

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
November 13, 2018

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Mark Baird	Public Works Assistant Director
	Eric Howes	Community Services Director
	Spencer Brimley	Community Development Director
	Rich Knapp	Finance Manager
	Trevor Cahoon	Communications Coordinator
	Rose Long	Marketing Specialist
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS: Kathryn Murray, Bob Bercher, Jared Hadley, Scout Troop 672, Elizabeth Playle, Brian Bloemen

Mayor Shepherd called the meeting to order at 7:00 p.m.

Councilmember Bush led the opening ceremonies.

Mayor Shepherd informed the audience that if they would like to comment during the Open Comment Period there were forms to fill out by the door.

APPROVAL OF THE MINUTES FROM THE AUGUST 23, 2018 WORK SESSION;
OCTOBER 9, 2018 POLICY SESSION; AND THE OCTOBER 23, 2018 POLICY SESSION

Councilmember Peterson moved to approve the August 23, 2018 work session; October 9, 2018 policy session; and the October 23, 2018 policy session; as written, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

OPEN COMMENT PERIOD

There were no public comments.

APPROVAL OF RESOLUTION 2018R-14 AUTHORIZING ADDENDUM 1 TO THE INTERLOCAL AGREEMENT WITH THE BOARD OF EDUCATION OF DAVIS SCHOOL DISTRICT FOR SCHOOL RESOURCE OFFICERS

Greg Krusi, Police Chief, stated the City entered into an Interlocal Agreement for School Resource Officers with the Board of Education of Davis School District in 2016. He explained Addendum 1 was to make modifications to the original agreement. He noted the addendum would allow officers and dispatch access to the closed circuit camera system in the high school and junior high school. Chief Krusi acknowledged it would help with situational awareness during emergencies.

Councilmember Phipps asked if using the camera system would only be necessary in times of emergency. Chief Krusi responded yes the police department would mainly access the system during emergency situations; however, the school resource officers were an exception as there might be other times when it would assist with their duties at the school.

Councilmember Phipps moved to approve Resolution 2018R-14 authorizing Addendum 1 to the Interlocal Agreement with the Board of Education of Davis School District for School Resource Officers, 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.

APPROVAL OF RESOLUTION 2018R-15 AUTHORIZING THE DEVELOPMENT AGREEMENT WITH SYRACUSE CITY TO MAKE MODIFICATIONS TO CERTAIN LANDSCAPING REQUIREMENTS FOR LAND LOCATED AT APPROXIMATELY 700 WEST F STREET AND THE WESTERN PART OF PARCEL NUMBER 12-065-0050

Spencer Brimley, Community Development Director, explained the request was part of the recent rezone and subdivision plat approval for Syracuse City's property in the Freeport Center to facilitate the expansion of its water towers. He added Syracuse City requested a conditional use permit and site plan to construct two new culinary water towers. He mentioned Syracuse City requested there be no additional landscaping required given the nature of the use for the property. Mr. Brimley noted the request had been discussed in a prior meeting with the Council and the Development Agreement would be the method to outline any alterations to the development standards. He acknowledged Syracuse City agreed to maintain its existing landscape and replace any currently landscaped area as needed. He indicated the Development Agreement had been reviewed by both cities' staffs.

Councilmember Bush wondered what the time frame for the project was. Brian Bloemen, Syracuse City Engineer, responded the water towers project was currently in the design phase

but it was hoped the construction would begin in six to nine months with an anticipated 18 month build period.

