

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
November 28, 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
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Spencer Brimley	Development Services Manager
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Terrence Jackson	IT Manager
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS: Robert Stotts, Eden Bush, Karece Thompson

Mayor Shepherd called the meeting to order at 6:00 p.m.

DISCUSSION ON THE AWARD OF BID FOR 700 SOUTH 1000 WEST TRAFFIC SIGNAL AND INTERSECTION IMPROVEMENT PROJECT

Scott Hodge, Public Works Director, stated recently the City rebid a project to improve 700 South Street from 1000 West to 1500 West, which also included installation of a traffic signal at the intersection of 700 South and 1000 West. He explained when it was previously bid there was only one bidder and the bid for the project was about \$1.6 million so the Council determined to rebid the project at a later date. He informed the Council that staff rebid the project and received four bids. He noted the low bidder was Wardell Construction with a bid amount of \$1,097,890; a contractor the City had not worked with previously. Mr. Hodge indicated the City engineer had checked references and recommended awarding the bid to Wardell Construction. He acknowledged by rebidding the project the City would save over \$500,000 on the project.

Mr. Hodge stated the scope of the project would be the removal of the existing asphalt street surface material and replacing it with a new bituminous asphalt material. He continued the

project also included new concrete curb, gutter and sidewalk on the north side of the road and adding the missing section of curb, gutter, and sidewalk on the south side of 700 South. He added storm drain piping, irrigation piping, culinary water piping would be installed and water meter services and fire hydrants would be replaced in addition to the installation of a traffic signal.

Councilmember Peterson asked if the culinary water line would be a 10-inch line. Mr. Hodge confirmed the City would be replacing the 8-inch line with a 10-inch line.

Councilmember Bush questioned if the sewer line in the area was in good shape. Mr. Hodge responded it was a 12-inch line and in good shape.

Councilmember Peterson asked if there were any issues with property owners that would still need to be worked out. Mr. Hodge answered there were a few properties which extended to the center line of the road; however, the City would not be doing anything with those. He indicated there were two properties on the corner near the intersection that would need to be secured to accommodate the larger radius for the intersection. He noted the City was already working to finalize acquisition and didn't anticipate any problems.

Councilmember Phipps wondered if the project would be completed in 90 days. Mr. Hodge confirmed the bid documents stipulated a 90-day timeframe for substantial completion of the project but it could take longer to wrap up the project in its entirety.

UPDATE ON PARAT TAX PROJECTS

Eric Howes, Community Services Director, reviewed the PARAT Tax projects and indicated there could be others added to the list if desired. He noted the Americold mural project was currently not on the list but could be considered as a future project and added to the list for rating.

Councilmember Phipps suggested the common area at Mabey Pond could also be considered as a project. Mr. Howes identified the City currently had about \$800,000 of park impact fee revenue to spend and so far \$200,000 was committed for specific projects which included the Mabey Pond project. He indicated any of the remaining impact fees could be considered as an additional funding source for some of the parks capital projects.

Mr. Howes shared the parks capital projects list and indicated PARAT Tax revenue provided an opportunity to help subsidize the financial impact of those projects. He noted voters approved the PARAT Tax in 2014 for ten years and the window for collecting that tax was narrowing. Mr. Howes acknowledged in order for the funding to continue it would need to be on the ballot again in November of 2024. He explained it was important to note the City received its first PARAT Tax revenue in April 2015 after the 2014 election but it was two years before the first project funded by the revenue was realized.

Mr. Howes updated the Council on the status of the PARAT Tax Phase One projects. He indicated playground equipment installation would be completed by late Spring of 2018.

Councilmember Bush asked if the Davis School District was still planning to give the City \$5,000 towards improvements at Central Park. Mr. Howes responded the funding would come from the Wasatch Elementary Foundation, not the District, and had been promised to the City for improvements at Central Park.

Mr. Howes explained Phase Two for PARAT Tax projects was the purchase and installation of a new leisure pool play structure. He reported the project had been designed and bid documents were being prepared. He stated the plan was to install the new pool play structure during the pool shutdown period planned for September 2018 to avoid service interruptions. He indicated Phase Three had potentially been planned as the construction of a BMX bike course and challenge ropes course; however, he indicated the projects would require further discussion and consideration.

