

CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
January 12, 2016 – POLICY SESSION

Meetings of the City Council of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Executive Conference Room
55 South State Street
Third Floor
Clearfield, Utah

6:00 P.M. WORK SESSION

Discussion on the Proposed Amended Final Subdivision Plat for the Wilcox Farms Subdivision Plat located at 850 West 1600 South (TIN: 12-391-0014)
Discussion on the Award of Bid for Janitorial Services
Discussion on the Fourth of July Activities

(Any items not fully addressed prior to the Policy Session will be addressed in a Work Session immediately following the Policy Session)

City Council Chambers
55 South State Street
Third Floor
Clearfield, Utah

7:00 P.M. POLICY SESSION

CALL TO ORDER:

OPENING CEREMONY:

APPROVAL OF MINUTES:

Mayor Shepherd

Councilmember Benson

November 10, 2015 – Work Session

November 10, 2015 – Appeal Hearing

November 24, 2015 – Work Session

December 8, 2015 – Work Session

December 8, 2015 – Policy Session

PUBLIC HEARINGS:

1. **PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON A PROPOSED FINAL SUBDIVISION PLAT AMENDMENT FOR THE WILCOX FARMS SUBDIVISION LOCATED AT 850 WEST 1600 SOUTH (TIN: 12-391-0014)**

BACKGROUND: The proposed amendment to this plat is for the purpose of creating two lots to be sold for 1) the development of multi-family housing, and 2) the expansion of a day care operation west of the property. An engineering review was completed and determined that the request for the amended subdivision met the minimum City standards as set forth within the C-2 (Commercial) zoning district. Staff has included the North Davis Fire District (NDFD) letter and engineering letter in the Staff Report. The Planning Commission recommended approval based on conditions identified by staff during its meeting on Wednesday, December 2, 2015.

RECOMMENDATION: Open the public hearing, receive public comment and close the public hearing.

SCHEDULED ITEMS:

2. CITIZEN COMMENTS

3. PRESENTATION OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING JUNE 30, 2015

BACKGROUND: Chuck Ulrich of Ulrich and Associates, P.C. will present Clearfield City's draft Comprehensive Annual Financial Report (CAFR) for the year ending June 30, 2015 and to address any questions the Mayor and Council may have concerning the report.

4. CONSIDER APPROVAL OF A PROPOSED SUBDIVISION PLAT AMENDMENT FOR THE WILCOX FARMS DEVELOPMENT LOCATED AT 850 WEST 1600 SOUTH (TIN: 12-391-0014)

RECOMMENDATION: Approve the subdivision plat amendment for the Wilcox Farms Development located at 850 West 1600 South (TIN: 12-391-0014) and authorize the Mayor's signature to any necessary documents.

5. CONSIDER APPROVAL OF THE AWARD OF BID FOR JANITORIAL SERVICES

BACKGROUND: Staff solicited bids for janitorial services. Four vendors submitted qualified bids and each bid was reviewed and ranked by staff based on the guidelines included in the Request for Proposals (RFP).

RECOMMENDATION: Staff will be prepared to make a recommendation of the award of bid for janitorial services.

6. CONSIDER APPROVAL OF ORDINANCE 2016-01 AMENDING TITLE 1, CHAPTER 7, EMPLOYEE APPEAL BOARD OF THE CLEARFIELD CITY CODE

BACKGROUND: The City established an Employee Appeal Board to hear matters related to the discharge, suspension or involuntary transfer of employees. The current Board has five members consisting of employees and elected officials. State Law was amended to allow such appeals to be heard by a hearing officer. This ordinance amends the City's policy in such matters to be heard by a hearing officer as opposed to the current five-member board.

RECOMMENDATION: Approve Ordinance 2016-01 amending Title 1, Chapter 7, Employee Appeal Board of the Clearfield City Code and authorize the Mayor's signature to any necessary documents.

7. CONSIDER APPROVAL OF RESOLUTION 2016R-02 APPOINTING "TEMPORARY JUSTICE COURT JUDGE(S)"

BACKGROUND: From time to time the Clearfield City Justice Court Judge may be absent from court or have a real or perceived conflict of interest that disqualifies the judge from hearing a

particular case. State Law allows the City to appoint “Temporary Justice Court Judge(s)” to fill vacancies in such instances.

RECOMMENDATION: Approve Resolution 2016R-02 appointing “Temporary Justice Court Judge(s)” and authorize the Mayor’s signature to any necessary documents.

