

CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
February 21, 2017 – WORK AND SPECIAL 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 Role of Elected Officials during an Emergency
Discussion on the Award of Bid for Playground Equipment
Discussion on Depot Street Alignment and Right-of-Way Cross Section from 700 South to Clearfield Station
Discussion on a possible Special Purpose (SP) Overlay Zone at Clearfield Station
Discussion on Financing of Property Acquisition and Public Improvements at Clearfield Station

(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. - SPECIAL SESSION

CALL TO ORDER:

Mayor Shepherd

APPROVAL OF MINUTES:

January 20, 2017 – Work Session

January 24, 2017 – Policy Session

February 7, 2017 – Work Session

February 7, 2017 – Special Session

PUBLIC HEARING:

1. **PUBLIC HEARING FOR A REZONE OF PROPERTY LOCATED AT APPROXIMATELY 1250 SOUTH STATE (TIN: 12-066-0137) FROM MIXED USE (MU) TO RESIDENTIAL MULTI-FAMILY, WITH A SPECIAL OVERLAY (R-3-SP)**

BACKGROUND: Thackeray Garn is developing a portion of the Clearfield Station property located at approximately 1250 South State. They have applied for a Special Purpose (SP) Overlay as part of their application. Staff is continuing to work with the developer to facilitate the rezone

request and is recommending opening the public hearing and continuing it to Tuesday, February 28, 2017, at 7:00 p.m. in the City Council Chambers.

RECOMMENDATION: Open the Public Hearing, receive public comment, and continue the Public Hearing to Tuesday, February 28, 2017, at 7:00 p.m. in the City Council Chambers.

****COUNCIL MEETING ADJOURN****

Dated this 16th, day of February, 2017.

/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.

CLEARFIELD CITY COUNCIL MEETING MINUTES
8:15 A.M. WORK SESSION
BUDGET RETREAT
January 20, 2017

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

Visitors: There were no visitors.

Mayor Shepherd called the meeting to order 8:20 a.m.

BUDGET REVIEW

Adam Lenhard, City Manager, reviewed the fiscal year 2017 budget pointing out the following:

Six debt obligations incurred by the City:

- 2014 G.O. (General Obligation) Bond
 - Refunded in 2014; last payment Feb 2021
- 2007 Water Revenue
 - Last payment May 2020
- 2010 Sales Tax – Roads
 - Last payment July 2019
- 2003 Sales Tax – CAFC
 - Last payment July 2017

- 2016 Sales Tax – CAFC
 - Last payment 2028
- 2016 Lease/Purchase – Energy Efficiency
 - Last payment Aug 2029

He reviewed other information specific to revenue:

- Sales Tax
- Water Charges
- Energy Use Tax
- Property Tax
- Garbage Fees
- Aquatic Center
- Class C Road Funds (fuel tax)
- Storm Water User Fees
- Fines & Forfeitures
- Municipal Telecom Tax
- County Transportation Tax (Proposition 1)

He reviewed the following: investments, assessed values of homes within the City and a comparison to other cities in Davis County. He reviewed the City’s property tax rate and stated the City recognized that operational tax revenues would need to increase over time. He reviewed the identified tax rate strategies:

- if assessed property values increased, the strategy would be to accept the certified rate.
- if assessed property values decreased, the rate would automatically increase in order for the City to maintain the same property tax revenue from year to year, and the strategy would be to accept the certified rate.

He reviewed the General Fund balance pointing out the following:

- State Law allowed the City to keep up to 25 percent of its total revenue.
- Fiscal year 16 CAFR identified the City’s unrestricted Fund Balance at \$6.09 million.
- The fund balance was \$2.4 million over the allowed 25 percent.
- City would need to spend \$550,000 more than the identified \$1.85 million budgeted in fiscal year 2017 to be compliant with the less than the 25 percent allowed fund balance. A discussion took place regarding the unrestricted fund balance.

STATE OF THE CITY

Mr. Lenhard, City Manager reviewed the Vision document and a discussion took place specific to each identified item. He mentioned staff would be recommending a “service” or volunteer program and would present information about that program to the Council later in the day. He also reviewed the City’s Policy and Priorities:

- Providing Quality Municipal Services
- Improving Clearfield’s Image, Livability and Economy
- Maintaining a Highly Motivated and Well-Trained Workforce.

He reviewed specifics related to the City's personnel. A discussion took place to identified challenges and staff's identified solutions specific to staffing:

- Leadership Training
- Customer Service Training
- Staffing Needs – Planning, Traffic Enforcement, IT.

