

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
March 8, 2016

PRESIDING:	Kent Bush	Mayor Pro Tem
PRESENT:	Keri Benson Nike Peterson Vern Phipps Bruce Young	Councilmember Councilmember Councilmember Councilmember
PRESENT: VIA TELEPHONE:	Mark Shepherd	Mayor
STAFF PRESENT:	JJ Allen Stuart Williams Scott Hodge Greg Krusi Spencer Brimley Curtis Dickson Summer Palmer Rich Knapp Nancy Dean Kim Read	Assistant City Manager City Attorney Public Works Director Police Chief Development Services Manager Community Services Deputy Dir. Administrative Services Director Finance Manager City Recorder Deputy City Recorder
PRESENT: VIA TELEPHONE:	Adam Lenhard	City Manager
EXCUSED:	Eric Howes	Community Services Director
VISITORS: Clearfield DeMolay, Mom Harris, Cherie Johnson, Hunter Johnson, Sam Harris, Alex Dode, AJ Prince, Ian Shepard, Debora Shepard, Nicole Darling, Bob Bercher, Cub Scout Pack 723, Jard Kauffman		

Mayor Pro Tem Bush called the meeting to order at 7:00 p.m.

Mayor Pro Tem Bush 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 Young conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE FEBRUARY 2, 2016 WORK SESSION THE FEBRUARY 23, 2016 WORK AND POLICY SESSIONS, THE FEBRUARY 25, 2016 WORK SESSION AND THE MARCH 1, 2016 WORK SESSION

Councilmember Peterson requested a correction to comments she made during the Communication Items on the February 23, 2016, policy session minutes. Her comments should reflect; the class was being offered free of charge to elected officials *with a nominal fee for their spouses*.

Mayor Pro Tem Bush stated the March 1, 2016 work session minutes reflected Councilmembers Ron Jones and Mike LeBaron were present and requested they be corrected to reflect *Councilmembers Nike Peterson and Vern Phipps*.

Councilmember Phipps moved to approve the minutes from the February 2, 2016 work session, the February 23, 2016 work session and the February 25, 2016 work sessions as written, and the February 23, 2016 policy session and the March 1, 2016 work sessions as amended, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AMENDMENTS TO THE FISCAL YEAR 2016 BUDGET

Staff identified expenditures necessary for City operations which were not included in its current budget. State Code allowed the City to make adjustments to the budget and a public hearing was part of that process.

Mayor Pro Tem Bush opened the public hearing at 7:05 p.m.

Rich Knapp, Finance Manager, directed the Council to the staff report and reviewed the proposed budget amendments with the Council highlighting the following:

- The first three items were specific to Community Services and referred the Council to Eric Howes', Community Services Director, staff report for details.
- Setting up the Foundation for Arts, Parks & Recreation.
- Fourth of July entertainment costs.
- Public Works Phase II design.
- Weber Basin water overage.
- Items related to the 2200 South water leak and sewer backup incident earlier in the year. He indicated the waterline would be replaced in that area.
- Expenses in the risk fund for the 2200 South claims.

Councilmember Peterson asked if the City could expect additional future costs specific to the 2200 South sewer back up other than the itemized amendments. Mr. Knapp believed the figures specific to Public Works replacing the infrastructure was an accurate final cost. He mentioned the figures related to reimbursements, specific to the Risk Fund, had been estimated on the high

side. Scott Hodge, Public Works Director, mentioned there was the possibility of an asphalt overlay. Councilmember Peterson asked if those costs would be realized in the 2017 budget. Mr. Hodge expressed his opinion the work could be completed in June so the expenditure would take place in the current budget year and hoped that cost could be absorbed using operational funds.

Councilmember Peterson asked if the proposed new position for Community Services would be reflected as a line item in the future fiscal year budgets. Curtis Dickson, Community Services Deputy Director, responded that position would be funded using savings incurred since October 2015. She also asked if the repair at Fisher Park would be completed prior to the City's Fourth of July celebration. Mr. Dickson responded the repair could be completed within eight weeks. She inquired if that would be a final repair at Fisher Park or if there were other needed repairs. Mr. Dickson stated the identified repair would repair everything at Fisher Park.

