

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
April 28, 2015

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
	Jacob Fordham	Assistant City Attorney
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Kim Dabb	Operations Manager
	Scott Hess	Development Services Manager
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Rich Knapp	Administrative Services Director
	Terence Jackson	IT Manager
	Lee Naylor	Accountant
	Nancy Dean	City Recorder
	Kim Read	Deputy Recorder

VISITORS: Kathryn Murray, Beth Holbrook – Waste Management

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

DISCUSSION ON THE REQUEST FOR PROPOSAL (RFP) FOR RESIDENTIAL SOLID WASTE SERVICES AND RECYCLABLES COLLECTION SERVICES

Rich Knapp, Administrative Services Director, informed the Council that there were two more years in which the City could renew its solid waste contract with Waste Management; however, staff wanted to explore a recycling component so a Request for Proposal (RFP) process was completed. He explained the proposal would be for a five year term with a three year renewal. He reported staff reviewed the proposals and was recommending the contract be awarded to Waste Management. He explained one of the advantages of having a five year contract was the City would recognize lower garbage rates because of the longer commitment.

Mr. Knapp announced the proposed recycling fees were proposed to be lower than expected and stated the first can pricing was similar to the FY13 costs. He explained the City could also expect

a credit should the cost of diesel decreases. He mentioned garbage would be picked up every week and the recycling can would be picked up every other week.

Mr. Knapp shared an illustration identifying the pros and cons relative to recycling and reviewed them with the Council:

PROS

Cheaper than having a second trash can - \$7.50 vs \$4.00

New residents regularly request a recycling program

Not all waste is burned at the Burn Plant – approximately only fifty percent

Once the landfill fills up costs will certainly increase

Protecting Mother Earth

More convenient than drop-off locations

CONS

Increase of heavy truck traffic which contributes to emissions but there was already a private recycling vendor operating within the City

The City's curbside recycling program could negatively affect the private vendor

Only fifty percent of garbage received at the Burn Plant was converted to energy

Residents would need to find a place for a second trash can

Adam Lenhard, City Manager, clarified staff was looking for direction from the Council on three specific issues:

- The Award of Bid.
- Should the City implement a recycling program, and if so how – should it be mandatory, allow residents to opt-in, or allow residents to opt-out?
- Should there be an increase in cost for the second garbage can?

Mr. Knapp reviewed costs associated with the implementation of a recycling program based on a 75 percent participation rate:

- Mandatory \$3.00
- Opt-out > 75% \$3.40
- Opt-out < 75% \$3.75
- Opt-in \$5.50

Beth Holbrook, Waste Management, explained Waste Management desired to make recycling easier for the consumer as much as possible. She stated most cities offered an opt-out time frame of approximately 45 to 60 days and the typical response to that was 65 to 85 percent opting out. She suggested the City could expect 60 percent opting out the first go around and reported they would provide an education piece which would include opt-out information. Mr. Knapp reported 35 percent of the City's residents currently paid for a second trash can.

Councilmember Bush asked what products could be placed in the recycle can. Mr. Knapp provided an illustration identifying accepted and non-accepted items and explained plastic grocery bags and glass could not be placed in the recycle can. Councilmember Bush clarified green waste was not allowed in the recycle can. Councilmember LeBaron pointed out many

residents used a second can during the summer months for no other purpose than for grass clippings and suggested once recyclable items were placed in the recycle can the green waste would probably fit in the trash can. A discussion took place regarding green waste and if some residents would rather have the second trash can as opposed to a recycle can.

Councilmember LeBaron liked the recycling concept but believed a learning curve was needed and suggested placing a green waste dumpster at the City Shops facility which could be accessed during business hours. JJ Allen, Assistant City Manager, pointed out the challenges associated with that since most green waste was created on weekends and an individual would be required to be on site in order to monitor what was being disposed.

The Council directed Mr. Knapp to proceed with the recycling program and allowing an opt-out option to residents. Mayor Shepherd believed the City would have less than the 75 percent participating for the first year.

Ms. Holbrook suggested the City could allow an opt-out window to residents and a discussion followed. Mr. Knapp clarified the following:

- Allowing an opt-out option time frame to residents with a designated time frame
- New residents would also have a choice when signing up for a utility account
- Recycle can cost set at \$3.74 to \$4.00. The Council wanted to discuss the rate at a later date.
- The Council didn't want recycling to be mandatory to residents

Mr. Knapp announced the new contract would be in place prior to July 1, 2015 and Ms. Holbrook expressed agreement with that.

Ms. Holbrook left the meeting at 6:30 p.m.

DISCUSSION ON THE AWARD OF BID FOR ASBESTOS ABATEMENT AT 310 SOUTH 500 EAST AND 559 SOUTH MAIN STREET

Eric Howes, Community Services Director, reminded the Council the service had been previously bid out and the City determined to modify the scope of work regarding the structures and rebid the project which allowed the City to recognize a significant savings. He reviewed where the structures were located. He reported the lowest bid didn't submit all items included in the bid request and staff had determined the bid was unresponsive. He recommended awarding the bid to A-1 Abatement at \$7917.24.

