

CLEARFIELD CITY COUNCIL MEETING MINUTES  
7:00 P.M. POLICY SESSION  
March 24, 2015

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Ron Jones	Councilmember
	Mike LeBaron	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Brian Brower	City Attorney
	Scott Hodge	Public Works Director
	Kelly Bennett	Police Lieutenant
	Scott Hess	Development Services Manager
	Stacy Millgate	CDBG Coordinator
	Eric Howes	Community Services Director
	Rich Knapp	Administrative Services Director
	Lee Naylor	Accountant
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Lieutenant Weese, Terry D. McDade, Clearfield Chapter DeMolay, Tim VonBon – Associates of Vietnam Veterans of America, Owen Brinkerhoff, LaNiece Davenport, Sean Kade Poole, Sam J Chelemes, Joe Darling, Davis Wilson, Ruth Jones, Joshua Jones, Teddy Jones, Brandon Winegar, Jill VonBon – Associates of Vietnam Vets of America

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

Mayor Shepherd informed the citizens present that if they would like to comment during Public Hearings or Citizen Comments there were forms to fill out by the door.

Councilmember LeBaron conducted the Opening Ceremony.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON A PROPOSED SUBDIVISION PLAT AMENDMENT TO THE ANTELOPE BUSINESS PARK LOT 1 LOCATED AT 47 WEST 1700 SOUTH, CLEARFIELD

The proposed amended plat was for the purpose of adding 27 feet to the south side of the existing Antelope Business Park Lot 1 in order to provide a better traffic flow pattern for a proposed car wash at that location. The applicant purchased the additional property from the owner of the lot to the south and prepared an amended plat to correct the lot lines to avoid an illegal subdivision.

Scott Hess, Development Services Manager, stated the discussion was for an amendment to the plat for the Antelope Business Park Lot 1 and directed the Council to the staff report included in the agenda packet. He stated the plat correction was for the single commercial lot located at 47 West 1700 South, the old car wash facility which was recently demolished. He reported the plat amendment would add 27 feet to the south side, being purchased from the Chelemes brothers, which would allow traffic flow for a new tunnel style car wash at that location. He mentioned site plan approval had occurred during the March 4, 2015 Planning Commission meeting and added the plat was recommended for approval during that same meeting with conditions. He reviewed conditions with the Council:

- The applicant shall correct the Plat to include all red-lines from Planning, Engineering and Public Works Departments
- The applicant shall provide fully executed original of cross access agreement with neighboring property owner to the east to be recorded against both properties
- Pursuant to Land Use Ordinance § 11-13-23(C) and (D) and prior to obtaining any certificates of occupancy, the applicant either completes landscaping improvements or is subject to establishing an escrow account, as reviewed and approved by the City Engineer and City Attorney
- The applicant shall provide proof of having obtained and of having maintained, as may be periodically requested by the City, all applicable local, state and federal permits.

Mayor Shepherd opened the public hearing at 7:06 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

**Councilmember LeBaron moved to close the public hearing at 7:07 p.m. seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.**

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT REGARDING THE DRAFT FIVE-YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED PLAN

The Consolidated Plan was necessary for Clearfield City to qualify for Community Development Block Grant (CDBG) funds through the Department of Housing and Urban Development (HUD). The public hearing would allow information and comments by citizens, public agencies, and other interested parties regarding the draft plan.

LaNiece Davenport, consultant, stated she had drafted the Five-Year Consolidated Plan for the City. She stated the Draft Consolidated Plan was available for public comment. She reported the plan analyzed the housing, homelessness, community development and economic development needs of the City and identified strategic priorities related to those needs. She clarified the intent was to leave the public hearing open for 30 days to receive public views or comments regarding the plan.

Mayor Shepherd opened the public hearing at 7:08 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

### CITIZEN COMMENTS

Ruth Jones, resident, stated she had a son who was going deaf and explained the challenge her family recently had in realizing her son could not hear the smoke alarm in their home in the event of a fire. She explained she had contacted the North Davis Fire District and the City's dispatch center expressing her concern. She stated she was hopeful a solution was already in place which would protect her son in the event of a house fire. She was informed by both offices they didn't have a solution in place in which emergency responders would be aware of a disabled child living in her home. She believed one of the most basic services provided by the City was that of emergency services and strongly encouraged the City to put something in place. She urged the Council to enact a system to notify emergency responders that a vulnerable child could possibly be experiencing an emergency.