He reviewed proposed legislation which could potentially impact the City:

- Federal Mandates – EPA, Storm Water
- Manufacturing Sales Tax Exemption – which would negatively impact the City because of Freeport Center
- Good Landlord Program
- Justice Court – Public Defender
- ULCT Staffing.

He also mentioned other threats to be aware of:

- Construction Costs
- Rising Interest Rates
- Declining Revenues
- Employment Costs
- Low Unemployment.

The Council took a break at 10:15 a.m.

The meeting resumed at 10:30

He continued to review threats:

- Land use
- Population
- Redevelopment
- Freeport investment
- Natural disaster
- Demise of retail.

A discussion took place regarding shopping trends and the future of retail and possible solutions to be considered.

Mr. Lenhard proposed solutions which could benefit the City and a discussion followed specific to the following:

- Re-examine land use plan/ordinances – which could be restricting growth
- Relationship with HAFB
- Davis County library site.

JJ Allen, Assistant City Manager, shared a visual presentation. He reviewed the following with the Council and discussions took place specific to each bullet point:

- Communications – He reminded the Council that Trevor Cahoon had been hired as the new Communications Coordinator. Mr. Cahoon stated the City experienced a good level of engagement on Facebook. A discussion took place regarding the newsletter and

engagement on other social media sources. Mr. Allen explained the need to “tell the City’s story” –

- Essence of the message
 - Who is the audience
 - Effective communication methods
 - Resource allocation.
- Community Development
 - Process improvement – reviewed staff and processes in preparation for Customer Service Center
 - Form-based code – implementation of Downtown Small Area Plan
 - General Plan update
 - TIGER Grant – Federal funds for first/last mile connections to Clearfield FrontRunner Station by UTA
 - Implementation of new CDBG programs and reviewed those: building a new home, emergency home repair, home improvement program
 - Additional small area plans.

He mentioned the identified goals met the three Policy and Priorities.

- Economic Development
 - Clearfield Station
 - Stadler Rail
 - Thackeray Garn
 - Remaining property
 - Legend Hills/Stevenon Property (previously known as Midtown Village property)
 - CRA Creation
 - Mabey Place Redevelopment
 - CANU – Composites of Aerospace of Northern Utah, an informal group consisting of economic developers from Box Elder County, Brigham City, Weber County, Ogden City, Davis County, Layton and Clearfield
 - U-Star – located in Falcon Hill, known as an incubator, in which small businesses could locate temporarily and have necessary available resources to build their company.
- Justice Court
 - Escalating costs – due to JRI (Justice Reinvestment Initiative) and the Sixth Amendment Study specific to indigent defense and explained the impact to the City. He reported the cost was more than what the City had anticipated based on the most recent bill from the public defenders. He stated the City was exploring grant funding options to help offset the costs. He expressed confidence with the current Court staff.

Stuart Williams, City Attorney, shared a presentation specific to domestic violence reviewing the following:

- Reviewed statistics related to the Domestic Services Coordinator and a discussion took place. He also shared accomplishments and future goals and pointed out how the position supported the three Policy and Priorities.
- Administrative Parking Enforcement/Code Enforcement and other minor code violations policy were in the process of being implemented making a violation a civil infraction as opposed to criminal.

The Council took a break for lunch at 11:30 a.m.

The meeting resumed at 11:45 a.m.

Trevor Cahoon, Communications Coordinator, shared a presentation regarding the branding of Clearfield City. He explained what a “brand” was and how that can be implemented in City government.

- Know your audience
- Know the character
- Know the author.

He asked the Council who the audience was and a discussion took place. He shared a visual presentation specific to knowing the “audience”. He informed the Council that he had requested a snapchat filter and reported on the results. He shared a visual illustration explaining “know your character” and requested participation from the Council on who it’s authors were. He shared some of his ideas to promote the City.

He shared examples of branding videos from other municipalities and solicited input from the Council and a discussion followed. The Council expressed its thoughts and desires for a branding campaign and its confidence in Mr. Cahoon.

Summer Palmer, Administrative Services Director, shared a visual presentation identifying the following:

- Customer Service Center – she explained how it was intended to be implemented, positions included and where it was intended to be located.
- She shared information specific to a mobile app for service requests and shared a visual presentation on proposals and costs. A discussion followed and she requested direction from the Council. The Council directed staff to further explore options.
- She introduced a new Onboarding Process which would be used by new employees.
- She announced the City would no longer have performance evaluations; “Core Value Conversations” would be implemented in its place.

The Council took a break at 1:36 p.m.

The meeting resumed at 1:50 p.m.

