

CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
June 14, 2011 – REGULAR SESSION

City Council Chambers
55 South State Street
Third Floor
Clearfield, Utah

Mission Statement: To provide services that enhance the quality of life in our community.

6:30 P.M. WORK SESSION

Discussion on the Award of Proposal for the Pole Camera Project
Discussion on the Award of Bid for the Parking Lot Asphalt Project
Discussion on an Addition to the Water Capital Improvement Projects

7:00 P.M. REGULAR SESSION

CALL TO ORDER:

Mayor Wood

OPENING CEREMONY:

Councilmember Fryer

APPROVAL OF MINUTES:

March 29, 2011 – Work Session

April 12, 2011 – Work Session

April 19, 2011 – Work Session

April 26, 2011 – Work Session

May 24, 2011 – Regular Session

PRESENTATION:

1. PRESENTATION OF GRANT FUNDS FROM THE UNION PACIFIC
FOUNDATION FOR IMPROVEMENTS AT THE COMMUNITY ARTS CENTER

2. RECOGNITION OF AIMEE MATHESON FOR HER VOLUNTEER WORK IN
GUATEMALA

BACKGROUND: Clearfield High graduate, Amiee Matheson, recently received the Prudential Spirit of Community Award, representing the State of Utah in Washington D.C. Her volunteer service consisted of the coordination and construction of a day care and community center in Guatemala which will allow single mothers a safe and nurturing place to take their children while they work. In addition the center will also provide the children with nutritious meals, clothing and basic education and health services.

PUBLIC HEARINGS:

3. PUBLIC HEARING TO RECEIVE COMMENT ON THE 2011/2012 FISCAL YEAR
BUDGET

BACKGROUND: Utah Code requires cities to hold a public hearing regarding the adoption of the upcoming fiscal budget. The City staff has prepared and submitted to the Council a balanced tentative budget for the fiscal year 2011/2012 which begins July 1, 2011 and ends June 30, 2012. The submitted tentative budget was adopted on May 10, 2011 and includes all funds.

RECOMMENDATION: Receive public comment and close the public hearing.

4. PUBLIC HEARING ON THE AMENDED SUBDIVISION PLAT TO MERGE AND RE-SUBDIVIDE TWO PARCELS FOR DAVIS SCHOOL DISTRICT'S NEW WASATCH ELEMENTARY SCHOOL SITE

BACKGROUND: This is a request by Davis School District for an Amended Final Subdivision Plat to merge and re-subdivide two parcels, approximately 9.03 acres total. The site is located at the southwest corner of Center Street and 350 East (TINs: 12-007-0121 and 12-001-0145). The property is zoned C-2 (Commercial). The Planning Commission held a public hearing on June 1, 2011 and unanimously recommended approval.

RECOMMENDATION: Receive public comment and close the public hearing.

SCHEDULED ITEMS:

5. CITIZEN COMMENTS

6. CONSIDER APPROVAL OF AN AMENDED FINAL SUBDIVISION PLAT TO MERGE AND RE-SUBDIVIDE TWO PARCELS FOR DAVIS SCHOOL DISTRICT'S NEW WASATCH ELEMENTARY SCHOOL SITE

RECOMMENDATION: Approve the Amended Final Subdivision Plat to merge and re-subdivide two parcels for Davis School District's new Wasatch Elementary School Site and authorize the Mayor's signature to any necessary documents.

7. CONSIDER APPROVAL OF CHRISSAM MEADOWS PHASE 4 SUBDIVISION FINAL ACCEPTANCE AND RELEASE OF ESCROW

BACKGROUND: In accordance with Title 12, Chapter 9, of the Clearfield City Code, the City Engineer has completed the final inspection of the ChrisSam Meadows Phase 4 subdivision and found all improvements to have been installed correctly. The warranty period is over and the City Engineer recommends final acceptance of the improvements for perpetual maintenance, and a release of the escrow by the City Council.

RECOMMENDATION: Approve the ChrisSam Meadows Phase 4 subdivision final acceptance and release of escrow and authorize the Mayor's signature to any necessary documents.

8. SET A PUBLIC HEARING TO RE-OPEN THE 2010/2011 FISCAL YEAR BUDGET

BACKGROUND: The Council requested that the budget be re-opened on a semi-annual basis to add items that have become necessary expenditures but were not budgeted for in the original budget. A public hearing is required to re-open the budget. The staff is recommending the public hearing be set for June 28, 2011.

RECOMMENDATION: Set a public hearing for June 28, 2011, at 7:00 P.M., to re-open the 2010/2011 fiscal year budget.

9. CONSIDER APPROVAL OF THE AWARD OF PROPOSAL FOR THE POLE CAMERAS AND VIDEO SURVEILLANCE GRANT PROJECT TO ALPHACORP SECURITY

BACKGROUND: The Police Department staff solicited proposals for pole cameras and video surveillance equipment. The bid process included screening potential vendors and inviting the top contenders to share a product demonstration. The project is completely funded by the BJA (Bureau of Justice Assistance) Grant.

RECOMMENDATION: Approve the award of proposal for the pole cameras and video surveillance grant project to AlphaCorp Security and authorize the Mayor's signature to any necessary documents.

10. CONSIDER APPROVAL OF THE AWARD OF BID FOR CRACK PATCH, SLURRY/SEALCOAT RESURFACING FOR CITY PARKING LOTS

BACKGROUND: Staff solicited bids for crack patch and slurry/sealcoat for Fox Hollow, Steed Park North and the City Building parking lots. Donna Russell, Acting Community Services Director, will present staffs' recommendation for the award of bid.

RECOMMENDATION: Approve staffs' recommendation of the award of bid for crack patch, slurry/sealcoat resurfacing for City parking lots and authorize the Mayor's signature to any necessary documents.

11. CONSIDER APPROVAL OF RESOLUTION 2011R-07 APPROVING THE CONTRACT WITH DAVIS COUNTY FOR ASSISTANCE WITH THE 2011 MUNICIPAL ELECTION

BACKGROUND: The city recorder is recommending that this year's municipal election be conducted using electronic voting equipment. Davis County provided pricing for the equipment, programming and poll worker training and recruitment which fits within the City's election budget. This agreement outlines the County's and the City's responsibilities for the election.

RECOMMENDATION: Approve Resolution 2011R-07 approving the contract with Davis County for assistance with the 2011 Municipal Election and authorize the Mayor's signature to any necessary documents.

COMMUNICATION ITEMS:

Mayor's Report
City Councils' Reports
City Manager's Report
Staffs' Reports

****ADJOURN AS THE CITY COUNCIL AND RECONVENE AS THE CDRA****

PUBLIC HEARING:

1. PUBLIC HEARING TO RECEIVE COMMENT ON THE CDRA 2011/2012 FISCAL YEAR BUDGET

BACKGROUND: Utah Code requires a public hearing regarding the adoption of the CDRA's upcoming fiscal budget. Staff has prepared and submitted to the Board a balanced tentative budget for the fiscal year 2011/2012 which begins July 1, 2011 and ends June 30, 2012. The submitted tentative budget was adopted on May 10, 2011 and includes all funds.

RECOMMENDATION: Receive public comment and close the public hearing.

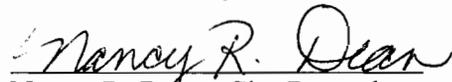
SCHEDULED ITEM:

2. APPROVAL OF THE CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA) MINUTES FROM THE MAY 10, 2011 WORK SESSION, THE MAY 24, 2011 WORK SESSION AND THE MAY 24, 2011 REGULAR SESSION
3. SET A PUBLIC HEARING TO RE-OPEN THE 2010/2011 FISCAL YEAR BUDGET

BACKGROUND: The Board requested that the budget be re-opened on a semi-annual basis to add items that have become necessary expenditures but were not budgeted for in the original budget. A public hearing is required to re-open the budget. The staff is recommending the public hearing be set for June 28, 2011.

RECOMMENDATION: Set a public hearing for June 28, 2011, at 7:00 P.M., to re-open the 2010/2011 fiscal year budget.

Dated this 9th day of June, 2011.


Nancy R. Dean, City Recorder



The City of Clearfield, in accordance with the 'Americans with Disabilities Act' provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 525-2714, giving her 48-hour notice.

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
March 29, 2011

PRESIDING:	Don Wood	Mayor
PRESENT:	Marilyn Fryer	Councilmember
	Kathryn Murray	Councilmember
	Mark Shepherd	Councilmember
	Doyle Sprague	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Chris Hillman	City Manager
	Brian Brower	City Attorney
	Adam Lenhard	Community Development Director
	Valerie Claussen	City Planner
	Stacy Millgate	Business License Official
	Scott Hodge	Public Works Director
	Kim Dabb	Operations Manager
	Greg Krusi	Police Chief
	Mike Stenquist	Assistant Police Chief
	Tracy Heun	Community Services Director
	Bob Wylie	Administrative Services Director
	Summer Palmer	Human Resource Manager
	Sean Montierth	IT Manager
	Steve Guy	City Treasurer
	Jessica Hardy	Accountant Technician
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Chris Gamvroulas – Clearfield Park Village LLC

Mayor Wood called the meeting to order at 6:08 p.m.

UPDATE AND DISCUSSION ON THE PARK VILLAGE SUBDIVISION

Mayor Wood announced Gardner Development was not able to attend the meeting and had requested Mark Shepherd address the Council on their behalf. Adam Lenhard, Community Development Director, reported Gardner Development and Ivory Homes had jointly submitted plans to amend the subdivision plats in Park Village subdivision eliminating the open space in the middle of the subdivision and adding it to the respective lots. He shared an illustration of the plats reflecting the open space in the development. He continued because that would require a plat amendment the development agreement would also need to be updated and staff believed it would be a good time to address other issues related to the development. He shared a list of improvements which had not yet been completed and reminded the Council of the work session from September which the Gardner's attended and specific deficiencies had been identified.

Mr. Lenhard pointed out the City generally allows two years for a subdivision to be completed and Park Village was going on almost five years. He stated staff had drafted an amendment to the development agreement and believed Ivory and Gardner was also in agreement. He summarized the agreement merely outlined the identified improvements still needing to be completed, who would be responsible for completing them and an appropriate time line. He explained prior to the Planning Commission meeting the applicants expressed more time was needed on their behalf.

Mr. Lenhard emphasized staff had made some suggestions but pointed out the property owners would be held accountable for completion of the subdivision and indicated some of the issues would be a private matter between Ivory and Gardner Development. He stated he was hopeful agreements could be made between the two in order to complete the subdivision as the City desired. He informed the Council Public Hearings were scheduled for the Planning Commission on April 20, 2011 and for the City Council on May 10, 2011. He reported the City was anticipating the parties would be able to come to some agreement; however, if no agreement could be reached the City was prepared to withhold building permits which was supported by City ordinance and State statute. He commented this would eliminate additional homes being completed in the uncompleted subdivision in which the City had no idea when or whom would be completing it.

Councilmember Sprague inquired if the amendment would eliminate all open space in the development. Mr. Lenhard responded the open space would be removed altogether.

Councilmember Sprague asked if the development was required by City Code to have a designated amount of open space. Mr. Lenhard stated when the subdivision was originally approved there was no open space requirement in Code.

Brian Brower, City Attorney, referenced the State Code Book and informed the Council the City could withhold building permits as a means to enforce its ordinances. He continued the residents of the development should benefit from a completed subdivision and believed the City had made previous decisions based on terms which were negotiated prior to a development agreement and changes of zoning. He continued specific benefits to the developer regarding setbacks and square footage were modified during the development agreement and emphasized any future builder/developer benefitting from said benefits would therefore need to adhere by the development agreement in place. He pointed out the City was willing and would be required to adhere to specifics identified in the development agreement of the subdivision to any builder.

Mr. Lenhard mentioned there was another alternative which was permitted under the existing development agreement; the City could complete the improvements and be reimbursed after the fact, but wouldn't recommend that option to the Council.

Councilmember Fryer inquired how many lots were in the development and on how many of those had been built. Councilmember Shepherd reported the development consisted of a total of 50 lots with homes on 14 lots.

Councilmember Shepherd stated he would now be speaking on behalf of Gardner Development and not as a City Councilmember. He reported it had been their intention to pull two building permits this week. He stated Gardner's currently owned ten lots in the development and Ivory had purchased 26. Mr. Lenhard pointed out a public hearing had been noticed and was continued until the Planning Commission meeting on April 20, 2011. Mr. Brower indicated the City had consulted with outside counsel regarding the City's position and suggested members of the Council should express any concerns regarding the development at this time.

Chris Gamvroulas clarified he was representing Clearfield Park Village, not Ivory Homes and pointed out Ivory Homes didn't own the remaining 26 lots. He stated he worked for Ivory Development which had purchased the remaining lots and two individuals had formed an LLC titled Clearfield Park Village. He reiterated he was representing the LLC and not Ivory Homes and again emphasized Ivory Homes didn't own the remaining 26 building lots.

