

CLEARFIELD CITY COUNCIL MEETING MINUTES
8:00 A.M. WORK SESSION
August 23, 2019
(This meeting was held following a CDRA work session.)

Megaplex Theaters at The Junction
Second Floor
2341 Kiesel Avenue
Ogden, Utah 84401

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
	Kelly Bennett	Police Chief
	Devin Rogers	Police Assistant Chief
	Adam Favero	Public Works Director
	Brad Wheeler	Streets Superintendent
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Spencer Brimley	Community Development Director
	Rich Knapp	Finance Manager
	Trevor Cahoon	Communications Coordinator
	Kelli Bybee	Communications Assistant
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS: Chris Sanford – Davis County Library Director, Josh Johnson – Davis County Library Deputy Director, Trent Smith – AJC Architects, Michael Sommer – AJC Architects, Kyle Phillips – Davis County Facilities Project Manager

Mayor Shepherd called the meeting to order at 8:40 a.m.

REVIEW AND DISCUSSION ON THE 2019 COUNCIL PRIORITIES

Recap of “The Five Dysfunctions of a Team”

Summer Palmer, Assistant City Manager, reviewed “*The Five Dysfunctions Of A Team*” that had been discussed with the Council throughout the year. She noted as priorities were discussed during the mid-year retreat with the Council it would be important to be open with discussions,

so that the desired outcomes could be achieved. She highlighted the dysfunctions and symptoms of absence of trust versus invulnerability and fear of conflict versus artificial harmony. Ms. Palmer stated throughout the day it would be important to have healthy conflict, avoid negative or unproductive conflict, and work on overcoming the fear of conflict by profiling, norming, mining, and bringing any issues forward so each could be further addressed as a group. She pointed out the next dysfunction would be discussed later in the day.

Monthly Reports and Agenda Packets

JJ Allen, City Manager, asked the Council for its feedback related to the monthly reports and agenda packets. Members of the Council expressed the design and information included in the monthly reports was helpful.

Councilmember Phipps expressed his challenges with accessing the material in the agenda packet when the files were very large even with the hyperlinks. He wondered if it would be possible to keep the larger sized documents separate from the packet. Councilmember Peterson expressed similar sentiments. There was a discussion about options for providing the Council with an agenda packet that included staff reports and smaller sized attachments but having the larger documents available for review separately. Nancy Dean, City Recorder, asked if there were any concerns with the timing and whether or not receiving the agenda packets on Thursday was soon enough. The Council appeared to be comfortable with receiving the agenda packet by noon on Thursday so there was adequate time to review the materials.

Moderate Income Housing Plan

Spencer Brimley, Community Development Director, reviewed the Moderate Income Housing Plan (MIHP) outline of what the plan would include. He explained the following areas would be addressed in the plan: introduction, data and methodology, demographics, at risk and special needs population, housing demand, housing supply, housing affordability analysis, zoning regulatory environment, fair housing practices and regulations, goals and strategies. He explained the goals and strategies section would be the four menu items that had been selected.

Mr. Brimley reported in October or November staff would be reviewing the data sets and analysis with the Council and then the final document would be presented for discussion in November.

Mabey Place Redevelopment

Mr. Brimley indicated staff had been meeting with Lotus working on a draft development agreement and vetting issues. He reviewed the following components being addressed through the draft agreement:

- Green Space/Public Park – Mr. Brimley stated originally there was an acre park proposed which had been reduced to a half acre public park owned by the City for the west side.
- Depot Street Connections – Mr. Allen noted staff had contemplated Depot Street to continue in its alignment and run parallel to the tracks; however, north and south connections were the ultimate goal. He continued the drawings would show connections

on the north and south with the road going through the development rather than on the west side near the tracks so it was not such a one-sided expensive improvement for the developer.