Eric Howes, Community Services Director, stated the Policy and Priorities specifically called out services provided by the Community Services department and reviewed identified projects and the purposes for including them on his project list:

- Reviewed the number of full time employees and the number of part time employees.
- Reviewed the four divisions which make up the department.
- Reviewed the number of seasonal and summer employees.
- Reviewed the maintenance required for the building and systems.
- Playground proposals.
- Succession planning.

He reviewed accomplishments and responded to questions from the Council on the following:

- Mabey Pond
- Steed Park irrigation and other upgrades
- Parks division structuring and maintenance
- Cemetery improvements
- Open space improvements
- Current facilities and their subsequent ongoing maintenance and inefficiencies (City Hall and Aquatic Center)
- Office chairs and furniture
- Marketing the Aquatic Center and Recreation Programs.

He requested direction from the Council regarding its desire and intentions at the Aquatic and Fitness Center and a discussion followed.

He mentioned arts and recreation programs and a discussions took place regarding the following:

- steady increase in adult sport programs
- the desire to increase programs at the Arts Center
- the City's youth programs .

He referred to the cost recovery model used a few years back specific to recreation programming and emphasized the City's youth programs should encourage participation and contribute to a livable community. He explained the programs should offer learning opportunities other than the specific discipline of the sport and skill. He suggested interpersonal skills and values could be taught using sports, such as basketball, as the tool and believed that type of learning would enhance the quality of City programs.

He summarized the plan to implement and improve for all four divisions under Community Services.

Greg Krusi, Police Chief, reviewed the following with the Council:

- Staffing challenges
- Successful "Night Out Against Crime" event
- Citizen Police Academy through Davis County
- Code Enforcement challenges and successes
- Records division achievements and challenges

- Dispatch achievements and challenges
- Emergency management position.

Scott Hodge, Public Works Director, expressed appreciation for the support public works received from elected officials and other staff.

- Reviewed staff with the Council
- Reviewed challenges experienced during the past year
 - Sewer back up
 - Water leak on SR 193
 - 700 South well
- Reported the City was able to get through the year without exceeding the amount of purchased water from Weber Basin
- The 650 North I-15 on/off ramps would be under construction
- 700 South Interchange upgrade construction project
- Proposed sidewalk on 300 North near West Point border.

He distributed handouts identifying road resurfacing projects, Capital Improvement Projects, and identified items for the City's fleet.

Adam Lenhard, City Manager, distributed the Comprehensive Action Plan which identified proposed projects and subsequent estimated completion dates. He mentioned it was a living document, always changing. He requested direction and feedback specific to items which were important to the Council.

Councilmember Phipps, stated he believed government was for the benefit of its citizens and reflected on that perspective to determine when the Council was asked to consider items for approval. He expressed excitement for the new playground and park equipment since those improvements enhanced the livability of the City. He also mentioned the City was providing services appropriately and specifically mentioned water pressure, snow removal, roads, customer service, victims advocate, etc. He expressed confidence with staff. He shared a personal example in justifying revenue collection via property taxes. He expressed his desire for great parks for residents, specifically Steed Pond and Park as a "destination" park.

Councilmember Roper stated he had spoken to many residents with the intention to become educated on what was important to them. He expressed a desire to educate residents, especially the youth via implementing Youth City Council. He agreed with Councilmember Phipps' comments regarding the importance of providing necessary infrastructure to residents. He expressed a desire for a robust development in downtown Clearfield and a destination "place" for residents. He expressed concern about residents desiring to leave the City and would like the City to promote its "story" and that the City welcomes everyone.

Councilmember Peterson referred to the Policy and Priorities and spoke to the following points:

- Continue with communication, educating residents
- Additional planning staff
- Increase police staffing
- Building positive police presence and relationships within the community

- Identifying ways to support programs with Family Connection Center/Safe Harbor/Circles Programs, etc.
- Look at ways to improve/restructure Fourth of July celebration
- Christmas tree lighting event
- Offer opportunities for training to staff other than department heads
- Create a downtown “gathering place” at Mabey Place or Clearfield Station
- Development of properties within the City
- New Davis County Library building within the City.

Councilmember Young stated Clearfield City was his home and where he wanted to live. He expressed his desire that it be a nice place to be. He believed the City had accomplished many things in the seven years that he had served on the Council and added significant change happened over time. He spoke to the following priorities:

- Efficiency or accomplishing the goal the best way possible
- Three-year plans to identify the City’s direction or where it wanted to be in the future and how to get there
- Continue to maintain a high quality team seeking new opportunities and challenges
- Forward thinking specific to planning and development with the two previously shared points
- Customer relations and developing a relationship with the resident
- Transparency
- Public safety
- New employee orientation and training opportunities for front line staff.

His expressed his desire for the City to have an extremely active and vibrant downtown area with a sense of community, a nearby gathering place.