He stated Adam Lenhard had represented the City well during the negotiation process regarding the development and acknowledged they seemed to have reached an impasse specific to the development. He stated the 26 lots were purchased and believed by doing so did not make them the developer. He pointed out Gardner Park Village was the original developer and acknowledged that entity still existed and continues to be involved with the remaining lots in the development. He expressed his opinion they would attempt to build on the lots while buying time to complete some of the required fundamental improvements. He commented he was familiar with subdivision developments because of his employment with Ivory Homes and believed if Ivory sold some lots in a development in which the improvements had not yet been completed; the City would not hold the purchaser responsible for the improvements. He mentioned he had met with Gardner Development and entered into an agreement specific to sidewalks and fencing and expressed his opinion they had not followed through with their commitment.

He reported Clearfield Park Village was attempting to sell the remaining 26 lots through Boyer Corporation and encouraged the City to look to the developer of Park Village for the completion of improvements and expressed a desire for a non-adversarial process. He pointed out there were significant other amenities needed to be completed by the developer such as the detention basin. He suggested unless the City was willing to pursue the other property owners in the subdivision, Gardner Park Village should be considered in the same manner.

Mayor Wood believed the development had some unusual circumstances specific to the issue of Barnes Bank and the FDIC. He believed the Gardner's had initiated the agreement; however, because the federal government had assumed the assets that alone had created a difficulty to the Gardner's to move forward with the development. He believed the role of the City was to ensure

the current homeowners and future homeowners get what they paid for when purchasing a home in the development. He emphasized the homeowners should at the very least benefit from a completed subdivision by those who have profited from the selling of the lots and not the taxpayers of the City.

Mr. Gamvroulas revealed Barnes Bank assumed the asset of the building lots during a negotiation process and suggested the Gardner's had the opportunity to purchase all remaining lots in the development from the FDIC just as Clearfield Park Village. He also disclosed a recent negotiation in which Gardner's would surrender a building lot to Clearfield Park Village in exchange for them completing the required improvements in the development. He pointed out when Ivory Homes purchased vacant building lots in Clifford Park they stepped up and completed the required improvements and stressed the point Gardner's should be required to do the very same as the developer.

Mayor Wood believed Mr. Lenhard had summed up the issue best when he previously commented the issue was more of a private matter between Gardner Park Village and Clearfield Park Village. He continued the City's responsibility as a government entity was to protect the interest of its citizens and that's the reason behind Mr. Lenhard's proposal of not issuing additional building permits in the development until an agreement can be reached between the two regarding the completion of improvements.

Mr. Gamvroulas believed the decision had allowed the Gardner's enough time so as to not complete the improvements and now require Clearfield Park Village to contribute funds for the improvements that they as the developer should be completing.

Mark Shepherd shared the history regarding the development and its previous financial partners. He clarified Gardner's were willing to complete the detention pond and the repairing of the street infrastructure and was requesting Clearfield Park Village assume the landscaping along 300 North.

Mr. Brower believed there was a distinction in purchasing building lots from a developer and what had transpired in this particular instance as to how Clearfield Park Village acquired the building lots. He continued it was his perspective that whoever holds the lots at this time would then become the developer. Mr. Gamvroulas pointed out given that logic if he sold a building lot to a contractor and they purchased a building permit, they too would be considered a developer in the subdivision.

Mr. Gamvroulas expressed appreciation to the Mayor and Council for the opportunity to address them tonight to share his point of view and perspective regarding the development. He stated he would also like to see the completion of the subdivision.

Councilmember Sprague inquired if there was a way in which the lots could be separated and withhold building permits only from the Gardner's. Mr. Brower indicated the development agreement would be to the subdivision as a whole and clarified the City would refer to the zoning ordinance. Mr. Lenhard emphasized the City was trying to recognize both development obligations.

Councilmember Young requested clarification it was the City's perspective that the issue regarding the completion of the improvements in the development was a private matter between the Gardner's and Clearfield Park Village. He clarified to ensure deficiencies in the development were to be completed, the City would be withholding the purchase of building permits for the vacant lots. Mayor Wood responded in the affirmative of Councilmember Young's comments. Mr. Lenhard remarked that was the only leverage the City had in ensuring the completion of the infrastructure in the development.

Councilmember Sprague expressed concern regarding the possibility of Clearfield Park Village selling the vacant building lots to individual homeowners or builders to avoid having to complete the infrastructure improvements required of a "developer". Mayor Wood pointed out the City could still withhold issuing building permits to anyone in the development. Mr. Brower stated the elected body needed to be informed of the situation and if any of them had a concern regarding staff's recommendation it should be expressed at this time. The Council was in support of staff's recommendations.

Councilmember Murray pointed out the existing homeowners had already paid for the improvements in the development. Mr. Lenhard pointed out if and when building permits were issued to Clearfield Park Village, development rights were being exercised. He continued regardless of who the party was obtaining the building permit, the City would assume the same standard. Mayor Wood concluded the Council was in agreement with staff's recommendations and directed them to proceed.

DISCUSSION ON TITLE 4 – BUSINESS LICENSE REGULATIONS

Stacy Millgate, Business License Official, distributed handouts and explained the business license and rental license renewals had recently been completed. She indicated it had been quite a challenging process; therefore, she and Adam Lenhard, Community Development Director, had reviewed Title 4 specific to the delinquent date and penalties. She reviewed the proposed changes specific to delinquent date and penalty to business licenses and stated the proposed changes were similar to neighboring cities.

Councilmember Sprague inquired if there were a significant number of delinquencies. Ms. Millgate responded about one third paid their business license fees late. She commented there was verbiage in the ordinance which allowed the City to impose a \$100 collection fee if paid

after January 31, 2011. She continued this was the first year that fee was imposed. Mr. Lenhard stated many neighboring cities allowed a grace period for the month of January and Clearfield's grace period was for one week. He believed by adjusting the timing of the notices a considerable amount of time dedicated by Ms. Millgate and Code Enforcement can be eliminated.

Councilmember Murray inquired if the same people were always late in paying their business license. Ms. Millgate responded many of the businesses were home based or a small service business which might no longer be operating as a business. She indicated City staff was still attempting to collect on approximately 40 businesses.

Mr. Lenhard pointed out the proposed changes specific to sexually oriented business employees on the handout. Ms. Millgate explained the proposed changes clarified the definition which allowed the City to hold the business accountable for its employees.

UPDATE ON THE VISION 2020 STRATEGIC PLAN

Chris Hillman, City Manager, explained the presentation was the last of the Vision 2020 updates specific to Human Resources. Summer Palmer, Human Resource Manager, reviewed each tactic and the progress for each with the Council. She reviewed and explained the outlined tactics with the Council:

- Conducted a market survey on salaries
 - Some adjustments had been made with others to be budgeted in 2011
- Provide training, certification and education opportunities
 - Sexual harassment training
 - City-wide educational assistance program as opposed to departmental structure
 - Supervisor training on conducting a performance review
- Develop a sustainable compensation plan
 - Grade system revision based on survey results
 - Merit increase proposal as opposed to COLA
 - Policy on promotional increase vs re-grading increases
 - Holiday pay not to be considered in overtime calculations
 - Addressing sub-contractors vs employees
 - Position control numbers and position requisition form as a headcount control and management measure
 - Examining Exempt and non-Exempt status
 - Move all non-exempt to time clock system for DOL compliance and risk minimization
- Develop and implement a new performance-based, per reviewed evaluation system that incentivize and award goal accomplishment
 - A new annual performance review process which will begin with supervisors attending a "Leadership Summit" focused on Vision 2020 and defining specific

- departmental and individual SMART goals to be reviewed as part of the annual performance review
- Implement 360 reviews to be used as a leadership tool and evaluation component
- Identify and implement low-cost, quality-of-life benefits for employees
 - Contained or reduced employee benefit costs while structuring health plans for better renewal numbers
 - Chartered a wellness committee to motivate employees to incorporate healthy lifestyle habits
 - Implemented a pilot program for 9/80 schedule
 - Implemented a pilot program for 12 hr shift in PD
 - Chartered a committee to implement city-wide Safety Points Policy which encourages safety on the job
 - Casual Dress for Charity campaigns
 - Conduct Employee Climate Survey to assess employees' desires for other low-cost benefits

Summer Palmer left the meeting at 7:30 p.m.

HEAT MAPPING DEMONSTRATION BY POLICE DEPARTMENT

Mike Stenquist, Assistant Police Chief, pointed out the Police Department had identified the utilization of GIS mapping and the dashboard program with the implementation of Vision 2020. Chris Hillman, City Manager, explained the Public Safety improvements were the results from appropriations secured from the congressional delegation.

Mr. Stenquist shared a presentation with the Council illustrating how the heat mapping would benefit the City highlighting Hot Spot Policing. He shared an illustration demonstrating how the dashboard mapping system worked. Mr. Hillman pointed out previously the data was available in several different areas in several different modes. He reported once the patrol officers had an understanding of the system it would be implemented by policy and the Chief was hopeful the tool would help eliminate crime within the City. Chief Krusi pointed out all information would automatically be provided through the Spillman database and emphasized no additional man hours would be required for inputting or downloading information.

Mayor Wood reported this demonstration had been shared with Congressman Bishop's office to illustrate and explain how the grant funds had been implemented and how it benefitted the City.

Mr. Hillman reported the Utah League had also requested a demonstration and indicated other police entities had expressed interest in learning about the program capabilities.

The council took a break at 7:45 p.m.

The meeting reconvened at 7:56 p.m.

Valerie Claussen, Sean Montierth and Mike Stenquist left the meeting at 7:45 p.m.

UPDATE AND DISCUSSION ON THE 700 SOUTH WELL REPLACEMENT

Scott Hodge, Public Works Director, reviewed the history regarding the replacement of 700 South well with the Council. He reported the well was not currently working and it had recently been evaluated and determined the motor would need to be replaced at an approximate cost of \$60,000. The City had entered into discussions with the wiring company and the cost of a new motor was approximately \$77,000. He stated the cost for diagnosing the motor of the well and installation costs in addition to the new motor would be approximately \$120,000. A discussion took place regarding the options.

Councilmember Sprague inquired if there was any recourse with the company which had previously stated the well was in working order. Chris Hillman, City Manager, responded the warranty time had expired. Brian Brower, City Attorney, commented the City had settled with the insurer, as the company had dropped the motor into the well, based on the amount of water the City was required to purchase from Weber Basin and indicated there was no additional recourse at this time. Mr. Hodge indicated time was of the most importance in order to have the well up and running for the summer.

The City would be going out to bid for the project. Mr. Brower reported the city's purchasing policy has provisions which would allow the City to consider its past experience when awarding a bid.

The Council was comfortable with Mr. Hodge completing the bid process for purchasing a new motor and making a recommendation based on the City's previous experience with one of the responding companies.

DISCUSSION ON TITLE 2, CHAPTER 5 - THE CONSOLIDATED FEE SCHEDULE

Adam Lenhard, Community Development Director, distributed a handout specific to building permits and HB78. He explained if a builder submitted to the City an identical house plan already reviewed and built within the City, those plans could be stamped reflecting they were identical and the City would only be allowed to assess an administrative fee to check they were indeed identical. He indicated this new administrative fee needed to be included in the Consolidated Fee Schedule.

DISCUSSION ON THE 2011/2012 FISCAL YEAR BUDGET

Bob Wylie, Administrative Services Director, explained the budget was still in a working process and was hopeful the budget could be presented to the Council during two work sessions.

Steve Guy, City Treasurer, referred to the handout highlighting FY 2012 revenue highlights specific the General Fund and reviewed it with the Council. He summarized the overall General Fund 2012 budgeted revenues were down approximately 3.25% from the budgeted 2011 revenue.

Mr. Wylie reported he had visited with the County regarding the property tax rate and indicated more information would be provided at a later date.

Mr. Wylie directed the Council to the Enterprise Fund portion of the provided budget and reviewed them with the Council. He explained the decrease in the amount of appropriated funds from last year were direct results of the early retirement of City employees. He pointed out six of the seven employees had been financed through the Enterprise Funds. He reported the late fees for the utility accounts were holding steady and indicated the proposed budget figures were based on last year's budget.

Mr. Wylie stated the City had been notified Weber Basin's administrative costs would be increasing this year and believed water rates might need to be reconsidered.

He directed the Council to the water capital projects and allowed Scott Hodge, Public Works Director, to explain the identified projects. Mr. Hodge stated he referred to the different enterprise funds capital facilities plan to identify the necessary project which needs to be completed and funded in the budget year. He reviewed each identified project specific to the water enterprise fund with the Council. Councilmember Murray clarified funds were available to fund the identified projects. Chris Hillman, City Manager, explained how funds had been appropriated during previous budget years which would allow the City to complete identified Capital Improvement Projects on a priority basis. Mr. Guy pointed out the appropriated projects had been identified in Mr. Hodge's Capital Improvement Plan.

A discussion took place regarding the installation of water meters on some buildings in Freeport Center which previously had never been metered and usage had been calculated based only on estimations. Mr. Hodge continued to explain about an emergency generator to be located in Freeport Center which would allow the City to provide water to residents in the event of an emergency. A discussion took place specific to whether the emergency generator was necessary. The Council determined the emergency generator would not accomplish its desired results in the long run and directed staff to no longer pursue the emergency generator.

