

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
July 8, 2014

| | | |
|----------------|---------------|----------------------------------|
| PRESIDING: | Mark Shepherd | Mayor |
| PRESENT: | Keri Benson | Councilmember |
| | Kent Bush | Councilmember |
| | Ron Jones | Councilmember |
| | Mike LeBaron | Councilmember |
| | Bruce Young | 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 |
| | Eric Howes | Community Services Director |
| | Scott Hess | Development Services Manager |
| | Rich Knapp | Administrative Services Director |
| | Kim Dabb | Operations Manager |
| | Nancy Dean | City Recorder |
| | Kim Read | Deputy City Recorder |

VISITORS: Troop 386 Boy Scouts, Robert Bercher, Rayanna Bercher, Roger Keally, Hyrum Allen, Kathryn Murray

Mayor Shepherd called the meeting to order at 7:00 p.m.

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

Councilmember Benson conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE MAY 20, 2014, MAY 27, 2014, AND THE JUNE 17, 2014 WORK SESSIONS AND THE JUNE 24, 2014 POLICY SESSION

Councilmember Bush reported he had requested some minor corrections to the minutes prior to the meeting.

Councilmember Bush moved to approve the minutes from the May 20, 2014, May 27, 2014, and the June 17, 2014 work sessions and the June 24, 2014 policy session with corrections, seconded by Councilmember Jones. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

PUBLIC HEARING TO RECEIVE COMMENT ON ZTA 1404-0001 ZONING TEXT AMENDMENTS TO TITLE 11, CHAPTERS 3, 10A, 11A, 11B, 11C, 11E AND 14 REGARDING PARKING REGULATIONS

On April 22, 2014, the Clearfield City Council enacted a temporary land use regulation regarding parking lots and facilities which was applicable to all commercially zoned property within Clearfield City. The City Council asked staff and the Planning Commission to review the parking ordinance within commercial zones and recommend language which would protect the City's remaining prime commercial property from being developed into stand-alone parking lots that were not necessarily tied to a primary commercial use. The Planning Commission held public hearings on the amendment and recommended approval. The City Council also opened a public hearing on May 27, 2014 and continued it through July 8, 2014.

Scott Hess reviewed recommendations from the Planning Commission:

- Amending the definition of "Parking Facility, Commercial" and adding the word "consecutive" when referring to five (5) days
- Amend the provision to indicate where the "Parking Facility, Commercial" could be located removing them from the M-1 and PF zones.
- Clarifying the definition of "Parking Lot": an area where motor vehicles can be placed and left temporarily and including the sentence, "Parking must meet the minimum requirements of Title 11, Chapter 14.
- Including a definition for off-site parking and its requirements as opposed to it being a conversation item
- Adding the definition of "Parking Lot, Stand-alone"; a parking lot that existed on a parcel of land as the use in and of itself.
- Add "Parking Lot, Stand-alone" as a use within the permitted uses of the PF zone.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember LeBaron moved to close the public hearing at 7:09 p.m. seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

CITIZEN COMMENTS

There were no citizen comments.

APPROVAL OF ORDINANCE 2014-16 AMENDING TITLE 11, CHAPTERS 3, 10A, 11A, 11B, 11C, 11E AND 14 OF THE CLEARFIELD CITY CODE REGARDING PARKING REGULATIONS

Councilmember LeBaron moved to approve Ordinance 2014-16 amending Title 11, Chapters 3, 10A, 11A, 11B, 11C, 11E and 14 of the Clearfield City Code regarding parking regulations and authorize the Mayor's signature to any necessary documents, seconded by

Councilmember Jones. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

APPROVAL OF THE AWARD OF BID TO CRAYTHORNE, INC., FOR THE DEPOT STREET EXTENSION IMPROVEMENT PROJECT

Adam Lenhard, City Manager, reported bids were received from five construction companies to extend Depot Street. The lowest responsible bid was received from Craythorne, Inc. with the bid amount of \$181,534.25. The project would extend Depot Street from approximately 800 South to 900 South, and would include the extension of a culinary waterline within Depot Street and connect two access roads into the Meadows Condominiums. He stated the road extension was a key component to the Clearfield Station Development.

Councilmember Young moved to approve the award of bid for the Depot Street Extension Project to Craythorne, Inc. with the bid amount of \$181,534.25 and approve funding for the project in the bid amount of \$181,534.25 with contingency and engineering of \$64,465.75 for a total project cost of \$246,000; and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

APPROVAL OF AN EXCLUSIVE LISTING AGREEMENT FOR SALE OF REAL PROPERTY LOCATED AT 70 SOUTH STATE, CLEARFIELD

JJ Allen, Assistant City Manager, explained Clearfield City owned a parcel on State Street across from City Hall, and two adjacent parcels were owned by the Clearfield CDRA. The parcel currently housed the Clearfield Auto Parts store. Together, the three parcels totalled 2.3 acres. The purpose in acquiring them was to help accomplish complete redevelopment of the property. With the proposed Listing Agreement, the City (and CDRA) would engage the services of Newmark Grubb ACRES to market the property and attract developers with proposals consistent with the vision for redevelopment. He mentioned the sale would be contingent upon approval of the proposed project by the City Council and the CDRA. He emphasized the City desired to accomplish redevelopment and promote the economic development of downtown Clearfield. He mentioned the previous discussion, which took place during the work session, indicated that the agreement called for some exclusions for parties which had previously discussed the possible purchase of the properties and it was suggested including Holmes Homes and Wasatch Group in that list. He added approval of the same listing agreement would need approval by the CDRA.

