

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
January 16, 2018

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	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
	Devin Rogers	Police Lieutenant
	Eric Howes	Community Services Director
	Spencer Brimley	Development Services Manager
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Lee Naylor	Accountant
	Terrence Jackson	IT Manager
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS: Kathryn Murray, Robert Stotts, Roy Zettel, Janis Zettel, Caleb Zettel, Mark Johnson – KSTU

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

DISCUSSION ON AWARDING THE CONTRACT FOR THE CLEARFIELD STATION AREA PLAN

JJ Allen, Assistant City Manager, reminded the Council of the discussion held about a month ago about creating the Clearfield Station Area Plan in conjunction with the Utah Transit Authority (UTA). He reported a Request for Proposal (RFP) was issued and four proposals were received and evaluated by staff and UTA. He stated the highest scoring proposal was submitted by IBI Group, which was proposing an \$80,000 fee. He noted UTA would be providing half the funding for the work

Mayor Shepherd asked how long it would take to develop the plan. Mr. Allen indicated the contract anticipated completion in July 2018.

Councilmember Phipps stated he liked the proposal. He expressed his pleasure that the IBI Group proposal had caught the vision of the development being a walkable place and not just a transit stop.

DISCUSSION ON CITY CODE § 5-1-3 AND POTENTIALLY RELATED STATE OR CITY CODES

Stuart Williams, City Attorney, reminded the Council that Councilmembers Bush and Roper had asked that there be a discussion on the nuisance ordinance following a prior City Council meeting.

Councilmember Bush asked if the definition for ‘vehicle’ needed to be changed in any way since it didn’t address vehicles without engines. Mr. Williams referred to the ordinance and stated a definition was included for a ‘nuisance vehicle’ which included a reference to vehicles that were partially or fully dismantled and inoperable. He explained that definition would apply to any vehicle in the City.

Councilmember Roper commented he had taken time to read the entire ordinance and was comfortable with it as it was currently written. He wanted to make sure the ordinance was being enforced equitably across the City. Mr. Williams commented staff was working on improving the City’s code enforcement efforts.

Councilmember Thompson arrived at 6:07 p.m.

Councilmember Bush expressed concern that he had received reports of residents being told there was no ordinance that addressed things like old junk, stacked material, weeds and etc. in yards. He stated the ordinance needed to address the maintenance of landscape and yard clean up once a violation was remediated. Mr. Williams commented staff would be discussing the maintenance issue shortly. Mr. Allen added the ordinance clearly defined ‘nuisance’ but there were always some subjectivity issues associated with enforcement. He stated residents should report problems to the police department so they could be addressed.

Councilmember Roper expressed his opinion that code enforcement was an important issue because it helped improve the image of the City. He suggested there was continually a need to look for ways to improve it.

DISCUSSION ON THE AWARD OF BID FOR THE FOURTH OF JULY FIREWORKS DISPLAY

Eric Howes, Community Services Director, reported to the Council that the City issued a Request for Proposal (RFP) looking for a company to provide the Fourth of July fireworks display and two companies responded: Lantis and Firestorm. He explained the RFP provided those interested with the City’s budget for the event then asked what each company could provide with that in mind. He continued the City had increased its insurance requirements for the event which affected the number of shells for the overall show. He informed the Council that

staff would likely propose a budget increase for the fireworks in the upcoming budget year to cover the additional costs associated with the insurance requirements.

Mr. Howes explained staff met with both vendors and Firestorm had received the highest score. He continued the fireworks show was performed by Lantis the last few years and commented it had done a good show each year. He stated Firestorm, which also performed Stadium of Fire, had additional safety measures in place, better purchasing benefits allowing the City to have more say in specific colors and how to combine them, as well as an electronically controlled program for both launching the fireworks and coordinating them to music.

Councilmember Phipps asked what the deciding factor was for recommending Firestorm. Mr. Howes responded the decision came down to what additional services Firestorm offered in its proposal. Mr. Howes also informed the Council that the contract would be drafted as a one-year contract with the option for three one year renewals offering the City the opportunity to change vendors if the show didn't meet the its expectations.

DISCUSSION ON THE PIPELINE CROSSING AGREEMENT WITH UNION PACIFIC RAILROAD FOR THE FREEPORT H STREET STORM SEWER IMPROVEMENT PROJECT – PHASE 1 FROM 3RD STREET TO 5TH STREET

Scott Hodge, Public Works Director, informed the Council that whenever there was a public works project that involved work under the Union Pacific railroad tracks the City needed a pipeline crossing agreement. He reported the City was preparing bid documents for the Freeport H Street Storm Sewer Improvement Project – Phase 1 from 3rd Street to 5th Street in the Freeport Center so an agreement was necessary before the bid was released. He noted the proposed agreement was similar to one approved by the Council earlier in the year.

Councilmember Bush asked if the City was removing the old line and replacing it with new. Mr. Hodge responded the old line would be capped and abandoned and a new line installed. He continued the project was one phase of a larger project to improve the line all along H Street. He explained the City intended to do a portion of the project each year, if funds were available, so storm water could be stored in the detention basin on the east end of H Street.

DISCUSSION ON THE AWARD OF BID FOR THE PACIFIC STREET ROADWAY IMPROVEMENT PROJECT

Scott Hodge, Public Works Director, informed the Council that the City recently solicited bids for the Pacific Street Roadway Improvement Project. He indicated the project would improve and develop Pacific Street, parallel to the railroad tracks, from 300 North to approximately 66 South. He stated the project would be surface work and included no utility work. He continued it would also install curb and gutter on the east side of that road. He explained eight bids were received and the lowest responsible bidder was Advanced Paving and Construction with a bid amount of \$299,924.75. There was a discussion about the asphalt materials being used for the project.

