

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:00 P.M. WORK SESSION  
May 24, 2016

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Spencer Brimley	Development Services Manager
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Lee Naylor	Accountant/Budget Analyst
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: DJ Hubler – McKinstry, Lin Alder – McKinstry, Leslie Larocque – McKinstry, Kathryn Murray

Mayor Shepherd called the meeting to order at 6:01 p.m.

DISCUSSION ON THE ANIMAL CONTROL CONTRACT WITH DAVIS COUNTY

Adam Lenhard, City Manager, informed the Council that the proposed interlocal agreement with Davis County for animal control services would be a five year agreement, retroactive from the beginning of the year, and would be in place until the end of 2020. He pointed out there were three components to the Agreement:

- utilization or operating costs
- wildlife nuisance calls
- capital projects at the facility.

Councilmember Phipps arrived at 6:04 p.m.

He referred the Council to Exhibit A of the Agreement and reviewed the formula used to calculate the City's cost. He reported staff reviewed the agreement, which reflected an increase in cost, but the new agreement resulted in cities paying a more equitable share of animal control costs. He stated the agreement would come to the Council for approval at the next policy session

scheduled for June 14, 2016. A discussion took place specific to whether the agreement and increase was fair to the City. Mr. Lenhard explained the agreement was a compromise from what the County originally proposed. He added costs would adjust every year based on utilization and the costs for the capital projects which were only estimates.

Councilmember Bush asked if response time had been identified in the agreement. Mr. Lenhard stated if there were issues regarding proper response time for calls he or Chief Krusi should be made aware of those specific issues so they could be addressed.

Councilmember Peterson asked how the City's costs compared to other municipalities within the County. Mr. Lenhard responded Clearfield was second or third and pointed out obviously Layton City's costs were higher because of its size and indicated Clearfield's costs were more comparable to Bountiful.

#### DISCUSSION ON THE ENERGY PERFORMANCE (MCKINSTRY) AUDIT REVIEW

Eric Howes, Community Services Director, introduced the McKinstry staff to the Council and stated they had been working to complete an energy performance audit for some time. He shared a presentation regarding benefits to energy performance contracting and mentioned the City had opportunities for energy efficiencies given the number of systems used at the Aquatic Center and suggested savings recognized from energy usage could be used to help fund necessary capital improvements. He explained the City would need to pay upfront for new energy efficient equipment and use the recognized energy savings to pay for the upgrades and suggested borrowing the funds might be necessary. He pointed out if the recognized savings weren't in line with projected estimates, the City would need to identify another revenue source for the loan payments. He also reviewed identified risks to McKinstry.

He reported the City needed to determine how to proceed and shared options with the Council. He reviewed actual expenditures at the Aquatic Center and explained the proposed recommendations:

- HVAC Improvements
- Lighting Upgrades
- Scheduling for Improvements
- Street Light Upgrades.

Mr. Howes reviewed a final project financial summary with the Council which reflected a proposed cost of approximately \$2.56 million dollars for the complete project list and reminded the Council the City would be paying that amount of money one way or the other. He also reviewed a proposed timeline specific to the project. DJ Hubler, McKinstry, reviewed additional findings and costs specific to the utility companies with the Council that suggested the energy performance contract should be viewed as an investment.

Adam Lenhard, City Manager, requested clarification regarding the energy rate which was used by McKinstry in determining projected costs and savings over time. Mr. Howes emphasized the purpose of the discussion was to provide facts for the proposed project to the Council so it could

make an informed decision. A discussion took place regarding issues of the City managing the street light system.

**Councilmember Bush moved to adjourn the work session and reconvene in a City Council policy session at 6:57 p.m., seconded by Councilmember Benson. All voting AYE.**

The work session reconvened at 8:45 p.m.

Mr. Hubler reviewed the proposal. Councilmember Peterson inquired about funding and timing. Mr. Howes responded once the decision was made to proceed, a contract would be put in place and then funding would need to be recognized. Mayor Shepherd suggested bonding for this expense. Mr. Lenhard added the City currently hadn't recognized the funding source for the projected appropriation.

