

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
February 23, 2016

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Kathryn Murray

Mayor Shepherd called the meeting to order at 6:03 p.m.

DISCUSSION ON GENERAL PLAN AMENDMENTS

Spencer Brimley, Development Services Manager, shared a power point presentation specific to the General Plan Amendments. He reviewed the timeline which identified the neighborhood meetings at which time residents would have the opportunity to express concerns and ideas pertaining to the General Plan. He also mentioned the small area plan meetings in conjunction with Wasatch Front Regional Council and UTA (Utah Transit Authority) specific to the downtown area of the City. He believed both of these endeavors would contribute to identify other small area/neighborhood opportunities to move in the direction of the City Council. He expressed his desire to have a preliminary draft of the overall General Plan by September/October time frame with the small area plans identified by October/November. He stated the proposed amendments would come as a recommendation from the Planning Commission for adoption sometime in December.

JJ Allen, Assistant City Manager, inquired if it was anticipated to have small area plans for areas of the City other than the one specific to downtown in conjunction with the General Plan. Mr. Brimley responded he hoped to have at least identified the other areas and announced the City

had the opportunity to use unpaid interns from the University of Utah which could help in identifying areas.

Adam Lenhard, City Manager, asked how many members of the Council planned to attend the visioning workshop to determine whether it needed to be noticed as a public meeting. He announced the first meeting was scheduled for Thursday, February 25, 2016 from 6:30 p.m.-8:30 p.m. It was determined the meeting should be noticed as public meeting.

DISCUSSION ON WEBER BASIN WATER OVERAGE

Scott Hodge, Public Works Director, explained the City contracted with Weber Basin Water every year to purchase a set amount of water, and for several years purchased 5,348 acre feet. He distributed a handout which identified the amount of water and the corresponding rates through the years. He reported with the circumstances associated with the 700 South well not functioning, the City went over on its usage by almost 105 acre feet.

Mr. Hodge reported an acre foot of water was equivalent to 325,850 gallons and stated the City purchased the water at the beginning of the year and was required to pay for it at that time. He indicated if the City underused in one year it couldn't be banked or saved to be used the following year. He stated staff had monitored the usage and when it became apparent the City could potentially go over its allotted amount staff had taken measures to diminish the overage.

He explained the City had the option to rent the amount of this year's overage for that one year or contracting to purchase that amount on an annual basis every year thereafter. In this circumstance he recommending renting the water as once the 700 South well was repaired it was anticipated to use less than the allotted amount. He reported the over usage would amount to costing the City \$434 per acre foot to rent, for a total of \$45,430.

Mr. Hodge announced these funds had not been appropriated during the budget process and would require amending the budget and using funds in the water enterprise fund to compensate for the overage.

JJ Allen, Assistant City Manager, inquired how water rights play into what was purchased from Weber Basin. He continued as new development has taken place the City has never required the developer to provide water rights for that specific development. He also inquired if water rights had any effect on overages. Mr. Hodge responded the City only had "rights" to a designated amount of water it had contracted to use with Weber Basin. He continued the City did have water shares and water rights usually associated with irrigation water. He mentioned the City could sell irrigation water rights and there was an option to convert these water rights to culinary water and reported Clearfield had not done this in the past.

DISCUSSION ON THE PUBLIC WORKS PHASE 2 ARCHITECTURAL DESIGN PROJECT

Scott Hodge, Public Works Director, reminded the Council the first part of phase 2 of the Public Works improvements was to select an architect for the design of the new building. He reported the City had completed the Request for Proposal process and a selection committee reviewed the

eight submitted proposals. He distributed the selection committee's scoring tabulation sheet and reviewed it and explained the selection process used by the committee to the Council. He stated interviews were conducted with the top three rated firms allowing them to present their ideas for the project in person and introduce their team of individuals. He reported at the conclusion of the interviews staff determined Scott P Evans Architect and pointed out the submission was the not the lowest proposal. He continued staff contacted the firm to determine if there was a possibility of reducing the proposal and after further review by the firm it was determined they could complete the work for just under \$200,000. Mr. Hodge reported based upon that staff was recommending awarding the bid to Scott P Evans Architects as the architect for Phase 2 of the project for \$200,000.

Adam Lenhard, City Manager, inquired why staff was not recommending the lowest bid even after completing the interview process. Mr. Hodge responded following the interview process the firm which submitted the lowest bid would have been the last choice. Eric Howes, Community Services Director, believed the team associated was Scott P Evans Architects was a stronger team and would be a better value in the long run. He pointed out the previous experience associated with their projects was very relevant. Rich Knapp, Finance Manager, expressed agreement with Mr. Howes' remarks.