Councilmember Phipps asked what the City budgeted for the project. Mr. Hodge responded the City budget \$340,000 plus an additional \$42,000 that was being held in escrow from the developer to complete the project.

Councilmember Bush asked if the City would need an agreement with Union Pacific to work in its right-of-way. Mr. Hodge responded staff met with Union Pacific and it was determined a right-of-way access agreement was not necessary for the project because it was outside of the railroad tracks.

Councilmember Bush recommended residents be informed about various projects in the City and any impact the work might have on traffic. Mr. Hodge informed the Council that residents received notices with information about projects in their areas with contact numbers for any questions. JJ Allen, Assistant City Manager, recommended the projects could also be highlighted in the newsletter, social media, and in utility bills.

DISCUSSION ON FLEET REPLACEMENT AND MANAGEMENT POLICY

Scott Hodge, Public Works Director, reviewed the City's Fleet Replacement and Management Policy. He provided data on how vehicles were classified and tracked in the City's fleet. Adam Lenhard, City Manager, asked how long the City had been tracking the specific information. Mr. Hodge indicated the classification and tracking had been done for many years. He also explained the fleet rating system and how the classification was used for insurance purposes noting that police vehicles had a lot of idle time on the engines so that wear was factored into the rating system. He indicated the rating system was put in place in 2009 after an independent company was brought in to evaluate the City's fleet and its replacement schedule. Mr. Hodge commented the rating system adopted by the City was developed by the American Public Works Association and tweaked to more specifically meet the City's needs.

Councilmember Thompson asked what the objective was for giving vehicles a rating. Mr. Lenhard responded the rating allowed the City to evaluate and prioritize vehicle replacement given a limited number of dollars allocated to that purpose. Mr. Hodge added after the ratings were determined the fleet committee reviewed them and departments were asked to weigh in on which vehicle purchases should be a priority.

JJ Allen, Assistant City Manager, informed the Council that some cities rotated fleet vehicles more quickly than Clearfield's current practice. He indicated there might be opportunities to gain a greater return on investment by turning vehicles around on a quicker rotation. He explained the City purchased its vehicles through State contract pricing so after a few years of use some of those vehicles had higher value on the open market. There was discussion about gradually changing a portion of fleet vehicles over to Ford F150 and F250 Lariat version trucks, including police vehicles, because the vehicles had better resale value which would benefit the fleet budget overall. Rich Knapp, Finance Manager, commented the best scenario was to keep the trucks about four years before turning the inventory over. Councilmember Phipps expressed a desire to see the ROI (Return on Investment) under that scenario.

Councilmember Peterson asked how staff time was affected by the more aggressive turn around. Mr. Hodge responded there was staff time used any time a new vehicle needed to be setup. Councilmember Peterson also asked if the scenario would create an offset in maintenance costs. Mr. Lenhard responded maintenance costs might be improved for vehicles still under warranty. There was a discussion about how the City maintained its fleet.

There was a discussion about saving residents money and if the City could provide the same amount of service for less under the proposed scenario. Councilmember Peterson suggested if the Council determined to change its current practice there would need to be an education component to help residents see the value.

Councilmember Peterson asked if there were any guidelines to be considered for selling vehicles purchased through the State contract. Mr. Hodge explained there were not special guidelines and the City's current practice was to auction the vehicles through the State Public Surplus website.

Councilmember Peterson asked what the time frame would be to transition to trucks in the fleet. Mr. Lenhard responded there would be substantial upfront costs for the transition and it would take at least 3 years before the City would start to recognize the full benefit. Councilmember Peterson asked if the full benefit would be recognized on police vehicles since those vehicles had more wear and tear on them. Lee Naylor, Accountant, commented the current resale value was high on trucks and it was not anticipated to affect the value significantly. Mr. Hodge commented police vehicles had additional equipment installed so there would be some aspects that could affect the resale value.

The Council asked to have additional information on the proposed program at a later date.

DISCUSSIONS WITH AND/OR REGARDING INTERNAL APPLICANTS FOR THE CITY MANAGER RECRUITMENT AND POSSIBLE CONTRACT NEGOTIATION INSTRUCTIONS

Mayor Shepherd informed the Council that the City recently opened an internal recruitment for the position of city manager and one application was received from JJ Allen, current assistant city manager. Mr. Allen addressed the Council and expressed appreciation for the opportunity to assume the role of city manager being left vacant by the resignation of Adam Lenhard. He also updated the Council on the pending internal recruitment for a new assistant city manager. He indicated there were several qualified individuals currently working for the City and the vacancy would provide an opportunity for one of them to use his/her management skills to fill that position, which would provide other employees opportunities for upward movement as well. He asked the Council to be patient and announced his intention to provide open, honest, and frequent communication. He recognized Mr. Lenhard was a good mentor and acknowledged there would likely be differences in his management style.

Councilmember Phipps asked if Mr. Allen saw a need for changes in roles and responsibilities in the administrative organization. Mr. Allen acknowledged there would be changes one of which would be to tailor the assistant city manager's job description around the skill set of the individual selected. Councilmember Phipps expressed a desire to see a long term commitment to

the city manager position. Mr. Allen announced his intent to foster a good working relationship with the Council as long as he was needed. He expressed his appreciation for the opportunity to work for Clearfield City. He expressed his appreciation Council and staff who made Clearfield City a desirable place to work. Mayor Shepherd commented the Council was looking forward to working with Mr. Allen.

There being no further business to come before the Council, **Councilmember Peterson moved to adjourn at 7:28 p.m., seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.**

**APPROVED AND ADOPTED
This 13th day of March, 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, January 16, 2018.

/s/Nancy R. Dean, City Recorder