Mr. Hodge reviewed other capital projects specific to the sewer, storm sewer and equipment purchases for the fleet with the Council. Mr. Wylie stated he had completed depreciation for the fleet vehicles on a ten year schedule.

Mr. Wylie indicated the operational costs associated with the fleet remained the same with the exception of a reduction in full time employees which was the result of retiring employees. Kim Dabb, Operations Manager, explained about the clothing allowance and the laundry services with the uniform services. He stated the public works employees with the exception of the mechanics would be similar to the police department allowance.

The meeting adjourned at 9:37 p.m.

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
April 12, 2011

PRESIDING:	Don Wood	Mayor
PRESENT:	Marilyn Fryer Kathryn Murray Mark Shepherd Doyle Sprague Bruce Young	Councilmember Councilmember Councilmember Councilmember Councilmember
STAFF PRESENT:	Brian Brower Scott Hodge Valerie Claussen Greg Krusi Tracy Heun Bob Wylie Nancy Dean Kim Read	City Attorney Public Works Director Community Development Director Police Chief Community Services Director Administrative Services Director City Recorder Deputy City Recorder
EXCUSED:	Chris Hillman Adam Lenhard	City Manager Community Development Dir.
VISITORS:	Todd Morgan – Morgan Pavement	

DISCUSSION ON 2011 ELECTIONS

Nancy Dean, City Recorder, informed the Council legislation adopted during the last session allowed for Election Day voting centers. She reported she had met with Davis County Election Officials regarding the use of electronic voting equipment and the coinciding costs. She stated she had calculated the City's costs based on implementing a voting center and believed the cost of the election would be within budgeted parameters. She stated City Hall would be the designated voting center for Clearfield City registered voters. She explained the benefits of using the electronic voting equipment and stated it was her recommendation to implement the use of electronic voting equipment and the designation of a voting center for the next municipal election. A discussion took place specific to how the election results would be announced. She emphasized the results of specific voting precincts would be available at the time of the canvass.

She informed the Council the North Davis Sewer District would have an election item on the Municipal ballot.

Councilmember Shepherd expressed his opinion using the electronic voting equipment would reflect consistency in managing future elections. Councilmember Sprague expressed concern about convenience with the voting center and whether residents in the southern portion of the City would drive to City Hall as opposed to stopping at the elementary school on the way home

from work. Ms. Dean suggested the use of an advertising campaign encouraging early voting and the implementation of the voting center could be used to inform registered voters about the election changes. Councilmember Murray shared her experiences of working as an election judge with voters having gone to three polling locations to vote and stated the voting center would eliminate that situation. Ms. Dean explained the parking problems associated with using elementary schools as polling locations.

Councilmember Fryer inquired when the Primary Election was scheduled. Ms. Dean responded the Primary Election this year was scheduled sometime in September and indicated the primary dates would change beginning with the Municipal Election in 2013. She explained beginning that year Declaration of Candidacy would begin June 1-15 with the Primary Election taking place the first Tuesday following the second Monday in August and the General Election still taking place in November. Councilmember Murray asked why the changes were necessary. Ms. Dean responded the change would better accommodate Federal Laws pertaining to military voters overseas.

Councilmember Murray asked about election signage in conjunction with the new law. Ms. Dean stated municipalities might not be able to legislate or restrict campaign signs and explained someone had challenged that legislation in court.

The councilmembers agreed to implement a voting center this election using electronic equipment with the exception of Councilmember Sprague. Councilmember Sprague stated he was against the voting center at City Hall because he believed it would be inconvenient for registered voters in the southern portion of the City.

DISCUSSION ON THE SR193 EXTENSION PROJECT

Valerie Claussen, Community Development Director, reminded the Council of a discussion from the February 8, 2011 work session specific to the frontage road and a cul-de-sac in conjunction with a private road. She continued at that time concerns were expressed about the road and cul-de-sac not meeting City standards. She informed the Council recent discussions had taken place between UDOT (Utah Department of Transportation), property owners, adjacent property owners and City staff and stated she was prepared to present another alternative. She distributed a handout reflecting the newest alternative regarding the possible cul-de-sac and access from 175 East to South Main.

Ms. Claussen pointed out the new proposal provided a fire access road through the Morgan Pavement property which decreased the length of the cul-de-sac bringing it more in line with City standards. She continued City staff had received verbal agreements from the property owners specific to access as well as the North Davis Fire District (NDFD) regarding emergency access. She pointed out the right of way of the private road was slightly less than the typical roadway standard and the paved road width was also one foot narrower than typical. She

explained the surrounding area was industrial; therefore, no sidewalks were in place and stated staff was recommending the road be accepted due to the circumstance regarding the SR 193 extension which has precipitated this alternative to meet transportation needs. She reported UDOT had agreed to ensure the road was in good condition prior to the City's acceptance in addition to preparing a new ownership and road dedication plat for the area. She requested direction from the Council instructing staff to proceed with discussions with UDOT regarding the newest proposal.

Ms. Claussen oriented the Council with the map handout and explained the illustration. She pointed this new proposal didn't include a frontage road in conjunction with the SR 193 extension; rather it provided an access easement across the property. Mayor Wood clarified the proposal was the result of Morgan Asphalt expressing its interest in purchasing the additional property.

Councilmember Shepherd expressed concern regarding response time for emergency vehicles. Ms. Claussen responded she attended the meeting in which the issue was discussed and reported NDFD was in agreement with the proposed change. Councilmember Young clarified the emergency access would remain free from obstructions at all times for emergency vehicles. Mr. Morgan responded Morgan Pavement would be using the accesses for ingress and egress to their facility and pointed out the building in the middle of the diagram was the fuel house which they were required to keep free from other structures.

Councilmember Murray clarified the proposed cul-de-sacs would be compliant to City Ordinance. Ms. Claussen emphasized the length of the cul-de-sacs appeared to be within the City's ordinance specific to length.

Councilmember Sprague requested Ms. Claussen remind the Council of the previous proposal and options specific to the frontage road. Ms. Claussen reviewed and explained the previous exhibits provided to the Council.

The Council instructed staff to proceed with this new proposal. Mr. Morgan left the meeting at approximately 6:30 p.m.

Scott Hodge, Public Works Director, explained the proposed utility reimbursement with UDOT (Utah Department of Transportation) to the Council. He emphasized the City would be completely reimbursed by UDOT for the costs associated with moving City utilities on 700 South in conjunction with the SR 193 extension. He asked if there were any questions regarding the contract which the Council would act on during the policy session following this work session. There were no questions by the councilmembers.

Mayor Wood clarified the roads specific to the cul-de-sacs would be complete with curb and gutter. Ms. Claussen responded the streets would be improved as close to the required standard

as possible. Mr. Hodge emphasized plans for the proposed roads and cul-de-sacs had not yet been submitted to the City.

DISCUSSION ON WATER CONSERVATION PLAN AMENDMENTS

Scott Hodge, Public Works Director, explained the City had adopted a Water Conservation Plan approximately ten years ago. He continued the State required the City to review and make necessary amendments every five years. He reported the Plan had been reviewed and reported modifications had been made specific to the water usage and water supply of the City. He emphasized significant changes to the Plan had not been made other than updating the data specific to water supply and usage. He stated approval of the Water Conservation Plan would come before the Council during the policy session following this work session.

DISCUSSION ON CGI COMMUNICATIONS

Mayor Wood reminded the Council some time ago the City had entered into an agreement with a company which produced videos highlighting economic development and city amenities at no cost to the City. He continued businesses were also approached to participate in highlighting their businesses in which they would be linked to the City's website. These businesses would be purchasing their video highlighting their business.

He stated CGI Communications had approached the City seeking another opportunity to provide this service. He expressed his concern about the costs specific to the businesses being exorbitant. He indicated Marliss Scott, Public Relations, had discussed the issue with the CGI Communications and was informed the pricing was based on the size of the company. He shared the other challenge experienced was the use of the 84015 zip code used by CGI. He continued this could allow a business located in Clinton could essentially be linked to the City's website.

Councilmember Shepherd inquired if CGI would be marketing businesses. Mayor Wood explained CGI would come to the City to make the small video. He continued at that time they would then venture into the community to solicit their participation in a small video. He emphasized the City would not be required to do anything. He read a letter which would be sent to businesses requesting their participation.

Councilmember Murray inquired if the experience was previously worthwhile. Mayor Wood expressed his opinion it was worthwhile for the benefit of the City. He continued the production of the video was very professional. Councilmember Sprague clarified the City's involvement was limited to the use of its website. Nancy Dean, City Recorder, pointed out the letter reflected it was being sent on behalf of the City.

Councilmember Murray inquired if CGI would still be using the zip code method of contacting businesses. Mayor Wood believed that was the case and suggested making CGI aware of the fact

that four cities used the 84015 zip code and emphasizing it was not exclusive to Clearfield City. Tracy Heun, Community Services Director, explained her department had previously informed CGI of that conflict and expressed her opinion it didn't matter whether the businesses were located in Clearfield or neighboring communities' people were still listening to the Mayor's message on the City's website. She commented companies from large cities back east probably don't realize several communities could share a zip code. She believed Clearfield would still recognize a benefit by highlighting City services.

Mayor Wood pointed out the downside of a business from a neighboring city being highlighted on Clearfield City's website which competed against a business located within the City. Councilmember Shepherd suggested requiring CGI to seek out businesses located in Clearfield City and not by the specific zip code. Ms. Heun stated that had previously been expressed and the City had even provided a list by Business Licensing for them to solicit. Mr. Shepherd expressed a desire that the first option should be extended to Clearfield City businesses prior to seeking those within the zip code.

Brian Brower, City Attorney, expressed concern about giving CGI exclusive streaming video rights at the bottom of the Agreement. Ms. Heun responded she will clarify or change the verbiage prior to the Mayor's signature.

The meeting adjourned at 6:50 p.m.

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
April 19, 2011

PRESIDING:	Don Wood	Mayor
PRESENT:	Marilyn Fryer	Councilmember
	Kathryn Murray	Councilmember
	Mark Shepherd	Councilmember
	Doyle Sprague	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Chris Hillman	City Manager
	Brian Brower	City Attorney
	Adam Lenhard	Community Development Director
	Scott Hodge	Public Works Director
	Greg Krusi	Police Chief
	Tracy Heun	Community Services Director
	Gary Cohen	Aquatic Center Manager
	Steve Guy	City Treasurer
	Jessica Hardy	Accountant Technician
	Kim Read	Deputy City Recorder
EXCUSED:	Bob Wylie	Administrative Services Director
	Nancy Dean	City Recorder

VISITORS: There were no visitors.

Mayor Wood called the meeting to order at 6:10 p.m.

DISCUSSION ON THE 2011/2012 FISCAL YEAR BUDGET

Chris Hillman, City Manager, stated he would be presenting the General Fund budget with the Council. He mentioned there were no significant changes being made to the General Fund from this year. He stated Finance was presenting a balanced budget and explained the work that had taken place during the previous two months which resulted in this conclusion. He expressed his opinion the City was currently under budget for this current fiscal year and anticipated the City would end the year with a small surplus. He stated it appeared the sales tax revenue had a slight increase because the last distribution was seventeen percent higher than the previous year based upon numbers from the Census. He reported revenues remained and there were no capital projects included in the proposed budget. He reported staff was not recommending a property tax increase and was suggesting the City maintain the Certified Tax Rate. He suggested the City hold a Truth in Taxation hearing if it intended to recoup funds from any unpaid property taxes.

Mayor Wood inquired how the City would accommodate the tax increase by Davis School District resulting in a decrease of funds received by the City. Mr. Hillman reported the City received approximately \$180,000 less than the projected budgeted figures of collected property taxes because of the School District's increase. Steve Guy, Treasurer, reported Clearfield City's property tax collection rate was approximately eighty-nine percent.

Mr. Hillman pointed out the proposed budget didn't include using the unreserved fund balance to balance the budget pointed out there no were significant cuts in services. He reviewed the proposed General Fund, RDA, Municipal Building and G.O. Debt Service Funds fund with the Council. He pointed out the expenses in the General Fund were decreasing by approximately one million dollars from last year to this year.

Mr. Hillman continued to review the proposed budget document. Tracy Heun, Community Services Director, reviewed the unfunded capital projects specific to Barlow Park, Steed Park Tennis Courts, West Park Village Park and Train Watch Playground with the Council. Scott Hodge, Public Works Director, reviewed the street seal coat capital projects which were unfunded in the proposed budget. He mentioned the City would be completing some street maintenance during the fiscal year. Mayor Wood expressed concern there were significant needs specific to road improvements and suggested using some reserve funds to complete various projects. A discussion took place whether appropriating funds in this budget for road projects was warranted. Mr. Guy reported on the amount of funds currently in the fund balance which could be used toward road improvement projects.

