

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
August 23, 2011

PRESIDING:	Doyle Sprague	Mayor Pro Tem
PRESENT:	Marilyn Fryer	Councilmember
	Kathryn Murray	Councilmember
	Mark Shepherd	Councilmember
	Bruce Young	Councilmember
EXCUSED:	Don Wood	Mayor
STAFF PRESENT:	Adam Lenhard	Interim City Manager
	Brian Brower	City Attorney
	Greg Krusi	Assistant Police Chief
	Scott Hodge	Public Works Director
	Valerie Claussen	Acting Community Development Director
	Eric Howes	Community Services Director
	Bob Wylie	Administrative Services Director
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Lynada Peterson – Candidate, Betty Jimenez, Mike LeBaron – Candidate, Vern Phipps - Candidate

Mayor Pro Tem Sprague called the meeting to order at 6:10 p.m.

DISCUSSION ON AMENDMENTS TO TITLE 11, LAND USE - PHYSICAL THERAPY USES

Valerie Claussen, Acting Community Services Director, distributed a new staff report and informed the Council the one received in the agenda packet had a significant typographical error. She reported the City’s current land use ordinance, physical therapy facilities either required a Conditional Use Permit or wasn’t allowed in some districts at all even though similar use medical clinics were permitted in non-residential zoning districts. She stated it was proposed to update the verbiage in the ordinance which would reflect the more similar use. She added specifics would be regulated through the business license process and explained those specific guidelines.

Ms. Claussen reported no public comment had been received and the Planning Commission held its public hearing on August 3, 2011 and unanimously approved the recommendation.

Councilmember Fryer inquired if this ordinance change would apply to Thatcher Brook. Ms. Claussen responded Thatcher Brook is a rehabilitation facility and is governed by a different

zoning classification. She explained the need for the text change in the ordinance came about because a chiropractic office became more of a physical therapy office offering the same services.

DISCUSSION ON THE REZONE OF THE MUNICIPAL CAMPUS FROM COMMERCIAL TO PUBLIC FACILITIES

Valerie Claussen, Acting Community Services Director, explained the rezone would change the City Hall property to Public Facilities use from Commercial. She added with the recent plat change recently approved by the Council, City Hall and the Community Center would be included in one parcel and the Fire Station would be a separate parcel. She reported the rezone was consistent with the City's Master Plan. She reported the Planning Commission also approved this ordinance change during its meeting on August 3, 2011.

DISCUSSION ON THE AWARD OF BID FOR JANITORIAL SERVICES

Eric Howes, Community Services Director, stated the City recently completed the bid process for janitorial services for City owned facilities. He reported 39 companies reviewed the bid requirements, 11 submitted bids and six of those companies submitted complete bids. He continued staff reviewed and scored each of the six submitted bids and concluded RBM Building Services to be the lowest bidder and who also received the highest rating from staff. He stated it was his recommendation the bid be awarded to RBM Building Services.

Mr. Howes explained the janitorial services were being completed on a month by month basis, however, the agreement required a 30-day written notice to terminate service which would have to be taken into consideration in negotiating the new contract with RBM.

DISCUSSION ON ROSS DRIVE STREET IMPROVEMENTS BID

Scott Hodge, Public Works Director, informed the Council about the storm drain/Ross Drive street improvement project. He explained there was a storm drain located on State Street near the entrance to Ross Drive which was not adequate during heavy rainfall. He continued UDOT had recently granted permission for the City to cut the road to complete the storm drain upgrade. He stated the City Engineer had finalized the design for the bid and the City recently completed the bid process for the project. He reported only one bid was received which was over the engineer's estimate. He stated the engineer reviewed all bid information provided to the City and completed a bid tabulation during which was discovered wrong bid information had been submitted. He clarified the information had been previously submitted by the company for one of the City's projects completed last year.

Mr. Hodge announced it would be his recommendation to re-bid the project next spring in hopes more contractors would be willing to submit competitive bids. He continued the construction

season was nearly over and many contractors' schedules had previously been determined and surmised this might have contributed to the City receiving only one bid.

Councilmember Sprague inquired if UDOT could withdraw its permission for the cutting of the street if the City chose to delay the project. Mr. Hodge responded UDOT had requested the City complete some infrastructure improvements which would be reimbursed by UDOT and didn't believe a delay of the project would matter in this instance.

Councilmember Young moved to adjourn as the City Council and reconvene as the CDRA in a work session at 6:25 p.m., seconded by Councilmember Fryer. All voting AYE.

The minutes for the CDRA are in a separate location

**APPROVED AND ADOPTED
This 20th day of September, 2011**

/s/Don Wood, 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, August 23, 2011.

/s/Nancy R. Dean, City Recorder