

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
January 23, 2018

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush Nike Peterson Vern Phipps Tim Roper Karece Thompson	Councilmember Councilmember Councilmember Councilmember Councilmember
STAFF PRESENT:	JJ Allen Stuart Williams Scott Hodge Greg Krusi Devin Rogers Eric Howes Curtis Dickson Spencer Brimley James Shoopman Stacy Millgate Summer Palmer Rich Knapp Lee Naylor Terrence Jackson Trevor Cahoon Nancy Dean Wendy Page	Assistant City Manager City Attorney Public Works Director Police Chief Police Lieutenant Community Services Director Community Services Deputy Dir. Development Services Manager Planner I/CDBG Specialist Customer Service Center Manager Administrative Services Director Finance Manager Accountant IT Manager Communications Coordinator City Recorder Deputy Recorder
EXCUSED:	Adam Lenhard	City Manager

VISITORS: Andrea Bush, Bob Bercher, Robert Stotts, Kathryn Murray, Sam Bartholomew, Cormac Wilde, Caleb Dilley, Johnathon Squire, Bitner Hubbard

Mayor Shepherd called the meeting to order at 7:14 p.m.

Mayor Shepherd apologized for the delay and expressed appreciation for patience while the Council finished interviews for the Planning Commission prior to beginning the policy session. He informed the audience that if they would like to comment during the Open Comment Period there were forms to fill out by the door.

Councilmember Roper led the opening ceremonies.

OPEN COMMENT PERIOD

There were no public comments.

APPROVAL OF THE AWARD OF PROPOSAL FOR CREATION OF THE CLEARFIELD STATION AREA PLAN TO THE IBI GROUP

JJ Allen, Assistant City Manager, stated award of proposal was discussed during work session on January 16, 2018. He acknowledged in December the City made an agreement with Utah Transit Authority (UTA) to partner in the process to have a Station Area Plan prepared for Clearfield Station. He explained the City would be the lead agency for the effort and released a request for proposal (RFP) to the consultant community. Mr. Allen continued four proposals were received which were evaluated by staff from both the City and UTA. He recommended the selection of IBI Group whose proposal was evaluated as the most favorable. He indicated the fee for the work was valued at \$80,000 and was the budgeted amount. He noted the City and UTA would share equally the cost so the City's portion would be \$40,000.

Councilmember Phipps asked if the Station Area Plan would still be completed by July given the later than expected award. Mr. Allen responded it still might be possible; however, commencement would likely begin in February with a completion date moved back to August.

Councilmember Phipps moved to approve the award of proposal for the creation of the Clearfield Station Area Plan to the IBI Group 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 Thompson. Voting NO – None.

APPROVAL OF THE UNION PACIFIC RAILROAD PIPELINE CROSSING AGREEMENT FOR THE FREEPORT H STREET STORM SEWER IMPROVEMENT PROJECT PHASE 1 FROM 3RD STREET TO 5TH STREET

Scott Hodge, Public Works Director, indicated the project would install a storm sewer line in the Freeport Center. He explained the existing sewer line was under sized for the storm water run-off generated though that section of the drainage system. He continued the City would be installing a new line parallel to the existing one. He noted the work began on the west end of Freeport and was moving east with several phases for the project. Mr. Hodge commented throughout the project it would be necessary to cross railroad spurs and each time the City would be required to sign a similar agreement with Union Pacific Railroad to work within its right-of-way.

Councilmember Phipps questioned if Union Pacific Railroad (UPRR) was ready to execute the agreement. Mr. Hodge confirmed UPRR was prepared to execute the agreement.

Councilmember Roper moved to approve the Union Pacific Pipeline Crossing Agreement for the Freeport H Street Storm Sewer Improvement Project Phase 1 from 3rd Street to 5th Street 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 Thompson. Voting NO – None.

APPROVAL OF THE AWARD OF BID FOR THE PACIFIC STREET ROADWAY IMPROVEMENT PROJECT TO ADVANCED PAVING AND CONSTRUCTION

Scott Hodge, Public Works Director, stated the project would improve the roadway along Pacific Street from 300 North to 50 North. He commented the road was currently in poor condition. He continued there was recent development in the area with heavy use of the road and so there was a need to make improvements to the road itself. He added the City had requested bids for the project and received bids from eight contractors. Mr. Hodge announced the low bid was received from Advanced Paving and Construction with a bid of \$299,924.75. He noted the City engineers had completed the bid results, tabulations, and recommended awarding the bid to Advanced Paving and Construction. He reviewed the scope of work which included removal of the existing asphalt and roadbase; installing new concrete curb and gutter on the east side; installing curb, gutter, and sidewalk on the west side where it was missing; and installing new roadbase and asphalt pavement to improve the roadway.

Councilmember Peterson moved to approve the award of bid for the Pacific Street Roadway Improvement Project to Advanced Paving and Construction for the bid amount of \$299,924.75; approve funding for the amount of \$299,924.75, with contingency and engineering cost of \$78,085.25, for a total project cost of \$378,000; 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 Thompson. Voting NO – None.

MAYORAL APPOINTMENTS

Mayor Shepherd stated due to the results of the 2017 municipal election it was necessary to adjust assignments to various boards and commissions for members of the City Council. He indicated Bruce Young was serving on the Mosquito Abatement District – Davis Board and proposed to appoint Karece Thompson to fill that board position. He nominated Nike Peterson to serve as Mayor Pro Tem for the next two years. He nominated Vern Phipps to serve another term as the City’s representative on the Wasatch Integrated Waste Management District. He explained the board member appointments would be required to be adopted by Resolutions.

