

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
June 25, 2019

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Nike Peterson	Mayor Pro Tem
EXCUSED:	Mark Shepherd	Mayor
PRESENT:	Kent Bush Vern Phipps Tim Roper Karece Thompson	Councilmember Councilmember Councilmember Councilmember
STAFF PRESENT:	JJ Allen Summer Palmer Brie Brass Kelly Bennett Mark Baird Adam Favero Eric Howes Spencer Brimley Brad McIlrath Shane Crowton Rich Knapp Trevor Cahoon Nancy Dean Wendy Page	City Manager Assistant City Manager Assistant City Attorney Police Chief Interim Public Works Director Utility Specialist Community Services Director Community Development Director Senior Planner Code Compliance Officer Finance Manager Communications Coordinator City Recorder Deputy Recorder
EXCUSED:	Stuart Williams	City Attorney

VISITORS: Paul Thomas, Bob Bercher, Michael Rolow, Savannah Peterson, Kathryn Murray, Ruth Jones, Jason Hamblin

Mayor Pro Tem Peterson called the meeting to order at 7:00 p.m.

Mayor Pro Tem Peterson informed the audience that if they would like to comment during the Public Hearing or Open Comment Period there were forms to fill out by the door.

Councilmember Bush led the opening ceremonies.

APPROVAL OF THE MINUTES FROM THE FEBRUARY 26, 2019 WORK SESSION; THE MAY 7, 2019 JOINT WORK SESSION; THE MAY 28, 2019 POLICY SESSION; THE MAY 28, 2019 WORK SESSION; THE JUNE 11, 2019 POLICY SESSION; AND THE JUNE 11, 2019 WORK SESSION

Councilmember Thompson moved to approve the minutes from the February 26, 2019 work session; the May 7, 2019 joint work session; the May 28, 2019 policy session; the May 28, 2019 work session; the June 11, 2019 Policy Session; and the June 11, 2019 work session; as written, seconded by Councilmember Bush . The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Thompson. Voting NO – None.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AMENDMENTS TO THE FISCAL YEAR 2019 BUDGET

Rich Knapp, Finance Manager, noted staff had identified expenditures necessary for City operations which were not included in its current budget. He mentioned the proposed amendments for the Fiscal Year 2019 budget were discussed during the work session on June 18, 2019 with the Council. He reviewed the proposed budget amendments including the two new identified since the last discussion which included the General Obligation (GO) debt service interest of \$600 and Risk Fund claims and damages of \$6,800.

Mayor Pro Tem Peterson opened the public hearing at 7:06 p.m.

Mayor Pro Tem Peterson asked for public comments.

There were no public comments.

Councilmember Thompson moved to close the public hearing at 7:07 p.m. seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper and Thompson. Voting NO – None.

OPEN COMMENT PERIOD

Paul Thomas, resident, stated he had concerns about the City's policies regarding camp trailers and related codes for parking on the streets. He mentioned the challenges associated with abiding by the City's ordinance which required his camp trailer not be parked on the City's streets for longer than 24 hours. He suggested the City consider offering permits for an extension of time to those with similar circumstances. He expressed his opinion the City was a great place to live and thanked the Council for its time and consideration on the matter. Mayor Pro Tem Peterson thanked him for making the Council aware of the concern.

APPROVAL OF RESOLUTION 2019R-17 AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2019 (FY19) BUDGET

Councilmember Roper moved to approve Resolution 2019R-17 authorizing amendments to the Fiscal Year 2019 budget 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 2019-17 AMENDING THE CITY'S CONSOLIDATED FEE SCHEDULE UPDATING THE FEES FOR UTILITIES, BUSINESS LICENSE, POLICE, GRAMA, PLANNING AND ZONING, BUILDING PERMIT AND DEVELOPMENT, AND CODE ENFORCEMENT

Nancy Dean, City Recorder, indicated the City's fees for municipal services were recently reviewed to ensure the fees adequately recovered the costs associated with providing municipal services. She reviewed the proposed amendments to the City's Consolidated Fee Schedule for fees related to utilities, business license, police, GRAMA, planning and zoning, building permit and development, and code enforcement. She mentioned the proposed amendments were reviewed by the Council during its work session meeting on June 18, 2019.