8. APPOINT SUMMER PALMER AS THE ADMINISTRATIVE SERVICES DIRECTOR

9. REAPPOINT CITY RECORDER AND CITY TREASURER

BACKGROUND: State Law requires the City Recorder and City Treasurer be appointed before the first Monday in February following a municipal election.

RECOMMENDATION: Approve the Mayor’s appointments of Nancy Dean, City Recorder and Rich Knapp, City Treasurer.

10. CONSIDER APPROVAL OF RESOLUTION 2016R-01 MAKING APPOINTMENTS TO THE NORTH DAVIS FIRE DISTRICT’S ADMINISTRATIVE CONTROL BOARD

BACKGROUND: Councilmembers Mike LeBaron and Ron Jones have been representing Clearfield on the North Davis Fire District’s Administrative Control Board. Due to results from the 2015 General Election Mayor Shepherd recommends appointing Councilmembers Keri Benson and Nike Peterson to serve as the City’s representatives on the Board for terms expiring December 31, 2018.

RECOMMENDATION: Approve Resolution 2016R-01 appointing Councilmembers Keri Benson and Nike Peterson to the North Davis Fire District’s Administrative Control Board and authorize the Mayor’s signature to any necessary documents.

11. APPROVE RESOLUTION 2016R-03 APPOINTING VERN PHIPPS AS CLEARFIELD CITY’S REPRESENTATIVE ON THE ADMINISTRATIVE CONTROL BOARD OF WASATCH INTEGRATED WASTE MANAGEMENT DISTRICT

BACKGROUND: Clearfield City is a member of the Wasatch Integrated Waste Management District. Each member city of the District appoints one member to the Administrative Control Board.

RECOMMENDATION: Approve Resolution 2016R-03 appointing Councilmember Vern Phipps as Clearfield City’s representative on the Administrative Control Board of Wasatch Integrated Waste Management District and authorize the Mayor’s signature to any necessary documents.

12. APPROVE RESOLUTION 2016R-04 APPOINTING REPRESENTATIVES TO SERVE AS ITS APPOINTEES ON THE TAXING ENTITY COMMITTEES FOR PROJECT AREAS ESTABLISHED BY THE CITY’S COMMUNITY DEVELOPMENT AND RENEWAL AGENCY

BACKGROUND: Clearfield City has two appointments on the Taxing Entity Committee for any urban renewal, economic or community development project areas which either now exists or

which may henceforth be created by the Clearfield Community Development and Renewal Agency. Councilmember Bush currently serves in one of those appointments but the other seat is vacant due to results from the 2015 General Election. Mayor Shepherd recommends appointing Councilmember Vern Phipps to the Taxing Entity Committee to fill the vacancy and Councilmember Bruce Young as an alternate representative to the taxing entity committee.

RECOMMENDATION: Approve Resolution 2016R-04 appointing Councilmember Vern Phipps as a representative and Councilmember Bruce Young as an alternate representative to serve as appointees on any taxing entity committee for project areas established by the City's Community Development and Renewal Agency and authorize the Mayor's signature to any necessary documents.

13. MAYORAL APPOINTMENTS

BACKGROUND: Due to the results of the 2015 Municipal Election it is necessary to make new assignments to various boards and commissions for members of the City Council.

RECOMMENDATION: Approve and Consent to the Mayor's appointments and authorize his signature to any necessary documents.

COMMUNICATION ITEMS:

Mayor's Report
City Councils' Reports
City Manager's Report
Staffs' Reports

*****ADJOURN AS THE CITY COUNCIL AND RECONVENE AS THE CDRA*****

1. APPROVAL OF THE CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA) MINUTES FROM THE OCTOBER 27, 2015 WORK AND POLICY SESSIONS AND THE DECEMBER 8, 2015 WORK SESSION

SCHEDULED ITEM:

2. CONSIDER APPROVAL OF RESOLUTION 2016R-01 ADOPTING POLICIES AND PROCEDURES FOR THE CLEARFIELD DEVELOPMENT AND RENEWAL AGENCY (CDRA)

BACKGROUND: The CDRA recently commissioned a Governance Report and one of the recommendations from that report was to adopt Policies and Procedures for the CDRA. Staff has drafted suggested Policies and Procedures for adoption.

RECOMMENDATION: Approve Resolution 2016R-01 adopting policies and procedures for the Clearfield Development and Renewal Agency (CDRA) and authorize the Chair's signature to any necessary documents.

****ADJOURN AS THE CDRA****

Dated this 7th day of January, 2016.

/s/Nancy R. Dean, City Recorder

The City of Clearfield, in accordance with the 'Americans with Disabilities Act' provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 525-2714, giving her 48-hour notice.