

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK 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: Robert Stotts, Kathryn Murray

Mayor Shepherd called the meeting to order at 6:02 p.m.

PLANNING COMMISSION INTERVIEWS

The City Council interviewed Eden Bush, Nicole Bigelow, Ashley Gordon, Kaitlynn Thomson, Ruth Jones, Levi Lloyd, Devin Prouty, and Tyson Stoddard to fill vacancies on the Planning Commission.

Eden Bush left the meeting at 6:10 p.m.
Nicole Bigelow left the meeting at 6:23 p.m.
Ashley Gordon left the meeting at 6:32 p.m.
Kaitlynn Thomson left the meeting at 6:40 p.m.

Ruth Jones left the meeting at 6:47 p.m.
Levi Lloyd left the meeting at 6:54 p.m.
Devin Prouty left the meeting at 7:02 p.m.
Tyson Stoddard left the meeting at 7:09 p.m.

Councilmember Peterson moved to adjourn the work session and reconvene in policy session at 7:10 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.

The meeting reconvened at 7:49 p.m.

DISCUSSION ON THE PLANNING COMMISSION APPOINTMENTS

There was a discussion about the candidates who had been interviewed and how to fill the current vacancies on the Planning Commission. The Mayor and Council complimented the quality of the candidates especially the youth. The consensus of the Council was to consider Levi Lloyd as a regular member with Nicole Bigelow and Ruth Jones as alternate members. There was a discussion about the youth applicants and whether or not the Planning Commission would be favorable to updating the bylaws to include a youth member. There was consensus the role of a youth commissioner would give added perspective to the Planning Commission as well as provide a great learning opportunity for youth to participate in local government. The Council agreed Eden Bush would be the recommended youth candidate; however, until there was further discussion during the joint meeting on February 6, 2018 it would be unclear if a youth position would be available.

DISCUSSION ON THE ENERGY PERFORMANCE CONTRACT PHASE II

Curtis Dickson, Community Services Deputy Director, stated the energy performance project was completed under budget so staff wanted to use the excess funding, as well as rebate money received from Rocky Mountain Power, for a second phase of projects that would improve energy efficiency for the City. He suggested funding a project that would partially zone the HVAC system at City Hall allowing for better control and energy savings in specific areas. He also suggested a project to re-balance the water pressure in the heating and cooling system at the Aquatic Center.

Councilmember Peterson asked what the time schedule would be to complete the proposed projects. Mr. Dickson answered the projects were proposed to be completed by the end of June 2018; however, the measurement verifications to evaluate the garnered savings from the installations would be done in 2019, a year following completion.

Councilmember Bush questioned if the HVAC project would utilize all the remaining money. Mr. Dickson responded it would. He indicated the funding would come from the \$20,381.00 remaining in the contingency fund from the previous projects and the rebate savings garnered from Rocky Mountain Power of \$68,891.71. Councilmember Bush commented the Community Art Center could use some work and wondered if there would be any remaining funds to help

that building. Eric Howes, Community Services Director, stated energy savings improvements were made to the Community Art Center building in 2011 through federal funding which precluded any further changes for a seven year period so the earliest consideration would be the end of year 2018.

Mr. Dickson asked if the Council had any additional questions. The consensus of the Council was to continue with the projects as described.

DISCUSSION ON THE PARAT (PARKS, ART, RECREATION, AQUATICS AND TRAILS) TAX MASTER PLAN

Eric Howes, Community Services Director, indicated during the work session discussion on November 28, 2017, the Council requested additional investigation on the viability of adventure parks and ropes courses. He recalled the biggest concerns expressed were about costs and revenue generation. He explained traditional ropes courses were usually sequential, guided, group participation events wherein a discussion was generally held afterward to allow participants to process the experience. Mr. Howes mentioned it had been difficult to obtain an existing pricing structure for ropes courses in the state because prices varied by size of group, type of activities, and registering organization. He suggested developing an adventure park after having researched the best option for breaking even or generating revenue. He indicated that option would allow group or individual participation.

Mr. Howes reviewed adventure park pricing, development costs, activities, and design options. He stated the national average price for an individual to attend an adventure park was \$47 and the length of stay was typically two hours. He continued development costs were approximately \$10,000 per activity which was defined as the space between two poles which included the poles, platforms, a rope activity and the belay system. Mr. Howes described several activities, the size and level options, and the various abilities which could be accommodated with the design. He identified the City had planned \$150,000 for the project and that amount could accommodate a design with between 15 to 18 activities depending on the size and scope. There was a discussion about design options, target audience, life span of tree poles or machined poles, impacts to liability insurance, and other cities which were interested in similar structures and bike courses.

