

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. REGULAR SESSION
May 8, 2012

PRESIDING:	Don Wood	Mayor
PRESENT:	Kent Bush	Councilmember
	Mike LeBaron	Councilmember
	Kathryn Murray	Councilmember
	Mark Shepherd	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Brian Brower	City Attorney
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Bob Wylie	Administrative Services Director
	Scott Hodge	Public Works Director
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Amy Petersen, Curtis Petersen, Boy Scout Troop 386, Joy Brown – American Legion, Jarom Hogg, Amber Seidel – Youth City Council

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

Youth City Mayor Amber Seidel conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE MARCH 20, 2012 WORK SESSION AND APRIL 24, 2012 POLICY SESSION

Councilmember Murray moved to approve the minutes from the March 20, 2012 work session and the April 24, 2012 policy session, as written, seconded by Councilmember LeBaron. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray, Shepherd and Young. Voting NAY – None.

PRESENTATION TO PATSY SEACH FOR HER SERVICE AS A MEMBER OF THE PARKS & RECREATION COMMISSION - TABLED

PUBLIC HEARING TO RECEIVE COMMENT ON CLEARFIELD CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ONE-YEAR ACTION PLAN FOR PROGRAM YEAR JULY 1, 2012 - JUNE 30, 2013

A copy of the proposed 2012/2013 Community Development Block Grant (CDBG) One-Year Action Plan had been provided to the City Council. Citizens were given the opportunity to review the One Year Action Plan in the community development department from March 28, 2012 until April 26, 2012. No written comments were received during this time period.

Stacy Millgate, CDBG Coordinator, reported the City anticipated receiving approximately \$217,184 in CDBG funds to be distributed as follows:

- \$14,575 Youth Resource Center staff salaries
- \$9,000 Family Connection Center staff salaries
- \$9,000 Davis Community Learning Center staff salaries
- \$25,000 Administrative costs of City staff
- \$159,359 Infrastructure project possibly on Locust Street

Mayor Wood requested clarification for the salary contribution to the Family Connection Center and inquired if it were specific to the food bank. Ms. Millgate responded in the affirmative.

Councilmember Murray believed the agenda documentation reflected funds were also designated to supply food. Ms. Millgate believed the funds were specific to salaries. Councilmember Young commented he believed the purchase of food had also been mentioned in the agenda documentation. Adam Lenhard, City Manager, agreed the documentation reflected funds would go toward the purchase of food. Ms. Millgate stated she would look into the discrepancy.

Mayor Wood expressed concern about the inclusion of the purchase of food in the action plan. He continued to explain how large donations were restricted for use specific to infrastructure such as freezers, delivery trucks, etc. which would have a long term impact as opposed to obtaining food. Ms. Millgate indicated the contract could be specific as to how the funds could be used and supporting documentation would need to be reflective to the allowed use. Mayor Wood expressed his opinion the reporting requirements would be prohibitive if the funds were to be used toward the purchase of food.

Councilmember Young stated he was familiar with the regulations regarding the use of CDBG funds. Mayor Wood directed Ms. Millgate to eliminate the reference to the use of funds for the purchase of food.

Councilmember LeBaron inquired how the motion for approval would need to be made for adoption of the One-Year Action Plan if there were modifications. Brian Brower, City Attorney, explained any change from the provided written material would need to be identified in the motion.

Mayor Wood declared the public hearing open at 7:15 p.m.

Mayor Wood asked for public comments.

There were no public comments.

Councilmember Bush moved to close the public hearing at 7:16 p.m., seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray, Shepherd and Young. Voting NAY – None.