Councilmember Bush thanked staff for the preparation that went into the meeting. He identified his priorities for the next year as the following:

- Veteran’s monument. He believed it should have been done years ago since Clearfield was the gateway to Hill Air Force Base (HAFB). Mr. Lenhard inquired if Councilmember Bush’s vision was specifically related to a certain conflict or if it was generic in nature. Councilmember Bush responded he intended the monument to be inclusive of all the six branches of military service.
- Beautification committee
- Infrastructure – continue to provide quality streets, utilities, sidewalks, etc.
- Police department staff
- Code enforcement
- Development – rail stop
- Identify revenue sources other than taxes
- Sign ordinance.

Mayor Shepherd expressed appreciation to all City staff and stated he was always proud of the City staff and their concern and interest for the City. His priorities for the next year were the following:

- Communication/transparency with residents
- Desire to include high school students and youth within the City
- Mentioned specific proposed developments within the City
- Expressed concern regarding the 650 North interstate reconstruction
- Concern with vehicular traffic and pedestrian traffic along 1000 East near Clearfield High
- Citizen police and fire academy
- Veteran's Day or Military Appreciation
- Outreach with Latino community
- Family Connection Center name change to "Open Doors"
- Christmas tree ceremony
- Fourth of July event
- Fund a second councilmember to attend the National League of Cities/Towns Conference in Washington DC.

He expressed his confidence the City was in a great place and moving in the right direction. He expressed his desire to eliminate some of the blight and demolition of older, outdated buildings within the City.

Mr. Lenhard stated it was an honor to work for Clearfield City and also complimented the City staff. He requested direction from the Council on what it wanted City staff to know.

Councilmember Young stated the current political climate was against government and indicated there were residents that believed the City was out to get them or was untrustworthy. He stated he wanted staff to be aware of that in order to provide information which was contrary to that philosophy. Councilmember Phipps added it appeared that the public distrusted the City and staff; however, it did trust him and a discussion took place. Councilmember Peterson pointed out residents generally didn't understand City terms or language and they deserved to be spoken to, not down to. The discussion continued regarding the public's perception of the City.

The Council expressed a desire to continue with the neighborhood meetings each year and how attendance could be encouraged. The Council also discussed the re-implementation of a Youth Council/Council Committee. A discussion regarding demographics took place.

Councilmember Phipps expressed gratitude and appreciation to the Council for its support. He mentioned the compensation plan which had been implemented in the previous year and how it had impacted City staff. Summer Palmer, Administrative Services Director, expressed appreciation for the level of trust between the elected officials and City staff and that it appeared they felt comfortable addressing concerns with staff.

JJ Allen, Assistant City Manager, expressed appreciation for the direction from Council regarding the development within the City specific to multi-family housing and mentioned other specific projects. He said it was refreshing that the Council was willing to consider mixed-use and high density development and suggested without the growth the City would become stagnate

and a discussion took place relative to redevelopment. Councilmember Young cautioned the City and Council about becoming impatient in regard to redevelopment.

Mr. Lenhard stated he would also like to see the demolition of some structures within the City as developers preferred to develop raw land. He suggested it would be wise for the City to purchase some properties, demolish outdated and older buildings then sell the raw land and explained the challenges associated with the redevelopment of the mobile home park.

Mr. Lenhard again expressed appreciation to the Council.

The meeting adjourned at 4:30 p.m.

DRAFT

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
January 24, 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
	Scott Hodge	Public Works Director
	Spencer Brimley	Development Services Manager
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Rich Knapp	Finance Manager
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: David Greaves, Pam Crosbie, Mark & Yarnell Kemp, Josh Page, Brandee Page, Scott Carter, Vicki Carter, Joshua Harrison, Bob Bercher, CJ Caldwell, Linda Carpenter, Kathryn Murray, Brady Jugler, John & Josie Drake

Mayor Shepherd called the meeting to order at 7:01 p.m.

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

Councilmember Phipps conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE DECEMBER 13, 2016 WORK SESSION, THE JANUARY 3, 2017 SPECIAL SESSION AND THE JANUARY 10, 2017 WORK AND POLICY SESSIONS

Councilmember Peterson moved to approve the minutes from the December 13, 2016 work session, the January 3, 2017 special session and the January 10, 2017 work and policy sessions as written, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.

PRESENTATION TO JOSHUA HARRISON FOR RECOGNITION OF RECEIVING THE RANK OF EAGLE SCOUT

Joshua Harrison completed the requirements to receive the rank of Eagle Scout. Councilmember Phipps mentioned Joshua had completed his Citizenship merit badges and encouraged him to continue his involvement with service in government. Joshua was presented with a certificate and a City coin to acknowledge his achievement.