- Mixed Use Building – corner retail would be introduced in the first residential phase.
- West Arterial Road – connection from State Street into the project was still being vetted with the developer as to its design but it had been pared down from what was initially proposed so it was more usable space. Mr. Allen indicated a bioswale had been proposed and it would have a median with a landscaping component.
- Parking – off-street versus on-street and park needs. Mr. Brimley noted the project was proposed to have a large amount of surface parking.
- Land Purchase – Mr. Brimley stated based on the analysis of the developer the costs per unit would be about \$8 thousand per apartment and \$12 thousand per townhome. He indicated the proposed purchase price for Phase 1 would be about \$1.7 million after the offset of the Minaya property. Mr. Allen explained \$1.7 million was proposed as the net purchase price. Councilmember Peterson asked if Phase 1 was about half of the Clearfield Mobile Home Park. Mr. Allen responded it was closer to two-thirds.
- Tax Increment and Fees – Mr. Brimley reported there would be no tax increment financing (TIF) to the developer for the west side. He mentioned it had been proposed to defer impact fees. Councilmember Peterson requested clarification about the deferral of impact fees. Mr. Allen noted other cities had used the option with certain types of development and the City’s financial advisor indicated it could be a viable option and was a way for the developer to manage its cash flow. He explained the developer had requested the deferral of impact fees until a later date and staff felt it could work as long as there was a component of inflation for any deferred fees. Councilmember Peterson wondered if the developer would be asking for a deferral of fees from other taxing entities. Mr. Allen answered the City would not be able to speak on behalf of the other entities, only the City’s portion of impact fees. Councilmember Peterson commented a deferral request would likely not bode well with the North Davis Fire District. Mr. Allen commented staff would clarify with the developer and let them know the City only had control over its impact fees.
- Form Based Code variations – Mr. Brimley indicated the developer was preparing language for its few small modifications to the Form Based Code, but those items were very limited.
- Future Phases – language was being proposed to address the rest of the project because the development agreement was specific for only Phase 1 of the project.
- Development Milestones

Mr. Brimley reviewed the site plan and layout for Phase 1. Councilmember Peterson expressed her concern for having a direct view of all the surface parking. Mr. Brimley indicated the proposed project to the south would conceal most of it. There was a discussion about the layout and concept design. Councilmember Bush asked what the striped area on the site plan was along the west side of the property. Mr. Allen explained the Utah Transit Authority (UTA) owned the property. He noted the City had joined with UTA to have a survey done and perhaps work out a deal to trade land north and south along Depot Street for the area needed in Phase 1 of the project. Councilmember Peterson wondered if UTA would be allowing maintenance of its area. Mr. Brimley responded UTA was comfortable with the City landscaping its portion and

maintaining it so it was not unkempt. He added there would hopefully be an agreement in place for its long term maintenance until UTA's second track came to fruition. Mr. Allen indicated long-term there would need to be a wall to separate UTA property from the residential property.

Councilmember Phipps questioned if Lotus would cover the costs of the substantial work necessary for the project's infrastructure. Mr. Brimley answered the development would have substantial needs and the developer should bear those costs relative to the development; however, staff was working together to evaluate the infrastructure needs for the development of the entire area. There was a discussion about infrastructure needs and demands for the project and surrounding areas.

Ms. Palmer pointed out Councilmember Peterson had commented there was a large amount of surface parking. She asked if there was a need to reduce the surface parking. Councilmember Peterson responded her concern with the project was the grading. She also expressed her opinion that pedestal or podium parking made sense especially with the City making such large concessions with the land. She commented the City had a monstrous bond and in exchange appeared to be getting a sea of asphalt. She felt there was enough room for at least one more building which could assist a developer in the cost recovery. There was a discussion about the project and the expectations of the Council related to development, costs, density, parking and the perception of residents.

Mr. Brimley asked if there would be a willingness of the Council to consider allowing more density on the west side development if the parking could be wrapped, podium, or structured rather than surface parked. Councilmember Peterson said her opinion was yes. She expressed her concerns with allowing concessions to a developer when the site plan and layout were not fundamentally different than any other project. Mr. Allen indicated the developer was working to conceal the parking; however, if more density was the desire of the Council in trade for structured parking then staff could communicate that to the developer. He acknowledged the developer's response would be a shift in the numbers per unit so it would justify the cost of building a structured parking and the City's subsidy could be even bigger.