Councilmember Phipps apologized for not bringing up his concerns sooner. He stated he was troubled there was a regularly scheduled increase in the utility fees. He wondered if regularly scheduled increases were best and if the study should be updated since it was conducted years ago. Rich Knapp, Finance Manager, responded the study was conducted in 2007 and a refresh was conducted in 2010 by a third party. He pointed out the study factored in a two percent personnel wage increase which was conservative, and a three percent increase for operation costs, plus projected the City's capital projects for ten plus years and all factors were used as a basis to determine the increases necessary to offset the associated operational costs for the next ten years. He pointed out some of the fees were increased to bring the rates more in line with the recommended standards and ratios so the City could, over time, meet the ratios where it was deficient. He explained there was a lot of analysis that went into the proposed utility fees and it was not simply a percentage increase. Mr. Knapp indicated the FY20 budget included a three percent merit increase for employee wages which was below the assumptions factored into the study. He commented the discrepancies with the wage percentages were currently not enough to warrant another study, but felt staff could internally monitor the increases and data until the next three years of scheduled increases identified in the study were implemented.

Councilmember Phipps wondered if the City was following its Capital Improvement Plan for water. Mr. Knapp indicated it was following the Plan. He added the consultant had recommended incremental increases in the rates would be an alternate solution if the City did not wish to bond for as much in the future for some of its major projects. He explained it was a hybrid approach which the Council had discussed previously. He clarified the rate increase would not take effect until January 1, 2020, except for the Wasatch Integrated pass through increases for garbage can charges. There was a discussion on how any changes in the utility rates would impact the FY20 budget which had been planned with the proposed increases in mind.

Councilmember Phipps apologized for the lateness in questioning the matter but he had desired to make sure the increases were justified. He expressed appreciation for the information.

Councilmember Roper moved to approve Ordinance 2019-17 amending the City's Consolidated Fee Schedule updating the fees for utilities, business license, police, GRAMA, planning and zoning, building permit and development, and code enforcement; 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 FINAL SUBDIVISION PLAT FOR THE AUTUMN RIDGE PHASE 5 FINAL SUBDIVISION LOCATED AT APPROXIMATELY 875 WEST 200 NORTH (TINS: 12-019-0103 AND 12-019-0117)

Brad McIlrath, Senior Planner, stated Hamblin Investments was proposing to develop a 13-lot single family subdivision called Autumn Ridge Phase 5 located at approximately 875 West 200 North. He indicated the other phases were developed under the R-1-Open zone and Phase 5 was recently rezoned to match the existing development. He reviewed the plat, zoning maps and photos of the area. Mr. McIlrath mentioned the detention basin would be shared with Phase 4 but it would be expanded and improved. He noted the Planning Commission reviewed the plat at its meeting on June 5, 2019, and recommended its approval based on six conditions included with the agenda packet.

Councilmember Bush pointed out many residents of the City were against multi-family development but this development was one of five single-family developments the Council had recently approved.

Councilmember Bush moved to approve the Final Subdivision Plat for the Autumn Ridge Phase 5 Final Subdivision located at approximately 875 West 200 North with the six conditions as recommended by the Planning Commission on June 5, 2019; and authorize the Mayor's signature to any necessary documents. Councilmember Thompson asked if the subdivision included lighting. Mr. McIlrath responded the subdivision ordinance addressed light standards and this development would be compliant with those standards. **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 1045 SOUTH 1350 WEST STORM WATER IMPROVEMENT PROJECT

Mark Baird, Interim Public Works Director, stated the City solicited bids for the 1045 South 1350 West Storm Water Improvement Project. He reported the City received five bids and the lowest responsible bidder was NeZhoni Construction with the bid amount of \$97,000. He indicated staff was recommending the award of bid to NeZhoni Construction, with contingency and engineering costs of \$20,000, which would provide a total project cost of \$117,000. He reviewed the project with the Council.

Councilmember Phipps asked what the engineer's estimate was for the project. Mr. Baird answered the City had budgeted \$95,000 for the project. Councilmember Roper commented there had been a few residents reach out to him about the project. He expressed his opinion they would be excited to have the work done.

Councilmember Thompson moved to approve the award of bid for the 1045 South 1350 West Storm Water Improvement Project to NeZhoni Construction for the bid amount of \$97,000; approve funding for the project bid amount with contingency and engineering costs of \$20,000 for a total project cost of \$117,000; and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

APPROVAL OF RESOLUTION 2019R-16 AUTHORIZING AN INTERLOCAL AGREEMENT BETWEEN THE CITY AND THE CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA) RELATING TO THE LIFETIME PRODUCTS CRA (COMMUNITY REINVESTMENT AREA)

Summer Palmer, Assistant City Manager, indicated the Resolution would authorize an Interlocal Agreement between the City and the Community Development and Renewal Agency (CDRA) for the Lifetime Products CRA (Community Reinvestment Area). She reported the CDRA had discussed the multiple agreements with taxing entities during a work session meeting on June 18, 2019. She noted all the other taxing entities had approved Interlocal Agreements with the CDRA by resolution and the City would be the final entity to consider taking action. There was a discussion about the opportunity for the City by keeping Lifetime in Clearfield. Ms. Palmer stated the portions of tax increment collected by the CRA would be used to incentivize Lifetime Products for its expansion and creation of additional jobs within the City.