Councilmember Phipps wondered if Phase Two and Three could overlap. Mr. Howes confirmed it could be managed with overlapping. Adam Lenhard, City Manager reminded the Council that it could prioritize the order of projects as desired other than the playground equipment and leisure pool toy which had already been budgeted.

Mr. Howes commented there was not a bad project on the list of potential projects, but the goal would be to utilize the funds for projects with the potential to make the biggest impact so residents could see the benefits of the tax and its use. Councilmember Bush stated signs acknowledging a particular project was funded by the PARAT Tax would be a necessary part of helping residents to understand the impact of the tax. Mr. Howes indicated the signs had been ordered and should be installed at the playgrounds in the near future. Curtis Dickson, Community Services Deputy Director, shared details about the signs design and placement plans.

Councilmember Bush questioned if revenue received from the tax was remaining constant or increasing regularly. Rich Knapp, Finance Manager, acknowledged there had been a slight increase to the revenue received since it was first instituted. Mr. Howes explained the 10-year revenue projection for the PARAT Tax was \$2,200,000. He indicated after accounting for what was already spent there should be approximately \$1,760,000 of projected revenue still available to consider for future projects. He also explained the timeframes associated with making the most impact with the projected revenue.

Councilmember Bush asked how much money was anticipated to be received from park impact fees. Mr. Howes responded the City currently had \$845,759 in park impact fees. He identified \$9,356 was the amount that had been received since the beginning of Fiscal Year 2018. He explained some of the money had already been committed to the Mabey Pond project so about \$585,759 was still available for qualified projects.

Mr. Howes reviewed the score sheet, the instructions, the rating system, and offered to send out the Excel spreadsheet if anyone preferred to use it. He indicated a column had been added to the score sheet to help identify if General Fund (GF) revenue was preferred to be used rather than PARAT Tax revenue. He instructed that if the GF column on the spreadsheet was marked, the project should still be rated and a note added about it. Mr. Howes explained staff would use the ratings of the projects identified by the Council as 'to be funded by the General Fund' to

prioritize the parks capital projects list. He explained there were 26 projects on the list; however, additional projects could be added if desired. He acknowledged once the score sheets were completed he would compile the data and have a total score for the projects and list them in order from highest to lowest scored projects. Mr. Howes suggested if the completed score sheets were returned by Monday, December 4, 2017 then he would have the compiled data ready for the Council to review during work session on December 12, 2017. He mentioned the Council was provided with the Parks and Recreation Commission score sheets as well as those completed by the parks maintenance staff for informational purposes.

Councilmember Phipps expressed appreciation for having a system to help with ranking the projects but expressed concern with using raw numbers as the weight for prioritizing projects. He continued some process of analytics should be used in addition to the scoring. Mr. Lenhard suggested perhaps there could be a system that rated the top choice. He asked if the Council would like additional time to complete the score sheet. There was a discussion about the review period, the scoring process, creating a priorities list for the funding available, and allowing additional time for site visits and further analysis of the projects. The consensus of the Council was to wait until January of 2018 for the PARAT Tax project discussion and the review of scoring sheets.

Councilmember Phipps commented he noticed the new pool was not included with the proposed projects. Mr. Howes indicated it was included on a different list which also included the cost estimates for each project that could be referenced during the rating process. He reiterated additional projects to be rated could still be added to the proposed projects scoring sheet.

Councilmember Bush commented some of the projects were in existing parks and others would require purchasing property. He wondered if impact fees could be used for land acquisition. Mr. Knapp stated it could be possible, but it would depend upon the level of services provided by the purchase. Mr. Howes stated it would likely necessitate an update to the Capital Improvement Plan which was last updated in late 2011 or early 2012.

Councilmember Phipps mentioned the first projects on the list were planned for H Street; however, if the property was not acquired then he would not rate the project as high on the priority list because location would be a determining factor for the priority of the project. Mr. Howes responded if projects were rated as a high priority then staff would proceed as directed for the land acquisition.

He highlighted each project on the scoring sheet.