Councilmember Roper pointed out density was currently a hot topic and he wondered how comfortable other members of the Council were with increasing density. Councilmember Phipps expressed his concern pointing out the City bonded for \$7.3 million with the understanding some money would be lost but he had not anticipated the loss would be the magnitude that was presented. He mentioned the property could have been left on the market and sold for development. He stated his concern was with the return on investment rather than a developer making a lot of money. There was a discussion on market disruption, efforts to raise the bar on development in Clearfield, doing what other successful cities had done, and creating a notably different urbanized downtown.

Councilmember Roper stated the developer had intended to use the Low Income Housing Tax Credit (LIHTC) component and wondered if the proposed 50/50 percentages could be adjusted to make the project work. Mr. Allen suggested the price of the land or percentages of LIHTC could be levers in working with the developer to require there be structured parking on the west side project. Councilmember Roper expressed his opinion the Council needed to be thinking about

LIHTC as a component of the project and getting more comfortable with it. He felt it was such a vital part of Ogden City's success with its downtown redevelopment so LIHTC should be considered with the project also.

Mr. Allen reviewed the financial investment to date which included the \$7.277 million bond principal of which \$6.5 million was allocated to the project construction fund. He reported of the \$6.5 million, \$4.75 million had been used to purchase the Clearfield Mobile Home Park and \$600,000 was used to relocate residents and clear the land; consequently, there was \$1.1 million remaining that could be used for additional property acquisition; funding public improvements for the park, plaza, or landmarks; or not spending it and using it to pay back the bond. He noted all were options available to explore. He explained the cost of capitalized interest was \$721,000 and costs of issuance were \$51,000. Mr. Allen mentioned payments for bond repayment would begin in 2021 and \$744,000 would be due each year.

He stated if the presented concept moved forward then \$1.7 million would be recaptured from the sale of the land for Phase 1 and if Phases 2 and 3 consisted of 70 townhomes, as shown on the current west side master plan, then it would generate \$840,000 more in future years. Mr. Allen explained the total sale of the land would equal \$2.6 million which was only about 55 percent of the purchase price. He pointed out when the property was purchased after a bidding war the City understood there would be a loss on the property but it would be worth the risk for the opportunity to control the land and its future development.

Mayor Shepherd expressed his opinion the property if currently sold on the market for high density housing and commercial along State Street would have a better return on investment. Mr. Allen acknowledged selling the land was also an option if the Council wanted to consider it and were to direct staff to sever ties with Lotus. There was a discussion about the high quality products Lotus was known for producing, risks of east and west side development, potential for market shifts, the value of the land, comparable development projects and incentivizing tools. Mr. Allen acknowledged there would not be any tax increment financing going to the developer for the west side development. Mayor Shepherd expressed his opinion that the City should be getting more money for the land with the design concept presented. Councilmember Peterson wondered why the City should bend so far backward to meet a developer's price point. Councilmember Roper asked if the City should ask the developer to improve the design for the project or else it would look elsewhere to develop the property. Mr. Allen acknowledged if the Council did not like the proposed project enough then there would need to be additional discussions with the developer to determine if there could be a mutual agreement reached to continue the partnership toward development. There was a discussion about the worth of the property and whether the City was receiving its value through the developer's proposal; whether or not checking with commercial realtors would be beneficial to obtain a better feel for the current market and developer demand for the property; and potential impacts for surrounding property values.

Mr. Allen pointed out that the City had options to repay its debt. He reviewed the following options for servicing the debt if the Council were to move forward with the concept presented:

- Option A – prepay as much as possible to reduce total cost of interest. The option would depend on the amount and timing of sale proceeds; TIF generation.

- Option B – set aside sale proceeds; earmark for future annual debt service payments; supplement with TIF revenue as possible. The option would help manage cash flow but not minimize the total cost of interest.
- Option C – hold property tax rate constant in fiscal years 2021 and 2022. The option would recapture \$700,000 per year because the General Obligation (GO) bonds would be paid in full.
- Option D – explore options of refinancing to tax exempt bonds. The option was available because proceeds had been used for public purposes such as the right-of-way and park.
- Option E – use other funds (street bond payment reduces \$270,000 in FY21, allocate excess General Fund balance, or use remaining \$1.1 million from bond proceeds)

Ms. Palmer pointed out Lotus or any other developer would review data to see how many units the market would support. Councilmember Peterson asked if it were the number of units or the number of market-rate units being assessed. Ms. Palmer responded it would be market-rate units. She added one of the reasons Lotus was able to make the project viable was to use the LIHTC component because there was still a market availability in that area. She continued the developer was concerned with absorption rates especially considering all the other projects in the City. She mentioned if the Council was comfortable tapping into the LIHTC market it might be able to raise the unit counts and get the types of units desired without impacting the absorption rates.

