

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
August 22, 2017

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Stuart Williams	City Attorney
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Summer Palmer	Administrative Services Manager
	Rich Knapp	Finance Manager
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Terrence Jackson	IT Manager
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS: Jed Florence, Amy Florence, Robert Stotts, Bob Bercher, Heather DeVito – JAR of Hope, Brady Jugler – Planning Commission Chair

Mayor Shepherd called the meeting to order at 7:04 p.m.

Mayor Shepherd informed the citizens present that if they would like to comment during the Public Hearings or Citizen Comments there were forms to fill out by the door.

Councilmember Young led the opening ceremonies.

APPROVAL OF THE MINUTES FROM THE JULY 18, 2017 WORK SESSION, THE JULY 25, 2017 POLICY SESSION AND THE AUGUST 8, 2017 POLICY SESSION

Councilmember Peterson requested an amendment to the minutes from August 8, 2017 policy session, on the bottom of page four, in the last couple of sentences, where she was quoted as follows: “...as well as the need for an additional battalion chief.” She noted the North Davis Fire District was planning to have three acting battalion chiefs but it did not currently have that configuration. Councilmember Peterson expressed her desire for the minutes to be updated to accurately reflect the North Davis Fire District currently did not have battalion chiefs. The

August 8, 2017 policy session minutes were amended to read as follows: “...as well as the need for reconfiguration within the District to have three acting battalion chiefs.”

Councilmember Young moved to approve the minutes from the July 18, 2017 work session, and the July 25, 2017 policy session, as written; and, the August 8, 2017 policy session as amended, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE SPRINGFIELD ESTATES SUBDIVISION PHASE 4, 1st AMENDMENT FINAL PLAT LOCATED AT APPROXIMATELY 2103 SOUTH 175 EAST

JJ Allen, Assistant City Manager, explained the item had been reviewed by the Planning Commission, which had recommended its approval. He stated the proposal was to combine two lots in the Springfield subdivision at approximately 2103 South 175 East. He said the proposed 0.08 acres of open space, currently owned by Clearfield City, would be combined with Lot 117, owned by Jed and Amy Florence. Mr. Allen continued the 0.08 acre lot was designed as open space but the lot was never improved or developed as open space. He added the Homeowners Association (HOA) was never established properly, so the property was left unimproved. He recognized the City had worked with the developer for years in order to have the property improved, but the end result was the City acquired ownership of said parcel along with three others that were retention basins. Mr. Allen stated the City had knowledge that Mr. Florence had been communicating with the developer about purchasing the property and was willing to assume ownership of the parcel and provide its needed maintenance. He explained after the City had acquired the property Mr. Florence approached the City about acquiring the property and combining the two lots.

Mr. Allen mentioned a corollary item on the agenda was the conveyance of the parcel to the Florence family which would be provided by a quit claim deed. He added prior to conveying it, the Council would need to determine the parcel of 0.08 acres was not a significant property based on value.

Mayor Shepherd opened the public hearing at 7:12 p.m.

Mayor Shepherd asked if there were any public comments.

There were no public comments.

Councilmember Peterson moved to close the public hearing at 7:13 p.m., seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.

CITIZEN COMMENTS

There were no citizen comments.

APPROVAL OF A PROCLAMATION DECLARING SEPTEMBER 18, 2017 AS
DUCHENNE MUSCULAR DYSTROPHY AWARENESS DAY IN THE CITY OF
CLEARFIELD

Heather DeVito, JAR of Hope Regional Ambassador, explained JAR of Hope was founded in 2013 to create awareness and raise funds to help find a cure for Duchenne Muscular Dystrophy (DMD). She shared DMD was a muscle wasting disease that damaged the muscle cells resulting in progressive loss of strength and motor function in children, primarily boys. She announced the JAR of Hope founder, James Raffone, would travel from New Jersey to the State of Utah and while visiting Clearfield he would participate in an assembly at Antelope Elementary on Monday, September 18, 2017. She continued that was one stop of many where he planned to conduct a pushup challenge to raise awareness and funds for ongoing research in hope of eliminating DMD.

