

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:00 P.M. WORK SESSION  
February 15, 2011

PRESIDING:	Don Wood	Mayor
PRESENT:	Kathryn Murray	Councilmember
	Mark Shepherd	Councilmember
	Doyle Sprague	Councilmember
	Bruce Young	Councilmember
EXCUSED:	Marilyn Fryer	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
	Sean Montierth	IT Manager
	Kim Read	Deputy City Recorder
EXCUSED:	Nancy Dean	City Recorder

VISITORS: Clint Thacker – Davis County Animal Control, Bryan Smith – Davis County Animal Control, Brandon Stanger

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

DISCUSSION ON THE DAVIS COUNTY ANIMAL CONTROL CONTRACT AMENDMENT

Chief Krusi introduced Clint Thacker, Director, and Bryan Smith, Field Supervisor of Davis County Animal Control. He stated the new proposal for the year was \$73,388.44 for animal control services only which excluded wildlife control. He reported the separate contract price for those services was \$2,394.75. He indicated the costs were comparable to last year's costs and reported the animal control costs decreased \$916; however, the wildlife service costs increased \$385.

Councilmember Shepherd stated he understood the contract price remained the same but questioned why the costs would remain the same if the number of calls had decreased significantly. Mr. Thacker responded the formula used to calculate the new rate included a yearly one percent increase with an additional per call fee. Councilmember Murray inquired about the one percent increase. Mr. Thacker explained it covered administrative costs to operate, such as vehicle costs, etc.

Mr. Shepherd stated he didn't understand the proposed cost increase since the calls decreased by fifteen percent. Councilmember Murray believed the contract should have already included operational and vehicle costs. Mr. Thacker responded the one percent increase also accounted for the operational costs of the animal shelter.

Councilmember Shepherd pointed out Centerville City's calls increased by ten percent; however, their costs decreased more significantly than Clearfield City's. Councilmember Young pointed out the proposed costs for each city were more based on the percentage of total calls received and an average. Mr. Thacker responded he would investigate further the formula used to determine the City's proposed cost and report on the findings.

Mayor Wood inquired about Animal Control's efforts in removing chickens from the City. Mr. Smith responded Animal Control would assist the resident in removing chickens from a residence property; however, the City's Zoning Official would be required to enforce the City's Zoning Ordinance.

Brian Brower, City Attorney, explained if Animal Control were called to a resident's home with chickens the resident would be in violation of the City's Zoning Ordinance in having farm animals in a residential zone. He continued the City's ordinance which mirrored Davis County's Ordinance didn't specifically address the allowance of chickens as it does with dogs and cats; therefore, the Animal Control Officers were not allowed to enforce the City's Zoning Ordinance. Adam Lenhard, Community Development Director, added it would be advantageous if the Animal Control Officer and the Code Enforcement Officer worked together on the chicken complaints.

Chris Hillman, City Manager, inquired when the City could expect the response to the Council's questions. He requested a write-up be prepared by those individuals responsible for the determining the proposed costs and distribute it during a work session at 6:00 p.m. prior to the policy session on Tuesday, February 22, 2011.

Mayor Wood expressed appreciation to Davis County for providing the animal control service to Clearfield City and believed the officers were proficient in administering their responsibilities.

Mr. Thacker and Mr. Smith left the meeting at 6:21 p.m.

#### DISCUSSION ON TITLE 4, CHAPTER 1 – BUSINESS LICENSE REGULATIONS

Adam Lenhard, Community Development Director, explained the City amended its Business License Ordinance requiring the business to be registered with the State of Utah Division of Commerce and shared how that specific change had benefitted the City. He mentioned there were other state agencies which licensed businesses, Division of Occupation and Professional Licensing (DOPL) and the Utah Bureau of Child Health and Safety, which he was proposing to

be included in the City's ordinance. He distributed a handout reflecting the proposed language change to the Ordinance. He mentioned the proposed ordinance would come before the Council for approval at the policy session scheduled for Tuesday, February 22, 2011.

Councilmember Murray inquired if the identified state agencies completed background checks on the businesses. Mr. Lenhard responded background checks were being completed by the State for childcare and clarified the City was completing background checks for sexually oriented businesses, their employees and beer licenses.