Mr. Allen appreciated the Council’s discussion on the issue and requested direction moving forward. There was a discussion about the risks, benefits and options moving forward with either Lotus or seeking interest from other developers; as well as, Lotus’s proposal for development regarding its number of units; and the LIHTC component in relation to the pricing, density, and quality of the project. Councilmember Roper suggested additional meetings with the developer would help provide additional clarification regarding the Council’s concerns. Mr. Allen summarized the direction staff had understood from the discussion would be to talk to other brokers about the value of the land to have a better understanding of its worth; visit with other developers to get an idea of what options could be developed on the land; and communicate with Lotus that the City wanted a proposal which had a market disruption effect or it would be seeking other options. There was a discussion about the impacts if ties were to be severed with Lotus. Ms. Palmer indicated staff could discuss with Lotus any intentions to terminate the MOU and reminded the Council if the City terminated the MOU then that would necessitate the purchase of the Minaya property which had been purchased by Lotus for the development. Mr. Allen thanked the Council for the discussion and its direction.

The Council took a break at 9:56 a.m.

The meeting resumed at 10:15 a.m.

Trello Board Review – Policy Priorities / Action Items

Mr. Allen explained staff was tracking the tiered priorities through the Trello board. He pointed out that each item had action items staff was working toward. Staff updated the Mayor and Council on the progress and on-going efforts towards the following Tier 1 priorities:

- Fiscal Sustainability – Ms. Palmer indicated the project was a budgeted item so staff was working to contract with a consultant to conduct a long term study of the City’s revenues and expenditures. Mr. Allen noted another item within the priority would be to do a deep analysis of the Clearfield Aquatic and Fitness Center and recreation net revenue. Eric Howes, Community Services Director, mentioned the City had obtained some estimates to complete an analysis and was working to adjust the scope of the fee study so additional proposals could be requested for review. He indicated fees had not been adjusted for years so these would need to be analyzed and the fee structure rebuilt so it could be planned into the future operations. Mr. Allen reviewed other areas that staff were working on internally such as an emphasis on maintenance to avoid more costly repairs, reviewing all fees and periodically updating the consolidated fee schedule.
- Community Policing – Kelly Bennett, Police Chief, stated the police department (PD) had been actively participating in community events, getting the neighborhood watch program operational, and building relationships with good landlord participants. He added the police and legal departments would be working to submit a grant to obtain funding for an officer to assist with domestic violence which would be awarded sometime in December. He reported if the City was awarded the grant then the PD would move forward to fill that position which was approved in the budget for an officer to work on community policing as well as domestic violence. Councilmember Bush wondered if the City still had officers working at the schools. Chief Bennett reported the high school and junior high school each had a full-time officer assigned. He noted on-duty officers were stopping in frequently to patrol the elementary schools and building relationships.
- Compensation Plan – Ms. Palmer noted the City had contracted to have a study done and in addition to an overall look there would be an additional focus on several areas where the City had difficulty with recruitment to make sure there was continuous marketability in those areas. She indicated the comparisons would be done likely in January so there was relevant external data to review during the budget season. She reviewed some role based changes of part-time positions to the general pay schedule and involvement of new employees in the City’s 401K program.
- Outreach to All Segments of Community / Community Building – Trevor Cahoon, Communications Coordinator, reviewed the outreach efforts which included preparation of block party kits and coordination with local businesses for increased participation in community events. Councilmember Bush asked if the new resident packets were ready yet. Mr. Cahoon responded it was not done. He noted staff had been working on finalizing the letter and would be working on the rest of the packet; however, the magnets were available and being distributed at the Customer Service Center. He continued the branding efforts and website redesign would help in communication with residents as well. Councilmember Thompson wondered how well the website redesign would translate in a google translation application since there were some of the City’s population that did not speak English. Mr. Cahoon answered the new design of the website should not have as much text to translate and it would be reviewed in depth later in the meeting. There was a discussion about the City’s personnel and resources already available in Spanish translation for members of the community. Councilmember Bush questioned if the City was no longer holding its lunches for business leaders. Ms. Palmer responded she had met with Davis Tech recently and its business development team. She