Mr. Hillman explained how the City could use the reserve fund balance toward road improvement projects. Mayor Wood inquired if asphalt costs would increase with the increase in fuel costs. He suggested the City proceed in completing the seal coats using the reserve fund balance while Mr. Hodge completes some research specific to bid results and the cost of asphalt. Mr. Hillman stated based on the Council's discussion the \$300,000 for road improvements would be included in the tentative budget and emphasized the funds from the reserve fund balance was based on 18 percent of next year's revenues and cautioned the Council if those revenues were decreasing the 18 percent would also decrease.

Tracy Heun, Community Services Director, left the meeting at 6:55 p.m.

Mr. Hillman reviewed the funded capital equipment replacement included in the proposed budget for the dispatch center and Aquatic Center. Gary Cohen, Aquatic Center Manager, distributed a handout specific to funding the exercise equipment at the Aquatic Center and reviewed it with the Council. He stated the request would be to purchase ten elliptical trainers for \$50,000 and one step mill for \$5,000. He commented funds would be recognized for the trade in value for the old equipment. He emphasized his proposal would complete Phase 2 of the equipment replacement program and pointed out the fund could easily accommodate the

purchase. Councilmember Sprague complimented Mr. Cohen for his initial idea of the registration fee to be used for replacement equipment.

Gary Cohen, Aquatic Center Manager, left the meeting at 7:08 p.m.

Mr. Hillman requested Mr. Guy explained the funded capital equipment request specific to Information Technology. Mr. Guy reported the budget included an additional firewall to more securely protect the police department. He also stated the disaster recovery item was for an additional server which would maintain the City's database in the event the original server went down. Mr. Hillman suggested the Council address specific questions with Bob Wylie or Sean Montierth.

Greg Krusi, Police Chief, reviewed his unfunded capital equipment requests for the Police Department with the Council. Mayor Wood inquired if the Police Department was still seeking grants which could help fund some of the needed equipment. Mr. Krusi responded he would continue to pursue grants but expressed his opinion it appeared there weren't many which could be used for the department's specific purposes.

Mr. Hillman announced Tracy Heun had left the meeting to attend the Parks & Recreation Commission meeting and suggested the Council address any questions specific to City Parks/Recreation facilities with her at a later date. He informed the multi-media upgrades for the City Council Chambers had been eliminated from the proposed document. Adam Lenhard, Community Development Director, explained the need for updating the multimedia component in the Council Chambers and commented the project would continue to be brought to the Council during future budget processes.

Mr. Hillman reviewed the remainder of the proposed budget booklet with the Council. He read an email received from Mr. Wylie regarding specifics of the proposed budget to the Council. He stated the original renewal rates for health insurance was originally at nine percent and the second proposal was seven percent with adjustments related to co-payments which resulted in a two percent increase in co-pays specific to doctor visits. He indicated the City was continuing moving forward to a "consumer" program resulting with those who are using the insurance would be paying for it. He commented the City would consider implementing a HSA, Health Savings Plan, next budget year.

He stated there was no merit or cola increases in the proposed budget and recommended the City use any personnel savings to fund a performance based lump sum as a one time expenditure. Mayor Wood pointed out the employee would receive anywhere from one to two and one-half percent based on the employee's evaluation. Mr. Hillman explained the performance evaluation currently used to the Council and stated Summer Palmer, Human Resource Manager, was currently looking for a new evaluation system. Councilmember Murray clarified withholdings would take place on the lump sum payment.

Mr. Hillman continued to read Mr. Wylie's email and explained the election costs and reviewed additional items included in the email.

Mr. Hillman reviewed the highlights associated with the CDRA tentative budget and explained the philosophy in assessing the EDA's and RDA's for their overhead costs to the City. Mayor Wood expressed his opinion using those funds for administrative costs diminished the available revenue for the CDRA to generate additional development. Mr. Hillman explained how those costs had been identified in the project area budgets yet not transferring those funds for reimbursement to the City. He stated Mr. Guy had created a spread sheet reflecting the various City employees' costs specific to the project area. A discussion took place specific to the operating costs for the EDA's and RDA's.

Mr. Hillman continued to read Mr. Wylie's email to the Council. He suggested the Council consider the Mayor's philosophy regarding the EDA's and RDA's and if directed, staff could adjust figures during next year's budget process.

Tracy Heun, Community Services Director, arrived at 7:54 p.m.

The meeting adjourned at 7:54 p.m.

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:30 P.M. WORK SESSION
April 26, 2011

PRESIDING:	Don Wood	Mayor
PRESENT:	Marilyn Fryer	Councilmember
	Kathryn Murray	Councilmember
	Mark Shepherd	Councilmember
	Doyle Sprague	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Chris Hillman	City Manager
	Adam Lenhard	Community Development Dir.
	Greg Krusi	Police Chief
	Tracy Heun	Community Services Director
	Bob Wylie	Administrative Services Director
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder
EXCUSED:	Brian Brower	City Attorney
	Scott Hodge	Public Works Director

VISITORS: There were no visitors

Mayor Wood called the meeting to order at 6:35 p.m.

DISCUSSION ON LITTER ALONG I-15 CORRIDOR IN CLEARFIELD

Mayor Wood explained the issue regarding the litter along I-15 in Clearfield City. He stated he had sent a letter to Mr. Kris Peterson, UDOT Region One Director, bringing his attention to the issue and indicated he received a letter from Mr. Peterson in response. He referred to the letter which had been provided to the Council. He summarized there were no funds available at this time in UDOT's budget for the litter control and indicated litter removal was not a high priority. He continued to explain the restriction in allowing juveniles and jail inmates to clean sections of the interstates.

Mayor Wood informed the Council about the Adopt-A-Highway program which allowed businesses to pay those contracted with the State to clean sections along the interstates. He suggested the City negotiate the cost for this contractor to clean the section on a one time basis and afterward seek willing businesses to sponsor sections of the interstate.

Councilmember Murray inquired how long the section of interstate was between 650 North and Antelope Drive. Greg Krusi, Police Chief, surmised that section of roadway was approximately two miles. Mayor Wood believed Mr. Peterson had indicated the contractor

charged approximately \$200 per mile and during summer months the clean up would take place twice a month.

Chief Krusi reported he attended a meeting with the Davis County Sheriff last week in which he inquired about interstate litter clean up. He stated the Sheriff had responded it was one of his objectives to establish a road crew of inmates which could be allowed to clean along the interstate. He reported the Davis County Jail had established a "pay to stay" program which required inmates to pay while incarcerated. He indicated this would allow the inmates an opportunity to work for their assessed fee. He also related the Sheriff was hopeful the program could be implemented as soon as June.

Councilmember Fryer suggested allowing high school students the opportunity to complete their community service/volunteer hours required for graduation. Mayor Wood reiterated UDOT wouldn't allow minors along the interstate.

A discussion took place regarding the City's options and how much money the City should contribute for the cleanup. Councilmember Shepherd suggested a limit of \$500. Councilmember Murray pointed out the section might only be two miles in length; however, there were southbound and northbound lanes in addition to the section separating the two which could possibly equal more like six miles in total. Councilmember Sprague suggested requesting a bid from the contractor. Mayor Wood inquired if he were able to negotiate a cost of \$1000 would the Council be in agreement to proceed with a contract. The Council indicated it would be alright for the Mayor to negotiate what could be expected for \$1000.

Chris Hillman, City Manager, believed funds were available in the solid waste fund which could be used for this purpose.

The meeting adjourned at 6:50 p.m.

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. REGULAR SESSION
May 24, 2011

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

VISITORS: Deidre Craig, Barbara Perry, Bruce Perry, Jake Jessop, Mason Dewsnup, Nathan Strong, Mike LeBaron, Gretchen Myers, Tim Simmons, Stacey Doxford, Donna Wood Bisseger

Mayor Wood recognized the Youth City Council for their participation with the Council during the meeting. He stated a roll call vote would be required for each agenda item.

Mayor Wood informed the citizens present that if they would like to comment during Citizen Comments there were forms to fill out by the door.

Youth City Councilmember Austin McMillan conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE MAY 10, 2011 REGULAR SESSION

Councilmember Young moved to approve the minutes from the May 10, 2011 regular session as written, seconded by Councilmember Murray. All voting AYE.

PUBLIC HEARING FOR A PRELIMINARY AND FINAL SUBDIVISION PLAT FOR THE CLEARFIELD CITY MUNICIPAL CAMPUS LOCATED AT THE SOUTHEAST CORNER OF CENTER AND STATE STREET

A request by Clearfield for a Preliminary and Final Subdivision Plat to merge and re-subdivide several parcels approximately 7.23 acres total, into two parcels. The site is located at

the southeast corner of Center and State Streets. The property is zoned C-2, Commercial. (TINs: 12-001-0087, 12-001-0089 through -0009, 12-001-0112 and -0113, 12-001-0129 and -0130, 12-001-0145, 12-001-0166 and 12-001-0169). The Planning Commission held a public hearing and unanimously recommended approval on May 4, 2011.

Mayor Wood declared the Public Hearing open at 7:08 p.m.

Mayor Wood asked for public comment.

There was no public comment.

Councilmember Shepherd moved to close the public hearing at 7:09 p.m., seconded by Councilmember Fryer. The motion carried upon the following vote: Voting AYE – Councilmembers Fryer, Murray, Shepherd, Sprague and Young. Voting NAY – None.

CITIZEN COMMENTS

There were no public comments.

APPROVAL OF THE REAPPOINTMENT OF JOEL GAERTE, COMMISSIONER, AND BARBARA PERRY, ALTERNATE, TO SERVE ON THE PLANNING COMMISSION FOR A TERM EXPIRING IN FEBRUARY 2016

Commissioner Gaerte and Commissioner Perry have indicated their interest in continuing to serve on the Planning Commission for an additional term.

Councilmember Sprague moved to approve the reappointment of Joel Gaerte, Commissioner, and Barbara Perry, Alternate, to serve on the Planning Commission for terms expiring in February 2016 and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Fryer. The motion carried upon the following vote: Voting AYE – Councilmembers Fryer, Murray, Shepherd, Sprague and Young. Voting NAY – None.

Councilmember Sprague recognized Barbara Perry in the audience and thanked her for her service to the City. Mayor Wood also expressed appreciation to Ms. Perry for her service as a member of the Planning Commission.

APPROVAL OF A PRELIMINARY AND FINAL SUBDIVISION PLAT FOR THE CLEARFIELD CITY MUNICIPAL CAMPUS LOCATED AT THE SOUTHEAST CORNER OF CENTER AND STATE STREET

A request by Clearfield for a Preliminary and Final Subdivision Plat to merge and re-subdivide several parcels approximately 7.23 acres total, into two parcels. The site is located at

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Councilmember Shepherd moved to approve the preliminary and final subdivision plat for the Clearfield City Municipal Campus and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Fryer, Murray, Shepherd, Sprague and Young. Voting NAY – None.

APPROVAL OF THE AWARD OF BID TO MHI SERVICES FOR A BOILER EFFICIENCY UPGRADE

The City had received American Recovery Resource Act funds for energy efficiency upgrades which included the upgrades to the boiler at the municipal building as one of the projects. Staff hired the engineering services of Van Boerum and Frank to design energy efficiency upgrades for the existing boiler. After completion of the engineering, staff solicited bids for the proposed work. MHI Service of Salt Lake City was the lowest responsible bidder for the project. The project will include two 20hp motors, two 7.5hp motors, two 7.5hp variable frequency drives and a new controller. The price to complete the work is \$30,617.

Councilmember Murray inquired if the entire project would be funded from the Recovery Act. Tracy Heun, Community Services Director, responded in the affirmative.

Councilmember Young moved to approve the award of bid for boiler upgrades in the City office building and authorize the Mayor's signature to any necessary documents contingent on the approval and Right-To-Work document from the project manager for the Utah State Energy Program, seconded by Councilmember Sprague. The motion carried upon the following vote: Voting AYE – Councilmembers Fryer, Murray, Shepherd, Sprague and Young. Voting NAY – None.

APPROVAL OF THE AWARD OF BID FOR THE ANN STREET UTILITY UPGRADE IMPROVEMENT PROJECT

Bids were received from four construction companies for the Ann Street Utility Upgrade Improvement Project. The proposed work to be completed consisted of the replacement and upgrade of the existing culinary water and sanitary sewer lines, the installation of a new storm drain line and the reconstruction of the roadway pavement on Ann Street. The project would be funded by the use of Federal STAG (State Tribal Assistance Grant) funds, water bond funds and storm drain funds. The lowest responsible bid was received from Kapp Construction with a bid amount of \$875,426.80.

Councilmember Murray inquired if the City had received permission from the State to complete the project. Scott Hodge, Public Works Director, indicated the paperwork expressing approval was in the process of being sent to the City.

Councilmember Shepherd inquired about some of the bid figures specific to mobilization and costs associated with filling the trench. Mr. Hodge stated he couldn't speak directly as to how Kapp Construction assembled their bid. He expressed his opinion Kapp Construction was familiar with the City's soils as they had completed many projects within the City and was aware of the soil conditions and what soil could be used for backfill. He also mentioned all those participating in the bid process would receive copies of the bid tabulations to review the other companies' bid calculations. He agreed sometimes it was difficult to understand the different companies' figures included in the final bid.