Mayor Wood inquired if the licensing was inclusive for child care being provided in an individual's home. Mr. Lenhard explained a City Business License was required for child care but stated there were some exclusions. He pointed out the City's ordinance specific to child care mirrors the State's requirements and emphasized the proposed ordinance change would require the provider to be certified by one of the specified three State agencies.

Mayor Wood reported he had received a phone call regarding the proposed registration process and emphasized the proposed changes were being enacted to ensure the businesses were legitimate and operating appropriately.

#### DISCUSSION ON UPDATING THE VISION 2020 STRATEGIC PLAN

Chris Hillman, City Manager, explained the purpose of the discussion was to keep the Council up to date on the strategic plan implementation and to make any necessary changes as directed by the Council during the next fiscal year. He reminded the Council the Economic Environment and Public Safety portions had been discussed during the budget retreat.

Tracy Heun, Community Services Director, directed the Council to the Social Environment portion of the 2020 Strategic Plan and reviewed the tactics with the Council. She reminded the Council an outdoor movie was usually offered to residents in conjunction with the Fourth of July festivities. She mentioned a summer concert series had not been feasible due to lack of funds; however, the Community Band had expressed willingness to perform at the amphitheatre during the summer. She reminded the Council the first meeting addressing the Arts Center feasibility study was scheduled for Tuesday, March 1, 2011 at 6:00 p.m. at the Community Center.

She believed the City was maintaining the same level and possibly increasing the number of recreation programs offered by the City; however, improvement was needed in maintaining the City's park infrastructure. She reported the tennis courts were installed in the mid 1980's and need to be rebuilt. She indicated a light fixture had actually blown over during a recent wind storm because it had rusted. She stated the playground equipment at Train Watch Park was not compliant and there was other playground equipment which was old and should also be replaced.

She mentioned the Strategic Plan had an emphasis on cultural programs and activities and reported a cultural commission had yet to be designated; however, the Council could still discuss and determine how best to proceed in sponsoring a cultural heritage fair.

She reported she had previously been asked to create a "Welcome Packet" for new residents and informed the Council Natalee Flynn and Marliiss Scott, Public Relations were in the process of completing the packet. She also reported she, Sean Montierth, IT Manager and Stacy Millgate, Business License Official, were almost prepared to place Clearfield City businesses on the City's website.

Councilmember Sprague inquired if there were a list prioritizing the improvements of the recreation facilities. Ms. Heun distributed a handout of photos reflecting the inadequacies of the City's facilities and amenities. She stated a post tension concrete overlay of the Steed Park tennis courts would be the best solution to solve the asphalt cracks currently existing at the tennis courts. She reported this method was used on the tennis courts at Kiwanis Park approximately seven years ago and indicated it had been a great maintenance solution. She stated the estimate to complete the courts, light and fencing was approximately \$250,000 and explained the process to install the tension concrete overlay.

Mayor Wood inquired if any study had been completed to justify the tennis court improvements and commented the tennis courts at Clearfield High had just completed a significant improvement. Ms. Heun responded the City had not completed any study; however, tennis was currently on the upswing and was a growing sport. She stated the City's tennis classes had been full all summer long and there was currently a junior league offered to participants. She continued the USTA was actively promoting tennis as a lifelong sport. Mayor Wood believed the tennis courts at the high school were underutilized. Councilmember Shepherd stated he had never seen anyone using the City courts. Ms. Heun expressed her opinion the courts were being utilized more than the Council realized. Councilmember Young commented the tennis courts at the park near his home were used very frequently.

Councilmember Young inquired on the life expectancy of the recommended resurfacing. Ms. Heun stated she would research and report at a later date but commented it was recommended an asphalt court be resurfaced every seven years and the City had only resurfaced the Steed Park courts only once in the 25 years of its existence. She believed the tension concrete system would never have to be overlaid again, only painted. Councilmember Shepherd inquired if the City should consider using asphalt. Ms. Heun believed that would be a poor investment but could provide a cost estimate. Councilmember Shepherd stated he would like to see a cost comparison between the two.