expressed her opinion the services Davis Tech provided would be a perfect fit for the City's established networking group. She indicated Davis Tech held meetings all over the County and the City could continue to host meetings but Davis Tech's meeting might best provide an opportunity for networking as well as an educational component. There was a discussion about the evolution of the group and its needs. Mr. Cahoon commented staff had been working to establish traditions and coordinate efforts with the schools as well since administrators frequently changed. Councilmember Bush expressed his desire for the Council to have outreach opportunities in some way especially if the community members would be taking the lead with the block parties. There was a discussion about ways the Council could participate in community events. Councilmember Roper suggested the Council could have its information available to those that reserved the block party kits. Ms. Palmer acknowledged the reservation sheet had a check box that could be marked if the group wished to invite the mayor and council to attend its block party. She noted staff would make the Council aware of the date, time, and location of those interested groups' parties. Mr. Cahoon mentioned staff was planning to hold pop-up parties again in September, October, and November to provide an opportunity for the Council to mingle with the community at those events. There was a discussion about experimenting with the movie night in the park events to enhance it in the coming year.

- Clearfield Station / RSL – Ms. Palmer pointed out Utah Transit Authority (UTA) was working to finish up the developer agreement with Stack Real Estate/Hamilton Partners. She mentioned an upcoming meeting would be scheduled with the City, UTA and the developer in September. Mayor Shepherd provided an update of his communications with Real Salt Lake (RSL). He also mentioned an owner of a recreational/fitness facility expressed to him recently an interest in locating in the City at the Clearfield Station property but it was not opposed to locating at another area of the City, if necessary. There was a discussion about planned uses and branding for the Clearfield Station.
- Professional Training / Conferences – Mr. Allen expressed his thanks for the Council's support with budgeting money to allow staff to attend the professional development training conferences. Chief Bennett updated the Council on the FEMA training and stated John Meek, Emergency Preparedness Manager, planned to seek free training opportunities when available.
- Traffic / Regional Planning – Mr. Allen indicated quarterly lunches were planned to help build relationships with the Utah Department of Transportation. He noted that collaboration meetings were held with staff from the Community Development, Community Services, and Public Works departments specifically to discuss regional traffic as well as local impacts in an effort to build cohesiveness and awareness of projects in advance. Councilmember Thompson wondered if the City would have any impacts from the sprawl of neighboring cities. Mr. Allen responded the planning for that level would be coordinated more through the Wasatch Front Regional Council (WFRC). There was a discussion about the impacts on traffic within the City specifically due to construction on the main corridors which was affecting State Street, 700 South, 1000 West, and 300 North. Councilmember Thompson expressed his interest in staying ahead of the curve with any planning efforts. There was a discussion about the updates on the I-15 Express Lane project.
- Capitalize on Economic Potential of Hill Air Force Base (HAFB)
 - Market amenities the City had available to Base residents.

- Help new developments (Clearfield Junction, Mabey Place, Clearfield Station, and Bravada 193) to be Base-oriented.
- Hill Air Force Base (HAFB) Compatible Use Plan (CUP).
- Long-term Infrastructure Planning
 - 3-year capital improvement plan update
 - Update to the capital facilities plans and impact fee studies to account for redevelopment plans.
- Mabey Place – discussed earlier in the meeting.

Mr. Allen updated the Council on staff's decision to convert the Deputy Public Works Director position to a position for a Deputy City Engineer. He explained staff learned of the Deputy Public Works Director's retirement shortly after the discussion of having a staff engineer in house, so it made sense to combine those positions. He noted there would likely be a staff engineer working in the Community Development department but that position would not be filled until a Deputy City Engineer was selected to help in that decision making process. Mr. Howes noted the Capital Facilities Plan for the parks was almost done and should be ready for the Council's review in the coming months.