- BMX/Pump Track and Challenge Ropes Courses– the northeast corner of H Street was the proposed site and had roughly six acres. The proposed cost for the infrastructure was approximately \$150,000; however, there would be additional costs associated with the project:
 - Property Acquisition
 - Parking Lot for 18 to 24 stalls – costing approximately \$110,000
 - Restroom – cost approximately \$65,000
 - Equipment Building on site
 - Staffing

Councilmember Peterson mentioned the project would generate revenue so it would help with some cost recovery. Mr. Howes indicated there were some companies which would build and run the facility after leasing the property from the City. He continued the lowest lease revenue identified under that scenario was \$40,000 annually. He indicated the Council would need to consider whether it wanted to allow staff to operate the facility or contract those services out. Councilmember Phipps noted there would be overhead costs to consider such as potential increases to staffing and liability should the City decide to manage the facility. Mr. Howes suggested the hope was the revenue generated by the facility would cover staff and operation costs. Mr. Howes also suggested there were models that provided the option for the City to lease the facility to a company and then share a percentage of the profits.

Councilmember Peterson asked if there were any restrictions associated with the PARAT Tax revenue that would prevent the City from working with a private partner and sharing in the profits. Mr. Lenhard said he was not aware of any limitations. He added State Statute allowed RAP type tax revenue to be donated to private institutions so any limitation was unlikely. Councilmember Bush asked if PARAT Tax revenues could be donated to the Clearfield Arts Foundation. Mr. Lenhard responded he wasn't sure if there was enough revenue coming in to warrant that type of donation but it was allowed.

There was a discussion about the cost of operations for a facility that had BMX Pump Track and Challenge Ropes courses as well as what pricing would look like for those wanting to use the facility and whether the price point would limit the facility's use by Clearfield residents. There was consensus from the Council that the fees needed to cover operations. The Council also agreed the items should be the top priority and it was important for the City to perform its due diligence quickly on whether the facility would be feasible.

Councilmember Peterson moved to adjourn the work session and reconvene in policy session at 6:57 p.m., seconded by Councilmember Roper. All voting AYE.

The work session reconvened at 7:41 p.m.

Mr. Howes continued to review the PARAT tax projects:

- F-35 and Maintenance Area Playground Design - \$20,000

Mr. Howes explained he would like to have a playground custom designed as an F-35 and its maintenance area. He stated it would be a unique feature and highlight Clearfield's connection to Hill Air Force Base (HAFB). He continued custom designed playgrounds were made of glass fiber and generally included sound to enhance the experience. He emphasized \$20,000 would only cover design; construction would be an additional cost. He suggested the playground could be built near 700 South and South Clearfield Elementary. He acknowledged a custom designed playground was expensive but worth the extra money.

- Disc Golf Course - \$10,000

Mr. Howes suggested Island View Park was a great location for a Disc Golf Course. He explained the course could be designed for nine to eighteen holes and the maximum cost would be \$10,000. He informed the Council that Disc Golf is a very popular activity. Councilmember Phipps expressed his opinion that Steed Park and Pond were a better option for that type of activity. Mr. Howes commented both Island View Park and Steed Park and Pond were good locations for the amenity but mentioned staff had spoken with someone who designed the amenity who recommended Island View Park as a better location. Councilmember Peterson commented putting nice amenities in problem areas of the City would create better environments and lift neighborhoods. Mr. Howes reported the recreation division would be programming more activities at Island View Park in the future, such as tiny tot soccer, to draw positive activities to the park. He acknowledged that Island View Park experienced more vandalism than any of the other City parks.

- Steed Pond Trail – \$50,000

Mr. Howes informed the Council that construction of an asphalt trail around Steed Pond would cost approximately \$50,000. He indicated design was a key element of the trail and a master plan would cost about \$5,000 to \$10,000. Mayor Shepherd asked if there were any grant opportunities the City could pursue for the project. Mr. Howes responded it was a possibility. Councilmember Phipps expressed his opinion that the master plan was a priority for him. Councilmember Bush agreed the master plan was a key element for the project. He expressed concern about using PARAT Tax revenue for just an asphalt trail.