Mayor Pro Tem Bush requested Mr. Dickson update the Council on implementing the Clearfield Foundation for Arts, Parks & Recreation. Mr. Dickson explained staff had looked for ways to generate revenue to be used for parks, recreation and arts. He reported application had been submitted to the IRS requesting 501c3 status which would allow donations to be tax deductible.

Councilmember Benson asked how the issue with the Fisher Park playground surface had been discovered. Mr. Dickson explained staff had noticed some issues during regular maintenance and stated they had attempted to remedy the issues with small repairs and explained the process which would be used for if the repair were approved as an amendment to the budget.

Mayor Pro Tem Bush requested clarification whether the Foundation could begin accepting donations. Mr. Knapp responded the City could begin accepting donations and reported the City still needed to open a bank account for that purpose. JJ Allen, Assistant City Manager, announced staff would be soliciting donations for the Fourth of July and indicated they would be funneled through the Foundation.

Councilmember Phipps asked if the account would be separate from City funds. Mr. Knapp responded in the affirmative and he identified those individuals who served on the Foundation's Board.

Mayor Pro Tem Bush asked for public comments.

There were no public comments.

Councilmember Young moved to close the public hearing at 7:16 p.m. seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

PUBLIC HEARING TO RECEIVE COMMENT ON THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ONE YEAR ACTION PLAN FOR PROGRAM YEAR JULY 1, 2016 TO JUNE 30, 2017.

Mayor Pro Tem Bush opened the public hearing at 7:17 p.m.

The Council received a copy of the proposed 2016-2017 Community Development Block Grant (CDBG) One Year Action Plan. Citizens would have the opportunity to review the One Year Action Plan in the Community Development Department from March 9, 2016 until April 8, 2016. The final copy would be presented to the Council on April 26, 2016.

Spencer Brimley, Development Services Manager, reminded the Council that Stacy Millgate, CDBG Coordinator, had presented possible funding options to the Council during a previous work session. He expressed appreciation to her for her work with the CDBG program. He reviewed the following CDBG funding proposals:

- Family Connection Center - \$9,000
- Davis Community Learning Center - \$16,964
- Safe Harbor - \$5,000
- Housing Rehabilitation - \$75,000
- Emergency Home Repairs - \$30,466
- Building Lot Purchase - \$50,000
- Administration costs \$20,000

Councilmember Peterson directed Mr. Brimley to the Internet Outreach section of the report where it specifically called out minorities and other individuals which could be serviced. She asked if it was possible to expand the reach beyond the City's website as she believed individuals within the poverty threshold wouldn't know about the resources or know how to go to the City's website to learn about them. She suggested adding a "social media" component in both English and Spanish.

Mr. Brimley responded he would discuss the issue with staff to determine how that could be accomplished.

Mayor Pro Tem Bush asked for public comments.

There were no public comments.

Councilmember Young moved to close the public hearing at 7:22 p.m. seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

CITIZEN COMMENTS

There were no public comments.

APPROVAL OF THE DeMOLAY PROCLAMATION DECLARING THE MONTH OF MARCH 2016, DeMOLAY MONTH IN CLEARFIELD CITY

Sam Harris, DeMolay, explained DeMolay is a character-building organization consisting of young men between the ages of 12-21 seeking to prepare them to become better leaders within the community. The organization carried out civic services for over eighty years. He shared some of the volunteer opportunities He mentioned some famous people who were past participants in

DeMolay.

Mayor Pro Tem Bush asked where the DeMolay group was meeting and how far reaching this chapter served. Mr. Harris responded the Clearfield DeMolay group met at the Clearfield Masonic Temple and stated it served Davis and Weber counties. He mentioned there were three chapters in Utah and one of those chapters was in Ogden.

Councilmember Phipps mentioned he belonged to DeMolay as a young man.

Councilmember Benson asked how it publicized the organization. Mr. Harris stated the chapter participated in the Fourth of July parade but usually new members were recruited by word of mouth.

