

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
February 8, 2011

PRESIDING:	Doyle Sprague	Mayor Pro Tem
PRESENT:	Marilyn Fryer	Councilmember
	Kathryn Murray	Councilmember
	Mark Shepherd	Councilmember
	Bruce Young	Councilmember
EXCUSED:	Don Wood	Mayor
STAFF PRESENT:	Chris Hillman	City Manager
	Brian Brower	City Attorney
	Adam Lenhard	Community Development Director
	Valerie Claussen	City Planner
	Stacy Millgate	CDBG Coordinator
	Scott Hodge	Public Works Director
	Greg Krusi	Police Chief
	Tracy Heun	Community Services Director
	Bob Wylie	Administrative Services Director
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Tyler Murray, Mike Schultz – Castle Creek Homes

Mayor Pro Tem Sprague called the meeting to order at 6:07 p.m.

DISCUSSION ON POTENTIAL PROJECTS FOR CDBG (COMMUNITY DEVELOPMENT BLOCK GRANT) FUNDS

Stacy Millgate, CDBG Coordinator, distributed a hand out reflecting proposed allocations for 2011-2012 CDBG funds. She stated it was anticipated \$146,730 of the CDBG funds would need to be programmed for specific projects and requested direction from the Council. She pointed out three infrastructure projects had been identified; however, additional funding would be required for each project.

Councilmember Murray inquired if the City had been informed of the amount of grant funds it would receive for 2011-2012. Ms. Millgate responded the City was an entitlement city which meant it would not have to compete to receive the CDBG funds. She continued even though the City had not been informed of the amount of funds it would receive, projects should be identified to allow time to complete the programming process for the 2011-2012 year. She indicated she had estimated the amount of funds following HUD's suggestions.

Councilmember Murray inquired about additional funding resources which could be available to complete any of the identified projects. Scott Hodge, Public Works Director, stated some of the infrastructure projects could be funded from the Enterprise Funds. A discussion took place regarding each identified infrastructure project.

Councilmember Shepherd inquired if the funding needed to be allocated this year or if the construction would also need to be completed this year. Ms. Millgate responded funds would need to be allocated for the program year July 1, 2011 through June 30, 2012 which would allow construction to begin in the spring of 2012. Mr. Hodge indicated there could be possible remaining funds from the Maple Street project which could be re-programmed to one of the possible projects.

Adam Lenhard, Community Development Director, pointed out there were several options in which the Council could consider to allocate funds other than infrastructure or road projects. He reminded the Council CDBG funds had been appropriated toward the Down Payment Assistance Program in the past.

The Council determined it would be best to identify infrastructure projects in which the CDBG funds could be used. Ms. Millgate reported she would prepare a draft plan for the March 8, 2011 Council meeting which would begin the 30 day comment period with final approval of the Council in May.

Councilmember Young arrived at 6:12 p.m.

DISCUSSION ON THE SR193 EXTENSION PROJECT

Scott Hodge, Public Works Director, distributed a map reflecting a private road which could be deeded to the City as a dedicated street in conjunction with the SR193 project. He explained UDOT (Utah Department of Transportation) had approached the City as it would eliminate the need for a frontage road along 700 South. He reported Morgan Pavement, Jenmar and a private machine shop each owned portions of the road and indicated Morgan Pavement had expressed interest in purchasing any available properties in conjunction of the extension project. He shared a visual presentation reflecting the condition of the existing road and shared specifics regarding its condition.

Chris Hillman, City Manager, stated the City would need to either accept the street as a dedicated road or accept the new frontage road and would be obligated for any future maintenance for either one. Councilmember Shepherd expressed his opinion accepting the private street would not be in the best interest of the City based on the reflected condition in the photos. Tracy Heun, Community Services Director, pointed out the City parks crews also used the existing road to access the parks shops. A discussion took place whether the existing road would be best for the City to accept.

Adam Lenhard, Community Development Director, pointed out the current existing road would not meet the City's standards specific to a cul-de-sac without a secondary access which created some hazards. The Council continued to discuss possible options.

Mr. Hillman suggested the Council could direct staff to accept the existing road with a condition of UDOT's willingness to determine the status of the road and complete a resurfacing and complete the road. He continued the City could address the cul-de-sac issue and inquired if this would set precedence. Adam Lenhard, Community Development Director, responded the Council had the authority to issue a variance under the circumstances and suggested those findings be outlined on record. Brian Brower, City Attorney, cautioned the Council another entity could request a variance identifying similar circumstances in the future. A discussion took place regarding the cul-de-sac issue.

Mr. Hillman suggested staff determine the criteria in which the variance could be issued regarding the cul-de-sac and share with the Council in two weeks. He continued the Council might determine at that time it would be in the best interest of the City to accept the frontage road along 700 South. A discussion took place regarding the location of the frontage road and the excess vacant property.

Mr. Brower pointed out the City had recently denied development due to the length of proposed cul-de-sacs. The Council directed staff to further research and report during a future work session. Councilmember Fryer requested Mr. Hodge take her on a field trip to better understand the logistics and locations referred to during the discussions.

DISCUSSION ON THE COMMUNITY CENTER FACILITY ASSESSMENT

Tracy Heun, Community Services Director, explained the Request for Proposal (RFP) process for the Community Center Facility Assessment to the Council and announced it was her recommendation to award the RFP to Method Studio for a not to exceed amount of \$25,143. She reported Method Studio would use a consultant familiar with Community Centers for cities similar in size of Clearfield. She explained how Method Studio would assess the facility.

Chris Hillman, City Manager, pointed out the completed assessment would detail the costs associated with converting the old City Hall to the Community Arts Center with its desired amenities. Ms. Heun added she intended to use the assessment similarly to the Trails Master Plan in determining the developing of the arts center which would allow the Council to prioritize each amenity.

DISCUSSION ON TANNER HERITAGE DEVELOPMENT AGREEMENT AMENDMENT

Mike Schultz, developer, arrived at 6:40 p.m.

Valerie Claussen, City Planner, explained the proposed amendment to the Tanner Heritage Development Agreement would be modifying the front yard setbacks and modifying the timing of the public improvement reimbursement agreement associated with Jacobsen Park. She reviewed the history of the Tanner Heritage Development with the Council and explained the proposed changes. She pointed out the reimbursement proposal would extend the final payment one year. She stated the Planning Commission recommended approval of the proposed amendments to the Development Agreement.

Councilmember Murray inquired if they were having difficulty in selling lots in the development. Mr. Schultz responded new home building in the development had been difficult since the tax credit had been eliminated. He explained the front yard setback requirement had affected the depth of the backyards and reported interested buyers had chosen other developments because of that.

The meeting adjourned at 6:47 p.m.

**APPROVED AND ADOPTED
This 22nd day of February, 2011**

/s/Donald W. Wood, 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, February 8, 2011.

/s/Nancy R. Dean, City Recorder