Councilmember Roper moved to approve and consent to the Mayor’s appointments and authorized 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 Thompson. Voting NO – None.

APPROVAL OF RESOLUTION 2018R-01 REAPPOINTING VERN PHIPPS AS CLEARFIELD CITY'S REPRESENTATIVE ON THE ADMINISTRATIVE CONTROL BOARD FOR WASATCH INTEGRATED WASTE MANAGEMENT DISTRICT

Clearfield City was a member of the Wasatch Integrated Waste Management District. Each member city of the District appointed one member to the Administrative Control Board. Councilmember Phipps had been serving as the City's representative on the Board and his current term had expired. Mayor Shepherd recommended reappointing him for a new term of four years because he had done such a great job.

Councilmember Thompson moved to approve Resolution 2018R-01 reappointing Councilmember Vern Phipps as Clearfield City's representative on the Administrative Control Board of Wasatch Integrated Waste Management District 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 Thompson. Voting NO – None.

APPROVAL OF RESOLUTION 2018R-02 APPOINTING KARECE THOMPSON AS CLEARFIELD CITY'S REPRESENTATIVE ON THE MOSQUITO ABATEMENT DISTRICT – DAVIS COUNTY BOARD

Mayor Shepherd stated due to the results of the 2017 municipal election it was necessary to appoint a new representative to the Mosquito Abatement District – Davis County Board. He recommended Councilmember Karece Thompson be appointed as the City's representative to serve on the Mosquito Abatement District – Davis County Board.

Councilmember Bush moved to approve Resolution 2018R-02 appointing Councilmember Karece Thompson as Clearfield City's representative on the Mosquito Abatement District – Davis County 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 Thompson. Voting NO – None.

APPOINTMENT OF JJ ALLEN AS THE CLEARFIELD CITY MANAGER EFFECTIVE FEBRUARY 3, 2018

Mayor Shepherd explained that Adam Lenhard, City Manager, had accepted an opportunity to serve as the City Manager in St. George and it was necessary to fill his position. He wished Mr. Lenhard the best with his new opportunity. He stated the position was advertised internally and felt a succession plan had been in place but wanted to confirm there were no additional candidates. Mayor Shepherd recommended appointing JJ Allen as the City Manager, effective February 3, 2018. He acknowledged with the updated structure there was now recruitment internally for an assistant city manager.

Councilmember Peterson moved to approve appointing JJ Allen as the Clearfield City Manager effective February 3, 2018 and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Thompson. The motion carried upon the

following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

COMMUNICATION ITEMS

Mayor Shepherd

1. Attended the Wasatch Front Regional Council board meeting earlier in the day and mentioned good things were planned.
2. Reported meeting with the Utah Department of Transportation (UDOT) recently to discuss the HOV lane planned for construction in 2019 from Layton through Clearfield into Ogden.
3. Reminded the Council that the retreat was scheduled for February 2, 2018.
4. Announced Hill Air Force Base would be holding ceremonies over the next few weeks and he planned to attend.
5. Reminded the Council that the Utah League of Cities and Towns Local Officials Day was scheduled for January 24, 2018.

Councilmember Bush – nothing to report.

Councilmember Peterson

1. Expressed well wishes to the Lenhard Family as they transitioned to the St. George area.
2. Welcomed JJ Allen aboard.
3. Reported participating in a ride along with the police department last weekend. She mentioned it was a good experience and it helped her have a renewed sense of what officers do and she gained a greater appreciation for those who serve and protect the community.
4. Complimented the Parks and Recreation Commission and thanked staff for taking care of the City building to keep it free from slush and ice during the winter season.

Councilmember Phipps – recognized Adam Lenhard for his great reputation among other civic leaders. He expressed appreciation for Mr. Lenhard's hard work and looked forward to working with JJ Allen in the years ahead.

Councilmember Roper

1. Expressed appreciation for Adam Lenhard and wished him luck in his new position
2. Reported the City would be in good hands with JJ Allen as the City Manager.
3. Announced many members of the Youth Commission would be attending Local Officials Day on January 24, 2018. He indicated three youth from the Commission would be participating in the mock committee hearings during the event.

Councilmember Thompson – attended the Wasatch Choice 2050/Mayor's Metro Solutions Conference earlier in the day. He indicated the message take away was change began with the people at the grass roots. He mentioned being encouraged about the great things in store for the State of Utah.

STAFF REPORTS

Adam Lenhard, City Manager – Expressed his heart was full of emotion and it would be hard to keep it together. He thanked those who had shared kind words and noted it had been an honor to be a part of the City and its organization. He acknowledged there were many friends which he would miss. He expressed his love for the community and added it had been the best place he'd ever worked. He thanked everyone for the support and hoped to see everyone soon in St. George.

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

- Social event for Adam Lenhard on January 24, 2018 at 6:00 p.m.
- Joint Work Session on January 30, 2018 with the Syracuse City Council
- Annual Kick Off Meeting would be on February 2, 2018 at the Natural History Museum of Utah
- Joint Work Session with the Planning Commission on February 6, 2018

Councilmember Roper moved to adjourn and reconvene as the CDRA at 7:42 p.m., seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE: Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

The minutes for the CDRA are in a separate location

**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, January 23, 2018.

/s/Nancy R. Dean, City Recorder