Councilmember Young expressed his opinion the 13 year length of financing was too long and mentioned he would be more comfortable with a maximum of 10 years. Mayor Shepherd expressed agreement with Councilmember Young's comments and inquired about the life span of the proposed equipment and whether it would be beneficial. A discussion took place regarding the HVAC equipment.

Following the discussion Mayor Shepherd proposed moving forward with the energy performance contract, directing staff to look into financing options.

Mr. Lenhard complimented McKinstry for the audit and the information it had provided to the City and shared his concerns regarding the energy performance contract with the Council:

- The objectives needed to be in line with McKinstry's and that the identified projects were right for the City.
- The suggested life span of the proposed new equipment and warranty issue.
- He wanted the Council to understand the risk associated with purchasing the new equipment.
- Pressure to make a decision based upon a timing issue.
- Financing would be a significant hurdle.
- Amortization schedule and making sure the projects were right and beneficial to the City.
- The financial risk for the City if it moved forward with the project.
- Financially, solar wasn't a viable option to consider.

Mayor Shepherd expressed his concern regarding humidity at the Aquatic Center and its long term damage and effect on other systems. Mr. Howes responded that humidity would be a factor with any system. Mr. Hubler commented a best practice would be to run the Center at fifty five percent relative humidity. He stated whenever "fogging" was visible it indicated one hundred percent measurable humidity and reported McKinstry's test results identified humidity at approximately sixty percent.

Mayor Shepherd suggested looking at financing options. Mr. Howes mentioned timing of the project in conjunction with the Aquatic Center shutdown was critical to its success.

Councilmember Bush requested clarification whether all four proposed projects would need to be completed. Mr. Lenhard responded in order to recognize the proposed savings; all four components would need to be completed because that was how the debt service was designed.

Councilmember Peterson summarized if the project was to move forward, the group of four projects would be accepted for completion as a “group” and the Council would need to determine whether this was feasible from a financing stand point. Mr. Lenhard emphasized the Council could remove any item it wanted; the payment for the debt just wouldn’t be recognized from the energy savings.

Councilmember Young inquired if McKinstry’s performance guaranty included operational costs. Mr. Hubler clarified McKinstry guaranteed the decotherm and kilowatt hours savings because it knew how the equipment would operate; however, it didn’t have any control over Rocky Mountain Power or Questar Gas rates. He emphasized based on what it knew of current utility rates, McKinstry would guarantee that cost savings. He stated that was also why a utility cost estimator was used. JJ Allen, Assistant City Manager, clarified the maintenance costs were also not guaranteed.

Leslie Larocque, McKinstry, suggested it might be a topic of discussion since McKinstry didn’t know what maintenance costs might be for the new equipment. She specifically spoke about McKinstry’s warranty. She emphasized McKinstry would transfer the warranties to the City following the one year warranty period. She added McKinstry was the design build engineer and would guarantee its products would work.

McKinstry representatives left the meeting at 9:15 p.m.

#### DISCUSSION ON THE PARAT TAX MASTER PLAN

Mayor Shepherd proposed moving this discussion on the PARAT Tax Master Plan to the mid-year retreat scheduled for Thursday, June 9, 2016, because it was getting late. The Council agreed to do that.

#### DISCUSSION ON THE CLEARFIELD/LAYTON CIRCULATOR

Councilmember Young inquired how the circulator route had been determined and pointed out a portion of the corridor in Layton was a highly traveled road compared to some streets in Clearfield.

JJ Allen, Assistant City Manager, shared an illustration identifying the proposed circulator route and reviewed the history of the project as well as considered routes from the Frontrunner stations in both Clearfield and Layton cities. He pointed out the bus resembled a trolley car. He also identified key stops along the circulator route and stated the proposed route had been identified as the most viable. A discussion took place regarding the considered routes and stops. Mr. Allen mentioned the route was a 30 minute trip one direction.