Mr. Hodge announced awarding this bid would also require a budget amendment as \$150,000 had been appropriated for architectural services. Councilmember Peterson, member of the selection committee, stated the committee had discussed the fact that the submission was significantly higher than the anticipated and pointed out \$200,000 was the resulted middle range for the cost of the project. She continued given that the strongest firm lowered its proposal to that amount, and the fact it had completed work on projects within Clearfield City, it had completed significant research, visited the site and brought the entire team allowing staff to witness the communication structure with sub-contractors, and being prepared to ask questions relevant to the project, she concluded the submission was best for the City.

Mr. Lenhard suggested the submissions for the project was a reflection of economy at this time and there seemed to be plenty of construction work to go around at this time. Mr. Hodge pointed out some of the firms submitting proposals didn't have previous experience with public works facilities and the proposals were probably a best guess scenario. He reported Mr. Evans had contacted sub-contractors to determine how the cost of the project could be reduced. Mr. Hodge indicated he had clarified with Mr. Evans that the reduced amount for the project was a correct figure and that they wouldn't ultimately increase the cost to the original amount of the submission. He stated Mr. Evans had responded he was comfortable in completing the work for the lower amount unless there was a drastic change in the scope of work for the project.

Councilmember Peterson mentioned another factor associated with the committee's decision in recommending Scott P Evans Architect's submission was specific to the time frame. She continued the lowest of the top three's completion time was double the length of the other two.

Councilmember Phipps summarized because of the Mr. Evans' previous experience with similar kinds of projects the City would be receiving a quality job compared to a potential learning curve

experienced on behalf of the other submissions and the possible misunderstanding of costs. Mr. Hodge expressed agreement with that logic.

Rich Knapp, Finance Manager, commented Scott P Evans Architect had the best looking appearance for the facility. Mr. Hodge responded the committee had discussed the importance of appearance as well as a functional and efficient facility.

Mr. Lenhard mentioned the City had previously anticipated funding this Phase 2 as a cash project and inquired if that was still the case. Mr. Knapp believed construction costs had increased but believed the \$3.9 million was still accurate; however, it would most likely deplete the garbage fund.

Mr. Hodge clarified the difference between Phase 2 and Phase 3 of the project;

- Phase 2 consisting of the administrative offices and the parks/open space maintenance building, relocating the fuel station farther to the east, demolition of the existing parks building
- Phase 3 would consist of construction of the utility maintenance facility and the fleet automotive repair shop
- Phase 4 would be the addition of 2-3 bays for truck storage

DISCUSSION ON THE SR193 WATER LEAK

Scott Hodge, Public Works Director, reported last fall water began coming out of the pavement of SR 193 across from JP's Texaco. UDOT contacted the City and it wasn't in line with the City's current location of its waterline and the City believed it was in line with Weber Basin's waterline. He stated at that time there was concern there was no water leak but rather sub-surface water coming off the hillside.

He reported Weber Basin determined after some testing, it was a broken waterline consisting of culinary water because it contained both fluoride and chlorine. He indicated at this time both Weber Basin and Clearfield City didn't believe it was a leak in their subsequent water lines.

He stated UDOT hired a contractor which identified an 18-inch concrete pipeline surrounded by water but no appearance of spraying water. He stated he was not aware of the City installing any 18-inch concrete waterline. He explained the testing processes used to determine that it was the City's waterline and the repair process used by the City to repair the leak.

Mr. Hodge informed the Council staff had completed significant research specific to the waterline and believed the waterline was installed in the late 1940's and as additional waterline improvement projects were completed this small 100 foot section continued to be operational. He reviewed the timeline associated with those waterline projects during the 1960's and 1970's.

Councilmember Benson inquired what the original water source was. Mr. Hodge responded the water was coming from the City's storage reservoirs near the 700 South well. He indicated the waterline was the main feeder for the City and was originally proposed to be replaced in next

year's budget; however, given the recent information he was suggesting it be replaced this summer.

He reviewed the replacement process which the City intended to use and distributed a handout reflecting the cost estimate to replace this section of pipeline and reviewed each line item with the Council. He announced this would be an emergency bid process.

He explained the impact to water users during the repair process and reviewed those procedures which would take place to minimize the inconvenience to water users. He emphasized there were no service connections on that small section of pipe. A discussion took place how the abandoned waterline reflected on City and UDOT maps could still be in use. He also distributed a map reflecting the small 100 foot section of pipe.

The meeting adjourned at 6:54 p.m.

**APPROVED AND ADOPTED
This 8th day of March, 2016**

/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, February 23, 2016.

/s/Nancy R. Dean, City Recorder