Lieutenant Kelly Bennett stated the City did have a system in place which would benefit her situation. Mayor Shepherd stated the situation was not new to the City and informed Ms. Jones that strobe light fire alarms were available to deaf residents and shared an example with a similar situation. He stated he would also pass her concern and information to representatives at the North Davis Fire District. Ms. Jones expressed appreciation to Mayor Shepherd for the information that something was already in place for disabled residents.

### APPROVAL OF THE DeMOLAY PROCLAMATION DECLARING THE MONTH OF MARCH 2015, DeMOLAY MONTH IN CLEARFIELD CITY

Councilmember LeBaron explained DeMolay was a character-building organization consisting of young men between the ages of 12 and 21 seeking to prepare themselves to become better leaders and citizens within the Community. The organization carried out civic services for over eighty years.

Alex Dodge, DeMolay Group, explained the organization was a youth group which focused on seven main principles and core concepts that young men were encouraged to incorporate in their daily lives.

**Councilmember Young moved to approve the DeMolay Proclamation declaring the month of March 2015, DeMolay month in Clearfield City and authorize the Mayor's signature to any necessary documents, seconded by Councilmember LeBaron. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.**

Councilmember LeBaron read the proclamation to the audience and the Council presented the Proclamation to the DeMolay Group.

APPROVAL OF A PROCLAMATION EXPRESSING THE CITY'S SUPPORT OF 2014 HOUSE BILL 275 DESIGNATING MARCH 29 AS "VIETNAM VETERANS DAY" IN UTAH

Councilmember Young, stated the Vietnam War marked a significant chapter in the Nation's history and recently the State of Utah paid tribute to the many service men and women who bravely served their Country. Significant sacrifices were made by those heroes and their families. The City desired to pay tribute to those who answered the duty to serve with courage.

Councilmember Young read the Proclamation to the audience.

**Councilmember Young moved to approve the Mayor's signature to the Proclamation expressing support designating March 29<sup>th</sup> as "Vietnam Veterans Day" in Utah, seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.**

Dennis Howland, current president of the Northern Utah Vietnam Veterans of America, stated he was honored to have been instrumental in walking the House Bill through the legislative process and witnessing its approval of designating Vietnam Veterans Day in Utah as March 29. He explained the significance in selecting March 29<sup>th</sup> as Vietnam Veterans Day and announced the Veterans were working to bring a replica of the Vietnam Memorial Wall to northern Utah. He offered an invitation to the Sounds of Freedom event scheduled for June in Layton City. He stated proceeds from that event would be used to bring the wall replica to Utah. He announced on Monday, March 30, 2015, at 1:00 p.m. at the Capitol Rotunda, a ceremony with Lieutenant Colonel Hess, Senator Bramble, and Governor Herbert would additionally sign two pieces of Legislation, one of which was to re-designate I-84 from Echo Junction to the Idaho border as Vietnam Veterans Memorial Highway. He reported the other piece of Legislation was to honor Vietnam Veterans. He reported there were over 27,000 young men from Utah who went to Vietnam and announced residents would have an opportunity to pay honor by providing the homecoming they deserved fifty years ago.

Mayor Shepherd stated the Sounds of Freedom event was very worthwhile and encouraged attendance.

APPROVAL OF A PROPOSED SUBDIVISION PLAT AMENDMENT TO THE ANTELOPE BUSINESS PARK LOT 1 LOCATED AT 47 WEST 1700 SOUTH, CLEARFIELD

**Councilmember LeBaron moved to approve the subdivision plat amendment for the Antelope Business Park Lot 1 located at 47 West 1700 South, Clearfield and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.**

CONSIDERATION OF THE CDBG (COMMUNITY DEVELOPMENT BLOCK GRANT) ONE YEAR ACTION PLAN AMENDMENTS FOR PROGRAM YEAR 2013/2014 AND 2014/2015

The City Council received a copy of the proposed CDBG (Community Development Block Grant) amendments for the 2013/2014 and 2014/2015 program years. A work session was held on February 24, 2015 to discuss the proposed amendments and Ms. Millgate reviewed the amendments with the Council. A 30-day comment period would be open until April 23, 2015 and a public hearing was scheduled for May 12, 2015 to finalize the amendments.