He expressed the opinion if the circulator was a regular fare bus, as UTA had proposed, it wouldn't be as successful or effective as if it were offered as a free fare bus. He reported the cost to finance the free fare bus on an annual basis to Clearfield City was \$20,000. He indicated commitments had been made by some entities along the route. He asked the Council if it was interested in participating and contributing the requested funds and a discussion followed.

Councilmember Young pointed out how it worked using transportation riding Frontrunner from Clearfield to Salt Lake and the other modes of transportation upon arriving in Salt Lake. He emphasized that system was operated by UTA and believed it was interesting UTA was now asking Clearfield to contribute in order to offer the circulator. Councilmember Peterson suggested the City was being requested to help get Clearfield residents to shopping opportunities in Layton City. She pointed out the need for free public transportation to workforce services as well as Davis Hospital. Mayor Shepherd responded riders getting off Frontrunner at the Clearfield station were probably not from Clearfield City. A discussion continued.

The Council concluded the circulator and the City's financial commitment only benefitted Layton City which already had a commercial tax base. Councilmember Bush pointed out the difficulty with residents living in areas of the City to get to the Frontrunner station in order to use the circulator.

The Council determined the circulator would not be beneficial or useful to its residents and Mayor Shepherd stated he would report the City was not interested in participating with a contribution at his meeting with Davis County on Tuesday, June 28, 2016.

## REVIEW AND DISCUSSION OF THE NEIGHBORHOOD MEETINGS

Mayor Shepherd asked if the Council would like to continue with the Neighborhood Meetings. He reminded the Council that the meetings had been held for three consecutive years and inquired if the Council believed the benefit outweighed the costs. JJ Allen, Assistant City Manager, reported the expense to mail the post cards to residents was approximately \$5,000 per year and a discussion took place.

Adam Lenhard, City Manager, pointed out it was an opportunity to put the Council in front of residents and asked the Council if it desired to continue with the neighborhood meetings. He suggested the neighborhood meetings continue because it illustrated the Council was doing all it could to communicate with residents and a discussion took place regarding the "Open House" format and casual style of the neighborhood meetings. It was suggested the City consider using a City park when weather permitted.

Mr. Lenhard inquired if there were items brought to the attention of the Council during the meetings which needed staff's attention or follow-up and a discussion took place.

Councilmember Bush shared the following where were also discussed:

- Fix/repair items in some of the City parks as opposed to buying new.
- Repairing sidewalks throughout the City to better accommodate residents using wheelchairs or scooters.

- Clean up Mabey pond and add amenities.
- Weekly “community” event in the park including a “Farmer’s Market.”
- Hosting/sponsoring “Family Friendly” events.
- Sweep up loose gravel following chip seal maintenance.
- Cross walk lights at crosswalks near Clearfield High, 300 North/Barlow, 1000 South/State Street, 800 North/250 West.
- City Animal Control/Shelter.
- Realigning the intersection located at 300 North/1000 West.
- Street lights on 150 South between 725 and 1000 West and 750 North and Ann Street.

Mr. Lenhard responded if any of those items were a priority to the Council it would need to direct staff for incorporation into the final budget. Councilmember Benson pointed out there were significant traffic issues regarding the crosswalk at Clearfield High and requested clarification regarding the crossing guards. Chief Krusi clarified the City provided crossing guards for elementary school students. Councilmember Benson expressed her opinion the high school students walking across the street at their leisure as opposed to using the crosswalk as a group. Mayor Shepherd expressed his opinion there were two separate issues at that location; one is the safety issue and the second was a traffic/timing issue which fell to UDOT. He continued the traffic on SR 193 impacted the traffic on 1000 East. Councilmember Benson pointed out generally traffic had cleared out near the stoplight. Mr. Lenhard asked about available parking on the school property. Mayor Shepherd and Councilmember Benson responded it was very limited and was always full and indicated parking at Fisher Park was a necessity and a discussion followed.