- Commission and Install art on the Clearfield Community Arts Center (CAC)- \$40,000

Mr. Howes indicated the intent was to commission some art for the flat face sections of the CAC to improve the artistic theme for the exterior of the building. He expressed his opinion that it was important to present the right image for the arts and the City's arts programs were continuing to grow.

- Remodel and Replace the Bicentennial Park Amphitheater - \$450,000

Mr. Howes explained the amphitheater at Bicentennial Park was in need of improvements. He expressed a desire to reconstruct the property so the amphitheater became a focal point and a place to hold special events and performances. He indicated the facility in its current condition only provided room for about 300 people but he would like to expand its capacity to host up to 1,000 people. He commented future plans for the Davis County Library in the area could provide a greater opportunity for the City to enhance the facility.

- Kiwanis Park Basketball and Tennis Courts Rehabilitation - \$30,000

Mr. Howes stated the concrete for the basketball court at Kiwanis Park was sound but the backboard needed to be replaced and the court needed to be repainted. He also indicated the tennis court needed to be resurfaced.

Councilmember Bush asked if there was a plan to remove the playground's rubber fill and replace it with wood chips. Mr. Howes reported there was a plan to do that but it would not likely be in the current budget.

Councilmember Phipps asked if the amenities were used enough to justify the expense necessary to improve them. Mr. Howes indicated the \$30,000 estimate for improvements might be a little high but he wasn't sure at this point. He indicated the basketball court was used frequently and the Kiwanis tennis court was the best tennis court available in the City other than those found at Clearfield High School. Councilmember Bush commented there might be some funding available through the Kiwanis Club to assist with the improvements.

- Dog Park at Barlow Park - \$50,000

Mr. Howes indicated the initial plans for Barlow Park included a dog park. He said drinking water, fencing, and a few amenities would need to be installed with an approximate cost of \$50,000. He stated the City had applied for grants in the past that would cover half of that cost and would continue to apply with the hopes of obtaining some funding assistance. There was a discussion about the best location at Barlow Park for the amenity. It was determined the northern most parcel of Barlow Park might be the best location for the dog park.

- Refurbish Tennis Courts at Steed Park - \$350,000

Mr. Howes informed the Council that the tennis courts at Steed Park were in very poor condition and in need of refurbishing. There was a discussion about the need for the tennis courts given there was another court at Kiwanis Park and whether the courts were better suited for pickleball which had grown in popularity.

- Skate Park Enhancement – \$60,000

Mr. Howes explained the Skate Park at Fisher Park was not designed for beginners. He indicated it would be good for the City to enhance the facility with a beginner's course so skaters could learn on an amenity that required less skill. He also commented the amenity would be a draw for bikers as well, expanding the facility's use.

- Steed Pond Fish Cleaning Station. – \$20,000, Pavilion additional \$15,000

Mr. Howes indicated there was a real need for a fishing cleaning station at Steed Pond. There was a discussion about the location for the amenity.

- Renovate Existing Buildings and Restrooms at Kiwanis, Island View, and Steed Park - \$160,000

Mr. Howes indicated the structures at the various parks were in good shape but the facilities needed to be updated so they would be easier to keep clean and more inviting for patrons. He added the renovation was much more cost efficient than replacing the facilities. Councilmember Bush expressed his opinion that the renovations of the buildings should be funded through the

General Fund. There was consensus from the Council that the renovations should be funded through the General Fund.

- Add a Pavilion at the North End of Fisher Park - \$85,000

Mr. Howes commented there was nowhere to have a picnic in Fisher Park so a pavilion would be a necessary amenity for that park. Councilmember Phipps commented it would be nice to include the pavilion with the playground and make the park a destination.

- Add Small Pavilion at the 200 South Park - \$15,000

Mr. Howes indicated with the new playground being installed at the 200 South Park there wouldn't be as much room for a pavilion. He expressed his opinion the small pavilion was not the top priority but would be a nice amenity at some point in the future. Councilmember Bush asked if the park was going to need restrooms. Mr. Howes responded there was potential for that need.

