

COMMISSIONERS' MINUTES – DAVIS COUNTY

WORK SESSION MINUTES

September 7, 2021

The Board of Davis County Commissioners met for a Work Session at 8:30 a.m. on September 7, 2021, in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Notice of this meeting was given under the requirements of UCA § 52-4-202.

ATTENDEES Davis County Commissioners in attendance: Bob J Stevenson, Chair; and Lorene Miner Kamalu. Randy B. Elliott, Vice-Chair joined by Google Meet.

Davis County Staff in attendance: Shauna Brady, Commission Office; Curtis Koch, Clerk/Auditor; Brian McKenzie, Chief Deputy Clerk/Auditor; Rebecca Abbott, Records Manager; Chris Bone, Human Resources Director; Dustin Volk, Golf Director; Lane Rose, Facilities Director; Pete Stone, Valley View Golf Pro; Shairise Bills, Deputy Clerk/Auditor; Neal Geddes, Chief Civil Deputy Attorney; and Brian Hatch, Health Director.

Members of the public in attendance: Trent Smith, Modern Outwest Architect; and Owen Butler, Modern Outwest Architect.

AGENDA AS POSTED **8:30 a.m. Golf Course Director Dustin Volk presenting: Discussion on the renovation of the Davis Park driving range**

9:00 a.m. Chief Deputy Clerk/Auditor Brian McKenzie, presenting: Follow-up discussion on proposed ordinance repealing and replacing Chapter 2.36 of the Davis County code regarding Records Access and Management

9:15 a.m. CLOSED SESSION

DISCLAIMER The meeting was an open dialogue. Critical points in the discussion have only been briefly summarized. The reader may refer to the audio recording and the publicly distributed materials for further clarification of the content. Timestamps have been noted in the minutes to aid in locating points of discussion in the audio record. The audio recording for this meeting is available based upon the County's current retention schedule.

All documents from this meeting are on file in the Davis County (DC) Clerk/Auditor's office.

The meeting commenced at 8:35 a.m.

WORK SESSION DISCUSSION **Discussion on the renovation of the Davis Park Driving Range—Presented by Dustin Volk, Golf Course Director (Minute 01:00)**

Dustin explained that the Utah Department of Transportation (UDOT) purchased the upper section of the Davis Park Golf Course driving range (approximately 1.6 acres) as part of the Highway 89 Project for \$1.4 million. He was left with trying to decide how best to use the money to preserve the golf course asset.

Trent Smith, one of the architects with Modern Outwest, showed the concept plans that were designed around the plan to improve the driving range by creating a covered section to increase longevity throughout the season and days, and the irrigation system by installing new sprinkler heads and lines. It would include the construction of two new buildings. One would be a storage and cleaning building and the other a training facility with a small unisex restroom. The training building is expected to generate a new income stream by leasing out the space to golf professionals to give private instruction or for private small group event rental. Trent detailed the concept design. They went out to bid for contract prices, and the cost came in at about \$1.1 million, with \$350,000 of that going toward the upgraded irrigation system. This discussion will continue with the Clerk/Auditor in another meeting soon.

(See Attachments A1-A23.)

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Follow-up discussion on proposed ordinance repealing and replacing Chapter 2.36 of the Davis County code regarding Records Access and Management—Presented by Brian McKenzie, Chief Deputy Clerk/Auditor (Minute 46:40)

Brian McKenzie updated the Commission on the progress made on the proposed ordinance repealing and replacing the section of the County Code related to Records Access and Management. This subject was discussed in a previous Work Session on August 3, 2021, and is now before the Commissioners for discussion and follow-up before being voted on in this morning's Commission Meeting. Brian said they received some feedback from the department heads and met with the Attorney's Office to discuss revising some language in the original draft of the ordinance. The first change was made in section A, and the language "*a portion of the designated employee's duties as determined by the Administrative Officer*" was added. In Section C1, the word extensive was exchanged for comprehensive; and in C7, the terms "*As determined by the Record's Officer*" were added. There was some new language added to Section F that explains the roles of the Administrative Office and Records Officer as it relates to preparing and submitting an Annual Record Maintenance and Management Report/Plan. Finally, in Section 2.36.290, related to sharing records, revised language on how the County shares records with other governmental agencies. Attorney Neal Geddes complimented the Clerk/Auditor's Office on their efforts to communicate these proposed changes to the Administrative Officers and for addressing and resolving the Attorneys' concerns in this new iteration of the ordinance. Curtis said this ordinance would allow for an annual review and grow into having a centralized records function in the future.

(See Attachment B1-B12.)

CLOSED SESSION (Minute 1:00:45)

Commissioner Kamalu motioned to go into a closed session for reasons permitted under UCA§ 52-4-205(1)(d), Commissioner Stevenson seconded the motion, and all voted aye.

ADJOURNMENT The meeting reconvened and adjourned at 9:56 a.m.

MATERIALS PRESENTED All publicly distributed materials associated with this meeting are noted as the following attachments:

A1-A23 Davis Park Driving Range Renovation
B1-B12 GRAMA Ordinance 2021

Minutes prepared by:
Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 10/12/2021

/s/ Curtis Koch
Curtis Koch
Davis County Clerk/Auditor

/s/ Bob J Stevenson
Bob J Stevenson
Commission Chair