Staff updated the Mayor and Council on the progress and on-going efforts towards some of the Tier 2 priorities. The following Tier 2 priorities were reviewed:

- Emergency Operations Plan and Related Documents – Chief Bennett mentioned the Mayor and Council should have received the updated Emergency Operations Plan (EOP). He reviewed efforts towards community outreach specifically for preparedness. Councilmember Thompson mentioned Dollar Tree stores had 72-hour emergency kit supplies that would be relatively inexpensive for residents to help with preparedness.
- Code Enforcement – Mr. Brimley indicated the Code Enforcement Officers were making efforts of outreach and community involvement with Code compliance. He noted they would be working with the communication team on social media messaging, pamphlets, and softening the language on the notice itself. There was a discussion on the approach towards code enforcement and what would be the most effective means to communicate the code violations and obtain the desired enforcement.
- Veterans Monument – Mr. Howes reported the conceptual design was finished and 3-D renderings would be completed soon which would include the amphitheater. He noted the estimated cost for the proposed project was about \$215,000. He explained so far about \$1,600 had been raised but there would still be a lot to do before marketing. Mr. Allen mentioned one of the next steps would be to determine a funding strategy. There was a discussion about the things to consider before rolling out the project to get public involvement which included City funding versus contribution efforts, publicity efforts, and timing of the project. Councilmember Peterson suggested Veterans Day could be a good time to roll out the City's plan to the public. Mr. Allen agreed it was a good target date.
- UTOPIA – Ms. Palmer explained the survey was currently out for residents and there had been over 500 responses to it thus far. There was a discussion about the communication efforts to date related to the survey. Mr. Cahoon indicated the communications team would do another push for responses. Mayor Shepherd wondered how many responses would be needed and what types of responses had been provided thus far. Ms. Palmer

answered she could check the survey results but did not feel that 500 would be significant enough.

- Bravada 193 – Mr. Brimley stated the developer recently submitted civil drawings, also there had been challenges with the C-store but soon the revised plans should be submitted. Mayor Shepherd reported the developer doing the apartment portion had told him about barriers with financing based upon the City’s requirement restricting occupancy of the final building until the commercial building went vertical. He mentioned the developer would be willing to have the office building go vertical first if that was something the Council would consider.
- Changing Nature of Clearfield (messaging) – Mr. Cahoon stated branding and messaging were important and staff desired to roll out the branding in conjunction with the new website design. There was a discussion about messaging in regards to having a centralized voice, sensitivity during an election season, and the timeline moving forward. Councilmember Bush felt it would be good to provide residents a timeline of the history of what the City was doing with its downtown development. There was a discussion about the role messaging could play in establishing the City’s downtown and sharing the vision with residents, business owners, and developers.

The Council took a break for lunch at 12:09 p.m.

The meeting resumed at 12:51 p.m.

Department Breakouts

Mayor Shepherd and members of the Council were given the opportunity to meet individually with staff from the Community Services, Community Development, Police, Executive / Legal, and Public Works departments; as well as, the Communications division to ask questions, discuss topics of concern, and hear more about strategic efforts to date for 2019.

Fourth of July – 2019 Review and Planning for Future Years

Mr. Howes and Mr. Cahoon highlighted the Fourth of July events and discussed key takeaways from the following activities:

- Paint the Bridge – more paint and accessibility to paint stations were needed in the coming years.
- Patriotic Concert – it was a nice change of venue moving it to the amphitheater at Bicentennial Park. Councilmember Phipps suggested a guest speaker was not needed.
- Pool Bash – well attended and there would be some minor changes to ticketing and messaging in coming years.
- Movie in the Park – there were impacts with the weather; however, as discussed earlier in the meeting there could be some adjustments to these events in the coming years.
- Fun Run – the new route was a big success.
- Pancake Breakfast – 478 participants; \$1640.50 was the net revenue.
- Parade – 76 entries; crowd control remained the greatest issue because of throwing candy. Councilmember Peterson suggested part of parade safety would be to keep the parade moving so there was not much backup.

- Festival in Fisher Park – costs were reviewed; weather was challenging and stressful, but despite it the concert and fireworks turned out well.

