

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
March 26, 2013

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

VISITORS: There were no visitors.

Mayor Wood called the meeting to order 6:03 p.m.

DISCUSSION ON THE REQUEST FOR PROPOSAL (RFP) FOR INSURANCE
BROKERAGE SERVICES

Bob Wylie, Administrative Services Director, reminded the Council that the City had an insurance broker providing Property and Casualty Insurance. The current broker had been providing those services since 2006 and reported a Request for Proposal (RFP) had recently been solicited. He reported a selection committee consisting of himself, Brian Brower, City Attorney, Nancy Dean, City Recorder and Jessica Hardy, Accountant, reviewed the four submitted proposals and selected Olympus Insurance, as the proposal that received the highest cumulative score.

He commented the previous policy administrative fees had been commission based and staff was proposing changing that to a straight fee based proposal for the next two years. He stated the proposed straight fee was similar in amount to the commission price and reported all four proposals were very strong. He expressed his opinion Olympus had some services which placed them higher in the scoring tabulation.

Mayor Wood requested clarification about the fee Mr. Wylie was referring to as an “administrative fee”. Mr. Wylie responded the administrative fee was what the City had been compensating the broker to handle the insurance for the year.

Councilmember Bush inquired when the policy would be effective. Mr. Wylie responded the contract would be effective July 1, 2013. Councilmember Young requested if he could review the scoring sheets from each member of the committee.

DISCUSSION ON AN AMENDED FINAL SUBDIVISION PLAT KNOWN AS NINIGRET FIELD

Valerie Claussen, Development Services Manager, explained the original Ninigret proposal which came before the Council last summer reflected a narrow strip of property located on the border of Clearfield and Syracuse divided into two lots. She reported it was now proposed to take Lot 2 and further subdivide it to anticipate it being sold to Worldwide Packaging. She indicated Worldwide Packaging would complete all necessary improvements in the form of a driveway and access to its property.

Ms. Claussen reported the City Engineer had reviewed the plat and recommended its approval. She continued the construction documents associated with the installation of the driveway had also been approved.

DISCUSSION ON A FINAL SUBDIVISION PLAT KNOWN AS DAVIS NORTH DENTAL CENTER CONDOMINIUM

Valerie Claussen, Development Services Manager, explained the building was located at approximately 1500 East 1500 South near the Clearfield and Layton border. She explained it had come before the Planning Commission and there were additional concerns which needed to be addressed. She stated staff had requested a continuance until the April 23, 2013 meeting allowing for other comments to be addressed.

Ms. Claussen explained the proposal was to take the existing building and divide it into four condominiums; one unit for each of the doctors practicing in the facility. Mayor Wood clarified the approval of agenda item #8 would be continued. Ms. Claussen clarified the public hearing would need to be opened; however, it would be continued until April 23, 2013. Councilmember Bush inquired if all approvals had taken place specific to lot lines and fire ratings. Ms. Claussen responded in the affirmative and pointed out common ownership had been delineated between floors, open areas, parking lot, etc. with a Property Owner’s Association complete with CCR’s (Covenants, Conditions and Restrictions). She emphasized those had been submitted to the City and were consistent with code.

DISCUSSION ON THE APPOINTMENT TO THE PLANNING COMMISSION

Valerie Claussen, Development Services Manager, reported Commissioner Brandon Stanger had resigned from the Planning Commission. She stated both alternate members Tim Roper and Keri Benson had been extremely active and were great additions to the Commission. She informed the Council she had visited with Chair Peterson regarding the vacancy and she recommended the appointment of Mr. Roper because of his previous experience in serving on the Planning Commission.

Councilmember LeBaron pointed out Ms. Benson had participated in the Clearfield University program. He expressed his opinion Ms. Benson might have a better understanding of the City as a whole. He expressed agreement with Ms. Claussen's remarks that both Commissioner Roper and Benson were assets to the Commission; but didn't believe there to be much of a difference in experience. Councilmember Shepherd agreed with Councilmember LeBaron's comments. Councilmember Bush commented he would like to see Mr. Roper appointed as a regular member on the Planning Commission. Councilmember Young also believed it would be a toss up as to who should be appointed as a regular member of the Commission but was willing to agree with Councilmember LeBaron as he was the Council liaison to the Planning Commission. Councilmember Murray expressed her opinion to support Chair Peterson's recommendation for Mr. Roper.

Ms. Claussen stated she didn't believe it was necessary to conduct recruitment for alternate members on the Commission at this time. Mayor Wood expressed agreement with Councilmember LeBaron and Shepherd's philosophy regarding Ms. Benson's participation in Clearfield University. Ms. Claussen stated she would inform Chair Peterson of the Mayor and Council's discussion regarding the vacancy.

Mr. LeBaron emphasized the Council's decision was nothing against Mr. Roper, but believed Ms. Benson's initiative and commitment to the City with her participation in Clearfield University was something to be considered.

DISCUSSION ON PROCEDURES FOR COUNCIL PROJECTS

Mayor Wood stated he had requested staff place the issue on an agenda. He continued there were many opportunities in which to better the community and believed each councilmember, individually, had some great ideas for that betterment. He stated he had attended trainings which specified the separation of the legislative body and staff, the administrative body; furthermore the legislative body should be approaching the City Manager who would be responsible for filtering proposed projects. He stated it was inappropriate for councilmembers to individually direct or request specifics from City staff. Mayor Wood shared an example.

Adam Lenhard, City Manager, reported other communities had formal policies and stated he didn't believe that was necessary.

Councilmember Bush explained how he had been asked to provide names of City staff in response to the fire hydrant painting project. Mayor Wood pointed out issues regarding potential impacts to staff that might be created by such projects. He announced Saturday, June 1, 2013, had been designated as the day in which the fire hydrants would be painted. He continued residents would be meeting in the church parking lot on 1000 West south of 300 North. A discussion took place specific to liability waivers and volunteers completing City sponsored projects.

Councilmember Murray inquired about Eagle Scout Project requests. Mr. Lenhard indicated he would be the point of contact for those kinds of projects at this time.

DISCUSSION ON THE REQUEST FOR PROPOSAL (RFP) FOR INSURANCE
BROKERAGE SERVICES

Bob Wylie, Administrative Services Director, distributed a handout reflecting scoring for the Insurance Brokerage Services.

The meeting adjourned at 6:25 p.m.

**APPROVED AND ADOPTED
This 14th day of May, 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, March 26, 2013.

/s/Nancy R. Dean, City Recorder