Councilmember Phipps moved to approve the DeMolay Proclamation declaring the month of March 2016, DeMolay month in Clearfield City and authorize the Mayor Pro Tem's signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF RESOLUTION 2016R-08 ADOPTING AMENDMENTS TO THE FISCAL YEAR 2016 BUDGET

Councilmember Peterson moved to approve Resolution 2016R-08 adopting amendments to the fiscal year 2016 budget and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF THE AWARD OF PROPOSAL FOR ARCHITECTURAL/ENGINEERING DESIGN FOR THE CLEARFIELD CITY PUBLIC WORKS FACILITIES PHASE II ADMINISTRATIVE, PARKS AND CEMETERY MAINTENANCE BUILDING TO SCOTT P EVANS ARCHITECT AND ASSOCIATES

The City solicited requests from qualified professional architectural and engineering firms to provide a comprehensive value based building design for the Clearfield City Public Works Facility Phase II Administrative, Parks, and Cemetery Maintenance Building. The City received proposals from eight qualified firms. The selection committee reviewed the proposals and recommended the award of proposal to Scott P. Evans Architect and Associates with a proposal of \$199,800.00.

Scott Hodge, Public Works Director, reminded the Council the project was part of Phase II of the Public Works Facility. He stated the building would house administrative offices for public works, parks and recreation maintenance shops and facilities. He reviewed the process used by the selection committee in reviewing the eight submitted proposals to recommend awarding the proposal to Scott P Evans Architect for the project.

Councilmember Young moved to approve the award of proposal for architectural/engineering design for the Public Works Facility Phase II Administrative, Parks, and Cemetery Maintenance Building to Scott P Evans Architect and Associates with a proposal of \$199,800.00 and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF THE AWARD OF BID TO COMPLETE THE 300 NORTH STREET PEDESTRIAN SAFETY SIDEWALK IMPROVEMENT PROJECT TO B. HANSEN CONSTRUCTION

Bids were received from ten construction companies to install concrete sidewalk on the south side of 300 North Street from 825 West to 985 West. The lowest responsible bid was received from B. Hansen Construction with the bid of \$57,935.

Scott Hodge, Public Works Director, explained the City had submitted a grant application through UDOT for sidewalk installation. He stated the grant required a match on behalf of the City and the City had been successful in receiving the grant. He stated there was a major irrigation box just east of the Maverik on 300 North which would need to be relocated, as well as curb and gutter along the stretch of road. He reported the City didn’t have previous experience in working with the B. Hansen Construction; however, the engineers had checked references.

Councilmember Phipps noted the differences in the bid amounts and mentioned the low bid caused him concern and referenced a specific line item. Mr. Hodge indicated staff also had that same concern and reported personal contact had been made with B. Hansen Construction and they were confident they could complete the project as submitted in the bid.

Councilmember Peterson moved to approve the award of bid to complete the 300 North Street Pedestrian Safety Sidewalk Improvement Project to B. Hansen Construction for the bid amount of \$57,935 and approve funding for the project for the bid amount of \$57,935 with contingency and engineering costs of \$19,065 for a total project cost of \$77,000, and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF THE AWARD OF BID FOR THE 1150 WEST WATERLINE IMPROVEMENT PROJECT TO MARSH CONSTRUCTION

Bids were received from five construction companies to install an 8-inch waterline on 1150 West Street from 1045 South to 950 South. The lowest responsible bid was received from Marsh Construction with the bid of \$130,552.95.

Scott Hodge, Public Works Director, explained the current 6-inch waterline was approximately 30 years old. He mentioned the current standard was 8-inches. He reported the subdivision had been identified on the City’s Capital Facilities Plan for needed improvements. He stated Marsh

Construction had completed previous projects for the City and expressed his confidence they could satisfactorily complete the necessary work on the project.

Mayor Pro Tem Bush inquired if any contact had been made to nearby residents regarding the project. Mr. Hodge didn't believe a neighborhood meeting had not taken place on the project.

Councilmember Young moved to approve the award of bid for the installation of an eight inch waterline on 1150 West Street from 1045 South to 950 South to Marsh Construction for the bid mount of \$130,552.95 and approve funding for the project with the bid amount of \$130,552.95 with contingency and engineering costs of \$26,447.05 for a total project cost of \$157,000 and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF RESOLUTION 2016R-09 AFFIRMING THE CITY COUNCIL REVIEWED THE 2015 MUNICIPAL WASTEWATER PLANNING PROGRAM REPORT FOR CLEARFIELD CITY

Utah Department of Environmental Quality asked the City Council to review and consider Clearfield's Municipal Wastewater Planning Program Report for 2015. This resolution affirmed the Council reviewed and considered the report.