Mayor Shepherd asked about Joshua's Eagle Scout project as it benefitted Clearfield City. Joshua explained he had built a bench for visitors to use at Steed Pond in addition to making needed repairs on existing benches and cleaned up the pond area.

PUBLIC HEARING FOR AN AMENDMENT TO THE LEGEND HILLS PHASE 3 SUBDIVISION PLAT

Spencer Brimley, Development Services Manager, explained the request was to adjust the property line between lots 305 and 306 of the Legend Hills Subdivision Phase 3 amended plat. He shared a visual illustration which identified the parcel and stated the lot had long been an area used for detention. He explained the reason for the amendment to the subdivision plat was to more clearly identify the boundary line between the two properties, lots 305 and 306. He stated development of the parcel was consistent with plans for the area and would not have detrimental impacts on detention moving forward. The use that was being proposed in conjunction with the request was for a professional office building. He stated the Planning Commission recommended approval of the amended subdivision plat during its meeting on Wednesday, January 4, 2017. It also approved the site plan for the proposed office building during that same meeting and he reviewed the proposed project with the Council.

He shared a proposed visual illustration of the site plan.

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

Mayor Shepherd asked for public comments.

There were no public comments.

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

CITIZEN COMMENTS

Josh Page, resident, expressed concern regarding a recent investigation pertaining to a coaching/recreation investigation and final results. He explained he had been contacted by City staff who indicated he wouldn't be allowed to volunteer as a football coach in the future due to his involvement with another football league. He explained the subsequent communication which took place between himself and Eric Howes, Community Services Director, and also expressed his concerns regarding another coach. He indicated an investigation had taken place in

November and believed the City supported the coach from the beginning. He expressed concern with how meetings were posted and suggested several individuals weren't informed when certain meetings were taking place. He also shared his knowledge and information specific to instruction and how he and other parents had been received by City staff specific to making complaints. He expressed concern future grievances on behalf of players by parents wouldn't be expressed based on the specific investigation that he was addressing. He asked why, following the investigation, City staff hadn't been disciplined, and why the City was eager to defend the coach and allowed him to continue coaching during the investigation when serious allegations had been made against him.

Mayor Shepherd responded the Council wasn't involved with the situation and stated any consequences to City staff was a personnel issue. He indicated he was also aware the Parks & Recreation Commission had made a decision regarding the investigation and the recommendation was forwarded to Eric Howes, Community Services Director, and the outcome had not yet been announced. He expressed his confidence the matter was being addressed.

Brandi Page, resident, read a statement to the Council regarding the investigation of a recreational football coach and City staff involved with the investigation requesting moral and ethical changes be made in the future.

Adam Lenhard, City Manager, responded the allegations made during the meeting needed to be addressed by administration and not elected officials. He stated he had read Mr. Howes' final report on the investigation and the outcome would be in proportion to what had been discovered through the investigation process. He suggested there would be individuals who would be unhappy with the investigation results and subsequent consequences. He announced he was unable to speak specifically about the City employee.

Mayor Shepherd mentioned he had discussed the specific issue with Councilmember Young last week and indicated he was also concerned about the allegations.

Councilmember Phipps explained he was the Council liaison to the Parks & Recreation Commission. He stated Councilmember Young's involvement was in his role as a resident and not as a member of the City Council. Councilmember Young clarified he became involved out of concern as a member of the Council that City programs needed to be administered appropriately. He didn't believe he would have been involved unless he was a member of the Council and viewed his involvement was part of his responsibility in representing residents of the City.

Ms. Page added once she found a safe, confidant and trustworthy individual in Councilmember Young to express her frustrations. She stated it made a difference because a number of parents had lost confidence in City staff. Mr. Lenhard responded the experience regarding the City's recreation programs was disappointing and agreed trust needed to be restored with a group of people. He pointed out the issue had consumed a significant amount of time on all levels and emphasized it had not been taken lightly by the City. He stated the final determination would be announced within the next few days and indicated the internal staff issue was also being addressed. Ms. Page asked what avenue was available for assistant coaches to use when there

were concerns with one of their own. Mr. Lenhard encouraged patience until a final decision was announced.

Yanell Kemp, previous resident, expressed concern about the coach in question being allowed to continue coaching. She read a statement written by Cassie Caldwell regarding her son's football and basketball participation.

Ms. Kemp shared her personal experience regarding the coach and subsequent instructions she received from City staff. She expressed her opinion the language and actions of the coach were not acceptable.

Mayor Shepherd announced the decision regarding the investigation would be made public within the next few days.

