

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
May 28, 2019

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush Nike Peterson Vern Phipps Karece Thompson	Councilmember Councilmember Councilmember Councilmember
EXCUSED:	Tim Roper	Councilmember
STAFF PRESENT:	JJ Allen Summer Palmer Stuart Williams Kelly Bennett Scott Hodge Mark Baird Adam Favero Eric Howes Brad McIlrath Nick Porter Rich Knapp Lee Naylor Trevor Cahoon Nancy Dean Wendy Page	City Manager Assistant City Manager City Attorney Police Chief Public Works Director Public Works Deputy Director Utility Specialist Community Services Director Senior Planner Management Intern Finance Manager Accountant Communications Coordinator City Recorder Deputy Recorder
EXCUSED:	Spencer Brimley	Community Development Director

VISITORS: Darrell Child – Olympus Insurance, Donovan Gilliland – Clearfield Junction

Mayor Shepherd called the meeting to order at 6:01 p.m.

UPDATE FROM THE CITY'S PROPERTY AND LIABILITY INSURANCE CARRIER
OLYMPUS INSURANCE

Darrell Child, Olympus Insurance, discussed the scope and design of the City's property and liability insurance, how it was pertinent to elected officials, and some areas where the City might want to increase coverage in the future.

He stated that the City had a comprehensive insurance program, designed to protect against property and liability risks. The property insurance program provided coverage for scheduled buildings, bridges, and equipment, which had a total value of \$57,190,634.

He reviewed the liability insurance program which included:

- General Liability (City operations and facilities)
- Employee Benefits Liability
- Employment Practices Liability
- Law Enforcement Liability
- Management Liability / Public Officials Liability
- Automobile Liability (City vehicles and personal vehicles used for City business greater than personal limits)
- Cyber Liability

He stated the liability coverage specific to elected officials included elected and appointed officials and administrative staff as Named Insureds. Mr. Child pointed out the Management Liability / Public Officials policy provided coverage for any actual or alleged wrongful act, which included acts, errors, or omissions according to the terms of the policy.

Councilmember Bush asked if the City would be responsible if people were hurt at the City's parks and facilities. Mr. Child said it would fall under the General Liability coverage and would be covered. He explained events that residents were invited to also would be covered including the Fourth of July celebration. He noted additional premiums would be added if the event was extra hazardous such as demonstrated street racing.

Councilmember Phipps asked about a situation where a waterline broke and caused property damage. Mr. Child stated it was covered if the City was negligent. He said typically, cities were not legally responsible unless they had failed in the maintenance of the infrastructure or became aware of problem then did not address it.

Mayor Shepherd thanked him for coming to update the Council.

DISCUSSION ON THE AWARD OF BID FOR THE 1450 SOUTH STATE CHELEMES UTILITY IMPROVEMENT PROJECT

Mark Baird, Public Works Deputy Director, stated staff recommended awarding the contract for the 1450 South State Chelemes Utility Improvement Project to Nezhoni Construction for the amount of \$587,571.36 and approving funding for the bid amount of \$587,571.36 with contingency and engineering costs of \$120,429 for a total project cost of \$708,000.36. He reviewed the scope of the work with the Council.

Councilmember Peterson commented the bid was the second time Nezhoni Construction had been low bidder on a project with the City and asked about the experience of working with them on the last project. Eric Howes, Community Services Director, said it had been a good experience working with them so far. He reported Nezhoni Construction was consistent, careful,

and responsive. Mr. Baird stated he anticipated the contractors would get started on the project as soon as the contract was awarded.

DISCUSSION ON THE BUILDING MATERIALS AND COLORS FOR THE CLEARFIELD JUNCTION DEVELOPMENT LOCATED AT APPROXIMATELY 101 NORTH MAIN

Brad McIlrath, Senior Planner, welcomed Donovan Gilliland, developer of Clearfield Junction, to the meeting. He reviewed the previous renderings for the buildings and presented the new renderings. The Council discussed the colors and materials in the two new renderings and expressed appreciation to Mr. Gillard for working closely with the Davis County Library so the project would have a unified feel. The consensus of the Council was to approve either version and allow the developer to work with the design scheme of the library to create harmony amongst the development.