She invited the City to accept the request to declare September 18, 2017 as Duchenne Muscular Dystrophy Awareness Day in Clearfield and encouraged attendance at the pushup challenge held at Antelope Elementary.

Councilmember Phipps asked if Antelope Elementary was the only school participating. Ms. DeVito explained that was currently the only school in Clearfield; however, she hoped to allow the founder as many opportunities throughout his time spent in the region to spread awareness for Duchenne Muscular Dystrophy. Councilmember Phipps acknowledged her efforts to organize such an event were inspiring.

Councilmember Peterson wondered how many children were affected by DMD. Ms. DeVito stated approximately 300,000 worldwide and 20,000 nationwide suffered from the currently fatal disease. She explained after her daughter had completed a pushup challenge and donated thirty one dollars a few years ago, she felt the need to do more to raise awareness and collect donations which could help find a cure.

Councilmember Roper questioned where people could go to learn more. Ms. DeVito stated the website www.jarofhope.org had more information about DMD as well as other events, campaigns, and donation opportunities.

Councilmember Young moved to approve the Proclamation declaring September 18, 2017 as Duchenne Muscular Dystrophy Awareness Day in the City of Clearfield and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.

APPROVAL OF RESOLUTION 2017R-12 FINDING THAT A PORTION OF OPEN SPACE (0.08 ACRES) IN THE SPRINGFIELD ESTATES SUBDIVISION LOCATED IN THE VICINITY OF 2103 SOUTH 175 EAST WAS NOT A SIGNIFICANT PARCEL OF PROPERTY AND DIRECTED STAFF TO MOVE FORWARD WITH THE DISPOSAL OF SAID PROPERTY

JJ Allen, Assistant City Manager, stated the declaration that 0.08 acres was not a significant parcel of property simply meant the parcel didn't meet the threshold value of \$75,000. He explained if the City made the finding that it was not a significant parcel a simplified process would be used to convey the property to Jed Florence. He mentioned the resolution included language directing staff to move forward with the disposal of the property.

Mayor Shepherd noted the City had been maintaining the weeds on the property for quite some time and the disposal of the property would eliminate maintenance costs for the City.

Councilmember Peterson moved to approve Resolution 2017R-12 finding that a portion of open space (0.08 acres) in the Springfield Estates Subdivision located in the vicinity of 2103 South 175 East was not a significant parcel of property and directed staff to move forward with the disposal of said property and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.

APPROVAL OF THE SPRINGFIELD ESTATES SUBDIVISION PHASE 4, 1ST AMENDMENT FINAL PLAT LOCATED AT APPROXIMATELY 2103 SOUTH 175 EAST

Councilmember Phipps moved to approve the Springfield Estates Subdivision Phase 4, 1st Amendment Final Plat located at approximately 2103 South 175 East and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.

APPROVAL OF RESOLUTION 2017R-13 AUTHORIZING AN INTERLOCAL AGREEMENT BETWEEN CLEARFIELD, LAYTON, CLINTON, SYRACUSE CITIES, AND DAVIS COUNTY FOR PARTICIPATION IN THE NORTH DAVIS METRO SWAT

Greg Krusi, Police Chief, stated Layton, Clearfield, Clinton and Syracuse cities established the Metro SWAT Team in 2012. He explained recently Davis County expressed an interest in participating with the cities. He mentioned that the City budgeted for two officers to participate on the team who then received specialized training. He continued the cities worked together if the team was called out on assignments. He noted the Interlocal Agreement formalized the relationship of the parties and clarified each participating entities' obligations with respect to the ongoing maintenance of the joint and cooperative SWAT team.

Mayor Shepherd asked how long the City had participated with the Metro SWAT Team. Chief Krusi responded at least eight years.

Councilmember Phipps noticed Layton City was responsible for the plans, processes and procedures listed in the agreement and wondered if they already had those plans in place. Chief Krusi answered Layton City was the largest agency participating with the greatest amount of officers and so it had the command structure and most of the plans and procedures in place as well as a majority of the specialized equipment.

Councilmember Roper moved to approve Resolution 2017R-13 authorizing an Interlocal Agreement between Clearfield, Layton, Clinton, Syracuse cities, and Davis County for participation in North Davis Metro SWAT and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.