SCHEDULED ITEMS:

CITIZEN COMMENTS

Amber Seidel, Youth City Council (YCC) Mayor, stated she was present to share the Youth City Council Report. She reviewed the following activities the YCC had been involved with:

- Meet the Candidate Night prior to the municipal election in October. She pointed out there were a number of youth attending that event and commented teachers at the high school were supportive and offered extra credit to government and history classes.
- Completed a random count of residents using the trail system on May 3, 2012, Thursday evening for a service project. She commented on the number of individuals using the trail system and indicated the numbers would be provided to Eric Howes, Community Services Director.
- Sponsored an essay contest, “Why I Love My City” to students attending elementary schools within the City. She commented the winner would be announced later in the meeting.
- Youth dance to be used as a fundraiser for the YCC.
- She reported the YCC had the opportunity to attend the Davis Youth Summit which was a good experience for some of the members. She shared an example from one of the workshops.

Ms. Seidel requested feedback regarding the participation of the YCC members with the opening ceremonies for City Council meetings.

Mayor Wood suggested determining why the members aren't attending to complete their assignment and indicated other arrangements could be made specific to carrying out the opening ceremonies. Councilmember Young suggested participation could be more voluntary.

Councilmember Murray informed Ms. Seidel the YCC would need to come up with a theme for the Fourth of July parade float.

Mayor Wood complimented Ms. Seidel and members of the YCC for their participation in the Utah League's of Cities & Towns day at the Legislature. He commented Ms. Seidel and other

members represented the City well and the Salt Lake Tribune published an article which highlighted the City's YCC. He thanked her for her example.

APPROVAL OF CLEARFIELD CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ONE-YEAR ACTION PLAN FOR PROGRAM YEAR JULY 1, 2012 - JUNE 30, 2013

Councilmember Shepherd moved to approve Clearfield City's Community Development Block Grant (CDBG) One-Year Action Plan for Program Year July 1, 2012 – June 30, 2013, deleting the reference on the application specific to the Family Connection Center regarding the purchase of food, and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray, Shepherd and Young. Voting NAY – None.

APPROVAL OF THE AWARD OF BID TO APPLY A CHIP SEAL SURFACE TREATMENT TO VARIOUS ROADS THROUGHOUT THE CITY TO STAKER & PARSON COMPANIES

Bids were received from three construction companies to apply a chip seal surface treatment to various roads throughout the City. The lowest responsible bid was received from Staker & Parson Companies with a bid amount of \$288,512.

Adam Lenhard, City Manager, clarified three bids were received and one of those was deemed nonresponsive. He stated staff recommended approval to Staker & Parson Companies with a bid amount of \$288,512 plus contingency for a total project cost of \$300,000.

Councilmember Murray inquired if the bid were within estimated parameters. Scott Hodge, Public Works Director, responded the bid was within estimated figures. He stated the City was currently completing some projects involving street overlays and reported due to change orders the City would most likely have to eliminate the completion of some of the identified streets. Mayor Wood commented the engineer's estimates and the bid submissions were comparable during the weakened economy.

Councilmember Young moved to approve the award of bid to apply a chip seal surface treatment to various roads throughout the City to Staker & Parson Companies for the bid amount of \$288,512, and approve funding of the project for the amount of \$288,512 with contingency and engineering costs of \$11,488 for a total project cost of \$300,000; and authorize the Mayor's signature to any necessary documents, seconded by Councilmember LeBaron. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray, Shepherd and Young. Voting NAY – None.

PRESENTATION TO ADAM COLLIER, WINNER OF THE YOUTH CITY COUNCIL
ESSAY CONTEST

Councilmember Young explained the Youth City Council (YCC) sponsored an essay contest for the elementary school students. He announced Adam Collier wrote the winning essay. Amber Seidel, YCC Mayor, stated the YCC was impressed with how much Adam's essay spoke to details of the City. She requested he share his essay with the Council.

Adam Collier read his essay to the Council and the Council presented Adam with a certificate acknowledging his winning essay.