Councilmember Murray asked what Ms. Heun's top priority would be for recreation improvements. Ms. Heun responded the tennis courts would be the first priority because they were so unsafe to play on in their current condition.

She stated the replacement of playground equipment at Train Watch Park would be a close second. She reported the estimated cost of the replacement equipment was approximately \$45,000. Councilmember Shepherd inquired about the costs of removing the tennis courts at Steed Park altogether. Ms. Heun also stated she could research those costs and report at a later date. She didn't recommend eliminating two of the courts because of the league play which would require four courts. Ms. Heun explained the City's participation in the league.

Councilmember Young inquired if the high school courts were available for City use. Ms. Heun responded that had been eliminated from the most recent interlocal agreement with the School District and explained what she knew regarding the original agreement. Brian Brower, City Attorney, indicated the City was originally involved in some way with regards to the tennis courts. Ms. Heun indicated using the courts at the High School would be a scheduling issue.

Ms. Heun reported Phase 4 of Barlow Park and West Park Village were also included in her priorities list. Mr. Hillman pointed out all capital projects would be discussed during the budget process but was now requesting Council's feedback specific to the strategic plan.

Councilmember Young stated he would like to know the life expectancy of the Steed Park tennis courts if the improvements were completed to compare against using asphalt. He also expressed a desire to see a long term plan specific to City parks. Mr. Hillman explained that was also included in the strategic plan but yet had not been determined if that could be completed by City staff. Ms. Heun expressed her opinion the tennis courts and the playground equipment needed to be addressed sooner than later because they were a safety issue and therefore couldn't wait for the completion of a Parks Capital Improvement study. Mr. Hillman added it was the City's desire to implement replacement fund programs for City parks and recreation facilities.

Councilmember Murray expressed concern about the City's ability to maintain its current parks and questioned whether the City should continue to develop parks. Mayor Wood agreed with Councilmember Murray's concern and suggested the City no longer invest funds in Barlow Park and use those funds to develop the park area at West Park Village. He suggested the City work toward an interlocal agreement with Syracuse City to contribute funds toward the use of Barlow Park as it benefitted Syracuse residents as much, if not more than Clearfield residents. Ms. Heun clarified Barlow Park was part of the City's storm water detention plan and if it had not been developed as a park it would have remained weeds.

Mr. Hillman stated there should be easier road access for Clearfield residents to Barlow Park as currently the most convenient roads were through Layton or Syracuse. He shared an email he received from a resident who lives east of the park on Jenny Way expressing frustration about the access to the park. He also pointed out the possibility of using EDA funds for reimbursement of improvements made to the West Park Village park benefitting the residents in the EDA. Ms.

Heun reported on the proposed improvements to be included with the development of the park and stated the costs would be approximately \$256,000.

Mayor Wood inquired if the concerns expressed by residents near the West Park Village park area were the need for an additional playground of more toward the aesthetic nature of the property and wondered if the City should consider xeriscaping large undeveloped areas. Ms. Heun responded xeriscaping costs are as much to maintain as turf because of the costs associated with weed spray. A discussion took place specific to xeriscaping.

Mr. Hillman summarized the arts component identified in the strategic plan was moving forward in completing the arts center feasibility study for the community center. He concluded the Council would like to complete a parks capital facilities plan to be used in long range planning. He informed the Council that South Jordan was no longer offering the Your Town University due to lack of participants. He reminded the Council the idea had been discussed some time ago and expressed concern City residents wouldn't be able to sustain this type of program and suggested the newsletter continue to promote the City and consider other methods such as social media. He reminded the Council of the citizen survey completed by Dan Jones and suggested another survey be completed to compare results and determine if the residents' desires were being met. Ms. Heun commented Dan Jones was in the process of creating a benchmark survey which could be used by other municipalities and a comparison could also be made to other cities. She believed the cost to complete was approximately \$8,000. The Council discussed whether another survey was needed at this time. Mr. Hillman requested direction from the Council whether that tactic should be eliminated from the plan. The Council determined it should remain in the plan but complete a study every five years. Ms. Heun pointed out the importance of maintaining the City's current buildings.