APPROVAL OF RESOLUTION 2017R-14 AUTHORIZING AN ADDENDUM TO LICENSE AGREEMENT #1 WITH THE UTAH TRANSIT AUTHORITY (UTA) REGARDING THE DEVELOPMENT AND OPERATION OF THE RAIL TRAIL ALONG THE D&RGW RAILROAD CORRIDOR

Eric Howes, Community Services Director, stated Clearfield City desired to install landscaping along the D&RGW (Denver & Rio Grande Western) Rail Trail along the eastern boundary of Steed Park. He noted Utah Transit Authority (UTA) owned the land and the City already had an agreement which allowed for building the trail and providing maintenance, but didn't allow for improvements. He explained the addendum to the License Agreement would allow the City to add landscaping in the form of light grading, planting grass and evergreen trees, installing sprinklers, cleaning up the waterway, and placing rocks to allow for easier maintenance and beautification of the area.

Councilmember Phipps referenced section 1 (b) of the Agreement which reads "City at its sole cost and expense agrees to maintain all Trail Improvements and Encroachment in a workmanlike manner and in a manner consistent with the City's other public facilities, parks and trails." He wondered if UTA would hold expectations for the trail maintenance comparable to that of the City parks. Mr. Howes explained that portion of the agreement was not altered from the original agreement and the City already maintained the trails so the expectation levels for maintenance would not be any different.

Councilmember Peterson asked what the timetable was to begin the work especially near Holt Elementary. Mr. Howes responded it would depend upon the weather. He added budget was available and some conceptual plans had been prepared, so he anticipated work would begin by no later than spring of 2018 after the playground equipment projects were finished.

Councilmember Phipps wondered if the work along the trail would be done by staff, contractors, or both and if any could be done by volunteer labor. Mr. Howes anticipated most of the work would be done by staff. He noted the conceptual plans were prepared by staff and acknowledged, as such, it would take pride in the improvements along the trail.

Councilmember Peterson moved to approve Resolution 2017R-14 authorizing an addendum to License Agreement #1 with the Utah Transit Authority (UTA) regarding the development and operation of the Rail Trail along the D&RGW Railroad corridor along the eastern boundary of Steed Park and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.

UPDATE ON THE FISCAL YEAR 2017 YEAR END FINANCIAL STATUS

Rich Knapp, Finance Manager, reviewed the draft Fiscal Year 2017 (FY17) year end results and financial outlook. He noted the report was in draft form because the City was still receiving revenues and did not currently have all of the tax revenue distributions. He reported the City was overall in strong financial condition, very responsible with public dollars, and adequately stable with reserves.

He reviewed the historical data reflecting revenue, expenditures and changes in fund balance for the last three years. Mr. Knapp pointed out the budget had anticipated spending down the fund balance reserve during FY17; however, projects were held over which actually increased the fund balance by \$270,281 dollars. He noted at the end of FY17 there would be approximately 2.4 million dollars over the State allowed reserve of 25 percent in the General Fund. He explained the FY18 budget planned to spend down most of those excess reserves which were rolled over by finishing capital projects such as the Maintenance and Operations Center and other projects held over from 2017. He anticipated there would be \$900,000 over the 25 percent allowable reserve even after completing the large projects by the end of FY18.

Mr. Knapp reviewed the revenues specific to the General Fund, almost 3.1 million dollars higher than the prior year. He noted that about 2.4 million dollars was recognized from bond and loan proceeds for the energy efficiency projects; thus, the actual increase in revenue dollars was about \$667,000 higher than the previous year. He indicated the top four revenue sources in the General Fund were sales tax, energy tax, property tax, and revenue from the Aquatic and Fitness Center. He reported total investment earnings were higher and almost doubled from FY14.

He reviewed expenditures for all funds with the Council including the Enterprise Fund, the General Fund, and other funds. He identified the City was below budget in all categories. He noted personnel costs were higher than the previous year which was attributed to understaffing mainly in the police department. He also attributed capital outlay expenditures as higher than previous years because of the energy efficiency improvements.