APPROVAL OF THE AMENDMENT TO THE LEGEND HILLS PHASE 3 SUBDIVISION PLAT

Councilmember Young moved to approve the amendment to the Legend Hills Subdivision Phase 3 amended plat 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 AWARD OF BID TO KAPP CONSTRUCTION FOR THE Z STREET CULINARY WATER AND SANITARY SEWER IMPROVEMENT PROJECT IN FREEPORT CENTER

Scott Hodge, Public Works Director, stated bids were received from seven companies to complete the work for the Z Street Culinary Water and Sanitary Sewer Improvement Project in Freeport Center. The lowest responsible bid was received from Kapp Construction with the bid amount of \$556,116.50. This bid amount exceeded the \$430,000 budgeted for the project. The Public Works staff and City Engineers reviewed the advertised scope of work for the project and were able to modify and/or remove the installation of 357 linear feet of 12-inch pipe and 263 linear feet of 6-inch culinary water pipe from the project reducing the bid amount by \$101,757.30. He stated the contractor was comfortable in moving forward with the reduced scope of work and subsequent decrease in costs associated with the project.

Councilmember Phipps asked if the items removed from the project would need to be completed in the future. Mr. Hodge responded the 6-inch waterline was for two fire hydrants and indicated it was determined a fire hydrant could be installed at a more convenient location eliminating the need for that line. He added the 12-inch waterline was located to the south of a pressure reducing station which wasn't critical to the project and stated it could be completed at a later date, but wasn't necessary at this time.

Councilmember Peterson clarified North Davis Fire District had been consulted and agreed with eliminating the fire hydrants as was originally intended. Mr. Hodge responded he had discussed the issue with the Chief Becraft.

Councilmember Young suggested using similar engineering initially to determine if cost reductions could be recognized for future projects. Mr. Hodge responded when the project was designed and advertised for bid the 6-inch waterline was initially part of a main water system that has since been dead ended; therefore, the entire waterline was no longer critical. He added this was pointed out by the City's water superintendent.

Councilmember Peterson moved to approve the award of bid to Kapp Construction for the Z Street Culinary Water and Sanitary Sewer Improvement Project in Freeport Center for the modified bid amount of \$454,359.20 and approve funding for the project for the modified bid amount of \$454,359.20 with contingency and engineering of \$60,000 for a total project cost of \$514,359.20; 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.

FINANCIAL UPDATE

Rich Knapp, Finance Manager, stated the City was half way through fiscal year 2017 and presented the financial update with the Council. He pointed out the following:

- Class C Road funds (motor fuel tax) were coming in as expected.
- Transportation Tax – averaged \$26,300 per month.
- PARAT Tax – was sixteen percent into the ten year period and totaled \$335,000.
- Amazon sales tax – impact yet to be determined.
- Currently more revenues received than expenditures made.
-

He reviewed the General Fund – Draft Revenue Summary with the Council highlighting the following:

- Property tax was in line with what was estimated with the tax rate.
- There was a decrease in fines and forfeitures compared to previous years.

He reviewed the Draft Expenditure Summary regarding all funds and pointed out the following:

- All expense types were lower than budgeted.
- Energy efficiency expenses had not been included in Capital Outlay.
- Overall debt service decreased from previous year.

He reviewed other Funds: CDRA, Water Fund, Sewer, Storm and Garbage Fund.

He reviewed economic trends with the Council highlighting the following:

- Point of sale revenue
- Sales tax revenue
- Gross Domestic Product
- Employment growth and unemployment
- Inflation
- Consumer confidence
- Population growth

- Investments.

COMMUNICATION ITEMS:

Mayor Shepherd

1. Informed the Council that City staff was taking the allegations regarding the youth coach and staff members very seriously.
2. Reported the first Fourth of July planning meetings had started.
3. Announced he would be out of town for the meeting scheduled for Tuesday, February 7, 2017.

Councilmember Bush – nothing to report.

Councilmember Peterson – nothing to report.

Councilmember Phipps

1. Expressed appreciation to the City's snow plow drivers for their efforts in keeping the miles of roads within the City drivable.
2. Complimented staff members for their efforts on the offsite budget meeting which took place on Friday, January 20, 2017.
3. Announced he had attended a Wasatch Integrated Board meeting earlier in the day and informed the Council that there was a strong movement to close the burn plant. He reported there currently was no commitment that HAFB (Hill Air Force Base) would be purchasing future steam generated by the burn plant. He stated in order for the facility to meet EPA standards, approximately eight million dollars of improvements were needed. He continued since there was no guarantee HAFB would be purchasing the steam it was proposed to shut down the facility.

