

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
March 25, 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
	Adam Malan	Police Lieutenant
	Scott Hodge	Public Works Director
	Kim Dabb	Operations Manager
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Shane Richards	Parks Manager
	Scott Hess	Development Services Manager
	Rich Knapp	Administrative Services Director
	Jessica Hardy	Accountant
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Koral Vasquez, Anthony Vasquez, Kathryn Murray, David W. Hansen, Wendy Osborn

Mayor Shepherd called the meeting to order at 6:00 p.m.

PARK MAINTENANCE UPDATE

Shane Richards, Parks Manager, shared a visual presentation introducing himself and the parks crew to the City Council. Mr. Richards highlighted the following during his presentation:

- Various duties and assignments required for the day to day operations
- Informed the Council of the special projects completed last year which involved the parks department.
- Statistics illustrating the costs and processes used to maintain the City parks.
- Information specific to playground maintenance.

DISCUSSION ON THE DEPOT STREET ALIGNMENT

JJ Allen, Assistant City Manager, informed the Council that a meeting had recently taken place to inform citizens about the proposed Depot Street Realignment in conjunction with the

Clearfield Station development. He stated the city engineer had prepared a few options for consideration and Mr. Allen shared the illustrations and explained each proposal to the Council. Adam Lenhard, City Manager, added the Depot Street extension had been identified as a road improvement project several years ago.

Mr. Allen reported approximately two dozen residents attended the meeting and provided input. He stated the attendees expressed their dislike for option three of the road configuration, with the exception of the Vasquez family. He stated the city engineer also did not support option three but recommended option one as a more viable alignment. Mr. Allen explained option one would directly impact the Vasquez' property because of a recently built detached building. He reported the city engineer had made some minor adjustments to option 1 and shared a rough illustration of the new configuration, and indicated the new configuration could accommodate the Vasquez building. Mr. Allen requested direction from the Council on its preferred route and a discussion took place. The Council expressed its approval for the new proposed route of option one.

DISCUSSION ON THE REIMBURSEMENT AGREEMENT ORDINANCE

Brian Brower, City Attorney, explained the City needed to amend its reimbursement agreement ordinance. He stated infrastructure improvements completed by a developer or another property owner which then benefitted other property owners, should have an avenue process in place to assist with recouping shared improvement costs. He explained several years ago the City recognized a need for such an ordinance; however, he believed the language needed be more specific. He clarified the proposed ordinance would allow for reimbursements to the developer for any completed infrastructure improvements.

DISCUSSION ON AN ALARM FEE ORDINANCE

Brian Brower, City Attorney, reminded the Council of previous discussions specific to an alarm fee ordinance and distributed a draft ordinance to the Council for review. He stated he had made some modifications to the proposed ordinance and explained them to the Council. He explained the multiple alarm fee would be for false alarms outside of a 24 hour period over a three month time frame.

Councilmember Bush inquired how often the police department responded to false alarms. Adam Malan, Police Lieutenant, indicated ninety percent of alarms that required a response by the police department were false alarms. Mr. Brower emphasized implementation of the ordinance wasn't to penalize owners but to encourage proper alarm system maintenance. Lieutenant Malan pointed out the costs associated with time and manpower which illustrated the waste of City resources due to false alarms. Mr. Brower stated the proposed ordinance would come before the Council for consideration at its meeting scheduled for Tuesday, April 8, 2014.

Councilmember Bush moved to adjourn and reconvene in a City Council policy session at 6:54 p.m., seconded by Councilmember Benson. All voting AYE.

The work session reconvened at 7:55 p.m.

DISCUSSION ON THE COMMUNITY ARTS CENTER REMODEL DESIGN

Eric Howes, Community Services Director, distributed a handout of drawings and referred to page three of the handouts which identified the soffits and windows of the Community Arts Center building. He explained the challenges associated with wrapping the soffits with aluminum. He informed the Council that by redesigning the soffits to use stucco and aluminum products, the project would be more affordable. He reminded the Council what the windows looked like in the existing building and explained the new proposal would use windows similar to what was being used in the current City building. He explained how the entry would be redesigned to accommodate improved signage and how the northern entrance would also be reconfigured. Mr. Howes was hopeful the bids could accommodate improvements to the north entrance.