Tracy Heun left the meeting at 7:15 p.m.

Mr. Hillman informed the Council an IT (Information Technology) committee had been formed to address the tactics specific to IT. Sean Montierth, Information Technology Manager, was present to explain the tactics and progress. He reported the first tactic was to digitize and create a GIS-based master filing system. He reported a scanner was needed to scan large plats/maps and would be included in the budgeting process. He indicated a GIS based system was also needed for all utility and infrastructure improvements and reported the City was in the process of implementing a new GIS server. He reported Gregg Benson would be working in implementation of the geo-coding City assets in the GIS system.

Mr. Montierth reported several processes had been added online such as police reporting issues, Good Landlord Training and utility billing. He indicated the City was working with the vendor to fix some issues regarding the online job application process. He also stated other licensing and renewal modules were being considered which would allow the online business licensing. He reported the implementation of wireless technologies to be used in the field to complete building

inspections, etc. Mr. Hillman shared an example in how this would benefit the efficiency of the building inspection process. Mr. Montierth reported how efficient the Police Department is in regards to its electronic system because of the amount of grant funds and implementation of the systems and emphasized the City is currently leading the way.

Mr. Montierth stated the last tactic would be to upgrade City hall technologies such as wireless network connections in Council Chambers, multi-purpose room and Emergency Operations Center (EOC) and install or lease a fiber optic communication infrastructure between City facilities. He indicated this would require an interlocal agreement with UDOT.

Mr. Montierth reported an IT Review Committee had been created and met on a regular basis. He stated the last tactic was the installation of public safety wireless communication tablets, citation software with electronic signature, ID swiping and license plate recognition software. He indicated there was an agreement in place allowing the City to use the State's license plate system and the paperless citation system was in the process of being implemented. He stated the City was working with the vendor regarding the electronic signature to be used with the citation system. He indicated the Police Department would be providing a demonstration to the Council during a work session in the near future for them to witness how grant funds had benefitted the City.

Mr. Hillman summarized the City's desire to lead the way and reported other cities had already contacted Clearfield to inquire out how the plan had been implemented specific to Public Safety. He reported the budget proposal this year would be tied to the strategic plan.

#### DISCUSSION ON THE SAF (STATE ASSET FORFEITURE) GRANT

Greg Krusi, Police Chief, explained the Police Department had the opportunity to apply for a State Asset Forfeiture Grant in the amount of \$7,204.26. He continued the funds were recognized from evidence usually seized in drug cases. He stated he had identified items in which the grant funds could be used. He explained one request would be for a phone bank and described how it would have been a useful tool in a recent kidnapping. He reported the cost of that item was approximately \$4,300.

He stated the other item in which the grant funds could be used was for software which could be used by detectives during investigations which would access cell phone numbers and additional investigative data.

He pointed both of these items had not been appropriated in the budget and the City would need to expend the funds to be reimbursed. He stated the City had received notification it had been approved for the grant funds. The Council directed Chief Krusi to proceed in acquiring the equipment for reimbursement from the SAF grant funds. Sean Montierth, IT Manager, explained how the phone bank would be set up.

DISCUSSION ON THE SR193 EXTENSION PROJECT

Scott Hodge, Public Works Director, stated this discussion would be an extension of those items discussed during the February 8, 2011 work session regarding the possible frontage road with the SR 193 extension project. He reported staff had reviewed the issues specific to City ordinance and considered all options and stated staff could not justify violating its own ordinance specific to the cul-de-sac or dead end road. He continued it was staff's recommendation to have UDOT (Utah Department of Transportation) install a frontage road. He believed it would be in the best interest of the City to acquire the private road sometime in the future. He emphasized this would eliminate Morgan Paving from acquiring the additional property it desired.

The meeting adjourned at 7:45 p.m.

**APPROVED AND ADOPTED  
This 22<sup>nd</sup> day of March, 2011**

**/s/Doyle Sprague, Mayor Pro Tem**

**ATTEST:**

**/s/Nancy R. Dean, City Recorder**

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, February 15, 2011.

/s/Nancy R. Dean, City Recorder