ADOPTION OF THE TENTATIVE BUDGET FOR FISCAL YEAR 2012/2013 AND SET A
PUBLIC HEARING FOR JUNE 14, 2012 TO RECEIVE PUBLIC INPUT ON THE BUDGET

The Tentative Budget as presented to the Council for adoption was a balanced budget for all funds. The certified tax rate had not been received from Davis County. Nancy Dean, City Recorder, clarified the date for the public hearing should be June 12, 2014 at 7:00 p.m.

Bob Wylie, Administrative Services Director, commented that months of work by staff and many work sessions with the Council in preparing the fiscal year 2012/2013 budget had resulted presenting to the Council a balanced budget of 32 million dollars. He reviewed the capital projects which were identified to be funded in the budget.

- West Park Village park improvement
- General Fund projects
- Crack Patch & Seal Coat road improvement projects
- 1000 West/700 South intersection/lane construction
- Depot Street and Locust Street
- Eighteen-inch and ten-inch water transmission line
- New roof for reservoir
- Sewer capital projects
- Storm sewer capital projects

He mentioned the City had not yet received the certified tax rate from Davis County which might result in a need for adjustments to be made before final approval.

Councilmember LeBaron moved to adopt the tentative budget for fiscal year 2012/2013 and set a public hearing on the budget for June 12, 2012 at 7:00 p.m., seconded by Councilmember Shepherd. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray, Shepherd and Young. Voting NAY – None.

CONSENT ITEMS**APPROVAL OF THE MODIFICATIONS TO THE PURCHASE AGREEMENT FOR PROPERTY LOCATED AT 88 EAST CENTER STREET, MORE COMMONLY KNOWN AS THE CLEARFIELD FIRE STATION, WITH THE NORTH DAVIS FIRE DISTRICT (NDFD)**

Additional language was added to the purchase agreement to provide necessary access for the City to the telecommunications systems located in the fire station.

APPROVAL OF RESOLUTION 2012R-06 AUTHORIZING AN AMENDMENT TO THE INTERLOCAL COOPERATION AGREEMENT WITH DAVIS COUNTY TO PROVIDE ANIMAL CONTROL SERVICES

Davis County provided animal control services for the City. The current contract provided for an annual review and adjustment of the compensation amount for the services. This amendment adjusted the compensation for the services.

Councilmember Murray believed the new agreement reflected a decrease in costs. Brian Brower, City Attorney, clarified the cost for services in the contract was indeed a decrease.

APPROVAL OF THE LICENSE AGREEMENT WITH THE US AIR FORCE FOR MONITORING WELLS

The US Air Force had monitoring wells throughout the City to conduct groundwater and soil testing in connection with the groundwater monitoring project. This agreement allowed the Air Force to locate and maintain the groundwater monitoring wells.

APPROVAL OF THE AWARD OF BID FOR THE FERN DRIVE SEWER REPLACEMENT PROJECT TO LEON POULSEN CONSTRUCTION

Bids were received from eight construction companies to perform work to replace the sanitary sewer pipeline on Fern Drive from 300 North Street to Vine Street. The lowest responsible bid was received from Leon Poulsen Construction Company with a bid of \$213,602.50.

APPROVAL OF A PROCLAMATION DECLARING THE WEEK OF JULY 29 – AUGUST 4, 2012 AS CONTRACT MANAGEMENT WEEK IN CLEARFIELD CITY

An officer of the Utah Chapter of the National Contract Management Association approached the City requesting support of Contract Management Week by proclaiming the week of July 29 – August 4, 2012 as Contract Management Week in Clearfield City.

The Utah Chapter was comprised of 184 contracting professionals from Hill Air Force Base and defense companies located in Davis and Weber Counties.

Mayor Wood asked the Council if there were any items which needed to be removed from the consent agenda. There were no items removed.

Councilmember Shepherd moved to approve the consent agenda items presented by staff as listed above and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray, Shepherd, and Young. Voting NO – None.