- Develop and Landscape Steed Pond - \$300,000

Mr. Howes informed the Council that there was a fence along the south side of Steed Pond that made access to the pond more difficult. He expressed a desire to remove the fence. He stated removing the fence would need to be discussed with the Davis School District but it would maximize access to the south side of the pond.

- Fish Cleaning Station for Mabey Pond - \$20,000, Pavilion additional \$15,000

Mr. Howes commented a fish cleaning station was also necessary at Mabey Pond. Councilmember Young asked if there would need to be lighting at the cleaning station. Mr. Howes responded he was not sure but the utilities were available in close proximity to where the cleaning station would be placed. He acknowledged lights would be nice to have. Councilmember Phipps asked if it would be wiser to make improvements at Mabey Pond after decisions had been made for the redevelopment of Mabey Place. Mr. Howes commented it wouldn't hurt to wait until some of those details were worked out.

- New Restroom at Central Park - \$65,000 to \$75,000

Mr. Howes proposed a precast concrete restroom would be a nice amenity for Central Park. He commented the restrooms were vandal resistant and most of the utility connections were close to the proposed location.

- Veteran's Monument at Bicentennial Park - \$50,000

Mr. Howes suggested a veteran's monument could be constructed at Bicentennial Park that included a large flag pole with a monument for each branch of the armed forces that reflected the five points of a compass. Councilmember Bush suggested there were people willing to donate toward a veteran's monument. Mayor Shepherd commented there had been a lot of difficulty

getting donations for the veteran's memorial wall. Councilmember Phipps expressed his opinion that the monument was a top priority.

- Park Signage Replacement - \$7,290 each delivered, \$116,640 total

Mr. Howes explained staff wanted to replace signs at City parks with something similar to that recently added to the City cemetery. He commented the signs would be high quality, durable, and easy to clean. Councilmember Phipps suggested the replacement of the signs be staggered rather than done all at once. Councilmember Bush suggested the signs should be paid for from the General Fund. Councilmember Phipps suggested the bigger parks needed a nice monument sign but the smaller, pocket parks did not need a sign quite as elaborate. Mayor Shepherd suggested the signs should be uniform throughout the City regardless of the size of the park.

- Tables, Benches, and Trash Receptacles

Mr. Howes suggested the City have a uniform design for the tables, benches, and trash receptacles throughout its parks. Councilmember Bush expressed his opinion the items should be paid for from the General Fund. He also suggested benches should be added along the trails as well. Mr. Howes agreed.

- Replace Small Pavilions at Island View, Train Watch, Kiwanis, and Bicentennial Parks - \$210,000
- New football Shed at Fisher Park - \$10,000 installed
- Parking Lot and Restroom at Cornerstone Park

Mr. Howes informed the Council that Cornerstone Park was seeing a lot of use especially since the installation of the new playground making parking a problem. He stated it would cost about \$110,000 to build a parking lot. He indicated a restroom was needed at that park as well and suggested a prefab concrete restroom would be the best option at an additional cost. Councilmember Phipps asked if there were utilities available in the park. Mr. Howes responded water and sewer were close to the proposed location for the restroom but power was much farther away.

- Trailside Exercise Equipment - \$3,000 to \$28,000 depending on which equipment was used

Mr. Howes suggested the City could install trailside exercise equipment at its trailheads for the Rail Trail. He stated exercise equipment along trails was becoming quite popular. Councilmember Peterson agreed it would be a good amenity. There was a discussion about the landscaping and maintenance requirements for the areas near the equipment.

Mr. Howes added there was a limited number of indoor soccer facilities along the Wasatch front but very high demand. He suggested it might be prudent for the City to look at what would be needed to build or provide such a facility and whether PARAT Tax revenue should be used to

make it happen. Councilmember Phipps expressed his opinion that an indoor soccer facility would be a great amenity making the City a destination.

Councilmember Bush asked if parking was going to be a problem at the 200 South Park with its new swing amenity. Mr. Howes stated there was a place the City could build a parking area if needed.

There being no further business to come before the Council, **Councilmember Bush moved to adjourn at 9:10 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.**

**APPROVED AND ADOPTED
This 13th day of February, 2018**

/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, November 28, 2017.

/s/Nancy R. Dean, City Recorder