Councilmember Fryer moved to approve the award of bid to Kapp Construction for the Ann Street Utility Upgrade Improvement Project for the bid amount of \$875,426.80, with contingency and engineering funding of \$159,573.20, for a total project cost of \$1,035,000; and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Murray. The motion carried upon the following vote: Voting AYE – Councilmembers Fryer, Murray, Shepherd, Sprague and Young. Voting NAY – None.

APPROVAL OF THE AWARD OF BID FOR THE 200 SOUTH ROADWAY
IMPROVEMENT PROJECT FROM 500 WEST STREET TO 1000 WEST STREET

Bids were received from eight construction companies for the 200 South Roadway Improvement Project from 500 West Street to 1000 West Street. The work that was proposed to be completed would be the replacement and upgrade of the existing sanitary sewer line, installation of curb and gutter on the south side of the road and the reconstruction of the roadway pavement. The lowest responsible bid was received from Advanced Paving and Construction with a bid amount of \$774,200.10.

Councilmember Murray moved to approve the award of bid to Advanced Paving and Construction for the 200 South Roadway Improvement Project from 500 West Street to 1000 West Street for the bid amount of \$774,200.10, with contingency and engineering funding of \$147,099.90, for a total project cost of \$921,300; and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Fryer, Murray, Shepherd, Sprague and Young. Voting NAY – None.

APPROVAL OF A REVISED INTERLOCAL COOPERATION AGREEMENT BETWEEN DAVIS COUNTY CITIES AND DAVIS COUNTY FOR UTAH POLLUTANT DISCHARGE ELIMINATION SYSTEM (UPDES) GENERAL PERMIT

On December 15, 2010 the Clearfield City Council approved an Interlocal Cooperation Agreement between Davis County cities and Davis County for the Utah Pollutant Discharge Elimination System (UPDES) General Permit. As this agreement went to other Davis County cities for approval some minor revisions were made; therefore, the revised agreement is being resubmitted to the City Council for consideration and approval.

Councilmember Shepherd moved to approve the Interlocal Cooperation Agreement between Davis County cities and Davis County for UPDES General Permit and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Sprague. The motion carried upon the following vote: Voting AYE – Councilmembers Fryer, Murray, Shepherd, Sprague and Young. Voting NAY – None.

COMMUNICATION ITEMS:

Financial Reports – Bob Wylie, Administrative Services Director, presented the financial reports to the City Council. He reported all revenues and expenditures were within budgeted parameters for all funds through the end of April.

Mayor Wood

1. Reported he would be attending the Senior Awards Ceremony at Clearfield High School during which he will be presenting a \$1000 scholarship from the City to Austin Camper.
2. Stated he, Adam Lenhard, Interim City Manager, Kent Sulser and Marlin Eldred, Davis County Economic Development, had been meeting with businesses located in Freeport Center to better understand their needs and determine how the City could assist them. He indicated the visits had been very beneficial and reported it would be a continuing practice.
3. Reported he also had met with the Legend Hills developers during which they had expressed their concerns regarding the economy.
4. Informed the Council Colonel Higby, 75th Wing Commander at HAFB (Hill Air Force Base) had been reassigned to the Pentagon. He stated he had been invited to attend a farewell ceremony on Monday, June 13, 2011, during which the City will be presenting a children's picnic table manufactured by Lifetime Products which would display the City Logo. He expressed his opinion the Colonel's small children would enjoy playing with the table.

Councilmember Fryer – nothing to report.

Councilmember Murray – nothing to report.

Councilmember Shepherd - Reported the NDFD (North Davis Fire District) was currently involved with the budget process. He stated a discussion had taken place regarding the possible purchase of the existing

Fire Station located on the Municipal Campus and expressed his opinion it would be quite some time before that would happen.

Councilmember Sprague –Complimented the Mayor for his idea for involving Lifetime Products in conjunction with the City to present the children’s picnic table to Colonel Higby’s family.

Councilmember Young –Informed the Council 24 applications had been received from individuals interested in serving on the Youth City Council and indicated this was the most ever received.

Adam Lenhard, Interim City Manager – nothing to report.

STAFFS’ REPORTS:

Nancy Dean, City Recorder

1. Reminded the City Council of Tracy Heun’s (Community Services Director) farewell dinner on Tuesday, May 31, 2011, 6:30 p.m. at Rooster’s in Layton.
2. She mentioned it was not intended to hold a work session on June 7, 2011 but given the number of Youth City Council applications there might be a need.
3. Stated regular sessions would be held on the second and fourth Tuesdays in the month of June. She indicated the City intended to receive the Certified Tax Rate before Tuesday, June 21, 2011 to allow the Council time to discuss any concerns during a work session that evening.
4. Informed the Council of the City’s Benefits Fair scheduled for Thursday, May 26, 2011 from 1:00 p.m. to 3:00 p.m. in the multi-purpose room.

Councilmember Fryer moved to adjourn as the City Council and reconvene as the Community Development and Renewal Agency at 7:35 p.m., seconded by Councilmember Sprague. The motion carried upon the following vote: Voting AYE – Councilmembers Fryer, Murray, Shepherd, Sprague and Young. Voting NAY – None.

The minutes for the CDRA are in a separate location

ATTACHMENT

2

Clearfield High student honored as one of the top volunteers in the state, nation

By JASEN ASAY

Standard-Examiner Davis Bureau
jasay@standard.net

CLEARFIELD — Aimee Matheson went to Washington, D.C., knowing she was going to be honored as one of the top youth volunteers in Utah.

But at the ceremony for the Prudential Spirit of Community Awards, when she found out she was also one of the top five high school volunteers in the nation, she could not believe it.

"I was not expecting it. It was quite the shock," Matheson said. "It was so incredible. I'm so honored with this award."

Matheson, an 18-year-old senior at Clearfield High School, coordinated the construction of a day care and community center in Guatemala so impoverished single mothers can work knowing their children are in a safe and nurturing place.

In addition, the center provides children with nutritious meals, clothing and basic education and health services.

Matheson was first honored along with Colton Lee, 13, of Provo, as the top two youth volunteers from Utah.

Then, after all the state honorees were named, five high school students and five middle school students were chosen as national honorees.

The Prudential Spirit of Community Awards is the United States' largest youth recognition program based exclusively on volunteer community service. The program applauds young people who make a positive difference in their towns and neighborhoods.

Just as exciting as winning the awards was the opportunity to meet other young people interested in community service, Matheson said.

"It was such an incredible opportunity to go to D.C. and interact with all these other youths with the same desires and same goals to help their community," she said.

There were more than 29,000 applicants for the awards, said her father, Dwayne. He and his wife, Eve, accompanied their daughter to Washington, D.C., for the award ceremony, which was held Sunday.

As a state honoree, Matheson was awarded \$1,000 and a silver medallion. As a national honoree, she won an additional \$5,000, a gold medallion and a crystal trophy for Clearfield High.

"I think that's so important because the school helped so much and I couldn't have done it without them," Matheson said.

More than 40 students and 15 parents spent their winter break in Guatemala to build the day care center she envisioned.

The Prudential Foundation also gives \$5,000 to a nonprofit charitable organization that is chosen by the national honoree. Matheson knows exactly where that money is going.

"We plan on supporting the day care until we go down next time. It will pay for a teacher, meals and any other costs for supporting the day care."

Explain the effort required to do your volunteer work in 500 words or less. What exactly did you do, and how did you do it? What steps did you have to take to accomplish your goal? Did you recruit others to help, or work with any local or national organizations? What was the most difficult part of your project?

When I began this project, I failed to comprehend the work involved and how it would grow in scope. I have been working on it for three years and have put endless hours into it. At this point it is impossible to accurately recount all past efforts. This year's project is the largest by far. I owe so much to so many who helped make this a reality. My family (especially my dad) has been a huge encouragement and support. I am thrilled by the overwhelming support from Clearfield High administration, faculty, students, and the community. The following are steps required to carry out this project.

1. Traveled alone to Guatemala for 3 weeks over spring break to research feasibility, possible locations, teachers, costs, and make contacts.
2. Worked hard to learn Spanish, knowing how critical communication is to success. Spent countless hours reading Spanish children's books and practicing grammar with private tutors.
3. Successfully applied for the position of Student Body Officer over Service, preparing a portfolio and then interviewing as part of the selection process. This position has been critical in gaining project support.
4. Organize my ideas and create presentations, including a short movie.
5. Make presentations to various groups including school administrators, the school district, other SBOs, students, parents, community service groups, and businesses.
6. Find an existing foundation willing to serve as an "umbrella" for this project and work out details for receiving donations and long term support.
7. Find a qualified director to manage the daily operations of the daycare.
8. Plan the service trip in which 42 students and 15 parents travel to Guatemala to build the daycare/community center and meet the kids it will help.
9. Recruit students and chaperones, and establish a selection process.
10. Create a travel budget, rough project budget, itinerary, and organize travel arrangements.
11. Arrange for Guatemalan youth and adult volunteers to help in Guatemala.
12. Make arrangements for Guatemalan permits and local government support.
13. Established committees (Communications, Logistics, Fundraising, Donations, Publicity, etc.)
14. Coordinate auxiliary projects, fundraising efforts, and donation drives done by other schools and organizations.
15. Arrange for a huge shipping container to deliver donations, tools, and materials.
16. Find a suitable location to store, sort, box, and inventory donations.
17. Arrange police escort from the airport to the project location four hours away.

18. Brainstorm and carry out ways to fundraise \$50,000 in cash, plus donations.
19. Plan a school assembly and the presentation ceremony for the money in Guatemala.
20. Lead the Service trip Dec. 27th – Jan. 9th to physically establish the daycare.
21. Ensure continued financial support through soliciting business and personal sponsorships.

The greatest challenge is standing firm under the overwhelming work that has to be done! I also struggled to keep things organized and communicate effectively with all involved. This project demands great focus and sacrifice, but it is all worth it when I remember the adorable kids in Guatemala.

ATTACHMENT

4



**CLEARFIELD CITY
CITY COUNCIL
STAFF REPORT**

**AGENDA
ITEM
_____**

TO: Honorable Mayor and Council

FROM: Valerie Claussen, MPA, AICP
Acting Community Development Director
vclaussen@clearfieldcity.org (801) 525-2785

MEETING DATE: June 14, 2011

SUBJECT: Public Hearing, Discussion, and Possible Action on **FSP 1105-0002**, a request by Davis School District for an Amended Final Subdivision Plat to merge and re-subdivide two parcels, approximately 9.03 acres total. The site is located at the southwest corner of Center Street and 350 East (TINs: 12-007-0121 and 12-001-0145). The property is zoned C-2.

RECOMMENDATION

Move to **approve** FSP 1105-0002, an Amended Final Plat, for New Wasatch Elementary School, based on the discussion and findings provided in the Staff Report.

PROJECT SUMMARY

Project Information	
Project Name	Wasatch Elementary Amended Plat
Site Location	SWC Center Street and 350 East
TIN's	12-007-0121 and 12-001-0145
Applicant	Ryan Cathey Nolte Vertical Five
Owners	Davis School District Clearfield City
Proposed Actions	Amended Final Subdivision Plat
Current Zoning	C-2 (Commercial)
Land Use Classification	Commercial Area
Gross Site Area	9.03 Acres
Merge and Re-subdivide	2 parcels
Lot 1	6.76 acres (294,345 SF)
Lot 2	2.12 acres (92,395 SF)

ANALYSIS

Background

This amended plat allows the City and the Davis School District to participate in the swapping of neighboring properties. The property exchange agreement, which is also scheduled to be heard by Council this month, will formalize the necessary arrangements.

The Planning Commission heard the item at their June 1, 2011 meeting and unanimously recommended approval.

Master Plan and Zoning

The parcels are Master Planned and zoned Commercial. Although uses such as schools, government offices, and community centers are traditionally located in Public Facility type zoning districts, the existing uses are consistent with commercial zoning with an approval of a Conditional Use Permit (CUP). The CUP is scheduled for the June 15, 2011 Planning Commission meeting.

Subdivision Plat Approval

The eastern portion of Lot 1 is the approximate location of the existing elementary school, and the more western portion is the approximate location of the City's Central Park. The western lot will become the site of the new Wasatch Elementary School and the eastern 2.12 acre parcel will be the new location of the City's Central Park. The proposed parcels meet minimum lot size requirements in the C-2 zoning. Potential impacts on the City's infrastructure and services, setbacks, and other development standards will be reviewed and ensured through the Site Plan approval process.

