



**SPECIAL CLINTON CITY COUNCIL MINUTES  
CITY HALL  
2267 North 1500 W Clinton UT 84015**

**MAYOR  
L. Mitch Adams**

**CITY COUNCIL MEMBERS  
Anna Stanton  
Karen Peterson  
Mike Petersen  
Barbara Patterson  
TJ Mitchell**

<b>Date of Meeting</b>	<b>July 9, 2019</b>	<b>7:00 PM</b>	<b>Called to Order: 7:00 p.m.</b>
<b>Staff Present</b>	City Manager Dennis Cluff, Community Development Director Valerie Claussen, Treasurer Steve Hubbard, Recreation Director Bruce Logan and Lisa Titensor recorded the minutes.		
<b>Citizens Present</b>	Brad Asay, Tammy Hubbard		
<b>Pledge of Allegiance</b>	Anna Stanton		
<b>Prayer or Thought</b>	Mitch Adams		
<b>Roll Call &amp; Attendance</b>	Present were: Mayor Adams, Councilmember TJ Mitchell, Councilmember Anna Stanton and Councilmember Barbara Patterson, Councilmember Karen Peterson and Councilmember Mike Petersen		
<b>Public Input</b>	Brad Asay explained he is representing the Northern Utah Labor Council and is the president of the American Federation of Teachers of Utah as well as an executive board member of the Utah AFLCIO. These organizations represent 7500 local union members. He invited the Council to contact him if there is a need in the community for service or to reach out on important issues.		
<b>A. EMPLOYEE OF THE MONTH FOR JUNE 2019</b>			
<b>Petitioner</b>	Dennis Cluff		
<b>Discussion</b>	<p>Lisa is the Administrative Assistant/Deputy Recorder for the City. She holds a Master Municipal Clerk certification. She has been with the City for 15 years.</p> <p>Lisa provides a great variety of services for the City Manager, Mayor, City Council and City Planning Commission. She is also our City GRAMA officer, Emergency Notification Specialist, Records Committee Chair, Workers Comp Specialist, City buildings and contracts Specialist and our “social media” monitor.</p> <p>Even with these various job specialties, she has the time consuming tasks of preparing the agendas and minutes for the City Council and Planning Commission meetings. Lisa also has the responsibility of preparing the monthly newsletter. She is especially helpful during budget preparation time and in reviewing and organizing the extensive budget pages. During Election years, as the Deputy Recorder, she is also closely involved in the City’s administration responsibilities with the election requirements. In all these areas Lisa does an outstanding job.</p> <p>Lisa is a positive force in our office and projects a positive attitude to all. Her strong character shows in her willingness to accept and follow through on last minute requests and tasks. She likes challenges and seems to thrive on hard work.</p> <p>I am pleased to recognize her, and have the Mayor and Council recognize her as Employee of the Month for June 2019.</p>		

<b>B. DEPARTMENT HEAD OF THE SECOND QUARTER OF 2019</b>	
<b>Petitioner</b>	Dennis Cluff
<b>Discussion</b>	<p>Steve has been the City Treasurer since August 2016, before that he was the City's Finance Specialist since May 2001. Steve oversees financial administration services and employees and the processes involving the billing for services, receiving funds, expending funds and accounting for the City's funds. He and his staff do great work.</p> <p>Steve also does a little double duty in setting up new employee benefits and records, helping out in the Human Resources area with items such as retirement, insurance coverage, FSA health savings, Surviving Spouse fund program and generally interacting with Caselle over multitudes of software issues and updates.</p> <p>Steve is a very trustworthy employee. He works hard, does his job fully even when it requires extra time at City Hall, he helps others and always has an upbeat attitude and a smile. Steve is a great asset for the City and we are glad to have him working with us.</p> <p>It is a pleasure to honor him as the Department Head of the 2<sup>nd</sup> Quarter of 2019.</p>
<b>C. EMPLOYEE SERVICE AWARDS FOR THE SECOND QUARTER OF 2019</b>	
<b>Petitioner</b>	Dennis Cluff
<b>Discussion</b>	<p>For this past Quarter there are two employees eligible for Service Awards. They are:</p> <p>Chad Petersen = 30 years            Lisa Titensor = 15 years</p> <p>We appreciate the time, effort and great attitudes these employees have exhibited</p>
<b>D. CITY MANAGER CONTRACT/AGREEMENT AND APPOINTMENT RENEWAL</b>	
<b>Petitioner</b>	Mayor Adams, Dennis Cluff
<b>Discussion</b>	<p>As part of amendments to Title 2 of the City Code in November 2016, the City Council chose to enter into a more formalized contract agreement with the City Manager. This is a modified renewal of the contract/agreement and will be in effect during the City Manager's employment until such time as it is revised by mutual approval of both the City Manager and the Council. It also includes the new reappointment of the City Manager to run through June 2022 and allows subsequent 3 year appointments as approved by the Mayor and City Council. It outlines the basic employment guidelines, salary and benefits for the City Manager and references Title 2 Chapter 6 of the City Code and City Personnel Policy as inclusions in the contract. Part of the reason for the formalized contract agreement is to have one in place for such time as the current City Manager retires.</p> <p>Since this action is the hiring or re-hiring of the City Manager, the Mayor is allowed to add his vote to this action.</p> <p>Councilmember Mitchell expressed concern that the contract should be more reciprocal to both parties, especially where the contract is for three years.</p> <p>The City Council requested the following changes to the contract that was initially provided in the agenda packet:</p>