Mr. Howes explained there would be changes with the venue layout for 2020 due to the new school being built. He reviewed the challenges for the event with the school's new location and highlighted the plans for utilizing the other areas of the park so the event could still continue to be held at Fisher Park because it was still the best location.

Mr. Allen asked if the Council was comfortable with the scope and costs of the event. The Council expressed comfort with the cost and scope of the event. Mayor Shepherd expressed his desire to enhance the celebration in 2022 for the City's centennial celebration. He shared some of his vision which included using multiple parks, a variety of fireworks displays, and various genres of music at the different locations. There was a discussion about public safety, staffing, and plans for an enlarged focus on other areas around the City in its birthday year.

City Website Revamp

Mr. Cahoon reviewed the website design and functionality proposed for the City's new website. He noted some of the key features were to provide access to key pertinent information at the top and have the website built so it would scroll, include less language, and have better visuals. He pointed out there would be a banner that would include upcoming events. There was a discussion about the proposed website design and its ability to report news, meet statutory requirements, and its use of photos taken only within the City.

Mr. Cahoon mentioned mobile traffic was increasing so a key component to the new design was its functionality as a mobile application. There was a discussion about search engine optimization and its importance with economic development. Mr. Cahoon reviewed the timeline for the website redesign which included hiring an intern to help frame the website, determining the template, compiling a picture collection, rewriting content, uploading content, beta testing internally, making edits, beta testing externally, making updates, and then releasing the website by spring of 2020. Councilmember Roper asked if the Council would be able to preview it before the website went live. Mr. Cahoon answered yes, there would be updates for the executive staff and the Council again on the website process before the internal beta testing was done to help reduce any problems.

Park Amenities

Mr. Howes reviewed the options for park amenities that had been discussed by the Parks and Recreation Commission regarding tables, benches, pavilions, restrooms, signage, drinking fountains, and bike racks. There was a discussion on the pros, cons, practicality, functionality, maintenance, and quality of each model and type of park amenity.

Mr. Allen requested the discussion continue following a short break since guests had arrived from the Davis County Library for a presentation.

The Council took a break at 3:00 p.m.

The meeting resumed at 3:10 p.m.

New Library Design

Mayor Shepherd welcomed Chris Sanford, Davis County Library Director. He indicated she and others would update the Council on plans for the new library. He mentioned it would be a tech library and an exciting addition to the northwest corner of Center and Main Street.

Ms. Sanford introduced Josh Johnson, Davis County Library Deputy Director; Trent Smith, AJC Architects; Michael Sommer, AJC Architects; and Kyle Phillips, Davis County Facilities Project Manager. She thanked the City Council and staff for the collaborative efforts to date in preparation for the new library. She indicated the City's team had been very involved in the design meetings thus far.

Mr. Smith and Mr. Sommer reviewed the layout and design plans for the Davis County North Branch Library. Mr. Smith acknowledged the visioning efforts resulted in a concept and architectural design for a library that would be engaging, innovative, interactive, and had been collaborative with the community to create a welcoming and imaginative experience for its patrons. He highlighted the site plan, floor plans, and the indoor/outdoor features that were infused with the natural surroundings, warmth and wood, as well as movement and wind. There was a discussion about the design, layout, buffering, and materials that would be used to enhance the project.

Councilmember Peterson wondered what the County's timeframe was to share the plans with the public. Ms. Sanford acknowledged the plans would be released after all the stakeholders had reviewed them. She indicated until that time, it would be appropriate to share with the public that the new library would be a two story, tech hub which followed an aviation theme. She mentioned the County was aiming to hold its ground breaking for the new library on March 13, 2020 which would also be her last day with the County. Mayor Shepherd expressed his support for the project and thanked the guests for sharing it with the Council.