COMMUNICATION ITEMS:

Mayor Wood

1. Reported he attended the Davis Education Foundation Gala with Clearfield High administrators and guests. He indicated it was an amazing event with talent selected from students within the District. He expressed his opinion it was the best program the event could have presented. He mentioned the City's guests from Clearfield High were appreciative for the invitations.
2. Informed the Council about the highlight of Barbara Riddle in Utah Business magazine. He stated Ms. Riddle was honored as one of the 30 most powerful women to watch in the State of Utah. He reported Ms. Riddle was the Executive Director of the Davis County Convention and Visitors Bureau.
3. Indicated the Community Council meeting he had scheduled for Thursday, May 24, 2012 had been rescheduled due to a conflict with the City Council and would instead take place on Thursday, June 7, 2012, 6:30 p.m. in the multi-purpose room at the City building. He shared who some of the individuals who would be presenting during the meeting were with the Council as well as those invited to attend. He expressed his opinion the information would be pertinent to anyone attending and believed it would be beneficial in addressing the needs of many of the City's residents.
4. Reminded the Council that the City had four invitations for individuals to participate in the Thunderbird Pilot's Reception, Friday, May 25, 2012, prior to the air show. He indicated he had to RSVP prior to Monday, May 21, 2012. Councilmember Shepherd expressed his desire to attend.
5. Announced the Council of Government (COG) meeting would be hosted and held in Clearfield City in City Hall. He stated an invitation had been extended to Governor Herbert and the meeting would be open to the public.
6. Informed the Council the new billboard along I-15 was up and believed it better clarified the products made in the City. He explained how the logo had been displayed.

Councilmember Bush

1. Reported he had attended the Arbor Day tree planting/storytelling activity at Fox Hollow Park on April 26, 2012. He indicated approximately 150 children were in attendance and believed it was a great event.
2. Requested he be excused from any meetings from May 19, 2012 until May 29, 2012 as he would be out of the Country.

Councilmember LeBaron – Reported he had attended the Planning Commission meeting on Wednesday, May 2, 2012, during which the proposed daycare for the Goupios building was discussed at length. He stated many of the commissioners expressed concern regarding the ingress and egress of the parking lot. He stated in conclusion the Planning Commission sent the item back to staff to best determine how the parking lot near 1000 West could accommodate people coming in and going out of the parking lot during busy times of the day.

Councilmember Murray – nothing to report.

Councilmember Shepherd

1. Reported on Clearfield University visiting Freeport Center for the previous two weeks and touring some of the facilities located there. He mentioned the participants had been impressed with the infrastructure there. He commented Betty Parker, Freeport Center, shared an impressive presentation on the myriad of companies located at Freeport. He stated they had also toured Job Corps and reported the participants were equally impressed with that facility. He expressed appreciation to Lisa for accommodating the City.
2. Stated he would be out of town next week and requested he be excused from any meetings.

Councilmember Young – nothing to report.

STAFFS' REPORTS

Adam Lenhard, City Manager – informed the Council he had emailed an administrative update and requested the Council contact him with any questions.

Nancy Dean, City Recorder

1. Reviewed the meeting schedule with the Council:
 - Work session tentatively scheduled for May 15, 2012 at 6:00 p.m.
 - Policy session on May 22, 2012
 - Clearfield University on Thursday, May 24, 2012 at 6:30 p.m.

Councilmember Shepherd briefly reviewed the evening's agenda and indicated a tour of the executive offices would take place, in addition to teaching the participants about the Mayor/Council's roles. He believed there would also be a mock City Council Meeting for participants.

Councilmember LeBaron moved to adjourn as the City Council and reconvene as the Community Development and Renewal Agency at 7:55 p.m., seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, LeBaron, Murray, Shepherd and Young. Voting NAY – None.

The minutes for the CDRA are in a separate location

**APPROVED AND ADOPTED
This 22nd day of May, 2012**

/s/Don Wood, Mayor

ATTEST:

/s/Nancy R. Dean, City Recorder

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, May 8, 2012.

/s/Nancy R. Dean, City Recorder