DISCUSSION ON THE AWARD OF BID FOR DEMOLITION OF BUILDINGS AT 310 SOUTH 500 EAST AND 559 SOUTH MAIN STREET

Eric Howes, Community Services Director, announced the lowest bid for demolition of both structures was \$38,000 and was recommending the award of bid go to Grant Mackay in that amount.

Councilmember LeBaron inquired if A-1 Abatement possessed the required State Certifications. Mr. Howes responded in the affirmative and reported of the five bids received for the project they were the only company which had submitted everything requested by the City.

Councilmember Bush inquired if the garage would also be demolished in conjunction with the Youth Resource Center. Mr. Howes indicated it would be demolished.

DISCUSSION ON THE AWARD OF BID FOR THE CLEARFIELD CITY MONUMENT SIGN PROJECT

Eric Howes, Community Services Director, referred to a handout which provided bid information regarding the Monument Sign project. He reported all bids exceeded the Engineer's estimate and staff was recommending all bids be rejected at this time and then rework and rebid the project in the future.

Adam Lenhard, City Manager, inquired if any action was required on behalf of the Council to reject all submitted bids. Brian Brower, City Attorney, responded the procurement officer could reject any bids.

Mr. Howes believed adjustments could be made to the project and bid prior to its next release which could help the bids come closer to the estimated amount.

DISCUSSION ON THE 2015/2016 FISCAL YEAR BUDGET

Rich Knapp, Administrative Services Director, distributed a budget handout which explained changes to the budget since it was last seen by the Council. He also reviewed the notes associated with the five Enterprise Funds.

He stated the Utility Administrative Fund had been established to track utility billing costs and reported it included all late fees. Adam Lenhard, City Manager, emphasized one of the purposes of the fund was to ensure the Enterprise Funds were paying their share of costs related to the General Fund. He reported the late fees totaled nearly \$100,000 per year.

He explained one of the pressures to the Enterprise Funds was the new allocation for overhead which would eliminate the subsidy from the General Fund. He stated forty percent of the utility billing supervisor's payroll costs originated from that account.

Mr. Knapp reviewed the revenues and expenditures to the Water Fund and explained there were increases associated with a vehicle, materials and an increase from Weber Basin Water. He stated the budget included capital water projects. He added the net of the fund was negative and explained depreciation costs were included in the budget process.

Adam Lenhard, City Manager, announced discussions had taken place regarding a possible water capital project which was new since it was last discussed with the Council. Scott Hodge, Public Works Director, explained the City had recently experienced several water leaks in one specific area near 25 North. He mentioned there had been four leaks within the previous two months and

staff was proposing an \$85,000 repair to replace a section of pipe. Mr. Lenhard emphasized the expenditure would be added to the previously identified list of water capital projects.

Mr. Knapp reminded that Council that the City was conducting a Utility Rate Study which was funded from Water, Sewer and Storm Water accounts. He believed the study was necessary to justify the City's utility rates. Councilmember Benson asked if additional information would be provided to the City by completing the study that it didn't already have. Mr. Knapp responded he was looking for justification specific to the base rate for water. Mr. Lenhard added there was a lot of information which would be included in the study, most importantly it would identify the infrastructure which had been completed since the last study in addition to ensuring the rates were appropriate for allowing the City to afford future projects. He mentioned it would also include growth and development projections. JJ Allen, Assistant City Manager, stated it would also provide information on how the City should structure its rates and mentioned the City didn't have a separate commercial rate and emphasized one shouldn't subsidize the other.

Mr. Knapp mentioned the City was completing an Impact Fee Study and reported some of the same information was relative to the Rate Study. He emphasized the study would need to be completed by January in order for any required change to the rates.

Mr. Knapp directed the Council to the Sewer Capital Projects. Mr. Knapp informed the Council that the City spent more on Capital Projects than what had been depreciated and stated rating agencies liked that. He also directed the Council to the Storm Capital Projects.

Mr. Knapp pointed out Phase II of the Public Works Facility had been divided between all funds and believed the City could cash fund it but Phase III would require debt. He reported the only debt in the Enterprise Funds was the Water Bond which should be paid off in 2020.

Mr. Knapp reminded the Council the City provided a no-fee neighborhood dumpster program last year in which the City subsidized the cost to residents. He reported the average cost each time was approximately \$138 and reminded the Council of a previous discussion at which time it was determined to assess \$50 to the resident. He reported there currently were not funds to continue the project until July 1, 2015 unless the Council wanted to amend the current budget and a discussion took place.

Mr. Knapp reviewed revenues with the Council and pointed out they were above operating expenses. He also reviewed the Internal Service Funds, Fleet Fund and Risk Management Fund and reported their revenues matched the expenditures.

Councilmember Benson requested clarification regarding the dumpster program. Mr. Knapp responded the \$50 assessed fee would go into effect July 1, 2015 and a discussion took place. The Council directed staff to proceed with the dumpster program beginning July 1, 2015 as discussed. Councilmember Benson pointed out the City clean-up was still ongoing in the upcoming weekend.

Councilmember Benson moved to adjourn the work session and reconvene in a CDRA work session at 6:51 p.m., seconded by Councilmember Jones. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

The minutes for the CDRA are in a separate location

**APPROVED AND ADOPTED
This 23rd day of June, 2015**

/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, April 28, 2015.

/s/Nancy R. Dean, City Recorder