Councilmember Phipps asked if there were any consequences to the City for it not being submitted by March 1. Scott Hodge, Public Works Director, responded the State had sent the wrong paperwork to the City; therefore, an extension had been granted.

Councilmember Peterson moved to approve Resolution 2016R-09 affirming that the City Council reviewed and considered the 2015 Municipal Wastewater Planning Program Report for Clearfield City and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

COMMUNICATION ITEMS

Councilmember Bush

1. Informed the Council he had participated in the Downtown Redevelopment meeting on Thursday, February 25, 2016, and indicated several people were in attendance and good ideas had been shared.
2. Mentioned the City Council Open House at Holt Elementary was successful with a lot of residents in attendance. He was hopeful to implement some of the things discussed by residents.

Councilmember Benson – nothing to report.

Councilmember Peterson – nothing to report.

Councilmember Phipps – Announced Wasatch Waste Integrated would no longer be accepting recyclables such as cardboard, paper, metals, etc. because that area was being used by the secondhand store. He mentioned the new conveyor system for residential garbage would soon be implemented at the

burn plant to pull items which didn't burn well. Councilmember Peterson inquired if household hazardous waste could still be disposed at the facility. Mr. Phipps responded that was still available as well as household electronics.

Councilmember Young – nothing to report.

STAFFS' REPORTS

JJ Allen, Assistant City Manager

1. Reminded the Council of the City Council Open House scheduled for Tuesday, March 15, 2016, at Antelope Elementary.
2. Informed the Council that the second workshop for the Downtown Small Area Plan was scheduled for Thursday, March 17, 2016, at the Community Arts Center beginning at 6:30 p.m.
3. Announced the open house scheduled for the 350 West CDBG project was scheduled for Wednesday, March 9, 2016, in the multi-purpose room at City Hall beginning at 7:00 p.m.

Nancy Dean, City Recorder

1. Stated Adam Lenhard, City Manager, had emailed his monthly update earlier in the day.
2. Reminded the Council of the Open House at Antelope Elementary on March 15, 2016.
3. Informed the Council that Caucus meetings were scheduled for Tuesday, March 22, 2016; therefore, no City Council meetings were scheduled. She mentioned if something came up a special session would take place on another evening.
4. Announced the first budget work session was scheduled for Tuesday, March 29, 2016.

Mayor Shepherd – announced he and Adam Lenhard, City Manager, would come back from the National League of Cities and Towns Conference and share what they learned. He mentioned it had been a good conference.

Councilmember Phipps moved to recess at 7:50 p.m., seconded by Councilmember Peterson. All voting AYE.

The meeting resumed at 8:09 p.m.

PRESENTATION BY HILL AIR FORCE BASE (HAFB) REGARDING THE AIR SHOW

Lieutenant Colonel Kris Long from the 75th Air Base Wing addressed the City Council about the Warriors Over the Wasatch Air Show scheduled for June 25 & 26 2016. He shared a visual illustration regarding the upcoming Air Show. He explained the goals of the Air Show and open house and shared expectations for the event related to transportation, parking and busing.

Councilmember Peterson mentioned she had intended to ask about the proposed offsite parking possibilities but based on the presentation it was apparent those decisions were still being made. She also asked when the City could publicize and inform residents about the transportation plans and parking options. Colonel Long stated marketing for the event had already started; however, off-base parking still was being negotiated with neighboring communities and UDOT. He assured the Council that organizers were aware of the parking/traffic issues associated with the Air Show. He expressed his opinion there could potentially be 600,000 people attending the event. He stated UTA had committed to having Frontrunner operational that Sunday.

Colonel Long expressed appreciation to the City and Council for supporting the Air Force and the Air Show in the past. JJ Allen, Assistant City Manager, announced funds had been appropriated for the Air Show.

There being no further business to come before the Council, **Councilmember Young moved to adjourn at 8:19 p.m., seconded by Councilmember Benson. Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.**

**APPROVED AND ADOPTED
This 12th day of April, 2016**

/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 8, 2016.

/s/Nancy R. Dean, City Recorder