. The Davis County School District representative who attended is going to go to the District Board and ask them, since Sunset is willing to spend money to fix the issue, if they wouldn't also spend some to maybe change the parking lot entrance. He advised, since half of Sunset's Police Officers will be in training on a new protocol in dealing with domestic violence tomorrow, the 'Lunch with the Mayor' has been rescheduled for next Tuesday. The Syracuse Police Department is writing a grant to help obtain a Victim's Advocate who would help the victim after the abuser's arrest. The Advocate would help them understand what services are out there and educate them on the judicial system. Syracuse does not feel they can keep a Victim's Advocate busy full-time so they reached out to Sunset and Clinton if they would want to use the Advocate, also. The Advocate would be housed in Syracuse, but would be made available to Sunset and Clinton as needed. Chief Eborn told them he wanted to hear their proposal, but if the grant mandates they have to keep the Advocate for a number of years after the funding is over he cannot commit to it at this time. They have not met yet. The Citizen's Academy will be using the Sunset Room this Thursday for a presentation from the Adult Probation and Parole Services.

Fire Chief Bott reported the ambulance chassis is on the way to Henderson, NV so he will probably be driving the ambulance down in the next couple of weeks and flying back. They have received the new gurney for it already and are using it. He has an opportunity to receive 2004 Durango truck with low miles in trade for a stokes basket, which is an extra one they don't use. If they get this, they will sell the Crown Vic. He got the State involved for stress management to help them the Firefighters after the Nicholas incident and they are beginning to get their personalities back. Some of them took it pretty hard due to getting called to their house a lot recently. They are finally getting the station alerting system installed Thursday/Friday. Engine 12 is going in tomorrow to get its electrical system fully checked out to see why it wouldn't start. When that engine comes back, Engine 13 will go down to Apparatus Equipment for some repairs. Last Thursday, they responded to two structure fires in one day and the first one was reported to have possible victims inside. The firefighters didn't even flinch; they were ready to go. Mayor Macfarlane thanked them for their diligence and stated the Nicholas family really appreciated their attendance at the funeral.

Public Works Director Monroe thanked the Council for allowing him to purchase a truck. The Chevrolet 1500 will now be sold. The City marquee will be ordered as soon as the check is in their hands and it should take about six weeks before it is ready to install. The City received five bike racks from UTA for free and they will install them around town this

spring. Mayor Macfarlane clarified this is a result of the meeting she and Director Monroe had with UTA a while ago. Director Monroe said UTA has about \$31,000 to spend in Sunset so they will also be installing a section of sidewalk below Main Street by Don's Meats and another section around the corner on 175 West, if the cost of the project comes in within \$31,000. The street sweeper will be around soon in the early mornings.

Mayor Macfarlane stated her appreciation for all the Public Works employees' hard work during all the snow storms this winter and for the rest of the employees for all they do for the City. It has been working very well with Court Clerk Arbogast being able to sign the check requests and purchase orders. As an Honorary Commander for Colonel Rueschhoff, she attended a 388<sup>th</sup> Fighter Wing ceremony and said Sunset is very lucky to have Hill AFB nearby. The North Davis Sewer District is tweaking the language of their policies. The Wasatch Front Regional Council has formed a couple of committees to help with board modifications and budget. When she was at the Transportation meeting she found that the 1800 North project is a top priority on their list, but that doesn't say when the project will begin. The Wasatch Integrated Systems Board is very concerned with the open ended steam contract with Hill AFB. The burn plant produces steam that is sold to Hill AFB, but HAFB now thinks they may be able to produce their own steam. She is on an Advisory Committee that was formed to prepare for the possible closure of the burn plant and it met last week. They discussed employees and a possible increase of fees because they would have to transfer the waste to the Bayfield facility. The closure is not a sure thing yet, but she believes there may be some decisions made at the next Board meeting.

Council Member Bangerter made a motion to go into a work session after a 5 minute break. Council Member Carlson seconded the motion. The motion passed unanimously with Council Members Bangerter, Carlson, Noyes, Peterson and Wiggill voting yes.

### **WORK SESSION**

- 1. Discuss RFP for City Attorney:** Council Member Bangerter explained a prior Council had asked for this to be done but it had not happened yet. In keeping with what the last Council asked for, they probably should but it does not mean they have to. Mark Palmer used to be the City Attorney, but when he moved on in his career King & King took over his clients. There was never a contract signed with King & King, but the minutes show he agreed to take over for Mark Palmer under the same agreement. The Council discussed using one firm to handle City issues and another firm to prosecute criminal cases or one firm to do both. They don't have to do anything at all and keep things as they are because Sunset does get an exceptional rate and they don't have any issues with this firm. One thing the Council would like to see is the City Attorney being present at more Council meetings, especially if there is an item on the agenda where they think he might be needed. Attorney King has said in the past all they have to do is invite him. They also wondered if they shouldn't have a signed agreement with King & King or if the one signed by Mark Palmer was enough. They discussed Council Members going to the City Attorney with the Mayor's approval and, if the Mayor did not think their issue required going to the City Attorney, they could still go if three of them thought it was necessary. Mayor Macfarlane would like them to always talk with her before going to the City Attorney because she could not think of anything that she

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might say no to. The Council would also like to see a written opinion from the Attorney when they ask for his opinion so they could share it with the other Council Members.

The consensus of the Council was to leave things as they are and to ask for written opinions to all the Council, whether they are given via email or mail.

2. **Discuss purchasing policies:** Recorder Hale said she was asked previously to get other cities' approval limits, which she did and prepared a worksheet so they could compare limits. She and the Council reviewed the cities' different limits. The Council tentatively agreed with check requests or purchase orders under \$5,000 only requiring Department Head approval, \$5,000 to less than \$15,000 Department Head and Mayor approval and anything \$15,000 and over would also require Council approval. Then quotation or bid requirements might be no quotes for up to \$5,000, informal quotes for \$5,001 to 10,000, formal quotes for \$10,001 to \$25,000 and sealed bids for anything over \$25,000. Then getting bids for vehicles was discussed because for those, especially used, bids would be difficult to get. It was decided for Mayor Macfarlane, Recorder Hale and the Department Heads to figure out the numbers and any other amendments, put the policy together and bring it back to the Council for approval. Then the Council can change the numbers if they want to before they approve the resolution.

Council Member Wiggill made a motion to go into back into the regular session. Council Member Carlson seconded the motion. The motion passed unanimously with Council Members Bangerter, Carlson, Noyes, Peterson and Wiggill voting yes.

Council Member Bangerter made a motion to adjourn. Council Member Peterson seconded the motion. The motion passed unanimously with Council Members Bangerter, Carlson, Noyes, Peterson and Wiggill voting yes.

The meeting adjourned at 8:50 p.m.

Approved – March 7, 2017

/s/Beverly K. Macfarlane, Mayor

/s/Susan R. Hale, Recorder