Councilmember Thompson moved to approve Resolution 2018R-15 authorizing the Development Agreement with Syracuse City to make modifications to certain landscaping requirements for land located at approximately 700 West F Street and the western part of parcel number 12-065-0050, 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 ORDINANCE 2018-26 AMENDING THE CONSOLIDATED FEE SCHEDULE BY DELETING THE COMBINED SITE PLAN REVIEW/CONDITIONAL USE PERMIT FEE AND ENACTING A FEE FOR DOWNTOWN CLEARFIELD FORM-BASED CODE SITE PLAN REVIEW

Spencer Brimley, Community Development Director, stated the proposal to make changes to the City's Consolidated Fee Schedule was necessitated because of recent changes to the Conditional Use Permit and Site Plan Review sections of the City Code. He clarified the changes did not update the process involved with public hearings or noticing, but adjusted the way each item would be processed separately rather than combined. He reviewed the current site plan and conditional use permit fees as outlined in the Consolidated Fee Schedule. Mr. Brimley stated staff was proposing to keep the current site plan review fee at \$500, remove the current \$700 fee for site plan review/conditional use permit, and enact a \$700 fee for the downtown Clearfield Form Based Code site plan review. He explained the site plan review for properties in the downtown Clearfield Form Based Code area were more involved so there was a need to address the additional costs associated with time spent by staff during the review.

Councilmember Thompson moved to approve Ordinance 2018-26 amending the Consolidated Fee Schedule by deleting the Combined Site Plan Review/Conditional Use Permit Fee and enacting a fee for Downtown Clearfield Form-Based Code Site Plan Review, 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 ORDINANCE 2018-25 AMENDING TITLE 9, CHAPTER 2 – WATER AND SEWER, BACKFLOW AND CROSS-CONNECTIONS IN THE CITY CODE

Scott Hodge, Public Works Director, stated the Public Works Department was proposing changes to the City's Backflow and Cross-Connections ordinance to address changes in the names of departments and divisions of the State of Utah and revisions to the State's rules for the Cross-Connection Control Program of Utah. He mentioned the amendment also included updates to reflect changes in the City's job descriptions and other minor clarifications. He stated the updates were mainly to complete housekeeping of the document and align it with the State Code.

Councilmember Bush moved to approve Ordinance 2018-25 Amending Title 9, Chapter 2 – Water and Sewer, Backflow and Cross-Connections in the City Code 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.

APPROVAL OF THE AWARD OF BID FOR THE HAWK PEDESTRIAN CROSSWALK AT 300 NORTH STREET AND RAIL TRAIL TO HUNT ELECTRIC INC.

Scott Hodge, Public Works Director, indicated the City recently received bids from five contractors to install a High Intensity Activated Crosswalk (HAWK) signal at Barlow Street on 300 North to improve the safety and efficiency for pedestrians seeking to cross 300 North at the Rail Trail. He noted the contractor would install a new overhead HAWK signal at the current pedestrian crosswalk location. He reported the lowest responsible bidder was Hunt Electric Inc. with a bid amount of \$58,505. He explained the light being installed was similar to the one currently used at the crosswalk in front of Clearfield High School. Mr. Hodge said staff recommended awarding the bid to Hunt Electric, Inc. He mentioned the City would be providing the steel elements which had been excluded from the bid; so there would be additional costs to the City but those items had been ordered in advance to save time and money for the overall project.

Councilmember Bush questioned if the crossing guard would remain at the location once the crossing signal was installed. Greg Krusi, Police Chief, answered yes unless it was determined at a later date that one was no longer needed.

Councilmember Roper moved to approve the award of bid for the Hawk Pedestrian Crosswalk at 300 North Street and Rail Trail to Hunt Electric Inc. with the bid amount of \$58,505, approve funding for the bid amount of \$58,505 with contingency and engineering costs of \$21,171 for a total project cost of \$79,676; 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 AWARD OF BID FOR THE FREEPORT PUMP HOUSE REMODEL PROJECT TO SAUNDERS CONSTRUCTION

Scott Hodge, Public Works Director, reported the City recently received bids from seven contractors to remodel the Water Pump House located in the Freeport Center. He reported the lowest responsible bid was received from Saunders Construction with the bid amount of \$223,076. He stated the pump house was built in the early 1940s and was initially used for water at the Freeport Center. He explained when the City took ownership the water was used throughout the City as well as the Freeport Center. Mr. Hodge continued during the summertime it assisted in providing additional water pressure and was critical to the City’s water system. Mr. Hodge mentioned the project improvements would provide the ability to chlorinate the water which would help the City to maintain State and Federal standards. He indicated the fluoride station would also be updated.