Mayor Shepherd inquired if the construction would impact use of the facility. Mr. Howes explained there would be information provided to the bidders informing them of those challenges.

DISCUSSION ON CITY CODE – TITLE 1, CHAPTER 8G – COMMUNITY SERVICES DEPARTMENT

Eric Howes, Community Services Director, suggested changes to Title 1, chapter 8G – Community Services, of the City Code. He stated the ordinance needed to be amended to reflect the changes made to the department's staffing structure as well as address the Parks and Recreation Commission. Adam Lenhard, City Manager, suggested moving the Parks and Recreation portion of the ordinance to Title 3 – Boards and Commissions. He further recommended providing a small stipend to those individuals serving on the Commission. He explained the number of hours required by the volunteers to monitor parks, participate in Take Pride in Clearfield, Boonanza, Easter Egg Hunt and other recreational activities. The Council believed a stipend was reasonable given the amount of work required of the volunteers.

DISCUSSION ON THE 2014/2015 FISCAL BUDGET

Rich Knapp, Administrative Services Director, reviewed the funds supported by the General Fund. He reviewed the proposed revenues associated with property tax, sales tax, Aquatic Center, and fines. He referred to the Capital Project budget justification notes in the budget document and Mr. Lenhard reviewed the identified requests which were proposed to be funded. Councilmember Young suggested considering other flooring options which could be more beneficial in the long term as opposed to carpeting in offices of the City building. Mr. Howes responded he would research that possibility and obtain numbers for the Council.

Mr. Lenhard explained the South Main Street rebuild was continuing to increase in cost and it appeared likely that the entire excess fund balance would be needed to complete the project. He also reviewed funding for other road improvement projects as well as other identified projects such as improvements to Steed Park. A discussion took place regarding the South Main Street improvement project and the Council concluded it was in the best interest of the City to fund the project the entire project in the upcoming budget.

Eric Howes, Community Services Director, proposed creating a concession area at the Aquatic Center in lieu of the vending machines located in the lobby. He stated the proposal was to lease the area to an operator which provide products such as a juice bar.

JJ Allen, Assistant City Manager, explained the proposed improvements for the City's gateways, Mabey Pond and Youth Resource Center.

Mr. Knapp reported the City had applied for a Safe Sidewalk grant that would provide funding for sidewalk installation from 825 West to 1000 W along 300 North. He pointed out the City's would need to add 25 percent matching funds for the project if the grant were received. He referred to the proposed \$1.4 million budgeted to complete the South Main Street improvement project.

Mr. Lenhard announced the City would be completing a water, sewer and storm sewer impact fee study and stated the NDFD (North Davis Fire District) had approached the City about being included with the City's study. He indicated the District's would pay for its portion of the study and the study would include information specific to the District's fee.

Mr. Lenhard stated there were projected expenditures included in the budget for infrastructure improvements relative to easements on the Chelemes property associated with the Clearfield Station development and the 550 East road improvement project.

Mr. Lenhard reviewed the equipment purchases proposed in the budget. He highlighted the police finger print machine and self-serve payment kiosk. Mr. Knapp reviewed the amount of funds designated for vehicle replacement and the IT server room security project. Adam Malan, Police Lieutenant, explained the proposed radar speed sign expense that would be used in conjunction with the speed trailer.

Councilmember Benson inquired about vehicle replacement. Scott Hodge, Public Works Director, explained the process used by staff to determine the need for vehicle replacement.

Mr. Lenhard reviewed the police radio replacement and reminded the Council that funding had been set aside for past few years to complete the entire purchase at one time. Mr. Knapp reviewed expenditures associated with other vehicle replacement and water meters. He also reviewed other proposed equipment purchases with the Council. Mr. Howes reviewed the equipment specific to the parks department.

A discussion took place regarding costs associated with Take Pride in Clearfield Day.

The meeting adjourned at 9:02 p.m.

**APPROVED AND ADOPTED
This 22nd day of April, 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, March 25, 2014.

/s/Nancy R. Dean, City Recorder