Councilmember Phipps asked if an adventure course was built how it would impact the City's liability insurance. Mr. Howes responded that specific question had not yet been asked. Adam Lenhard, City Manager, answered similar questions had been raised previously with the insurer and the response had been surprising. He continued there may not be much of a material impact if the City posted rules, had policies, and provided safety training. Mr. Howes added statistically there were very few accidents or falls on the courses but rather assistance was given at times when an individual was unable to recover from a slip and get to a platform on their own. He indicated all persons using the course would be provided safety training prior to use of the facility.

Mr. Howes stated since the last discussion on PARAT Tax projects some new ideas had been proposed which included an indoor soccer facility, LED sign board, and a splash pad. He asked

Mayor Shepherd to introduce the idea he had proposed for building an indoor soccer facility at the Clearfield Station.

Mayor Shepherd reported meeting with the land owners of the property previously proposed for the ropes course and bike course and found there was not as much interest in selling as the City had hoped. He mentioned it could be an expensive hassle to acquire the land near H Street and SR-193. He continued the property value at Clearfield Station was already known and doing a project in that area might be a better place to focus efforts for land acquisition. He suggested moving the project location for the bikes and ropes courses, in addition to building an indoor soccer facility at the Clearfield Station area. There was a discussion about building a sports complex which could help draw other commercial development to the Clearfield Station area.

Mr. Howes stated Mayor Shepherd asked him to gather estimates for building an indoor soccer facility. He apologized the estimated costs were not concrete because he had not yet received responses back. He speculated cost estimates would be about \$500,000 for the building, \$200,000 for a field with indoor artificial turf, and other costs for consideration would be land, staffing, and seating or other amenities. Mayor Shepherd commented it would be an expensive endeavor which could dramatically impact the City; however, expressed his optimism in negotiating with Utah Transit Authority (UTA) for the desired acreage since about three acres of land had initially been intended for a City park. A discussion ensued about the possibility of creating a sports complex at Clearfield Station which included private versus public ownership options, whether or not revenues generated by a sports complex could be used to offset other recreation costs, concerns of competing with the private sector, finding out the profitability through a market analysis process of the Station Area Plan. The Council was favorable towards reviewing the feasibility of having a sports complex at Clearfield Station.

Mr. Howes mentioned the second project suggested was to purchase an LED sign board or marquee for City Hall which would cost between \$40,000 to \$60,000 depending on its size, resolution, and colors. There was a discussion about whether or not it should be considered as a PARAT Tax project.

Mr. Howes noted the last recommended project was to install a splash pad somewhere other than the aquatic center. He indicated the cost for a moderate sized pad would be about \$150,000. He requested the three new projects be added to the score sheets so each could be rated when reviewing PARAT Tax projects. Mr. Howes requested members of the Council to complete the score sheet and return it within a week. He stated once the scores were received he would update the main ratings sheet so it could be discussed, evaluated, and project prioritization could begin.

DISCUSSION ON COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING AND PROGRAMMING

Spencer Brimley, indicated staff had been preparing the Community Development Block Grant (CDBG) One Year Action Plan for the 2018/2019 year and in review noticed that funds would need to be reprogrammed from prior years that had not yet been spent. He mentioned James Shoopman and Stacy Millgate were in attendance to assist with the discussion or answer questions if necessary. He expressed the desire for staff to receive feedback with the following 1)

reprogramming of unspent funds beginning with the 2014/2015 years forward, 2) programs and policies, 3) review the outreach, and 4) 2018/2019 CDBG program and funding plan.

Mr. Brimley reviewed funds that had not been expended since 2014 that could be reprogrammed. There was a discussion about the CDBG excess funds; guidelines requiring money to be spent as specified in the grant request; the cap which allowed only 15 percent of the City's total grant award to be allocated to various applicants for public services, and the decreased funding trends.

Mr. Brimley indicated the total amount available from previous years for reprogramming was \$115,494.42. He recommended reprogramming the funds towards the 250 North infrastructure project. JJ Allen, Assistant City Manager, wondered when the project would be ready to begin. Scott Hodge, Public Works Director, indicated the City was in the design process but he was unsure how long before the project would bid. Councilmember Phipps asked if the excess funds would cover the full cost of the design. Mr. Hodge answered the total cost was unknown but the City would draw from CDBG funds prior to using other funding sources. He anticipated the total project costs would be about \$600,000.