Stacy Millgate, CDBG Coordinator, explained the amendments were to reallocate previous funding which had been designated for specific projects within the City. She indicated some of the projects didn't spend the appropriated funds; therefore, the City was required to reallocate the funds toward a different project. She reported the proposal was to take the entire amount of remaining funds, \$15,827.47, and reallocate those funds toward the current year's CDBG 400 West Infrastructure Project.

**Mayor Shepherd announced the 30-day public comment period would be open until April 23, 2015.**

APPROVAL OF THE AWARD OF BID TO KAPP CONSTRUCTION AND DEVELOPMENT TO PERFORM THE CONSTRUCTION FOR THE 400 WEST STREET COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) IMPROVEMENT PROJECT

Scott Hodge, Public Works Director, explained bids were received from five construction companies to construct the improvements on 400 West Street from 2225 South to 2300 South. The scope of work consisted of installing new culinary water, sanitary sewer and storm drain lines; replacing the curb, gutter and sidewalk and installing new asphalt paving. The lowest responsible bid was received from Kapp Construction and Development with the bid amount of \$497,517.25.

**Councilmember Jones moved to approve the award of bid to Kapp Construction and Development to conduct the work for the 400 West Street CDBG Improvement Project for the bid amount of \$497,517.25; and approve funding of the project for the bid amount of \$497,517.25 with contingency and engineering costs of \$101,482.75 for a total project cost of \$599,000.00; and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.**

COMMUNICATION ITEMS

*Mayor Shepherd*

1. Informed the Council he had spent some time at the Job Corps facility.
2. Announced he had toured the depot side of HAFB with Colonel Jolley. He commented it had been a great opportunity to learn about the missiles and silos.
3. Stated he had attended the Awards Ceremony for the ICBM Group from HAFB and announced he had visited with the Three-Star General from Oklahoma during dinner who had toured Clearfield City

earlier in the day. He reported the General had been impressed with Clearfield City regarding its support of the Base and expressed his appreciation.

**Councilmember Benson** – nothing to report.

**Councilmember Bush**

1. Mentioned he was impressed with the number of residents in attendance.
2. Informed the Council that he had represented Mayor Shepherd during an event hosted by the Family Connection Center last week regarding a new program being offered there known as the Circles Program which would be providing assistance and information to those working toward getting out of poverty. He indicated he had passed along all the information to Mayor Shepherd.
3. Reported he had met with the Beautification Committee and announced Take Pride in Clearfield Day was scheduled for Saturday, April 25, 2015, 7:30 am at Fisher Park. He encouraged participation from residents.

**Councilmember Jones** – nothing to report.

**Councilmember LeBaron**

1. Expressed appreciation for the opportunity he had to participate in Lunch with the Mayor with the elementary school students.
2. Announced he had attended an event for the mayor where he was able to discuss the EIS for the F-35 rollout at HAFB. He mentioned there had been representatives from Fairbanks, Alaska, in attendance that wanted to visit with Utah Defense Alliance and local leadership to determine how their influence had been successful in getting the F-35 wing at HAFB. He stated it had been a great experience.

**Councilmember Young** – commented it was nice to see so many residents in attendance at the meeting.

**Adam Lenhard, City Manager** – recognized the new finance employee, Lee Naylor. and explained Mr. Naylor had worked for the City for a number of years at the Aquatic Center and welcomed him and congratulated him on his new assignment as the Accountant/Budget Analyst.

**STAFFS' REPORTS**

**Nancy Dean, City Recorder** – Updated the Council on the following meeting schedule:

- No meeting was scheduled for Tuesday March 31, 2015.
- Holt Elementary Neighborhood Meeting would be taking place on Tuesday, April 7, 2015 from 6:00 p.m. to 8:00 p.m. followed by a City Council Work Session at City Hall specific to the budget.
- She stated meetings were scheduled for every Tuesday during the month of April.

**Councilmember Bush moved to adjourn the regular session and reconvene in a work session at 7:45 p.m., seconded by Councilmember LeBaron. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.**

**APPROVED AND ADOPTED  
This 14<sup>th</sup> day of April, 2015**

**/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, March 24, 2015.

/s/Nancy R. Dean, City Recorder