QUARTERLY COMMUNICATIONS UPDATE

Trevor Cahoon, Communications Coordinator, recapped Celebrate Clearfield Week events with the Council. He asked if there was feedback for next year. Councilmember Peterson expressed the need to have more dumpsters. The Council discussed cost effective ways to have more dumpsters and strategies to be able to get more garbage in the dumpsters. There was discussion on limiting the dumpster usage or defining that it was for green waste only. Summer Palmer, Assistant City Manager, suggested looking at the usage of vouchers and see if funds could be diverted to pay for additional dumpsters.

Councilmember Phipps expressed his opinion Take Pride in Clearfield Day had moved from an event to get the community working together into a personal cleanup day. Mayor Shepherd suggested the City have a neighborhood submit a project it would do and then the City could take a dumpster near the project. JJ Allen, City Manager, asked if the City should separate Take Pride in Clearfield Day from dumpster day. Mayor Shepherd responded it was worth consideration.

Mr. Cahoon reported on Everyone Matters Day and Police Outreach events and asked if any changes should be made. He said a ceremonial portion would be added to next year's Everyone Matters Day event. Mayor Shepherd commented people noticed diversity during the event, but next year it could be brought to the forefront and highlighted that the community was diverse.

Mr. Cahoon updated the Council on the communications calendar for June and July.

June

- Weekly Search the City
- Bi-weekly Clearfield Record Break Events
- Football Campaign
- Fourth of July Marketing Campaign
- Movie in the Park promotion
 - June 13, 20, 27 and July 3 at Fisher Park
- Summer family Pass for the Aquatic Center

July

- Football Onboarding Campaign
- Begin Website Audit
- Begin Activity Guide for Fall
- Pop Up Block Parties

Councilmember Thompson moved to adjourn the work session and reconvene in policy session at 6:57 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, and Thompson. Voting NO – None. Councilmember Roper was not present for the vote.

The meeting reconvened at 8:02 p.m.

Mr. Cahoon reviewed the Fourth of July marketing efforts. He said there would be more video ads on social media and YouTube rather than published ads. He reported the entire length of the Center Street Bridge would be painted with large stars on June 26, 2019.

Mr. Cahoon shared the tentative Block Party locations and dates.

- July 31—625 W 475 N Culs-De-Sac
- Aug 7—1975 S Cul-De-Sac
- Aug 14—Parkway Drive
- Aug 21—1425 W and 1375 W Culs-De-Sac

He asked if there were any objections to the dates or locations. He mentioned there was \$2,400 for the block party kit in the budget which would be available for rent for other block parties. He added the communications team would knock on doors two weeks before the event in each neighborhood, inform residents about dates and times for road closures, and invite them to participate in the party. Mr. Cahoon continued block parties would start around 7 p.m. and last about an hour but residents could linger longer.

He reviewed the communications staffing and the various roles. He explained the City was hiring for a communications assistant which position should be filled and on board by July 1, 2019.

Councilmember Bush asked what the dates were for the movies in the park. Mr. Cahoon indicated the dates were June 13, 20, 27 and July 3, 2019, and each would be held at Fisher Park. He reported he would have the detailed list for Fourth of July events to send out soon.

The Council and Staff discussed ideas for City messaging. The Council had a desire to create an inclusive environment with a tagline. Mr. Cahoon reviewed the following list of ideas from the communications team:

- Make it Yours
- Looks Like Home
- Come Stay Awhile

- A Place to Call Home
- A Home When You Need It
- A Place to Belong
- Ready for Take Off
- Building on the Past
- Become More
- Unleash Your Potential
- The Cinderella City
- Serve. Create. Live.
- Live. Work. Stay.
- Making Things Better

There was a discussion and the Council asked Mr. Cahoon to remove the following ideas from consideration:

- Looks Like Home
- Serve. Create. Live.
- Unleash Your Potential
- Become More
- A Place to Call Home
- Ready for Take Off

There was a discussion about having focus groups to get feedback on the branding ideas. Mr. Cahoon explained the process for branding would take a while and there would be time to work on ideas and incorporate the thoughts generated during the current discussion and during the exercise with the Council and Planning Commission during its joint meeting on May 7, 2019.

Councilmember Thompson moved to adjourn at 8:54 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, and Thompson. Voting NO – None. Councilmember Roper was not present for the vote.

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