He mentioned the long term plan was to build a transfer station and then begin transferring garbage to Lakeview, south of Utah County. He indicated a decision would need to be made quickly regarding the improvements or shutting down of the facility.

Councilmember Bush inquired how the landfill would be affected if it was determined to close the burn plant. Councilmember Phipps responded due to the investment commitment to the Lakeview Landfill in southern Utah County, another repository for waste was available. He continued if the use of that was balanced with the local landfill the County would still recognize 26 to 27 years of life for the landfill. He clarified household trash which was normally burned at the burn plant would now go straight to the landfill. He added the transfer station would be built in about two years at which time the waste would be transferred down to that location. He informed the Council based on those participating in the Lakeview Landfill, it would have a 200 year capacity.

Councilmember Roper – nothing to report.

Councilmember Young – nothing to report.

STAFF REPORTS

Nancy Dean, City Recorder – Reviewed the Council's schedule:

- No meeting was scheduled for Tuesday, January 31, 2017
- Work and special session scheduled for Tuesday, February 7, 2016
- No policy session on February 14, 2017 – meeting cancelled

Informed the Council that the City had made the decision to continue with by-mail election in 2017. She reported the by-mail Municipal Election in 2015 almost doubled the number of ballots and Davis County

recognized an eighty-eight percent participation in the most recent presidential election. Mayor Shepherd believed if the City chose not to participate in the by-mail election it would be paper ballots with a check mark. She announced the filing for candidacy dates were June 1 through June 7, 2017.

There being no further business to come before the Council, **Councilmember Bush moved to adjourn the policy and reconvene as the City Council in a work session at 8:06 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.**

DRAFT

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
February 7, 2017

PRESIDING:	Kent Bush	Mayor Pro Tem
PRESENT:	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Bruce Young	Councilmember
EXCUSED:	Mark Shepherd	Mayor
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
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Kathryn Murray, David Greaves, Devin Prouty, David Nelson

Mayor Pro Tem Bush called the meeting to order at 6:00 p.m.

DISCUSSION ON THE INTERLOCAL AGREEMENT WITH DAVIS COUNTY FOR ANIMAL CONTROL SERVICES

Adam Lenhard, City Manager, informed the Council that the City had received an updated animal control contract with Davis County for services. He explained the contract was based on three different areas with each one of those being assessed a prorated share of demand and costs.

He mentioned City staff reviewed those numbers and reported calls were down; however, the contract reflected an increase in officer initiated license follow-ups. He continued the City had approached the County and pointed out that wasn't a priority to staff and explained what those type of reports were. He clarified each time the officer initiated that action the report became a "billable call" to Clearfield City. He stated staff pointed out the City would much rather have stronger action placed on repeat violators, barking and nuisance dogs, etc.

He reported despite the number of calls decreasing for the year, costs increased across the board for all cities and stated the total increase over the previous year was \$7,112. He emphasized that increase was for three separate parts and reviewed those with the Council:

- The City's portion of the Capital Projects Fund which were directly related to much needed improvements at the shelter.
- Responding to wild nuisance animals calls was a small amount of the overall bill, approximately \$2,000.
- Total number of calls was the bulk of the increase which accounted for the requested calls for service from residents. .

He explained the justification for that increase was additional personnel required to provide better service to the participating municipalities. He reported the City didn't have a lot of options because it was still cheaper than what it would cost for the City to provide the services in-house. Mr. Lenhard expressed his confidence in Clint Thacker, Animal Control Director, in conjunction with the Davis County Auditor in prioritizing the costs associated with animal control. He reported staff would budget for the increase and recommended the Council approve the contract.

Councilmember Peterson asked about the ratio to split costs and Mr. Lenhard responded the participating cities combined were responsible for fifty percent of the shelter's costs and Clearfield's rate was barely over twelve percent. He added last year it was 12.75 percent and a discussion took place regarding the increase in costs compared to neighboring municipalities. Councilmember Peterson reminded the Council the last time the City was considering to allow chickens in residential areas the animal control officer suggested that could potentially result in an increase in calls for service.

Councilmember Bush inquired if fees had increased to residents whose animals were regularly picked up by officers and suggested an increase should be encumbered by those residents because they were the ones using the services and facility. Mr. Lenhard responded he wasn't aware of any such increase and added that argument had been presented by some other city managers as well. He continued the suggestion was that more focus should be placed on writing citations to repeat offenders and reconsidering the existing fee structure. Mr. Lenhard stated he would inform Mr. Thacker of the Council's feedback.

Councilmember Phipps requested clarification if the wild nuisance animal fees were proportionately determined amongst the participating entities. Mr. Lenhard responded that fee was proportionately based on the number of animal calls for Clearfield City and informed the Council that cost was about \$2,000.