Councilmember Young moved to approve the Exclusive Listing Agreement for the Sale of Real Property located at 70 South State, Clearfield, with Newmark Grubb ACRES as amended by including Holmes Homes and Wasatch Group to the list of excluded buyers in which a commission would be paid, and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember LeBaron. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

UPDATE ON THE FISCAL YEAR 2014 FINANCIAL STATUS

Rich Knapp, Administrative Services Director, distributed handouts that reflected expenditures and revenues for the end of the 2013/2014 fiscal year budget. He stated it was a very rough draft as expenditures were still coming in. He reviewed revenues with the Council highlighting the following:

- Delinquent property taxes were lower than the previous year.
- Figures for the Sales and Energy Tax revenues were projections because the City would receive funds for June during the month of August.
- Building permits were higher than budgeted; however, they were still less than the previous year.
- Court fines were less than last year.
- Last year the City had one-time miscellaneous revenue of approximately \$144,000 which needed to be taken into consideration.
- The amount billed for culinary water was significantly less. He assumed that was due to less consumption.

Mr. Knapp reviewed expenditures and highlighted the following:

- The interdepartmental service was only seventy-seven percent of budget or \$250,000 less than what had been appropriated.
- The amount of funds appropriated for buildings & plants was less than budgeted because the Community Arts Center upgrades were not completed but would be rolled over to the 2015 fiscal year budget.
- Patrol and Investigations was approximately \$77,000 less than the previous year due to staffing issues in the Police Department. He commented Code Enforcement was similar.
- Liquor Law Enforcement was over budget; however, there was offsetting revenue associated with that.
- Planning & Zoning was less than last year because of a change in staffing.

He stated the net overall figures for last fiscal year were down \$127,000. He stated all other funds came in as expected. He asked if the Council had any question. There weren't any questions from the Council.

COMMUNICATION ITEMS

Mayor Shepherd

1. Expressed appreciation to staff involved with the City's Fourth of July celebration. He stated he had received positive feedback. He mentioned the HAFB leadership had a wonderful day and expressed appreciation to the City.
2. Announced he would be traveling on City businesses with Adam Lenhard, City Manager, JJ Allen, Assistant City Manager, and Rich Knapp, Administrative Services Director, meeting with Standards & Poors to see if the City could reduce its rate associated with its bond to recognize some savings.

Councilmember Benson

1. Stated Councilmember Bush had been a fabulous tour guide on the Union Pacific train ride.

2. Expressed appreciation to the Mayor and Council for judging the “We’ve Got Talent” contest during the Fourth of July event. She believed it was a successful event!
3. Stated the fireworks were amazing and enjoyed participating in the celebration with HAFB leadership.
4. Expressed appreciation to staff especially Marliss Scott, Special Events/Public Relations, for her assistance with the “We’ve Got Talent” contest. She emphasized she was very competent in carrying out her job duties.

Councilmember Bush

1. Added thanks to staff for the Fourth of July.
2. Complimented staff involved with the summer party.
3. Informed the Council he attended the barbeque lunch hosted by Chancellor Gardens on Wednesday, June 25, 2014.
4. Announced he and Councilmember Benson rode the Union Pacific train from Salt Lake to Ogden and across the Great Salt Lake.
5. Reported on the NDS (North Davis Sewer District) sewer lining project. He stated 1000 East was closed at 1700 South through Thursday, July 10, 2014. He announced the portion under the FrontRunner track would be completed on Sunday, July 13, 2014 to avoid disrupting service. The 700 South portion of the project would begin sometime next week and indicated road closures weren’t anticipated. He mentioned they were attempting to be finished prior to traffic associated with the high school.
6. Stated he would be attending the NDS Board Meeting on Thursday, July 10, 2014.

Councilmember Jones

1. Echoed the remarks regarding the City’s Fourth of July celebration. He stated it was a fantastic event.
2. Announced he had received positive feedback regarding the signage at the Clearfield Station site illustrating the proposed project.

Councilmember LeBaron

1. Also echoed the other remarks on the Fourth of July celebration.
2. Expressed appreciation to Councilmember Benson for organizing the “We’ve Got Talent” contest.
2. Thanked Scott Hess, Development Services Manager, for his efforts in bringing the 50/50 BMX demonstration to the Fourth of July celebration. He reported he had received positive feedback from spectators at the event.

Councilmember Young –Also expressed appreciation to staff for an enjoyable Fourth of July.

Adam Lenhard, City Manager

1. Informed the Council he had provided a written report to the Council earlier. He mentioned the City was again experiencing some personnel changes and the City was dealing with the issue of retaining its employees for a number of reasons. He announced the City was actively recruiting positions.

STAFFS’ REPORTS

Nancy Dean, City Recorder – Informed the Council of its upcoming calendar:

- Tuesday, July 15, 2014 – Open House at South Clearfield Elementary from 6:00-8:00 p.m.
- Tuesday, July 22, 2014 – Policy session, with a work session beginning at 6:00 p.m.
- Tuesday, July 29, 2014 – Open House at Antelope Elementary from 6:00 – 8:00 p.m.

There being no further business to come before the City Council **Councilmember Bush** moved to adjourn as the City Council and reconvene as the Community Development and Renewal Agency (CDRA) at 7:32 p.m., seconded by Councilmember Jones. All voting AYE.

The minutes for the CDRA are in a separate location

APPROVED AND ADOPTED
This 22nd day of July, 2014

/s/Mark R. Shepherd, 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, July 8, 2014.

/s/Nancy R. Dean, City Recorder