

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:00 P.M. WORK SESSION  
June 11, 2013

PRESIDING:	Bruce Young	Mayor Pro Tem
PRESENT:	Kent Bush	Councilmember
	Mike LeBaron	Councilmember
	Mark Shepherd	Councilmember
EXCUSED:	Don Wood	Mayor
	Kathryn Murray	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Brian Brower	City Attorney
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Kim Dabb	Operations Manager
	Valerie Claussen	Development Services Manager
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Bob Wylie	Administrative Services Director
	Sean Montierth	IT Manager
	Jessica Hardy	Accountant
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Beverly Bradley – Standard Examiner

Mayor Pro Tem Young called the meeting to order at 6:05 p.m.

DISCUSSION ON AN UPDATE TO THE SEWER CAPITAL FACILITIES PLAN

Scott Hodge, Public Works Director, distributed a handout showing a summary of sanitary sewer projects identified in the current Capital Facilities Plan. He explained which projects had been completed, had been budgeted for completion and those with identified projects which were being included in the updated Capital Facilities Plan. He explained the council members could locate a copy of the plan in their dropboxes or he had hard copies for them to review.

Adam Lenhard, City Manager, pointed out 14 sewer projects had been completed since 2008 totaling almost \$3.5 million. He emphasized the City had made significant progress with the sewer infrastructure and complimented City staff. Mr. Hodge expressed appreciation to the Council for its support of the infrastructure improvements. Mr. Hodge also explained the remaining projects which had been prioritized.

Valerie Claussen, Development Services Manager, arrived at 6:09 p.m.

#### DISCUSSION ON THE BID AWARD FOR 1450 SOUTH SEWER PROJECT

Scott Hodge, Public Works Director, informed the Council that a bid process had been completed for the 1450 South Street Water/Sewer Project. He mentioned it was on the evening's agenda to be awarded. He explained the project included the installation of a 16 inch water line to replace the current 16 inch transmission water line which carried water from the 700 South water tank through the Legend Hills area and down 1450 South into the Freeport Center. He explained the current 16 inch water line had been tapped into numerous times to service residential homes and mentioned the material, transite, was extremely fragile. He added the material also contained asbestos which required regular testing. He explained it was also proposed to install a new eight inch water line which would be a service line for additional residential connections to avoid tapping into the transmission line.

Mr. Hodge stated the sewer line in 1450 South was ten inches at one end of the street and eight inches at the other and explained the difficulty in maintaining an even flow. He pointed out the project included the replacement of a larger sewer line. He continued to explain that since three utility lines were being installed in the road staff suggested replacing the asphalt for the entire road. He reported the appropriated funds didn't include the entire asphalt replacement and informed the Council of the received bids. He referred to a handout and explained where the additional funding could be located in order to complete the 1450 South project.

Councilmember Young inquired if the project could qualify for any CDBG funding. Mr. Hodge responded some of the recognized funding was not CDBG funding, but rather funds appropriated from the City's water enterprise fund to contribute toward the CDBG project. He emphasized CDBG funds were used prior to any City funds when completing an identified CDBG project.

Councilmember Bush inquired how the eight inch line would connect to the 16 inch water line. Mr. Hodge explained approximate locations where connections would take place to minimize the number of connections. A discussion took place regarding specifics of the project.

#### DISCUSSION ON THE BID AWARD FOR A WEBSITE CONTENT MANAGEMENT SYSTEM

Sean Montierth, Information Technologies Director, distributed a handout specific to the Content Management System RFP (Request for Proposal). He informed the Council that the System would allow management of the City's website and explained the RFP process to the Council. He reported the evaluation committee recommended awarding the bid to Intrafinity and referred to the handout reflecting the costs associated with Intrafinity.

Councilmember Young requested the criteria used by the committee to determine the best proposal. Mr. Montierth responded Nancy Dean, City Recorder, could provide the scoring sheets used by the committee which would reflect the criteria.

Bob Wylie, Administrative Services Director, asked about the specific timeline associated with completion of the project. Mr. Montieth expressed his opinion the time needed to complete the new website would be approximately three months. He stated Intrafinity had a proposed timeline.

Councilmember Shepherd inquired as to what major changes could be expected regarding the new website. Mr. Montieth explained the website would be designed using a mobile platform with a responsive design website which would allow more access to social media. He mentioned the content management wasn't very good with the early versions of the City's website and pointed out one of the changes would allow content to be submitted which would then be distributed. He emphasized this particular system was specific to municipal content management.

Adam Lenhard, City Manager, stated the system would reduce the administrative authority needed from staff. Mr. Montieth explained the framework would be in place and would allow each department to update its information in a more efficient manner. He briefly reviewed the capabilities of the new website specific to department updates.

Mr. Montieth reported Ms. Dean could provide the submitted proposals to the Council if it desired which reflected the criteria specific to mobile capabilities and a social media component. He briefly reviewed the grading system.

#### DISCUSSION ON IMPROVEMENTS TO THE COMMUNITY ARTS CENTER BUILDING

Eric Howes, Community Services Director, reminded the Council of the proposed design of the entry to the Community Arts Center building which had been submitted with the facility's assessment. He reported staff had requested some additional conceptual ideas for the entry and shared the illustrations with the Council. He requested input and direction from the Council regarding possible options for the entry.

Councilmember LeBaron inquired if any additional windows would impact the current HVAC system. Mr. Howes believed the cooling would improve because the new windows would be insulated and more efficient. He stated he intended to complete the windows, soffit and entry upgrades together because he believed it would be simpler and more cost effective to bid them as one project instead of three separate projects. He requested direction from the Council regarding the approach of it being one project as well as the preferred design.

Councilmember LeBaron believed bidding and completing all three projects at the same time would be beneficial to the City in the form of recognized savings. Mr. Howes stated cost proposals specific to the new design hadn't yet been identified as the City currently didn't want to incur additional costs for the redesign. He believed the new proposal would cost a little more because of the construction materials. He explained the design components and a discussion took place regarding the design components of the entry and estimated costs associated with the project.

Councilmember Bush stated he preferred the presented new option but expressed concern about any increased cost associated with it. Councilmember LeBaron didn't have a preference specific

to the entry. Councilmember Shepherd preferred the new option because it would better match the design of the exterior of City Hall but only if the costs were reasonable. Councilmember Young also expressed his preference for the presented new design option for the entry if the costs were reasonable.

Mr. Howes reported he would proceed in getting some cost estimates for the proposed new design component for the entry.

The meeting adjourned at 6:40 p.m.

**APPROVED AND ADOPTED  
This 25<sup>th</sup> day of June, 2013**

**/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, June 11, 2013.

/s/Nancy R. Dean, City Recorder