The Council determined a need for additional help for crossing high school students along 1000 East. Mr. Lenhard directed Rich Knapp, Finance Manager, and Scott Hodge, Public Works Director, to find a solution and appropriate funds in the final budget to remedy the situation. Councilmember Phipps suggested some coordination with the Davis School District might be beneficial as well. Mr. Lenhard indicated staff would visit with school officials regarding the City’s concern. He added Mr. Hodge had pointed out any street signalization would require a warrant study prior to implementation. He requested funds be appropriated for the completion of a warrant study and at its completion the budget could then be amended to carry out the project.

#### REPORTS ON THE NATIONAL LEAGUE OF CITIES AND UTAH LEAGUE OF CITIES AND TOWNS

Mayor Shepherd asked the Council if there were specific topics from the Utah League meetings which warranted further discussion.

Councilmember Benson mentioned she and Councilmember Peterson had attended the session on transparency specific to live broadcasting of City Council meetings. She believed the City already had equipment which could be used for that purpose and suggested it wouldn’t be a significant expense for the camera. She reported Kaysville City’s implementation had not been a significant dollar amount and a discussion took place regarding computer storage, the official record, retention, etc. The Council directed staff to proceed with the implementation of live video streaming of the City Council policy sessions.

Councilmember Bush stated he had attended session regarding social media and business licensing and shared information from both. Mr. Lenhard added the City had conducted a business survey over the past two years to gather information and JJ Allen, Assistant City Manager, explained how the survey was conducted.

Councilmember Peterson suggested setting up a “shared” folder for photographic images owned by the City. She also mentioned the national convention for social media (Social Media Marketing World) would be taking place in San Diego and reported the video of those classes could be purchased for \$750. She expressed her opinion that it would be a great training opportunity for the City. She also mentioned incorporating some type of social strategy to the City’s disaster management plan. Mr. Allen asked who would need to access the shared folder of images. Councilmember Peterson suggested key staff or councilmembers and shared some examples for usage. Mr. Allen stated Marliss Scott and Natalee Flynn, Public Relations, already had a photo library accessible for staff and Curtis Dickson, Community Services Deputy Director, added Community Services had something similar. Summer Palmer, Administrative Services Director, inquired if Ms. Scott and Ms. Flynn paid for subscription of images and Mr. Lenhard responded they did. He suggested the issue would need additional conversation possibly in a future meeting specific to “communication.”

Councilmember Phipps commented on the general session which addressed the millennial generation and its expectations. He reported he also attended sessions on outdoor recreation, trail systems specific to Farmington’s Trail Chief program which was similar to Adopt a Trail, social media, and Dave Church’s presentation. He indicated he had also visited with the Union Pacific vendor and suggested inviting her to visit with staff and the Council regarding the relationship between it and Freepport Center.

Mayor Shepherd shared information he gained from attending the National League of Cities and Towns Conference and reviewed the following topics:

- Policing in the 21<sup>st</sup> Century and shared some specific statistics
- Opioid addiction in military communities
- The Military’s Community’s Council Meeting
- Mayor’s Education Task Force – the new Every Student Succeeds Act (ESSA) which replaces No Child Left Behind
- Mayor’s Summer Learning Playbook which included ideas for encouraging children to continue learning throughout the summer months
- Mayor’s Council “Tools to Thrive” program
- Platforms from the National League encouraging attendees to contact their legislators on the following:
  - Reforming the Criminal Justice System
  - Protecting Municipal Bonds
  - Closing the online sales tax loophole

He expressed his opinion the most significant benefit from attending the Conference was the interaction he and Mr. Lenhard had with representatives from the League. Mr. Lenhard expressed his opinion there was value in attending the Conference and pointed out the tentative

budget included appropriation for one attendee to the National League Conference. He recommended the City continue having representation at that level. Mayor Shepherd agreed with Mr. Lenhard's comments and explained the need to send an elected official in addition to a staff member. He added he also attended a session regarding Youth Councils which highlighted practices specific to successful youth city councils.

The meeting adjourned at 10:30 p.m.

**APPROVED AND ADOPTED**  
**This 12<sup>th</sup> day of July, 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, May 24, 2016.

/s/Nancy R. Dean, City Recorder