The following are the minutes of the Special Herriman City Safety Enforcement Area. The meeting was held on **Wednesday, January 10, 2018 at 8:00 p.m.** in the Herriman City Council Chambers, 5355 West Herriman Main Street, Herriman, Utah. Adequate notice of this meeting, as required by law, was posted in City Hall, on the City’s website, and delivered to members of the Council, media, and interested citizens.

**Presiding:** Chair Jared Henderson

**Trustees Present:** Nicole Martin, Sherrie Ohrn, Clint Smith, and David Watts

**Staff Present:** City Manager Brett geo. Wood, Assistant City Manager Gordon Haight, City Recorder Jackie Nostrom, Director of Administration and Communications Tami Moody, Finance Director Alan Rae, Parks and Recreation Director Wendy Thomas, City Engineer Blake Thomas, Unified Fire Chief Riley Pilgrim, Deputy Chief of Police Services Troy Carr, Chief Building Official Cathryn Nelson, City Planner Michael Maloy, Assistant City Planner Bryn McCarty, and Communications Specialist Destiny Skinner.

**8:00 PM:** (Or as soon as Possible Thereafter)

1. **Call to Order**

The Herriman City Safety Enforcement Area was called to order at 9:27 p.m.

1.1. **Oath of Office for the Board of Trustees for the Herriman City Safety Enforcement Area**

City Recorder Jackie Nostrom conducted the Oath of Office Ceremony for the Herriman City Safety Enforcement Area Board of Trustees.

1.2. **Election for the Chair and Vice Chair for the Herriman City Safety Enforcement Area**

Trustee Clint Smith explained the entity created would deal with Law Enforcement services tying the operations to the Unified Police Department (UPD) and recommended the UPD Board Representative Jared Henderson should be the chair. The board representative would be able to communicate back to the UPD and would be aware of what issues the board has been faced with. Trustee Nicole Martin agreed to the recommendation and the
institutional knowledge that came with the recommendation. She noted the roles could be changed in the future if desired and recommended Trustee David Watts to be nominated for the vice chair. Trustee Watts concurred with the recommendation.

Trustee Smith moved to nominate Trustee Jared Henderson as the Chair and Trustee David Watts as the Vice Chair of the Herriman City Safety Enforcement Area Board. Trustee Martin seconded the motion, and all voted aye.

2. Discussion and Action Items

2.1. Discussion and consideration of a resolution appointing a Chief Executive Officer/District Manager, Chief Financial Officer, Budget Officer, District Clerk, District Treasurer, and Legal Counsel – John Brems, City Attorney

City Attorney John Brems presented the resolution appointing various officers to the Council and offered recommendations for each position.

Trustee Watts moved to approve Resolution No. R18-01 Appointing a Chief Executive Officer/District Manager, Chief Financial Officer, Budget Officer, District Clerk, District Treasurer, and Legal Counsel for the Herriman City Safety Enforcement Area. Trustee Smith seconded the motion.

The vote is recorded as follows:

Chair Jared Henderson Aye
Trustee Nicole Martin Aye
Trustee Sherrie Ohrn Aye
Trustee Clint Smith Aye
Trustee David Watts Aye
The motion passed unanimously.

2.2. Discussion and consideration of a Resolution to establish the amount of Bond for the Faithful Performance of the Member’s Duties – John Brems, City Attorney

City Attorney Brems explained this resolution would establish a bond for the performance of the duties of the board and recommended the amount be set at $10,000.

Trustee Martin moved to approve Resolution No. R18-02 establishing the amount of bond for Faithful Performance of the Member’s Duties in the Amount of $10,000. Trustee Smith seconded the motion.

The vote is recorded as follows:

Chair Jared Henderson Aye
Trustee Nicole Martin Aye
Trustee Sherrie Ohrn Aye
Trustee Clint Smith Aye
Trustee David Watts Aye
The motion passed unanimously.
2.3. **Discussion and consideration of a Resolution to establish the Place of District Office** – John Brems, City Attorney

City Attorney John Brems indicated the Board of Trustees is required to establish the place of the District Offices. He Recommended the District Offices be located at Herriman City Hall, 5355 West Herriman Main Street.

**Trustee Ohrn moved to approve Resolution No. R18-03 establishing the place of District Offices. Trustee Watts seconded the motion.**

The vote is recorded as follows:
- Chair Jared Henderson: Aye
- Trustee Nicole Martin: Aye
- Trustee Sherrie Ohrn: Aye
- Trustee Clint Smith: Aye
- Trustee David Watts: Aye

The motion passed unanimously.

2.4. **Discussion and Consideration of a resolution acknowledging receipt of a tentative budget and tentatively adopting the tentative budget pursuant to the requirements of Utah Code Ann. §17B-1-601 for the Fiscal Year Beginning January 1, 2018, and ending June 30, 2018** – Alan Rae, Finance Director

Finance Director Alan Rae presented the Tentative Budget for the Herriman City Safety Enforcement Area (HCSEA) for the fiscal year beginning January 1, 2018 and ending June 30, 2018. He reviewed the budget calendar for the public hearing and budget adoption. The 2018 notice of property valuation and tax change sent by the County Auditor would be distributed in July with additional noticing to the residents of a public hearing regarding the tax change. The public hearing and adoption of the budget and tax rate would have to be completed prior to August 17, 2018.

The tentative budget presented would only cover a partial year since the HCSEA will operate using a July 1 through June 30 fiscal year. The budget would include only funding borrowed from Herriman City. The HCSEA may not encumber or expend any money unless the expenditure has been included in an approved budget. The money borrowed from Herriman City would be repaid in December 2018 and January 2019 when HCSEA property taxes have been collected. The 2018-2019 budget would be adopted prior to August 17 after a public hearing regarding the adoption of the tax rate has been conducted. Every year thereafter, the HCSEA would follow the same budget calendar as Herriman City.

Trustee Smith informed the public this entity had been created to have direct control to add additional allocations as deemed necessary instead of having to justify the request. Police Chief Carr relayed his goal to have three officers for each shift for safety purposes. The goal would help maintain coverage within the community. Trustee Watts observed a discrepancy in the equipment budget item and needed to be adjusted. This was confirmed.

**Trustee Watts moved to approve Resolution No. R18-04 acknowledging receipt of a tentative budget and tentatively adopting the tentative budget for the fiscal year beginning January 1, 2018 and ending June 30, 2018 with the included revision reducing the equipment budget by $5,000. Trustee Smith seconded the motion.**
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The vote was recorded as follows:

Chair Jared Henderson    Aye
Trustee Nicole Martin    Aye
Trustee Sherrie Ohara    Aye
Trustee Clint Smith      Aye
Trustee David Watts      Aye

The motion passed unanimously.

3. Adjournment

Trustee Smith moved to adjourn the Herriman City Safety Enforcement Area meeting at 9:59 p.m. Trustee Martin seconded the motion, and all voted aye.

I, Jackie Nostrom, City Recorder for Herriman City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on January 10, 2018. This document constitutes the official minutes for the Herriman City Safety Enforcement Service Area Meeting.

Jackie Nostrom, MMC
City Recorder