Councilmember Phipps moved to approve Resolution 2019R-16 authorizing an Interlocal Agreement between the City and the CDRA relating to the Lifetime Products CRA 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 Pro Tem Peterson

1. Attended the event held by Open Doors in conjunction with the City's Youth Commission at Kiwanis Park over the weekend.
2. Reported the North Davis Fire District was officially reorganized as a Local District Service Area at its last Board meeting after recently annexing Sunset City into its boundaries. She noted the Board recommended Sunset City as a full partner which was also approved.
3. Thanked staff in advance for its efforts with the Fourth of July celebration preparation.

Councilmember Bush

1. Attended a patriotic event on June 14, 2019, with the Davis County Republican Women in Kaysville at which a flag was retired.
2. Reported attending a lunch at the Davis Technical College with Clearfield Job Corp to help build community relations.
3. Participated in a breakfast briefing on “Building Community into Growth” hosted by Utah Foundation on June 20, 2019. He mentioned there was a panel of experts and the discussion topic was about how the State could maintain connectivity, community, and quality of life in the face of rapid population growth. He reviewed Utah statistics on family units, housing stock and development trends over the past decade. He explained housing affordability was a large factor in the trend towards multi-family development throughout the nation.

Councilmember Phipps reported the Transfer Station of Wasatch Integrated was complete and its Material Recovery Facility was underway.

Councilmember Roper reminded residents for the next few years there would be construction along I-15 for the expressway expansion. He commented the crews were working to mitigate the construction impacts but if there were concerns any could be brought to the attention of the committee.

Councilmember Thompson updated the Council on the efforts of the Mosquito Abatement District – Davis. He reviewed the statistics for treatment applications and both County and City calls for services to date. He encouraged residents to protect themselves against West Nile Virus. He highlighted the changes with the District’s tax rate and the increases in its growth as well as the difficulty the District was having in finding and retaining employees to spray.

STAFF REPORTS

JJ Allen, City Manager - requested the department heads update the Council on the Fourth of July, the rapid needs assessment training, and Clearfield Station.

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

- No meeting on July 2, 2019
- Work Session tour on July 9, 2019
- Joint Work Session with the Parks and Recreation Commission on July 16, 2019
- Policy Session on July 23, 2019
- Joint Work Session with the Planning Commission on July 30, 2019

Summer Palmer, Assistant City Manager – updated the Council about the progress of Clearfield Station. She reported that she, Mr. Brimley, and Mayor Shepherd were part of the selection committee for the Request For Qualified Proposals (RFPQ) process that Utah Transit Authority (UTA) held to determine who the developer would be for the Clearfield Station site. She mentioned the developer had been selected but everything was not yet official so the name of the developer would not be announced yet. She stated the process would continue to move forward for the next 12 to 18 months during a negotiation period with the developer to allow time to work out the details of the development. Councilmember Bush wondered if the selected developer planned to develop all 60 acres. Ms. Palmer responded yes, the contractor would be overseeing the entire project.

Trevor Cahoon, Communications Coordinator – updated the Council on the events scheduled in conjunction with the City’s Fourth of July celebration. He pointed out proceeds from the t-shirt sales, the

pancake breakfast, and a few other fundraising efforts would go towards the Veteran's Memorial. He reviewed the following upcoming events:

- Painting the Center Street bridge on June 26, 2019
- Patriotic Concert at Bicentennial Park on July 2, 2019
- Summer Pool Bash and Movie in the Park on July 3, 2019
- Freedom 5K Run, Pancake Breakfast, Hometown Parade, Festival at Fisher Park, and fireworks on July 4, 2019

He expressed appreciation to the Youth Commission for helping with the water table during the 5K run. He reported there would be free activities and lots of swag to engage the audience in attendance at the celebration held at Fisher Park. He noted the Pepsi trailer would also be at the festival and any proceeds from those drinks would go towards the Youth Commission and Veteran's Memorial.

Kelly Bennett, Police Chief – reported there were eight participants from the City who attended the State's rapid needs assessment training on June 12, 2019. He indicated the main goal of the training was to identify the resources needed to support life-saving operations during an emergency. He stated the City was well represented at the training and would continue to focus on efforts of emergency preparedness.

Councilmember Thompson moved to adjourn as the City Council and reconvene as the CDRA in work session at 8:01 p.m., seconded by Councilmember Phipps. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Phipps, Roper, and Thompson. Voting NO – None.

The minutes for the CDRA are in a separate location

**APPROVED AND ADOPTED
This 28th day of August, 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 Tuesday, June 25, 2019.