	<ul style="list-style-type: none"> <li>• <i>Compensation and Benefits</i> <ol style="list-style-type: none"> <li>2) Cluff shall be eligible for annual increases as allowed for all employees through the City Personnel Policies and action by the City Council, which includes potential special bonuses and/or bonus Merit Steps.</li> </ol> </li> </ul> <p>The Council discussed the vehicle use allowance clause and asked for an action item to bring a policy back to the City Council.</p>
<b>CONCLUSION</b>	<b>Councilmember Stanton moved to approve the new contract/agreement with City Manager Cluff which includes reappointment through June 2022. Councilmember K. Peterson seconded the motion. Voting by roll call is as follows: Councilmember Mitchell, aye; Councilmember Stanton, aye; Councilmember K. Peterson, aye; Councilmember M. Petersen, Councilmember Patterson, aye and Mayor Adams, aye. The motion passed 6 to 0.</b>
<b>Approval of Minutes</b>	<b>Councilmember M. Petersen moved to approve the minutes of the June 25, 2019 City Council Meeting. Councilmember Patterson seconded the motion. Councilmember’s Mitchell, Stanton, Patterson, K Peterson and M. Petersen voted in favor of the motion.</b>
<b>Accounts Payable</b>	<b>Councilmember Stanton moved to pay the bills. Councilmember K. Peterson seconded the motion. Councilmembers Mitchell, Stanton, M. Petersen, K Peterson and Patterson voted in favor of the motion.</b>
<b>Planning Commission Report</b>	Community Development Director Valerie Claussen reported the July 2, 2019 Planning Commission meeting was cancelled.
<b>City Manager</b>	<ul style="list-style-type: none"> <li>• Heritage Days is July 10 – 13.</li> </ul>
<b>Mayor Adams</b>	<ul style="list-style-type: none"> <li>• The Children’s Heritage Days Parade is Thursday, July 11 at 7 p.m.</li> </ul>
<b>Councilmember Patterson</b>	<ul style="list-style-type: none"> <li>• Nothing at this time.</li> </ul>
<b>Councilmember K. Peterson</b>	<ul style="list-style-type: none"> <li>• The first annual Clinton Service Day was a huge success. At least 17 project and 300 people participated.</li> <li>• Asked the Council to consider posting service projects on Justserv.org</li> <li>• Arts Board is very involved in Heritage Days activities.</li> </ul>
<b>Councilmember M. Petersen</b>	<ul style="list-style-type: none"> <li>• Is impressed with the new carnival set up.</li> </ul>
<b>Councilmember Mitchell</b>	<ul style="list-style-type: none"> <li>• Please support Heritage Days.</li> </ul>
<b>Councilmember Stanton</b>	<ul style="list-style-type: none"> <li>• Light on 3000 W is up and working.</li> <li>• Larry H. Miller will provide cars for the City Council to ride on during the parade.</li> </ul>
<b>ADJOURNMENT</b>	<b>Councilmember K Peterson moved to adjourn. Councilmember Stanton seconded the motion. Councilmembers Mitchell, Patterson, Stanton, K. Peterson and M. Petersen voted in favor of the motion. The meeting adjourned at 8:16 p.m.</b>
<b><u>ACTION ITEMS</u></b>	<ul style="list-style-type: none"> <li>• Subdivision Ordinance – recommendation for concrete in the park strips along UDOT roads. (August 2016) – Planning Commission Review</li> <li>• Bring back Chapter 4 of the Subdivision Ordinance regarding allowing a letter of credit for escrow and researching what surrounding jurisdictions allow (26-4-8). 6g(January 2017) Planning Commission Review</li> <li>• Update Ordinance to eliminate pressurized sewer lines in the Clinton City streets on new residential development (January 2018).</li> <li>• Create a facilities maintenance plan before the next budget cycle in FY 19-20</li> </ul>

	<p>(May 2018).</p> <ul style="list-style-type: none"><li>• Pickle Ball Courts at Meadows Park (applying for grant in January) (Oct 2018).</li><li>• Add a City Policy that clarifies personal vehicle allowance usage. (July 2019)</li></ul>
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**Dennis W. Cluff, Clinton City Recorder**