Mr. Brimley commented the CDBG programs of Housing Rehabilitation and Emergency Home Repair were administered by the Davis Community Housing Authority. He stated no funds had been expended yet for the current 2017/2018 year and \$89,751 was available. He indicated these were new programs but moving forward the programs might need to be re-evaluated if the funding remained unused.

Mr. Brimley indicated \$50,000 had been allocated in the 2017/2018 year for the purchase of a single vacant lot in the City. He suggested those funds could be reprogrammed in the future and should be considered for any adjustments when planning for the 2018/2019 program year. Mayor Shepherd expressed his opinion the \$50,000 for the 2017/2018 program year should be reprogrammed because the City was still working with Have a Heart to have the home built on the last lot purchased with CDBG funding. James Shoopman, Planner I/CDBG Specialist, announced Nilson Homes planned to begin the home building process in March of 2018. There was a discussion about publicizing, timeframes, and awareness of the project which could be helpful for the CDBG program.

Mr. Brimley stated the he expected the City to receive approximately \$178,544 for the 2018/2019 program year. He reviewed the plans for allocating funds towards administrative costs, capped at 20 percent, and the public service program which had a 15 percent cap both totaling \$46,781. He anticipated funding Open Doors, Davis Community Learning Center, and Safe Harbor with the public service portion which would be consistent with previous years. Mr. Brimley requested feedback from the Council on how the remainder of the funds should be allocated for the upcoming program year. There was a discussion on how best to use the funding dollars which would provide the programs and services most needed in the community. The consensus of the Council was to forgo funding a vacant lot purchase in the 2018/2019 program year as well as Emergency Home Repair and Housing Rehabilitation programs because there were still funds available from the 2017/2018 year. The Council recommended the remaining estimated funds of \$131,763 for program year 2018/2019 be allocated towards capital projects.

Mr. Brimley reviewed the CDBG program policies including the Down Payment Assistance Program (DPAP); Emergency Home Repair; Housing Rehabilitation, Vacant Lot Purchase; Capital Improvement Projects and each program's background, limitations, and future options. The consensus of the Council was to implement the following changes to each program:

- Down Payment Assistance Program
 - Raise the sales price cap of the home to \$250,000 which was consistent with the Davis County cap.
- Emergency Home Repair
 - Allow limited items such as water heater, furnace, etc. for owner occupied townhomes and mobile homes to be eligible for funding.
 - Promote awareness of the program.
- Housing Rehabilitation
 - Allow owner occupied townhomes to be eligible.
 - Promote awareness of the program.
- Vacant Lot Purchase
 - Hold off on funding for the 2018/2019 program year.
 - Re-evaluate the allocated amount in the future if a qualifying lot was identified for purchase.
- Capital Improvement Projects
 - Reprogram unspent funds from 2014/2015, 2015/2016, and 2016/2017 program years totaling \$115,494.42 towards the 250 North Street Improvement Project.
 - Reprogram \$50,000 currently allocated for vacant lot purchase in the 2017/2018 program year towards the 250 North Street Improvement Project.
 - Resume funding capital improvement projects for the 2018/2019 program year.

Mr. Brimley reviewed the marketing and outreach efforts for the various CDBG programs. He indicated brochures were created, distributed and available at various locations around the City. Mayor Shepherd expressed his opinion having code enforcement officers distributing brochures while in the neighborhoods was a great way to spread awareness. Mr. Brimley stated staff had begun promoting CDBG programs on the City website, in its newsletters, on social media, and through outreach efforts with ecclesiastical leaders of churches throughout the City. He acknowledged community outreach and education would be an asset moving forward.

Trevor Cahoon, Communication Coordinator, reported staff was currently in the process of redoing the new resident information packets and the brochures promoting CDBG programs would be included with it. Mr. Brimley indicated in the future there were plans to celebrate the use of CDBG funding by placing yard signs at the project sites which would help spread awareness in the community.

He thanked the Council for the feedback on how to reprogram unspent funds; updating program policies and programs; outreach and marketing efforts; and direction provided for the 2018/2019 program year. Mayor Shepherd commented on the funding process for the public service programs and mentioned there had been a decline in applicants. He indicated those programs which had the greatest impact to the City were selected for allocated funds. Mr. Brimley concluded with the limited and decreased funding available it was important to review and determine those programs that would best benefit the community. Mayor Shepherd reported

CDBG program funding had not yet been eliminated from the President's budget as initially anticipated.

There being no further business to come before the Council, **Councilmember Bush moved to adjourn at 9:52 p.m., seconded by Councilmember Thompson. 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 23, 2018.

/s/Nancy R. Dean, City Recorder