Public Comment

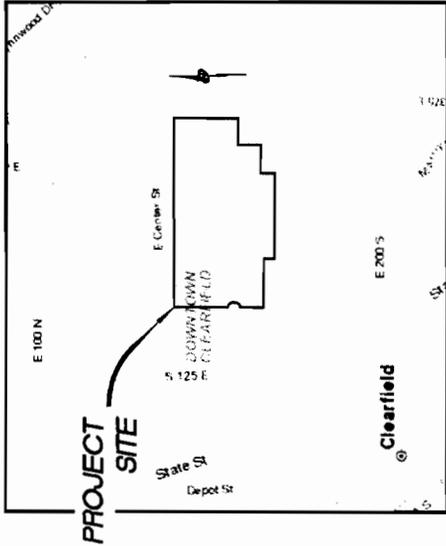
No public comment has been received to date.

ATTACHMENTS

1. Wasatch Elementary Amended Subdivision Plat

WASATCH ELEMENTARY SUBDIVISION
 Located in the Northwest Quarter of Section 1, T.4N, R.2W,
 Salt Lake Base and Meridian
 Clearfield City

Containing 2 Lots	8.908 acres
Right-of-way Dedication	0.129 acres
Total	9.038 acres



OWNER'S DEDICATION

Know all men by these presents that the undersigned owner of the above described tract of land, having divided the same to be subdivided into lots and streets to be hereinafter known as:

WASATCH ELEMENTARY SUBDIVISION

do hereby dedicate for perpetual use of the public all parcels of land and easements as shown on this plat as intended for public use. That portion of Center Street shown hereon is in witness whereof I have hereunto set my hand this _____ day of _____ A.D. 20____.

President: Board of Education

Mayor: _____
 President: Board of Education

City Clerk: _____
 Business Administrator

CORPORATE ACKNOWLEDGMENT

State of Utah
 County of Davis
 On the _____ day of _____, 2011, personally appeared before me, who duly sworn, did say that one the designated representative of Davis County School District, and that the foregoing "Owners Dedication" was signed freely and voluntarily, and for the purpose therein expressed as authorized by Davis County School District.

Notary Public

OWNER'S DEDICATION

Know all men by these presents that the undersigned owner of the above described tract of land, having divided the same to be subdivided into lots and streets to be hereinafter known as:

WASATCH ELEMENTARY SUBDIVISION

do hereby dedicate for perpetual use of the public all parcels of land and easements as shown on this plat as intended for public use. That portion of Center Street shown hereon is in witness whereof I have hereunto set my hand this _____ day of _____ A.D. 20____.

Notary Public

CORPORATE ACKNOWLEDGMENT

State of Utah
 County of Davis
 On the _____ day of _____, 2011, personally appeared before me, who duly sworn, did say that one the designated representative of Clearfield City, and that the foregoing "Owners Dedication" was signed freely and voluntarily, and for the purpose therein expressed as authorized by the Clearfield City Council and Mayor.

Notary Public

BOUNDARY LEGAL DESCRIPTION:

A PARCEL OF LAND IN THE NORTHWEST QUARTER OF SECTION 1, T.4N, R.2W, OF THE S.L.B.M., BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 1, THENCE S00°13'20"W ALONG THE WEST BOUNDARY LINE OF SAID NORTHWEST QUARTER, A DISTANCE OF 1032.76 FEET;
 THENCE PERPENDICULAR TO SAID SECTION LINE S89°49'01"W A DISTANCE OF 902.79 FEET TO A POINT ON THE CENTER LINE OF CENTER STREET; SAID POINT ALSO BEING THE POINT OF BEGINNING;
 THENCE ALONG SAID CENTERLINE N89°51'01"E, A DISTANCE OF 224.21 FEET;
 THENCE LEAVING SAID CENTERLINE S00°14'54"W, A DISTANCE OF 25.00 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID CENTER STREET;
 THENCE ALONG SAID SOUTHERLY RIGHT OF WAY LINE N89°51'55"E, A DISTANCE OF 649.88 FEET TO A POINT ON A 20.00 FOOT RADIUS CURVE TO THE RIGHT;
 THENCE SOUTHEASTERLY ALONG SAID CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 90°22'59" (CHORD BEARING AND DISTANCE OF S44°50'35"E-258.35 FEET);
 THENCE ALONG SAID SOUTHERLY RIGHT OF WAY LINE OF 530 EAST STREET;
 THENCE ONE SAID SOUTHERLY RIGHT OF WAY LINE OF 530 EAST STREET S00°45'00"W, A DISTANCE OF 203.09 FEET TO THE CENTER OF SAID WESTERLY RIGHT OF WAY LOT 14, SAID WESTERLY SUBDIVISION, RECORDED IN BOOK 8201 OF THE DAVIS COUNTY RECORDER IN BOOK N AT PAGE 236;
 THENCE N89°45'06"W ALONG SAID NORTH LINE, A DISTANCE OF 120.00 FEET TO THE NORTHWEST CORNER OF SAID LOT;
 THENCE S89°45'06"W ALONG SAID WESTERLY BOUNDARY LINE OF SAID LOT, A DISTANCE OF 100.00 FEET TO A POINT ON THE WESTERLY BOUNDARY LINE OF THE 187'00" WIDE STRIP OF LAND, RECORDED IN THE OFFICE OF THE DAVIS COUNTY RECORDER IN BOOK 8201 AT PAGE 313 AND BOOK 7216 AT PAGE 236;
 THENCE ALONG SAID BOUNDARY LINES THE FOLLOWING TWO (2) COURSES:
 1. THENCE N89°45'06"W, A DISTANCE OF 161.80 FEET;
 2. THENCE S00°14'54"W, A DISTANCE OF 50.16 FEET TO A POINT ON SAID BOUNDARY LINE, AND THE EXTENSION OF THE WESTERLY BOUNDARY LINE OF SAID STRIP OF LAND, RECORDED IN THE OFFICE OF THE DAVIS COUNTY RECORDER IN BOOK 2688 AT PAGE 724;
 THENCE ALONG SAID BOUNDARY LINES AND EXTENSION THE FOLLOWING THREE (3) COURSES:
 1. THENCE N89°45'06"W, A DISTANCE OF 368.20 FEET;
 2. THENCE S00°14'54"E, A DISTANCE OF 40.87 FEET;
 3. THENCE N89°45'06"W, A DISTANCE OF 228.25 FEET TO A POINT ON THE WESTERLY BOUNDARY LINE OF CLEARFIELD CITY MUNICIPAL CAMPUS SUBDIVISION;
 THENCE ALONG BOUNDARY LINE THE FOLLOWING SEVENTEEN (17) COURSES:
 1. THENCE N00°20'05"W, A DISTANCE OF 103.51 FEET TO A POINT ON A 23.05 FOOT RADIUS CURVE TO THE RIGHT; THE CENTER OF WHICH BEARS N85°33'32"E, A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 59°19'44" (CHORD BEARING AND DISTANCE OF N21°58'34"E-203.50 FEET) FOR A DISTANCE OF 21.25 FEET TO A POINT ON A 37.11 FOOT RADIUS REVERSE CURVE TO THE LEFT; THE CENTER OF WHICH BEARS N40°11'19"W;
 2. THENCE N00°20'05"W, A DISTANCE OF 103.51 FEET TO A POINT ON A 23.05 FOOT RADIUS CURVE TO THE RIGHT; THE CENTER OF WHICH BEARS N40°11'19"W;
 3. THENCE N00°20'05"W, A DISTANCE OF 103.51 FEET TO A POINT ON A 23.05 FOOT RADIUS REVERSE CURVE TO THE LEFT; THE CENTER OF WHICH BEARS N40°11'19"W;
 4. THENCE N00°20'05"W, A DISTANCE OF 103.51 FEET TO A POINT ON A 23.05 FOOT RADIUS REVERSE CURVE TO THE RIGHT; THE CENTER OF WHICH BEARS N40°11'19"W;
 5. THENCE N00°20'05"W, A DISTANCE OF 72.89 FEET TO A POINT ON A 5.28 FOOT RADIUS CURVE TO THE RIGHT; THE CENTER OF WHICH BEARS N89°27'01"E, A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 92°49'03" (CHORD BEARING AND DISTANCE OF S89°11'18"E, A DISTANCE OF 15.76 FEET);
 6. THENCE S89°11'18"E, A DISTANCE OF 15.76 FEET;
 7. THENCE N00°20'05"W, A DISTANCE OF 31.93 FEET;
 8. THENCE N00°20'05"W, A DISTANCE OF 31.93 FEET;
 9. THENCE N00°20'05"W, A DISTANCE OF 31.93 FEET;
 10. THENCE N89°54'49"W, A DISTANCE OF 35.00 FEET;
 11. THENCE N00°20'05"W, A DISTANCE OF 31.93 FEET;
 12. THENCE N89°54'49"W, A DISTANCE OF 35.00 FEET;
 13. THENCE N89°54'49"W, A DISTANCE OF 35.00 FEET;
 14. THENCE N00°20'05"W, A DISTANCE OF 31.93 FEET TO A POINT ON A 7.08 FOOT RADIUS CURVE TO THE RIGHT; THE CENTER OF WHICH BEARS N00°15'41"E;
 15. THENCE N00°20'05"W, A DISTANCE OF 16.87 FEET TO A POINT ON A 19.46 FOOT RADIUS CURVE TO THE RIGHT; THE CENTER OF WHICH BEARS S89°50'30"E, A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 36°44'55" (CHORD BEARING AND DISTANCE OF N02°15'41"E-22.27 FEET) FOR A DISTANCE OF 12.48 FEET;
 17. THENCE N00°10'15"W, A DISTANCE OF 25.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 393,696 SQUARE FEET OR 9.038 ACRES

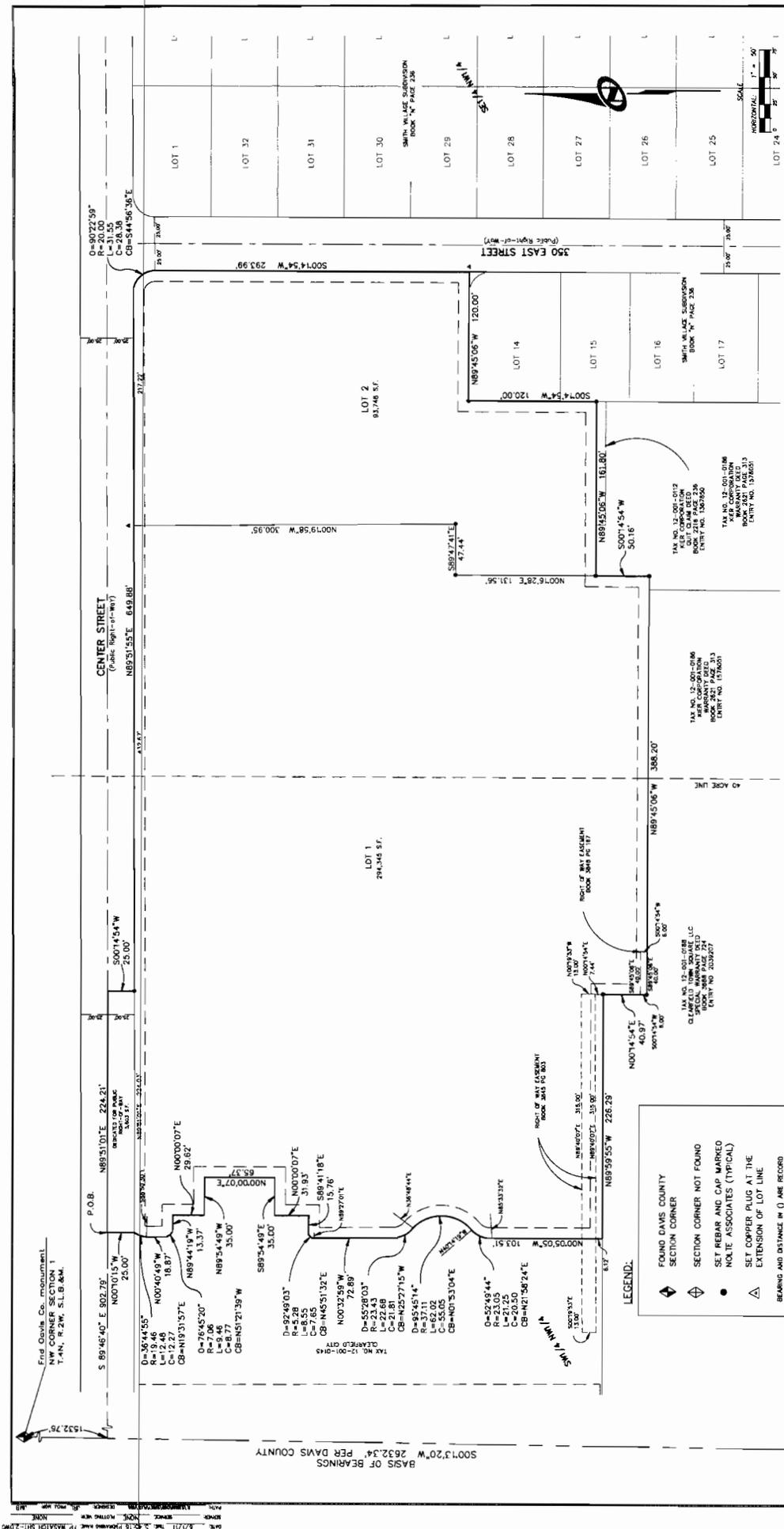
SURVEYOR'S CERTIFICATE

I, Lyle C. Blaesinger do hereby certify that I am a registered Professional Land Surveyor, and that I hold certificate No. 10548, State of Utah, and that I have personally examined the plat and the monuments and boundaries shown thereon, and that the same are correct and true to the original survey of the tract of land shown on the plat and described below, and have subdivided said tracts of land into lots and streets hereafter to be known as Wasatch Elementary Subdivision and that some has been correctly surveyed and staked on the ground as shown on this plat.