INTERVIEW CANDIDATES FOR THE NORTH DAVIS FIRE DISTRICT (NDFD) CONTROL BOARD VACANCY

The Council interviewed Kathryn Murray, David Greaves, Devin Prouty and David Nelson to fill the vacancy on the North Davis Fire District Control Board.

DISCUSSION ON THE NORTH DAVIS FIRE DISTRICT APPOINTMENT

The Council discussed the qualifications of each individual and concluded to recommend appointing David Nelson to the Control Board.

Councilmember Peterson moved to adjourn as the City Council and reconvene as the CDRA at 6:49 p.m., seconded by Councilmember Phipps. All voting AYE.

DRAFT

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. SPECIAL SESSION
February 7, 2017

PRESIDING:	Kent Bush	Mayor Pro Tem
PRESENT:	Nike Peterson Vern Phipps Tim Roper Bruce Young	Councilmember Councilmember Councilmember Councilmember
EXCUSED:	Mark Shepherd	Mayor
STAFF PRESENT:	Adam Lenhard JJ Allen Stuart Williams Scott Hodge Spencer Brimley Greg Krusi Eric Howes Summer Palmer Trevor Cahoon Nancy Dean Kim Read	City Manager Assistant City Manager City Attorney Public Works Director Development Services Manager Police Chief Community Services Director Administrative Services Director Communications Coordinator City Recorder Deputy City Recorder

VISITORS: Kathryn Murray, Kenny Conners, Karece Thompson, Danielle Thompson, David Greaves, Brady Jugler

Mayor Pro Tem Bush called the meeting to order at 7:03 p.m.

PRESENTATION

Kenny Conners, Northern Wasatch Association of Realtors distributed a handout and shared a presentation regarding the current real estate market pointing out the following:

- Twenty-one homes were sold last month in Clearfield City.
- Average selling price was \$204,000.
- One listing was above \$300,000.
- Shared historical information regarding homes sold within Clearfield City.
- Homes were being sold quickly and inventory was extremely low.
- New building would need to take place vertically as there were very few vacant lots in the City.

Mayor Pro Tem Bush suggested the Council refer to the report and use it as a guide when making adjustments to the City's General Plan. He cautioned the Council would want to be prudent when decisions were made regarding the low availability of vacant property within the City.

APPROVAL OF RESOLUTION 2017R-01 APPOINTING A REPRESENTATIVE TO THE NORTH DAVIS FIRE DISTRICT ADMINISTRATIVE CONTROL BOARD

Adam Lenhard, City Manager, stated according to the bylaws of the North Davis Fire District, West Point City and Clearfield City would alternate an Administrative Control Board member's four-year appointment with a resident from one of the respective cities. Beginning January 1, 2017 that appointment was designated to be a Clearfield City resident. He stated the Council interviewed four prospective members of the community for the position during its previously held work session and was prepared to make the appointment.

Councilmember Roper believed the interviewed candidates were qualified for the position and each would have represented the City well.

Councilmember Roper moved to approve Resolution 2017R-01 appointing David Nelson as a representative to the North Davis Fire District Administrative Control Board 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-02 AUTHORIZING AN AMENDMENT TO THE ANIMAL CONTROL SERVICES CONTRACT WITH DAVIS COUNTY

Adam Lenhard, City Manager, stated Davis County provided animal control services for the City under the authority granted by an Interlocal Agreement. Annually that agreement was amended to reflect the costs allocated to the City based upon usage.

Councilmember Peterson moved to approve Resolution 2017R-02 authorizing an amendment to the Interlocal Agreement with Davis County for providing animal control services in Clearfield 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 AND CONSENT TO THE MAYOR'S PROPOSED APPOINTMENTS OF INDIVIDUALS TO THE PLANNING COMMISSION

Adam Lenhard, City Manager, explained Planning Commissioner Tim Roper was recently appointed to the City Council creating a vacancy for a regular member. Mayor Shepherd recommended appointing Steve Parkinson, alternate member, to fill the vacancy, reappointing Robert Browning as a regular member, and appointing Karece Thompson as an alternate member to fill the vacancy created by Steve Parkinson's appointment.

Councilmember Young moved to approve and consent to the Mayor's appointment of Steve Parkinson as a regular member of the Planning Commission with a term expiring February 2018, and the reappointment of Robert Browning with a term expiring February 2022 and the Mayor's appointment of Karece Thompson as an alternate member of the Planning Commission with a term expiring February 2022, 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.

There being no further business to come before the Council, Councilmember Young moved to adjourn at 7:30 p.m., seconded by Councilmember Peterson. Voting AYE - Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.

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