Mr. Knapp reported the major projects accomplished during FY17 included the following:

- Energy Efficiency upgrades with street lights, Aquatic & Fitness Center HVAC, and City Hall and Aquatic and Fitness Center lights.
- Capital was higher than the prior year, mostly from energy efficiency.
- Debt Service was lower than the prior year, because of re-funding done in prior years so insurances were less expensive.

- PARAT tax revenue funded playground equipment for North Steed Park, Island View Park and Fisher Park.
- Train Watch Park playground equipment funded from the General Fund.
- Street Maintenance projects were increased with expenditures totaling approximately \$420,000.
- Designed and began construction on the Maintenance and Operations Center.

Mr. Knapp noted vehicle fuel costs were down overall at the end of FY17.

He reviewed the economy trends with the Council and highlighted the following:

- The United States labor market remained robust, added 209,000 jobs in July and hit a sixteen year low unemployment rate of 4.3 percent.
- Utah ranked second in the nation in terms of year-over-year employment growth at 3 percent and continued to have a low unemployment rate of 3.4 percent.
- Wages did not have growth even with the employment rate dropping. One theory was the re-entry of lower paid employees to the work force and retirement of higher paid “baby boomers.”
- Consumer Confidence had been above what was considered economic prosperity since November of 2016. The City continued to see a reflection of that with sales tax revenue increases.
- Sales tax revenue from point of sale transactions went down each quarter; however, it was still an increased amount from the prior year quarterly comparisons.

He emphasized Fiscal Year 2017 was overall a good year leaving the City in a secure position moving into Fiscal Year 2018.

COMMUNICATION ITEMS

Mayor Shepherd

1. Reminded he would be out of town September 5 to 15, 2017.
2. Reported meeting with the Davis Development Fund, which approved funding a \$100,000 grant for small business located in Davis County. He explained the grant would be awarded to as many as five contest winners for \$20,000 each with outdoor equipment renovation ideas.
3. Attended the North Davis Fire District board meeting and approved the resolution petitioning Clearfield City to reorganize it as a local district, which would remove the City Council as the governing body for the District. He noted the action would be addressed by the City Council on September 12, 2017.
4. Reported judging a lip-sync contest at Chancellor Gardens with performances from leadership at the facility.
5. Participated in the Chief’s Hill Golf Tournament at Hill Air Force Base on August 18, 2017.
6. Reported meeting with the promised partnership regional council. He noted last year the primary focus of the council was kindergarten readiness. He stated currently there were multiple focuses for the council because it found there were many gaps of information and services. He added college readiness was his assigned focus group for the year.

Councilmember Bush

1. Attended the Backpack Event at the Hope Center on August 12, 2017 and thought it was good.
2. Reported attending opening night of Summerfest in Bountiful on August 9, 2017.

3. Visited Island View Park and helped with the new playground equipment. He reported it was a good playground for younger kids and was being well used.

Councilmember Peterson – reported attending the backpack event and echoed comments made by Councilmember Young and Bush.

Councilmember Phipps – nothing to report.

Councilmember Roper – reported attending the backpack event and afterwards with Councilmember Peterson was able to tour the Hope Center with Pastor Brown. He mentioned although Clearfield did not have a homeless problem, it did have those who were needy. He recognized the Hope Center was great at reaching out to assist and recommended anyone interested could also get involved by volunteering.

Councilmember Young

1. Attended the New Hope Block Party Backpack Giveaway on August 12, 2017 and was inspired to see people dedicating time and effort into addressing dire issues within the community.

2. Reported the mosquito abatement board would be discussing the need to increase the tax rate to maintain the capacity to pay for chemicals and utilize space from recent renovations to add a lab for independent testing. He encouraged attendance and participation through public comment.

STAFF REPORTS

Adam Lenhard, City Manager – nothing to report.

Nancy Dean, City Recorder – reviewed the Council’s schedule:

- No meeting on August 29th
- No meeting scheduled yet for September 5, 2017
- Policy Session on September 12, 2017 – she reviewed the timeline for the North Davis Fire District reorganization process.

Councilmember Bush moved to adjourn the policy and reconvene as the City Council in a work session at 7:49 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.

**APPROVED AND ADOPTED
This 12th day of September, 2017**

/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, August 22, 2017.

/s/Nancy R. Dean, City Recorder