May 4, 2011
 Date of Survey
 Lyle C. Blaesinger
 Professional Land Surveyor
 Utah Certificate No. 10548

<p>PLANNING COMMISSION CHAIRMAN</p> <p>PLANNING COMMISSION ON THIS _____ DAY OF _____, 2011.</p> <p>SIGNED THIS _____ DAY OF _____, 2011.</p>	<p>PLANNING COMMISSION CHAIRMAN</p> <p>PLANNING COMMISSION ON THIS _____ DAY OF _____, 2011.</p> <p>SIGNED THIS _____ DAY OF _____, 2011.</p>	<p>DATE _____</p> <p>CLEARFIELD CITY ENGINEER</p>	<p>DATE _____</p> <p>CLEARFIELD CITY ENGINEER</p>	<p>DATE _____</p> <p>CLEARFIELD CITY ATTORNEY</p>			
<p>PLANNING COMMISSION CHAIRMAN</p> <p>PLANNING COMMISSION ON THIS _____ DAY OF _____, 2011.</p> <p>SIGNED THIS _____ DAY OF _____, 2011.</p>	<p>PLANNING COMMISSION CHAIRMAN</p> <p>PLANNING COMMISSION ON THIS _____ DAY OF _____, 2011.</p> <p>SIGNED THIS _____ DAY OF _____, 2011.</p>	<p>DATE _____</p> <p>CLEARFIELD CITY ENGINEER</p>	<p>DATE _____</p> <p>CLEARFIELD CITY ENGINEER</p>	<p>DATE _____</p> <p>CLEARFIELD CITY ATTORNEY</p>			

NIVS
 NORTH VERTICALITY INC.
 1015 N. 1000 E. SUITE 100
 CLEARFIELD, UT 84603
 WWW.NIVS.COM



WASATCH ELEMENTARY SUBDIVISION

Center of Section 1
T.4N., R.2W., S.L.B.&M.

Sheet 2 of 2

S 89°45'34" E 2658.28' CALCULATED

NV5

NOBLE VERTICALITY

212 SOUTH STATE STREET, SUITE 200
SALT LAKE CITY, UTAH 84143
TEL: 801.466.8888

Public Utility and Drainage Easements

Typical Lot

Lot 1 Lot 2

Monument Destroyed
Corner Section 1
West 1/4 Corner Section 1
T.4N., R.2W., S.L.B.&M.

Note: Location derived using
Beave and Associates
Survey No. 093113

Request of _____ DATE: _____ TIME: _____ BOOK: _____ PAGE: _____

RECORDED IN _____

STATE OF UTAH, COUNTY OF DAVIS, RECORDED AND FILED AT THE

DAVIS COUNTY RECORDER

DATE: 6/27/13 10:16 AM DRAWN BY: MASTON, S.H. CHECKED BY: MASTON, S.H. PLOT NO. 1000

FILED: 6/27/13 10:16 AM DRAWN BY: MASTON, S.H. CHECKED BY: MASTON, S.H. PLOT NO. 1000

ATTACHMENT

7



**CLEARFIELD CITY
CITY COUNCIL
STAFF REPORT**

**AGENDA
ITEM
____**

TO: Honorable Mayor and Council

FROM: Valerie Claussen, MPA, AICP
Acting Community Development Director
vclaussen@clearfieldcity.org (801) 525-2785

MEETING DATE: June 14, 2011

SUBJECT: Discussion, and Possible Action on the final acceptance and escrow release for Chrissam Meadows Phase 4 subdivision, located in the vicinity of 275 East and Chelemes Way.

RECOMMENDATION

Move to accept the subdivision improvements at Chrissam Meadows Phase 4 for perpetual maintenance by the City and release any remaining funds associated therewith in escrow to the Developer.

PROJECT SUMMARY

Project Information	
Project Name	Chrissam Meadows Phase 4
Site Location	275 East and Chelemes Way
Developer	Ivory Homes Jon Bowen
Proposed Actions	Final Acceptance and Escrow Release

HISTORY

January 14, 2003 City Council approves the Final Plat for Chrissam Meadows Phase 4

March 7, 2003 Bonds posted for Chrissam Meadows Phase 4 improvements

BACKGROUND

Chrissam Meadows Phase 4 is located in the vicinity of 275 East and Chelemes Way (See *Attachment 1: Ownership Plat*). In accordance with Title 12, Chapter 9, of the Clearfield City Code, the City Engineer has completed the final inspection of the Chrissam Meadows Phase 4 subdivision and found all improvements to have been installed correctly. The warranty period is over and the City Engineer recommends final acceptance of the improvements for perpetual maintenance, and a release of the escrow by the City Council. The City Engineer's inspection letter and recommendation are attached (See *Attachment 2: Chrissam Meadows Phase 4 Inspection Letter*).

ATTACHMENTS

1. Chrissam Meadows Phase 4 Ownership Plat
2. Chrissam Meadows Phase 4 Inspection Letter



CIVIL ENGINEERING CONSULTANTS, PLLC

5141 South 1500 West
Riverdale City, Utah 84405
801-866-0550

26th May 2011

City of Clearfield
55 South State Street
Clearfield City, Utah 84015

Attn: Valerie Claussen, Acting Community Development Director
Proj: **Chris Sam Meadows No. 4 Subdivision**
Subj: Subdivision Improvements Inspection – End of the 1-year “Warranty Period” –
Recommend release.

Dear Valerie,

I conducted a final on-site inspection with Mr. Jon Bowen of Ivory Homes, for the above referenced subdivision earlier today.

Mr. Bowen has directed the repair and replacement of all failed concrete sanitary sewer and survey monument collars, completed the crack sealing of all roadways and the slurry seal coating on 275 East Street.

All items that were noted in our 19th of November 2010 letter, as needing repair or replacement prior to release, were inspected today and found completed and meeting the City standards.

I herewith recommend approval and warrantee release of the subdivision.

If you have any questions feel free to contact our office.

Sincerely,

CEC, Civil Engineering Consultants, PLLC.

A handwritten signature in black ink, appearing to read 'N. Scott Nelson'.

N. Scott Nelson, PE.

City Engineer

Cc. Scott Hodge, Public Works Director
Michael McDonald, City Building Official
Jon Bowen, Ivory Development

ATTACHMENT

11

CLEARFIELD CITY RESOLUTION 2011R-07

A RESOLUTION AUTHORIZING AN INTERLOCAL AGREEMENT WITH DAVIS COUNTY PROVIDING THE TERMS FOR ASSISTING THE CITY WITH ITS MUNICIPAL ELECTION

WHEREAS, Clearfield City is authorized to hold municipal elections in each odd-number year; and

WHEREAS, Utah Senate Bill 18 allows the election officer to employ and agent professional services to assist with conducting an election; and

WHEREAS, Davis County has equipment and resources needed to carry out an election and is willing to make those resources available for the City's needs during its municipal elections; and

WHEREAS, the parties are authorized by the Utah Interlocal Cooperation Act as set fort in Chapter 13, Title 11, Utah Code Ann. (1953) as amended, to enter into an agreement.

NOW, THEREFORE, be it resolved by the Clearfield City Council that the attached Interlocal Agreement with Davis County for assistance with election services is approved and the Mayor is authorized to execute the agreement.

Passed and adopted by the City Council at its regular meeting on the 28th day of August, 2007.

ATTEST

CLEARFIELD CITY CORPORATION

Nancy R. Dean, City Recorder

Donald W. Wood, Mayor

VOTE OF THE COUNCIL

AYE:

NAY:

EXCUSED:

AGREEMENT

This Agreement is made and entered into this ____ day of _____, 2011 by and between DAVIS COUNTY, a body politic of the State of Utah, hereinafter referred to as "County," and CLEARFIELD CITY, a municipal corporation of the State of Utah, hereinafter referred to as "City."

WITNESSETH:

WHEREAS, pursuant to Section 20A-1-201.5 and 20A-1-202, *Utah Code Ann.* (1953) as amended, City is authorized and required to hold municipal elections in each odd-numbered year; and

WHEREAS, County has equipment and resources needed to carry out an election and is willing to make available the resources and equipment to assist City in holding its municipal primary and general elections in 2011 upon the following terms and conditions; and

WHEREAS, the parties are authorized by the *Utah Interlocal Cooperation Act* as set forth in Chapter 13, Title 11, and Section 20A-5-400.1 of the *Utah Code Ann.* (1953) as amended, to enter into this Agreement:

NOW THEREFORE, in consideration of the mutual terms and conditions set forth hereafter, the parties hereto agree as follows:

1. County agrees to provide to City if needed for the primary election in September 2011, and if needed for the general election in November 2011 the following:
 - a. Test, program, assemble and make available to City voting machines and poll supplies.
 - b. Provide for delivery and retrieval of voting equipment.

- c. Polling location management, which includes, but is not necessarily limited to making arrangements for use, ADA compliance survey and contact information.
 - d. Absentee ballot processing, which includes mailing, receiving, signature verification and tabulation.
 - e. Provide electronic ballot files for Optical Scan Ballots printing.
 - f. Provide Information System assistance which includes, but is not necessarily limited to election programming, tabulation, programmers and technicians.
 - g. Canvass reports.
 - h. Electronic tabulation results transmitted to the Office of the Lieutenant Governor.
 - i. Provide personnel and technical assistance throughout the election process and equipment and/or supplies required specifically for electronic voting.
 - j. Recruit poll workers; provide training, scheduling, supplies and compensation.
 - k. Provide preparation and personnel for the public demonstration of the tabulation equipment.
 - l. If required, in cooperation with the City, conduct an election audit.
 - m. Store all election returns for the required twenty-two (22) months.
2. Clearfield City agrees to do the following:
- a. Provide and act as the chief election officer and assume all duties and responsibilities as outlined by law.
 - b. Identify polling locations and assign voting precinct.

- c. Enter into a polling location Hold Harmless Agreement, if needed.
- d. Provide projected voter turnout.
- e. Declaration of Candidacy filing.
- f. Provide County with ballot information which includes, but is not necessarily limited to races, candidates and ballot issues.
- g. Approve the election plan, which includes, but is not necessarily limited to accuracy of polling location and precinct assignments, voter turnout percentages, paper ballot quantities, voting machine quantities and poll worker assignments.
- h. City's legislative body poll worker approval.
- i. Proof and approve the accuracy of the printed and audio of ballot formats.
- j. Publish all legal notices which include, but are not necessarily limited to election notice, polling locations, ballots and public demonstration.
- k. Early voting administration.
- l. Provisional ballot verification.
- m. Arrange and conduct election canvass.
- n. Prepare candidate certificates.
- o. Perform all other election related duties and responsibilities not outlined in this agreement.
- p. City agrees to pay County repair or replacement costs for damaged voting equipment, which occurs at the polling locations beyond the normal wear and tear.

3. Both parties agree to conduct the election according to the statutes, rules, Executive Orders, and Policies of the Lieutenant Governor as the Chief Elections Officer of the state.

4. City agrees to pay County the costs for providing the election equipment, services and supplies in accordance with the election costs schedule, attached hereto, incorporated herein, and made a part hereof as Exhibit "A". The payment shall be made within thirty (30) days of receiving the invoice prepared by the County.

5. This Agreement shall be effective as of the date of execution by all parties.

6. This Agreement shall continue in effect until December 31, 2011.

7. The individuals executing this Agreement on behalf of the parties confirm that they are duly authorized representatives of the parties and are lawfully enabled to execute this Agreement on behalf of the parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate, each of which shall be deemed an original.

