

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:00 P.M. WORK SESSION  
May 31, 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
	Jacob Fordham	Assistant City Attorney
	Scott Hodge	Public Works Director
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Victoria McGrath – McGrath Human Resource Consulting, Lisa Eickholt – McGrath Human Resource Consulting

Mayor Shepherd called the meeting to order at 6:03 p.m.

PRESENTATION AND DISCUSSION ON THE UPDATED STORM WATER MASTER PLAN

Scott Hodge, Public Works Director, explained the City reviewed its utility capital improvement plans approximately every five years and stated the new plan included a prioritized list of new projects including cost estimates. Mayor Shepherd asked when comparing the old and new plans which projects had been given a higher priority than those previously included in the old plan. Mr. Hodge responded the top five or six identified projects in the old plan had been completed and reviewed the newly identified projects in the proposed new plan and explained how they were prioritized:

- Barlow Street (southern portion)
- H Street in Freeport Center (broken into phases)
- 700 South from 1000 West to the Syracuse border
- State Street/1100 South
- Public Works Operations/maintenance improvement project
- 500 East from Center Street to 200 South
- Depot Street to 350 South
- 250 North from North Main to 300 North

He mentioned although the projects had been prioritized, if another utility project was identified at the same location it could potentially jump to a higher priority. Councilmember Bush suggested giving the Mabey Pond area project a higher priority and a discussion took place. Adam Lenhard, City Manager, suggested staff review the three year plans to determine whether the prioritized identified projects needed to be reprioritized. He added a discussion for the three year Comprehensive Action Plan (CAP) was scheduled for Tuesday, June 9, 2016. Councilmember Bush also mentioned the need for the Barlow Street improvements and Councilmember Phipps mentioned “ponding” was still happening on the east side of the 300 North Bridge.

Councilmember Peterson arrived at 6:10 p.m.

#### PRESENTATION AND DISCUSSION ON THE COMPENSATION PLAN STUDY

Adam Lenhard, City Manager, informed the Council that he had reviewed the study submitted by McGrath Human Resource Group and acknowledged the complex amount of work that went into the study and subsequent Compensation Plan. He stated it was his goal to treat the employees well in addition to being fair with Clearfield taxpayers. He believed the City had exercised efforts within the past few years to ensure efficiency on behalf of the City employees. He emphasized the purpose for completion of a compensation study was to implement a system which was consistent as well as predictable for the employees.

Dr. Victoria McGrath, McGrath Human Resources Group, shared a PowerPoint presentation specific to the study with the Council. Ms. McGrath reviewed the purpose and methodology of the Study and explained the classification system pointing out the skills, qualifications and education needed to perform duties of the “position.” She informed the Council the the results reflected employees weren’t advancing through the pay scale as they should and suggested employees should reach the “market” midpoint in three to five years, which was not currently the case with the City.

Lisa Eickholt, McGrath Human Resources Group, reviewed the City’s goals for the project and explained the proposed general schedule sample with the Council. She reviewed specifics related to law enforcement turnover with the City and reviewed recommended schedules with the Council. She shared suggestions on how the proposed scheduled implementation could take place and other compensation recommendations. She summarized the following:

- Schedules were falling out of alignment with the external market.
- Employees were not progressing through the schedule.
- Proposed three salary schedules which increased minimums, provided structure to reach market, and maintained merit.

Ms. McGrath and Ms. Eickholt responded to questions from the Council related to the following:

- Turnover in the police department
- Advancement within the police department
- Educational stipend for police officers
- Implementation of getting employees to midpoint
- Merit program

- Evaluation systems

Mayor Shepherd asked about the proposed timeline for implementation. Councilmember Peterson asked who the point of contact was for future questions by the councilmembers once they reviewed the proposed plan. Mr. Lenhard requested questions should be directed to him. Summer Palmer, Administrative Services Director, distributed the draft results of the Compensation Study to members of the Council. Mayor Shepherd requested the Council review the Study and be prepared for future discussion during the Strategic Plan discussion on Thursday, June 9, at 11:00 a.m. JJ Allen, Assistant City Manager, stated final budget approval was scheduled for Tuesday, June 14, 2016. Mr. Lenhard requested all questions be emailed to him and he would send an email response including all questions with his response.

The meeting adjourned at 8:10 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 31, 2016.

/s/Nancy R. Dean, City Recorder