He reported the City received seven bids for the project; however, the lowest bidder did not turn in all of the documents as required. Mr. Hodge stated the City Engineer recommended awarding the bid to the lowest responsible bidder which was Saunders Construction for the bid amount of \$223,076.

Councilmember Peterson moved to approve the award of bid for the Freeport Pump House Remodel Project to Saunders Construction with the bid amount of \$223,076; approve funding for the bid amount with contingency and engineering costs of \$102,000 for a total project cost of \$325,076; 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.

FINANCIAL UPDATE ON THE 2018/2019 FISCAL YEAR BUDGET

Rich Knapp, Finance Manager, reviewed the first quarter of Fiscal Year 2019 (FY19) which included the months of July, August, and September of 2018. He explained there was some difficulty in gathering the data because it was the first time using the new software. He reported there were not many things which had not been anticipated when reviewing the data. He said the Council had been provided additional data in the agenda packet which was available to the public if an in-depth review was desired.

Mr. Knapp highlighted the summaries of the General fund revenues and expenditures with historical data for FY17, FY18, and FY19 along with the 2019 budgeted amounts. He pointed out the City planned to spend down \$1,525,947 during FY19 for use on one-time capital improvement projects, therefore, during the first quarter \$565,787 had been used from the general fund for that purpose as planned.

He reviewed the General Fund revenues historical data from the first quarter of the past three years as well as the variance from the prior year and the percentage of the budgeted amount. Mr. Knapp shared highlights and a summary of each revenue source category including taxes, licenses and permits, intergovernmental, charges for services, fines and forfeitures, miscellaneous and other sources. He commented taxes were five percent higher than last year's first quarter. He mentioned sales tax actuals for July and August were 3.9 percent higher than last July and August; however, the City's point of sale was 1.3 percent less during the same time periods. Mr. Knapp stated the licenses and permits revenue was \$69,000 higher than last year's first quarter mostly due to the West Square project and other building. He reported the revenues for the Aquatic and Fitness Center were 16 percent lower than last year due to the extended closure during the fall to install the new play structure. He acknowledged revenues generated by charges for services had increased to offset the category due to an increase of revenue from recreation programs during the first quarter. Mr. Knapp pointed out the City had a new revenue source for the lease of a cell tower which was captured in the miscellaneous revenues category. He reported the City had also received \$30,000 from the Davis School District for its portion of the HAWK crossing installed on 1000 East in front of Clearfield High School.

Mr. Knapp stated the expenditures were currently tracking below 25 percent of the budget except the debt service category which was at 49 percent because of the timing. He mentioned the recreation department was currently over budget but it should be balanced over time.

He reviewed other funds net revenues and expenditures data for the past three years which included CDRA, Water, Sewer, Storm, and Garbage funding sources. Mr. Knapp mentioned a budget amendment would need to be considered in the future for some pass through funding from FY18 to FY19 with the CDRA budget because of the timing of when things occurred. He acknowledged water consumption was 4.8 percent lower than last year's first quarter.

He highlighted the US Economy had its highest annual wage growth since 2009. He pointed out it could be a sign that there could be some pressures on wages. He summarized the local economy was best reflected in point of sales during the quarter. He reiterated the City's point of sale revenue had decreased from the prior year's comparisons, yet the State had increased its sales tax revenue from the same period which would help because the City received a portion of those revenues.

Councilmember Thompson expressed his surprise that the City's point of sales revenue was down. He asked if the rise in wage growth could impact the cost of products. Mr. Knapp responded yes costs of goods were a reflection of the wages. He commented the point of sales were down; yet, the data captured thus far was only from two months of the quarter because the numbers from September were still unknown.