DAVIS COUNTY

By _____
Louenda H. Downs, Chair
Davis County Commission

ATTEST:

Steve S. Rawlings
Davis County Clerk/Auditor

Attorney Approval

The undersigned, the authorized attorney of Davis County, approves the foregoing Agreement as to form and compatibility with State law:

William K. McGuire
Deputy Davis County Attorney

CLEARFIELD CITY

By _____

ATTEST:

Nancy Dean, City Recorder

Attorney Approval

The undersigned, the authorized attorney of Clearfield City, approves the foregoing Agreement as to form and compatibility with State law:

Brian Brower, City Attorney

Exhibit "A" (page 1 of 2)

DAVIS COUNTY STANDARD MUNICIPAL ELECTION EXPENSES

2010 Poll Workers Compensation Rates

20A-5-602(4)(b) Municipalities may not compensate higher than the county.	COST	
Poll Manager (PM) New	\$160.00	New Poll Managers and TSTs are required to attend two training courses. Experienced Poll Managers, TSTs and other Poll Workers usually attended only one training course.
Training Course(s)	\$50.00	
Touch Screen Technician (TST) New	\$160.00	
Training Course(s)	\$35.00	
Receiving Clerk	\$135.00	
Training Course(s)	\$35.00	
Poll Book Clerk	\$125.00	
Training Course(s)	\$25.00	
Provisional/Optical Scan Clerk	\$125.00	
Training Course(s)	\$30.00	
Host	\$125.00	
Training Course(s)	\$25.00	

Poll Worker Recruitment and Training

Poll Worker Recruitment and Administration	\$8.00	Per Poll Worker
Training Creation and Preparation (Includes equipment and preparation)	\$500.00	Shared with all cities
Poll Worker Handbook and Supplies included in Training	\$0.00	
Poll Worker Training per Person	\$20.00	

Equipment

Touch Screen (TSX) Includes:	\$75.00	(150 voters per machine, minimum of 3 machines per location)
Testing Pre and Post election		
Security Seals		
Canister, Label, and (1) Roll of Paper		(1 per machine)
Printer Housing		(1 per machine)
VIBS--Visually Impaired Ballot Station (Keypad & Headphones)		(1 per polling location)
Voter Access Cards		(4 per machine)
Optical Scan Voting Booths (each)	\$5.00	
Vote Here Signs (4 per location)	\$5.00	
Laptop computers, programming, pre/post test	\$75.00	(If using electronic voter check in, 1 laptop per 500 voters)

Consumable Supplies

Paper Roll (Each additional)	\$1.00	(No charge for unused and returned paper rolls)
Canister Label	\$1.00	
Polling Location Supplies	\$35.00	(Forms, instructions, signs, stickers, pens, pencils, name tags, etc.)
Regular Green Poll Books (per check in station)	\$0.00	Included with Laptop
Provisional Orange Poll Books	\$0.00	Included with Laptop

Ballot Layout and Programming

Gems Programming/ Ballot Logic and Accuracy Testing - TSX & Optical Sc	\$800.00	Shared with all based on number of precincts
Optical Scan Ballot Set-up	\$50.00	
City set-up (cities with new recorders)	\$75.00	
Memory Card Programming (per card)	\$15.00	
Audio Programming	\$50.00	

Election Services

Public L&A Demonstration (testing, programming & demonstration)	\$300.00	Shared with all cities
Independent Rovers (training & election day) per person	\$500.00	Shared with all cities
Election Night Clerk Staff Support	\$1,400.00	Shared with all, based on per person per hr -- election specific
Election Night Security	\$150.00	Shared with all cities
Election Night Ballot / Supply return teams	\$210.00	Shared with all based on number of Polling Locations
Rover Kits (each)	\$25.00	Shared with all cities
Rovers Training	\$400.00	Shared with all cities
Help Desk Set-Up	\$75.00	Shared with all cities
Help Desk Staff	\$450.00	Shared with all, based on pre and post regular work day hrs.
Pre-Canvass Ballot Issues Audit, if needed	\$300.00	Shared with all involved

Exhibit "A" (page 2 of 2)

DAVIS COUNTY STANDARD MUNICIPAL ELECTION EXPENSES

<u>Delivery and Pickup (machines & supplies at polls)</u>		
Delivery (per location)	\$50.00	(Pending contract negotiation)
Pickup (per location)	\$50.00	(Pending contract negotiation)
<u>Counting and Canvass - IT Services</u>		
TSX Counters	\$1,125.00	Shared with all, based on # of hrs. -- election specific
Optical Scan Counters	\$450.00	Shared with all, % based on # of ballots tabulated
Canvass Preparation	\$150.00	Shared with all cities
<u>Early Voting</u>		
Fees and services not listed below apply to early vote sites same as an election day polling location		
Early Voting Poll Worker Pay (per hour)	\$10.00	(optional -- city staff may be used)
Administration Support	\$30.00	if needed
Poll delivery and set up for electronic check-in	\$50.00	
Early Vote on call technical support (per hour + mileage)	\$75.00	
Early Vote TSX	\$75.00	
Early Vote Laptop computers, programming, pre/post test	\$75.00	
Early Voting Polling Location Supplies	\$35.00	
<u>Absentee/Optical Scan Ballots</u>		
Absentee ballot envelopes (each)	\$0.16	
Absentee ballot return envelopes (each)	\$0.28	
Absentee Labels	\$0.12	
Optical Scan Ballots (Provisional and Absentee) (each)	\$0.33	(Actual printing costs)
Postage (each)	\$0.44	April 17th, rates may increase
Absentee Administration (per absentee)	\$1.40	
<u>Post Election</u>		
Provisional Verification (per hour)	\$25.00	
<u>Administration</u>		
Election Administration Support	\$45.00	
Clerk Staff (per hour) for any additional services	\$25.00	
<u>Complete Paper Voting System</u>		
Printed Official Registers (1-3 precincts)	\$30.00	
Printed Official Registers (4 or more precincts)	\$60.00	
Addendums (per location)	\$5.00	Only applies if Vista Local is not used for early voting
Posting List (each)	\$7.00	Optional

RDA Minutes

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
6:00 P.M. WORK SESSION
May 10, 2011

(This meeting was held prior to a City Council Policy Session.)

PRESIDING:	Kathryn Murray	Chair
PRESENT:	Doyle Sprague	Director
	Don Wood	Director
	Bruce Young	Director
PRESENT VIA TELEPHONE:	Mark Shepherd	Director
EXCUSED:	Marilyn Fryer	Director
STAFF PRESENT:	Adam Lenhard	Interim City Manager
	Brian Brower	City Attorney
	Valerie Claussen	Acting Community Development Director
	Scott Hodge	Public Works Director
	Kim Dabb	Operations Manager
	Tracy Heun	Community Services Dir.
	Greg Krusi	Police Chief
	Bob Wylie	Administrative Services Director
	Steve Guy	City Treasurer
	Kim Read	Deputy City Recorder
EXCUSED:	Nancy Dean	City Recorder
VISITORS:	Travis Taylor – Meadows Development, Mike LeBaron	

Chair Murray called the meeting to order at 6:03 p.m.

Roll call attendance was taken.

DISCUSSION ON A PROFESSIONAL SERVICES CONTRACT WITH RS CONTRACT
MANAGEMENT

Adam Lenhard, Interim City Manager, stated the City currently had six active Economic Development Project Areas and anticipated two more would be designated within the year. He explained the City desired to engage the services of Randy Sant as a contractor/consultant to handle the management of the Areas. He continued each designated project area required significant reporting to the State and other taxing entities. He indicated EDA #2 had been approved approximately two years ago and had not been completely set up. He continued the

cost for designating the EDA with the County was included in the scope of work included in this contract.

Mr. Lenhard explained following the first year set up the contract would be a maintenance agreement for the project areas for approximately \$12,000 per year which was outlined in the scope of services of the contract.

Brian Brower, City Attorney, explained the contract was a general contract engaging Mr. Sant's consulting services which would allow the Board to refer to the Scope of Services without entering into a newly negotiated contract each time his services were needed. Mr. Brower reviewed the Scope of Services with the Council.

Director Wood referred to the Scope of Services and inquired about back-up and redundancy. Mr. Brower indicated the City would want to make the point to Mr. Sant that information should be electronically forwarded to the City Recorder for retention. He indicated he would visit with Nancy Dean, City Recorder, about ensuring that takes place.

Director Wood also believed since Mr. Sant was being compensated for his services the information provided to the City would become property of the City. Mr. Brower stated the City should be receiving data as it was completed.

Chair Murray believed there was a clause in the contract reflecting the completed work would become the property of Clearfield City. Mr. Brower believed said clause was generally included in all professional service agreements and stated he would make sure it was included.

There being no further business to come before the Community Development and Renewal Agency, **Director Wood moved to adjourn and reconvene as the City Council in a work session at 6:11 p.m., seconded by Director Young. The motion carried upon the following vote: Voting AYE – Directors Shepherd, Sprague, Wood and Young. Voting NAY – None.** Director Fryer was not present for the vote.

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
6:30 P.M. WORK SESSION
May 24, 2011

(This meeting was held prior to a City Council Policy Session.)

- | | | |
|----------------|------------------|---------------------------------------|
| PRESIDING: | Kathryn Murray | Chair |
| PRESENT: | Marilyn Fryer | Director |
| | Mark Shepherd | Director |
| | Doyle Sprague | Director |
| | Don Wood | Director |
| | Bruce Young | Director |
| STAFF PRESENT: | Adam Lenhard | Interim City Manager |
| | Brian Brower | City Attorney |
| | Valerie Claussen | Acting Community Development Director |
| | Scott Hodge | Public Works Director |
| | Tracy Heun | Community Services Dir. |
| | Greg Krusi | Police Chief |
| | Bob Wylie | Administrative Services Director |
| | Nancy Dean | City Recorder |
| | Kim Read | Deputy City Recorder |

VISITORS: Mike LeBaron

Chair Murray called the meeting to order at 6:35 p.m.

DISCUSSION ON A PROFESSIONAL SERVICES CONTRACT WITH RS CONTRACT MANAGEMENT

Adam Lenhard, Interim City Manager, explained the City was working with ATK to create a new Economic Development Project Area which would be designated as EDA #3. He continued the designation of the EDA would allow the City to capture the tax increment which will be generated by ATK facilities located in the Freeport Center and in the old Pro Logis buildings. He indicated the tax increment would be significant because of ATK's investment in the facilities and stated it would be a financial benefit to the City. He also indicated the increment paid back to ATK would also make the project feasible for them.

Mr. Lenhard indicated the services of Randy Sant had been requested as he was an expert in designating Economic Development Areas and reported the cost of the contract would be \$23,575. He stated the Public Hearing would be noticed for the project area in approximately 45 days. He commented approval of the contract would come before the Board during the meeting later that evening.

Chair Murray inquired how this contract was different than the one recently approved by the Board. Mr. Lenhard responded the previously approved contract was for the ongoing project management of the City's existing project areas. He continued in future years this project area would be included with the ongoing management of the areas. He emphasized this contract was specific to establishing the ATK project area.

Brian Brower, City Attorney, pointed out the previously approved contract also established a data base to ensure the City was receiving the correct increment and tracking the appropriate disbursements. He also emphasized this contract would specifically establish the ATK project area.

Mr. Lenhard shared his personal experience in working with Mr. Sant on the spread sheet and expressed his confidence in Mr. Sant's professional abilities with EDA's.

Director Sprague inquired if Mr. Sant's responsibility was to establish the EDA with the State. Mr. Lenhard responded Mr. Sant was required to set up the EDA with all taxing entities and ensuring the Area designation complied with State statute. Mr. Brower commented Mr. Sant was considered to be an expert in this type of work in the State of Utah.

There being no further business to come before the Community Development and Renewal Agency, **Director Shepherd moved to adjourn and reconvene as the City Council in a work session at 6:41 p.m., seconded by Director Sprague. All voting AYE.**

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
7:00 P.M. REGULAR SESSION
May 24, 2011

(This meeting was held following the regularly scheduled City Council Meeting.)

PRESIDING:	Kathryn Murray	Chair
PRESENT:	Marilyn Fryer	Director
	Mark Shepherd	Director
	Doyle Sprague	Director
	Don Wood	Director
	Bruce Young	Director
STAFF PRESENT:	Adam Lenhard	Interim City Manager
	Brian Brower	City Attorney
	Valerie Claussen	Acting Community Development Director
	Scott Hodge	Public Works Director
	Tracy Heun	Community Services Dir.
	Greg Krusi	Police Chief
	Bob Wylie	Administrative Services Director
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Deidre Craig, Barbara Perry, Bruce Perry, Jake Jessop, Mason Dewsnup, Nathan Strong, Mike LeBaron, Gretchen Myers, Tim Simmons, Stacey Doxford, Donna Wood Bisseger

Chair Murray called the meeting to order at 7:37 p.m.

APPROVAL OF THE CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA) MINUTES FROM THE MAY 10, 2011 MEETING

Director Wood moved to approve the minutes from the May 10, 2011 Clearfield Community Development and Renewal Agency meeting, as written, seconded by Director Shepherd. All voting AYE.

APPROVAL OF A PROFESSIONAL SERVICES CONTRACT WITH RS CONTRACT MANAGEMENT, LLC

The CDRA desired to establish an Economic Development Project Area for the purpose of facilitating the progression of the ATK Project in Clearfield. The contract authorized specialized professional services for that purpose from RS Contract Management, LLC.

Director Sprague inquired what would happen to the designated project area if ATK were to leave the City. Brian Brower, City Attorney, explained the project area would be designated as

EDA area #3 and it would continue to be a designated economic area. He clarified the use of ATK with the designated area was only for staff's ease.

Director Wood moved to approve a professional services contract with RS Contract Management, LLC and authorize the Chair's signature to any necessary documents, seconded by Director Young. All voting AYE.

There being no further business to come before the Community Development and Renewal Agency, **Director Wood moved to adjourn and reconvene as the City Council in a work session at 7:40 p.m., seconded by Director Shepherd. All voting AYE.**