Park Amenities (Continued)

Mr. Howes reviewed the Parks and Recreation Commission's recommendation for the following park amenities with the Council:

- Concrete tables
- Concrete benches
- Concrete trash receptacles
- Precast concrete park signage
- Powder coated steel drinking fountains with bottle filler
- Artistic bike racks
- Large pavilions with metal roofing and support columns with rock pillars
- Small pavilions with steel powder coated frames and metal roofing
- Renovate existing restrooms with similar materials and appearance where possible

- Metal roofing
- Skylights to provide natural lighting
- LED lighting to brighten interior
- Any new restrooms would be precast concrete restrooms

Mr. Allen acknowledged there had been some concerns expressed by members of the Council about the concrete tables and benches. There was a discussion about the challenges, benefits, and concerns with using concrete tables and benches. The following key topics were included in the discussion:

- Concrete tables held in heat.
- Challenges with maintenance of the current concrete tables.
- Options for water accessibility to clean tables after use.
- Moving the concrete tables was difficult making the time needed for staff cleanup less.
- Cost was one determining factor in the PRC recommendation of concrete tables and benches.
- Warranty or maintenance costs for upkeep.
- Problems with maintenance and vandalism of all types of tables and benches.
- Setting a standard for park amenities with consistency and continuity.
- Branding amenities for uses in parks and other areas of the City.
- Concrete tables were not consistent with any of the surrounding cities.
- Metal tables/benches had better drainage so there was not standing snow or water.

Mr. Howes explained his goal would be to minimize and simplify time constraints for staff in its maintenance efforts. He pointed out the goal would be to develop a standard and create branding so there was cohesiveness throughout the City's park amenities. There was a discussion about the options for park amenities including the branding, number of tables and benches needing replacement, plus the addition of benches along the trails and ponds. The Councilmembers weighed in on which options of tables and benches were preferred. Mr. Allen summarized the Council appeared to favor concrete tables and metal benches.

Mayor Shepherd expressed his opinion aesthetics were an important component because the branding image of the parks would carry over to the rest of the City. There was a discussion about overall branding and the desire of the Council to improve the image of the City as a whole. The consensus of the Council was to use the recommendation of the Parks and Recreation Commission for all amenities except the concrete tables and concrete benches. The Council directed staff to modify the recommendation for tables and benches to the punched steel thermoplastic coated tables and steel powder coated benches with the engraved logo. Mr. Howes confirmed that the Council was comfortable continuing with the concrete trash receptacles. He noted the benches, tables and trash receptacles could stay within the same color scheme. The Council expressed no issues with continuing to use concrete trash receptacles. Mr. Howes indicated staff would like to move forward and start accelerating the changes as the budget would allow.

Review of “The Five Dysfunctions of a Team”

Ms. Palmer led a discussion about the third dysfunction of a team which was lack of commitment. She indicated teams that committed to decisions and standards did so because they knew how to embrace two separate but related concepts: buy-in and clarity. There was a discussion on teams and the importance of vision, collectively supporting the majority of body, being accountable for the results once a decision was made, various perspectives, and the ability to change direction when necessary.

Ms. Palmer highlighted the concepts of buy-in and clarity. There was a discussion about the leader’s role in helping the team achieve commitment and the two techniques identified as commitment clarification and cascading communication. Ms. Palmer pointed out there were advantages for a team that was committed and sometimes it was good to have a practice discussion when possible.

She noted the next training would be for accountability and achievement of goals. Ms. Palmer stated becoming proficient in the desired skills was a process. She stated putting them into action would help further develop any team.

Wrap Up

Mr. Allen asked Mayor Shepherd and the members of the City Council to share what each felt was a highlight and/or downside to the retreat. He expressed his appreciation to the Council for its participation and direction.

Councilmembers expressed the highlights of the meeting were learning more about the library plans, getting updates from the breakout sessions, updates on the City website revamp, and the possibility for Argentine Corner moving its restaurant to City Centre; however, the downside of the meeting was having to sit through the process because it took time to hammer things out and see it finished; personal time management for lunch caused a disadvantage so not all the departments could be visited during the break-out session; not having the time to go through the Trello board in its entirety; not having enough time to go over the Trello board and learn what staff was doing to implement the policies and priorities.

Mr. Allen indicated the Trello board discussion could be continued in an upcoming meeting if the Council was interested. He expressed his appreciation for the team of staff and elected officials.

The meeting adjourned at 5:15 p.m.

The minutes for the CDRA are in a separate location

**APPROVED AND ADOPTED
This 26th day of November, 2019**

/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 Friday, August 23, 2019.

/s/Nancy R. Dean, City Recorder