Councilmember Peterson requested Mr. Knapp provide the public with further explanation about why the City was planning to spend down the approximate 1.5 million dollars of reserves and the necessity for doing it. Mr. Knapp responded the City had saved up money over time and that surplus was over that allowed by State Law so the City planned to use the overage toward one-time capital expenditures so it would have only the amount allowed by the State in its reserves. JJ Allen, City Manager, stated the Capital Outlay expenditure for first quarter was \$400,000 which was only 2 percent of the budgeted amount which spoke to the amount planned for capital projects during the FY19 budget.

COMMUNICATION ITEMS

Mayor Shepherd

1. Participated in a hard hat tour of the new G4CE facility. He explained it would be a new entertainment establishment with race cars, bowling, escape rooms, and many awesome attractions. He indicated it was working towards opening by the end of the year.
2. Attended the National League of Cities (NLC) meetings with Councilmember Roper in Los Angeles, California, from November 6 through November 10, 2018. He mentioned taking a tour of the Los Angeles Fire Department which was impressive along with its forecasting ability. He commented emergency preparedness should be a crucial focus for the City.
3. Visited with executives from Bird, a company that made electric scooters. He indicated he had used scooters to get around during the NLC meetings. He expressed his opinion the City should do some forward thinking about modes of transportation including scooters or electric cars and opportunities which could be instrumental to the planned development at Clearfield Station and the downtown areas of the City. He hoped Clearfield would lead out on getting alternative modes of transportation before neighboring cities, which could be instrumental in reducing the need for parking areas and create an

alternative way to access Hill Air Force Base (HAFB), Freeport Center, as well as other areas of the City for commuters.

4. Announced on Monday, November 19, 2018, there would be an F-35 combat power exercise at HAFB and it would be worth watching the sky.

Councilmember Bush – shared updates about the North Davis Sewer District’s projects and budget. He reported its preliminary budget was prepared for the 2019 calendar year. He stated a public hearing was scheduled for December 13, 2018 at 6:00 p.m. to receive public comments about the preliminary budget. He indicated he could share copies of the draft budget if anyone was interested.

Councilmember Peterson – reported having an opportunity to observe a full scale operation for emergency protection and responses at the State Capital on November 6, 2018. She attended with the City’s Emergency Preparedness Manager, John Meek, as well as Councilmember Phipps and Mayor Shepherd to see how the State’s Emergency Operations Center (EOC) worked. She stated the exercise raised questions about ways the City could be ready and better prepared in the event of an emergency. Mayor Shepherd commented it was interesting to see the EOC layout as well.

Councilmember Phipps

1. Attended the State’s EOC as previously mentioned which he felt was enlightening. He learned what support the state had for the City in the event of an emergency and more about the concept of the EOC and how it could operate on a smaller scale.

2. Announced the Hill Air Force Base Restoration Advisory Board planned to visit with the Council to provide updates about its efforts. He briefed the Council about the Board’s mitigation efforts, side effects, continued testing, and drilling efforts in areas where there had been contamination. He indicated treatments had been done to test success which worked; consequently, more frequent treatments would be done in hopes of achieving the desired lower methane level. He commented the Air Force was diligent and responsible in mitigating issues and was doing what was needed to resolve any problems.

3. Reported on Wasatch Integrated and explained the construction of the transfer station was underway and should be operational in the spring of 2019. He mentioned there was a proposal to bond for almost 20 million dollars to build its mixed waste processing facility. He commented the plan to pay for the bond would be offset by a two dollar per can increase that would be passed on to its participating municipalities. He explained the bond would augment all the costs associated with building the facility and buying equipment. He indicated there were three types of recoverable items which could be pulled from the waste stream and identified the benefits from doing it. He mentioned the \$2 per can increase would help extract other types of waste from the landfill and the net effect could illuminate the need to have a recycling can because Wasatch Integrated would be able to recover more of the recyclables with its mixed waste processing facility. He encouraged the City to be supportive of the bond and requested scheduling time for further discussion in a more formal setting. Mayor Shepherd stated he did not think that would be necessary as it had been briefly discussed previously. Councilmember Phipps reviewed the timeline planned for the bonding and construction efforts. He said if there were questions he could share the data which would provide additional details.

Councilmember Roper – thanked Mayor Shepherd for allowing him to attend the NLC meetings as he had previously mentioned. He expressed his feelings that it was both beneficial and informative. He reported on his experiences while attending the summit which provided education and an opportunity to build relationships with other government officials working towards the same goals. He toured the Watts District and learned more about how the area was revitalized which encouraged him about the City’s potential for redevelopment of its downtown area. He stated classes he attended included topics on outcome budgeting and how to reduce the costs of emergency management. He mentioned he spent time while at the meetings visiting with other communities’ Youth Councils where he could ask questions and share ideas. He expressed his goal for one of the coming years would be to work towards having the

Clearfield Youth Commission attend the meetings to develop relationships and learn from interactions with others around the country. Mayor Shepherd commented there were many cities that had Youth Councils in attendance.

Councilmember Thompson – attended the Utah Mosquito Abatement Association Conference on October 29, 2018. He stated there were interesting messages expressed to local government officials and the takeaways he shared were the importance of relying on facts rather than myths as well as the need for education about the West Nile Virus. He reported the Davis County Mosquito Abatement District had received several requested event sprays throughout the year and received some useful data from sampling done throughout the County. He explained the necessity to replace a drone because of damage done to the electrical components of the drone when it crashed while sampling was being done at Farmington Bay. He advised he would be happy to respond to residents if there were any questions about mosquitoes because he hoped to keep residents safe.

STAFF REPORTS

JJ Allen, City Manager

1. Recognized Veteran's day was November 12, 2018 and thanked members of staff who were veterans and those from the community for their service.
2. Attended the G4CE facility tour and had a similar walkthrough with some staff of the Urban Air facility last week. He mentioned it was great to have two new entertainment centers coming to the City both planning to open about the same time.
3. Announced City Hall would be closed on Thursday and Friday November 22 and 23, 2018 for the Thanksgiving holiday.
4. Indicated the monthly report had been emailed which contained details of the redevelopment efforts going on in the City and if there were any questions to get with him.

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

- **No meeting on November 20, 2018**
- **Policy Session on November 27, 2018**
- **Work Session on December 4, 2018**
- **Policy Session on December 11, 2018**

Eric Howes, Community Services Director – updated the Council on plans discussed during the Fourth of July planning meeting. He reported there would be a new parade coordinator in 2019 and there would be some consideration given to making a few changes to improve the event such as moving the inflatable toy area to the east ball field and beginning the musical entertainment at 6:00 p.m. He reported the fireworks budget had been increased slightly for 2019 so there should be another great fireworks display. He said plans were underway with many meetings planned in the upcoming months. Mr. Cahoon added there would also be additional focus to recruiting more food vendors or food trucks to help add variety and reduce the amount of time spent in waiting lines which had been a problem in prior years.

Trevor Cahoon, Communications Coordinator – reviewed upcoming events with the Council:

- November 16, 2018 – the annual turkey bowling employee activity would be held. He requested if the Council desired to participate to let him know.
- November 20, 2018 – Community Networking Breakfast beginning at 7:30 a.m.
- November 26, 2018 – Ribbon Cutting event for the Have a Heart home at 4:00 p.m.
- November 26, 2018 – City's annual Christmas tree lighting ceremony. He thanked G4CE for sponsoring the giveaway for that evening.
- November 26, 2018 – Swim with Santa event at 7:00 p.m. at the Aquatic Center.

Councilmember Thompson moved to adjourn the policy session and reconvene in work session at 8:17 p.m., seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper, Shepherd and Thompson. Voting NO – None.

**APPROVED AND ADOPTED
This 27th day of November, 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 13, 2018.

/s/Nancy R. Dean, City Recorder